



February 9, 2023

John Hagen, PE, PTOE
City of Maple Grove
12800 Arbor Lakes Parkway N
Maple Grove, MN 55369

Subject: Proposal for Fernbrook Lane Corridor Study; Maple Grove, MN

John:

Thanks for asking TC2 to submit this proposal to conduct a corridor study for the segment of Fernbrook Lane between County Road 81 (CR 81) and 93rd Avenue/CR 30 in the City of Maple Grove. This segment of roadway was recently changed from Hennepin County jurisdiction (CSAH 121) to Maple Grove's jurisdiction (MSAS 158). Thus, the City would like to understand existing and future corridor issues/needs and identify a corridor vision that provides safety and mobility for all users.

Our team will collaborate with area agencies throughout the study process to ensure a cohesive and supported vision is developed. Once completed the corridor study is expected to provide the city with a clear concept and understanding of the corridor vision to help plan for future funding and implementation. The following scope of services was developed in collaboration with city staff.

SCOPE OF SERVICES

We propose to carry out the work as described below.

Task 1 - Collaboration

- a) *General Project Management* – Review project tasks/progress, schedule, budget, invoices, and any other administrative tasks associated with the study. This task includes general coordination with internal project staff.
- b) *Project Manager Meetings* – Prepare for and attend (virtually) bi-weekly check-in coordination meetings with the City project manager. These meetings will review study progress, identify data needs/issues, assess schedule and budget, and discuss next steps.
- c) *Agency Meetings* – Prepare for and attend up to three (3) meetings with the project team and/or agency partners to discuss key issues/opportunities, assumptions, alternatives, and findings.

Task 2 – Community Engagement

- a) *Stakeholder Meetings* – Prepare for and attend up to six (6) meetings with key stakeholders or groups throughout the study process to solicit feedback on key issues, opportunities, and alternatives. Potential stakeholders are expected to include representatives from Maple Grove Parks and Recreation, Three Rivers Park District, Maple Grove Schools, and private property owners (i.e., residents / business owners) as needed. City staff will facilitate the meetings, with TC2 providing strategy, support, and materials as needed.

- b) *Virtual Engagement* – Assist the City in facilitating an online (i.e., virtual) presence for the study through the City’s website. As part of this task, we will help develop study information/materials, a virtual platform to solicit feedback (i.e., wiki-mapping, storymaps, or social pinpoint), and document comments/questions, as appropriate. The virtual engagement platform will focus on providing information on the overall corridor study goals and helping identify issues/needs.
- c) *Open House* – Prepare for and facilitate one (1) open house during the study process. This meeting will occur later in the study process once alternatives have been developed and evaluated, with a goal of soliciting feedback on the future vision for the corridor. TC2 will help develop informational fliers/handouts, boards/layouts, as appropriate. City staff will be responsible for all mailings, etc.
- d) *Engagement Support* – Coordinate with City staff to review the preliminary Public Input Plan (PIP) generally outlined within this scope of services and refine based on public feedback to ensure an equitable and meaningful process is followed.

Task 3 – Issues / Needs Assessment

- a) *Historical Data* – Review historic planning documents/studies, vehicular/multimodal counts, and any available information to understand previous efforts, existing/future travel patterns, volumes and planned infrastructure.
- b) *Infrastructure Characteristics* – Coordinate with area agencies/stakeholders to obtain pertinent social, economic, and environmental characteristics, as well as key enrollment, land use, transportation, right-of-way, and utility infrastructure. This task will include a review of existing access, multimodal facilities/crossings, crash history/rates, and travel patterns/operations.
- c) *Transportation Data* – Collect traffic/multimodal data along the corridor to identify existing traffic volumes from both a peak hour and daily perspective. Data will be collected at the following study intersections for up to a 13-hour period on a typical weekday as needed.
 - Fernbrook Lane and Territorial Road
 - Fernbrook Lane and CR 81
 - Fernbrook Lane and 99th Avenue
 - Fernbrook Lane and North School Access
 - Fernbrook Lane and Middle School Access
 - Fernbrook Lane and South School Access
 - Fernbrook Lane and 96th Avenue
 - Fernbrook Lane and 93rd Avenue/CR 30
 - 99th Avenue and Fernbrook Elementary
 - 99th Avenue and Fairview Health West Access
 - 99th Avenue and Fairview Health East Access

Data will be collected by Quality County, LLC and is expected to occur in April or May 2023 to capture increased pedestrian activity associated with area schools.

- d) *Traffic Forecasts* – Assess previous area planning documents, historical traffic volumes, and planned infrastructure improvements to identify future traffic forecasts within the study area per an agreed upon horizon year. This task will also assess traffic volume/pattern impacts associated with access changes at the Fernbrook Lane/CR 81 intersection.
- e) *Capacity* – Analyze existing and future intersection capacity during up to three (3) peak hours (i.e., a.m., school departure, and p.m.) using Synchro/SimTraffic software to identify key performance metrics. A planning level review of Average Daily Traffic (ADT) and peak hour volumes will also be completed as part of this task.

- f) *Issue / Opportunity Summary* – Assess and summarize key issues and opportunities identified, including feedback received throughout the initial public input phase. This task will outline key items to investigate as part of the alternative development and evaluation process.

Task 4 – Alternative Development / Evaluation

- a) *Design Parameter Review* – Coordinate with the City, as well as area agencies to establish design parameters and standards to leverage as part of the corridor study. This task will include a review of the general trail and roadway cross-sections, as well as roadway geometry (i.e., turn lanes, shoulder areas, etc.) and water resource needs.
- b) *Preliminary Concept Development / Evaluation* – Leveraging available data and established design parameters, the project team will develop preliminary concept alternatives to address the issues and opportunities identified. This task will look at key considerations such as:
- Corridor Cross-Section (2-lane versus 3-lane; median versus no median, on-street parking)
 - Multimodal Facilities (types, locations, crossings, enhancements)
 - Roadway Connectivity (access modifications, alignments)
 - Traffic Controls (stop conditions, signals, roundabouts)

The intent of this task is to investigate a range of potential options at a planning level (i.e., marker sketch) to understand feasibility and solicit City feedback and support to move forward with further evaluation.

- c) *Alternative Development / Evaluation* – Based on the findings from Task 4b, the project team will conduct a comprehensive evaluation of the most favorable concept alternatives. This task will assess corridor/intersection capacity, access, safety, multimodal connectivity/enhancements, property impacts, utilities, and preliminary costs, as well as any other key criteria agreed upon with City staff. The evaluation for each alternative will be summarized in a matrix format.
- d) *Concept Layout* – Based on the most favorable alternatives, TC2 will develop a conceptual layout that illustrates the corridor vision highlighting key roadway, access, traffic control, and multimodal facilities. This layout will be used as part of the open house to obtain feedback from area stakeholders.

Task 5 – Documentation

- a) *Implementation / Funding Support* – Based on the concept layout, we will help investigate potential funding sources and document which may or may not be reasonable to consider pursuing.
- b) *Draft Corridor Study Report* – Synthesize the study approach, data, evaluations, and agency feedback into a draft corridor study report.
- c) *Final Corridor Study Report* – Coordinate with the project team and area agencies to address report questions / comments and prepare a final report.

SCHEDULE

We are prepared to begin immediately and will complete this work within a mutually agreed-upon schedule. A preliminary schedule was identified based on initial discussions with project staff, as well as the scope of services contained within this proposal.

Schedule / Task	2023									
	F	M	A	M	J	J	A	S	O	
Task 1 – Collaboration	A			A			A			
Task 2 – Community Engagement			S V				S V	OH		
Task 3 – Issues / Needs Assessment										
Task 4 – Alternative Development / Evaluation										
Task 5 – Documentation									D	F

V – Virtual S - Stakeholders OH – Open House A – Agency Meeting D – Draft Report F – Final Report

BASIS OF PAYMENT/BUDGET

We propose to be reimbursed for our services on an hourly basis. Direct project expenses, such as data collection, supplies, etc., will be billed at cost and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted monthly for work performed during the previous month. Payment is due within 30 days.

Based on our understanding of the study, the cost of our services is estimated to be \$75,220. A detailed breakdown of hours by task is provided in the Appendix.

CHANGES IN THE SCOPE OF SERVICES

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

ACCEPTANCE/NOTICE TO PROCEED

A signed copy of this proposal, mailed or emailed, indicates acceptance, and notice to proceed. We appreciate your consideration of this proposal and look forward to working with you. Please feel free to contact me if you have any questions or need additional information.

Sincerely,



Matt Pacyna, PE (MN, ND, WI)
 President
 Transportation Collaborative & Consultants, LLC

APPROVED:

(signature)
Name _____
Title _____
Date _____