



STAFF REPORT

DATE: June 4, 2024

REGULAR

AGENDA ITEM: Approve SRF Task Order No. 9 for Pedestrian Crosswalk Study and Policy Development

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Clark Schroeder, Interim City Administrator
Marty Powers, Public Works Director
Chad Isakson, Assistant City Engineer

ISSUE BEFORE COUNCIL: Should the City Council approve an engineering services Task Order with SRF, Inc. to conduct a Pedestrian Crosswalk Study and develop a Crosswalk Policy?

BACKGROUND: At the April 9, 2024 council workshop, the City Council directed staff to develop a draft pedestrian crosswalk policy for further review and consideration. The workshop item and potential need for a crosswalk policy is in response to a recent increase in resident and property owner requests for specific crosswalk improvements.

PROPOSAL DETAILS/ANALYSIS: Following the workshop, staff worked with SRF, Inc. to prepare a work plan and fee estimate for the development of the requested Crosswalk Policy. From the scoping conversations, City staff determined the recommend approach for the work should include a Crosswalk Study for a specific downtown corridor area, including 39th Street, from Lake Elmo Avenue (CSAH 17) to Stillwater Boulevard (CSAH 14); and Laverne Avenue, from 39th Street to Upper 33rd Street. The Crosswalk Study would not include the County Roadway intersection at Laverne Avenue and Stillwater Boulevard (CASH 14).

The preparation of the study corridor and resulting recommendations would provide the City Council the opportunity to experience the implementation of various policy criteria with actual field data in the efforts to develop the specific Crosswalk findings and recommendations for the study area. From the study experience, staff believes that a more effective and sustainable Crosswalk Policy could then be developed for adoption.

FISCAL IMPACT: \$22,000 to be paid from the General Fund.

RECOMMENDATION: Staff is recommending that the City Council approve Task Order No. 9 with SRF to conduct a Pedestrian Crosswalk Study and develop a Crosswalk Policy. The recommended motion for this action is as follows:

“Move to approve Task Order No. 9 with SRF, Inc. to conduct a Pedestrian Crosswalk Study and develop a Crosswalk Policy, in the not to exceed amount of \$22,000.”

ATTACHMENTS:

1. SRF Task Order No. 9: Pedestrian Crossing Study and Policy Development.

In accordance with ARTICLE 1 of the Master AGREEMENT between the City of Lake Elmo (“CITY”) and SRF Consulting Services, Inc. (“ENGINEER”), dated JUNE 27, 2012 (“AGREEMENT”), the ENGINEER agrees to provide Professional Engineering Support Services as follows:

**City of Lake Elmo
Pedestrian Crossing Study & Policy Development**

PROJECT OVERVIEW:

The proposed study will include a two-step process:

1. Using national best practices and guidance, SRF will study two roadway corridors in Lake Elmo to determine if pedestrian crossings are warranted, what those crossings could look like, and how that process transpired. The study area includes:
 - a. 39th Street, from Lake Elmo Avenue (CSAH 17) to Stillwater Boulevard (CSAH 14); and
 - b. Laverne Avenue, from 39th Street to Upper 33rd Street (not including the County roadway intersection at Laverne Avenue and Stillwater Boulevard (CASH 14)).
2. Based upon the lessons learned from the study of those corridors and confirmation of approach, SRF will development a Pedestrian Crossing Policy for Lake Elmo to consider and analyze potential locations deemed appropriate or not appropriate for pedestrian crossing improvements.

SERVICES TO BE PROVIDED BY ENGINEER: SRF Consulting Services, Inc. shall provide the following Professional Engineering Services:

Task 1 – Project Management

1. Three meetings with city staff.
2. Two meetings with the City Council.
3. Project management, coordination, scheduling, and invoicing.

Task 2 – Pedestrian Crossing Study

1. Complete a one field review of both corridors.
2. Review previous plans, documents, and pertinent information.
3. Collect traffic counts (including vehicle, pedestrian, and bicycle counts) for a total of 26 hours (weekday = 13 hours and weekend = 13 hours) at up to four locations.
4. Produce analysis of recommended crossing treatment alternatives if deemed appropriate at up to four locations. Up to two alternatives per location with corresponding analysis, planning-level conceptual design, and high-level cost estimate.
5. Revise up to four preferred concepts to address two rounds of input from staff. SRF will provide necessary materials. Detailed design and environmental documentation for the preferred concepts are not included in the scope of work.

6. Provide a technical memorandum documenting the process and findings with one round of input from staff.
7. Includes one workshop or council meeting for council review and comment.

Task 3 – Pedestrian Crossing Policy

1. Develop a specific crossing policy for Lake Elmo using local examples and coordination with staff.
2. Draft a crossing policy for review and comment by the council. Includes one workshop or meeting facilitated by SRF with the council to determine final steps.
3. Complete a final crossing policy document assuming two rounds of review by staff and the council.

CITIES RESPONSIBILITIES: The City (or its consultants) will provide the following:

1. Feedback of concepts and cost estimates
2. Setting up meetings

TIMES FOR RENDERING SERVICES: ENGINEER shall perform its services and provide deliverables in accordance with the following schedule:

1. Agreed based on available meeting times with agencies and council
2. Completion of this study by December 31, 2024.

CITY'S REPRESENTATIVE AND CONTRACT ADMINISTRATION: The CITY's representative with respect to services rendered by ENGINEER under this TASK ORDER shall be the City Engineer. Project correspondence must be addressed to:

Jack Griffin, P.E., City Engineer
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042
651.300.4264
Email: Jack.griffin@focusengineeringinc.com

COMPENSATION: Compensation to ENGINEER shall be on an hourly rate basis using the hourly billing rates provided in the ENGINEER's Proposal for the work, in a not to exceed amount of \$7,000 for Task 1, an additional \$10,000 for Task 2, and an additional \$5,000 for Task 3. The total for all three tasks would be \$22,000.

Payment for Services shall be in accordance with ARTICLE 3.2 of the Master AGREEMENT. Invoices should be sent to the attention of the City Engineer.

APPROVAL AND ACCEPTANCE: Approval and Acceptance of this Task Order, including the attachment(s) listed above, shall incorporate this document as part of the AGREEMENT. ENGINEER is authorized to begin performance of services upon receipt of a copy of this Task Order signed by CITY.

The Effective Date of this Task Order is **JUNE 4, 2024**.

SRF CONSULTING SERVICES, INC.

CITY OF LAKE ELMO, MINNESOTA

By _____

By _____

(Authorized Principal of the Firm)

City Administrator