AGENDA
Public Improvement/Transportation Committee

Tuesday, March 8, 2022
4:00 PM
On Main, City Hall
344 West Main Street

Call to Order

Approval of the Minutes

1. Consider approval of the minutes of the January 25, 2022 Public Improvement/ Transportation Committee meeting.

New Business

2. Project ST-009: W. Lyon Street/N. 3rd Street Reconstruction Project – Changes to N. 3rd Street and Aesthetics.

3. SWM-002 Legion Field Stormwater Improvements Project – Phase II.

Adjourn

NOTE: Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Administration Office (537-6760) in advance of the meeting to make any necessary arrangements.

-UNAPPROVED-

MINUTES

PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING
January 25, 2022
1:30 PM
On Main, City Hall

MEMBERS PRESENT: Councilmembers Schafer, Labat and Lozinski

MEMBERS ABSENT: None

STAFF PRESENT: Director of Public Works/City Engineer Jason Anderson, Assistant City Engineer Jessie Dehn, Senior Engineering Specialist Geoffrey Stelter, City Clerk Kyle Box

Call to Order.
Chairman Schafer called the meeting to order at 1:30 pm.

Discussion by Labat on sidewalk placement along South 1st Street from the previous meeting. Member Schafer provided additional discussion on sidewalks and the connectivity they bring to the community. Member Lozinski added further discussion in favor of the sidewalks on both sides of the street project.

1. Approval of the Minutes.
MOTION BY LABAT, SECONDED BY LOZINSKI to approve the minutes of the November 22, 2021 Public Improvement/Transportation Committee meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

2. ST-006: RRFB School Pedestrian Crossing Improvements Project.
Background: This project is included in the 2022 capital improvement plan (CIP). The City was awarded a Transportation Alternatives Grant (TA Grant) in the amount of $339,840 for this project. The project would improve school pedestrian crossings adjacent to the Marshall Middle School, Southview Elementary School, Park Side Elementary School, and True Light Christian School. The required 20% local match is split 50-50 between participating schools and the City of Marshall. In addition to the Rectangular Rapid Flashing Beacon (RRFB) sign assemblies and pedestrian refuge islands, the project would install two School Speed Limit (when flashing) sign assemblies including dynamic speed feedback signs. During school arrival and dismissal periods, the sign would report driver speed as their vehicle passes the sign and flash their speed when the speed exceeds the posted school zone speed limit. To establish school zone speed limits in Marshall, staff performed an evaluation of the existing areas to determine an appropriate school zone speed limit. This evaluation is required by State Statute. City staff is recommending establishment of a 20 MPH school zone speed limit in the vicinity of the schools previously referenced. There was compliance with this speed limit in prior years at the now-closed Westside Elementary School on S. 4th Street and TH 19. The MnDOT District 8 Traffic Engineer, Cody Brand, has reviewed the recommendation for the True Light Christian School on TH 19 (E. College Drive) and is acceptable to the recommendation of 20 MPH.

Councilmember Labat commented on the posted speed limit recommendation. Labat also commented on previous discussion from the January 11, 2022 council meeting regarding the discussion on medians near the schools. Director of Public Works/ City Engineer Jason Anderson provided additional information on the medians but commented that these items are separate from the speed limit recommendation.

An additional recommendation will be made to MnDOT to lower the speed limit by True Light to 20mph as well. Member Lozinski discussed the level of enforcement that should be in place when the signs are installed.

Lozinski asked a clarification on when the speed limit will be enforced. Director Anderson commented that will be a future discuss with the Council and School District.

Member Schafer commented that this should be specifically a school crossing not an enhanced pedestrian crossing.

MOTION BY LABAT, SECONDED BY LOZINSKI to recommend the City Council adopt a resolution which establishes the 20 MPH school zone speed limit in the vicinity of the Marshall Middle School, Southview Elementary School, Park Side Elementary School, and True Light Christian School. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

3. <u>ST-023: W. Lyon Street (College to 1st) Reconstruction Project</u>.

Background: The project limits include: W. Lyon Street (E. College Drive to N. 1st Street). The proposed project was originally included in the scope of the Z82 (N. 1st/Redwood/Marshall) Reconstruction Project constructed in 2021. In consideration of the unknown status regarding the potential development of the Block 11 property, the block of W. Lyon Street between E. College Drive and N. 1st Street was removed from the scope of the project. The intention was to bring this project forward once development of the Block 11 property was anticipated to ensure that the proposed street and utility reconstruction would adequately serve the Block 11 development. After discussion with the developers, construction on the first phase of the redevelopment is anticipated for the 2022 construction season. The proposed project includes complete reconstruction of the street, curb, driveways, water system, and sanitary sewer collection system. This project will tie into the proposed limits of the MnDOT College Drive Reconstruction project (2025) on the northwest end and into where the Z82 Reconstruction project finished in 2021. This block does not currently have water main. MMU has expressed their desire to extend new 6" PVC water main from N. 1st Street (stubbed out with the Z82 project) to E. College Drive to complete a water main loop. There is no existing sanitary sewer under this block also. The reconstruction project would install new PVC main, with new PVC services to adjacent vacant lot(s) for potential future development. Storm water would likely not be required on this project as this block is serviced by the new storm water facilities at N. 1st Street and E. College Drive. Included in the packet are proposed layouts that identify street widths and proposed sidewalk locations. The street width of W. Lyon Street is proposed to be 58-FT as measured from back of curb; this is 2 feet wider than the existing width of 56-FT. The additional width would provide for two 13-FT travel lanes and two 15.5-FT rows of 45° angle parking stalls. City staff is proposing concrete surfacing.

Councilmember Labat discussed parking availability surrounding Block 11. Director Anderson discussed the CUP that will go before the City Council that discusses parking requirements that will be readdressed for each building that will be built.

There was additional discussion on concrete compared to asphalt. The life expectancy for concrete with average use can be 30 to 35 years and asphalt can be stretched to 20 years.

Councilmember Lozinski asked if the project needs all the proposed driveway access. Director Anderson commented that the accesses on the Block 11 side will be combined into 1 access and that staff will review the two on the north side of the project.

Alternative options for grass were also discussed. There was support from the Committee to have some type of green space.

MOTION BY LOZINSKI, SECONDED BY SCHAFER to recommend approval of project to City Council. Note that this project will be bid with concrete. COUNCILMEMBER LABAT VOTED NO. MOTION PASSED 2:1.

4. <u>ST-010: Lyon Circle Reconstruction Project</u>.
Background: The project limits include: Lyon Circle from Jewett Street to approximately 165-FT south. The proposed project is included in the 2023 capital improvement plan (CIP) for complete reconstruction of the street, curb, driveways, and sanitary sewer collection system. The street pavement condition is extremely poor and City staff believes a reconstruction is necessary. A street section consisting of 4" bituminous and 12" Class 5 aggregate gravel base is being proposed. Sanitary sewer reconstruction will replace clay sewer pipe with PVC pipe. There is no sidewalk in this area currently and none being proposed. Included in the packet is a proposed layout that identifies street width. The street width of Lyon Circle is proposed to be 33-FT as measured from back of curb with a cul-de-sac radius of 47-FT as measured from back of curb. The existing street width is 41-FT with a cul-de-sac radius of 50-FT. The purpose of the narrowing is to reduce costs for this assessment project. Parking is not required along the street, as the adjacent properties have available off-street parking. The cul-de-sac would accommodate necessary traffic turning movements.

There was further discussion by staff and the committee on how the special assessment policy will apply to this project.

MOTION BY LABAT, SECONDED BY LOZINSKI to recommend approval of project to City Council. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

5. <u>ST-024: Baldwin Parking Lot (City Hall Lot) Reconstruction Project</u>.
Background: The proposed project is included in the 2023 Capital Improvement Plan (CIP) for reconstruction of parking lot surfacing. Limits of reconstruction would include the entire lot owned by the City of Marshall and the portion of the lot owned by CenturyLink/Lumen. Staff would propose to assess the portion of the lot that is owned by CenturyLink/Lumen. Staff will need to work with the City Attorney to draft an agreement that allows for our reconstruction on their property and assessment of the costs. Staff is proposing concrete surfacing for the downtown parking lots. The parking lot will consist of a minimum section of 6" concrete and 6" Class 5 aggregate base. Included in the packet is the proposed layout for Committee consideration

MOTION BY LABAT, SECONDED BY LOZINSKI to recommend approval of the project to the City Council. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

6. <u>Review Draft Driveway Ordinance Revisions</u>.
Background: City staff is proposing to establish a set of driveway regulations that more explicitly describes the requirements and limitations for driveways in various land uses. The proposed ordinance would apply to new properties or applications for modifying existing driveways. Applications to replace driveways, as they are currently, would be exempt from the requirements in the ordinance. The proposed ordinance describes the requirements for materials and geometrics (size, slope, etc.) for residential, commercial, and industrial-zoned properties. The ordinance also identifies an exemption process, should a property owner wish to install a driveway that does not conform to the requirements in the proposed ordinance. Staff believes that the proposed ordinance would provide clear direction to property owners regarding driveway installations. Limiting driveway width and spacing between driveways can improve safety by helping to reduce vehicle/pedestrian interaction area and by reducing and limiting street access/conflict points, help ensure good gutter drainage, reduce unnecessary storm water runoff, help ensure compliance with vegetative cover ordinance requirements, and help maintain character of a neighborhood. Establishment of driveway regulations are typical for many other communities in Minnesota. Staff can review requirements of other communities as needed.

There was support from the Committee to limit the width of the driveway to 36' at the sidewalk and to allow the driveway to flare out and expand behind the sidewalk to the house.

There was further discussion from Councilmember Lozinski on limiting the use of front yard space as a driveway.

MOTION BY LABAT SECONDED BY SCHAFER to recommend approval of the driveway ordinance revisions to the City Council. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

7. <u>SRF Consulting Group – Review/recommend Proposal for Design of City Utilities in MnDOT 2025 College Drive Reconstruction Project.</u> Background: Attached is a proposal from SRF Consulting Group, Inc. (SRF) for professional services for the design of watermain and sanitary sewer relocations along TH 19 (College Drive). The design includes the relocation and/or replacement of approximately 2,800 feet of watermain and 3,600 feet of sanitary sewer in various segments along the proposed MnDOT TH 19 corridor. Scope of Services is shown in Attachment B of the attached proposal. City staff has requested this proposal to allow for the consideration of hiring SRF to complete these tasks in lieu of City Engineering staff completing this work. MnDOT's design and approval process is very long, time consuming, and specific. MnDOT requires everything to be to their design standard, including everything down to the method of labeling and formatting of tabular data. The level of detail and back and forth review required to get plans to their satisfaction is not always worth the cost of our staff time. There is a reason why they begin work 7 years in advance of a project and complete a pre-design contract, followed by a design contract. SRF is already hired by MnDOT for design of all of project items. The most seamless method for designing this project would be to hire SRF to include City utilities with their design to meet MnDOT standards for project layout. The proposal is for services as described for a not-to-exceed amount of $62,598. This cost does not consider the possible addition of the Bruce Street intersection into the project limits.

MOTION BY LABAT, SECONDED BY LOZINSKI to recommend Council authorize execution of the attached SRF "Proposal for Professional Services for Watermain and Sanitary Relocation Design" associated with MnDOT's 2025 College Drive Reconstruction Project for a not-to-exceed amount of $62,598. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

8. <u>Consider Proposal from Bueltel-Moseng Land Surveying for Survey of the Marshall Flood Control Project property</u>.

Background: Bueltel-Moseng is providing a proposal for surveying services for determination and location of select property points of the Flood Control Project, both levee and diversion channel property and easements. The survey would include setting property pins (where applicable) and setting stakes at requested locations along the Flood Control Project. The flood control project is very important to the City of Marshall, and it is imperative that all adjacent property owners understand where their properties end. According to the US Army Corps of Engineers national levee database, roughly $1.26B dollars of property value is protected by our flood control project, including at least 2,101 buildings. There are numerous locations along the flood control project properties where adjacent property owners have planted trees, placed sheds, planted gardens, and parked trailers on city property. Any installation on City property should require City permission. Staff is proposing that the survey be completed to better identify to adjacent property owners the actual locations of Flood Control Property, as determined by a licensed land surveyor. This would allow staff the option to install posts at selected points to indicate property boundaries. The posts could be outfitted with placards that state "City Flood Control Property" or something similar. At locations where the City has easement, as opposed to fee estate, staff would not recommend posts but rather annual notifications to those property owners about the presence of the Flood Control easement. The purpose of hiring a licensed land surveyor to complete this work in lieu of city staff working to find property lines is to be certain that locations are accurate and defensible to the adjacent property owners. If staff is directed to install the posts and placards, it will certainly generate a reaction from many of the property owners who would be upset by the sign being placed "on their property". Further, a portion of the adjacent landowners may threaten to stop mowing or otherwise maintaining the city-owned property in retaliation to the signs being installed. Staff is open to input from the Committee and Council at-large. An alternative action, though less effective, would be to send letters/notices annually to every property owner adjacent to the flood control project. The proposal is for services as described for a not-to-exceed amount of $9,000. The cost would be funded using the Surface Water Utility.

There was discussion by the committee and staff.

MOTION BY LABAT SECONDED BY LOZINSKI to recommend the proposal to the City Council for authorizing execution of the attached Buetel proposal for survey services associated with the Flood Control Project for a not-to-exceed amount of $9,000. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

9. <u>Project ST-009: W. Lyon Street/N. 3rd Street Reconstruction Project – Changes to N. 3rd Street and Aesthetics</u>.

The project limits include: W. Lyon Street (E. College Drive to N. 5th Street)
N. 3rd Street (W. Main Street to W. Redwood Street). The proposed project is included in the 2023 Capital Improvement Plan (CIP) for complete reconstruction of the street, curb, driveways, watermain, sanitary sewer, and storm sewer collection system. The street pavement condition is poor and City staff believes a reconstruction is necessary.

Brad Meulebroeck has expressed interest in making changes to the function of N. 3rd Street between W. Main Street and W. Lyon Street. After discussion with staff, his request would include considering the following:

- Remove the signal light at the intersection of N. 3rd Street (City) and W. Main Street (MnDOT). This signal is currently owned and operated by MnDOT, and any changes would need to be approved by MnDOT Traffic.
- Addition of an enhanced pedestrian crossing at the intersection of N. 3rd Street and W. Main Street, including a pedestrian refuge island and Rectangular Rapid Flashing Beacon (RRFB) signage. As this installation would be in MnDOT Right-of-Way, this installation would need to be approved by MnDOT Traffic.
- Reconfiguration of N. 3rd Street from the existing two-way travel into a one-way street moving from Main Street to Lyon Street, including reconfiguration of parking to 45-degree angle parking on both sides of N. 3rd Street.
- Narrowing of N. 3rd Street to accommodate several additional features including but not limited to landscaping, string lighting, artwork, and park sitting.

Staff has also considered the possibility of including some aesthetic and/or landscaping/hardscaping upgrades to the remaining blocks of the downtown project. Some of these upgrades may or may not include planter boxes, vegetative strips along the curb and at corners, and others.

With the scheduled timeline of construction in 2023, staff would like the committee to provide guidance on which changes, and features should be pursued further. The changes to W. Main Street will require an Intersection Control Evaluation (ICE) report and coordination with the MnDOT District 8 office. Aesthetic features would likely require the services of a landscape architect to assist with the scoping and design of included features. To accommodate these additional tasks as well as determination of potential assessment agreements, staff would like the committee to provide guidance moving forward.

Director Anderson commented on the additional services that would be needed for this type of project including consulting fees, pedestrian use, land design, etc.

There was further discussion from the Committee to work with the property owners that requested the redevelopment of the street. Staff will begin working on estimates on the project for further discussion.

Councilmember Labat suggested that the property owner bring this to the Downtown Business Association for consideration and support.

Further discussion on working with a landscape architect to identify long term.

There was a consensus from the Committee for STAFF TO HAVE FURTHER DISCUSSION WITH THE DOWNTOWN BUSINESS ASSOCIATION AND REQUEST A LETTER OF SUPPORT TO MOVE FORWARD WITH A PROJECT.

10. <u>Municipal State Aid Route Designations and Revocations</u>.
Background: The Municipal State Aid Street program (MSAS) provides funding to assist municipalities with the construction and maintenance of community-interest streets on their state aid systems. The program goals are to provide users with a city roadway network that is safe, provides adequate mobility and structural capability, and to provide an integrated transportation network. A city must have a population of at least 5,000 to be included in the MSAS system.

Within each eligible city, up to 20% of the local streets may be designated as MSAS. To be designated, the route must:

- Carry a heavier traffic volume or be classified as a collector or arterial.
- Connect points of major traffic interest.
- Provide an integrated and coordinated highway and street system.

Designation

- West Marshall Street (N. 6th Street/Existing MSAS 103 to N. 7th Street) – 0.133 miles
- North 7th Street (N. 7th Street/W. Marshall Street intersection to Kossuth Avenue) – 0.460 miles
- West Fairview Street (US 59 to N. 7th Street) – 0.231 miles
- South 10th Street (Legion Field Road to W. Main Street/MN 68) – 0.159 miles
- Legion Field Road (Kendall Street to S. 10th Street) – 0.433 miles
- Kendall Street (Legion Field Road to S. 6th Street) – 0.144 miles
- South 6th Street (Kendall Street to W. Saratoga Street/Existing MSAS 109) – 0.192 miles
- C Street (E. Saratoga Street to US 59/E. Main Street) – 0.206 miles
- Susan Drive (US 59/E. Main Street to Clarice Avenue) – 0.357 miles

Revocation

- Southview Drive – MSAS 119 (Country Club Drive/Elaine Avenue to S. 4th Street) – 0.318 miles
- Birch Street – MSAS 114 (Mustang Trail to State Street) – 0.463 miles
- North O'Connell Street – MSAS 125 (MN 19/E. College Drive to Birch Street) – 0.124 miles
- State Street – MSAS 135 (Birch Street to MN 23) – 0.415 miles

MOTION BY LABAT SECONDED BY LOZINSKI to recommend the City Council adopt a resolution which revises the City's Municipal State Aid System (MSAS) routes designated herein. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

Adjourn.

MOTION BY LABAT SECONDED BY LOZINSKI to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

Meeting adjourned at 3:29 pm.

Respectfully submitted,
Kyle Box, City Clerk

CITY OF MARSHALL
AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 8, 2022
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-009: W. Lyon Street/N. 3rd Street Reconstruction Project – Changes to N. 3rd Street and Aesthetics.
Background Information:	The project limits include: W. Lyon Street (E. College Drive to N. 5th Street) N. 3rd Street (W. Main Street to W. Redwood Street) The proposed project is included in the 2023 Capital Improvement Plan (CIP) for complete reconstruction of the street, curb, driveways, watermain, sanitary sewer, and storm sewer collection system. The street pavement condition is poor and City staff believes a reconstruction is necessary. Brad Meulebroeck has expressed interest in making changes to the function of N. 3rd Street between W. Main Street and W. Lyon Street. After discussion with staff, his request would include considering the following: - Remove the signal light at the intersection of N. 3rd Street (City) and W. Main Street (MnDOT). This signal is currently owned and operated by MnDOT and any changes would need to be approved by MnDOT Traffic. - Addition of an enhanced pedestrian crossing at the intersection of N. 3rd Street and W. Main Street, including a pedestrian refuge island and Rectangular Rapid Flashing Beacon (RRFB) signage. As this installation would be in MnDOT Right-of-Way, this installation would need to be approved by MnDOT Traffic. - Reconfiguration of N. 3rd Street from the existing two-way travel into a one-way street moving from Main Street to Lyon Street, including reconfiguration of parking to 45 degree angle parking on both sides of N. 3rd Street. - Narrowing of N. 3rd Street to accommodate several additional features including but not limited to landscaping, string lighting, artwork, and park sitting. Staff has also considered the possibility of including some aesthetic and/or landscaping/hardscaping upgrades to the remaining blocks of the downtown project. Some of these upgrades may or may not include planter boxes, vegetative strips along the curb and at corners, and others. At the February 8, 2022 City Council meeting, City Council authorized staff to request proposals for consultant services on N. 3rd Street and W. Lyon Street. Those services would include an Intersection Control Evaluation (ICE) report, scoping and design of streetscaping on N. 3rd Street (and partially on W. Lyon Street), and/or design of the street reconstruction project. Staff received 3 proposals from Bolton & Menk, SRF, and Widseth. Staff along with members of the PI/T Committee and Brad Gruhot assisted with review and rating of

	the proposals received. Based on the advertised rating weight factors, staff is presenting the results of the ratings to the PI/T Committee for review.
Fiscal Impact:	
Alternative/ Variations:	Provide a recommendation of no award.
Recommendation:	PI/T to review the proposal ratings and provide an award recommendation to City Council.

City of Marshall

March 3, 2022

Proposal for

N. 3rd Street – W. Lyon Street Downtown Corridor Improvements

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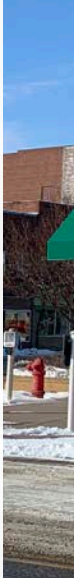

MARSHALL

CULTIVATING THE BEST IN US

BOLTON & MENK

Real People. Real Solutions.

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March 3, 2022

Jessie Dehn, PE
Assistant City Engineer
City of Marshall Public Works
344 W. Main Street
Marshall, MN 56258
Jessie.Dehn@ci.marshall.mn.us

RE: Proposal for N. 3rd Street – W. Lyon Street Downtown Corridor Improvements

Dear Jessie:

Located next to three major highways, downtown Marshall is a short drive from just about anywhere in southwestern Minnesota. The city has initiated the N. 3rd Street – W. Lyon Street Downtown Corridor Improvements project to engage key stakeholders in a plan to revitalize the heart of the downtown area and provide a destination feel to the retail, educational, and cultural hub of the region. Like you, Bolton & Menk, Inc. takes great pride in designing and managing projects that are safe, sustainable, and functional. We understand what needs to be accomplished for the successful completion of the Downtown Corridor Improvements project.

An Experienced Team – Our team has the expertise to help the City of Marshall move this project forward and provide the services outlined in the RFP. I have completed numerous downtown reconstruction projects in neighboring communities and look forward to bringing my experiences to this project. Additionally, Angie Bersaw, who has unmatched experience leading public engagement efforts will provide the needed direction to successfully engage the community and stakeholders. Sam Kessel will serve as the landscape architect and bring his proven streetscaping enhancement toolbox to educate stakeholders and build an attainable vision for the downtown corridors.

We Will Guide You Through the Process – The City of Marshall needs a consultant who will carry the torch to build informed consent on all streetscaping improvements. Going into this project, we have the end game in mind. We know you want this project to be consultant and public driven. We will lead the stakeholders through the process, making sure the city has adequately engaged the community to make informed decisions on streetscaping improvements. You can trust us to make sure everything proceeds on schedule to ensure construction in 2023.

Multimodal Expertise – Marshall is home to number of trail systems and coordinating the needs of pedestrians, bicyclists, and vehicles will be another important piece of this project. Our team has created meaningful multimodal transportation networks in communities throughout Minnesota. We have team members with national expertise in this area and we look forward to using that insight to help the City of Marshall create a multimodal corridor that is safe, aesthetically pleasing, and functional to a variety of users.

In continued service to City of Marshall, we are excited at the opportunity to complete the Downtown Corridor Improvements project. I will serve as your lead client contact and project manager. Please contact me at 320-212-2846 or Chuck.DeWolf@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Chuck DeWolf, PE
Project Manager/Principal Engineer

This proposal shall remain valid for 60 days from the date of submittal

PROJECT UNDERSTANDING

Project Overview

Marshall's downtown business district is the core of the community, serving as an economic hub for the region, a civic destination, and a place people identify as the heart of the city. The city continues to invest in this area, with the 2007 West Main Project, recent City Hall Improvements, and the upcoming 2025 College Drive project.

With the need to replace crumbling infrastructure within the project area, including aging end-of-life pavement, lead water services, and drainage issues within the impervious core of the project, coupled with the fact the College Drive project will have impacts on the periphery of the project, this is an opportune time to develop a streetscape scoping plan for the project area. In addition to the infrastructure needs, there is community support to develop a destination attraction, incorporating streetscaping elements and multimodal corridor improvements to develop a unique and inviting district for the community.

Some specific issues of concern for the project include:

- Removal of the W. Main Street & N. 3rd Street traffic signal and improving pedestrian safety
- Potential conversion of 3rd Street to a one-way between W. Main and W. Lyon Street
- Preservation of storefront parking throughout the project area
- Evaluate streetscape opportunities throughout the project area
- Developing a community-driven streetscape plan through a series of public engagement sessions to develop the bard and identity of the project area

The Bolton & Menk team is uniquely qualified to lead this multi-faceted project, combining our technical expertise, our creative placemaking abilities, and knowledge of the needs for not only this project area, but the City of Marshall as a whole. Having worked with multiple communities on downtown projects, we understand the importance of developing a road map for implementation through the master planning process, providing technically sound and creative design solutions to provide a long-term user experience that is unique to Marshall.

The Bolton & Menk team is equipped to provide outstanding technical service to develop buildable, cost-effective concepts that instill community pride and ownership. Our team has years of proven experience leading public and stakeholder involvement on multiple streetscape reconstruction projects that blend technical and aesthetic improvements into one cohesive asset for the community. *You can count on our project manager, Chuck DeWolf to guide this project and ensure efforts are conducted in a cost-effective and timely manner.*

As outlined in the request for proposal, there are several key phases for the project. Although each phase is an independent step in the process, each one is a critical piece in developing a holistic design solution. The following are the steps in the project process:

Task 1: Intersection Control Evaluation (ICE Study & Report)

We understand the desire to remove the traffic signal through the downtown area while preserving pedestrian safety. Upon receiving notice to proceed, our design team will work through a series of investigations to fully understand existing conditions, develop traffic forecasts consistent with growth in the City of Marshall, develop feasible solutions to remove the existing signal (which likely impacts access on N. 3rd Street), evaluate those solutions, and document the work completed in the draft ICE Report. Ongoing discussions will occur with project stakeholders including city and MnDOT staff to finalize steps along the way and minimize potential surprises as the study concludes.

As an important gateway to the downtown district and to properly scope the Task 2 streetscape opportunities, it will be critical to quickly identify the feasibility of removing the signal and converting N. 3rd Street to one-way between W. Main Street. and Lyon Street Our goal is to have a preliminary understanding of intersection improvement opportunities by early May and finalize the draft ICE Report in early June 2022.

Task 2: Preliminary Scoping and Design of Streetscaping of Downtown District

Our team is experienced in working through complex streetscape master plan processes that are inclusive, equitable, implementable, and technically sound. We will create a solid base by working in direct coordination and conjunction with Task 1 to efficiently establish a comprehensive understanding of the existing conditions and issues present on the corridor.

Bolton & Menk's team of integrated multidisciplinary experts will prove essential to the timeliness and efficiency required to seamlessly integrate Task 1 design alternatives into Task 2 streetscape scoping and design. Our team will work with the City of Marshall staff to establish a streetscaping enhancement toolbox that will reflect the opportunities specific to the recommended design alternatives derived from Task 1. This streetscape toolbox will be used as a guidebook to establish options to be presented for the initial public input session.

Our team will conduct a series of public outreach meetings as defined in the scope of services in addition to direct communications with the City of Marshall staff to ***ensure public engagement is right-sized and equitable*** for the various stakeholders identified in the RFP. It is envisioned that the meetings will be spaced appropriately, with the first meeting held to help define the vision of the project and preferred enhancement opportunities, followed by a second meeting to reveal the conceptual streetscape design. Through this alignment process, we will focus on active listening by responding to people's interests and concerns, and mindfully educating the community on what is behind the proposed recommendations.

Concepts will be revised based on the city and community feedback received throughout the design process. It is understood that the streetscape scope and final design elements will be directly driven by the public outreach comments and stakeholder desires. To ensure design recommendations are technically sound and fiscally responsible, all public comments will be vetted by Bolton & Menk's multidisciplinary team, bringing recommendations to the City of Marshall that will hold to the project goals and are in line with the operations and management requirements of public infrastructure. A final concept streetscape plan and process

summary will be developed that documents the design and public outreach process. It will include the following information and will be presented to the city council for approval:

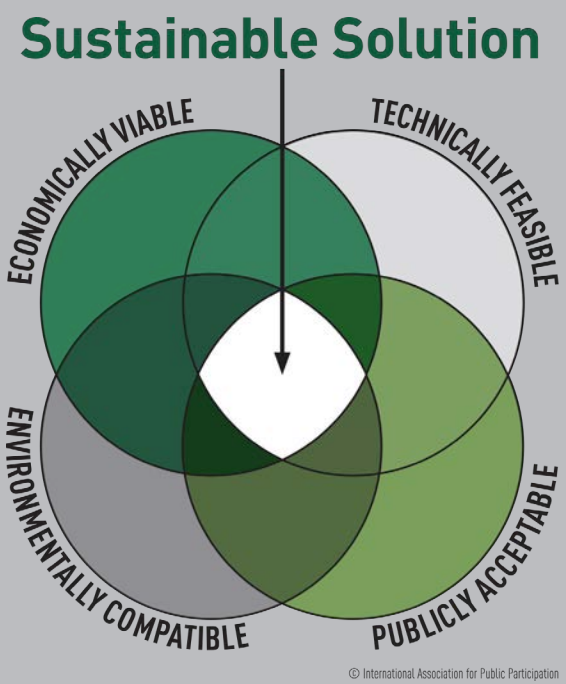
- Meeting notes and attendance logs from various meetings
- Approvals and documented comments from stakeholders
- Defined streetscape enhancement vision derived from public outreach sessions
- Conceptual design graphic plan and one 3D streetscape illustration derived from the streetscape toolbox elements
- Final concept streetscape graphic plan with preliminary construction cost estimate

Task 3: Final Design of Streetscaping

Final streetscaping design will be completed in conjunction with Task 4 street reconstruction. Our multidisciplinary team will work jointly to establish a uniform set of construction documents to provide a **technically** feasible, **economically** viable, **environmentally** compatible, and **politically and publicly** acceptable project solution for the city.

Sustainability

Our team will implement a **Sustainable Decision Making Approach** that will address the identified goals and objectives to ensure the final plan is Technically Feasible, Economically Viable, Environmentally Compatible, and Publicly Acceptable.

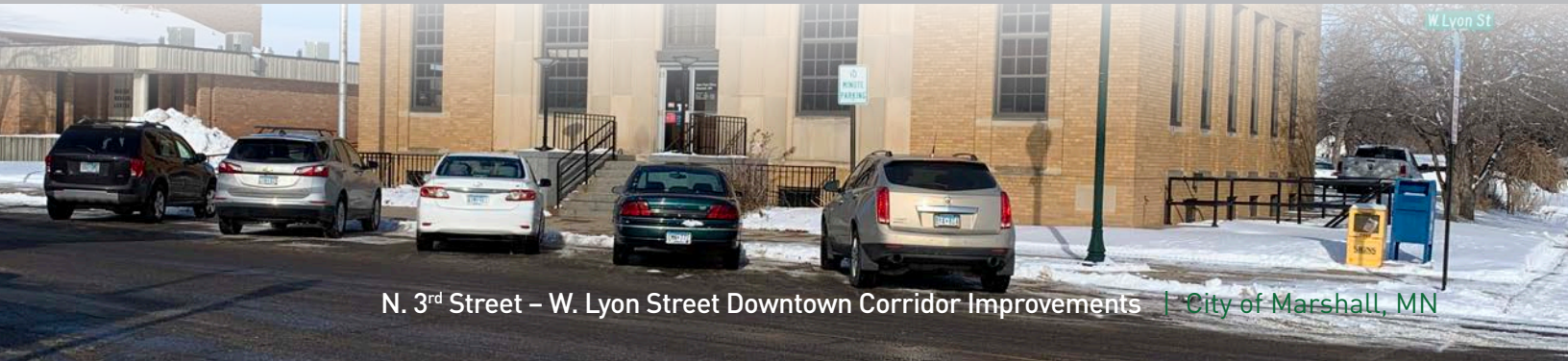


A **Technically Feasible** plan includes one that builds upon work already completed, establishes technical objectives based on sound planning and engineering principals, and applies extensive design experience to finding flexibility and feasible solutions at the planning level.

An **Economically Viable** plan will be sensitive to initial capital costs as well as lifecycle costs, and will focus on individual design details such as construction materials or site planning details.

An **Environmentally Compatible** plan identifies sensitive features of the site, applies the appropriate level of environmental review, and balances design concepts. It protects and accentuates environmental, natural, historic, and cultural resources while achieving the fundamental purpose of the roadway improvements.

A **Publicly Acceptable** plan identifies and involves stakeholders early in the decision-making process, listens and understands issues, and informs and maintains communication.

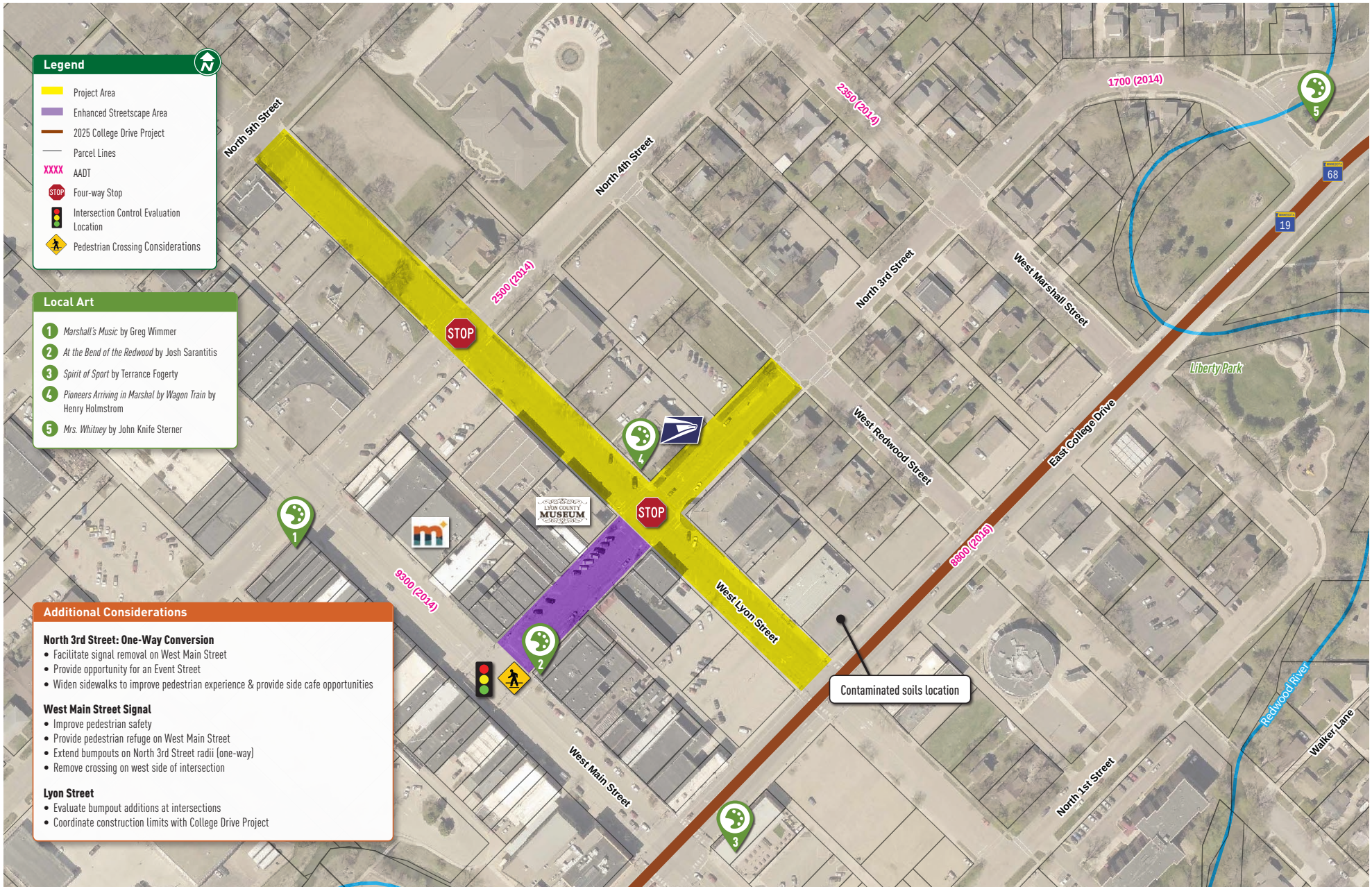


N. 3rd Street – W. Lyon Street Downtown Corridor Improvements | City of Marshall, MN

Task 4: Design of Street Reconstruction

Our team of engineers has unmatched experience when it comes to urban downtown reconstructions like the N. 3rd Street – West Lyon Street Downtown Corridor Improvements. When designing an urban roadway, specifically an urban core like most of the 3rd – Lyon Street project area, ADA design will govern roadway profiles, cross slopes, and sometimes geometry. The foundation for accurate design is a thorough review of the survey data to identify supplemental needs and ensure all key elements along and outside the right-of-way are accurately depicted in the existing surface and topography. We recognize that without this level of detail, design plans will fall short of representing constructible solutions and require cumbersome and timely field revisions. Moreover, shortcomings in surface design will ripple through to other plan elements (specifically, utility and storm sewer infrastructure). Our team will bring together the public coordination, preliminary and final streetscaping, intersection improvements, and needed utility replacement to develop high-quality bid documents the city has come to expect from Bolton & Menk. We will work with city staff through bi-weekly coordination calls to ensure the proposed improvements are consistent with the latest city design requirements and meet the needs for locally funded projects.

N. 3rd Street – W. Lyon Street Downtown Corridor Improvements | City of Marshall, MN


Legend
Project Area
Enhanced Streetscape Area
2025 College Drive Project
Parcel Lines
XXXX AADT
Four-way Stop
Intersection Control Evaluation Location
Pedestrian Crossing Considerations
Local Art
1 Marshall's Music by Greg Wimmer
2 At the Bend of the Redwood by Josh Sarantitis
3 Spirit of Sport by Terrance Fogerty
4 Pioneers Arriving in Marshal by Wagon Train by Henry Holmstrom
5 Mrs. Whitney by John Knife Sterner
Additional Considerations
North 3rd Street: One-Way Conversion
• Facilitate signal removal on West Main Street
• Provide opportunity for an Event Street
• Widen sidewalks to improve pedestrian experience & provide side cafe opportunities
West Main Street Signal
• Improve pedestrian safety
• Provide pedestrian refuge on West Main Street
• Extend bumpouts on North 3rd Street radii (one-way)
• Remove crossing on west side of intersection
Lyon Street
• Evaluate bumpout additions at intersections
• Coordinate construction limits with College Drive Project
North 5th Street
North 4th Street
North 3rd Street
West Marshall Street
West Redwood Street
West Lyon Street
West Main Street
East College Drive
North 1st Street
Walker Lane
Redwood River
Liberty Park
2350 (2014)
1700 (2014)
2500 (2014)
9300 (2014)
6800 (2016)
STOP
Lyon County Museum
Contaminated soils location
68
19

ENGINEERING NEWS
Record Top 500
Ranked #150 among the Top 500
Engineering and Surveying Firms in the United States.

FIRM **OVERVIEW**

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin's goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on. We still want to help, we work hard every day, and we always remember what got us here—we're people helping people. Today, Bolton & Menk has more than 700 employees including a professional staff of more than 250 engineers, planners, landscape architects, and surveyors.

We specialize in providing public infrastructure solutions. We take care of our clients by providing the best services and solutions for them. From advocating for our communities to designing their dreams to finding funding; we take pride in our work because we live in these same communities. We believe in the power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions.

We promise every client two things: we'll work hard for you and we'll do a good job. We take a personal interest in the work being done around us. At the end of the day, we're *Real People* offering *Real Solutions*.

Solutions Provided:

- Civil/Municipal Planning & Engineering
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Structural Services
- Aviation Services
- Planning & Urban Design
- Water Resources Engineering
- Environmental Planning & Permitting
- Construction Administration & Inspection
- Land Surveying
- Geographic Information Systems
- Project Funding Support
- Project Communication
- Creative Studio Services

BOLTON & MENK

Real People. Real Solutions.

Bolton & Menk, Inc.
2040 Highway 12 East
Willmar, MN 56201-5818
Ph: 320-231-3956

KEY PERSONNEL AND QUALIFICATIONS

Bolton & Menk has assembled a highly motivated, experienced, and trained group of professionals for this project. It is Bolton & Menk's policy to staff all projects using a team approach, with close coordination between the client and team maintained at all times. Our team has extensive experience evaluating and developing successful solutions that meet the needs of our clients, can be supported by stakeholders, and are effectively implemented. For this reason, we handpicked the project team members who are the most qualified to deliver this project. Our proposed team provides the optimum combination of accessibility, local knowledge of the community, and specialized expertise.

MARSHALL

Chuck DeWolf, PE
Project Manager

Traffic

Angie Bersaw, AICP
Corridor Visioning & Public Engagement Coordinator

Jake Bongard, PE, PTOE
Lead Traffic Engineer

Mike Larson, PE
Traffic Engineer

Streetscape

Sam Kessel, PLA, LEED AP
Lead Landscape Architect

Maddie Dahlheimer, PLA
Project Landscape Architect

Nicole Krause
Public Engagement

Civil

Josh Stier, PE
Design Manager

Adam Jacobs, PE
Lead Roadway Designer

Matt Simon, PE, CPESC
Water Resources Project Engineer

CHUCK DEWOLF, PE
Project Manager

Chuck knows the key to delivering projects is an exceptional project manager who can leverage communication between the project team both internally and externally. He will serve as your primary point of contact and provide close coordination with Marshall project staff. Chuck has managed similar projects for other client communities and has the qualifications, experience, and motivation to deliver each task within the time frame outlined in the RFP.

The firm's focus on client satisfaction was what attracted Chuck to Bolton & Menk in 1996. Chuck has been involved in a variety of engineering projects including street, highway, parking lot, stormwater drainage, and underground utility improvements. He enjoys the day-to-day variety and his experience working with different cities, clients, and staff has given him a range of knowledge in project administration, as well as the financial process related to capital improvements. His background includes design, construction administration, and surveying for a variety of public and private clients.

Related Experience:

- TH 12 Reconstruction Downtown Litchfield, MnDOT – City Engineer
- TH 22 Downtown Reconstruction, City of Eden Valley – Project Manager
- Downtown Infrastructure Improvements, City of Watkins – Project Manager

ANGIE BERSAW, AICP

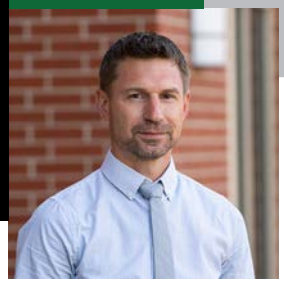
Corridor Visioning & Public Engagement Coordinator

Angie will lead transportation planning in coordination with streetscaping and public engagement. Angie has extensive experience in leading stakeholders through public improvement processes that define project scope while also carrying along with realistic expectations regarding function and overall cost.

Angie began her planning career in 2003 and now leads Bolton & Menk's transportation planning practice. She has led more than 70 transportation and environmental projects in the last 2 decades including more than 30 corridor studies, 30 transportation plans, 5 small area plans, and multiple environmental processes and documentation for pre-NEPA, NEPA, and MEPA. Angie also designs and leads public involvement processes for complex, multijurisdictional planning studies. She is formally trained in the Systematic Development of Informed Consent (SDIC) and excels at finding solutions that can be supported by a diverse group of stakeholders. Angie knows how to navigate the complex intersection of transportation planning and environmental clearance and the various tools available to stretch a planning study as far into the environmental processes as practical to minimize future rework.

Related Experience:

- Broadway Avenue Reconstruction, City of Rochester - Public Engagement Coordinator
- Riverfront Drive Corridor Study - Mankato/North Mankato Planning Organization - Project Manager
- TH 13 Corridor Evaluation, MnDOT Metro - Project Manager



SAM KESSEL, PLA, LEED AP

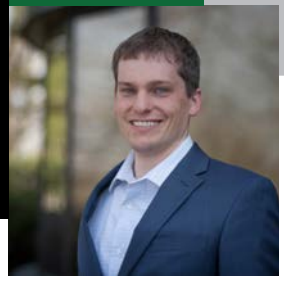
Lead Landscape Architect

Sam will lead the streetscape enhancements from conceptual discussions with city staff and stakeholders through final construction documentation. He has exceptional expertise in leading multidisciplinary teams and guiding complex designs with an emphasis on integration of technical and artistic.

Beginning his career in 2005, Sam uses his broad knowledge and extensive design understanding to find solutions for complex projects that blend function and aesthetics. He excels on multidisciplinary teams as both a designer and manager, leading the team in complex projects. His experience includes sustainable urban design, multimodal design, public art incorporation, site development, and construction observation/administration. His passion for landscape architecture is exemplified through building strong relationships with his clients and actively engaging city staff and the public in the design process. He strives to foster public support that produces a project that stands the test of time.

Related Experience:

- Broadway Avenue Reconstruction, City of Rochester - Public Engagement, Lead Streetscape Designer
- University Avenue Reconstruction, City of Windsor Heights - Public Engagement, Lead Streetscape Designer
- Main Street Reconstruction, City of Le Sueur - Lead Streetscape Designer



JAKE BONGARD, PE, PTOE

Lead Traffic Engineer

Jake will be responsible for completing all elements of traffic engineering for the project including completion of the ICE report. Jake has completed numerous ICE reports for MnDOT and local agencies on state highway systems including many that include removing existing traffic signals. He will bring his extensive experience with multimodal project design to ensure our team reaches a solution that balances the needs of vehicles, pedestrians, and bicycles.

As a principal transportation engineer who began his career in 2009, Jake works on a variety of projects ranging from high-level planning studies to in-depth final design projects. He uses the knowledge

and experience obtained through his education and professional practice to identify project needs, work toward a solution, and communicate results to those in and outside the field of engineering. Jake loves to solve challenging problems and enjoys seeing the impact our work can have on improving the way people safely and efficiently get from one place to another.

Related Experience:

- TH 13/CSAH 21 Downtown Reconstruction, Scott County/City of Prior Lake - Project Manager
- TH 12 Reconstruction, City of Litchfield, MnDOT - Traffic Lead
- TH 4 Reconstruction, City of Saint James, MnDOT - Traffic Lead

MADDIE DAHLHEIMER, PLA

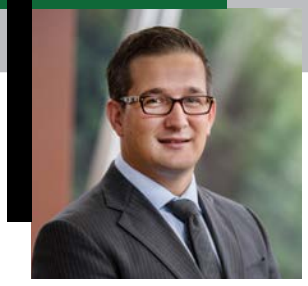
Project Landscape Architect

Maddie will prepare design concepts and plan graphics and construction documentation of the streetscape, while also assisting with graphics and lead streetscape design during public engagement activities.

Maddie is dedicated to designing high-quality projects that reflect the unique needs of the local community and promote a positive, engaged process. Beginning her career in 2015, Maddie is part landscape architect, part urban planner, and part community engagement enthusiast. Her creative approach to public engagement has led multiple communities to develop collaborative, community-based design solutions for downtown and transportation projects. With a special interest in active transportation and healthy community design, she balances project-specific needs with bigger-picture community goals. Maddie has specific project experience developing city-wide design strategies, planning for pedestrian-scale improvements, and creating master planning and guiding documents.

Related Experience:

- TH 13/CSAH 21 Downtown Reconstruction, Scott County/City of Prior Lake - Public Involvement Coordinator/ Streetscape Designer
- Downtown Streetscape Improvements, City of Belle Plaine - Streetscape Design Lead
- Streetscape Improvements, City of Little Canada - Streetscape Design Lead



JOSH STIER, PE

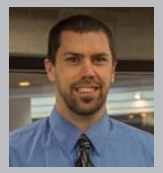
Design Manager

Josh will serve as the design lead for Task 4. He has completed multiple projects for the city and looks forward to helping bring the downtown streetscape vision to life. He will be responsible for the overall final design including development of the construction plans, special provisions, and all other necessary documentation.

For more than 10 years, Josh has developed progressive experience in design management of municipal, county, and MnDOT roadway and intersection projects. He regularly leads design efforts on preliminary and final roadway design projects and is involved in some of Bolton & Menk's largest and most complex projects. He has an extensive background in stormwater management, roadway design, municipal utilities, and public agency permitting on projects with sensitive environmental aspects. His comprehensive project experience allows him to ensure decisions made in the earlier stages of a project do not create pitfalls during final design and construction.

Related Experience:

- CSAH 32 (Cliff Road) Improvement Project, Dakota County - Project Manger
- CSAH 1 (Pine Street) Reconstruction, Redwood County - Project Manager
- TH 25/TH 20 Intersection Realignment, Carver County - Project Manager

Additional Key Leaders			
	Name and Title	Role	Experience
	**Nicole Krause** Public Engagement	Nicole will work with Angie and Sam to execute an effective public outreach campaign that uses a full suite of in-person and digital tools to engage project stakeholders. She has led numerous public engagement processes for downtown re-developments and looks forward to employing her experiences in the City of Marshall.	• TH 13/CSAH 21 Downtown Reconstruction – Scott County/ City of Prior Lake - Public Engagement • Highway 10/169 Improvements, City of Anoka, MN - Public Engagement • TH 41 Reconstruction, Carver County, MN - Public Engagement
	**Adam Jacobs, PE** Lead Roadway Designer	Adam will serve as the lead roadway designer and apply his extensive experience with urban street reconstructions. The City of Marshall will benefit from his ability to get the details right and evaluate impacts of the roadway design on the overall project. Adam lead the roadway design efforts for the City of Marshall on the 2017 Commerce Industrial Park & Michigan Road Improvements and will ensure a best-fit design is implemented on this project.	• Broadway Avenue Streetscape – City of Albert Lea - Project Engineer • TH 4 Reconstruction – City of Saint James, MnDOT - Project Engineer • Commerce Drive – City of North Mankato - Project Engineer
	**Matt Simon, PE, CPESC** Water Resources Project Engineer	Matt will lead the drainage design efforts including roadway drainage and potential water quality improvements. Matt will work closely with our roadway designers upon notice to proceed to develop a drainage vision that aligns with the streetscape improvements.	• CSAH 32 (Cliff Road) Improvement Project – Dakota County, Hydraulics Engineer • City-wide Stormwater Model – City of Marshall, Hydraulics Engineer • 2022 Downtown Streetscape Project, City of Belle Plaine, Water Resources Engineer
	**Mike Larson, PE** Traffic Engineer	Mike will assist Jake with traffic engineering and modeling tasks on the Task 1 ICE Study & Report. He has worked with Jake since day 1 at Bolton & Menk and has become his go-to traffic engineer. Mike has worked on multiple intersection studies that seek to remove traffic signals and understands how to justify the warrants for removal.	• TH 12 Reconstruction – City of Litchfield, MnDOT, Traffic Engineer • Diffley at Braddock Traffic Study – Dakota County, Traffic Engineer • TH 13/CSAH 21 Downtown Reconstruction – Scott County/ City of Prior Lake, Traffic Engineer

EXPERIENCE

Bolton & Menk specializes in providing infrastructure services for municipalities. Over our 70-year history, the firm has continued to grow and expand its expertise based on the unique needs and challenges of cities. In addition to basic services such as infrastructure maintenance, reconstruction, and expansion, we offer specialized expertise in traffic and transportation engineering, landscape architecture, water resources, environmental services, surveying and mapping, water and wastewater treatment, city planning, as well as airport planning and engineering. This range of municipal services enables our firm to easily accommodate the diverse needs of our clients.

CSAH 21 Downtown Prior Lake Reconstruction, Scott County, MN

The TH 13/CSAH 21 intersection and CSAH 21 corridor in downtown Prior Lake lacked capacity to move traffic safely and efficiently. It has been studied multiple times over the last two decades without identifying a solution supported by all stakeholders.

While a recommended plan was adopted by the board of commissioners in 2005, significant concerns were raised and major conflicts existed between access and mobility, roadway classification, and community needs. Meanwhile, the corridors remained a barrier in downtown. Recognizing this history, Bolton & Menk led an innovative and comprehensive public engagement effort using various outreach formats. Our work included a visioning study, the goals of which were to engage the public, build trust between governing agencies and the public, and develop a solution that could be supported by stakeholders. The visioning study was used to level the playing field, start over, and identify important community values.

After several months of identifying and evaluating concepts and engaging the public, a single vision was recommended and adopted. The TH 13/CSAH 21 project moved through final design and was constructed in 2020.

Reference: Tony Winiecki, County Engineer, 600 County Trail East, Jordan, MN
952-496-8346

Similarities to Downtown Corridor Improvement project

- Removed traffic signal on trunk highway
- Development of informed consent amongst stakeholders and elected officials including streetscaping master plan
- Diverse project management experience to lead a team through complex safety analysis, preliminay design, and final design

2020 HONOR AWARD – American Council of Engineering Companies of Minnesota
2020 PROJECT OF THE YEAR HONORABLE MENTION – Minnesota Chapter of the American Public Works Association
2020 PROJECT OF THE YEAR HONORABLE MENTION – City Engineers Association of Minnesota
2021 TRANSPORTATION ACHIEVEMENT AWARD – Traffic Engineering, Institute of Transportation Engineers
2021 TRANSPORTATION ACHIEVEMENT AWARD – Traffic Engineering, Great Lakes District of the Institute of Transportation Engineers

AWARD WINNING PROJECT

Broadway Avenue Reconstruction, City of Rochester, MN

As a major gateway to downtown Rochester, the city had the opportunity to reconstruct Broadway Avenue as a multimodal corridor with a unique aesthetic to welcome people downtown and serve as a brand identifier for the corridor and community.

Bolton & Menk led the preliminary and final design and public engagement process for the project. We developed and evaluated multiple design concepts to find a balance between moving vehicle and freight traffic, adding bicycle facilities, accommodating local buses and future bus rapid transit, and enhancing the pedestrian environment.

The final design selected by the city included a four-lane roadway with medians and left turn lanes at intersections, one-way off-street cycle tracks, enhanced bus stops, landscaping, rain gardens, decorative street lighting, and public art. Traffic control signal and pedestrian crosswalk RRFB improvements were also included in the project. City utility improvements included sanitary sewer, watermain, and storm sewer reconstruction.

Reference: Doug Nelson, Manager of Engineering, 201 4th Street SE, Rochester, MN 507-285-8086

Similarities to Downtown Corridor Improvement project

- Multimodal destination corridor for the commercial heart of Rochester
- Streetscaping improvements integrated with traffic and civil engineering
- Extensive public outreach process

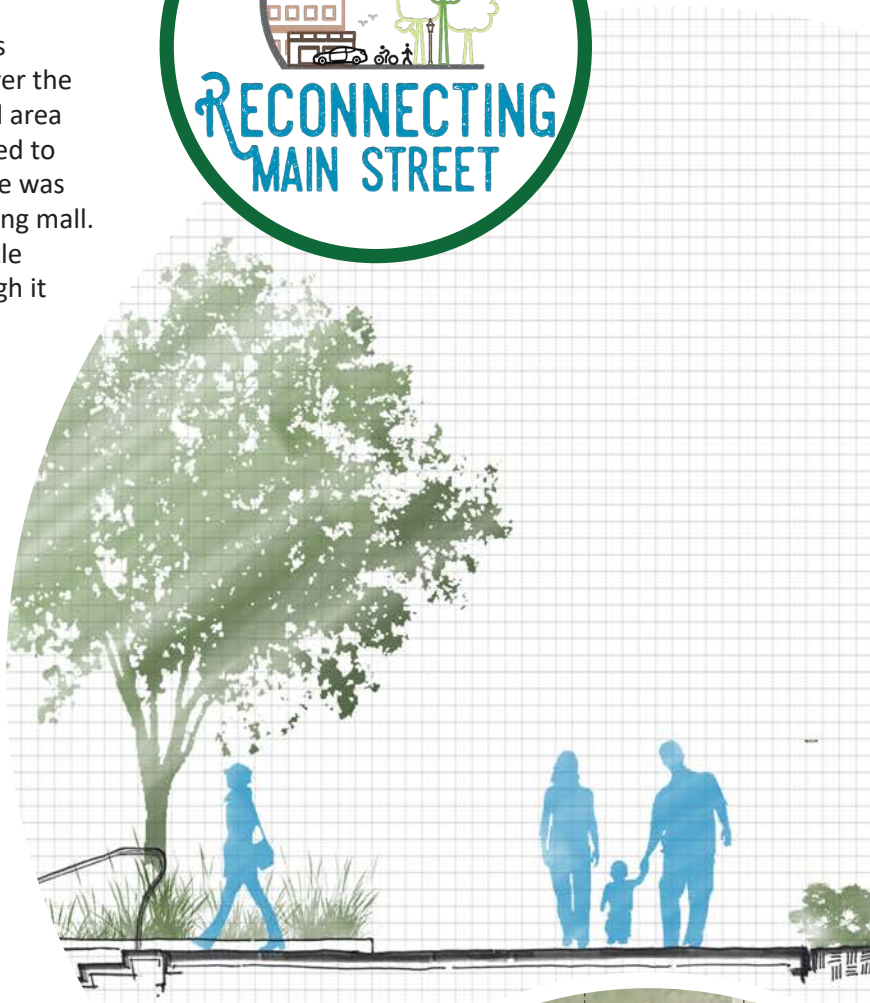
Le Sueur Main Street Reconnection, City of Le Sueur, MN

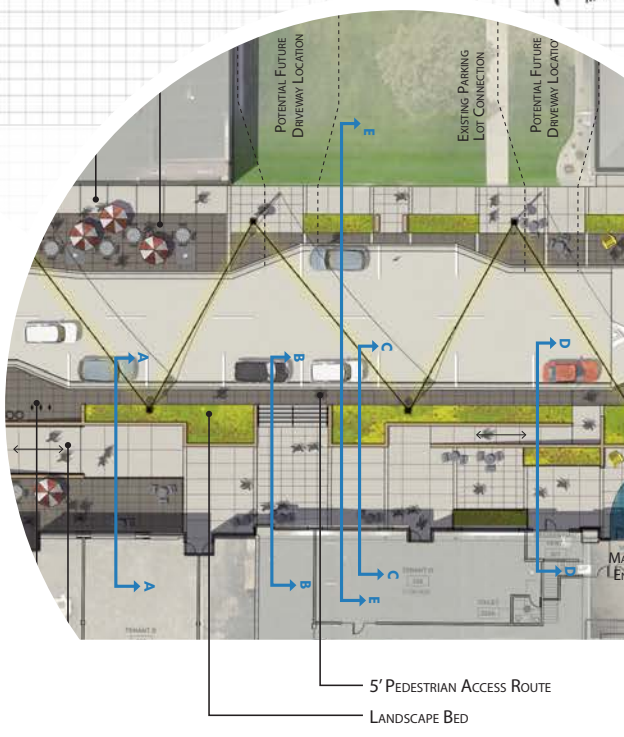
This block of Main Street in downtown Le Sueur was originally intended as a pedestrian-only mall, but over the last couple of decades, it had become an underused area that was uninviting to the pedestrians it was intended to cater to. A major factor contributing to its lack of use was that this area was the "back door" of a small shopping mall. Pedestrians had few destinations in the area and little reason to be in the space other than to move through it to other destinations.

City staff knew that reactivating this space would require a complex approach including multiple public/private partnerships. The city partnered with area business owners and a private developer to redevelop the back of the mall into a series of storefront retail spaces to bring new investment into the area and to create destinations on the block. Collaboration with the private developer throughout the project would be vital to the success of the project because both projects were being designed and constructed simultaneously.

The city hired Bolton & Menk to facilitate stakeholder discussions to reimagine the public right-of-way and to prepare construction plans to make imagination into reality. Interventions included reopening the street to vehicular traffic and creating vibrant pedestrian-centric streetscapes with patios, numerous places to sit and gather, street trees and landscaping, and gateway-style monuments. The street was designed with temporary closures in mind for community events from farmers' markets to street dances and concerts, a vibrant space for residents of Le Sueur to be community together.

Reference: Jasper Kruggel, City Administer, 203 South Second Street, Le Sueur, MN
507-665-6401





Similarities to Downtown Corridor Improvement project

- Reconstruction of the downtown core
- Placemaking and branding for the community
- Streetscape elements and connectivity to other transportation corridors

Riverfront Drive Corridor Study, Mankato/ North Mankato Area Planning Organization

Riverfront Drive provides access and connectivity to downtown Mankato and primary connections to the surrounding region, including US Highways 14 and 169. The corridor also serves multiple transportation modes. Several concerns exist along the corridor, including locations with elevated crashes, traffic back-ups, excessive access, lack of pedestrian facilities, and other issues that will worsen as vehicle and pedestrian traffic is projected to increase.

The corridor was divided into five segments due to varying contextual differences and length. Findings from recent planning efforts and redevelopment plans that will alter future conditions along the corridor were considered. Bolton & Menk defined issues, needs, and potential opportunities, established a vision and goals, developed and evaluated multimodal improvement alternatives, and developed a long-term implementation plan that identifies potential projects, cost estimates, and funding opportunities. Meetings with property owners, business owners, and the public were held to ensure feedback informed project initiatives.

MAPO now has a powerful guide for project implementation along Riverfront Drive that is publicly vetted. Several near-term, long-term, and illustrative/ development-driven projects were identified ranging from low to high investment that will allow for right-sized solutions in any circumstance.

Reference: Paul Vogel, Executive Director, 10 Civic Center Plaza, Mankato, MN
507-387-8613

Similarities to Downtown Corridor Improvement project

- Aesthetic and streetscape improvements in the core commercial district
- Traffic modeling and intersection improvements
- Extensive public engagement process

University Avenue Redesign, City of Windsor Heights, Iowa

The City of Windsor Heights was faced with a degrading corridor in need of an identity and new investment opportunities. Marked by a dominate four-lane road with limited space beyond the designated automobiles area, the corridor lacked an attractive, pedestrian-friendly streetscape to encourage visitor and economic growth. The corridor needed a new vision for redevelopment, multimodal incorporation, and public amenities.

The traffic study analyzed at the existing layout and a three-lane corridor was proposed, including opening day and design years, using Synchro/SimTraffic. Signal timing review, turn lane requirements, and potential developments were included in the review. The goal was to determine the acceptable lane configuration and intersection configuration for the corridor.

Collaboration with city staff, stakeholder groups, and the public aided in the development of a corridor concept plan that intertwines the traffic analysis and project goals to produce a community-supported and technically-sound concept plan. The concept plan includes a road diet that incorporates complete streets concepts to create a safer, pedestrian-friendly, multimodal corridor with a multipurpose trail and community branding for the City of Windsor Heights.

Reference: Dalton Jacobus, Public Works Director, 1145 66th Street Suite 1, Windsor Heights, IA 515-645-6825

Similarities to Downtown Corridor Improvement project

- Multimodal design project with transit, cycle track, and right sizing roadway
- Aesthetic and streetscape improvements in the core commercial district
- Traffic modeling and intersection improvements
- Extensive public engagement process

TH 12 Reconstruction in Litchfield, MnDOT District 8

TH 12 runs through Litchfield's historic downtown. The aging and deteriorating roadway and sidewalks needed reconstruction. As part of the preliminary and final design of roadway improvements, the Bolton & Menk team, along with MnDOT District 8 traffic engineering staff, recommended the removal of an existing traffic signal at the intersection of TH 12 and 3rd Street. This recommendation ultimately led to a live test of the signal removal in which signal heads were bagged, temporary traffic control devices were installed to mimic the proposed curb and median design, and a rectangular rapid flashing beacon (RRFB) system was installed to aid in pedestrian crossings.

The test lasted for 90 days, during which Bolton & Menk staff collected data for comparison to the existing/ before condition. The team analyzed actual delays for vehicles and pedestrians, any crashes that occurred or near misses witnessed, and collected new volume data at periods throughout the test for passenger cars, trucks, and pedestrians.

All of this data was wrapped into our existing public engagement process. Information was shared at many venues including open houses, pop-up events, business groups, surveys administered both online and in person, and social media outreach. Public comments were compared to actual data results to help aid in the discussion and address concerns about how a first-in-the-city crossing treatment would work.

Reference: Lowell Flaten, Project Manager,
2505 Transportation Road, Willmar, MN 56201
320-231-5195

Similarities to Downtown Corridor Improvement project

- Completed traffic study to removed traffic signal
- Completed preliminary and final design of downtown reconstruction project
- Significant public engagement to develop informed consent on overall project

SCOPE OF **WORK**

Task 1: Intersection Control Evaluation (ICE) Study and Report

Objective: To evaluate the potential to remove the existing traffic signal at the W. Main Street and N. 3rd Street intersection, converting N. 3rd Street to a one-way route, and evaluating other intersection modifications that would negate the requirement for a signal system.

Leads: Jake Bongard and Mike Larson

Subtask 1.1 Kickoff Meeting

The kickoff meeting will accomplish the following objectives

- Introduce project team members and city representatives and establish communication protocols
- Review and confirm the scope of the project
- Review available information relative to the project
- Review and discuss specific infrastructure issues and current City of Marshall design standards related to the proposed improvements on this project
- Review and verify project schedules
- Conduct a field review of project area by project team members and city staff

Subtask 1.2 Information Gathering and Research

As part of the analysis to understand existing conditions and develop forecasts for future year conditions, our team will use collected traffic data. The 24-hour traffic and pedestrian counts will be collected using video detection cameras along with manual observations at W. Main Street and W. Lyon Street intersection. Traffic volumes collected at the study intersection will be reviewed and verified for consistency with typical conditions observed within the corridor. We will also request the latest turning movement counts for the College Drive (TH 19) at W. Main Street and W. Lyon Street intersections from MnDOT to ensure continuity between data sets and further evaluate the potential impact of trip redistribution on the greater system if 3rd Street was repurposed to allow only one-way traffic. Our team will complete a field review of existing conditions including speed limits, traffic control, turn lane lengths, curve radii, public and private access locations, and other information pertinent to the existing corridor. Traffic signal timings and record drawings will be requested to develop traffic models consistent with existing conditions.

Our team will use collected data in conjunction with historical traffic volumes and available planning documents provided by the city to assess current and projected traffic operations along the study corridor. This will all be completed to develop future conditions, peak hour turning movement counts, and daily traffic volumes at the study intersection. A forecasting processes and results section will be included in a memorandum to document the processes and findings. Our team will complete traffic signal and all-way stop warrant analyses for the W. Main Street and 3rd Street intersection under existing and forecast year conditions.

Subtask 1.3 Corridor Analysis

Traffic operations along the corridor will be analyzed using Trafficware Synchro/SimTraffic 10 models for existing and forecast year conditions to review requested intersection modifications. Models provide operations analysis and can output visualizations of simulations produced within SimTraffic. Base models will be developed for AM and PM peak hours. Various traffic control, parking, and geometric alternatives will be evaluated with existing and future traffic volumes at and within close proximity of the study intersection.

Measures of effectiveness from the modeling include intersection delay, level-of-service, travel times, queue lengths, and volume to capacity ratios. These will be used to understand current and future needs of the intersection and adjacent corridor and provide a baseline for alternative analysis of build options. Additional analysis will be completed to document travel times to/from various locations on the city network to document the impact of the one-way alternative for trips traveling to/from various locations.

A safety analysis will be completed to document crash locations, types, and frequency to better understand the

issues currently present at the intersection and nearby within the corridor.

Bolton & Menk will complete an analysis of existing pedestrian/bicycle facilities to identify deficiencies in the current network. Recommendations will be made to review opportunities to provide safe, continuous, and accessible pedestrian and bicyclist routes within the constrained environment.

Subtask 1.4 Study of Alternatives

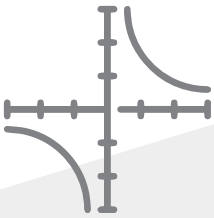
A range of alternatives will be prepared and evaluated for the West Main Street and N. 3rd Street intersection. Up to three alternatives will be thoroughly evaluated as part of the study. At a minimum, it is expected to include a review of replacing the signal system in kind with minimal geometric modifications, evaluating geometric improvements associated with removing the signal system and converting N 3rd Street to a one-way, and evaluating other intersection modifications that would negate the requirement for a signal system.

In lieu of a signalized intersection, enhanced pedestrian crossing treatments such as RRFB and HAWK will be thoroughly vetted using pedestrian level of servce analysis and through consultation of the recommended guidance within the *FHWA: Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations*, MnDOT Traffic Engineering Manual, and other reputable resources.

Cost estimates will be prepared for all study alternatives. Cost participation between agencies will be reviewed and documented as necessary.

Subtask 1.5 Final Study Memorandum

Our team will deliver a study memorandum to project partners that will not only serve as documentation of the study, but as a valuable resource for the development of a formal ICE Report. The study memorandum will contain research, findings, and recommendations completed in this study. A draft ICE report will be prepared to document the recommendadtions for the W. Main Street and N. 3rd Street for a future submittal to MnDOT state aid.



Task 2: Preliminary Scoping and Design of Streetscaping of Downtown District

Objective: Effectively engage key stakeholders including Downtown Business Association and Chamber of Commerce to convey the anticipated outcomes of the project and address specific concerns surrounding proposed improvements. Develop preliminary streetscaping plans for the proposed project area, consistent with the strategies identified by the stakeholders and City of Marshall staff.
Leads: Angie Bersaw, Sam Kessel, Maddie Dahlheimer

Subtask 2.1 Design Meetings

One meeting will be held with the City of Marshall staff after the initial kickoff meeting during the preliminary scoping process for streetscaping. This meeting will discuss findings, issues, schedule, and needs to keep the project progressing. Bolton & Menk's design team will hold a meeting with the city before each milestone or public outreach event to ensure all city staff members are apprised of the project process.

Subtask 2.2 Streetscape Toolbox and Concepts

Bolton & Menk's team will review work associated with the ICE study and information gathered from the kickoff meeting to establish a baseline of opportunities. Bolton & Menk's experienced staff will internally vet ideas that fit within these established baselines and create a streetscape toolbox of opportunities to enhance the downtown district. The streetscape toolbox will be filled with images/graphics, general costs, and conceptual implementation considerations.

Draft review of the streetscape toolbox will be done by city staff before presenting for public opinion and scoping activities.

Subtask 2.3 Public Outreach

The project team will hold two stakeholder meetings with business and property owners to inform them of the design project, collect feedback, and educate the stakeholders on which technical considerations will be used to shape the streetscape. Our communication team will collect feedback on multiple formats providing an online opportunity as well as in-person meetings.

The first meeting will be an informational meeting used as the first step to establish the streetscape scope. At the meeting, we will introduce the project, review the toolbox of streetscape opportunities, discuss project schedule, and discuss initial concepts created using the streetscape toolbox.

The second meeting will be to review the preliminary design and discuss the positive impacts the proposed improvement will have on Marshall's Downtown District. Opportunity will also be provided to collect final comments and considerations on the design before finalizing and presenting to city council.

Subtask 2.4 Streetscape Scoping

Collecting the feedback from the first public outreach meeting, Bolton & Menk will compile and evaluate stakeholder visions to establish a scope of work specific to the aesthetic improvements in the Downtown District. The streetscaping scoping goals and objectives shall be followed during the creation of conceptual and final design plans.

Subtask 2.5 Preliminary Streetscape Design

A preliminary design will be prepared for the downtown streetscape project corridors following the established streetscape scoping goals and concepts. Preliminary plans will be schematic in nature and begin to address key details for certain design features such as site amenities decorative pavements, gathering space, planters, lighting, roadway width, etc.

During this subtask, the following infrastructure elements will be preliminary designed to ensure a cohesive roadway and streetscape project is generated for the City of Marshall

- ***Streetscaping –*** develop and incorporate streetscape design consistent with the Streetscaping scope established goals
- ***Hardscape and Landscape –*** delineate areas to be hardscape vs landscape and appropriate treatments for each
- ***Street and Surface –*** identify alternative pavement designs, curb and sidewalk grades, ADA compliance
- ***Storm Sewer and Utilities –*** identify needs and changes based on feedback from City of Marshall staff
- ***Street Lighting –*** determine new decorative street lighting options based on discussions with the city and desires of the Stakeholders

Subtask 2.6 Preliminary Plan Review

The project team will meet with city staff to review a draft copy of the preliminary plans. If required, changes will be made to the report based on city staff review and comments.

Subtask 2.7 Preliminary Streetscape 3D Rendering

Based on city-supported preliminary plans, Bolton & Menk staff will complete one 3D streetscape rendering of N. 3rd Street bring to life the proposed revitalized street. Preliminary plans and Streetscape 3D Rendering will be used as presentation materials for the second public outreach meeting

Subtask 2.8 Preliminary Cost Estimate Streetscape

Bolton & Menk will produce a preliminary Opinion of Probable Costs (OPC) for all aesthetic treatments associated with the preliminary design plans. The budget estimate will be prepared with individual line items for all various construction elements.

Subtask 2.9 City Council Presentation

The final preliminary streetscape design shall be presented at a council work session for feedback and comments.

Task 3: Final Design Streetscaping

Objective: Develop final design and detailing following the preliminary streetscape design elements in conjunction with the roadway reconstruction plan production. Scope and fee of task 3 is structured in alignment with Bolton & Menk completing both tasks simultaneously.
Leads: Sam Kessel and Maddie Dahlheimer

Subtask 3.1 Construction Plans and Specs

Bolton & Menk's multidisciplinary team will work in collaboration to create a unified set of construction documents progressing both task 3 and 4 in unison. Final construction documents will incorporate streetscape, landscape, and electrical plan drawings, associated details, and necessary special provisions to ensure contractor conformance to the design intention of the aesthetic treatments.

To ensure consistency and efficiency of final plan production, Bolton & Menk's team will combine milestone review stages for the streetscaping and street reconstruction as identified in subtask 4.1 milestones of 30%, 60%, 90%, and 100%. City and MMU staff review meetings will be attended by project leads directly associated at each stage.

Task 4: Design of Street Reconstruction Project

Objective: Our team will complete the detailed design of the proposed street and utility improvements as outlined in the RFP's Scope of Work.
Leads: Josh Stier and Adam Jacobs

Subtask 4.1: Construction Plans

Comprehensive, detailed construction plans and specifications will be prepared. Plan details will comply with MnDOT state aid requirements and include horizontal and vertical alignments, cross sections, storm drainage system plans, enhanced signing and striping plans, stormwater pollution prevention plan, traffic control plan, staging plan, safety element plans, lighting plans, right-of-way, and easement plans, removal plans, turf restoration plans, and utility relocation plans. We will submit final design plans, specifications, and other documents for review at the following stages of completion:

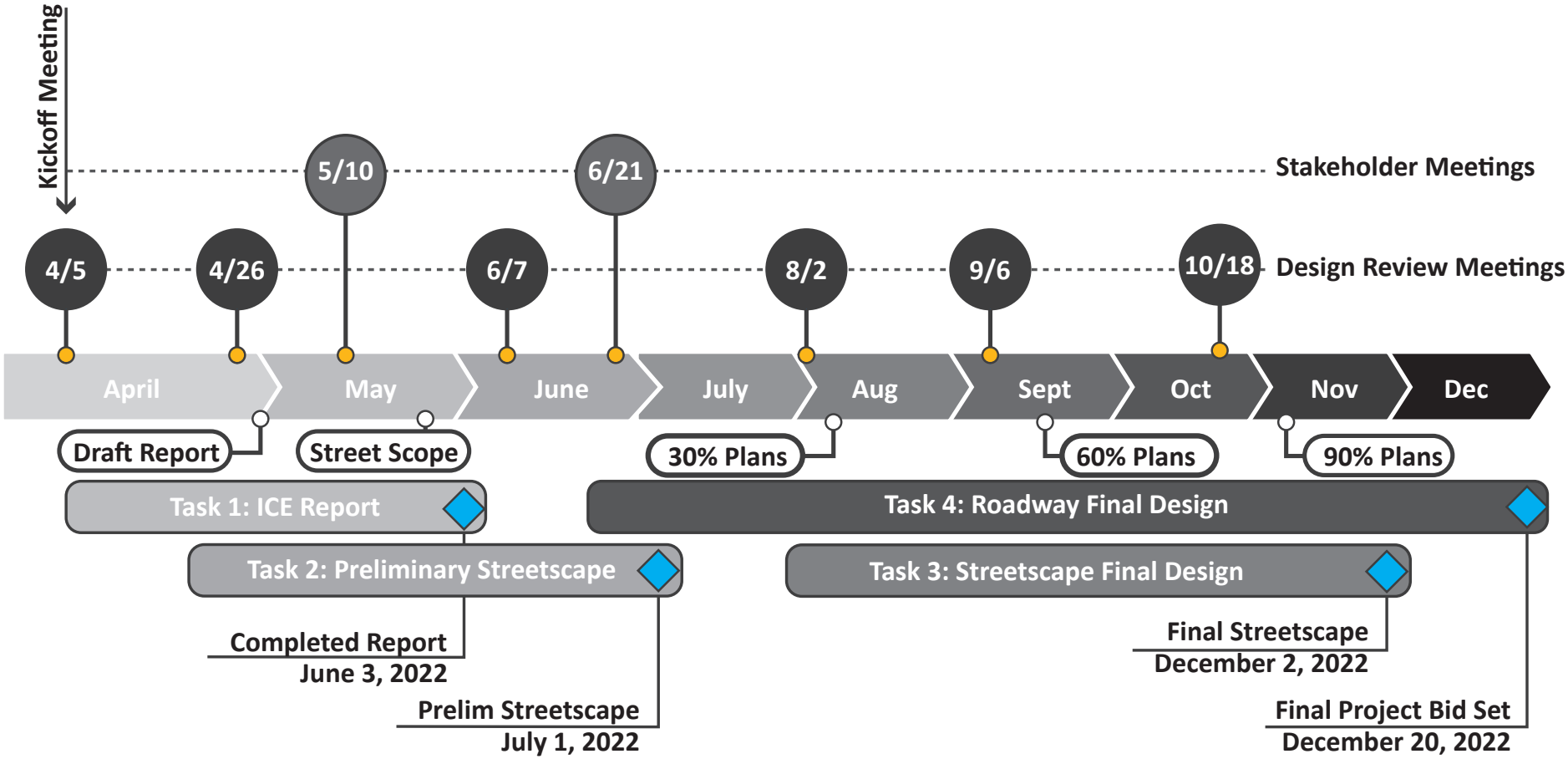
- *Project Meetings* – Biweekly, virtual calls to discuss project status and design
- *30% Plan Submittal* – Submittal to include preliminary cost estimate, existing conditions and removal plan, construction plan and profile, drainage and utility plan, streetscaping plan, and cross sections
- *60% Plan Submittal* – In addition to previously submitted documents, 60% submittal includes hydraulics report, intersection layouts, typical cross sections, utility relocations, and staging plans; if necessary, files will be shared with MnDOT District 8 following 60% submittal
- *90% Plan Submittal* – Submittal to include complete construction plan and draft project special provisions
- *100% Plan Submittal* - Submittal of final design plans, specifications, and engineer's estimate for approval and signatures, Civil 3D finished ground surface model, all requested C3D files to city and MnDOT plan review checklists

Subtask 4.2 Specifications and Bidding Documents

Bolton & Menk will prepare special provisions specific to project-specific items not covered by the city's general specifications. We will provide special provisions in digital format for the city to include in the overall project proposal.

SCHEDULE

The following plan outlines steps we will take to ensure the N 3rd Street - W Lyon Street Downtown Corridor Improvements progresses on the City of Marshall's desired timeline. It includes estimated work task completion dates and acknowledges critical meeting and deliverable dates. This schedule is based on our understanding of the project's background and review of the project description and scope of services included in the Request for Proposals. Upon selection, Bolton & Menk will work with city staff and other project partners to review and revise this schedule, as needed, to ensure successful delivery. Our existing relationships with city staff and understanding of your needs will allow us to hit the ground running to ensure the project is delivered on time and on schedule.



CONFLICT OF **INTEREST**

Our team recognizes the importance of our client relationships and is committed to working with all our clients to minimize actual or perceived conflicts. We do not believe an actual or perceived conflict of interest associated with this project exists at this time.

INSURANCE

Documentation of current insurance coverage and limits, including professional liability insurance, has been provided on the following page.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/13/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Minnesota 530 W Pleasant St, Suite 100 Mankato MN 56001	**CONTACT NAME:** Mary Portner, CISR **PHONE (A/C, No, Ext):** (507) 388-2010 **FAX (A/C, No):** (866) 800-6599 **E-MAIL ADDRESS:** mary.portner@bbrown.com
INSURED Bolton and Menk, Inc., Bolton & Menk Southeast, LLC 1960 Premier Dr Mankato MN 56001	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Westfield Insurance Company — 24112 **INSURER B :** Continental Casualty Company — 20443 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 2022 - 23 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			CMM 3 406 737	01/01/2022	01/01/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			CMM 3 406 737	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[ ] UMBRELLA LIAB [X] OCCUR [X] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 0			CMM 3 406 737	01/01/2022	01/01/2023	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WCP 8677645	01/01/2022	01/01/2023	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B	Professional Liability E&O Ded $25,000			AEH114019718	12/31/2021	12/31/2022	Per Claim Limit Aggregate Limit Retro Date	$5,000,000 $10,000,000 12/31/1997

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

All jobs for the City of Marshall, MN.

CERTIFICATE HOLDER

City of Marshall
344 W. Main St.
Marshall MN 56258

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mary E Portner

N. 3RD STREET – W. LYON STREET DOWNTOWN CORRIDOR IMPROVEMENTS

CITY OF MARSHALL

SRF

3701 Wayzata Boulevard, Suite 100
Minneapolis, MN 55416
763.475.0010
www.srfconsulting.com

March 3, 2022

Jessie Dehn, PE
Assistant City Engineer
City of Marshall Public Works
344 W. Main Street
Marshall, MN 56258

Subject: N. 3rd Street – W. Lyon Street Downtown Corridor Improvements

Dear Jessie Dehn, PE, and Members of the Selection Committee:

The SRF Team is pleased to present this proposal for the North 3rd Street – West Lyon Street Downtown Corridor Improvements project and is excited to collaborate with City staff and the community of Marshall to develop streetscape design plans. We will strive to create preliminary concepts and final plans that are aesthetically beneficial, while also improving safety and accessibility for all people. We understand the importance of balancing improvements to the public realm infrastructure with the need to preserve the historic character of downtown Marshall and promote the civic identity of the community.

With the above items in mind, **SRF Consulting Group** has assembled an enthusiastic, highly qualified team to lead and manage this project for the City of Marshall. The benefits of our team include:

Unmatched expertise. SRF's **Project Manager Sean Jergens, PLA,** is supported by a talented team of streetscape design, transportation planning, and traffic engineering professionals who provide the expertise and experience of successful corridor improvement projects that bring together traffic, public engagement, urban design and roadway engineering. The SRF team has worked together on numerous projects to create corridor concepts that creatively weave together traffic, multi-modal transportation considerations, pedestrian safety, and urban design to create "complete street" corridors. **Traffic Study Task Lead Leif Garnass, PE, PTOE,** has a strong technical background that is critical to the success of multi-disciplinary projects. Leif is regularly involved in public and stakeholder engagement including public open houses, business and property owner meetings, and presentations to policy makers.

Innovative Design with Implementable Solutions. **SRF Project Manager Sean Jergens** and **Project Director Mike McGarvey, PLA,** are both landscape architects who enjoy working in a collaborative and innovative environment with clients and the public. We will bring creative energy and design experience that is needed to take ideas from concept to implementable solutions.

Public Engagement. Our team will provide inclusive messaging and ample opportunity for the community to engage in meaningful discussions and provide input. Outreach will be a muti-faceted approach, including opportunities for stakeholders and the community to participate in person or through virtual tools. **Daniel McNeil, APA,** is adept at facilitating a flexible engagement process. Additionally, **Stephanie Falkers, AICP,** will serve as an advisor to the project, bringing her current experience working on the City of Marshall Comprehensive Plan, her familiarity with City engagement preferences, and her established relationships in the community.

Quality Assurance. SRF has a long, proven history of providing our clients with high-quality services and deliverables. **Aaron Vacek, PE,** will ensure our project-specific Quality Management Plan (QMP) is followed throughout the project. Diligently following our QMP will minimize the need for City staff to review and comment on draft submittals, thereby streamlining the approval process of final deliverables. Aaron is an expert in final design and construction of city streets.

Should you have any questions regarding this proposal, please contact me, Sean Jergens, at 763.452.4759 or sjergens@srfconsulting.com. This proposal shall remain valid for a period of not less than 120 days starting on the solicitation response due date

Sincerely,

Sean Jergens, ASLA, PLA
Project Manager

Kevin Swehla, PE
Vice President

Contact Information

Sean Jergens, ASLA, PLA | Project Manager | 3701 Wayzata Boulevard, Suite 100 | Minneapolis, MN 55416-3791
763.452.4759 | sjergens@srfconsulting.com | www.srfconsulting.com

Project Understanding

At the heart of the City of Marshall is the historic Downtown District, which is home to a diverse array of shops, restaurants, civic buildings, arts and cultural organizations, and other destinations. The downtown is laid out in a walkable, traditional street grid. Situated at the crossroads of US Highway 59 (Main Street) and MN Highway 19 (College Drive), and in close proximity to neighborhoods and parks, the downtown area easily accessed by pedestrians and motorists. The streets and sidewalks of the commercial district are busy throughout the day.

A number of improvements to the intersections, signals, pavement, and aesthetic features have been made to various parts of the Downtown District over the years. Recently, civic leaders and business owners have taken an interest in improving the streetscape of North 3rd Street and West Lyon Street to benefit pedestrian accessibility, amenities, and aesthetics as part of a planned street reconstruction and utility project in 2023. Additionally, the City is considering whether an existing traffic signal may be replaced with a minor stop-controlled intersection.

Opportunities abound to make streetscape and intersection improvements that strengthen the sense of place and visual character of the streetscape in downtown, while also improving safety, promoting accessibility, and providing visual continuity with the existing and recently improved adjacent blocks.

We understand that a successful project is only possible through effective community engagement. As outlined in the Work Plan and Schedule below, we propose facilitating a variety of in-person and online engagement activities that will thoroughly and carefully engage the community, including City staff, residents, business owners, and visitors to downtown to understand their concerns. Our public engagement team offers a tool box of options that will allow the public to be heard, and strengthen the relationship between Marshall and the community.

We believe strongly that collaboration with City staff, stakeholders, business owners, and residents will result in a streetscape design planning process that best serves the community. Stakeholder and community input during the preliminary scoping and design of streetscape concepts in the Downtown District will include two outreach sessions conducted in an interactive workshop format. The expression of creative ideas, concerns, and opportunities will be encouraged and explored by SRF's streetscape design team. Our talented group of landscape architects and urban designers are passionate about an approach that brings everybody to the table in an atmosphere of collaboration and idea generation.

The final Streetscape Design plans must be technically sound, constructible, and able to be seamlessly integrated into the plans and project manual for the planned roadway improvements. The SRF team draws on a proven history of expertise and experience in preparing complex, unique, and high-quality plan sets.

Due to the planned roadway improvements in 2023, the project will follow a strict schedule with known deadlines so that all required review and approvals by City staff and Marshall City Council to prepare for an anticipated January advertisement for bid. The SRF team has experience designing, bidding, and constructing dozens of roadway and streetscape projects across the Midwest. *Our experience in delivering high-quality, constructible final plan sets that result in successful implementation is a strength that will ensure the success of the proposed improvements.*

SRF Firm Overview

SRF Consulting Group, Inc. is a full-service consulting firm with a broad base of award-winning planning, landscape architecture, engineering, and design services. SRF was established in 1961 and is headquartered in Minneapolis, Minnesota, and employs 350 pro¬fessionals who work with public and private sector clients across the Midwest.

SRF is founded on a culture of collaborating across disciplines to bring the best technical expertise to provide solutions for each of our projects. This approach enables the project manager to capitalize on the best techni¬cal resources as well as the ability to reach to others in the organization to answer specific questions that may impact the feasibility of a particular design.

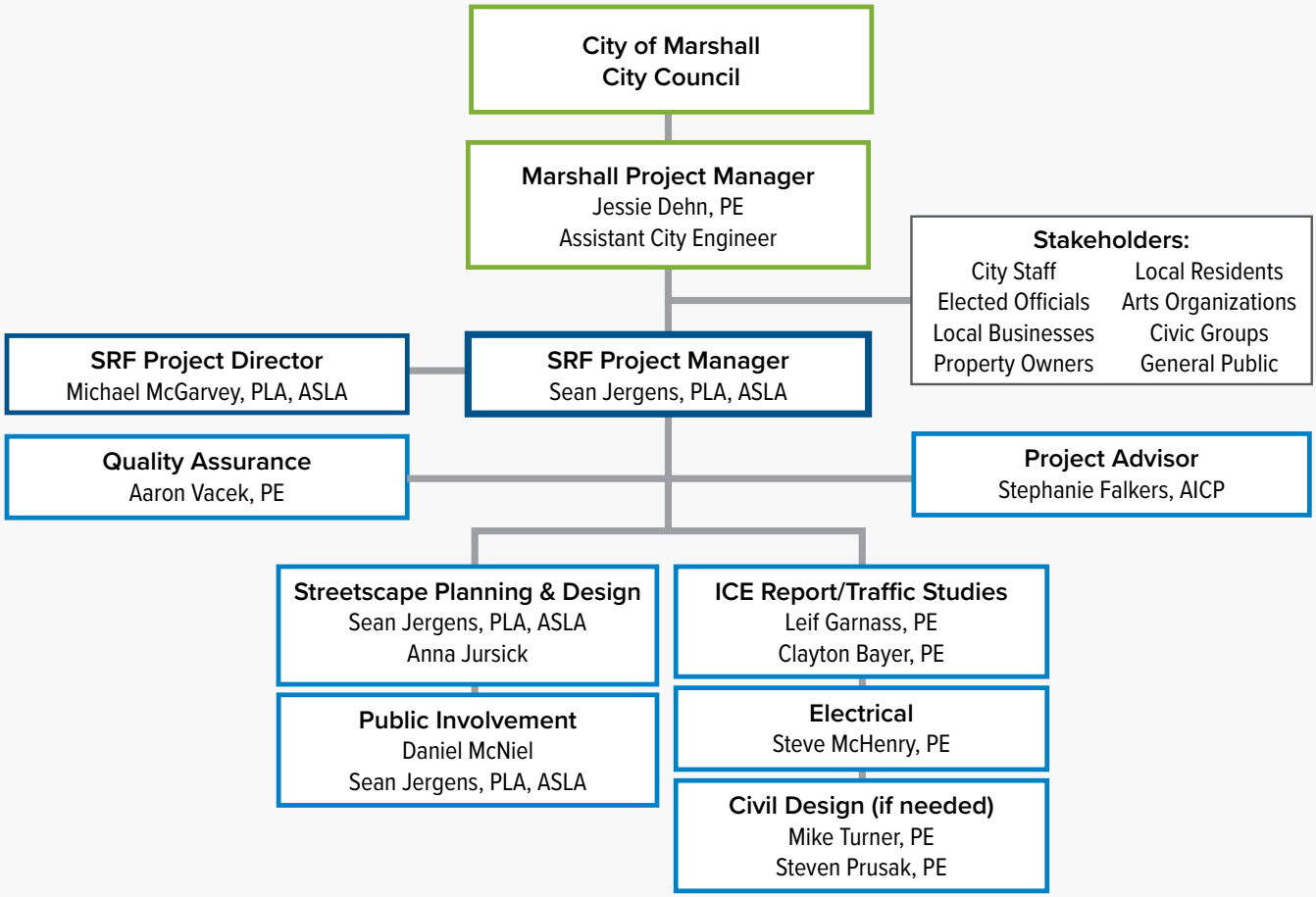
Our award-winning urban design and landscape architecture studio has the diverse skills and depth of knowl¬edge to provide clients with carefully crafted planning and design responses across a wide spectrum of proj¬ect types. Whether it is developing the strong vision to guide a master plan effort, working with a multi-disciplinary team on a transportation project, or providing a thoughtful response to the intricacies of site design, SRF's landscape architects provide creative sustainability and inno-vation by collaborating with clients and allied professionals to create valued community amenities.

By skillfully blending planning, technical, artistic, and environmental aspects of the profession, SRF excels at delivering clients the broad range of expertise that is increasing demanded of projects large and small. Our award-winning services include:

- Streetscape planning and design
- Public and stakeholder engagement
- Community planning and urban design
- Park and Open-space design
- Roadway engineering, design, and construction
- Traffic and technology
- Water resources engineering

SRF Team

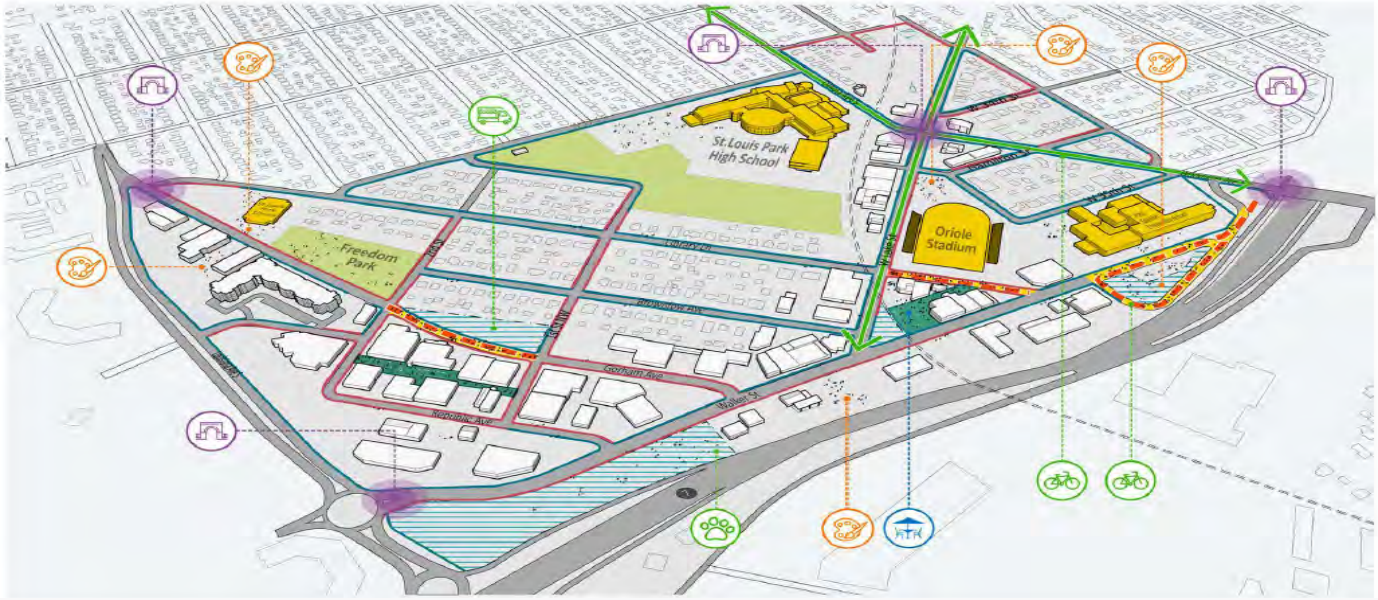
The SRF team brings significant experience working on similar corridor planning and design projects and will work closely with City staff and other key stakeholders to address the scope of work identified in the RFP. We are ready to begin work immediately and we will meet the City's ambitious schedule.



Relevant SRF Team Experience

Historic Walker Lake Revitalization Plan

St. Louis Park, Minnesota



SRF led the preliminary study and final design for traffic, pedestrian, streetscape, and roadway improvements for the Historic Walker-Lake District in St. Louis Park. As the oldest commercial district in the city, the project cast a new vision for improvements to the public realm infrastructure that have been a catalyst for new commercial and residential redevelopment. The location is close to highways, St. Louis Park High School, public library, small local businesses, residential neighborhoods, and current and future bike routes.

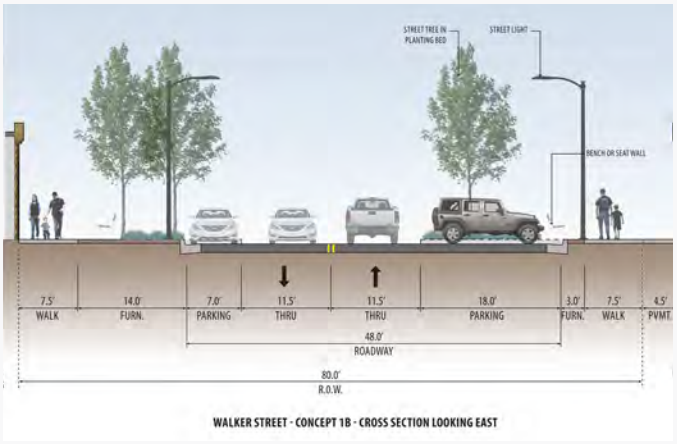
SRF landscape architects preserved parking capacity while re-imagining how landscaping, new sidewalks, public art, and pedestrian amenities are integrated into the streetscape. A collaborative approach to the design process led to opportunities for integration of the stormwater treatment system with landscape plantings. A place-making committee established by the community has continued to steward the area by implementing murals and public art throughout.

In addition, SRF was part of a team with consultant partners on a Revitalization Plan for the district that examined mobility system options (bike share, car share, micromobility, transit), parking supply and needs assessment, and policy recommendations. Extensive public engagement strategy and facilitation efforts with businesses and the community were key to the project's success.

Project Contact:

Debra Heiser, PE | City of St. Louis Park Engineering Director

952.924.2551 | dheiser@stlouispark.org



WALKER STREET - CONCEPT 1B - CROSS SECTION LOOKING EAST

2021 City Engineers Association of Minnesota Project of the Year

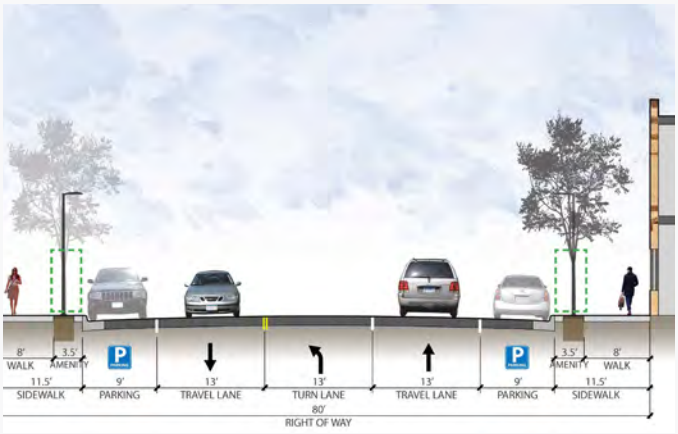
US 12 Downtown Litchfield Study

Litchfield, Minnesota

The Minnesota Department of Transportation (MnDOT) and the City of Litchfield initiated a four block corridor study through downtown Litchfield in preparation for a programmed 2019 reconstruction project, which will include reconstructing the existing roadway and sidewalks from building face to building face. The purpose of the study was to identify the needs of the community and other roadway users to provide recommendations and conceptual drawings for a street design that would balance the needs of multiple stakeholders.

As part of this study and prior to 2019 construction, SRF worked with MnDOT to design a comprehensive public involvement process to gather input from stakeholders and the public regarding potential corridor concepts and design renderings. This process was the foundation of the corridor study and was based on engagement of key stakeholders to identify issues, needs and opportunities in order to build consensus and garner support toward a select concept alternative.

Meaningful engagement was conducted by seeking input from a variety of members of the public, including downtown business owners and residents, as well as regional users that rely on US 12 for transportation of people and goods throughout the region. Engagement was implemented through face-to-face opportunities such as open houses, focus groups, targeted presentations, and pop-up community events. Online engagement was facilitated through development of a custom study website, three online surveys, and social media promotion.



Project Contact:
Lowell Flaten, PE
MnDOT Project Manager
Office: 320.214.6367
lowell.flaten@state.mn.us

Superior Street Reconstruction – Planning and Preliminary Design Phase

Duluth, Minnesota

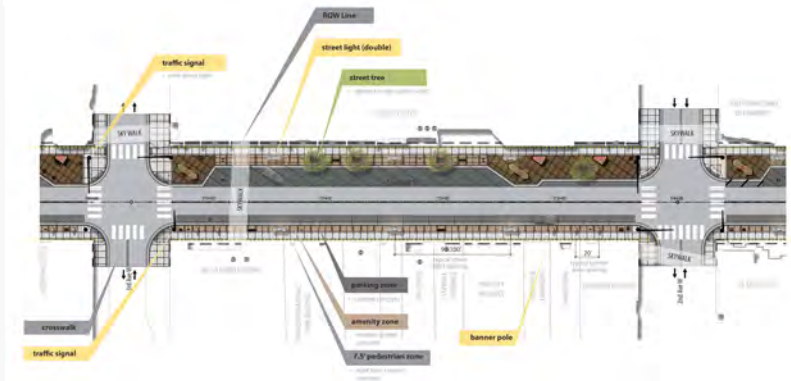
SRF serving on a consulting team to provide planning and preliminary engineering services for the reconstruction of Superior Street from 4th Avenue East to 6th Avenue West through the heart of historic downtown Duluth. The City is planning a total street and utility reconstruction. SRF led stakeholder engagement to create a transformative, user-friendly, and feasible street and streetscape deign that reflects the character of downtown. The project will support current and future multi-modal investments for the downtown area.

As part of the proposed reconstruction project, all City of Duluth public utilities will be replaced including sanitary sewer and watermain. Storm sewers will be replaced as necessary to accommodate updated stormwater design flows or revised elevations. Input was sought from private utility owners to determine if their utilities will be upgraded prior to or during the project.

Construction sequencing is especially important to the project as the City will strive to lessen impacts on businesses within the downtown areas and provide continued access to the businesses during construction, which is expected to take two to four construction seasons.

The scope of work includes:

- Meetings with City of Duluth representatives
- Public and stakeholder involvement
- Field surveys and geotechnical exploration
- Traffic study
- Preliminary design
- City Council meetings
- Final recommendations
- Cost estimate



Project Contact:

Duncan Schwensohn, PE

City of Duluth Project Engineer

218.730.5107

dschwensohn@DuluthMN.gov

2022 ACEC Grand Award (with LHB)

2022 Concrete Paving Assoc of MN Award

Soo Street Streetscape Concept Study

Parker's Prairie, Minnesota

When the City of Parker's Prairie wanted to identify opportunities to make their community core more inviting and pedestrian-friendly they worked with PartnerSHIP for Health to bring in SRF to develop streetscape concepts. Working with PartnerSHIP 4 Health, Otter Tail County and the City of Parker's Prairie SRF developed an active streetscape concept for the City to use as a basis for community improvements that could be realized with a proposed street reconstruction project.

SRF led community engagement efforts and provided the City with a design that includes improved space and circulation for pedestrians and bicycles, landscape plantings, street lighting and site furnishings. The design provides a safer environment for pedestrians, better circulation within the commercial district and to adjacent destinations such as schools and municipal buildings, and helps to foster community pride.

Project Contact:

Patrick Hollister
PartnerSHIP 4 Health
715 11th Street North, Suite 303
Moorhead, MN 56560
Patrick.Hollister@co.clay.mn.us
218.329.1809

Main Avenue Reconstruction

Fargo, North Dakota

SRF was selected by the North Dakota Department of Transportation to prepare project scoping, environmental documentation, preliminary and final design, and engineer of record services for the reconstruction of Main Avenue (US Hwy 10) from University Drive to 2nd Street in the City of Fargo.

The purpose of this project is to mitigate identified system deficiencies, safety issues, and capacity constraints to create a safe and efficient transportation corridor that supports regional and local traffic needs while also providing a welcoming, comfortable pedestrian environment. This project is currently underway and consists of full replacement of the street section and underground utilities. The existing character of the corridor was documented and packaged into a booklet with street-scape design recommendations that best align with new City of Fargo downtown standards and that support the Governor's North Dakota Main Street Initiative. Multiple street section scenarios were studied along with traffic studies and a market analysis to best analyze the corridor and determine priorities. Right of way was extremely limited but the design team created opportunities to create a functional, efficient and beautiful corridor. For example, the "greening" of Main Avenue can occur with the inclusion of structural soils in connected tree trenches that can double as an effective means for stormwater infiltration. Costing and realistic modeling of the corridor was done during the design process to help policy makers weigh the options and make informed decisions about the future of Main Avenue.

2021 American Council of Engineering Companies - North Dakota Grand Award

2021 Great Lakes District - Institute of Transportation Engineers Transportation Achievement Award - Complete Streets Category

2020 FM Engineers 2020 Outstanding Design Award

2020 Gold Star Paving Award from the North Dakota Ready Mix & Concrete Products Association

2020 North-Central Section of the Institute of Transportation Engineers Transportation Achievement Award

Project Contact:

Jeremy M. Gorden, PE, PTOE | Division Engineer - Transportation

City of Fargo Traffic Engineering

Office: 701.241.1545 | jgorden@FargoND.gov

SRF Team Resumes

Project Manager – Landscape Architecture

Sean has practiced landscape architecture and urban design for local municipal and public agency clients for over sixteen years. He has focused his work on designing public urban spaces, parks, streetscapes, and infrastructure that are both beautiful and functional. Sean often seeks to integrate vibrant place-making concepts and stormwater best management practices with pedestrian and transit amenities. Additionally, he has experience with the entire design process from conceptual vision to design development, construction document preparation, and project construction management.

Areas of Expertise

- Visual Quality Management
- Streetscape Planning and Design
- Site Planning and Design
- 3D Modeling and Illustrative Graphics
- Native Planting Design
- Plant Identification and Vegetation Surveys
- Park Master Planning
- Ecological Stormwater Management
- Construction Document Preparation
- Construction Observation and Management

Education

Master of Landscape Architecture, University of Minnesota, 2004

Bachelor of Environmental Design, University of Minnesota, 2002

Registration

Landscape Architect: Minnesota #47256

Certification

LEED Accredited Professional

Professional Affiliations

American Society of Landscape Architects

Minnesota Chapter of American Society of Landscape Architects

Minnesota Native Plant Society

Project Experience

Historic Walker Lake Streetscape Improvements, St. Louis Park, Minnesota. Sean was the landscape architect on a team of water resource, civil engineers, and planners that developed concept plans and final design for public realm improvements in the district. The final design and construction included sidewalk accessibility improvements, curb bumpouts, reconfigured parking, landscape planters, street trees, and stormwater best management practices.

Downtown Litchfield US Highway 12 Improvements, Litchfield, Minnesota. The Minnesota Department of Transportation and the City of Litchfield worked with SRF on a study of the roadway, signal, and streetscape concepts for the historic downtown district as part of preparation for a planned re-construction project. Sean was responsible for concept development of s**idewalk pavement, street trees, historic lighting fixtures, and pedestrian safety improvements.**

Robert Street Improvements, West St. Paul, Minnesota. SRF assisted the City to reconfigure Robert Street to improve safety for vehicles and pedestrians. Sean was responsible for interacting with stakeholders, public officials, and citizens during the preliminary design phase, including the preparation of extensive visualization graphics and renderings. Sean led the final design of the streetscape including decorative pavement on sidewalks and medians, lighting, bollards, community gateway monument signs, landscaping, tree plantings and pervious paver boulevards.

MnDOT TH 169 Highway and Landscape Design, St. Peter, Minnesota. Sean was the landscape architectural design lead and author of the Visual Quality Manual for streetscape design for the TH 169 corridor, including a ten block section of downtown that is listed on the National Register of Historic Places. The design emphasized safe pedestrian crossing of the wide thoroughfare through the use of median islands, bumpouts and other techniques. Sean also assisted MnDOT with construction oversight of the landscape components of this design-build project.

West 70th Street Extension, Eden Prairie, Minnesota. Sean was the project landscape architect for the preliminary and final design of the extension of West 70th Street to Flying Cloud Drive in Eden Prairie. Sean led a stakeholder group through landscape and urban design concept development. The final design included pedestrian amenities, decorative pavers, extensive median landscaping, and gateway features.

Michael McGarvey, PLA, ASLA, LEED AP

Director – Landscape Architecture/Urban Planning

Mike has 29 years of experience in all aspects of landscape architecture, planning and urban design. His areas of expertise include trail planning and design, park planning and design, streetscape design, site design, and project management. Mike's creative and innovative planning and design solutions acknowledge the influence of operations and address maintenance concerns. As a LEED accredited landscape architect, Mike ensures that sustainability is incorporated into SRF projects.

Areas of Expertise

- Public Engagement
- Streetscape and Urban Design
- Site Planning and Design
- Bicycle Facility Planning and Design
- Site Analysis
- Park and Recreation Planning and Design
- Construction Documents

Education

B.L.A., Iowa State University, 1992

Registrations

Landscape Architect: Minnesota #26216, North Dakota #12, Wisconsin #530-014, and Nebraska #LA 365 and North Carolina #2209

Landscape Architect: Council of Landscape Architecture Registration Boards

Certification

LEED Accredited Professional

Professional Affiliations

American Society of Landscape Architects (ASLA)

Minnesota Chapter ASLA Board Member, 1998-2003; Chapter President, 2002-; Trustee, 2008-2011

Association of Pedestrian and Bicycle Professionals

Urban Land Institute

Project Experience

TH 169 Streetscape, St. Peter, Minnesota. Mike managed the Visual Quality Manual for streetscape design for the TH 169 corridor, including a ten block section of downtown that is listed on the National Register of Historic Places. The design emphasized safe pedestrian crossing of the wide thoroughfare through the use of median islands, bumpouts, and other techniques. Mike also assisted MnDOT with construction oversight of the landscape components of this design-build project.

Excelsior Boulevard Reconstruction and Streetscape Phases III-V, St. Louis Park, Minnesota. SRF provided a full range of planning, design and in-construction services for the Phase III streetscape improvements with Mike leading the landscape design. The project included roadway narrowing and bump-outs to slow traffic and improve pedestrian safety; Mike subsequently led the design of Phases IV and V in coordination with county roadway improvements on Excelsior west of TH 100.

Broadway Avenue (CSAH 2) Reconstruction, Forest Lake, Minnesota. Managed the streetscape design on this primary commercial corridor in the City of Forest Lake. The project enhanced the aesthetic character and pedestrian experience by creating a gateway distinct for the community. Mike oversaw the development of three dimensional visualization graphics, and was a key participant in the public process, including buildings consensus among business owners.

Creighton Transit Mall, Omaha, Nebraska. Mike lead the design team in the redevelopment of a two-block segment of the California Street Pedestrian mall on the Creighton University campus to facilitate better multi-modal interaction the Omaha Metro transit system. Project included the reconstruction of the pedestrian mall to current ADA standards, coordination with adjacent roadway and bicycle-facility improvements and the installation of four new transit shelters.

Saint Paul Street Design Manual, Saint Paul, Minnesota. As a part of the consulting team for this project, Mike participated in the development of street design treatments, particularly focusing on their relationship to local design practices. Joni also facilitated several pilot project workshops where community residents learned about the complete street practices and brainstormed potential solutions to city projects using an in-progress version of the manual.

Omaha Metro Dodge Street BRT, Omaha, Nebraska. Mike is part of the final design and construction administration team for the 11-mile BRT line and is responsible for site design and ADA design for each station.

Anna Jursik

Landscape Designer/Planner

Anna joined SRF in 2019 after completing her Masters of Landscape Architecture degree from the University of Minnesota. She has several years of communications experience, with an emphasis on creating clear graphics to disseminate complex research findings. Anna's skills include information visualization, design representation, site design, ecological design, and interdisciplinary research. She is passionate about designing resilient and beautiful environments for people, plants, and wildlife.

Areas of Expertise

- Data + Information Visualization
- Site Design
- Ecological Design
- Design Representation

Education

Bachelor of Arts, French and International Studies, Brandeis University, 2011

Master of Landscape Architecture, University of Minnesota, 2019

Project Experience

University of Minnesota Pillsbury Drive, Minneapolis, Minnesota. Helped develop concepts to improve pedestrian and bicycle infrastructure along a corridor through the Twin Cities campus. Designed an adjacent plaza space; detailed planting, paving, and site furnishings.

Sturgeon Bay West Waterfront Development. Collaborated on conceptual design for a working industrial waterfront park. Researched precedents, materials, and site context. Rendered plans and perspectives of site concept.

Town Center Park, Saint Michael, Minnesota. Hand-rendered perspectives featuring nature play elements and plantings for stakeholder meetings. Designed custom benches.

Minot Zoning Ordinance, Minot, North Dakota. Created axonometric diagrams illustrating architecture ordinances in residential, commercial, and mixed-use contexts. Researched appropriate precedent buildings and streetscapes; took photographs and selected images to support written ordinance.

Rush Line Visual Quality Manual, Ramsey County, Minnesota. Performed site analysis of aesthetic character and transit priorities in communities along planned Rush Line BRT route. Developed typology of urban and suburban platform and corridor conditions; drew plans and sections to show design recommendations for each prototypical condition.

Bailey Road, Woodbury, Minnesota. Designed roundabout and median planting concepts to calm traffic and improve aesthetics along a major vehicular corridor.

City of Minneapolis Transportation Planning + Programming, Research Assistant in Practice, Minneapolis, Minnesota. Visualized transportation data and rendered proposed streetscapes for community and City Council meetings. Created maps, diagrams, and graphic standards for planning documents.

Friends of the Lock and Dam, Research Assistant in Practice, Minneapolis, Minnesota. Mapped urban wildlife communities along the Mississippi River's Twin Cities' corridor via agency interviews, field visits, and geospatial analysis. Proposed design strategies integrating wildlife habitat into proposed visitor center site and building.

Leif Garnass, PE, PTOE

Project Director - Traffic Engineering and ITS/CAV

Over the past 16 years, Leif has managed complex traffc engineering and transportation engineering studies including large-scale subarea studies and multimodal arterial corridor studies. This experience includes developing traffic forecasts; identifying existing safety, access, and mobility issues; and developing concepts and facilitating technical discussions to achieve consensus. This experience provides a strong technical background that is critical to the success of multi-disciplinary projects – ensuring the appropriate tools and method are being applied to answer the questions being asked.

Leif is regularly involved in public and stakeholder engagement including public open houses, business and property owner meetings, and presentations to policy makers. He excels at taking detailed technical knowledge and simplifying the messages at key points to allow project stakeholders to make informed decisions.

Areas of Expertise

- Project Management
- Public & Stakeholder Engagement
- Subarea & Corridor Studies
- Multimodal Operations & Simulation
- Alternative Interchanges & Intersections
- Concept Development
- Preliminary Design
- Peer Reviews
- Visual Communications

Education

B.S.C.E., Iowa State University, 2004

Registrations

Professional Engineer: Minnesota #47153, Iowa #21655, Missouri #PE-2010008952, and Florida #PE89057

Certification

Professional Traffic Operations Engineer (PTOE) #2604

Professional Affiliations

Institute of Transportation Engineers

North Central Section of ITE

PTV Users Group (VISSIM) 2006, 2008-2010, 2012

Continuing Education

Minnesota Transportation Management Plan Training

Foundations of Dynamic Traffic Assignment

Applied Roundabout Design

VISSIM Advanced II Training

RODEL Roundabout Training

Synchro/Seraphic Training

VISSIM Advanced I Training

SRF Quality Management Training

Project Experience

Stillwater Downtown Plan Update, Minnesota. Led the VISSIM traffic analysis to inform the planning process for the update, which was completed in response to the closure of the Stillwater Lift Bridge to vehicular traffic serving only bicycle and pedestrian traffic. This is expected to greatly reduce the amount of cut-through traffic in downtown; this traffic currently causes congestion and queueing issues, particularly during weekday afternoons and Saturday events. Analysis identified potential transportation system modifications (e.g. reduction in turn lanes, changes in traffic control, roadway closures, and improvements for pedestrians and bicyclists) to be considered. The modeling included all modes of transportation, including pedestrians and bicycles.

Marshall Area Highway 23 Safety Assessment. Led the safety assessment for MnDOT and their partners through Marshall to identify safety issues, strategies and recommendations, and develop an implementation plan. Public engagement was crucial to understanding how Hwy 23 currently functions and how current land uses, and future development are expected to change its performance. After completion of the traffic, safety, and speed assessment, coupled with a solid understanding of the existing corridor, intersection issues and deficiencies, and concerns from the community, alternatives were developed and evaluated, recommendations and an implementation plan were prepared. SRF is currently completing the preliminary and final design for the improvements.

Fargo/Moorhead Main Avenue/TH 10/TH 75 Corridor Studies. SRF worked with Metro COG to conduct corridor studies for the three key roadways through downtown Fargo and the majority of Moorhead. The purpose of the corridor studies was to identify and define the future multimodal improvement needs of these corridors. The results of these studies will assist the study partners with advancing subsequent improvements, and respond appropriately to development or redevelopment proposals. Leif's focus on this project relate to traffic forecasting and operations, safety, multimodal accommodations, alternative development and evaluation as well as coordination of the public involvement program.

US 10/US 75 Corridor Study, Moorhead, Minnesota. Project manager for the corridor studies for the three key roadways through downtown Moorhead. The purpose of the corridor studies was to identify and define the future multimodal improvement needs of these corridors using context-sensitive design and a robust public and stakeholder engagement process. The recommended visions will assist the study partners with advancing subsequent improvements with reconstruction in 2025, including a one-way to two-way conversion and numerous pedestrian and bicycle improvements, and respond appropriately to development or redevelopment proposals.

Daniel McNiel

Public Engagement

Dan has five years of experience in public engagement and planning, including stakeholder facilitation, transportation planning and parks and recreation planning. He has significant experience facilitating community workshops, leading youth engagement activities, designing virtual engagement opportunities and long-range public participation processes. Dan is committed to developing meaningful, measurable and adaptable community engagement and is passionate about incorporating underrepresented perspectives into planning processes. Prior to coming to SRF, Dan served as an AmeriCorps volunteer on the Pine Ridge Indian Reservation in South Dakota.

Areas of Expertise

- Stakeholder and Community Engagement
- Meeting Facilitation
- Virtual Engagement Opportunities
- Graphic Design and Equitable Engagement Strategies

Education

Master of Urban and Regional Planning, University of Minnesota 2019

Bachelor of Individualized Studies, Communications, Management, American Indian Studies, University of Minnesota, 2017

Certification

AICP Candidate

Professional Associations

APA

Project Experience

MnDOT Highway 67 Reconstruction, Clarkfield, Minnesota: In coordination with MnDOT, Dan has planned, prepared, and facilitated three rounds of public engagement in Clarkfield Minnesota. Engagement activities included in-person open house meetings, pop-up events, City Council presentations and focus group meetings. In-person events were paired with virtual engagement strategies, including virtual open house materials, community surveys and graphic materials that were ADA accessible and visually appealing. Two rounds of in-person and virtual engagement were focused on identifying community supported streetscaping options and preferred amenities.

MnDOT TH 10/Rum River Bridge Improvements, Anoka, Minnesota. Dan worked with MnDOT to develop a public involvement plan. Planned for, executed, and attended meetings, including pop-ups events, property owner meetings, and open houses. Developed handouts, surveys, virtual open house content, visually appealing presentations, and communications materials.

Mankato/North Mankato Long-Range Transportation Plan, Mankato/North Mankato, Minnesota. Assisted in developing public involvement plan. Planned for, executed, and attended meetings, including pop-ups events and open houses. Developed boards, social media posts, and website content. Summarized comments received from the public.

Aaron Vacek, PE

Quality Assurance

Aaron has been involved in developing preliminary and final roadway designs in Minnesota for the past 21 years. His extensive experience also includes managing and designing trunk highways and interchanges. Aaron is recognized as a capable and organized project manager who focuses on client expectations and quality products.. Aaron has led many projects through the MnDOT approval process for MnDOT and other agencies including counties and cities. He is very familiar with the MnDOT process and has a proven record of achieving approvals for local agencies. Aaron's final PS&E projects result in high quality plans that are complete, comprehensive, and easy to read. Aaron has performed many quality checks on MnDOT plans and layouts before they are released to the client. Aaron has served as Quality Manager on over ten projects in the last four years. Aaron understands what is needed to achieve quality products and as Quality Manager he will ensure only quality products are delivered.

Areas of Expertise

- Project Management
- Agency Coordination
- Public Involvement
- Preliminary Design
- Final Design
- Quality Management
- Highways
- Interchanges
- Innovative Designs
- Corridor Studies

Education

Bachelor of Science in Civil Engineering, North Dakota State University, 2000

Registration

Professional Engineer: Minnesota #44277

Professional Affiliations

American Society of Civil Engineers

American Council of Engineering Companies

Minnesota Society of Engineers and Surveyors

Continuing Education

SRF Quality Management Training

Project Experience

TH 15 Hutchinson Plan Review, Hutchinson, Minnesota. Aaron led the team on the review of the ICE reports and final design plan submittals for the downtown reconstruction of TH 15 through Hutchinson. The plan also includes concreate pavement repairs and extensive ADA.

MnDOT TH 23 R-CUTs Lyon Street and CSAH 7, Marshall, Minnesota. Aaron served as SRF project manager for the preliminary and final design of two RCUTs along TH 23 in Marshall. SRF was a subconsultant on the project and had key roles in public involvement, drainage, staging and traffic control and lighting.

MnDOT Highway 19 Layout review, Marshall, Minnesota. Led the review of the geometric layout and drainage design for the reconstruction of TH 19 in Marshall.

MnDOT TH 23/TH 212 Preliminary Design, Granite Falls, Minnesota. Aaron served as the Project Manager which included developing a staff approved layout at two major trunk highways in the City of Granite Falls. In addition to layout development the team also provided preliminary drainage design and oversaw subsurface utility engineering for the UBOL project that ran from Granite Falls to Cottonwood. The team also prepared the ICE report and meet with the adjacent cities and counties to develop detour plans.

City of St. Louis Park TH 7/Wooddale Avenue Final Design, Minnesota. Responsible for QA/QC on the final design and overseeing the plan development. Quantified the final earthwork quantities by stage for this $11 million project.

TH 23 North and South Gap Design Review, MnDOT D3/D8. Aaron led the review of the two gap projects providing review of the plans as well as leading the team on the details presented in the plans. The team utilized Bluebeam Sessions to complete the review and provide comments to the designers in real time as well as the ability to have the client add comments during the review process.

City of Rochester 2nd Street/St. Mary's Layout Aaron led the development of 8 different configurations along 2nd Street which included utility impacts as well as reviewing parking, ADA improvements and Bus Lanes/Bus Stops.

Stephanie Falkers, AICP, Associate ASLA

Project Advisor

Stephanie has 11 years of experience in environmental, community, and transportation planning. At SRF, she works on various land use, transportation, and environmental data collection efforts; zoning ordinance administration and analysis; zoning ordinance updates; environmental documentation and permitting; land use; growth management; comprehensive plans; and master planning. As the community planning and public engagement practice lead at SRF, Stephanie enjoys working closely with a community to help understand its future vision from staff, residents, and stakeholders. With thoughtful planning, sound community engagement, and appropriate analysis, the possibilities are endless.

Areas of Expertise

- Public Involvement
- Environmental Documentation
- Land Use & Comprehensive Planning
- Zoning/Land Development Codes
- Site Analysis & Development
- Growth Management Planning
- Urban Development
- Community Transportation Planning

Education

Bachelors of Landscape Architecture, North Dakota State University, 2010

Bachelor of Science in Environmental Design, North Dakota State University, 2010

Certification

American Institute of Certified Planners #027118

Professional Affiliations

Minnesota Chapter of American Planning Association

Minnesota Chapter of American Society of Landscape Architects

Great Plains Chapter of American Society of Landscape Architects

American Planning Association

American Society of Landscape Architects

Project Experience

City of Marshall Comphrehensive Plan Update, Minnesota. Stephanie is currently leading the comprehensive plan update for the City of Marshall.

City of Glendale Vision Plan Update, Wisconsin. Stephanie is currently leading the update to Glendale's Vision Plan. This effort focuses on initial public engagement efforts to understand the opportunities and challenges for the future of the city. The resulting document will set a vision and goals to guide future decision making.

City of Norwood Young America 2040 Comprehensive Plan Update, Minnesota. Stephanie is currently a member of the SRF team assisting the City of Norwood Young America with the update to their Comprehensive Plan. The community is treating the plan as a true update, and she is assisting with the review of elements. Stephanie is also a key component of the plan's two phased engagement efforts.

Fargo-Moorhead Metropolitan Council of Governments Southwest Metro Transportation Plan, Fargo, North Dakota. Stephanie assisted the development of the Southwest Metro Transportation Plan in south Fargo and Horace through public engagement, data collection, and transportation/land use planning. During the early phases of the project, Stephanie worked with each municipality within the study area to update future land use plans. This update information was vital to creating accurate forecast future transportation issues in the area.

City of Jamestown Growth Management Plan, Jamestown, North Dakota

City of Tioga Comprehensive Plan, Tioga, North Dakota

City of Bottineau Comprehensive Plan, Bottineau, North Dakota

City of Wilton Comprehensive Plan, Wilton, North Dakota

City of Crosby Land Use and Growth Management Plan, Crosby, North Dakota

City of Killdeer Land Use and Growth Management Plan, Killdeer, North Dakota

Watford City Comprehensive Plan, Watford City, North Dakota

City of Williston Comprehensive Plan, Williston, North Dakota

City of Parshall Land Use and Growth Management Plan, Parshall, North Dakota

City of Bowman Comprehensive Plan, Bowman, North Dakota

Mike Turner, PE

Project Director – Municipal Engineering

Mike has 26 years of project experience and is respected as an excellent design engineer and project manager. He has a reputation for his attention to detail and ability to complete projects under tight deadlines. Over the years, Mike's work has focused on municipal engineering projects, specifically the design and construction of complex roadway and utilities. He has a detailed understanding of Federal Delegated Contract Process (DCP) requirements, standards, and processes and procedures. Mike is responsible for the successful delivery of over $140M of federal DCP projects in Minnesota. In addition, he has also successfully designed and assisted with the implementation of many State and Federal Aid and Cooperative Agreement projects.

Areas of Expertise

- Project Management
- Roadways
- Trails
- Utilities
- Project Inspection
- Busways/Transitways

Education

Bachelor of Civil Engineering, University of Minnesota, Institute of Technology, 1995

Registrations

Professional Engineer: Minnesota #40120, South Dakota #7824 and Texas #99907

Professional Affiliations

National Society of Professional Engineers

City Engineer Association of Minnesota

- Past Private Sector Executive Committee Representative
- Chair of the Website/Communications Committee

American Public Works Association

Minnesota Surveyors and Engineer Society

Continuing Education

Context Sensitive Design, 2004

Erosion and Sediment Control Design, 2007

SRF Quality Management Training

Project Experience

Rochester 65th Street Reconstruction. Mike is leading the concept, preliminary and final design for the reconstruction of 2 miles of rural roadway to a 2-lane Municipal State Aid urban parkway section with bicycle lanes, upgraded pedestrian facilities, and multi-use trails. This project includes coordination with Rochester Public Utilities and Cascade Township.

City of Plymouth Vicksburg Lane, Minnesota. Mike led this State Aid project that included more than two miles of reconstruction and expansion of the existing two-lane rural section to a four-lane urban roadway with off-street trails. SRF provided preliminary design, environmental documentation, right-of-way acquisition, and final design. The project included concrete curb and gutter, multi-use trails, stormwater BMPs including an infiltration basin, two bridges and retaining walls, and signal improvements to three intersections.

Hennepin County CSAH 81 (Bottineau Boulevard) Reconstruction, Minnesota. Mike led the preliminary design and environmental documentation for 9.7 miles of County Road 81 within the Cities of Robbinsdale, Crystal, Brooklyn Park, Osseo and Maple Grove. Mike led the public involvement, business meetings, neighborhood meetings and City Council work sessions and meeting. In addition, Mike led the public involvement and final design for four separate County Road 81 reconstruction projects comprising 7.5 miles of roadway, trail, sidewalk, utility, highway ramp improvements, railroad crossings, and signal reconstruction. The projects included CSAH 81 from Lowry Avenue in Robbinsdale to West Broadway in Brooklyn Park. The projects also consisted of bridge and retaining wall construction, developing interim and permanent trail and sidewalk accommodations for pedestrians and bicycles, and developing complex traffic and pedestrian staging and detours to allow construction and to keep businesses open during construction.

City of Maple Grove CSAH 30 Reconstruction: CR 101 to Dunkirk Lane, Minnesota. Mike led preliminary design, environmental documentation, and final design for reconstructing 1.7 miles of roadway. The project entailed reconstructing a two-lane rural segment to an urban footprint, adjacent to residential and commercial properties with surrounding significant environmental features. SRF deliverables included topographic survey, traffic studies, environmental document (EA/EAW), public and agency involvement, concept, preliminary and final design, new Rush Creek Crossing, trails and underpass investigation, and wetland delineation and mitigation. Mike reviewed all work products for quality and consistency.

Steve McHenry, PE

Project Manager - Electrical Engineering

Steve is an experienced electrical engineer with 35 years of design and management expertise in electrical engineering, Intelligent Transportation Systems (ITS), National Transportation Communication for ITS Protocol (NTCIP), control systems, and solar power systems. He joined SRF after working 25 years for an international manufacturing firm specializing in the ITS/NTCIP industry. Prior to joining SRF, Steve worked at ADDCO, where he led the technical design and project management for electrical, mechanical, software, and system integration as equipment supplier to hundreds of ITS/NTCIP installations. Systems included monochrome to full-color DMS, full-motion CCTV, sensors, RWIS, de-icing, HAR, embedded Linux software development, client/server central control systems software development, and numerous variations of communication infrastructures. Steve also led the development of embedded firmware for ITS equipment controllers and web-based ATMS software for ITS devices in numerous ITS-related protocols, platform tools, and programming languages.

Areas of Expertise

- Power Systems
- Parking Systems
- Lighting Design
- Communications
- ITS/NTCIP Design
- Solar/Alternative Power Design
- Digital Circuitry
- Analog Circuitry

Education

Bachelor of Science in Electrical Engineering, University of Wisconsin-Platteville, 1986

Registrations

Professional Engineer: Minnesota #46710, North Dakota #PE-8671, Wisconsin #29199, Iowa #21927, Illinois 062.065959, Missouri # 2014015035, and Nebraska (pending)

Professional Affiliations

Institute of Electrical and Electronics Engineers

Institute of Transportation Engineers

Construction Industry Manufacturer's Association - Executive Committee (Chairman - 1999 to 2002)

Dynamic Message Sign (DMS) Standards Working Group (NEMA TS4 – 2002 to present), national standard for DMS, a collaborative effort of NEMA member companies with guidance from the FHWA

Continuing Education

SRF Quality Management Training

Project Experience

Superior Street, Duluth, Minnesota. SRF was a member of the consultant team and led the lighting design as well as the power needs for the City of Duluth. Steve led the LED lighting design for street, sidewalk, and plaza areas with special considerations for dimming control and color temperature and helped the City understand tradeoffs and considerations to develop an event power policy leading to the design of a power system to provide power for holiday and festoon lighting as well as specialized power needs for food trucks and street festival and plaza area events.

Fargo-Moorhead Flood Diversion Project, Main Avenue Plaza and Lift Station. SRF is providing landscape architecture and electrical design. Steve provided lighting design and electrical design for the lift station.

NDDOT Main Avenue Reconstruction, University Drive to 2nd Street, Fargo, North Dakota. Provided roadway lighting and specialty electrical systems for the depot area.

MnDOT Kennedy Bridge Rehabilitation over Red River, East Grand Forks, Minnesota and Grand Forks, North Dakota. Provided roadway and bridge lighting design, and also aesthetic lighting design. Project required coordination with both the Minnesota and North Dakota Departments of Transportation.

Nicollet Mall Redesign, Minneapolis, Minnesota. Steve worked with a national lighting design firm to lead the electrical design aspects, including power distribution for city street lighting, specialty power pedestals and Metro Transit bus stops. The lighting includes LED roadway and areaway lighting, aesthetic, and accent lighting along with specialty dynamic color armature lighting. In addition, Steve led the design of fiber optic communications systems for both Metro Transit bus stops and the specialty lighting control system.

12th Avenue Reconstruction, Shakopee Minnesota. SRF performed preliminary and final design for the reconstruction of 0.6 miles of roadway to change the configuration from a 4-lane undivided roadway to a 4 lane – divided roadway with curb and gutter, sidewalks, and trails. A roundabout was also designed for the intersection of 12th Avenue and Vierling Drive. Steve led the lighting design for the roundabout and roadway.

Mississippi River Regional Trail Pine Bend Bluffs Trailhead, Dakota County Parks, Minnesota. Steve led the design of a for new lighting and electrical distribution for trailhead project through a Minnesota DNR Scientific Natural Area in Inver Grove Heights. The design included LED lighting with special selection of color temperature for the park setting.

Clayton Bayer, PE

Traffic Engineering Lead

Clayton has more than seven years of experience in traffic and transportation engineering. He is primarily involved with traffic signal design, signing/pavement marking design, temporary traffic control plans, and construction inspection. He has also played key roles in completing traffic management plans and intersection control evaluation (ICE) and signal justification reports. In 2020 and 2021, Clayton was in the role acting as an Assistant Council Representative (ACAR) for the Council in a role leading effort on Maintenance of Traffic control, permanent signing/pavement markings and traffic signals for the Southwest Light Rail Transit (SWLRT) project. His current responsibilities include the preparation of preliminary and final plans, specifications, estimates, and reports.

Areas of Expertise

- Traffic Signal Design
- Traffic Signing Design
- Pavement Markings
- Traffic Studies/ICE Reports
- Work Zone Traffic Control
- AutoCAD and MicroStation

Education

Bachelor of Civil Engineering, University of Minnesota, 2014

Bachelor of Science in Physics, University of Wisconsin-Eau Claire, 2014

Registration

Professional Engineer: Minnesota #57865

Professional Affiliations

Institute of Transportation Engineers (ITE)

Project Experience

SP 6925-145 MnDOT TH 61 London Road Mill & Overlay and Roundabouts, Duluth, MN. Clay is currently working on the traffic engineering design portion for this 3.5-mile project in MnDOT District 1. His work includes helping to develop two ICE reports at important intersections for MnDOT and the City, a TMP, signing, pavement markings, and traffic control design.

Bride Ave (CSAH 42) Reconstruction, Albert Lea, MN. Clayton led the traffic engineering components that included four ICE reports, signal design, signing and striping to produce final plans for the reconstruction in Albert Lea. One ICE report led to an existing signal to be removed and replaced with a Rectangular Rapid Flashing Beacon (RRFB) to account for pedestrian movements for the nearby school.

Steele County Concrete Pavement Rehabilitation Improvements, Owatonna, MN. Clayton completed an ICE Report, and a Signal Justification Report (SJR) and Signal Removal Analysis for the intersection of CSAH 45 (S. Oak Ave) and W. McKinley St in Owatonna, MN.

TH 212/CSAH 44 Interchange, Chaska, MN. Clayton worked primarily on the ICE report, signing and pavement markings, and work zone traffic control. The staging and traffic control plan was developed early in the process and gained consensus on the plan from City staff and homeowners in the area.

Project Approach

Our overall approach is to provide a team that is both broad in terms of skills and deep in terms of experience. Our goal is to provide technical expertise and facilitation skills to the City of Marshall to help the community develop and refine a streetscape vision for the North 3rd Street and West Lyon Street corridors. We will guide the City and project stakeholders to make informed decisions as they craft their vision for the streetscape in this area of Downtown.

Project Management

Solid project management is critical to the success of the project. The SRF team will be headed up by **Sean Jergens, PLA, ASLA**. Sean is a natural leader with thoughtful and creative design skills. Additional key skills Sean brings to his projects include:

- *Strong listening and clear communication skills* to ensure that all relevant information is heard and shared between project stakeholders and the consulting team in a timely manner.
- *Delivery of high-quality products,* delivered on time and on budget.
- *Experience and understanding of the final design and construction administration*, ensuring that the final deliverable is technically sound and constructible.

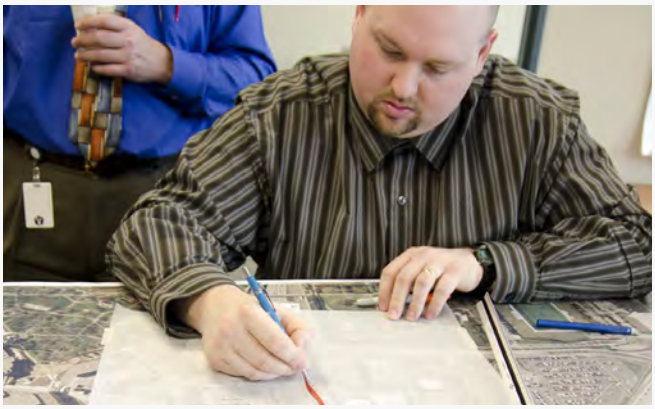
A key aspect of project management is close communication between the City's project manager(s) and SRF. We recommended that bi-weekly conference/Zoom calls be established between key SRF team members and key city staff. This provides a set time to share information, discuss important topics as they arise, review project schedule and deliverables, and to coordinate engagement activities. We have found these to be extremely effective in maintaining a constant flow of information between the consulting team and the City. It also is an efficient approach for decision-making, resulting in project staying on-track and on-schedule.

Public Engagement

The SRF team proposes to work with City staff to develop a public engagement strategy and approach to share project information, solicit input and receive comments at the appropriate times during the process. SRF can provide staff to facilitate community engagement or can work the city to develop an approach and materials that allows city staff and/or steering committee members to engage with fellow city residents. Another key component of the engagement plan is the development of an approach to communicate back to project stakeholders how their insights are informing the development of the plan. A toolbox of potential in-person and online community engagement techniques are available and can be deployed in the way that best meets the community's needs. **Dan McNeil, APA,** will serve as the lead for our public engagement tasks and brings a broad range of experience working on transportation, urban design, and park planning projects. Trained as a planner, he understands the critical importance of clear communication and outreach. In addition, **Stephanie Falkers, AICP,** will serve as a project advisor. Stephanie is currently leading the **City of Marshall Comprehensive Plan Project** for SRF, and so is intimately familiar with the community and its needs.

Commitment to Quality

Quality is one of SRF's core values and permeates our entire company. The net effect of SRF's project-specific Quality Management Plan (QMP) will be to provide the City with the highest quality deliverables. Reports, documents, and drawings will be independently reviewed and verified prior to submittal to minimize agency review time. For the Final Plan and Specification Submittal the team will implement a detailed check similar to MnDOT's check of the plan (highlight and check every item on the plan set).



Project Manager Sean Jergens and **Aaron Vacek, PE,** have worked together on numerous civil and streetscape design projects. Aaron will serve as the lead for Quality Control and Quality Assurance on the project. Aaron has managed civil design and QA/QC on a broad range of projects for both MnDOT and municipal clients, and understands the importance of quality throughout the design process.

"The SRF Team did an excellent job managing the technical side of the project as well as the public engagement aspect of this project. Their team was excellent to work with – quality, timeliness, thoughtful, accurate, flexible, and so much more!"

– Lindsey Knutson, Planning Director, MnDOT District 8

Project Work Plan

We have a passion for helping our clients plan and implement design solutions that provide aesthetic benefits, increase pedestrian and vehicular safety, and preserve the charm and character of the small town built environment. The following detailed work plan outlines the SRF team's understanding of assigned roles and responsibilities for development of the N. 3rd Street and W. Lyon Street corridor improvements streetscape design. Upon selection, we will work with City of Marshall Staff to refine the work tasks and project schedule as necessary to complete each phase of the project.

Task 1: Intersection Control Evaluation (ICE) Study and Report

Kick-Off Project Management Team (PMT) Meetings

SRF will hold an initial kick-off meeting, including a walking tour of the project area, with City staff to confirm the basic project objectives, solidify a work plan and obtain consensus on project requirements. The overall project schedule will be discussed and we will identify key dates for public outreach meetings, City Council meeting, and plan submittals.

SRF recommends that a project management team (PMT) is formed and included in the Kick-Off Meeting.

SRF will look at and collect traffic, pedestrian, and bicycle data, collect and review intersection data, and review the following documents:

ICE Report and 3rd Street Evaluation Memo

The City of Marshall desires an intersection control evaluation (ICE) report to examine operations and safety at the intersection of W. Main Street (US Highway 59) and N. 3rd Street that currently utilizes traffic signal control. It's understood the request has been made to further examine the potential signal removal at the subject intersection which could be replaced with an enhanced pedestrian crossing. Additionally, the evaluation of a potential change of N. 3rd Street from a two-way road to a one-way roadway (Main Street to Lyon Street). We recognize the importance of the ICE to local businesses. The subject intersection lies within the heart of Marshall's downtown area with many shops and attractions. Providing safe and efficient traffic control will be an important factor that we will take into consideration.

SRF will use relevant references (i.e., Minnesota Manual on Uniform Traffic Control Devices, 2017 Minnesota Intersection Control Evaluation Manual, etc.) as guidance in creating the ICE Report. The ICE report will consider at least two alternatives and have a general section discussing the analysis process and general project information. A separate section will be provided for intersection specifics including existing conditions, future conditions, analysis, and evaluation of alternatives & recommendations. Considerations for safety, pedestrian and bicyclist needs, and the local transportation system will also be evaluated to satisfy the requirements cited in MnDOT's 2017 ICE Manual. Work will also include collecting turning movement count data, developing forecast volumes, and performing a benefit-cost analysis of all considered alternatives. Additionally, SRF to provide memorandum evaluating the potential effects of changing N. 3rd Street from a two-way street to a one-way street (W. Main Street to W. Lyon Street).

In reviewing traffic volumes acquired from MnDOT's vendor (Streetlight Data), preliminary results show the subject intersection signal to be not warranted. SRF has recently completed projects in the cities of Albert Lea and Owatonna with similar situations of unwarranted signals. One intersection recommendation included the installation of a rapid rectangular flashing beacon (RRFB) to enhance pedestrian facilities once the signal was removed.

SRF is an industry leader in all types of transportation and traffic studies. Our team has significant experience having worked on numerous ICE reports for a variety of agencies. SRF will work with the City of Marshall, MnDOT, and MnDOT State Aid to provide an exceptional ICE report along with the N. 3rd Steet Evaluation Memo for the City and the stakeholders.

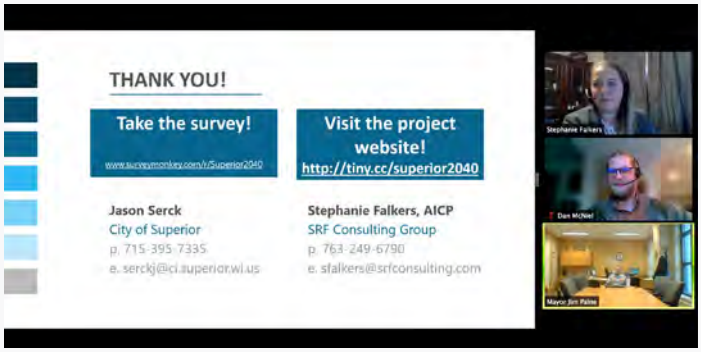
Task 1 Deliverables:

- Agendas and meeting minutes
- ICE Report
- North 3rd Street Evaluation Memorandum

Task 2: Preliminary Scoping and Design of Streetscaping of Downtown District

PMT Meetings

Following the Kick-Off meeting, the PMT will meet monthly to discuss analysis, design, permit, and agency-related issues of the project. SRF will schedule, prepare for, lead and provide meeting minutes for the PMT meetings. It is assumed that nine (9) PMT meetings will be needed. Meetings are assumed to be held virtually via Zoom or Microsoft Teams software platforms.



Preliminary Streetscape Design

Our team brings wide-ranging project experience, a deep understanding of the aesthetic, pedestrian safety and mobility issues, and a spirit of collaboration and teamwork that will guide our approach to design of the streetscape plan. We will begin with an information gathering phase, which will review existing conditions of the project area, as well as the other recently re-constructed and improved streetscape areas in the Downtown District. We will review the Marshall ADA Transition Plan, Comprehensive Plan, and other relevant planning documents. Multiple streetscape concepts will be developed and refined as outlined in the Project Schedule below. Our talented design team is adept at the use of sketches, graphics, diagrams, and cross-sections to illustrate and communicate the opportunities for streetscape improvements. We will engage with City staff and stakeholders throughout the development of the of the streetscape from initial concepts to a preferred streetscape plan. Deliverables for Task 2 will include sketch renderings based on a three-dimensional model of the proposed roadway and streetscape.

Public Outreach Meetings

SRF will prepare for and facilitate two (2) Public Outreach meetings to solicit public input during the streetscape design development and planning process.

The first public outreach meeting will be a workshop format, in which SRF will present the initial streetscape design vocabulary, preliminary concepts, and opportunities for improvements to the streetscape. Meeting attendees will be invited to participate in a design sketch exercise led by our landscape architects, review of precedent imagery, discuss potential amenities and materials, and participate in other engagement activities to encourage idea generation and lively discussion.

The second public outreach meeting will be a presentation of the refined streetscape design concepts, including a preliminary layout of aesthetic treatments, sketches, illustrative cross-sections, and imagery to communicate the overall and detailed design intent. SRF will lead engagement activities to solicit feedback from meeting attendees. Online engagement tools may be used in combination with the outreach meetings and could include online polling, social media postings, and website content.

SRF will be responsible for preparing all written and display materials and summarizing any comments received for use by the City. The City will review comments and responses and supplement responses. It is assumed that two (2) Public Outreach meetings will be needed.

City Council Meeting

SRF will prepare for and attend a meeting with the Marshall City Council, which may be in the form of a work session or formal Council meeting. SRF will supply any digital graphics, PowerPoint, display boards, or other materials needed for the meeting and presentation. It is assumed that one (1) City Council meetings will be needed and completed prior to July 1, 2022. At the completion of the Council Meeting, we will evaluate the feedback that is received from elected officials, along with public outreach findings and City Staff input to identify the preferred streetscape plan.

Task 2 Deliverables:

- Agendas and meeting minutes
- Preliminary streetscape analysis and inventory graphics
- Public outreach meeting materials
- Online engagement tools and social media content
- Presentation materials for City Council meetings
- Draft streetscape plan graphics
- Draft aesthetic treatment layout (plan view)
- Streetscape visualization graphics
- Preferred streetscape plan graphics
- Final aesthetic treatment layout
- Preliminary streetscape cost estimate

Task 3 – Final Design of Streetscaping

SRF will develop the preferred streetscape plan into a construction plan set in AutoDesk Civil 3D software. Plans will include:

- Cover sheet and index
- General layout
- Statement of estimated quantities
- Streetscape details
- Planting details
- Streetscape plans
- Landscape plans
- Electrical plans

The draft plans will be submitted to the City for review at 60% level completion, along with an index of the proposed special provisions and specifications, and a refined cost estimate.

Based on City feedback SRF will prepare final plans at a 90% and 100% completion. Final plans will be in a format that can be incorporated into the City's 2023 Street Reconstruction Plans and is suitable for public bidding.

Task 3 Deliverables:

- 60% Streetscape Plans, Specifications, and Cost Estimate
- 90% Streetscape Plans, Specifications, and Cost Estimate
- 100% Streetscape Plans, Specifications, and Cost Estimate

Task 4 – Design of Street Reconstruction Project

If the City determines that services for final design of the street reconstruction are desired, we are prepared to deliver the final plans, specifications, and cost estimate on time and in accordance with the City's needs and schedule. Our team of civil engineers, utility designers, and water resource engineers is led by **Mike Turner, PE.** Mike has led numerous municipal engineering projects across the upper midwest and is well respected for his skilled project management and commitment to quality.

SRF will prepare and submit construction plans and cost estimates at the 30/60/90/100 percent complete design stage for City review. The design shall meet or exceed local ADA standards. Our drainage team is well versed in urban drainage design requirements and will review the existing storm sewer and catch basins to confirm performance. We'll work closely with City staff and roadway designers to ensure grades and intersections account for critical drainage elements.

Our team will coordinate with City staff to evaluate the existing water and sanitary sewer mains and services and design replacement systems that match current pipe sizes and locations. Our team has the experience to evaluate directional drilling alternatives for the construction of the water main to mitigate construction trenching and dewatering issues.

Our team will work with the project stakeholders to develop a constructing staging and detour plan for review by City staff. The safety of the public and the contractor's personnel are the top priority. Reasonable access for residents who live on and close to Lyon Street and 3rd Street is essential..

Task 4 Deliverables:

- 30% Street Reconstruction Plans
- 60% Street Reconstruction Plans
- 90% Street Reconstruction Plans
- 100% Street Reconstruction Plans

Project Schedule

The project timeline below presents anticipated dates that key deliverables for the project will be completed, including all tasks and agency/public involvement activities. The SRF Team is committed to meeting all project deadlines and preparing the final plan document by the fall of 2022.

	2022									2023	
	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Authorization to Proceed	☆										
Project Management	■	■	■	■	■	■	■	■	■		
Kickoff Meeting	K										
Data Gathering	■	■									
ICE Study and Report	■	■	■								
PMT Meetings	P	P	P	P	P	P	P	P	P		
Public Engagement											
Public Outreach Events			O		O						
Online Engagement		■	■		■						
City Council Meeting			CC								
Streetscape Design Development and Plans											
Streetscape Analysis and Preliminary Design		■	■								
Develop Streetscape Design Concepts			■	■							
City Streetscape Concept Review				O							
Refine Preferred Streetscape Design Concept				■	■						
City Preferred Streetscape Plan Review					O						
60% Streetscape Plans					■	■					
City Plan Review						O					
90% Streetscape Plans							■	■			
City Plan Review								O			
100% Streetscape Plans, Specifications, and Estimate								■	■		
City Advertisement for Bid / Construction										→	
OPTIONAL TASKS											
Design of Street Reconstruction Project											
30% Street Reconstruction Plans			■	■	■						
City Plan Review					O						
60% Steet Reconstruction Plans					■	■					
City Plan Review						O					
90% Street Reconstruction Plans							■	■			
City Plan Review								O			
100% Street Reconstruction Plans									■		

Conflict of Interest:

SRF Consulting Group is not aware of any conflict of interest that would preclude us from submitting a proposal for or working on the Downtown Corridor Improvements project.

Insurance Indemnification:

SRF Consulting Group certifies that we hold the required general and professional liability insurance coverage necessary for entering into a Professional Services Agreement with the City, and agrees to the language in the RFP.

CITY OF MARSHALL

NORTH 3RD STREET – WEST LYON STREET DOWNTOWN CORRIDOR IMPROVEMENTS

Marshall, MN

March 3, 2022

WiDSETH

HKGi

TRAFFIC IMPACT GROUP, LLC

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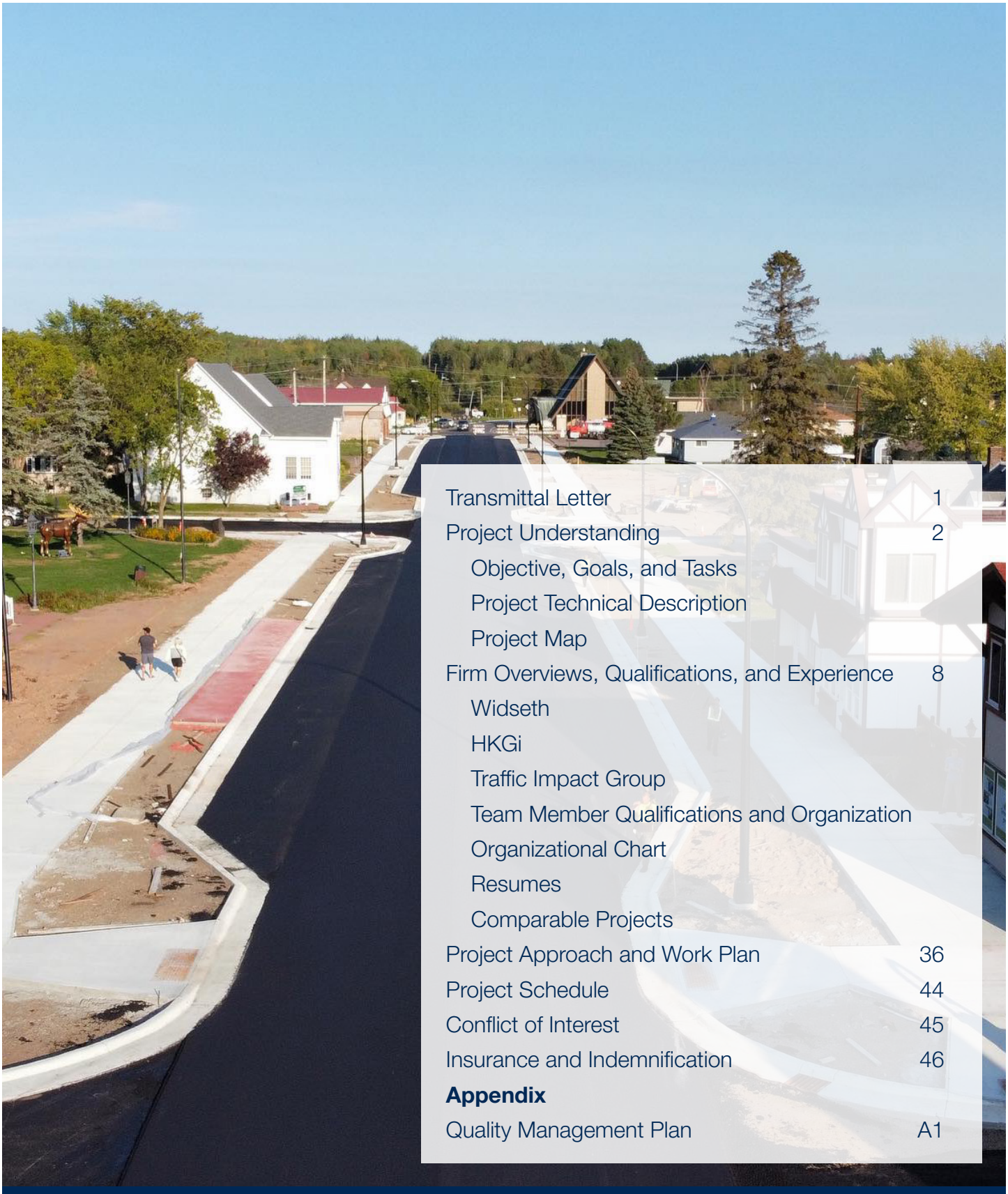


Biwabik, MN

Jessie Dehn, PE, Assistant City Engineer
City of Marshall Public Works
344 West Main Street
Marshall, MN 56258
Jessie.Dehn@ci.marshall.mn.us

Re: North 3rd Street – West Lyon Street Downtown Corridor Improvements

March 3, 2022

Dear Jessie Dehn:

The City of Marshall needs an engineering firm that will deliver the North 3rd Street – West Lyons Street Downtown Corridor Improvements project on the city's terms—schedule, budget, and process.

Our team, including Widseth, HKGi, and Traffic Impact Group, completed a project very similar to yours for Broadway Street in downtown Alexandria, Minnesota. Hear from city leaders, business owners, community members, and design team members and learn more about Alexandria's project by watching this video: https://youtu.be/Fa1gYso-P44. Several organizations recognized the value, quality, and positive impact of this project: 2016 Engineering Excellence Awards (Honor Award), American Council of Engineering Companies/Minnesota (ACEC/MN); 2015 Project of the Year (Honorable Mention), City Engineers Association of Minnesota; 2015 Local Government Innovation Award, University of Minnesota, Humphrey School of Public Affairs; and 2015 City of Excellence Award from the League of Minnesota Cities. Our team offers the best value in project management, streetscape design, traffic engineering, highway design, and knowledge of the area. **This same team will be on your project.**

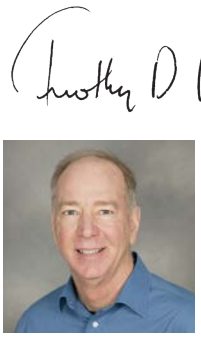
We visited the site multiple times, spoke with many of the local stakeholders, and are energized for this opportunity. Widseth's Bob Busch, PE, will lead the team. Bob's experience as a Senior Project Manager for multiple city projects lends further insight into this project's opportunities. Tim Schoonhoven will work alongside Bob, acting as visual quality manager as well as help HKGi lead the planning process. Traffic Impact Group is well versed in traffic Engineering and working on Intersection Control Evaluation (ICE) studies and other reports.

Our team has demonstrated success implementing a collaborative public engagement and partnering plan to gain acceptance by the local community and stakeholders. We have demonstrated the ability to meet scheduled requirements, quality goals, and stay within allocated budgets.

A detailed breakdown of team members' hours and associated fees is included in the separate electronic file sent to you, and it is valid for a period of 60 days.

We are excited to get to work with the City of Marshall to achieve your safety and infrastructure goals. Please review our qualifications, understanding, approach, and work plan in the enclosed proposal so that you can be assured of our team's ability to meet your needs. And please reach out to either of us with questions or to discuss the Downtown Corridor Improvements.

Sincerely,



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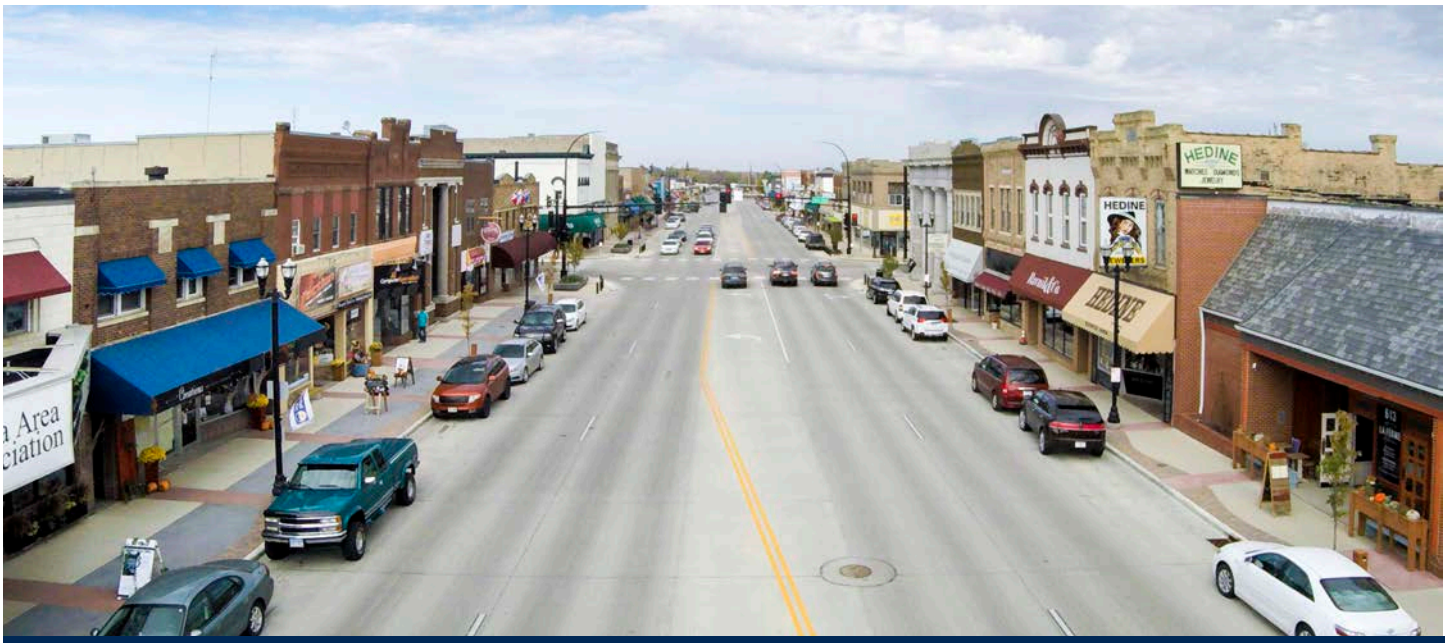
PROJECT UNDERSTANDING



Broadway Street - TH 29 Reconstruction—Alexandria, MN

Widseth has visited the site and reviewed the written information made available by the city. We have a strong understanding of the existing road sections, land uses, traffic generators, businesses, topography, ADT, posted speed limits, traffic control, safety goals, environmental impact, and challenges.

Refer to the Project Technical Description (page 6) and Project Map (page 7) for a detailed background and illustration of the project area, objective, and goals.

OBJECTIVE

If we were to summarize the Downtown Corridor Improvements project into one big, audacious goal, it would be to create an inviting, vibrant, walkable downtown—something that reflects the city's vision, satisfies the wants and needs of the adjacent businesses, and gains the support of the Council and community. How the Widseth team helps you get there can be broken down into goals (achievable steps) and tasks (where we roll up our sleeves and get to work).

GOALS

The big, audacious objective comprises several achievable goals, including:

- Involve city leaders and staff, businesses, community members, and other stakeholders to achieve buy-in
- Solutions based on solid experience and research
- Project scope and design plans that are constructable, high quality, and minimize errors
- Replace outdated, poor condition underground utilities with new watermain, sanitary sewer, and storm sewer
- Replace cracking, deteriorating pavement with new pavement, curbs, gutters, and sidewalks
- Seize the opportunity to add streetscape amenities

TASKS

The Project Approach and Work Plan (page 36) provides far more detail, but in a nutshell, the Widseth team will pursue the following tasks.

TASK 1 – INTERSECTION CONTROL EVALUATION (ICE) STUDY AND REPORT

The Widseth team will evaluate the current function of the West Main Street (US Highway 59) and North 3rd Street intersection and help identify future road system demands based upon recommended changes. One prominent downtown business owner has requested the signal light be removed and replaced with an enhanced pedestrian crossing, and change North 3rd Street from two-way traffic to one-way traffic flowing from Main Street to Lyon Street. The issue identification process will include traffic and transportation issues that identify local transportation system

changes, transit and pedestrian needs, growth patterns, and community expectations. This task is required to be completed by **June 3, 2022**.

At a minimum, Widseth will include warrant analyses and consideration of traffic signal removal and/or pedestrian crossing enhancements.

TASK 2 – PRELIMINARY SCOPING AND DESIGN OF STREETSCAPING OF DOWNTOWN DISTRICT

The Widseth team will evaluate the current function of the downtown district as it relates to business needs, pedestrian flow, and aesthetic treatments. We will assist staff with the development of a scope of work for aesthetic improvements to be included with the reconstruction project. Exploration of the feasibility and demand for such treatments may include wide pedestrian walkways, seating, plantings, and decorative lighting. The Widseth team will coordinate and organize at least two in-person outreach sessions with the public to collect input from various stakeholders including the Downtown Business Association and/or Chamber of Commerce. At each session, we will display options to the group including cost estimates. At least one additional meeting will be provided to the City Council at a scheduled council meeting. This task is required to be completed by **July 1, 2022**.

The Widseth team will take collected input from the City Council, city staff, downtown business owners, chamber members, and the general public to develop a preliminary layout and scope of aesthetic treatments for the project corridors.

TASK 3 – FINAL DESIGN OF STREETSCAPING

We will provide documents for inclusion in the reconstruction project bid package for bidding and construction. City staff will provide the existing area survey needed to complete the design process. Marshall Municipal Utilities (MMU) will provide the location and capacity of existing electrical infrastructure. This task is required to be completed by **December 2, 2022**.

TASK 4 – DESIGN OF STREET RECONSTRUCTION PROJECT

City staff intends to prepare reconstruction and utility replacement plans including the watermain, sanitary and storm sewer, sidewalk, curb, and pavement. Dependent on the proposal, the city may request that the Widseth team provide design services regarding the reconstruction and utility replacement of the North 3rd Street and West Lyon Street corridors. City staff would provide the existing area survey needed to complete the design process. Plans may include, but are not limited to, utility (water, sanitary, and storm sewer) plan/profiles including service lines, pavement design, sidewalk, pedestrian accesses and crossings, traffic control, soils remediation (if needed), and other appropriate plans and details. The Widseth team will coordinate with city staff to determine corridor needs, design standards, and other needs.

Widseth will provide project plans at the 30%, 60%, 90%, and 100% stages. For each stage, the Widseth team will meet with city and/or MMU staff to discuss primary points of the design, changes, and any concerns moving forward. City and/or MMU staff will have a period to review and comment on plans at each stage. This task is required to be completed by **December 30, 2022**.

The Widseth team will consider input and comments from city and MMU staff to prepare a final set of construction drawings. Deliverables for the task will include:

- Complete construction plan sheets and quantities (including 30%, 60%, and 90% preliminary plans)
- Necessary Special Provisions (other than MnDOT Boiler Plate provisions)
- Requested surfaces for construction and inspection purposes

The Widseth team will provide all deliverables in a PDF electronic format along with City of Marshall requested electronic files (e.g., AutoCAD files, shapefiles, KMZ files, etc.).

PROJECT ISSUES & CONCERNS

Providing an analysis of the key design issues provides a deeper glimpse into our understanding of the project, the following highlights a number of design and construction challenges.

Intersection Control Evaluation (ICE)

Since 2007, MnDOT has required Intersection Control Evaluations (ICE) to determine optimal control for an intersection, and Traffic Impact Group, LLC (TIG), has performed hundreds of traffic and ICE studies. Our team will use the ICE guidelines to examine the intersection of Main Street (US 59) and N 3rd Street.

Phase I – Existing Conditions ICE

Our first task will be receiving traffic data from the city to examine traffic operations and determine warrants.

Phase I includes data collection, crash analysis, signal warrant analysis, and intersection capacity analysis for current conditions. Crash data from MnDOT's Crash Mapping Analysis Tool (MnCMAT) provide key data such as crash type, weather, time of day, driver age, injury severity, and other contributing factors. Using this data, TIG will compare this intersection to similar intersections in Greater Minnesota by determining crash rate and severity rate. A crash diagram will be included to graphically summarize crashes and will assist in identifying predominant crash types or factors.

This intersection is currently signalized, so signal warrant analysis will be performed to determine if the intersection meets warrants for signalization. The Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD) provides nine traffic signal control warrants that assist the engineer if a traffic signal could be justified at a location.

If the signal is unwarranted, we will determine if the signal will meet warrants for future conditions.

Phase II – Two-Way to One-Way Analysis

This task includes analysis of traffic that currently uses westbound 3rd Street rerouted to adjacent intersections. The effort includes data collection and intersection capacity analysis for intersections north and south of 3rd Street.

Analysis will show if current intersections can accommodate the increase in traffic. If not, then the study will examine feasible alternatives.

The alternatives analysis will be further refined by producing conceptual design layouts. The construction cost estimates will be based on these layouts, as well as the need for right-of-way.

The document will summarize the results of analysis for existing conditions, examine rerouted traffic patterns, conceptual layouts for feasible alternatives, comparisons of construction costs versus improved safety and level-of-service, and identification of the preferred alternative.

Design of Streetscaping

We will mostly focus on the one block of North 3rd between Main and Lyon. There may be some value to considering how the aesthetics would fit together with the existing needs and facilities along Main Street, but to keep costs down we would not prepare a "master downtown plan" unless requested and negotiated. Most of the scoping would be with the businesses along that block specifically, as well other Chamber businesses. We do want to explore some possible streetscaping along the remaining four blocks of the project, such as planters, green space, etc. We would coordinate with adjacent property owners.

Public Involvement & Engagement

For Tasks 2 and 3, the public engagement will be led by the HKGi team. They will work with city staff on public engagement needs, including developing graphics and exhibits and supporting various public outreach meetings. A key part of this will be developing and updating a project web page. HKGi has the experience and is familiar with leading public engagement on projects of similar size and scope.

Our public engagement is to build a strong understanding of the public needs and stakeholder interest in the project area. From this understating, the team tailors our broad suite of engagement tools to community needs. The team is well versed in developing graphically engaging online and in-person tools that grab attention and provide key and timely information to the target audiences. We are prepared to provide tailored solutions that work for this project, from online videos and dynamic newsletters to pop-up engagement workshops and timely surveys.

Sanitary Sewer, Watermain Replacement, and Storm Sewer Rehabilitation

Underground utilities are undersized and have met their useful life expectancy. The existing sanitary sewer main is an undersized trunk line that carries approximately 70% of the city's current sewage flow. This project will include the replacement of the watermain and sanitary sewer main, sewer, and water end services along with storm sewer rehabilitation. Each trunk line will occur at different elevations and may require the contractor to mobilize three different times to complete the installations. Tying into businesses' and property owners' utility end services will need to be carefully coordinated. Water meter upgrades may be needed.

Construction Staging, Sequencing, Work Scheduling, and Maintenance of Traffic (MOT)

With high volumes of local traffic, construction staging, and maintenance of traffic (MOT) are important. The community involvement process will look at construction staging options with businesses and property owners. The existing road may be wide enough to support some construction while traffic shifts to one side or the other with lane closures and flagmen. This is typically the method preferred by business and property owners. There may, however, be more compelling reasons to set up detours and close the road to through

traffic during reconstruction and have business access through side streets and backage roads. Contractors usually prefer the road be closed to traffic during construction; construction activities can usually be completed in less time. Analysis with the city and public involvement will help determine the best course of action.

Mapping out how to handle the pedestrian traffic with temporary pedestrian access routes (TPAR) or an alternate pedestrian route (APR) during the construction of the sidewalk and ADA curb ramps will be part of this process.

We are aware of the multiple businesses adjacent to the work zone and understand the benefits of having the majority of road construction completed during times when it is off-peak for the businesses. The Widseth team will work with the project stakeholders and city staff to identify construction priorities and sequencing preferences. Widseth will discuss with the city potential intermediate completion dates. The contract documents could, for example, stipulate that all work at various intersections be completed during special time periods. Other work can take place elsewhere, but work at those intersections would not be permitted without written approval from the engineer.

Widseth has strong working relationships with many of the preferred highway-heavy contractors in the region. Following preliminary design and before plans are finalized, we often have informal meetings where we ask the contractors to review and critique our designs to ensure cost-effectiveness, viability, construction time durations, value engineering, etc. We find that this results in improved plans, engineer's estimates, and a more accurate estimate of working days. With the city's consent, Widseth will such an approach to prepare thoughtful and high-quality plans.

Widseth will work with stakeholders to develop traffic control plans that facilitate the contractor's work while staying mindful of the needs of the traveling public and providing a safe work zone. Widseth will work with the city and stakeholders to identify detour routes that serve the needs of through traffic while also providing connectivity and access for local residents who live and work within the construction work zone. Marshall has an effective grid-type street network, running north-south and east-west, that will simplify detour routing. In addition to providing temporary accommodations for vehicles, the Construction Staging and MOT plan will provide and maintain safe work zone accommodations for pedestrians and bicyclists. Orange and black construction trailblazing signs will be provided to help pedestrians and bicyclists safely navigate the work zone. Orange and black construction signs (business, school, etc.) will help motorists safely navigate through the work zone to find their destinations.

ADA Accommodations - Pedestrian Ramps ADA Design Guidelines

Given the considerable amount of concrete walk on this project, several pedestrian ramps will need replacement. Widseth staff knows design and construction requirements for ADA-compliant pedestrian ramps. It is important to verify that sufficient right-of-way is available to construct pedestrian ramps that are large enough and flat enough to meet ADA requirements. Widseth is highly skilled at the design and implementation of ADA-compliant pedestrian curb ramps and related ADA accommodations. Widseth employees Mark Anderson and Jim Krueger work across the state with MnDOT and other public infrastructure agencies/ owners to solve and implement ADA-compliant pedestrian accommodations. Mark and Jim will both be available to help with ADA design and construction. Given project funding, it will be very important to get this design and construction element right. Widseth's experience and knowledge of this topic will be an asset to the city.

PROJECT TECHNICAL DESCRIPTION

The City of Marshall needs a qualified engineering firm for a project for North 3rd Street – West Lyon Street Downtown Corridor Improvements. The proposed project limits include North 3rd Street from West Main Street (US Highway 59) to West Redwood Street and West Lyon Street from East College Drive (MN Highway 19) to North 5th Street. Located in the heart of downtown Marshall, North 3rd Street between West Main Street and West Lyon Street has several businesses with storefronts abutting the right-of-way with some aesthetic enhancements. The remainder of the corridor includes angled on-street parking with access to city-owned parking lots adjacent to the corridor. All the areas see a considerable amount of vehicle and pedestrian activity throughout the day.

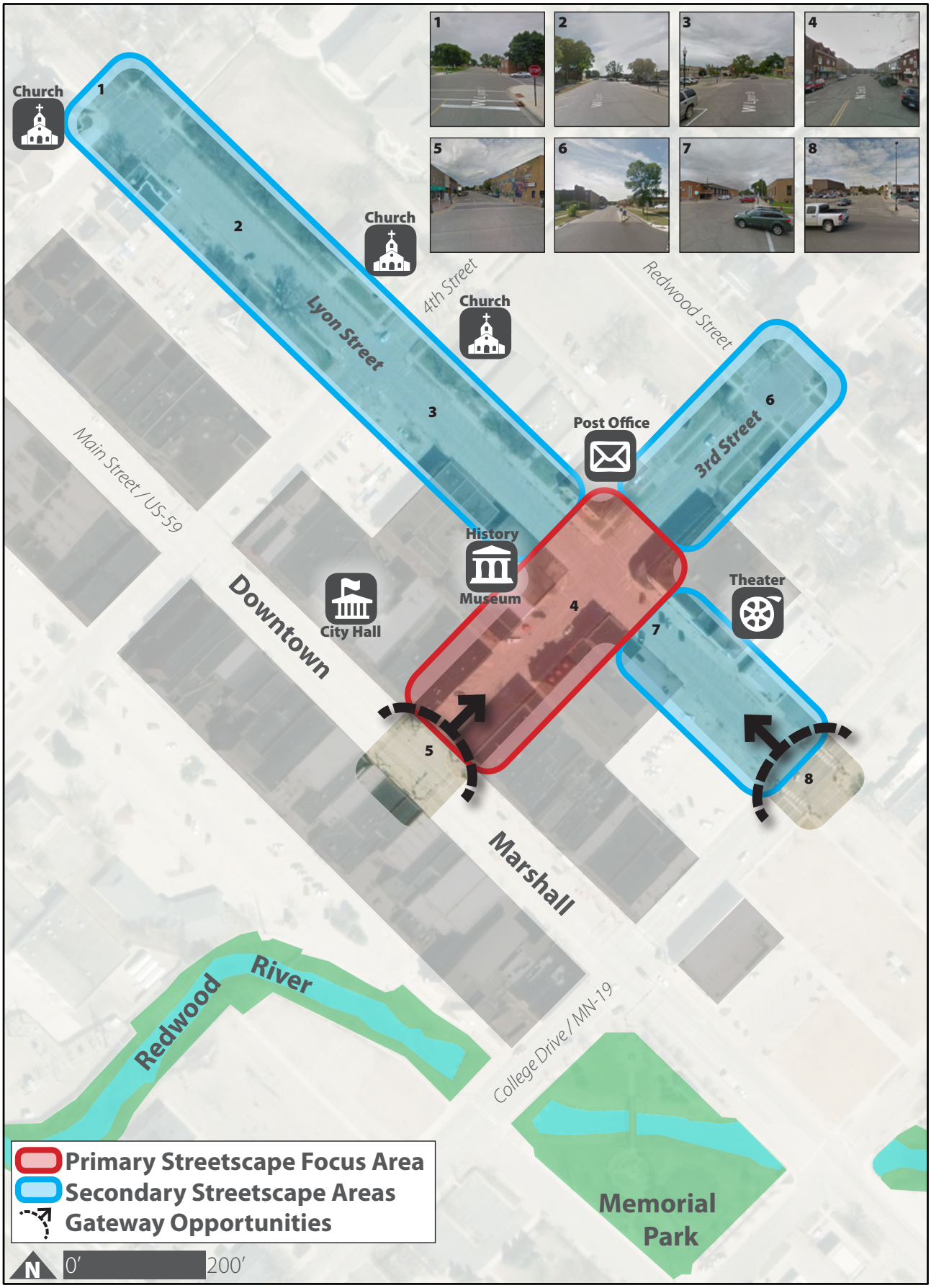
The intersection of West Main Street (US Highway 59) and North 3rd Street was reconstructed by MnDOT as part of their S.P. 4210-38 project in 2007 and is currently signal controlled by MnDOT. North 3rd Street was originally constructed in 1958 with an overlay completed in 1996. In coordination with the MnDOT project in 2007, the city completed a sidewalk replacement project including several aesthetic enhancements such as colored concrete and planters. The current condition of the utilities in this area is poor with several areas identified as having lead water service lines. The pavement condition is also poor with many areas of significant cracking and deterioration.

West Lyon Street between East College Drive and North 5th Street was constructed in 1956. This corridor was overlaid in 2001. The intersection of West Lyon Street and East College Drive is currently included in MnDOT's 2025 College Drive Reconstruction Project. Currently, this intersection is signal-controlled by MnDOT. MnDOT is planning to remove the signal through their 2025 project and replace it with a minor stop-controlled intersection. Intersections at North 3rd Street and North 4th Street both operate as 4-way stop-controlled intersections. Similar to North 3rd Street, West Lyon Street has utilities in poor condition with some water service lines identified as lead material. Pavement condition is also exhibiting significant cracking and deterioration

Reconstruction and utility improvements for both corridors are included in the City of Marshall's Capital Improvement Plan (CIP) for construction in the 2023 season. In advance of that project, Marshall is planning to complete the reconstruction of the city-owned Rose and Addison parking lots adjacent to West Lyon Street in 2022.

Refer to the Project Map (page 7) for an illustration of the project area, objective, and goals.

PROJECT MAP


1
2
3
4
5
6
7
8
Church
Church
Church
Lyon Street
4th Street
Redwood Street
3rd Street
Main Street / US-59
Post Office
History
Museum
City Hall
Theater
Downtown
Marshall
Redwood River
College Drive / MN-19
Memorial Park
Primary Streetscape Focus Area
Secondary Streetscape Areas
Gateway Opportunities
N
0'
200'

FIRM OVERVIEWS, QUALIFICATIONS, AND EXPERIENCE

We have assembled an enthusiastic team highly qualified to design and manage the Downtown Corridor project for the City of Marshall. Together we will advance the project through the critical phases of preliminary and final design.

WIDSETH

PROVIDING PROFESSIONAL SERVICES FOR OVER 45 YEARS!

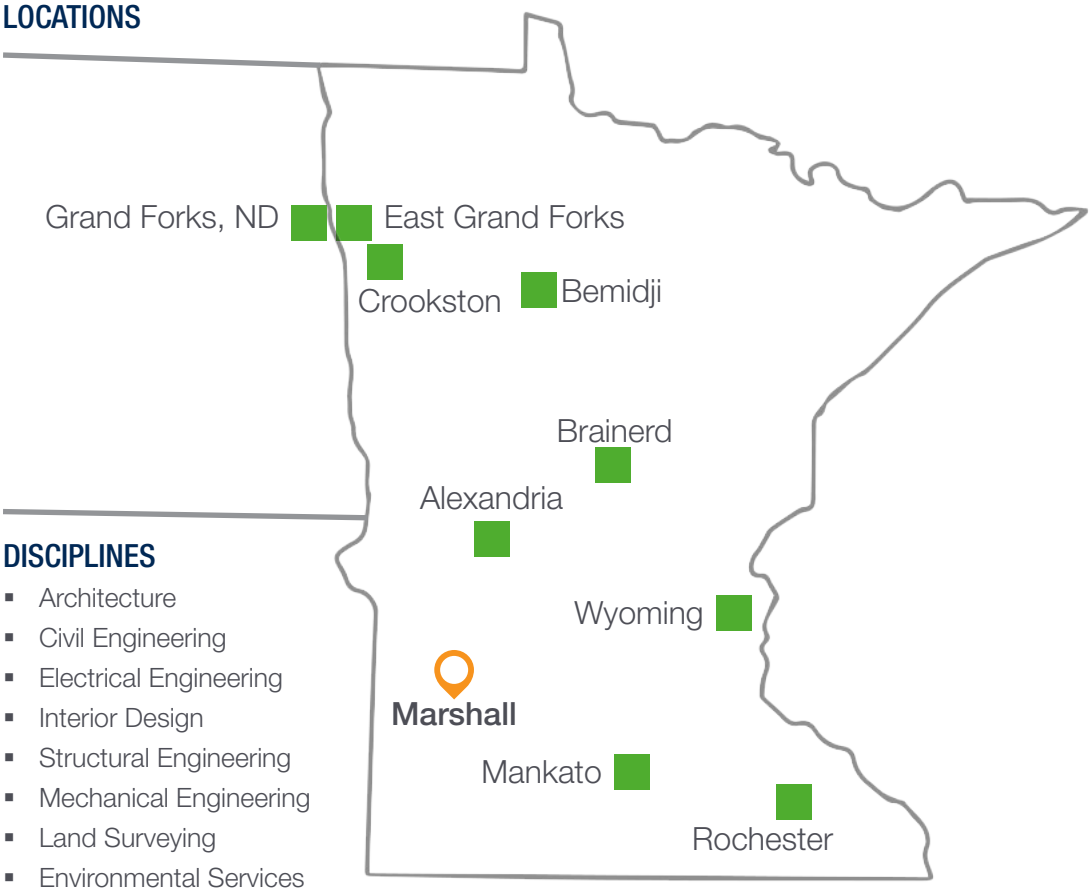
Widseth is an engineering, architecture, land surveying and environmental services firm with 200 employees located in nine offices in Minnesota and North Dakota. Our engineering disciplines include civil, structural, mechanical, and electrical engineers who work on a wide range of projects for public and private clients—from large-scale public works improvements to facility and site design for individual companies. Our land survey crews and environmental specialists work throughout the Midwest. Together, our multi-discipline team provides our clients a complete package of services to lead their project from concept to completion. Widseth offers extensive experience in this project type with MSAS Funding and Federal Aid Funding. We are familiar with the Delegated Contract Process (DCP) for Local Agencies.

9
LOCATIONS

INCORPORATED
1975

200+
EMPLOYEES

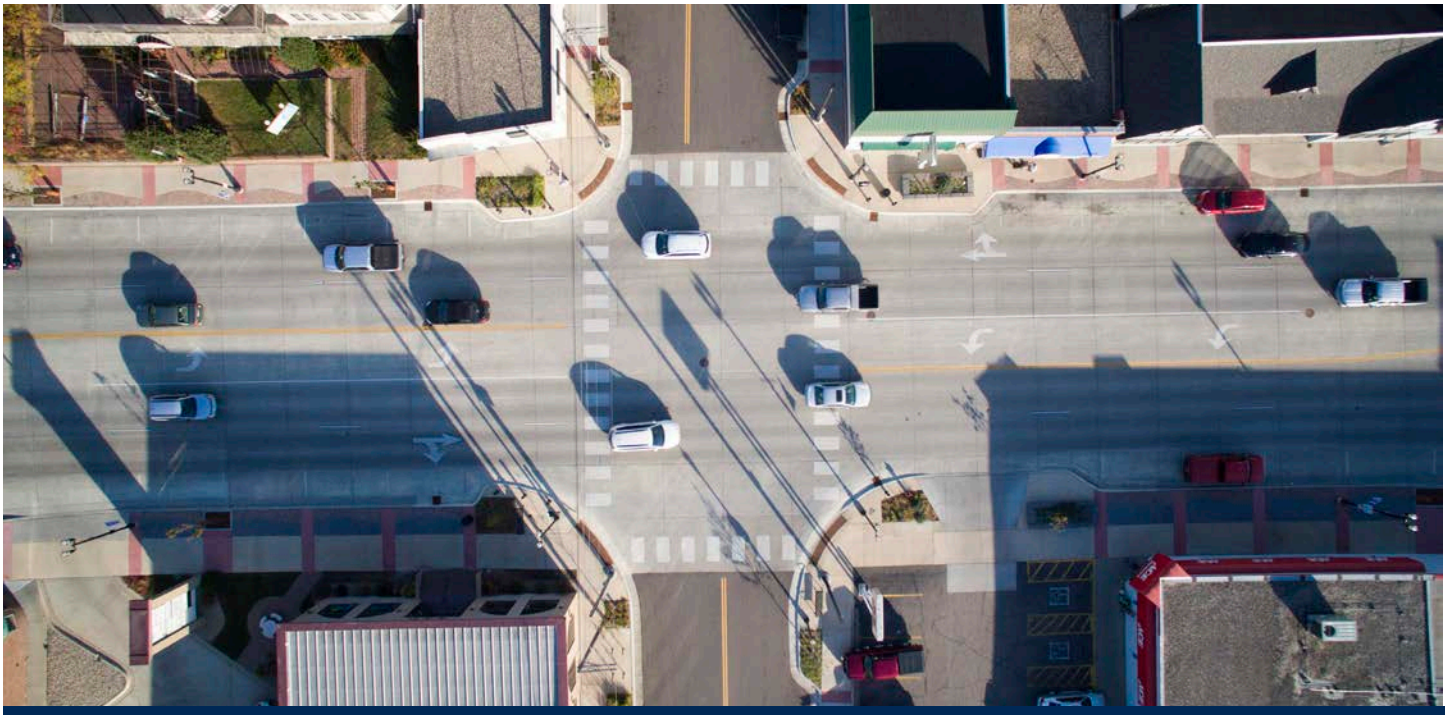
LOCATIONS



DISCIPLINES

- Architecture
- Civil Engineering
- Electrical Engineering
- Interior Design
- Structural Engineering
- Mechanical Engineering
- Land Surveying
- Environmental Services
- Water Resources
- Funding
- Communications
- Administrative

While we're proud of the awards our projects have received, we are honored to have been named to the employee-driven ***Prairie Business*** **magazine's 50 Best Places to Work in 2019, 2020, and 2021**. We strive to be worthy of the title, and our clients benefit from working with a team who's engaged and invested in the firm.

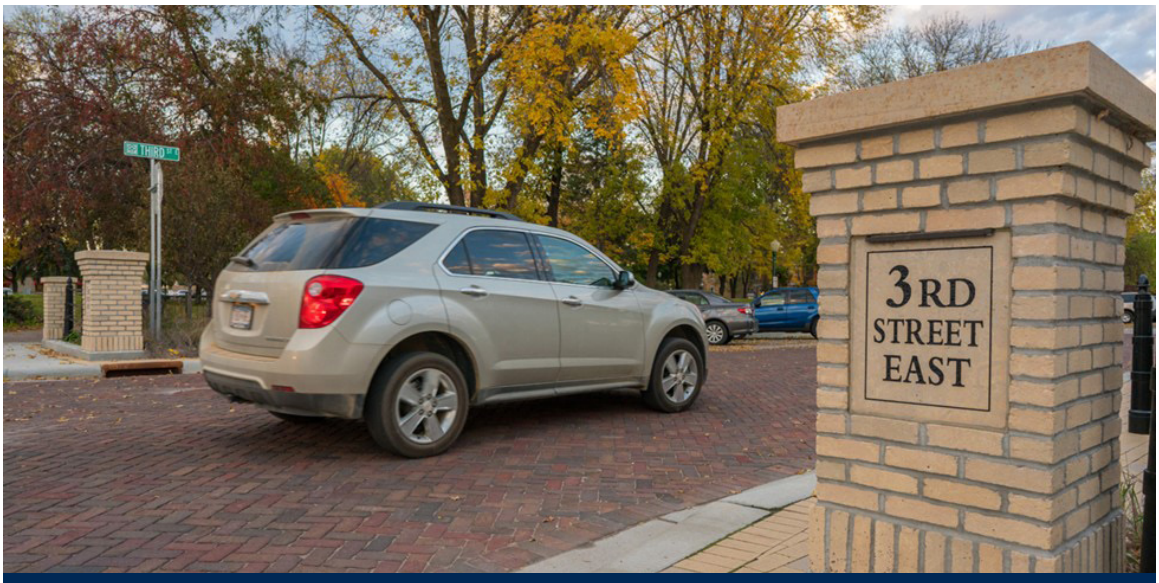


Broadway Street - TH 29 Reconstruction—Alexandria, MN

HKGI

Since 1982 HKGi has helped communities throughout the Upper Midwest create great places to live, work and play. HKGi's planners and landscape architects share their design expertise with clients striving to create lasting places of quality, and our project managers provide the leadership necessary to design innovative, efficient solutions.

Our streetscape and public space work is guided by the understanding that streets, alleys, and plazas provide corridors for the safe, efficient movement of traffic—both on wheel or on foot. However, we know that they also serve as vibrant gathering places that enrich a community's identity and encourage economic development. Classical placemaking principles combined with attention to feasibility, sustainability, and durability enable us to design improvements that reward our clients and their communities with financial, aesthetic and social benefits.



Chaska Downtown Streetscape—Chaska, MN

TRAFFIC IMPACT GROUP

Traffic Impact Group, LLC is a comprehensive traffic engineering consultant. From Planning to Operations, we assist from the beginning of a project to its completion. Traffic Impact Group prides itself on being responsive and always accessible, with expert knowledge in all fields of traffic engineering.

TRAFFIC PLANNING

Traffic is continually changing, and projects requires a keen understanding of its place within the community. The staff of Traffic Impact Group has demonstrated considerable knowledge and creativity in multiple traffic planning projects all across Minnesota and the nation. We specialize in working on Intersection Control Evaluation (ICE) Studies and providing Reports to determine the best solutions for intersection problems.

- Traffic Impact Analysis/Studies
- Trip Generation/Fair Share Analysis
- Traffic Signal Justification/Warrants
- Corridor Studies
- Alternative Impact Fee Studies

TRAFFIC OPERATIONS

When traffic hits the road, Traffic Impact Group is there with key analysis and recommendations. With over 20 years in the field, the staff of Traffic Impact Group has tremendous expertise in the analysis of traffic engineering and operations.

Traffic Impact Group provides expert consulting in the following traffic engineering services:

- Traffic Impact Analysis/Studies for Land Development
- Intersection Capacity and Safety Analysis
- Traffic Signal Timing
- Internal Circulation Studies
- Parking Analysis

Traffic Impact Group, LLC specializes in traffic engineering analysis and design, and has performed hundreds of traffic studies in numerous areas across the United States as well as in Minnesota since its inception.

TEAM MEMBER QUALIFICATIONS AND ORGANIZATION

We have assembled a highly qualified team to take this project through preliminary and final design. Most importantly, we have chosen individuals with experience designing projects with similar constraints as ST-009 project, such as finite right-of-way, urban design, intersection evaluations, public involvement, underground utilities, etc. Our Project Manager and key personnel have had key roles on similar projects and bring that experience and energy to your project.

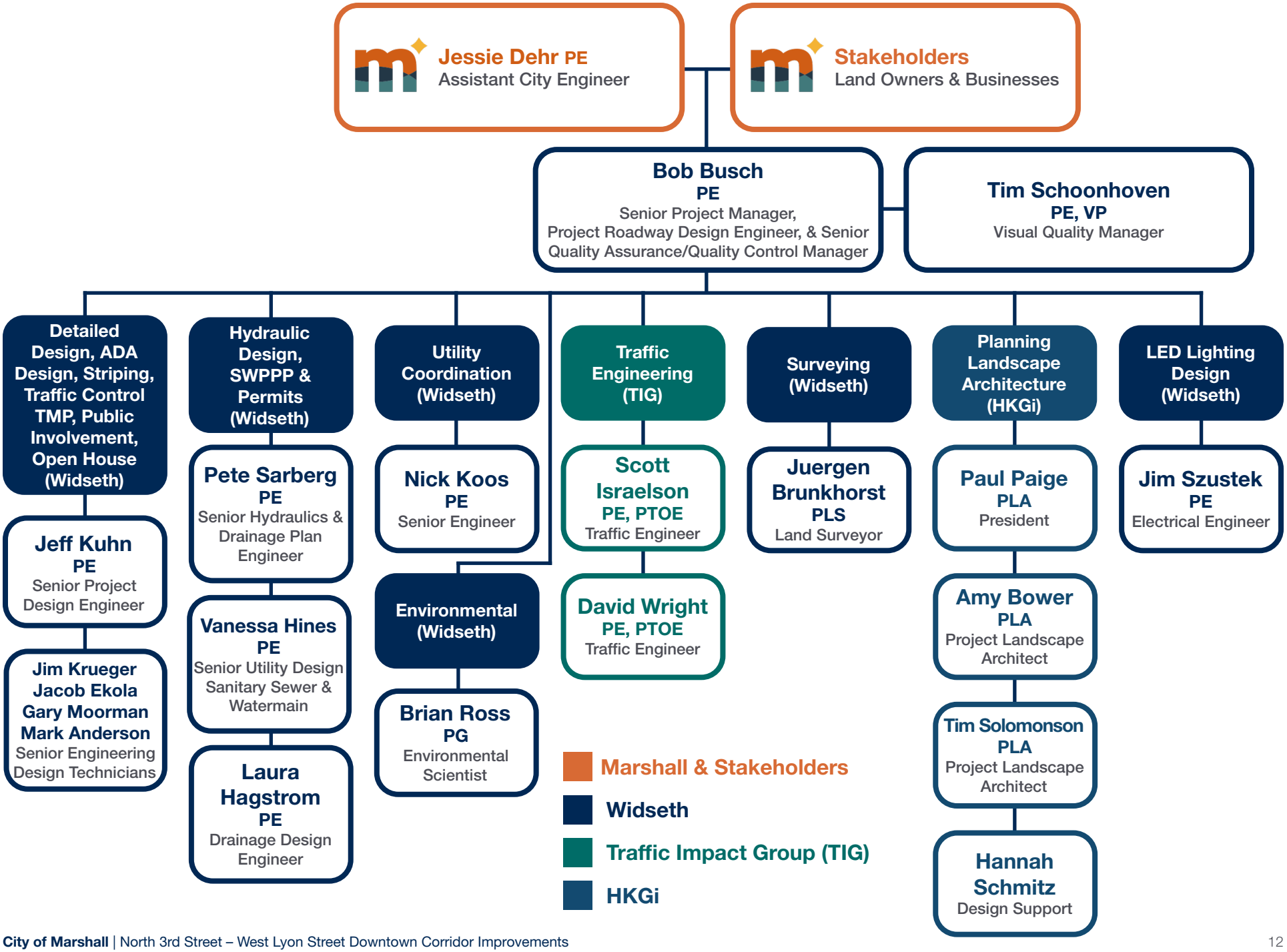
Bob Busch has over 41 years' experience and has recently worked on multiple projects similar to this project. Bob has brought together the same team that has completed similar projects for other cities. They bring a collaborative, comprehensive approach to seamlessly connect the client's objective with a technically sound design plan set to cost-effective contractor bidding and construction. While Bob will remain the overall project manager throughout the project duration, he will focus on taking the project through final design and bidding.

Bob will be the main point of contact. He will work directly with the City of Marshall project manager on all critical points of the project and ensure an open and transparent approach to communication. Bob will orchestrate regular coordination amongst the design disciplines and agency review staff. This will include integrating the work of each discipline, anticipating questions and information needs, and maintaining accountability for each discipline. Bob will ensure each discipline is adhering to the Quality Management Plan.

With approximately nine months to deliver the final PS&E, it is imperative the individuals on the team have the availability to focus their efforts on ST-009 and meet the milestone deadlines. The Widseth team members shown on our organizational chart have at least 80% availability to focus on this project, while project manager Bob Busch will dedicate his efforts squarely to the City of Marshall.

Team roles, project responsibilities, and chain of command are further illustrated in the following Organization Chart (page 12). Detailed resumes for each team member follow (page 13–page 22).

ORGANIZATIONAL CHART



RESUMES

Bob Busch PE
Senior Project Manager
Widseth

Bob will be your primary contact. As Widseth's Director of Transportation he has the experience needed for these types of projects. Bob has over 41 years of engineering experience with small and large transportation projects for multiple city, County and MnDOT and MnDOT State-Aid projects. He is a retired MnDOT District Engineer (District 3 – Brainerd – St. Cloud) and once briefly held the MnDOT District State-Aid Engineer (DSAE) position (D3) at St. Cloud and Brainerd. Bob is also very familiar with MSAS if needed.

He has been working for Widseth since 2011 on multiple city, county and MnDOT projects. Bob is responsible for project management and oversight of municipal and road design, developing the preliminary design, design memos, geometric Layouts, construction limits, environmental documentation, final road plans, cost estimates, and special provisions. Bob has worked with the same design team for multiple city, county and MnDOT projects. He will develop and monitor project schedules, organize and facilitate project meetings, virtual stakeholder public meetings as needed, stakeholder coordination meetings, and provide guidance to staff with respect to city and MnDOT design standards and practices.

He will employ project management tools such as communication log, project commitment log, regular schedule updates, and biweekly progress report updates to enhance the successful completion of the project. His years of civil engineering design experience emphasizes municipal, highway, utility, and traffic engineering, including several city complete street projects with storm sewer, watermain , sanitary sewer and drainage improvements. Bob has also attended ADA design training and is certified.

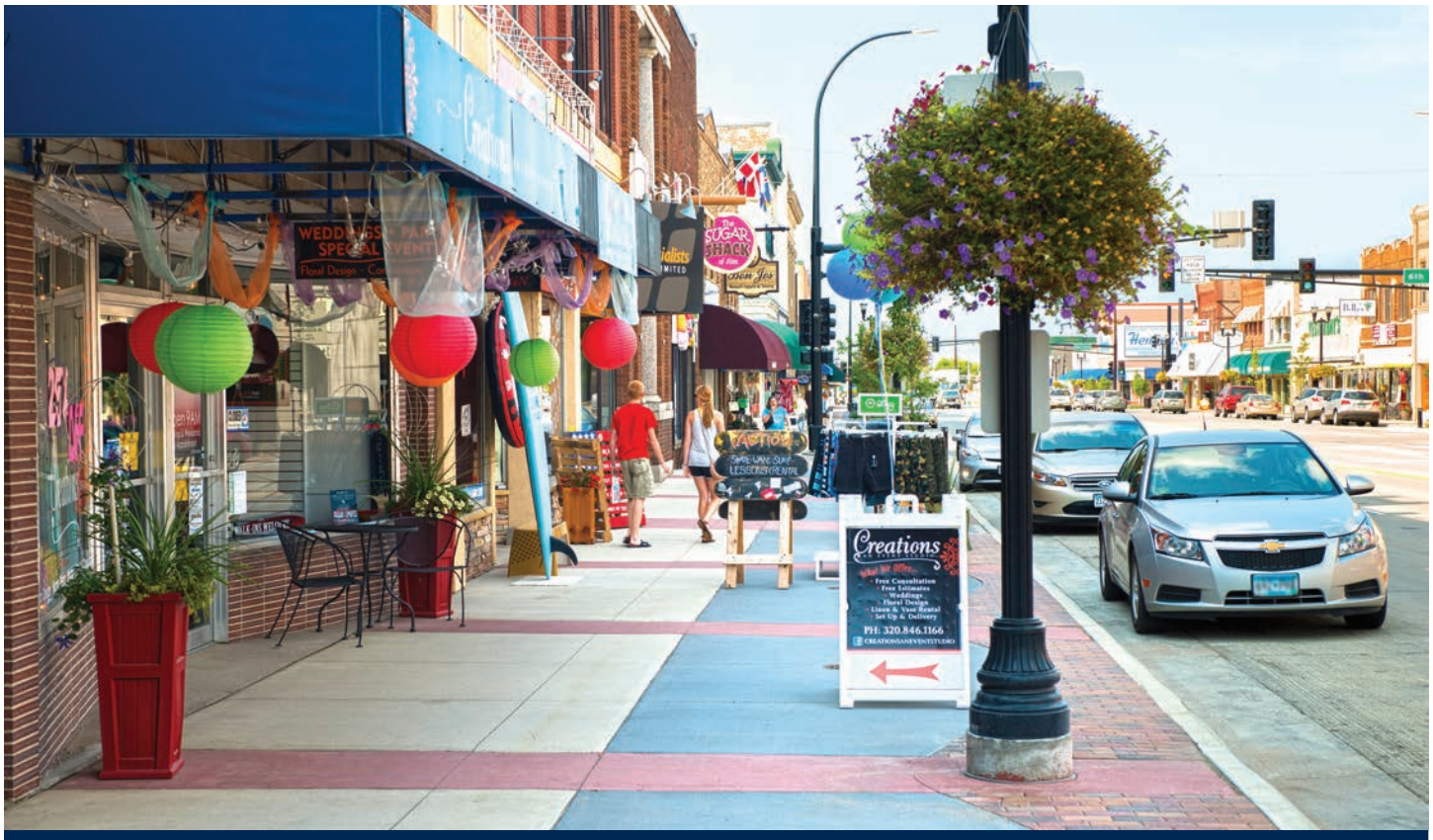
Bob will provide the overall Quality Assurance. He will be assisted by an independent team of staff for the project plan layout and document reviews. Bob will implement the Quality Management Plan (QMP) throughout the project.

- MnDOT - Complete Streets – SP 6912-77(TH 135) – Urban Road reconstruction and rural mill and overlay, heavy public involvement, Visual Quality project, landscaping, aesthetic treatments, pavement rehabilitation, ADA pedestrian curb ramps, colored sidewalks, TPAR, turf and erosion control plans, SWPPP, storm sewer, watermain, sanitary sewer, street lighting, signing, traffic control, detour plans, staging and sequencing plans, QA/QC—Biwabik, MN
  Role: Project Manager
- MnDOT - Complete Streets - SP 2102-64 (TH 29) – Urban Road Design and reconstruction, ADA curb ramps, drainage, storm sewer, watermain, sanitary sewer, traffic control with detours, TPAR, public involvement, three traffic signals and signing plans, QA/QC—Alexandria, MN
  Role: Project Design Engineer of Record
- MnDOT - SP 5804-58 (TH 48) Urban Design Pavement Rehabilitation and reclaim, curb, gutter, sidewalk, ADA pedestrian ramps, catch basin adjustments, SWPPP, striping, and QA/QC—Hinckley, MN
  Role: Project Manager
- MnDOT - D4 SP 6103-32 (TH 28) Geometric Layout Level 1 - and Public Involvement for Minnesota Ave Complete Streets Project—Glenwood, MN
  Role: Project Engineer
- MnDOT - SP 4109-29 (TH 75/68) - Ivanhoe to Canby – Pavement rehabilitation and reclamation. Project includes both rural and urban sections. Including traffic control, striping, signing, SWPPP and QA/QC—Canby, MN
  Role: Project Manager
- MnDOT - D1 SP 6915-133 (TH 53) Trinity Road/Central Entrance Road Design in Duluth including pavement, drainage, sidewalk, curb, and gutter—Duluth, MN
  Role: Project Engineer
- MnDOT - SP 8710- 31 (TH 19, 68, 75) Six projects, 27 miles, public involvement, open house meetings, pavement rehabilitation, drainage, traffic control—Morton, Fairfax, and Milroy, MN
  Role: Project Manager
- MnDOT - TH 210 from Brainerd to Ironton – SP 1806-76 (TH 210) full depth reclamation and overlay, turn lane additions, bypass lanes, drainage culvert design, wetland impacts, utility coordination, staging, traffic control, detour design, mini round-a-bout design, upgrade RIWCS signal (Rural Intersection Warning Conflict System). **Role: Project Manager/QA Manager (for Widseth portion)**
- MnDOT - SP 8603-09 & SP 8601-64 (TH 12 & 25) Cokato to Howard Lake (TH 12) & Watertown to Montrose (TH 25) – Pavement surfacing, guardrail, drainage design, staging, detour, traffic control, striping, public involvement.
  Role: Project Manager/Quality Assurance Manage

Tim Schoonhoven PE,VP
Visual Quality
Widseth

Tim will lead and be responsible for the Visual Quality for this project. He has more than 40 years for engineering experience working with communities in the visual planning process. This project will require listening to and understanding of the needs of the city through a public involvement process. Tim has provided design alternatives (draft layouts, concept pictures, staging & phasing) and gain consensus. This process has included community outreach and engagement. Ultimately, Tim comes to a summary and recommendations for a city to move forward into Final Design. Tim recently worked with the City of Alexandria award winning downtown Broadway project and the downtown "Bavarian themed" Biwabik project which took extensive urban planning. Tim has led multiple Visual Quality planning projects for cities, counties and MnDOT.

- MnDOT - Complete Streets - SP 2102-64 (TH 29) – Urban Road Design and reconstruction, ADA curb ramps, drainage, storm sewer, watermain, sanitary sewer, traffic control with detours, TPAR, public involvement, three traffic signals and signing plans, QA/QC—Alexandria, MN
  Role: Project Manager/Visual Quality Manager
- MnDOT - Complete Streets – SP 6912-77(TH 135) – Urban Road reconstruction and rural mill and overlay, heavy public involvement, Visual Quality project, landscaping, aesthetic treatments, pavement rehabilitation, ADA pedestrian curb ramps, colored sidewalks, TPAR, turf and erosion control plans, SWPPP, storm sewer, watermain, sanitary sewer, street lighting, signing, traffic control, detour plans, staging and sequencing plans, QA/QC—Biwabik, MN
  Role: Project Manager/Visual Quality Manager
- MnDOT - SP 6103-32 (TH 28) Layout and Public Involvement for Minnesota Ave Complete Streets—Glenwood, MN
  Role: Project Manager/Visual Quality Manager
- Main Street Visual Quality process – MnDOT—Starbuck, MN
  Role: Visual Quality Manager
- Visual Quality Planning process for 100 acres of land—Alexandria/Douglas County, MN
  Role: Visual Quality Manager



Alexandria, MN

Jeff Kuhn PE, VP
Senior Project Engineer
Widseth

Jeff will provide project engineering, road design, developing the preliminary design, responsible for the geometric layout, design memo, final plans and specifications, bidding documents, cost estimates, and other documentation and submittals necessary to deliver this project. Jeff is the city engineer for multiple cities in Minnesota and is very familiar with the municipal processes. Jeff has been working with this same team for multiple city projects and he will be s constant primary contact and will develop and monitor project schedules, organize and facilitate project meetings, stakeholder meetings, provide guidance to staff with respect to city and MnDOT State-Aid standards and practices. Jeff will employ project management tools such as communication log and regular schedule updates, biweekly updates, and progress report updates to enhance the successful competition of the project. He has more than 27 years of civil engineering design experience with an emphasis on emphasizes municipal, utility, and traffic engineering. He has also attended multiple ADA field walks and is certified in ADA design.

- MnDOT - Complete Streets – SP 6912-77(TH 135) – Urban Road reconstruction and rural mill and overlay, heavy public involvement, Visual Quality project, landscaping, aesthetic treatments, pavement rehabilitation, ADA pedestrian curb ramps, colored sidewalks, TPAR, turf and erosion control plans, SWPPP, storm sewer, watermain, sanitary sewer, street lighting, signing, traffic control, detour plans, staging and sequencing plans, QA/QC—Biwabik, MN
  Role: Design Engineer
- MnDOT - Complete Streets - SP 2102-64 (TH 29) – Urban Road Design and reconstruction, ADA curb ramps, drainage, storm sewer, watermain, sanitary sewer, traffic control with detours, TPAR, public involvement, three traffic signals and signing plans, QA/QC—Alexandria, MN **Role: Design Engineer**
- MnDOT - SP 5804-58 (TH 48) Urban Design Pavement Rehabilitation and reclaim, curb, gutter, sidewalk, ADA pedestrian ramps, catch basin adjustments, SWPPP, striping, and QA/QC—Hinckley, MN
  Role: Design Engineer
- Federal Aid and State Aid – SP 102- 103-002 – Roadway design, reconstruction, mill and overlay, and ADA ramps – TH 29 East Frontage Road – 2017—Alexandria, MN **Role: Project Manager**
- State Aid Funding – SAP 190-100-005 – Roadway design, 2017 street improvements, mill and overlay with ADA ramps – Constructed in 2017—Morris, MN
  Role: Project Manager
- Federal Aid and State Aid Funding - SP 190-110-006 – Roadway design, Oregon Avenue reconstruction, reclaim, mill and overlay, stormwater improvements, and ADA ramps – Constructed in 2016—Morris, MN
  Role: Project Manager

Biwabik, MN

Nick Koos PE
Utilities/Roadway/Drainage Design Engineer
Widseth

Nick will provide utility plans and coordination, roadway, and drainage plan assistance. He is a project engineer for public and private improvements and has 19 years' experience. With his experience in public and private sectors comes the ability to work well with agency requirements and local priorities. He has been part of this same team on multiple projects. Nick is very familiar with the 12-step utility process and has produced drainage plans and tabulations on numerous SP and SAP projects.

- MnDOT - Complete Streets – SP 6912-77(TH 135) – Urban Road reconstruction and rural mill and overlay, heavy public involvement, Visual Quality project, landscaping, aesthetic treatments, pavement rehabilitation, ADA pedestrian curb ramps, colored sidewalks, TPAR, turf and erosion control plans, SWPPP, storm sewer, watermain, sanitary sewer, street lighting, signing, traffic control, detour plans, staging and sequencing plans, QA/QC—Biwabik, MN
  Role: Utility/Drainage Design Engineer
- MnDOT - Complete Streets - SP 2102-64 (TH 29) – Urban Road Design and reconstruction, ADA curb ramps, drainage, storm sewer, watermain, sanitary sewer, traffic control with detours, TPAR, public involvement, three traffic signals and signing plans, QA/QC—Alexandria, MN
  Role: Utility/Drainage Design Engineer
- MnDOT - SP 5804-58 (TH 48) Urban Design Pavement Rehabilitation and reclaim, curb, gutter, sidewalk, ADA pedestrian ramps, catch basin adjustments, SWPPP, striping, and QA/QC—Hinckley, MN
  Role: Utility/Drainage Design Engineer
- State Aid Funding – SAP 190-100-005 – Roadway design, 2017 street improvements, mill and overlay with ADA ramps – Constructed in 2017—Morris, MN
  Role: Design Engineer
- Federal Aid and State Aid Funding - SP 190-110-006 – Roadway design, Oregon Avenue reconstruction, reclaim, mill and overlay, stormwater improvements, and ADA ramps – Constructed in 2016—Morris, MN
  Role: Design Engineer

Pete Sarberg PE, VP
Hydraulics Engineer
Widseth

Pete will lead drainage and final hydraulic plans, new storm sewer, and drainage calculations. Pete has also done multiple ADA Catch Basin drainage projects. With more than 37 years' experience in drainage design, he understands city and MnDOT's design standards and plan content requirements. Pete will lead permit investigations and application exhibits for possible DNR public waters permits, wetland permits, county ditch orders and NPDES. Pete can provide recommendations for water quality best practices, outflow containments and prepare exhibits as needed for possible permits and SWPPP preparation.

- MnDOT - Complete Streets – SP 6912-77(TH 135) – Urban Road reconstruction and rural mill and overlay, heavy public involvement, Visual Quality project, landscaping, aesthetic treatments, pavement rehabilitation, ADA pedestrian curb ramps, colored sidewalks, TPAR, turf and erosion control plans, SWPPP, storm sewer, watermain, sanitary sewer, street lighting, signing, traffic control, detour plans, staging and sequencing plans, QA/QC—Biwabik, MN
  Role: Hydraulics Engineer
- MnDOT - Complete Streets - SP 2102-64 (TH 29) – Urban Road Design and reconstruction, ADA curb ramps, drainage, storm sewer, watermain, sanitary sewer, traffic control with detours, TPAR, public involvement, three traffic signals and signing plans, QA/QC—Alexandria, MN
  Role: Hydraulics Engineer
- MnDOT - SP 5804-58 (TH 48) Urban Design Pavement Rehabilitation and reclaim, curb, gutter, sidewalk, ADA pedestrian ramps, catch basin adjustments, SWPPP, striping, and QA/QC—Hinckley, MN
  Role: Hydraulics Engineer
- State Aid Funding – SAP 190-100-005 – Roadway design, 2017 street improvements, mill and overlay with ADA ramps – Constructed in 2017—Morris, MN
  Role: Hydraulics Engineer
- Federal Aid and State Aid Funding - SP 190-110-006 – Roadway design, Oregon Avenue reconstruction, reclaim, mill and overlay, stormwater improvements, and ADA ramps – Constructed in 2016—Morris, MN
  Role: Hydraulics Engineer

Laura Hagstrom PE
Drainage Design Engineer
Widseth

Laura is a professional engineer with 16 years of water resources and civil engineering experience. Her work has included stormwater design for urban and rural areas, water quality control design, Stormwater Pollution Prevention Plan assembly, hydrologic and hydraulic analysis of watersheds and river systems, channel stabilization and restoration analysis, culvert sizing, bridge hydraulic analysis, and scour analysis. Laura is the technical advisor for the city of Alexandria Stormwater Management Committee, where she manages the city's municipal separate storm sewer system and provides engineering advice, analysis, and remediation of stormwater problem areas within the city limits. She is experienced with computer modeling applications such as AutoCAD, HEC-RAS, HydroCAD, FHWA HY-8, AutoCAD Hydraflow, Hydraulic Toolbox, and ArcGIS.

- MnDOT - Complete Streets - SP 2102-64 (TH 29) – Urban Road Design and reconstruction, ADA curb ramps, drainage, storm sewer, watermain, sanitary sewer, traffic control with detours, TPAR, public involvement, three traffic signals and signing plans, QA/QC—Alexandria, MN
  Role: Drainage Design Engineer
- 44th Avenue West – SAP 102-148-001 – Street construction, pond construction, storm sewer, sanitary sewer, watermain, concrete curb and gutter, concrete and bituminous sidewalk, pavement markings, trees and seeding—Alexandria, MN
  Role: Drainage Design Engineer
- CSAH 39 Reconstruction – SAP 053-639-001 – Storm sewer design in conjunction with the reconstruction of CSAH 39 in Dundee. Street reconstruction, concrete curb and gutter, concrete sidewalk, edge drain tile, storm sewer—Nobles County, MN
  Role: Drainage Design Engineer

Vanessa Hines PE
Senior Utility Design Sanitary Sewer & Watermain
Widseth

With 11 years of experience in the public and private sectors, Vanessa leverages her experience and meticulous approach to guide county, municipal, and commercial clients through the design and permitting processes. She is involved in programming, site design, development, zoning code compliance, pedestrian and vehicular traffic management, parking layout and design, and stormwater management. Her experience with municipalities enables her to successfully merge the requirements of local regulators and the visions of her clients into successful designs. Vanessa's natural energy, expertise, and critical thinking are valuable in blending civil engineering features into the project.

- Main Street (CSAH 62) Reconstruction—Pine Island, MN
- 5th Street SW Reconstruction (CSAH 27)—Pine Island, MN
- 2020 Street Improvement Project— Pine Island, MN
- WAIDA Business Park—Winona, MN
- Independence Prairie Winds Commercial Subdivision—Mankato, MN

Jim Szustek PE
Lighting Design Engineer I Electrical Engineer
Widseth

Jim joined Widseth in 2016 with more than 35 years of electrical engineering experience. His considerable experience includes lighting design, power distribution, motor control centers (MCC), generators, equipment sizing, and programmable logic controllers (PLC) and distributed control systems (DCS) for several system types. As the Director of Electrical Engineering at Widseth, Jim is responsible for overseeing the work of Widseth's team of electrical engineers, designers, and engineering technicians. He works with the project team to incorporate safe and economical electrical systems.

- CSAH 57 (1st Avenue) Street Improvements—Clearbrook, MN
- 2020 Roadway Improvements - Street lighting along Rasmussen Road—Pequot Lakes, MN
- 5th Street Lighting Replacement—Starbuck, MN

Juergen Brunkhorst PLS
Design Surveyor
Widseth

Juergen has 23 years of experience and will assist with surveying. Juergen will provide survey data as requested. He collects survey data to produce a TIN file for DTM. Juergen has worked on several of Widseth's city, county, and MnDOT projects, including reconstruction and multiple ADA statewide projects.

- SP 6912-77 (TH 135) Urban Biwabik Complete Streets Project – public involvement, task force and workshops, Level 1 Geometric Layout for eight city blocks, pavement rehabilitation with storm sewer, watermain and sanitary sewer, ADA curb pedestrian ramps, and amenity zones with landscaping—Biwabik, MN
  Role: Design Surveyor Lead
- MnDOT - Complete Streets - SP 2102-64 (TH 29) – 3rd Avenue to 8th Avenue - Urban Road Design and reconstruction, ADA curb ramps, drainage, storm sewer, watermain, sanitary sewer, traffic control with detours, TPAR, public involvement, three traffic signals and signing plans, QA/QC—Alexandria, MN
  Role: Design Survey Lead
- MnDOT - SP 5804-58 (TH 48) Urban Design Pavement Rehabilitation and reclaim, curb, gutter, sidewalk, ADA pedestrian ramps, catch basin adjustments, SWPPP, striping, and QA/QC—Hinckley, MN
  Role: Design Survey Lead
- SP 6017 45 TH 220 Design and Location Survey Collection and Topo from CSAH 19 to CSAH 23 (2021-11339). **Role: Design Survey Lead**
- MnDOT - D2-SP 1504-15 (TH 200) from Roy Lake to Zerkel – Surveying for bituminous reclamation, turn lanes, and intersection improvements.
  Role: Design Survey Lead




Jim Krueger: Lead; Jacob Ekola, Gary Moorman, and Mark Anderson
Senior Engineering Design Technicians
Widseth

Jim (34) years' experience, Jacob (12), Gary (36), and Mark (35) will be responsible for street plan design and roadway plan preparation in AutoCAD and Civil 3D, led by Jim. Each technician has worked on this same team for multiple Cities and MnDOT projects. Several of these Senior Design Technicians have also attended ADA field walks and are certified in ADA Design.

- Federal Aid and State Aid Funding - SP 190-110-006 – Roadway design, Oregon Avenue reconstruction, reclaim, mill and overlay, stormwater improvements, and ADA ramps – Constructed in 2016—Morris, MN
- State Aid Funding – SAP 190-100-005 – Roadway design, 2017 street improvements, mill and overlay with ADA ramps – Constructed in 2017—Morris, MN
- Federal Aid and State Aid – SP 102- 103-002 – Roadway design, reconstruction, mill and overlay, and ADA ramps – TH 29 East Frontage Road – 2017—Alexandria, MN
- MnDOT – SP 5804-58 (TH 48) Urban design pavement rehabilitation and reclaim, curb, gutter, sidewalk, ADA pedestrian ramps, catch basin adjustments, SWPPP, striping, and QA/QC—Hinckley, MN
- MnDOT – Complete Streets - SP 2102-64 (TH 29) – Road design and reconstruction, ADA curb ramps, drainage, traffic control, TPAR, public involvement, and signing—Alexandria, MN

Brian Ross PG
Environmental Scientist I Permits and Contamination
Widseth

Brian has worked on a wide variety of environmental project issues, from investigating groundwater contamination to providing permits on projects. His work includes hydrogeological studies, contamination investigations, wetland delineation, environmental site assessments, permits, shoreland management plans, and environmental impact studies. Brian has completed more than 20 Environmental Assessment Worksheets (EAW) for projects ranging from city to county to MnDOT projects. Recently, he has been the project manager for completion of several Alternative Urban Area Reviews (AUAR), which are planning documents that look at the potential environmental impacts over large development areas. He has completed dozens of contamination investigations for petroleum and hazardous material releases, including several for MPCA, MnDOT, DNR, and several municipalities. He has managed all aspects of the projects from client contact to contracting with sub-consultants.

- TH 7/27 Environmental Assessment and Contamination Investigation—Montevideo, MN
- CSAH 30 Wetland Delineation and Permitting—Marshall County, MN
- Terra Vista North Long Lake Hydrogeologic Assessment—Crow Wing County, MN
- Lake Bemidji South Shore Contamination Development Response Plan—Bemidji, MN
- City of Dawson Corrective Action for Underground Utilities—Dawson, MN
- MnDOT TH 200 Wetland Delineation from Y Junction to TH 87—Longville, MN
- Seaforth Salvage Investigation for MPCA—Seaforth, MN
- CSAH 39 Wetland Permitting and Threatened Species Assessment—Beltrami County, MN
- City of Brown's Valley Corrective Action of Petroleum Contamination—Brown's Valley, MN
- Placid Drive Wetland Permitting and Endangered Species Assessment—Deerwood Township, MN
- MPCA Milan Beach Resort Petroleum Contamination Investigation—Milan, MN
- MnDOT TH 55 Phase I Environmental Corridor Assessment and Phase II Drilling Assessment—Brooten, MN and Belgrade, MN

Brady Bussler
Public Engagement I Digital Marketing I Remote Pilot
Widseth

Brady helps people clarify and communicate their message. He specializes in a variety of communication techniques including video production, script writing, photography, web content development, social media content, presentation graphics, and printed collateral. Communicating through a variety of digital sources is essential and is the best way to spread your message quickly. Brady will help keep your message clear, simple, and on-point, which is critical to engage your audience. Images, diagrams, animations, and videos help people understand ideas much faster than reading about them. And, as we all know, attention spans are becoming increasingly shorter.

- Widseth worked with Crosswoods Development on a video to showcase multiple new projects in the City of Crosslake. One of the goals was to fill storefront vacancies in Town Square. Many of those vacancies are now filled, and several projects are under construction in the city. A concept for the National Loon Center was presented in this video, which helped the project gain traction.
- Widseth produced a video for the National Loon Center Foundation to provide a glimpse of the proposed facility. The video was used as part of the foundation's presentation to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) in hopes to receive a grant. The project is slated to receive $4,000,000. Widseth also created presentation boards and brochures to aid the foundation in their fundraising efforts.
- Widseth produced a video that summarized the main points of Brainerd Public Schools' 2018 bond referendum. Taxpayers were asked to vote on three questions, totaling $145,000,000, that proposed improvements across multiple facilities. The video was viewed 25,000 times on Facebook and all three questions passed.
- Widseth worked with the Brainerd Lakes Area Economic Development Corporation (BLAEDC) to create a video that illustrated multiple development opportunities. The River to Rail initiative focuses on the area between the Mississippi River and the old Brainerd railyards. Concept animations played a vital role in the video.

Paul Paige PLA
President
HKGI

Paul provides design and landscape architecture leadership for many of HKGi's streetscape and site design projects. He has provided quality control oversight and design guidance on a wide range of projects, with a particular focus on design and construction administration for streetscapes and public plazas, park and trail improvements, site improvements, and other public space design. In addition to his design development and construction documentation development experience, Paul has also played a valuable creative design role in preliminary planning and design phases. His creativity during the concept development phase, combined with his implementation experience, enables the design team to more fully evaluate potential design directions and find the right balance between innovation, feasibility, functionality, and aesthetics. He is currently serving on design teams for projects in Chaska, Red Wing, Maple Grove, and Orono.

- Downtown Streetscape and Public Space Design—Chaska, MN
- Broadway Avenue Streetscape—Alexandria, MN
- Highway 61/Main Street Streetscape—Red Wing, MN
- Old West Main/Upper Harbor Streetscape and Pedestrian Bridge—Red Wing, MN
- Twin Lakes Parkway Streetscape—Roseville, MN
- Excelsior Boulevard Streetscape—St. Louis Park, MN
- Highway 44 and Division Street Reconstruction—Spring Grove, MN
- Downtown Streetscape—Osakis, MN
- Central Avenue Streetscape—Osseo, MN
- Civic Campus Site Design—Bloomington, MN
- River's Edge Downtown Commons—Elk River, MN

Amy Bower PLA
Landscape Architect
HKGI

Amy provides design expertise for the schematic, design development, and construction documentation and administration phases of streetscape and site design improvement projects. She provides clients with accurate cost estimation services and is also experienced providing support for the bidding process. Amy has more than two decades of experience providing landscape architecture services for projects throughout the state and the metropolitan region. She has designed all kinds of site and streetscape improvements, wayfinding and monument signage, and trails, parks, and recreational facilities. Her award-winning work can be seen throughout the state of Minnesota. Her background in industrial design combined with her experience as a landscape architect enables her to understand how to transform planning and design concepts into built work. She is also experienced at working with stakeholders to understand their concerns and work to address their needs during the design process. Currently Amy is working on streetscape and site design projects in Maple Grove, South St. Paul, Orono, Stillwater, and Olmsted County.

- Broadway Avenue Streetscape—Alexandria, MN
- Downtown Streetscape and Public Space Design—Chaska, MN
- Highway 61/Main Street Streetscape—Red Wing, MN
- Old West Main/Upper Harbor Streetscape and Pedestrian Bridge—Red Wing, MN
- Twin Lakes Parkway Streetscape—Roseville, MN
- 98th and Lyndale Avenue Streetscape Design—Bloomington, MN
- Downtown Commons Improvements—Buffalo, MN
- Lock and Dam Road Streetscape Design—Hastings, MN

Tim Solomonson PLA
Landscape Architect
HKGI

Tim is skilled at providing landscape architecture services on site, streetscape, public space, and trail and park design projects. These services include conceptual design, design development, construction documentation, cost estimation, and construction administration. Tim also provides planning support for a variety of community planning and urban design initiatives. He provides visualization, GIS mapping, graphic design, and report layout and coordination services for land use and redevelopment plans, comprehensive plans, and park and trail master plans. Tim is a veteran who has worked and interacted with a diverse range of peoples and cultures, not only during his service, but also while participating in collegiate study abroad programs. His experience and skills enable him to provide support for many of HKGi's community engagement initiatives.

- Downtown Streetscape and Public Space Design—Chaska, MN
- Downtown Commons Improvements—Buffalo, MN
- Highway 44 and Division Street Reconstruction—Spring Grove, MN
- Downtown Wayfinding and Signage—Hutchinson, MN
- Veterans Park Site Design—Chaska, MN
- Downtown Square Park—Ironwood, MI
- Downtown Vision Plan Update—Chanhassen, MN
- Downtown Signage Guidelines and Wayfinding Plan—Chaska, MN
- Minnehaha Parkway Improvements—Minneapolis, MN
- Downtown West Infrastructure Planning—Victoria, MN
- Rambling River Center Site Plan—Farmington, MN
- Fernbrook Fields Athletic Complex—Maple Grove, MN
- Federal Reserve Parking Facility Site Plan—Minneapolis, MN
- River to River Greenway Trail Design—Dakota County, MN

Hannah Schmitz
Landscape Designer and Visualization
HKGI

Landscape Designer and Visualization

Hannah is a landscape designer for HKGI where she provides graphic and technical support for projects throughout the design process. Her role also includes coordination and collaboration amongst both clients and team members. Hannah uses programs such as Photoshop, Illustrator, Sketchup, and Lumion to create renderings that help bring design concepts to life. Hannah is also an experienced AutoCAD technician where she focuses on creating landscape bases and details that will be used for construction. Hannah's previous work experience includes contributing to master plan elements such as streetscape, park, and wayfinding enhancements.

- Downtown Streetscape and Public Space Design—Chaska, MN
- Rice Street Corridor Visioning—Ramsey County, MN
- Public Works Facility Site Design—Orono, MN
- CR73 Area Small Area Plan—Plymouth, MN
- Arts, Culture, Education Corridor Study—White Bear Lake, MN
- Old West Main/Upper Harbor Streetscape and Pedestrian Bridge—Red Wing, MN
- Downtown Design Study—Lindström, MN
- East Ravine Neighborhood Park Planning—Cottage Grove, MN
- Pier D Small Area Plan—Duluth, MN
- Splash Pad Design Concect—Hutchinson, MN
- Springvale Park Master Plan—Isanti County, MN
- Neighborhood Park Master Plan and Site Design—Maple Grove, MN
- Keewaydin Park Improvements—Minneapolis, MN
- Harbor Park—Mound, MN
- Small Area Planning—New Brighton, MN

Scott P. Israelson PE, PTOE
Traffic Engineer | President
TIG

Scott is a graduate of the University of Minnesota, 1994, and is a registered Professional Engineer in Minnesota (PE #26531), and 11 other states, and is a certified Professional Traffic Operations Engineer. He has over 28 years of experience in all phases of traffic engineering - analysis, design, operations, and implementation. His specialties include performing traffic impact studies for development, intersection traffic operations and safety studies, traffic signal design, and signal timing troubleshooting and implementation. Scott has performed hundreds of traffic studies in Minnesota and across the nation and will serve as the lead traffic engineer for the project.

- Jefferson Street and 18th Avenue—Alexandria, MN
- Pioneer Road and 43rd Avenue—Alexandria, MN
- Heritage Drive and Roberts Road—Sartell, MN
- US 63 and 75th Street NE—Rochester, MN
- CSAH 16 & Lynn Avenue—Scott County, MN
- US 61 and CSAH 95/West Point Douglas Road—Cottage Grove, MN
- TH 57 and 16th Street—Kasson, MN
- University Drive and 5th Avenue—St. Cloud, MN
- CSAH 11 and CR 61—Chaska, MN
- TH 55 and Mendota Heights Road—Mendota Heights, MN

David Wright PE, PTOE
Traffic Engineer
TIG

David Wright is a graduate of the University of Illinois at Champaign-Urbana, 1976, and is a professional traffic engineer with Traffic Impact Group, LLC. David is a registered Professional Engineer in Illinois and a certified Professional Traffic Operations Engineer, with more than 40 years of experience in traffic engineering, roadway and parking lot design, and site engineering for land development. David is a highly accomplished professional in the field of traffic engineering and will support Scott in this project. David's responsibilities will include assistance in preparing the Intersection Control Evaluation (ICE) Study and Report, conceptual geometric layouts for feasible alternatives, estimated construction costs, and assisting with quality control and assurance.

- Jefferson Street and 18th Avenue—Alexandria, MN
- Pioneer Road and 43rd Avenue—Alexandria, MN
- Heritage Drive and Roberts Road—Sartell, MN
- US 63 and 75th Street NE—Rochester, MN
- CSAH 16 & Lynn Avenue—Scott County, MN
- US 61 and CSAH 95/West Point Douglas Road—Cottage Grove, MN
- TH 57 and 16th Street—Kasson, MN
- University Drive and 5th Avenue—St. Cloud, MN
- CSAH 11 and CR 61—Chaska, MN
- TH 55 and Mendota Heights Road—Mendota Heights, MN

COMPARABLE PROJECTS

TH 29/BROADWAY STREET RECONSTRUCTION

Alexandria, MN

Broadway Street serves Alexandria's vibrant business community. Preparation for this street reconstruction and utility replacement project began years before construction commenced. The Redesigning of Alexandria's Downtown (R.O.A.D.) group developed a marketing plan to engage the businesses and the community. Initiatives included street celebrations, special events, newsletters, banners, website, social media, and weekly walking tours of the project during construction. With these efforts, the city succeeded in bringing public involvement to an unprecedented level.

The project successfully brought together the needs of the city as well as MnDOT. Originally scheduled as a mill and overlay, the project was an opportunity for the city to replace utilities as well as for MnDOT and the city to implement the Complete Streets model.

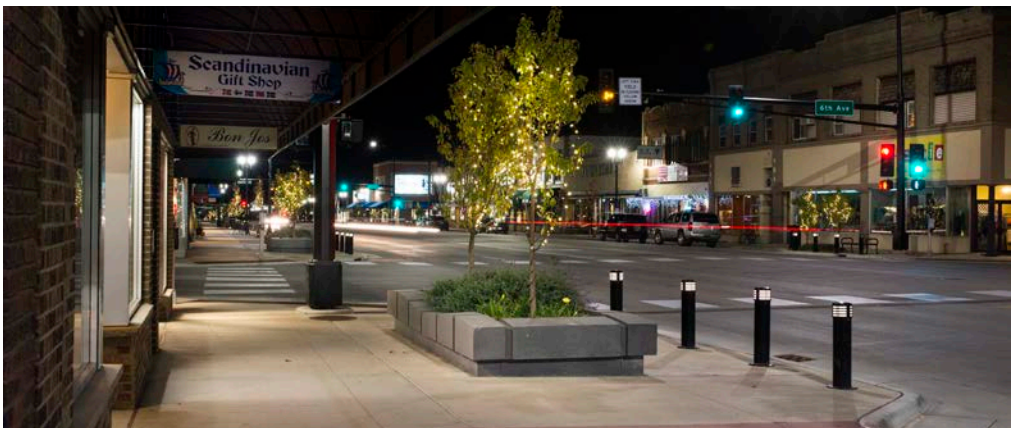
The scope of Widseth's services included surveying, project management, Level 2 geometric layout, hydraulic design and permits, road plan preparation with cross sections and utility coordination, public involvement, pre-bid engineering, and construction engineering for added storm sewer, water main, and sanitary sewer.

REFERENCE

Marty Schultz, City Administrator
320.763.6678

PROJECT AWARDS

- 2016 Engineering Excellence Award, Honor Award—American Council of Engineering Companies (ACEC)
- 2015 Project of the Year, Honorable Mention—City Engineers Association of Minnesota
- 2015 Local Government Innovation Award—University of Minnesota, Humphrey School of Public Affairs
- 2015 City of Excellence Award—League of Minnesota Cities



WIDSETH

5TH STREET (CSAH 27) RECONSTRUCTION PROJECT

Pine Island, MN

REFERENCE

Elizabeth Howard, City Administrator

507.356.4591

WiDSETH

MAIN STREET (CSAH 62) RECONSTRUCTION PROJECT

Pine Island, MN

REFERENCE

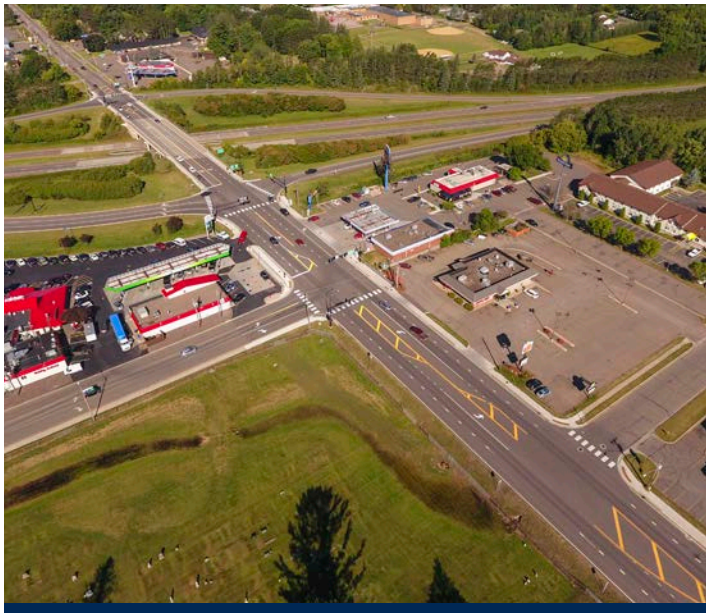
Todd Robertson, Public Works Director

507.259.5301

WiDSETH

ADDITIONAL WIDSETH PROJECT EXPERIENCE & REFERENCES

- Biwabik, MN—MnDOT - Complete Streets – SP 6912-77(TH 135) – Urban Road reconstruction and rural mill and overlay, heavy public involvement, Visual Quality project, landscaping, aesthetic treatments, pavement rehabilitation, ADA pedestrian curb ramps, colored sidewalks, TPAR, turf and erosion control plans, SWPPP, storm sewer, watermain, sanitary sewer, street lighting, signing, traffic control, detour plans, staging and sequencing plans, QA/QC
  Jeff Jacobson, City Administrator | 218.865.4183
- Hinckley, MN—MnDOT - SP 5804-58 (TH 48) Urban Design Pavement Rehabilitation and reclaim, curb, gutter, sidewalk, ADA pedestrian ramps, catch basin adjustments, SWPPP, striping, and QA/QC
- Pine Island, MN—Main Street (CSAH 62) Reconstruction Project
  Todd Robertson, Public Works Director | 507.259.5301
  Elizabeth Howard, City Administrator | 507.356.4591
- Pine Island, MN—5th Street (CSAH 27) Reconstruction Project
  Todd Robertson, Public Works Director | 507.259.5301
  Elizabeth Howard, City Administrator | 507.356.4591
- Morris, MN—Federal Aid and State Aid Funding—SP 190-110- 006 – Roadway design, Oregon Avenue Reconstruction, Reclaim, Mill and Overlay, Stormwater Improvements, and ADA Ramps
  Blaine Hill, City Manager | 320.589.3141
- Morris, MN—State Aid Only Funding - SAP 190-104-003— Roadway Design, 2019 Street Improvement - Mill and Overlay, Reclaim, and ADA Ramps – Constructed in 2019
  Blaine Hill, City Manager | 320.589.3141
- Alexandria, MN—Federal Aid - SP 2102 - 64 (TH29)—Road Design and Full Reconstruction, ADA Curb Ramps, Sidewalk, Strom Sewer, Sanitary Sewer, Watermain, End Service Connections, Detours, TPAR, and Public Involvement
  Marty Schultz, City Administrator | 320.763.6678
- Alexandria, MN—State Aid Funds/LRIP - SAP 102-148-001 44th Ave Extension—Roadway Design, Street Construction, Storm Sewer, Utility Improvements, Sidewalk, ADA Ramps, and Trail Improvements
  Marty Schultz, City Administrator | 320.763.6678
- Dodge Center, MN—CSAH 34 Reconstruction
  Josh Tetzlaff, City Administrator | 507.374.2575
- City of Baxter, MN
  Trevor Walter, PE Public Works Director | 218.454.5100
- City of Lake Shore, MN
  Teri Hastings, City Administrator | 218.963.2148
- City of Randall, MN
  Matt Pantzke, City Administrator | 320.749.2159



TH 48 Hinckley—Hinckley, MN

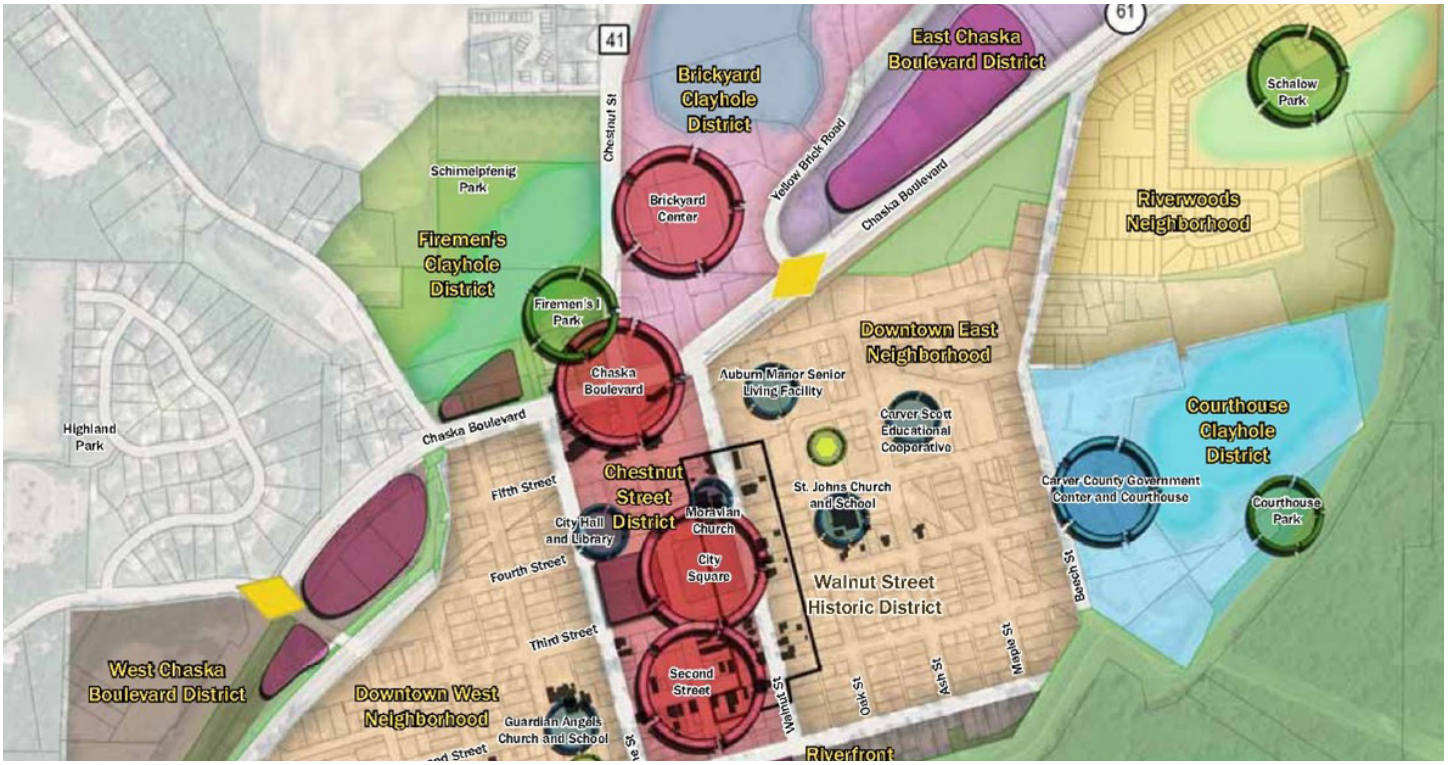
BROADWAY STREETSCAPE RENOVATION

Alexandria, MN

HKGi worked with Widseth Engineers and the City of Alexandria to make Broadway and downtown Alexandria friendlier to pedestrians and bicyclists, particularly during the busy summer and fall seasons. HKGi contributed to the development of preliminary concepts and facilitated a process to consider alternate downtown bike routes. The community's preferred concept expands sidewalk widths, especially on the western side of the street while allowing the street to continue carrying five lanes of traffic. An enhanced pedestrian environment was also created by intersection bump-outs to reduce pedestrian crossing distances. Subsequent planning focused on improving the connection between the nearby Central Lakes Trail and downtown storefronts.

In addition to the streetscape design, HKGi also conducted an analysis of the downtown wayfinding signage environment and provided recommendations for enhanced gateway features, parking signage, street lighting and furnishings, informational hubs and bike route and parking signage.

Following completion of the concept development, HKGi worked with Widseth and the city to develop the final streetscape design and produced construction documentation and cost estimates for bidding the project. Since completion, Broadway has become a prime gathering spot, hosting community events throughout the year and featuring prominently in the downtown association's promotional material. Traffic accidents along the street also experienced a modest reduction following completion of the streetscape renovation.



DOWNTOWN MASTER PLAN

Chaska, MN

HKGi led the city's effort to create a Downtown Master Plan for Chaska's historic downtown, which still retains much of its character as a past center for brickmaking and ironwork. The plan seeks to preserve and strengthen downtown as the center of the community by addressing existing land use patterns, identifying priority opportunity sites, redevelopment strategies, and streetscape and public realm investments, and improving connectivity, accessibility, and heritage preservation.

Although it has many advantages, such as proximity to the Minnesota River, the downtown is somewhat isolated by two highways, and most of Chaska's residential development is occurring at the northern edge of the city, far from the downtown. Despite the challenges, however, significant progress has been made on implementing plan initiatives, and downtown Chaska is quickly becoming a draw thanks to some key redevelopment that emerged from this plan.

HKGi created redevelopment concepts for several key sites. One site at the southern gateway to the city has been redeveloped as residential units, setting the stage for more riverfront residential redevelopment. Another priority site, Fireman's Park, has been redeveloped into a popular park and event center featuring a restaurant and curling center. HKGi is currently designing a Veteran's Memorial Park to complement Fireman's Park. A third site, Town Square West, is in the early planning stages for redevelopment, and streetscape reconstruction has been ongoing, including creation of a more pedestrian-friendly streetscape throughout the historic downtown core.

DOWNTOWN STREETSCAPE & PUBLIC SPACE DESIGN

Chaska, MN

HKGi led schematic design process to create a streetscape and public space improvement plan for Chaska's historic downtown core. The design process established a materials palette that can be used on future streetscape improvements throughout downtown Chaska.

Following schematic design, HKGi collaborated with the consulting engineer to create detail design and construction documentation, and performed construction administration for streetscape reconstruction throughout the downtown core. Initial projects focused on 2nd and 3rd Streets one block on either side of Highway 41/Chestnut Street, which is considered the downtown's mainstreet. Those streets were reconstructed with reclaimed cobblestones and feature angled parking on both sides of the street and mid-block crossings that will ultimately connect to the Brick City Paseo, an innovative concept that combines gateway markers, strong pedestrian connections, and alleyway paseos to link the six-block historic core to City Hall Plaza.

Subsequently, 4th and 5th Streets were also reconstructed, and a portion of Chaska Blvd. (old Highway 61) near the renovated Firemen's Park and Chaska Curling and Events Center was also redesigned to provide safer crossings to the downtown core. Currently HKGi is serving on the design team that is developing streetscape designs for Highway 41/Chestnut Street and potentially portions of the Brick City Paseo. HKGi also created concept designs for an exciting new public space at the heart of a redeveloped City Square West block. The plaza at the heart of the redevelopment will provide a venue for community events and outdoor dining and recreation and would be an important part of the Brick City Paseo.

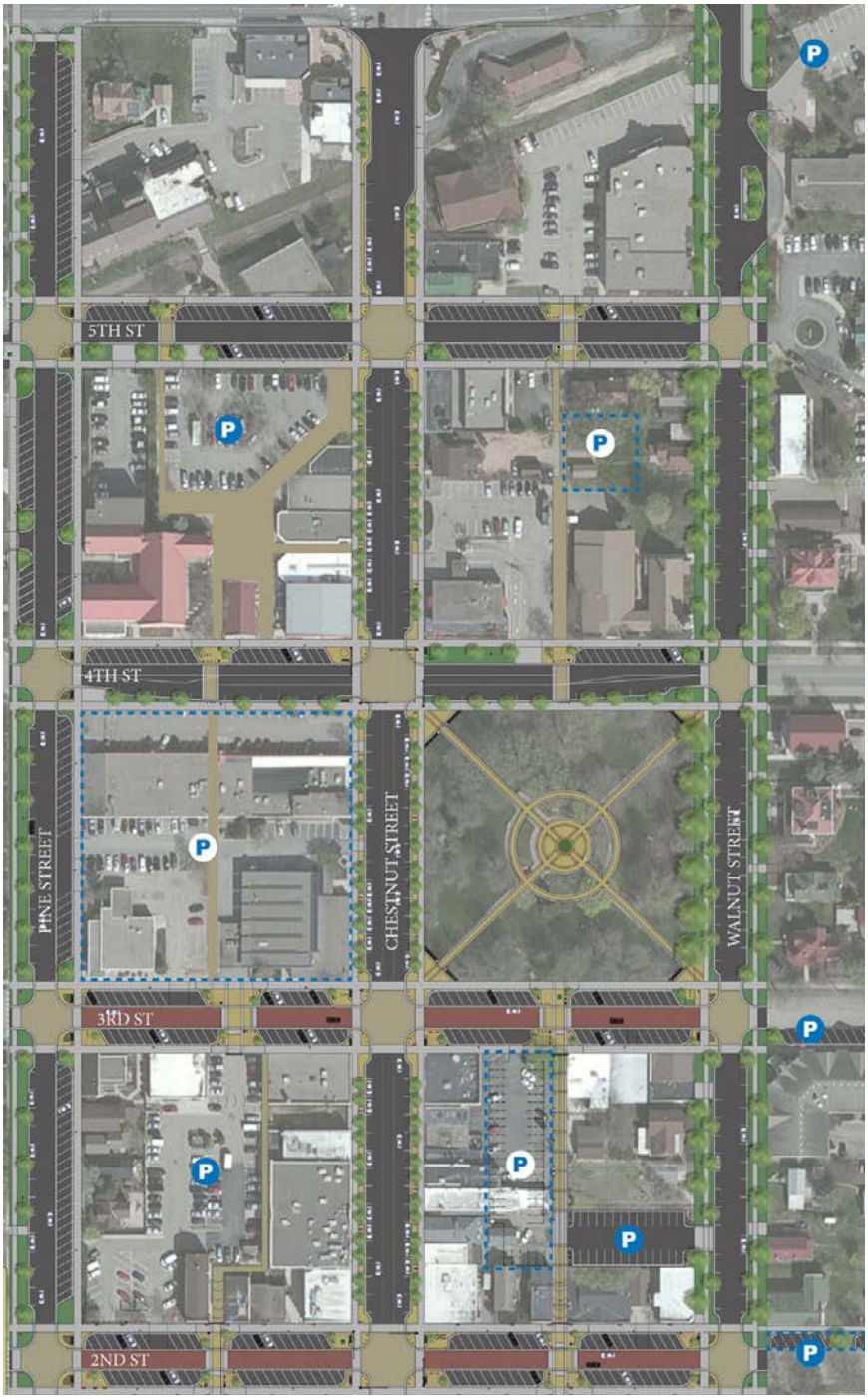
DOWNTOWN STREETSCAPE SCHEMATIC DESIGN

Chaska, MN

HKGi led the community through the schematic design process to create a streetscape and public space improvement plan for Chaska's historic downtown core, which includes City Square and City Hall Plaza, two important outdoor public spaces. The design process established a materials palette that can be used on future streetscape improvements throughout downtown Chaska. A parking analysis was also conducted as an important part of the planning process.

Following schematic design, HKGi collaborated with the city's engineers to create detail design and construction documentation, and performed construction administration for streetscape reconstruction throughout the downtown core.

Streetscape details pull their inspiration from Chaska's manufacturing history, including Chaska Brick, which is used throughout downtown's historical buildings, and iron, which reflects Chaska's heritage as the original home of Ess Brothers Foundry. Chaska's history is also reflected in design concepts for City Square renovations and for the Brick City Paseo, an innovative concept that combines gateway markers, strong pedestrian connections, and mid-block crossings that connect to alleyway paseos to link the six-block historic core to City Hall Plaza.



CENTRAL AVENUE STREETSCAPE

Osseo, MN

Following the completion of a redevelopment plan for downtown Osseo, HKGi designed a $1.7 million streetscape reconstruction of Central Avenue. The design is framed by complete street and sustainable design principles including bike corrals, pedestrian furniture, a one-block plaza street, LED lighting, pervious pavers, and structural soil. The street is a balanced environment for pedestrians, bicyclists, and autos and offers flexible spaces that can be closed to autos for community events. An important aspect of project design is the ability to disassemble and reinstall it like a “kit of parts” to accommodate future redevelopment.

To envision a design for the Central Avenue streetscape that reflected community values and desires, the design process was organized around extensive community involvement. HKGi’s design process infused streetscape orientation workshops to introduce the community to the topic of streetscapes, the varying levels of streetscape investment, ongoing maintenance strategies, and the potential pitfalls and benefits of streetscapes. The process also included open houses that involved the community in identifying desired levels of investment, design character and streetscape features.

OLD WEST MAIN/UPPER HARBOR STREETSCAPE

Red Wing, MN

HKGi is serving on a design team to design and implement infrastructure and streetscape improvements on Old West Main Street as the area continues to undergo redevelopment and establish itself as a new destination district. The design team's challenge for the streetscape was to maintain efficient vehicle access and on-street parking while also making safety improvements that would make the area attractive to pedestrians and bicyclists and adding amenities such as street furnishings, signage, and public spaces that would strengthen the district's unique identity. The concepts also had to meet State Aid Design Standards and strive to achieve the highest possible level of efficiencies for construction and life cycle costs and environmental sustainability.

The design team developed three concepts for evaluation by the city's Advisory Committee. Each of the concepts, along with a No Build concept, were evaluated and graded in 13 different areas, leading to the selection of a preferred concept for more detailed design. HKGi provided design leadership for a package of streetscape amenities including wayfinding elements, gateway signage, benches and furnishings, and kiosks. The streetscape furnishings and wayfinding signage establish a strong identity and character for the emerging and newly renamed West End District.

In addition to the streetscape concepts, the design team also developed concepts for Baypoint Conservancy Park, which lies directly north of the Old West Main Street district. Park concepts include a bike/pedestrian bridge linking the park and Old West Main over an active railway corridor. The bridge has been installed and construction on the streetscape improvements is currently underway.

MAIN STREET/HIGHWAY 61 STREETSCAPE

Red Wing, MN

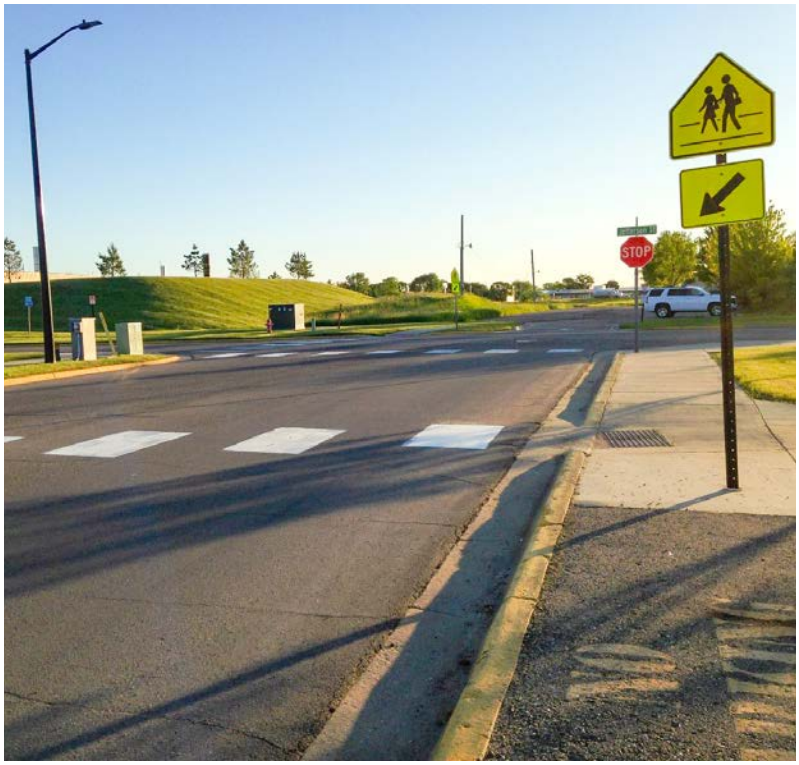
Building on HKGi's previous work with the city on its Comprehensive Plan and its Downtown Action Plan, HKGi worked with the consulting engineer, MNDOT, and the City of Red Wing to develop streetscape design alternatives for the reconstruction of Highway 61, which, in addition to being a state highway, also serves as Red Wing's Main Street. The streetscape design uses bump-outs, wider sidewalks, street furnishings, and plazas to create a safer pedestrian environment that improves the downtown experience for visitors while still maintaining the traffic capacity and truck volumes associated with a state highway. The design connects and unifies portions of the historic downtown but also encompasses and accommodates wider highway sections with existing auto-oriented development.

The design team developed concepts leveraging both the historic and natural heritage of the city and region to create a streetscape that is unique and appropriate for the character of Red Wing. Digital 3-D modeling gave stakeholders and residents a feel for the improvements, and improved their ability to respond to the design. Feedback received as part of the process was incorporated into designs for final construction drawings, and the team provided administration services on behalf of the city throughout construction.

JEFFERSON STREET & 18TH AVENUE

Alexandria, MN

The City of Alexandria intends to extend 18th Avenue west from its current terminus at Jefferson Street. This ICE analysis examined current traffic volumes and projected future volumes due to the roadway extension. Our analysis showed that future volumes will increase due to new arterial roadways in the area and that the intersection is expected to meet warrants for a traffic signal within the 20-year analysis period.



PIONEER ROAD & 43RD AVENUE

Alexandria, MN

This ICE looked at operations of the intersection of the Alexandria Area High School main entrance and a two-lane rural road. Our analysis saw that the intersection saw failing conditions during school dismissal, and that the crash rate of the intersection is higher than other comparable intersections in the State of Minnesota. The ICE Team prepared geometric alternatives and cost estimates for feasible improvements and at this time is still working with the City to develop the preferred alternative.

HERITAGE DRIVE & ROBERTS ROAD

Sartell, MN

This ICE study reviewed operations at a skewed angle intersection. Our analysis reviewed current conditions and also examined future development to the north which would add a fifth leg to the intersection. Our conclusion was that a roundabout would provide acceptable operations for short term and long-term conditions.

TRAFFIC IMPACT GROUP, LLC

US 63 & 75TH STREET NE

Rochester, MN

This ICE study looked at an intersection on the north end of the Rochester metro area. The intersection experienced high right-angle crashes and there were concerns about vehicle speed. The ICE team determined that a roundabout would provide acceptable traffic operations, and would also provide a speed calming effect which would enhance safety.

TRAFFIC IMPACT GROUP, LLC

CSAH 16 & LYNN AVENUE

Scott County, MN

This ICE study looked at a stop controlled intersection with chronically failing conditions. Our analysis reviewed traffic operations for current conditions and forecasted for future development, plus examined crash records. Our conclusion was that a roundabout would provide greater benefits vs. costs than a traffic signal.

US 61 & CSAH 95/WEST POINT DOUGLAS ROAD

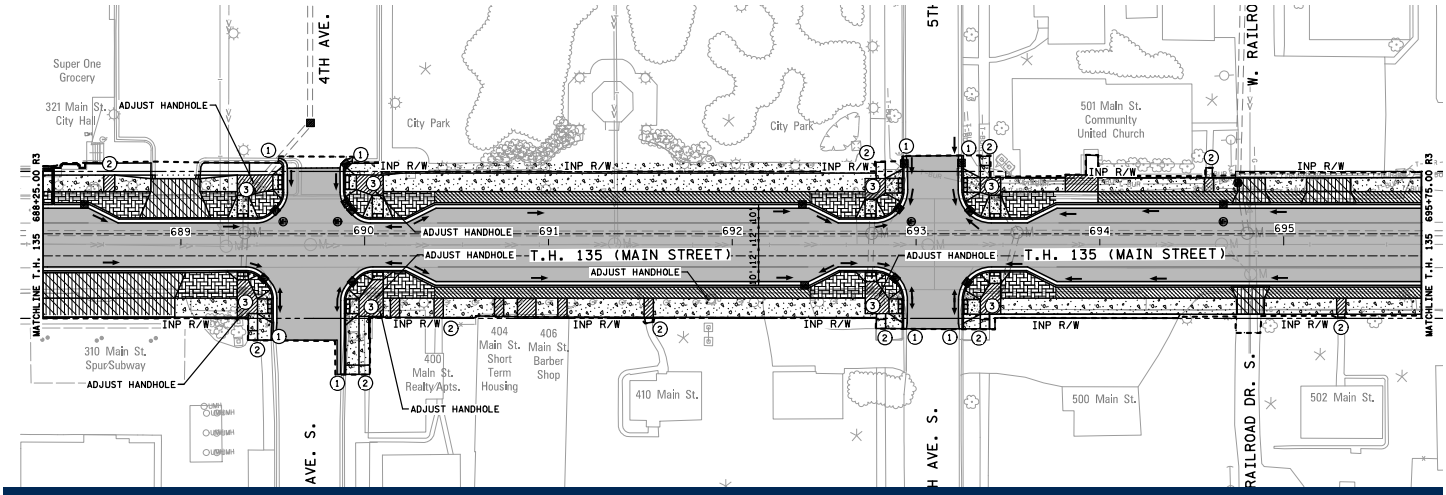
Cottage Grove, MN

This ICE study was necessary to examine the effects of realigning the west frontage road to intersect US 61 at CSAH 95. Our analysis showed that modifying the traffic signal timing and phasing would provide the best operations. The team also performed the traffic signal modification design plans.

OTHER ICE STUDIES AND REPORTS:

- **TH 57 & 16TH STREET**
  Kasson, MN
- **UNIVERSITY DRIVE & 5TH AVENUE**
  St. Cloud, MN
- **CSAH 11 & CR 61**
  Chaska, MN
- **TH 55 & MENDOTA HEIGHTS ROAD**
  Mendota Heights, MN

PROJECT APPROACH AND WORK PLAN



Plan Example—Biwabik, MN

The Downtown Corridor Improvements project is currently programmed to be delivered in 2023 in the Capital Improvement Plan (CIP) for approximately $2.3 million. The project includes the complete reconstruction of the street, curb, sidewalk, driveways, sanitary sewer, watermain and storm sewer collection system and streetscaping in the downtown district.

We have carefully reviewed the RFP and developed an approach and work plan to deliver a quality product and final plan that can successfully be reviewed, approved, bid, and built. Our team has successfully delivered many similar projects of this size and nature for cities of similar complexity and size. Our approach and work plan have several keys to success. They include:

- Strong project management
- Extensive experience in developing city projects with streetscaping
- Unmatched design expertise and experience designing underground utilities
- Innovative approach through constructability review
- Strong relationships with agencies
- Extensive experience with intersection design and ICE Studies
- Proven and trusted Administration staff

These success factors have been woven into our proposal, including our staffing, experience, and work task approach. We have outlined our approach to the various tasks below.

PROJECT MANAGEMENT

Project management will entail communication, work direction, quality management, resource management, risk management, invoicing, schedule updating, budgeting, progress reporting, and subcontractor management, and oversight.

Effective project management and coordination activities are the cornerstones of a successful project process. The Widseth Team approach for this provides for strong, decisive project management and our scope of work includes all tasks necessary to manage the overall project and the activities of the consultant team.

We will establish interoffice communications for sharing files and organizing the design effort. Periodic meetings will ensure all designers follow the schedule and project developments. We will attend biweekly meetings with the city engineer as needed to discuss project progress and give updates.

Project communication will be maintained through regular visits, meetings, phone calls, email, and correspondence. Minutes will be prepared for all meetings and distributed to attendees within one week of the meeting. Each PMT meeting will update the project schedule to reflect the latest timelines and agreed upon delivery dates. This will be essential to maintain the 2023 construction target.

Our project management scope of work includes a review of invoices and certification to the city that all requirements for payment are met. While this is an important part of

any project, it is a critical element of documentation and "audit trail."

A Project Management Team (PMT) will be established at the outset of the project and will include city engineer staff, Bob Busch (Widseth PM), leaders of the Widseth Team, functional groups as necessary, and others as deemed essential to the project decision making. The PMT will meet weekly/monthly to ensure that all team members are constantly up to date on project activities and issues.

Agendas for PMT and all other project meetings will be sent out and included on a SharePoint site (for ease of access) one week before the meeting date to provide participants an opportunity to prepare. Bob will be available upon request to brief elected officials and other public agencies on the design process and status throughout the project life.

An initial kick-off meeting to confirm the basic project objectives, solidify a work plan and obtain consensus on project requirements will be held with the PMT. On a monthly basis thereafter, the PMT will meet to discuss the project status and ensure the schedule is met. At each PMT meeting, Bob will lead the discussion through the agenda. A review of an action items list and an updated schedule will guide the discussion and help drive decisions to maintain the main project goals.

Our scope also includes general issue coordination with review agencies. Keeping review agencies abreast of the project's progress will minimize delays during review and comment periods. Review time will be critical in maintaining the schedule. This review time will be shown on our schedule and discussed at PMT meetings.

Finally, Bob will set up a weekly check-in call with the city project manager for more frequent contact points to provide any needed updates related to the project schedule, deliverables, or budget.

Widseth has used Microsoft Teams teleconferencing in the past for remote teleconferencing and for document sharing. This task also includes Quality Control Management for QA/QC documentation. Our team includes an internal and external document checking component with past success using Bluebeam. The city will do the 429-assessment process.

PROJECT APPROACH

We will launch the project by facilitating discussions with the city engineer and staff to identify key issues and an accurate list of the city's key objectives. Next is the data collection phase, during which our surveyors will acquire the topographic survey map for use by the designers.

Our first task will be to evaluate the current function of the West Main Street (US Highway 59) and North 3rd Street intersection and help identify future road system demands based upon recommended changes. Our team member – Traffic Impact Group – Scott Israelson and team will prepare an Intersection Control Evaluation (ICE) Study and Report which will include warrant analyses and consideration of traffic signal removal and/or pedestrian crossing enhancements. That study report will provide intersection recommendation for the city to move forward with.

Our next task will be to evaluate the current function of the downtown district as it relates to business needs, pedestrian flow, and aesthetic treatments. We have a very strong planning and landscape architectural group on board named HKGi that have worked on very similar projects with very successful outcomes. The HKGi staff will assist with development of a scope of work for aesthetic improvements to be included with the reconstruction project. Exploration to the feasibility and demand for such treatments may include wide pedestrian walkways, seating, plantings, and decorative lighting. The HKGi firm will coordinate and organize at least two in-person outreach sessions with the public to collect input from various stakeholders including but not limited to the Downtown Business Association and/or Chamber of Commerce as a whole. At those public input sessions, the HKGi firm will prepare to display options to the group including cost estimates. At least one additional meeting will be provided to the City Council at a scheduled Council meeting. This task is required to be complete by July 1st, 2022.

The HKGi firm will take collected input from the City Council, city staff, downtown business owners, Chamber members, and general public to develop a preliminary layout and scope of aesthetic treatments for the project corridors. From this point we will move forward into Task 3 - Final Design of Streetscaping.

The HKGi firm will provide documents for inclusion in the reconstruction project bid package for purposes of bidding and construction. The city staff should provide necessary existing area survey needed to complete the design process. Marshall Municipal Utilities (MMU) would provide location and capacity of existing electrical infrastructure to service

the area, if needed. This task is required to be complete by December 2nd, 2022.

Currently, the city staff is intending to complete preparation of the reconstruction and utility replacement plans including the watermain, sanitary and storm sewer, sidewalk, curb, and pavement. Dependent on the proposal, the city may request that the consulting firm provide design services regarding the reconstruction and utility replacement of the North 3rd Street and West Lyon Street corridors. The city staff should provide necessary existing area survey needed to complete the design process. Plans may include, but are not limited to, utility (water, sanitary and storm sewer) plan/profiles including service lines, pavement design, sidewalk, pedestrian accesses and crossings, traffic control, soils remediation (if needed), and other appropriate plans and details. The Widseth team will coordinate with city staff to determine corridor needs, design standards, and other needs. Widseth will also provide city staff project plans at the 30%, 60%, 90% and 100% stages. For each stage, the Widseth team will meet with city and/or MMU staff to discuss primary points of the design, changes, and any concerns moving forward. City and/or MMU staff will also be provided a period to review and comment on plans at each stage. This task is required to be complete by December 30th, 2022. The Widseth team will consider input and comments from city and MMU staff to prepare a final set of construction drawings.

We will develop geometric alternatives, preferred recommendations, and ADA curb ramp layouts for review by the city engineer and presentation to the city staff. We will design segments and prioritize with preliminary cost estimates generated to help gauge the impact upon the project budget. We will take input from the community, businesses, and stakeholders and adjust the design accordingly from public and Council discussions. Our efforts will then be focused on design and plan preparation. We will prepare a preliminary traffic management plan (TMP) and share it with the city engineer for review and comment prior to creating a traffic control plan with possible detours. As the project advances, estimates of construction costs will be refined to support the decision-making process. Widseth will attend the public hearing on the improvement project if needed. Widseth will work closely with the city engineer and staff in documenting and processing the local funding and cost estimates.

We will set up the plan tabulations and the Statement of Estimate Quantities (SEQ) tabulation columns properly and process local funding documentation accordingly. We will be available to answer questions concerning the design during the construction phase. We will be available to attend the contractor preconstruction conference.

WORK PLAN

TASK 1 – INTERSECTION CONTROL EVALUATION (ICE) STUDY AND REPORT

Lead: Scott Israelson; Assisting: David Wright (Traffic Impact Group)

Since 2007, MnDOT has required Intersection Control Evaluations (ICE) to determine optimal control for an intersection. Our team will use the ICE guidelines to examine the intersection of Main Street (US 59) & N 3rd Street.

Phase I – Existing Conditions ICE

Phase I includes data collection, crash analysis, signal warrant analysis, and intersection capacity analysis for current conditions.

Our first task will be receiving traffic data from the city to examine traffic operations and determine warrants.

Data collection also includes retrieving crash data from MnDOT's Crash Mapping Analysis Tool (MnCMAT). These crash reports provide key data such as crash type, weather, time of day, driver age, injury severity, and other contributing factors. Using this data, we can compare this intersection to other similar high-speed, unsignalized intersection in Greater Minnesota by determining crash rate and severity rate. A crash diagram will be included to graphically summarize crashes and will assist in identifying predominant crash types or factors.

This intersection is currently signalized, so signal warrant analysis will be performed to determine if the intersection meets warrants for signalization. The Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD) provides nine traffic signal control warrants that assist the engineer if a traffic signal could be justified at a location.

If the signal is unwarranted, we will determine if the signal will meet warrants for future conditions.

Phase II – Two-Way to One-Way Analysis

This task includes analysis of traffic that currently uses westbound 3rd Street rerouted to adjacent intersections. The effort includes data collection and intersection capacity analysis for intersections north and south of 3rd Street.

Analysis will show if current intersections can accommodate the increase in traffic. If not, then the study will examine feasible alternatives.

The alternatives analysis will be further refined by producing conceptual design layouts. The construction cost estimates will be based on these layouts, as well as the need for right-of-way.

The document will summarize the results of analysis for existing conditions, examine rerouted traffic patterns, conceptual layouts for feasible alternatives, comparisons of construction costs versus improved safety and level-of-service, and identification of the preferred alternative.

Traffic Impact Group will perform all traffic data collection.

TASK 2 – PRELIMINARY SCOPING AND DESIGN OF STREETSCAPING OF DOWNTOWN DISTRICT

Lead: Amy Bower; Assisting: Tim Solomonson (HKGi)

Creating ideas that contribute to the revitalization and identity of an existing historic downtown is one of the Widseth/HKGi team's favorite types of design project. It requires respecting the context of the project from a point of view of the past, present, and future. And strategic thinking that incorporates the practice of building a stronger sense of identity while also understanding life-cycle costs and maintenance demands of recommendations. By utilizing materials and elements that will endure the harsh reality of the street environment and also create a unique and comfortable pedestrian experience, a balance can be struck to create a lasting place for people that supports the goals of area businesses and is not a maintenance burden on staff resources over time.

Our team has extensive experience with downtown streetscape projects in small to mid-size midwestern towns with streets that have a mix of jurisdictions from local to county to MNDOT, often within the same project footprint. What we have learned is that while there are certainly standards that apply project to project, it is the communities themselves that are always unique. This community identity is at the heart of what we use to create new ideas. And this is why our design ideas are inherently unique to their specific place in which we work. For Marshall, there is a rich and deep history and an obvious energy today to draw from. Our approach to creating a design for the streetscape is to initially listen to stakeholders, analyze what we hear, identify what is working, what can be improved, and incorporate all of it into concepts for the project. Business owners will provide essential input to the design process, and we will hear the input early so we can incorporate solutions in the ideas. Preliminary costs will be tracked for the concepts, so the level of investment can be factored into the evaluation of the designs. And most important to the process is that whatever is proposed will fit well within the existing fabric of downtown Marshall. Our plan and related stakeholder input will also serve as the framework to inform future projects within downtown. We have done this successfully elsewhere and will leverage the lessons learned to bring Marshall a community supported streetscape plan that builds on existing strengths and incorporates creative and functional solutions.

Our approach to the streetscape design is based on a set of key elements informed by the tasks outlined in the RFP:

Understand What Exists

Marshall already has what many cities try to create – an established historic downtown district with vibrance and identity. We will analyze the parts of today's identity to better understand what will fit within it. Our process really begins with understanding the strengths, weaknesses, and challenges in the project area that exist today. The analysis in this phase will look beyond the planned project, to the project adjacencies, to understand how the district is functioning and to develop a broader set of recommendations for the streetscape in this part of downtown. To accomplish this, we will analyze the district at several scales including gateways, pedestrian circulation and safety, key destinations, traffic, parking allocations, and wayfinding. We will also look for other identity clues and existing streetscape elements throughout the downtown that may have an application within the project area. This will help us better understand the many layers that create downtown's character, including architecture, land uses, ped and vehicle movement networks, and parking. Summary analysis graphics will be developed and utilized as the foundation for the next steps in the process.

Develop Design Alternatives

Based on what we hear from the stakeholders, learn from the data, and see from our own analysis in the downtown and project area, we will generate alternative ideas and concepts for the project area. Since people will have different ideas about what should or could happen, the concept exploration process enables ideas to be looked at, tested, visualized, and compared. A combination of project specific ideas and precedent projects will be used to illustrate a broad range of available design ideas and to stimulate discussion about how

they may apply similarly in Marshall. Plans and illustrations will be developed to clearly convey the range of concepts and allow stakeholders the ability to respond to the differing design solutions.

As identified in the RFP, our team will supplement the conceptual streetscape plan options with 3-D visualizations of the concepts for the 3rd Street corridor. We have found on other projects that the visualizations can be a very effective tool for helping stakeholders understand how the design ideas will look and feel within the context of the existing project area. We have included examples of similar visualizations from other projects.

Alternate Task

While not explicitly identified as a task in the RFP for this stage of the project, we propose to supplement the visualization task with the inclusion of the Lyon Street corridor project area. Together with the 3rd Street visualizations, the stakeholders will be able to see more clearly what the concepts will look like within the context of downtown. We have included this as an optional task.

Input on the concepts from the City Council, businesses, and the general public will be tabulated and reviewed with staff. Based on staff and council input our team will develop a preferred concept plan with related estimated costs. This plan will define the scope of work to be included in the Final Design task.

Stakeholder Engagement

The Widseth/HKGi team understands the importance of community engagement in a downtown planning and design process. We are committed to continually asking questions and listening to the community to ensure we build upon the inherent strengths of the downtown and consistently provide direction that respects the context of the community's unique setting and people. We seek to engage with downtown stakeholders, including the City Council, property owners, business owners, employees, customers/visitors, residents, public and private institutions, and the surrounding neighborhoods. We understand and value the benefit to building community support for a project and have found that including the public in the process from the beginning can be more effective than just asking them to evaluate ideas at the end. Our process for this project includes listening to stakeholders as part of the analysis and evaluation phase, building concept ideas that respond to what we heard, and taking additional feedback as the ideas become more refined through the design process. In the end it is critical to listen to residents, businesses, and community leaders in order to build the stakeholder support needed to implement the plan ideas. Our process ensures that the final recommendations are rooted in the community messages that we heard.

For the proposed design process, we are including a blend of in person and online engagement techniques. We have found that a combination of these tools can achieve the strongest response from stakeholders. For our in-person engagement we will propose targeted meeting(s) with the key property owners in the project area early in the process to hear concerns that we can address in the concept designs. Key businesses along the corridor will bring a valuable perspective to our process, especially for 3rd Street as the potential traffic changes could provide for more and better pedestrian space for the businesses to orient to and leverage. The second in person meeting is proposed as a workshop style meeting with the Chamber/DT Business group to evaluate the draft concepts. For broader public input we propose incorporating an interactive web-based program such as Social Pinpoint to allow us to show concept alternatives and have respondents like, dislike, or comment on the ideas. The benefit is that users can see each other's comments and like or dislike their ideas. We have found this tool to be an efficient and effective way to gather a broad base of community input. Data is easily summarized for staff and Council review.

TASK 3 – FINAL DESIGN OF STREETSCAPING

Lead: Amy Bower; Assisting: Tim Solomonson (HKGi)

As referenced in the RFP, our team will provide construction documents for inclusion in the reconstruction project bid package for purposes of bidding and construction. The streetscape related construction documents will include plans, sections, elevations, details, and special provision language for all the proposed streetscape features including but not limited to paving, special paving, site furnishings, bollards, signage, landscaping, site walls/curbing, planters, planting soil including structural soil if required. If the final design includes any custom elements such as gateways, arbors, kiosks, specialty lighting, or other custom elements that require additional design and engineering, the scope of work for those elements will be agreed upon with staff prior to inclusion in the project construction documents. Those custom elements will be considered beyond our base scope of work for the project.

A quantity tabulation sheet showing bid items, quantities, and estimated costs will be included for all of the streetscape scope of work.

Electrical layouts and wiring diagrams, including related bid items, quantities, special provisions, and estimated costs will be included.

TASK 4 – DESIGN OF RECONSTRUCTION PROJECT

Lead: Bob Busch; Assisting: Jeff Kuhn (Widseth) |

Detailed Design

Final design and PS&E preparation extend and complete the tasks initiated during the preliminary design. Final plans will be based on the approved layout drawings and the commitments made therein. An important point to note is that the final plan approvals will come through the preliminary design process. Final plans will be exhaustively reviewed to meet city standards. Although the preliminary design typically takes the project to a 30% design level, it is done on "roll drawings" format rather than a set of plan sheets. The first task in the final design is to lay out the plan sheets and establish the detailed plan format. The primary purpose of the 30% submittal and review is to resolve any major issues and format uncertainties with review agencies. The Widseth Team of experienced designers know that resolving questions upfront with review agencies will benefit when the final submittal is made. In addition, the construction limits, right of way, and issues will be finalized with the local property owners and businesses along the project corridor. Any supplemental topographic survey will be collected by the city at this point to ensure a complete and accurate base map is available to the designers moving forward.

60% plan submittal will follow, showing all major features incorporated into the plans, including alignments, profiles, typical sections, geometrics, pavement design, drainage, retaining walls (if any), staging, utilities, lighting, signing/striping, intersection design, and erosion control.

The project schedule relies on the delivery of milestone submittals and a thorough review by the agencies. Inclusion of the features mentioned above will ensure that review agencies have the design information necessary to provide productive feedback and fully understand the intent of the final plan set.

The 90% plan submittal will incorporate all comments and direction from reviewing agencies and be a complete plan set to allow for a comprehensive review. The intent of the submittal is to present the project design in its entirety so the overall plan set can be reviewed for completeness and consistency. All design information is included throughout the plan set. This critical submittal allows reviewing agencies to verify the plan content is ready for bidding. If needed, it provides an opportunity to revise plan content prior to the final submittal.

An important element of the 90% submittal is special provisions. A comprehensive review for completeness and consistency must include the special provisions as the details of construction requirements are found therein. Our work plan will develop the special provisions in parallel with the final plan preparation and lead to a more consistent package for bidding and construction.

Final Plans

The final submittal will also include final cost estimates and staking files. The plan preparation culminates in a 100% plan submittal of signed construction documents, including a fully signed construction plan set and special provisions. By definition, a signed plan set is 100% complete and ensures the delivered plans and special provisions have been thoroughly reviewed and checked to guarantee a high-quality package of construction documents ready for bidding and construction. Plan sheets will include the following:

- Title sheet
- General layout
- Statement of estimated quantities
- Quantity tabulations
- Soils construction notes
- Typical sections
- Standard plans and standard details
- Existing topography utility and removals
- Utility relocation plans (watermain and sanitary sewer)
- Existing utility tabulations
- Staging plans
- Alignment plan and tabulation
- Construction plan
- Right of way plan
- Miscellaneous details (intersection details, etc.)
- Profiles
- Water resource notes
- Drainage plan and tabulation
- Erosion control plan
- SWPPP
- Grading plan and profiles
- Culvert and storm sewer plan and profiles
- Traffic control plan and tabulation

- Striping and pavement marking plan
- Signing plan
- Lighting plan and tabulation (if needed)
- Cross section match line layout and cross sections

ENVIRONMENTAL DOCUMENTATION AND ISSUES

Widseth will work with City of Marshall staff to provide information to the MPCA for an "Approval to Take Corrective Action" if petroleum contamination is encountered during the utility reconstruction and improvement as part of the city's project. The information will include the location of potentially contaminated soils, utility reconstruction plans, and a plan for handling contamination if it is encountered. Widseth Asbestos Inspection staff will also include requirements for assessing and dealing with potential asbestos containing materials (ACMs) during removal of portions of the steam heating lines in the specifications.

PUBLIC ENGAGEMENT

Public engagement during final design will be led by Brady Bussler. He will work with city staff developing graphics and exhibits and supporting various public outreach meetings to support city staff. A key part of this will be developing and updating a project web page. Brady has the experience and is familiar with leading public engagement on projects of similar size and scope.

Our approach to public engagement is to build a strong understating of the public needs and stakeholder interest in the project area. From this understating, the team tailors our broad suite of engagement tools to community needs. The team is well versed in developing graphically engaging online and in-person tolls that grab attention and provide key and timely information to the target audiences. We are prepared to provide tailored solutions that work for this project, from online videos and dynamic newsletters to pop-up engagement workshops and timely surveys.

SURVEYING

Lead: Juergen Brunkhorst, PLS

The city has completed survey of the five blocks of the project area and will provide to the Widseth team. If further additional survey is needed, the city would be able to collect and provide. If there is a need for additional survey data and the city is unable to provide that information, Widseth has an ample survey staff that could accomplish any need to collect if desired.

STREET LIGHTING SYSTEM

Lead: Jim Szustek

The existing roadway has an existing street lighting system on both sides of the roadway with standard cobra decorative luminaires with the poles located within the concrete sidewalk boulevard areas. The project scope does not specially callout for a new LED street lighting system to be designed for this project. Widseth and its subconsultant HKGi will be available to design any new LED lighting system or decorative pedestrian lighting system during the Streetscaping scoping process. The Widseth team will design any new system with the new current standards which will include the photometrics analysis for pole spacing. Rapidly changing LED technology and wide range in performance can be challenging without professional assistance. We as lighting designers will be able to develop a roadway lighting plan to take advantage of all the benefits LEDs offer. Deliverables: Widseth team will provide the design analysis and LED street lighting plan and quality computations and QA/QC documentation.

ADDITIONAL TASKS FOR CONSIDERATION

- The Widseth team will offer to design the Rose and Addison (city-owned) Parking lots adjacent to West Lyon Street.
- Enhanced plan review as part of our QMP. Widseth currently provides MnDOT with enhanced plan reviews by an independent technical team on projects where agency resources are limited. We can offer this same enhanced plan review to streamline agency comments and minimize review periods.
- Visualization / 3D Renderings. Widseth can provide full project renderings as needed to illustrate how the project will look and fit into the environment.

- Enhanced Public Engagement plan. We are ready to provide additional public engagement and outreach if needed to address needs during both design and construction phases.

DELIVERABLES

PROJECT MANAGEMENT

1. Provide monthly invoices and progress reports
2. Provide bi-weekly schedule updates
3. Attend kick-off meeting in the City of Marshall and provide agenda, content, minutes
4. Prepare agendas and facilitate the weekly update meetings by web conference
5. Prepare and distribute draft and final weekly meeting minutes
6. Schedule and facilitate project meetings, including meeting agendas and record of meeting
7. Action Items list with due dates
8. Updated Project Schedule on a monthly basis showing critical path items
9. Arrange for meeting space and conduct stakeholder open house and provide refreshments, handouts, exhibits, documents as needed
10. Minutes of feedback received from the public open house
11. Prepare an electronic copy of project issues list in Microsoft excel
12. Provide Quality Control Management and Assurance

TASK 1 - INTERSECTION CONTROL EVALUATION (ICE) STUDY AND REPORT

1. An Existing Conditions and Needs Assessment Memorandum
2. An Evaluation of Changing North 3rd Street from Two-Way Traffic to One-Way Traffic (moving from West Main Street to West Lyon Street) and Memorandum
3. A Draft ICE Report – Existing Conditions and Recommended Alternative(s)
4. Recommended Alternative and Draft Cost Estimate Report/Memo

TASK 2 – PRELIMINARY SCOPING AND DESIGN OF STREETSCAPING OF DOWNTOWN DISTRICT

1. A summary of Public Input Received via Public Outreach Sessions
2. Preliminary Layout of Aesthetic Treatments (Plan View) on both North 3rd Street and West Lyon Street Corridors
3. Potentially including a Preliminary Layout of Aesthetic Treatments (3D Rendering of Street Level View) on North 3rd Street Corridor
4. Preliminary Cost Estimate for Recommended Aesthetic Treatments

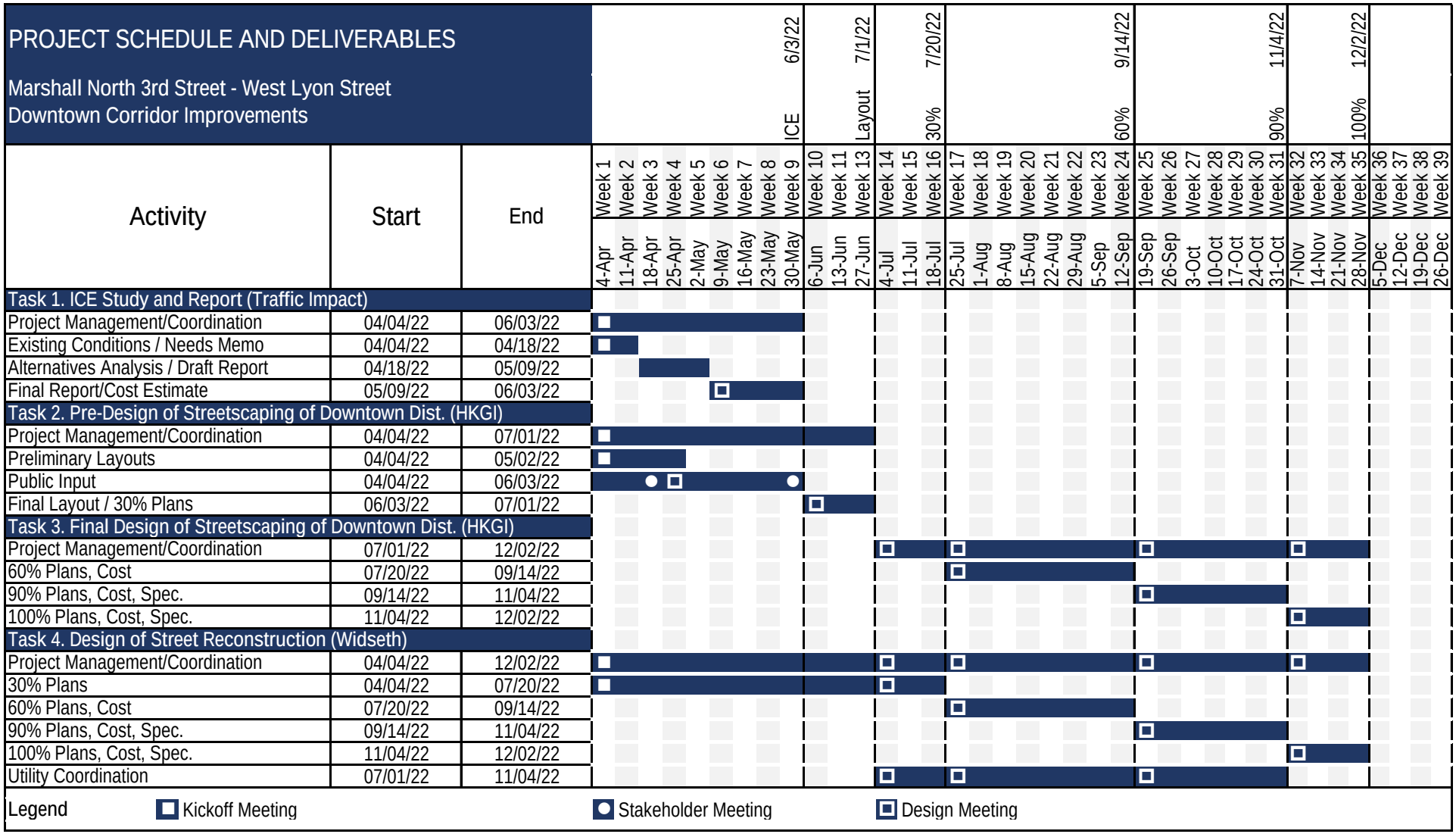
TASK 3 – FINAL DESIGN OF STREETSCAPING

1. Quantity Tabulation Sheet detailing construction project items and quantities for inclusion with the Reconstruction Project Plan Sheet package
2. Plan Sheets for inclusion with the Reconstruction Project Plan Sheet package
3. Detail Sheets detailing aesthetic features including but not limited to Dimensions, Materials, Colors, Finishes, and other necessary information for inclusion with the Reconstruction Project Plan Sheet package
4. Electrical Layouts and Wiring Diagrams for any electrical features within the corridor for inclusion with the Reconstruction Project Plan Sheet package
5. Necessary Special Provisions for aesthetic features for inclusion with the Reconstruction Project Manual

TASK 4 – DESIGN OF STREET RECONSTRUCTION PROJECT

1. Complete construction plan sheets and quantities (including 30%, 60%, and 90% preliminary plans)
2. Necessary Special Provisions (other than MnDOT Boiler Plate provisions)
3. Requested surfaces for construction and inspection purposes

PROJECT SCHEDULE



Activity	Start	End
Task 1. ICE Study and Report (Traffic Impact)		
Project Management/Coordination	04/04/22	06/03/22
Existing Conditions / Needs Memo	04/04/22	04/18/22
Alternatives Analysis / Draft Report	04/18/22	05/09/22
Final Report/Cost Estimate	05/09/22	06/03/22
Task 2. Pre-Design of Streetscaping of Downtown Dist. (HKGI)		
Project Management/Coordination	04/04/22	07/01/22
Preliminary Layouts	04/04/22	05/02/22
Public Input	04/04/22	06/03/22
Final Layout / 30% Plans	06/03/22	07/01/22
Task 3. Final Design of Streetscaping of Downtown Dist. (HKGI)		
Project Management/Coordination	07/01/22	12/02/22
60% Plans, Cost	07/20/22	09/14/22
90% Plans, Cost, Spec.	09/14/22	11/04/22
100% Plans, Cost, Spec.	11/04/22	12/02/22
Task 4. Design of Street Reconstruction (Widseth)		
Project Management/Coordination	04/04/22	12/02/22
30% Plans	04/04/22	07/20/22
60% Plans, Cost	07/20/22	09/14/22
90% Plans, Cost, Spec.	09/14/22	11/04/22
100% Plans, Cost, Spec.	11/04/22	12/02/22
Utility Coordination	07/01/22	11/04/22

CONFLICT OF INTEREST

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

Having had the opportunity to review the Organizational Conflict of Interest Checklist, the proposer hereby indicates that it has, to the best of its knowledge and belief:

☒ Determined that no potential organizational conflict of interest exists.

☐ Determined that a potential organizational conflict of interest exists, as follows:

Describe nature of potential conflict:

Describe measures proposed to mitigate the potential conflict:

March 3, 2022

Signature Date

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure form with City of Marshall contract personnel.

Name Phone

INSURANCE AND INDEMNIFICATION

Sample insurance certificates for Professional Liability, Commercial Liability, and Cyber Liability follow.

The consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the client, its officers, directors and employees (collectively, client) against all damages or liabilities, to the extent caused by the consultant's negligent performance of professional services under this agreement and that of its subconsultants or anyone for whom the consultant is legally liable.

The client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the consultant, its officers, directors, employees, and subconsultants (collectively, consultant) against all damages or liabilities, to the extent caused by the client's negligent acts, errors or omissions in connection with the project as well as the acts, errors, or omissions of its contractors, subcontractors or consultants or anyone for whom the client is legally liable.

Neither the client nor the consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Jeanne Danmeier	
H. Robert Anderson and Associates, Inc. 8201 Norman Center Drive Suite 220 Bloomington MN 55437	PHONE (A/C, No, Ext): (952) 893-1933	FAX (A/C, No): (952) 893-1819
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: XL Specialty Insurance Co.	37885
INSURED Widseth Smith Nolting & Associates Inc. 216 South Main Street P. O. Box 458 Crookston MN 56716	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 2021-2022 1 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N/A (Mandatory In NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability			DPR9954689	01/22/2021	01/22/2022	Each Claim/	$3,000,000
							Each Policy Year	$3,000,000
							Aggregate	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate or memorandum of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Theresa M. Anderson

WIDSSMI-01 HCARLSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/28/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Heather Carlson	
Zimny Insurance Agency, Inc. 1103 Broadway Ste. 100 Alexandria, MN 56308	PHONE (A/C, No, Ext): (320) 421-9113	FAX (A/C, No): (320) 762-5433
	E-MAIL ADDRESS: heatherc@zimnyins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : SECURA	22543
INSURED Widseth, Smith, Nolting & Associates, Inc. 216 S Main St Crookston, MN 56716	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:	X	X	BP3299234	2/1/2021	2/1/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY	X	X	A3299235	2/1/2021	2/1/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000
A	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED X RETENTION $ 0			CU3300002	2/1/2021	2/1/2022	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	X	WC3299236	2/1/2021	2/1/2022	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is included as additional insured when required in a written contract. Waiver of Subrogation applies when required in a written contract.

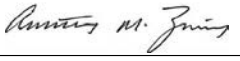
CERTIFICATE HOLDER

To Whom It May Concern

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



WIDSSMI-01 CLPLUMLEE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/12/2021

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PRODUCER	CONTACT NAME:	
Bremer Insurance Agencies, Inc. 720 Broadway Street Alexandria, MN 56308	PHONE (A/C, No, Ext): (888) 430-2760	FAX (A/C, No): (651) 450-5158
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Travelers Casualty & Surety Company of America	31194
INSURED Widseth, Smith, Nolting & Associates Inc. 216 South Main St Crookston, MN 56716	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION$							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Cyber Liability			106876103	2/20/2021	2/20/2022	Cyber Limit	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

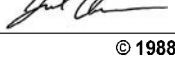
CERTIFICATE HOLDER

Widseth, Smith, Nolting & Associates Inc
216 South Main Street
Crookston, MN 56716

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



APPENDIX

WiDSETH

QUALITY MANAGEMENT PLAN

A full Quality Management Plan (QMP) will be prepared upon Notice to Proceed specifically for the preparation of detailed design for the North 3rd Street - West Lyon Street Downtown Corridor Improvements project. The intent of this shortened QMP is to describe the procedures used to transmit accurate and quality submittals for every required deliverable in the contract based on Widseth's Quality Management Process. This QMP will identify the key individuals and roles necessary for the delivery of quality products. All members of the project team will be trained in the quality procedures for this project. Quality is achieved with adequate planning, scoping, communication and coordination, supervision, and technical direction. Adequate time will be provided in the schedule for thorough reviews and all project staff working on this project (three-week reviews) will have the appropriate skills and experience necessary to complete their respective tasks. An **Electronic Bluebeam detailed checking and documentation process** will be utilized to verify that the form and content of the specific deliverable at each milestone conform to the appropriate Widseth guidelines and standards.

The Quality Assurance/Quality Control Manager – Bob Busch will be responsible for initiating the QA/QC process, coordinating with all the appropriate discipline groups and other agencies, monitoring checking procedures, and ultimately ensuring that the standard of quality established for the project is maintained. He will also perform an audit role.

Bob will be responsible for overseeing the review program for all project review tasks. He will perform quality control on all submittals and complete an electronic Bluebeam verification process before documents are submitted to the city.

All **Designers** and **Originators** of plans or documents will have the primary responsibility for the accuracy and completeness of the documents they prepare and for incorporating Checker's or Reviewer's comments.

All **Checkers** are qualified team members that will be responsible for reviewing the Designer's assumptions, input and output data, math, and spelling to ensure that the plan or document is prepared according to the regulatory requirements/standards.

Bob Busch will also serve as the Independent Reviewer for this project. He will be responsible for ensuring that the solution assigned meets project and standard of practice requirements. The Independent Reviewer often identifies means of adding value to the design and resolving conflicts in a manner that reflects their extensive experience through an **Independent Technical Review or Discipline Coordination Review** procedure.

Constructibility Reviewers – Bob Busch will be responsible for ensuring the deliverable reflects design or procedures that do not unnecessarily impede construction activities and reflect any simplifications or savings associated with construction methods of which the Designer may not be aware.

CHECKING PROCEDURE

QUALITY ASSURANCE/QUALITY CONTROL MANAGER - BOB BUSCH

Originator	Checker	Corrector	Backchecker	Verifier
Design Technicians	Design Engineers	Design Technicians	Design Engineers	Design Engineers
Jim Krueger	Jeff Kuhn	Jim Krueger	Jeff Kuhn	Bob Busch
Mark Anderson	Nick Koos	Mark Anderson	Nick Koos	Jeff Kuhn
Gary Moorman	Others	Gary Moorman	Others	Nick Koos
Jacob Ekola		Jacob Ekola		Others

WiDSETH

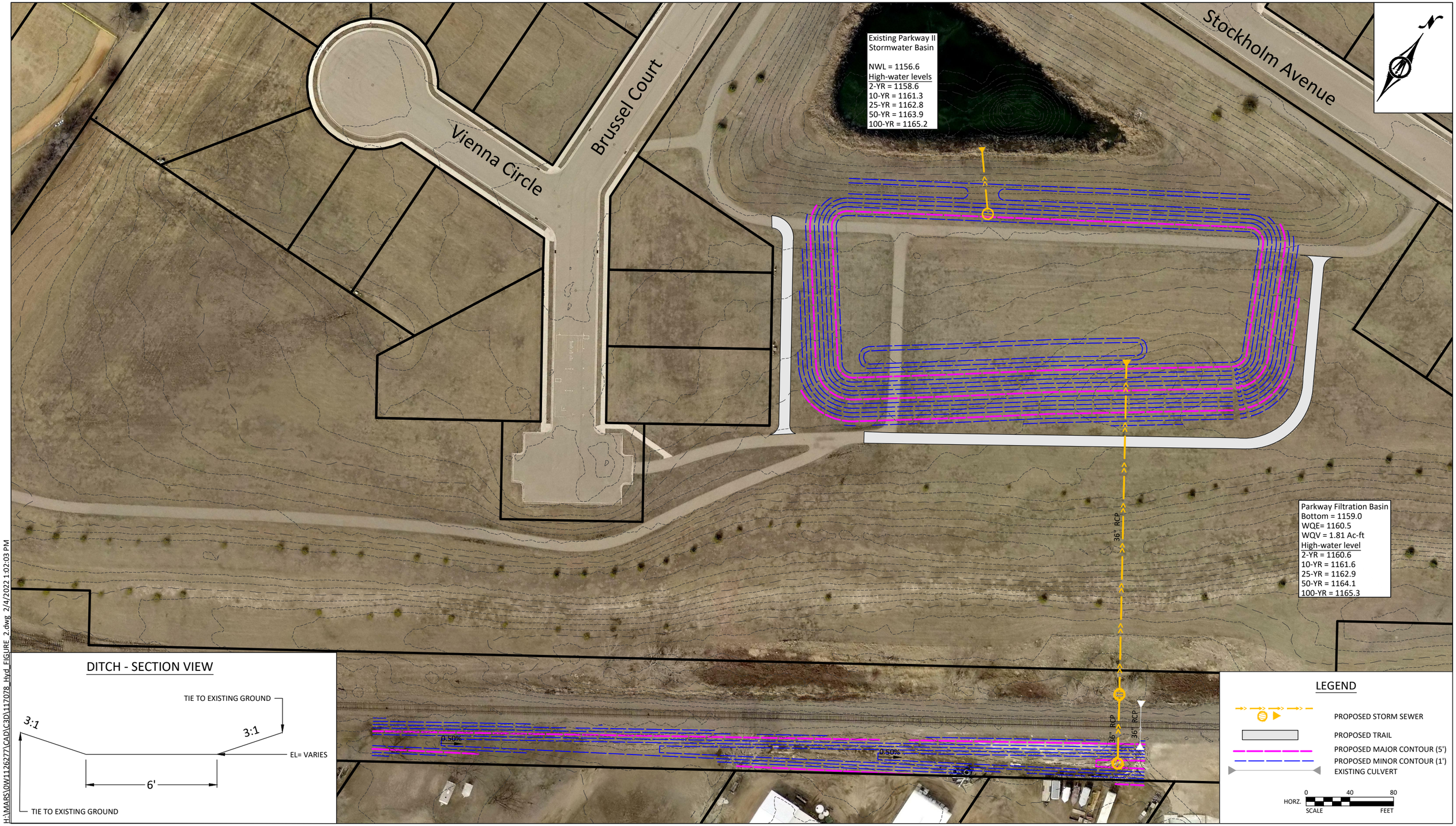
ARCHITECTS ▪ ENGINEERS
SCIENTISTS ▪ SURVEYORS

Alexandria | Bemidji | Brainerd | Crookston | East Grand Forks | Grand Forks | Mankato | Rochester | Wyoming

Widseth.com

CITY OF MARSHALL
AGENDA ITEM REPORT

Meeting Date:	Tuesday, March 8, 2022
Category:	INFORMATION ONLY
Type:	INFO
Subject:	SWM-002 Legion Field Stormwater Improvements Project – Phase II.
Background Information:	In 2019, Bolton & Menk completed the Legion Field Stormwater Study to identify solutions for the frequent flooding that occurs in the Legion Field Road area. The area is marked by significant development and land coverage with minimal stormwater management facilities and undersized piping. The study identified three different phases of improvements, including the 2020 Phase I Legion Field ponding improvement that included a detention basin between the homes on Legion Field Road and Buffalo Ridge Concrete and a basin in Legion Field Park. The proposed Phase II improvements include a new pipe crossing of the railroad tracks and a ponding improvement north of the tracks and south of the Parkway Addition to manage the stormwater runoff from the developed land south of the BNSF railroad tracks. The developed industrial area south of the railroad tracks has been nearly completely covered by impervious surfacing for many decades, and the development pre-dated current requirements for on-site stormwater management. This resulted in development that sheds stormwater quickly without managing the volume of stormwater runoff that is generated. The City of Marshall has contracted with Bolton & Menk to provide project scoping and design services for the proposed stormwater improvements. Staff has been coordinating efforts with Bolton & Menk to review concepts and provide comments. The most current version of the pond design is included with the packet for review. Staff anticipates presenting a completed design in late spring 2022 to the PI/T Committee for their review and recommendation to the City Council. Staff is anticipating advertisement of the project in May 2022.
Fiscal Impact:	No fiscal impact at this time.
Alternative/ Variations:	
Recommendation:	



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