

City Council
Date: 9/4/07
REGULAR
Item:
Motion

ITEM: Request to prepare and distribute request for
Qualifications for transportation planning

SUBMITTED BY: Susan Hoyt, City Administrator
Jack Griffin, City Engineer

SUMMARY AND ACTION REQUESTED: The city council is being asked to authorize the city administrator to proceed with requesting qualifications for transportation planning for the city. The cost of the study is anticipated to be between \$15,000 and \$20,000 depending on the citizen information element and the detailed work plan that emerges from the RFQ.

There are at least two reasons to undertake this activity now.

- The first, and most compelling, reason is the city's need to evaluate and plan for its local transportation network and for how this fits with the state and county road system. This will allow the city to take the required land use planning and financing steps to work toward these transportation goals as well as to articulate the city's priorities and needs to the Minnesota Department of Transportation and Washington County. Without this, it is difficult to discuss and influence the outcome of these agencies' work as they plan to meet the transportation goals that they have.
- The second reason is that the city is preparing for reviewing and amending its 2008 comprehensive plan. An updated transportation plan is one of the requirements that are part of this activity. It is critical to begin this process to complete it in a timely way.

ADDITIONAL INFORMATION

The city administrator and engineer are in the process of developing an RFQ for the transportation plan. The requirements of the work will include a public process and public input on specific intersections (e.g. along Highway 36 and 94) as well as for the overall transportation plan. This will add time and cost to the transportation planning proposal, but it will be a critical component in the process.

With the support of the city engineer, it is recommended that firms other than TKDA be solicited for this work since there TKDA has a substantial amount of city work to manage and develop (sanitary sewer plans and the water plan to name two).

The firms that are being recommended for consideration for the RFQ, based upon past experience, include:

- SRF Consulting (Currently doing the Washington County Plan)
- S E H
- WSB
- Bonestroo

A process for recommending a firm will be developed for council review and council selection of the firm to do the study.

MOTION FOR CONSIDERATION

Move to authorize the city administrator and city engineer to prepare and distribute a request for qualifications (RFQ) for a transportation plan to the following firms: SRF Consulting, S E H, WSB and Bonestroo.

ORDER OF BUSINESS

Introduction	Susan Hoyt, City Administrator
Report	Jack Griffin, City Engineer
Questions from the council	Mayor and Council members
Questions to the council from the public (3 minute maximum)	Mayor facilitates
Call for a motion (does not signify approval)	Mayor facilitates
Discussion	Mayor and Council members
Action	City Council