

ITEM: Authorize entering into a contract with Iteris on behalf of Lake Elmo Elementary School PTA for the Safe Routes to School Plan

REQUESTED BY: Sandy Cullen, PTA, Lake Elmo Elementary School

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: School Evaluation Team

SUMMARY AND ACTION REQUESTED: The City Council is being asked to enter into a contract with Iteris, Inc. on behalf of Lake Elmo Elementary School to using grant funds in the amount of \$20,000 for the Safe Routes to School Plan to promote walking and biking opportunities for students at Lake Elmo Elementary School. The School was awarded a \$20,000 grant for the work and the city is the fiscal agent so the city must technically enter into the grant even though it is under the management of the School. The city formalized the agreement with MnDOT in January of 2008. The city staff will participate in the planning process when appropriate. The School sent out a request for proposals for the study in March, 2008 and received four responses. Iteris was selected by the school evaluation team.

ADDITIONAL INFORMATION

Iteris was selected because of the thoroughness of their work plan, conciseness of their deliverables and their emphasis on creating educational opportunities for the school community and the general public. Iteris uses PE Engineering and 3M as subcontractors in the process.

The four consultant teams submitted proposals; all costs were for the full \$20,000 amount.

- Alliant Engineering, Inc., Minneapolis
- Bonestroo, St. Paul
- Iteris, Inc., Minneapolis; in association with PE Services, Ltd., Wayzata; and 3M
- Olsson Associates, Edina; in association with KLD Consulting, Minneapolis

A proposal evaluation group rated each of the proposals. The evaluation group consisted of:

- Kristie Billiar, Mn/DOT SRTS Coordinator
- Nik Costello, Washington County Traffic Engineer
- Sandy Cullen, Lake Elmo Elementary PTA
- Andy Fields, Lake Elmo Elementary Principal
- Jack Griffin, City of Lake Elmo Engineer
- Jennifer Pelletier, City of Lake Elmo Planning Commission
- Anne Schlagel, Lake Elmo Elementary PTA

RECOMMENDATION

The School Evaluation team has selected Iteris and requests the city authorize the contract between the city and Iteris so the school can move forward with this project.

SUGGESTED MOTION FOR CONSIDERATION

Move to authorize the a contract with Iteris, Inc. for a cost not to exceed \$20,000 for Lake Elmo Elementary School to complete the Safe Routes to School according to the proposal submitted by Iteris and based upon the recommendation of the Lake Elmo School Evaluation team.

ORDER OF BUSINESS:

- Introduction Susan Hoyt, City Administrator
- Report by staff or other presenter Sandy Cullen
PTA, Lake Elmo Elementary School
- Questions from city council members to the presenter Mayor and council members
- Questions/comments from the public to the city council Mayor facilitates
(a maximum of three minutes per question/statement)
- Call for a motion. Mayor and council members
- Discussion among city council members Mayor and council members
- Action by the city council City council