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## Scope of Work

### 1. Project Overview

#### 1.1. General Statement of Scope of Work

Contractor will lead the process to develop a preferred alternative and preliminary design for a roadway project with associated multimodal improvements along Trunk Highway (TH) 55 (Olson Memorial Highway) from the Bassett Creek Culvert (Bridge ID 5908) just west of the Burlington Northern Santa Fe (BNSF) railroad to Oak Lake Avenue in the City of Minneapolis (the project area).

Contractor will address and to the extent possible incorporate into the project process and preliminary design the following:

- i. State's planning goals and regulations for Complete Streets, including [Minnesota Statutes Section 174.75](#); [MnDOT's Complete Street Policy](#) updated 10/31/2022; and [MnDOT's Complete Streets Handbook](#).
- ii. City of Minneapolis transportation goals for the project area as expressed in, but not limited to, the [City of Minneapolis Transportation Action Plan](#) and agency communication and coordination.
- iii. Decisions of the [Hwy 55 Planning Study](#) expected to be substantially complete in Spring 2024 that apply to the project area.

Contractor scope described in this document includes:

- a. Conducting public engagement with the users of TH 55, freight, bike and pedestrian, transit, commuters, and other travelers and stakeholders at appropriate intervals to support the identification of a preferred alternative and develop the preliminary complete streets design.
- b. Identifying and addressing stormwater management and vegetation management/preservation considerations.
- c. Develop a Memorandum of Understanding (MOU) with the City of Minneapolis, Upper Mississippi River Watershed Management Organization, and Bassett Creek Watershed Management Commission for a program to address known stormwater and environmental challenges in the project area. This MOU will be the basis for stormwater treatment measures in the subsequent final design and supersede city and state stormwater permitting requirements.
- d. Identifying and addressing environmental risks.
- e. Developing a preferred alternative with cost estimates to a level of preliminary design that is sufficient to produce a scope of work for a final design contract with anticipated start of construction in calendar year 2028.
- f. If necessary, obtaining Municipal consent for the preferred alternative – Municipal consent may be necessary to eliminate project risks to meet a letting in Fiscal year (FY) 2028.
- g. Review utility information and identify Subsurface Utility Engineering (SUE) utility surveys necessary to deliver the project.
- h. Updating Scoping Report to reflect new work complete.
- i. Coordinate with other consultant teams contracted by the state or local agencies

who are working on related planning activities on TH 55.

## **1.2. Project Background**

1.2.1. Location: TH 55 from the Bassett Creek Culvert (Bridge ID 5908) just west of the BNSF railroad to Oak Lake Avenue in Minneapolis. The project was originally scoped for a bituminous mill & overlay, sidewalks, Americans with Disabilities Act (ADA), bridge rehabilitation (replacement of bridge 5908 and redeck of bridge 27785), bikeway construction, and signal replacement, and it was decided this project did not meet the local community's needs. A planning study is underway. The results from the planning study are to be substantially complete Summer 2024.

1.2.2. Additional background: This section of TH 55 was previously the route for Metro Transit's Blue Line Light Rail Transit (BLRT) project, which has subsequently been rerouted. There have been significant levels of public engagement on this corridor over the past decade related to transportation and related land use impacts. [The City of Minneapolis has passed a resolution](#) expressing a desire for changes on the corridor.

1.2.3. State was awarded a Federal Reconnecting Communities and Neighborhoods (RCN) grant in March 2023 to support continued transportation planning and design on TH 55 in Minneapolis, and to work in partnership with communities along TH 55 to identify how transportation can support local sustainable land uses and proactively identify and implement anti-displacement strategies. State anticipates working with partner agencies to develop a separate scope of work that will support local sustainable land uses and proactively addresses anti-displacement (henceforth described as the "RCN Land Use Contract"). Our Streets Minneapolis, a local non-profit, also received an RCN grant for planning work on TH 55. The selected Contractor will assist State in coordinating with both Our Streets and the Land Use Contract on technical and public engagement activities.

## **1.3. Milestones and Contract Completion Timeline**

- 1.3.1. Project Kickoff Meeting – September 1, 2024
- 1.3.2. Planning Study Review and Summary Meeting – October 1, 2024
- 1.3.3. Preliminary Alternatives (three Options Proposed) – November 15, 2024
- 1.3.4. Preliminary Stormwater Design January 15, 2024
- 1.3.5. Public Engagement Planning Internal Kickoff Meeting – December 1, 2024
- 1.3.6. Public Engagement Starts – February 1, 2025
- 1.3.7. Alternative Selected – October 31, 2025
- 1.3.8. Prepare Scoping Document – January 31, 2026
- 1.3.9. Preliminary Design Completed with Cost Estimates – February 28, 2026
- 1.3.10. Public Engagement Complete – March 31, 2026
- 1.3.11. Municipal Consent Achieved (If Necessary) – March 31, 2026

## **2. Project Management (Source Type 1010)**

### **2.1. Project Coordination and Administration**

- 2.1.1. Project management includes work necessary for communicating and completing the project

tasks on time and within budget. Contractor must not reassign the project manager or their primary duties without the written consent of the State's project manager. Contractor's staff must have the training and expertise necessary for the work tasks to which they are assigned.

2.1.2. Contractor will:

- a. Prepare invoices accompanied by:
  - i. A cover letter explaining the general status of the project, including at a minimum the work completed to date, the anticipated remaining efforts, and required schedule changes.
  - ii. Progress report form
  - iii. Supporting data for direct expenses
- b. Manage, coordinate, direct, and monitor subcontractor services, including reviewing progress reports, deliverables, schedule, and invoices.
- c. Store all deliverables in an organized electronic document management system and make deliverables available upon request to the State's project manager whether the file is incomplete, in draft form, or the final deliverable using ProjectWise. The State will provide restricted access to a ProjectWise document center for use as the project file transfer vehicle and repository.
- d. In Coordination with the State's project manager, Contractor will create a comprehensive online project management hub (e.g., Sharepoint or Basecamp) that functions as a shared repository of all current and previous communications and public engagement plans and planning documents, stakeholder and response tracking documents, engagement project team check-in meeting minutes, stakeholder meeting minutes, communications and engagement draft and final deliverables, outreach event notes and survey data, etc. At completion of project, Contractor will move all relevant information to a mutually agreed upon State file storage location.
- e. Lead coordination with other governmental agencies as required for data collection, regulatory requirements, and other needs. This is supplemental coordination beyond that explicitly called for elsewhere in this scope. These activities include communications via phone, email, and written correspondence.
- f. A tracking spreadsheet will be used to list and track issues that develop during the project that either need resolution or implementation. The tracking spreadsheet must prioritize issues for due dates and amount of risk to schedule and construction budget. For example, the State's project manager may send an email to Contractor stating that an issue needs to be resolved or completed. Contractor must log that issue and track it until it is marked completed. Contractor will review the list with the State's project manager at the monthly progress meetings.

2.1.3. Contractor's Deliverables:

- a. Monthly invoices and progress reports
- b. Subcontractor status reports included with monthly invoices and progress reports
- c. Summary memorandums with State's project manager
- d. Projectwise organization memorandum
- e. Additional Project Coordination for data collection, regulatory requirements, and

- other needs
- f. Online project management hub
- g. Issue resolution tracking spreadsheet
- h. Agency correspondence

## **2.2. Project Meetings**

### **2.2.1. Kickoff Meeting and Project Team Meetings**

Contractor will schedule and facilitate a project kickoff meeting to confirm the basic project objectives, solidify a work plan, and obtain consensus on the project requirements. The meeting will be held at a mutually agreeable location, with a virtual option available for those not able to travel. Contractor will prepare the agenda and distribute draft and a final meeting summary.

Contractor will hold weekly meetings with the State's project manager to provide updates on project. The meeting will be held at a mutually agreeable location, with a virtual option available for those not able to travel. Contractor will provide an agenda for these meetings and develop a draft and final meeting summary for each meeting.

#### **2.2.1.1. Contractor's Deliverables:**

- a. Project kick-off meeting
- b. Weekly project update meetings with State's project manager
- c. Meeting agendas and meeting summaries.

### **2.2.2. Project Management Team (PMT) Meetings**

Contractor will facilitate 24 monthly PMT meetings with the State's project manager and other personnel as identified by the State's project manager. The intent of the PMT is to review overall project progress and to discuss issues that are not resolved at the design level. The PMT meetings are intended to provide a management-level view of project development.

At the first PMT meeting, Contractor will prepare and organize a presentation which summarizes the work of the planning study, the understandings from the planning study, unresolved issues, and recommendations from the planning study, this summary will be the basis of the TH 55 Complete Streets design. The purpose of subsequent PMTs will vary and will include topics such as design coordination and review, coordination with other agencies, and other issues as agreed to by the State's project manager.

2.2.2.1. Contractor will develop meeting invites, materials, agenda, and draft and final meeting summaries for each meeting.

#### **2.2.2.2. Contractor's Deliverables:**

- a. Meeting invite, materials, agenda, and draft and final meeting summaries for each meeting (no later than 5 business days after each meeting and final meeting summary no later than 10 business days after each meeting)
- b. Attend and facilitate 24 PMT meetings.

## **2.3. Technical Advisory Committee (TAC)**

2.3.1.1. Contractor will:

- a. Attend and facilitate up to 24 meetings with the TAC.
- b. Prepare and distribute concise draft meeting summary no later than 5 business days after each meeting and final meeting summary no later than 10 business days after each meeting. Number of Contractor attendees is assumed to be four for budgeting purposes; this accounts for times that more or less staff are needed for these meetings.
- c. Meetings are anticipated to be monthly, although additional meetings maybe needed at certain times. Provide agenda, content, and meeting summary.
- d. The venues of the meetings may/may not be virtual and in person. The venue must be discussed and approved by the State.

2.3.2. Contractor's Deliverable:

- a. Meeting invite, materials, agenda, facilitation and draft and final meeting summaries for each meeting (24 meetings total).

**2.4. Policy Advisory Committee (PAC)**

2.4.1. Contractor will

- a. Provide at least one senior team member to attend/support up to five PAC meetings each, and (as identified by the State project manager) present information about the project.
- b. Facilitate stakeholder coordination with a PAC representing local elected and appointed officials within the study area. PAC members have been identified during previous planning efforts. The PAC will meet up to five times throughout project development to discuss updates and deliverables. Contractor will schedule meetings, prepare materials, facilitate meetings in coordination with State staff, and summarize activities for each PAC meeting.
- c. The venues of the meetings may/may not be virtual and in person. The venue must be discussed and approved by the State

2.4.2. Contractor's Deliverable:

- a. Meeting invite, materials, agenda, facilitation and draft and final meeting summaries for each meeting (five meetings total).

**2.5. Local Officials Briefings**

2.5.1. Contractor will:

- a. Conduct up to 18 briefings, conversations, or meetings (assume 60 minutes for each) with area elected officials (city councilmembers and county commissioners, etc.), appointed committee and/or commission members, and city and county staff members to provide project updates on project background, purpose, process, schedule, public communication and engagement, alternative evaluation and preliminary design concepts, express project limitations, as well as elicit feedback and equip them to accurately talk the about the project in the community. Meetings should be coordinated with TAC members from the appropriate agency.

- i. May include coordination with elected and appointed bodies from jurisdictions outside of the project area that may be interested in the outcome of the project, such as neighboring City Council's.
- b. Provide at least one senior team member to attend/support these briefings, conversations, or meetings. Contractor will work with State to identify and coordinate appropriate venues and meeting times.
- c. Produce presentations and/or other relevant materials (such as handouts) with content tailored to the community/elected body or advisory group for which briefings take place. This task includes agendas, material development, attendance log, and meeting minutes or summary.

**2.5.2. Contractor's Deliverables:**

- a. Attendance at up to 18 meetings with the elected officials, elected bodies, or appointed officials, and/or appointed bodies in the project area with one senior team member attending to assist State in giving presentations.
- b. Coordination and support for up to 18 briefings, conversations, or meetings.
- c. For up to 18 briefings, written material including agendas, meeting material content (powerpoints, handouts, etc.), attendance log, and meeting minutes or summary. Written materials for these meetings will be available at least five business days before the meetings. Distribute draft meeting summary no later than five business days after each meeting and final meeting summary no later than 10 business days after each meeting.

**2.6. Cost Participation Agreements**

2.6.1. In coordination with the State's Project Manager, Contractor will develop preliminary cost participation agreements with the City of Minneapolis, Hennepin County, and any other entity that will be contributing funds to a future project as identified in State's Cost Participation and Maintenance with Local Units of Government Manual. Preliminary cost participation agreements are to be developed and submitted to government partners that clearly state each agency's financial obligations to the project. The preliminary agreements will state the amount and timing of any financial obligations, and it will include the individual assets which are triggering the cost participation by a government partner. Contractor will also attend up to six meetings with staff from State and local government partners to discuss the preliminary cost participation agreements.

**2.6.2. Contractor's Deliverables:**

- a. Develop preliminary cost participation agreements with the City of Minneapolis, Hennepin County, and any other entity that will be contributing funds to a future project.
- b. Attend up to up to six meetings with staff from State and local government partners to discuss the preliminary cost participation agreements

**2.7. Coordination meetings with RCN Land Use Contract**

2.7.1. As directed by the state project manager, Contractor will hold up to 48 recurring meetings with Contractors for the RCN Land Use Contract staff working on Land Use elements on TH 55 to ensure that separate contracts are coordinating appropriately. As part of these meetings, Contractor will develop meeting invites, materials, agenda, and draft and final meeting summaries for each meeting.

2.7.2. Contractor's Deliverables:

- a. Meeting invite, materials, agenda, and draft and final meeting summaries for each meeting (no later than 5 business days after each meeting and final meeting summary no later than 10 business days after each meeting)
- b. Attend up to 48 meetings.

**2.8. Coordination with Our Streets Federal Grant Contractors**

2.8.1. As directed by the State project manager, Contractor and state project manager will hold up to 48 meetings with Our Streets staff and/or their Contractors working on Our Streets' RCN grant to discuss technical analysis and public engagement of State's work and Our Streets work. As part of these meetings, Contractor will develop meeting invites, materials, agenda, and draft and final meeting summaries for each meeting.

2.8.2. Contractor's Deliverables:

- a. Meeting invite, materials, agenda, and draft and final meeting summaries for each meeting (no later than 5 business days after each meeting and final meeting summary no later than 10 business days after each meeting)
- b. Attend up to 48 meetings.

**2.9. Work Plan and Schedule**

2.9.1. Schedule Management

2.9.1.1. If needed, the State will provide a portable document format (PDF) of the schedule with all State Work Packages included in the schedule and will include the State's P6 Work Packages Dictionary. If needed, the State will maintain the official schedule on State servers to be updated manually based on Contractor recommendations.

2.9.1.2. Contractor will manage the schedule by:

- a. Providing monthly schedule updates to the State's project manager either by marking up a PDF copy of the schedule or by providing a report describing the schedule updates needed.
- b. Determining if any activities owned by Contractor need to have their percent complete and remaining duration updated.
- c. Contacting persons responsible for each activity to determine the actual percent complete. State staff will update their own activities and provide updates to Contractor.
- d. Examining the schedule and determine what activities need to start work, need to show progress in work, or need to be completed within a month.
- e. Determining if committed resources, either Contractor's or the State's, are still dedicated to the project and schedule and report resource discrepancies if they occur.
- f. Communicating schedule update information with activity owners as needed and determine if additional activities need to be added to the schedule.
- g. Sending recommended updates to the State's project manager for review.



2.9.1.3. Contractor's Deliverables:

- a. Monthly schedule updates to the State's project manager
- b. Recovery schedule recommendation

**3. Planning Study Review, Field Visit, and Context Guide**

The purpose of this task is to summarize the knowledge and understandings from the planning study, the ADA design completed by Rani and constructed in 2023, recent restriping completed in 2023, a scoping ADA field walk completed previously, the recently updated project scoping report, and a field walk completed by the Contractor.

This task assumes decisions of the Hwy 55 Planning Study are substantially complete in Spring 2024 that apply to the project area, and the studies and reports generated from the planning study will be provided. The data from the ADA Design and corridor restriping was completed in 2023 is available on the State's Projectwise system.

**3.1. The State will provide the following items:**

- a. Reports and deliverables generated from the planning study.
- b. Current version of context guide for corridor
- c. Plans for recently completed work on corridor (ADA, restriping)
- d. Current version of scoping memo
- e. Intersection count data with information on cars, trucks, pedestrians, and bikes

**3.2. Contractor will**

- a. Collect, organize, and summarize the data from the previous studies to identify opportunities to efficiently use the previous data and develop an understanding of additional data which should be collected for the project.
- b. Visit the corridor with their team; TAC members and other State staff members to obtain a thorough understanding of the corridor. This task will help communicate the corridors use cases and challenges to those involved with developing a complete streets design.
  - i. Obtain Geographic Information System (GIS) referenced photos of the users of the corridor, observing the users' movements within the corridor including and not limited to industry, pedestrian, and bicycle movements.
  - ii. Review and identify business and industrial users of the corridor including the shipping industry. In coordination with the State's project manager, work with the Office of Freight and Commercial Vehicles to present information on the project to the Minnesota Freight Advisory Committee or other relevant freight advisory committees.
- c. Organize and/or perform an ADA field walk with State's ADA Unit. State's ADA unit provides department support for the design and construction of accessible facilities in State's right of way (ROW) and policy direction for State on how to implement the ADA.
- d. Review the City of Minneapolis transportation goals for the project area as expressed in, but not limited to, the [City of Minneapolis Transportation Action Plan](#).
- e. Review existing and proposed land uses for the corridor

- f. Review and define heavy commercial vehicle operations in the corridor –to determine where heavy commercial vehicles (WB-62) need to control the design.
- g. Review vehicle, transit, walking, and biking data for the corridor.
- h. Identify data which should be collected to help with developing a complete streets design.
- i. Review the existing context guide for the corridor and update as needed to match State context guide template.
- j. Review most recent scoping report and Complete Streets Report.
- k. Develop a project charter, A project charter is a short, straightforward document that serves as the foundation for a project. The project charter functions as both the project’s internal marketing tool and reference guide.
  - i. Everything that stakeholders need to know about why a project needs to happen should be contained within the project charter. This document:
  - ii. Draws up the business case
  - iii. Outlines the benefits
  - iv. Identifies the resources needed to carry it out
  - v. A charter should contain all the details decision-makers need to know.

### **3.3. Contractor’s Deliverables:**

- a. Updated Context Guide which summarizes the corridor’s use, users of the corridor and challenges for the users of the corridor.
- b. Project charter to guide the design of the corridor.

## **4. Communications and Public Engagement**

Prior studies as well as community-led initiatives have already initiated robust public engagement efforts in the area. This project aims to move seamlessly into engagement efforts from earlier studies into selection of a preferred alternative and preliminary design to maintain momentum and embrace the relationships and partnerships built with community stakeholders over the past two years while bridging gaps that remain. The area along the highway is rich with distinct stakeholders, projects, and issues. State is dedicated to continuing a meaningful, inclusive, and iterative approach to community engagement using non-traditional and creative approaches to engage community members and stakeholders, including those who are hard-to-reach. It is vital that the right engagement tactics are used to reach the intended audience, and ensure stakeholders know that State has heard their feedback and understand how the agency will use it to inform the proposed study.

The public engagement plan for this project will include focusing on stakeholders within the study area with tactics such as one-on-one meetings, targeted and trusted outreach to underrepresented groups and populations, and advisory committees. There will also be a broader reach to the public and advocacy groups, reflecting the regional significance of the area connections. Public messaging will be focused on equity in outreach: being sensitive to needs for ADA accessibility, alternative languages, and formats, and trusted outreach to

underrepresented groups and populations.

Contractor will possess expertise in communications, public engagement, multi-agency partners, relationship management, business outreach, community/public relations, government relations, crisis communication, and production of high-quality graphics and content. Contractor is strongly encouraged to sub-contract portions of Task 4 (Communications and Engagement) to firms with connections to the project area, City of Minneapolis or Hennepin County and who have experience with engaging community members who are not traditionally involved in transportation decision making, including individuals and communities who are Black, Indigenous, and people of color (BIPOC), low-income, renters, and primarily speak languages other than English are strongly encouraged. Contractor is also strongly encouraged to sub-contract portions of tasks 4.6 (stakeholder engagement), 4.7 (outreach/pop-up's) and 4.9 (storytelling) to a local public arts organization or local public artist(s) with connections to the project area, City of Minneapolis, or Hennepin County. Contractor is encouraged to sub-contract portions of Task 4.5 (Political Affairs/Government Affairs) to a government affair, public relations, or crisis communications specialty firm if they don't possess these areas of expertise.

There are three planned rounds of public engagement for this work.

#### **4.1. Communications and engagement kickoff meeting and check-in meetings**

##### **4.1.1. Communications and engagement kickoff meeting and check-in meetings**

- a. Schedule and facilitate a communications and engagement kickoff meeting with State's project manager and communications and engagement staff to confirm the task area objectives, solidify a work plan, and obtain consensus on the task requirements. The meeting will be held at a mutually agreeable location or virtually. Contractor will prepare the agenda and distribute draft and a final meeting summary. This communications and engagement kick-off meetings is separate from the general kick-off meeting identified in Task 2.2.1.
- b. Hold up to 48 bi-weekly meetings with the State's project manager and communications and engagement staff as needed to provide updates on project. The meeting will be held at a mutually agreeable location or virtually. Contractor will provide an agenda for these meetings and develop a draft and final meeting summary for each meeting. These meetings are separate from those identified in Task 2.2.1.

##### **4.1.2. Contractor's Deliverables:**

- a. Communications and engagement kick-off meeting.
- b. Bi-weekly communications and engagement meetings with State's project manager and key staff as needed.
- c. Meeting invite, materials, agenda, and draft and final meeting summaries for each meeting (no later than 5 business days after each meeting and final meeting summary no later than 10 business days after each meeting)

#### **4.2. Communications and Public Engagement Strategy Planning Workshop**

##### **4.2.1. Contractor will:**

- a. Organize and host a two-hour communications and public engagement strategy workshop within 20 calendar days after contract award with key State staff including but not limited to project managers, area staff and communication and engagement staff identified by the State. Coordinate with state project manager to identify if staff from other agencies or community-based organization partners (Task 4.8) should also be invited. The purpose of this planning workshop is to:
  - i. Review and discuss communications and engagement efforts, strategies and lessons learned from the [2022-2024 Hwy 55/Olson Memorial Hwy Multimodal Study \(Olson Memorial Hwy Study\)](#) with study staff and new project staff.
  - ii. Start to identify key stakeholders in the project's geographic area and existing relationships between agencies and these stakeholders.
  - iii. Brainstorm creative strategies that inform, educate, and engage the community in a way that builds off the efforts of and fills the gaps of the Hwy 55 planning study, as it relates to this project's geographic area, as well as communications and engagement strategies that meet the specific needs of this project.
- b. Contractor will use lessons learned from the planning study that were discussed and ideas generated from the planning workshop to create the Communications and Public Engagement Plan (Task 4.3) for this project.
- c. Create agenda and discussion questions, presentation slides, handouts, documents, activities, etc. needed for the workshop. State will provide necessary materials from the planning study to accomplish this task.

4.2.2. Contractor's Deliverables:

- a. Up to a two-hour communications and public engagement strategy workshop.
- b. Creation of agenda and discussion questions, presentation slides, handouts and documents needed for the workshop. Materials for these meetings will be available at least seven calendar days before the meetings. Distribute draft meeting summary no later than five business days after the meeting.

**4.3. Communications and Public Engagement Plan**

4.3.1. Contractor will:

- a. Create and submit within 30 days after the Communications and Engagement Strategy Workshop (Task 4.2), a draft Communications and Public Engagement Plan that is consistent with [MnDOT public engagement guidance](#), [MnDOT's Public Engagement Policy](#), [MnDOT's Public Engagement Planning Handbook](#) and public engagement best practices. The plan should include project overview, clear, measurable and audience specific communications and engagement goals and objectives, key messages and talking points, creative engagement tools and tactics to meet goals, and an anticipated project and task schedule. The plan should include quantitative and qualitative measures to gauge communications and engagement progress and impact (i.e., numbers of contacts, engagements, survey responses, demographics). The plan should include strategies to meaningfully engage people and transportation users who are not traditionally involved in transportation decision

making, including individuals and communities who are BIPOC, low-income, renters, and primarily speak languages other than English.

- b. The plan should include a review of engagement efforts from the TH 55 Planning Study and develop strategies that inform, educate, and engage the community in a way that builds off the efforts of and fills the gaps of the TH 55 planning study, as it relates to this project's geographic area, as well as communications and engagement strategies that meet the specific needs of this project. Contractor will use lessons learned from the planning study and ideas generated from the Communications and Public Engagement Strategy Planning Workshop (Task 4.2) to create the communications and engagement plan for this project.
- c. The plan should identify existing relationships between State and key stakeholders on the corridor, and note preferences, concerns, or other relevant information that these stakeholders have previously shared with State staff during the TH 55 planning study. Plan should include how State will continue to maintain and build these and other important relationships with key stakeholders.
- d. This document will remain a living document through the duration of the project to allow flexibility to meet communications and engagement needs. As the project proceeds, Contractor should update the plan as needed to propose and refine approaches and activities to achieve robust and meaningful stakeholder engagement and cost effectiveness.

4.3.2. Contractor's Deliverables:

- a. Draft Communications and Public Engagement Plan within 30 days of Communications and Engagement Strategy Workshop (Task 4.2). State will review and provide updates with mutually agreed upon submittal and review periods. A final initial Communications and Public Engagement Plan will be submitted with comments incorporated.
- b. Anticipate at least two additional reviews and updates to the Communications and Public Engagement plan to occur after the two phases of engagement. Other minor changes to be made as needed.
- c. Content will be consistent with [MnDOT public engagement guidance](#), [MnDOT's Public Engagement Policy](#), [MnDOT's Public Engagement Planning Handbook](#) and public engagement best practices.

**4.4. Stakeholder identification and database**

4.4.1. Contractor will:

- a. Work with State to identify and describe groups of corridor users and stakeholders (business owners, employees, and customers and business associations; area residents, renters/tenants and property owners; drivers; bicyclists, pedestrians, transit users; mass transit agencies and companies; freight haulers and companies, intermodal carriers; school districts; emergency services; federal, state, regional, county and municipal agencies and governments; transportation management organizations; places of worship and faith-based organizations; youth organizations, advocacy groups, neighborhood and community based organizations and non-profits) as well as members of adjacent communities who are affected by plans or work on

corridor.

- b. Identify existing relationships between State and key stakeholders on the corridor, and note preferences, concerns, or other relevant information that these stakeholders have previously shared with State staff during the TH 55 planning study. This task will include identifying any additional stakeholders that were not included during the planning study.
- c. Create equity analysis to ensure all are included.
- d. For each group, the stakeholder identification process will include gathering information on:
  - i. Expectations, history, relationships, preferences, and relevant concerns.
  - ii. Use of and relationship to the project area.
  - iii. Differences and similarities with and among stakeholder groups.
  - iv. Preferred methods and channels of communication and engagement, especially for individuals who are traditionally underrepresented in planning processes.
  - v. Interests, influence, level of participation relative to the project.
  - vi. Conflict and risk assessment.
- e. Generate and maintain the list of individuals and groups identified in the stakeholder identification process, with the creation of a contact database in an Excel or other data spreadsheet format. This information will be collected to ensure consistent engagement by the State to include the unique needs of all populations per Contractor's commitment to [Environmental Justice](#), and to gather information for the State's [Title VI](#) obligations. This list will continuously be updated by Contractor and State for communications.
  - i. The stakeholder database will also host all emails and telephone calls correspondence with stakeholders and members of the public.
  - ii. The stakeholder database will remain a living document through the duration of the project and should be continuously updated.
- f. Reference:
  - i. [MnDOT's Public Engagement Planning Handbook](#)
  - ii. [MnDOT's Conflict Assessment & Management Program \(CAMP\) manual](#)

4.4.2. Contractor's Deliverables:

- a. Stakeholder identification list and database in an Excel or data spreadsheet format.
- b. Comment and response database

**4.5. Political Affairs/Government Relations**

4.5.1. Contractor will utilize experts in political affairs and government relations to do the following:

- a. Support task 2.4 (Policy Advisory Committee (PAC)) by developing and implementing effective meetings that meet the needs and interests of committee members and project staff, which includes using effective facilitation strategies. Also includes helping to produce presentations and/or other relevant materials (such as handouts, talking points/key messages) with content tailored to committee members and the project team. This task includes agendas, material development, talking

points, attendance log, and meeting minutes or summary.

- b. Support task 2.5 (Local Officials Briefings) by producing presentations and/or other relevant materials (such as handouts, talking points/key messages) with content tailored to the elected individual/body or advisory group for which briefings take place. This task includes agendas, material development, talking points, attendance log, and meeting minutes or summary.
- c. Provide communications and engagement strategy and support to various tasks such as 4.4 (Stakeholder identification), 4.6 (Stakeholder engagement), 4.8 (Community based organization partnership), and 4.15 (News and media relations).
- d. Develop and deliver risk and crisis communications plans and strategies in response to the needs of this project.

4.5.2. Contractor's Deliverables:

- a. Develop and deliver risk and crisis communications plans and strategies in response to the needs of this project.
- b. Support tasks by producing or assisting in development of materials including strategies/plans, agendas, meeting material content (PowerPoints, handouts, etc.), talking points/key messages, attendance log, and meeting minutes or summary.

**4.6. Stakeholder engagement**

4.6.1. Contractor will:

- a. Identify and develop relationships with stakeholders, neighborhoods, community-based organizations, and businesses within and serving the project area that were identified during the stakeholder identification process (Task 4.4) and develop creative strategies to inform and engage them in the project. These strategies should engage individuals and groups who are not traditionally involved in transportation decision making, including individuals and communities who are BIPOC, low-income, and primarily speak languages other than English. These strategies will include notifying these groups and organizations of key project information and updates, and engagement activities that soliciting their thoughts and opinions on design concepts and preferred design alternatives. This task also includes encouraging those organizations to share information and engagement opportunities with their members and constituents.
  - i. These strategies will be described in the Communications and Public Engagement Plan (Task 4.3) and may include but are not limited to presentations and/or outreach at neighborhood or community organization meetings/events, focus groups/community conversations, door knocking neighborhoods and large residences, business telephone calls/in-person visits, etc.
- b. Task includes creation of handouts, documents, and materials (presentations, informational boards, handouts, illustrations, graphics, etc.) and activities needed to inform and educate these stakeholders as well as drive participation.

4.6.2. Contractor's Deliverables:

- a. Engagement tactics and content describe in the Communications and Public

Engagement Plan (Task 4.3) may include but are not limited to presentations and outreach at neighborhood or community organization meetings/events, focus groups/community conversations, door knocking neighborhoods and large residences, business telephone calls/in-person visits, etc.

- i. Plan for between no fewer than 50 engagement activities/touchpoint to be spread across all three phases of engagement. These events are separate from those listed in Task 4.7.
- b. Handouts, documents, materials (presentations, handouts, informational boards, illustrations, graphics, etc.) and activities to present information in ways that encourage participants' feedback. Material should rely on graphics and minimize text.
- c. Attend, lead, and facilitate any meetings with State.

#### **4.7. Outreach/Pop up events**

##### 4.7.1. Contractor will:

- a. Contractor will staff at least 15 pop up/outreach events (assume five events during three phases of engagement) in the project area. Contractor will recommend high traffic community events and locations (grocery stores, shopping centers, medical clinics, parks, etc.) that are likely to include and attract people who live, work or travel in project area or in community. The purpose of these activities is to inform community members about the project, gather feedback from the community about the project and get them signed up for project updates and communications. Contractor will confirm all times and dates with state at least Five business days prior to events.
- b. Produce exhibits (informational boards, illustrations, graphics, engagement activities, other support materials, etc.) that present information in ways that inform and encourage participants' feedback for the project. Material should rely on graphics and minimize text.
- c. Summarize comments received at each event/activity.

##### 4.7.2. Contractor's Deliverables:

- a. Plan and host at least 15 pop up/outreach events. Five during each phase of engagement (assume three phases). These events are separate from those listed in Task 4.6.
- b. Exhibits (informational boards, illustrations, graphics, engagement activities, other support materials, etc.) to present information in ways that encourage participants' feedback. Material should rely on graphics and minimize text.
- c. Summaries of feedback received and photos of each outreach and pop-up event.

#### **4.8. Community-Based Organization (CBO) Partnerships**

##### 4.8.1. Contractor will:

- a. Identify and work with up to three CBOs within and serving the project area to establish and/or leverage partnerships with them to share project communications with their members and constituents and solicit feedback from their members and



constituents. These strategies will be described in the Communications and Public Engagement Plan (Task 4.3) and may include but are not limited to communications toolkit promotions materials (social media, flyers, etc.), presentations/outreach at CBO meetings or events, storytelling activities, community conversations/focus groups, meetings, etc. A financial stipend will be provided to each organization for their assistance.

4.8.2. Contractor's Deliverables:

- a. CBO partnerships tactics and content describe in the Communications and Public Engagement Plan (Task 4.3) may include but are not limited to communications toolkit promotions materials (social media, flyers, etc.), presentations/outreach at CBO meetings or events, community conversations/focus groups, meetings, etc.
- b. Handouts, documents, materials (presentations, informational boards, handouts, illustrations, graphics, etc.) and activities to present information in ways that encourage participants' feedback.
- c. Translated content in additional languages than English as determined by Contractor and State.
- d. Attend, lead, and facilitate any meetings with State.

**4.9. Storytelling**

4.9.1. Contractor will:

- a. Develop and implement a creative process that gathers community experiences and feedback, and that shares this information through storytelling to help refine the design concepts and preferred design alternatives. This storytelling process should include:
  - i. Highlighting the diversity of perspectives and experiences of community members within the project area by using people's real experiences to craft stories that show how these designs and alternatives will affect the community.
  - ii. Demonstrating how real people will be impacted to changes to the project area and using these stories to improve the public's understanding of designs and alternatives amongst the community.
  - iii. Inspiring community members to share their stories, connections to and experience in the project area.
  - iv. Bringing to life the many ways that community members live, work, play and commute in the project area.
  - v. These strategies should engage individuals and groups who are not traditionally involved in transportation decision making, including individuals and communities who are BIPOC, low-income, and primarily speak languages other than English.
  - vi. Processes, tools, and tactics may include but are not limited to interviews, community walks, photo/video mapping, social media, short videos, other creative approaches, etc.
  - vii. This task will be described in the Communications and Public Engagement Plan (Task 4.3). Plan to collect experiences, and draft and share stories in tandem with other communications and engagement tactics listed in the plan (Task 4.3)

and tasks listed in this scope (stakeholder, neighborhood, community-based organization engagement; pop-up's, traditional communications tasks, etc.).

- b. Outputs from this task should be incorporated into various communication and engagement activities identified in Task 4.

4.9.2. Contractor's Deliverables:

- a. Materials, exhibits and activities to collect and share experiences and stories (handouts, interview questions, illustrations/graphics, activities, informational/engagement boards, other support materials, etc.).
- b. Translated content in additional languages than English as determined by Contractor and State.

**4.10. Online surveys**

4.10.1. Contractor will:

- a. Draft surveys that coincide with all series of public meetings and engage, solicit, and ask for additional feedback from the local community and regional corridor users for the design concepts and preferred design alternatives. The survey questions and content must be tailored to reach a wider audience than those able to attend the public meetings. Questions and content will be tailored appropriately.
  - i. The survey must be sharable with a hyperlink that can be made accessible on the State project webpage and shared with project email subscriber list.
  - ii. Online surveys must meet Web Content Accessibility Guidelines (WCAG) 2.0, Level AA and Section 508 (web accessibility standards).
- b. Survey content must be developed in coordination with other engagement activities, in a way that allows for survey data to be directly compared with information received during in-person engagement activities.
- c. Provide translated surveys in up to four additional languages other than English as determined by Contractor and State. Any responses filled out in languages other than English will need to be translated into English for analysis and coding.
- d. Analyze and code the survey data, draft a summary that includes the data collected, themes, and that describes that data processing and analysis performed. Summary should note how information received from the survey is similar or different from in-person engagement responses. Summary should also note if there are differences in responses/themes based on demographics or other characteristics (such as comparing commuters with adjacent residents, etc.). Summary to be included in interim and final engagement reports (Task 4.18).
- e. Develop targeted social media and digital advertising strategy (paid and organic) and content including graphics to promote the survey to target audiences, using geographic data to reach stakeholders, as well as community media and news outlets. Contractor will also coordinate with the neighborhood organizations, CBOs, businesses, and other key stakeholders to inform and share the survey with their members and partners (communications toolkit). Use of email distribution should be supported.

4.10.2. Contractor's Deliverables:

- a. Three online surveys that solicit feedback from the community on the design concepts and preferred design alternatives that meet accessibility standards.
- b. Translated surveys in languages other than English as determined by Contractor and State (up to four other languages).
- c. Social media and digital advertising strategy (organic and paid) and content including graphics to promote online surveys.
- d. Communications toolkit for partners to share with their networks.
- e. Real time raw survey results when requested from the State.
- f. Survey analysis and coding.
- g. Survey summary describing the data collected, themes, and data analysis performed, to be included in the interim and final engagement reports (Task 4.18).

#### **4.11. Public meetings**

##### **4.11.1. Contractor will:**

- a. Plan and hold six public meetings (assume three in-person and three virtual) to support the design concepts and preferred design alternatives phases. The public meetings are for key communities in the project area, in order to provide information such as project background, purpose, process, schedule, as well as elicit feedback on design concepts and preferred design alternatives.
- b. Identify locations for in-person public meetings and coordinate meeting logistics such as reservation process, tables, chairs, technology. Assume a location that is no-fee, donated, or has a modest rental fee to be included in the contract's direct expense budget (up to \$1,500 total for all meetings). Refreshments and a child focus activity should be included.
- c. Work with State to staff each public meeting and assist the State in set-up and tear down. Contractor will provide materials for in-person and virtual meetings. Contractor will provide technical expertise and staff to manage a digital platform to host virtual meeting. Contractor will conduct dry run technology meetings to prepare for the virtual public meetings.
- d. Work with State to prepare meeting agendas, facilitator roles and responsibilities, define key messages/talking points, and create presentation and meetings materials. Contractor will produce exhibits, visualizations, and activities (PowerPoint slides, informational boards, illustrations, graphics, other support materials) to present information in ways that informs and encourage participants' feedback in the project. Draft materials should be submitted to State for review by a mutually agreed upon date. Final materials for these meetings will be available at least seven calendar days before the meetings.
- e. Produce public meeting summaries including meeting attendance and key themes heard from the public input.
- f. Distribute draft meeting summaries no later than five business days after each meeting and final meeting summary no later than 10 business days after each meeting.
- g. Develop targeted social media and digital advertising strategy (paid and organic) and content including graphics to promote the public meetings to target audiences, using geographic data to reach stakeholders, as well as community media and news

outlets. Contractor will also coordinate with the neighborhood organizations, CBOs, businesses, and other key stakeholders to inform and share information about the public meetings with their members and partners (communications toolkit). Use of email distribution should be supported.

- h. Provide written materials for these meetings in at least one language in addition to English, if requested by State at least seven calendar days before the public meetings. Contractor will provide simultaneous language interpretation services in languages in addition to English, and for hearing and visually impaired individuals, if requested more than 7 calendar days before the date of the public meetings.
- i. Reference:
  - i. [Public Engagement Cost Guidance](#)
  - ii. [Virtual engagement guidance – inclusive, accessible](#)

**4.11.2. Contractor’s Deliverables:**

- a. Six stakeholder meetings (assume three in-person and three virtual) including meeting logistics.
- b. Meeting materials including meeting agendas, facilitator roles and responsibilities, key messages/talking points, presentation slides, informational boards, illustrations, graphics, engagement activities, other typical meeting materials, and meeting summaries, refreshments, and child focused activity.
- c. Social media and digital advertising strategy (organic and paid) and content including graphics to promote all public meetings.
- d. Communications toolkit for partners to share with their networks.
- e. Translated content in languages in addition to English, if requested by State.
- f. Language interpretation services for languages in addition to English, and hearing and visually impaired individuals, if requested by State.

**4.12. Project webpage**

**4.12.1. Contractor will:**

- a. Produce webpage content including graphics to support a project webpage hosted by State. The webpage will be the primary online presence for the project. Content will include information such as project background, purpose, process, schedule, updates, meeting information, project documents, engagement opportunities such as surveys/comment maps, engagement summaries, etc. Webpage content must be approved by State’s Communications and Engagement staff. State will host website, post content, and maintain webpage.
- b. Produce webpage content that meets the WCAG 2.0, Level AA. Multimedia content developed by Contractor will be compliant with Section 508 (web accessibility standards). State Communications and Engagement staff will provide guidelines for appropriate web content.
- c. Produce web content that meets State brand and style guidelines, including graphics, documents, engagement tools like surveys and comment maps, etc.
- d. Produce web content that is plain language.

**4.12.2. Contractor’s Deliverables:**

- a. Webpage content and graphics. Assume one initial plus at least eight updates at key project milestone.

#### **4.13. Email messages**

##### **4.13.1. Contractor will:**

- a. Produce content for email messages, including graphics as needed, that share project milestones, engagement opportunities (meetings, surveys, comment periods, etc.) and other timely project updates. Emails will be newsworthy and distributed to constituents who have subscribed to the project distribution list. The content must be approved by State and State will post content. Contractor will promote the email list as a way to stay in touch with the project. Contact information gathered through public meeting attendance and other in-person events will be provided to State for entry into the email subscription database.

##### **4.13.2. Contractor's Deliverables:**

- a. Email message and graphics as needed. Assume at least 20 email messages for engagement opportunities and at key project milestone.
- b. Contact information gathered at public meeting and in-person events to be entered by State into email database after each meeting and in-person event.

#### **4.14. Social media**

##### **4.14.1. Contractor will:**

- a. Develop a draft and final social media strategy (paid and organic) to promote the project and engagement opportunities (surveys, meetings, etc.) to target audiences, using geographic data to reach stakeholders. Strategy includes target audiences, cost/budget, and schedule.
- b. Produce draft and final concepts and content, including text language and graphics, for social media posts on State social media channels (i.e., Facebook, X formerly Twitter, Instagram). Provide content that communicates information, educates, increases awareness, and drives participation in the project. The social media draft concepts and content must be approved by State and State will post content.
- c. Contractor will also develop and distribute social media content (text and graphics) to CBOs, businesses, and other key stakeholders in the form of a communications "toolkit" that will encourage those organizations to share and post the content to reach their members and constituents.
  - i. If requested by State, translate social media content in up to four languages in addition to English.
- d. Reference: MnDOT's [Social media policy](#)

##### **4.14.2. Contractor's Deliverables:**

- a. Draft and final social media strategy (target audience, cost/budget, schedule).
- b. Draft and final concepts and content including text language and graphics for at least 8 posts.
- c. Communications "toolkit" for CBOs, businesses, and key stakeholders.

- d. Translate communications “toolkit” content in languages in addition to English, if requested by state.

#### **4.15. News and media relations**

##### **4.15.1. Contractor will:**

- a. Develop a draft and final news and media relations strategy to promote the project and engagement opportunities (surveys, meetings, etc.) to target audiences. The Strategy will include target audiences, tactics (organic and paid), cost/budget, and schedule.
- b. Identify media agencies/outlets located in the project area, and media and news opportunities/methods (organic and paid) to share about the project.
  - i. Agencies/outlets and opportunities/methods identified will be local, traditional, and non-traditional, multicultural and will engage diverse communities. Outlets and methods are but not limited to social media (organic and paid, neighborhood and community-based organization’s social media pages, etc.), broadcast media (diverse and multicultural radio), print media (local newspapers, neighborhood newsletters, print and digital ads, etc.).
- c. Provide content for at least six news releases to be distributed by the State at key project milestones. The content will be approved by State and State will post content.
- d. Reference:
  - i. [Diverse Media Directory, MN Dept of Health](#)

##### **4.15.2. Contractor’s Deliverables:**

- a. Draft and final news and media relations strategy (target audience, tactics, cost/budget, schedule).
- b. Identify and implement media agencies/outlets and opportunities/methods (organic and paid) located in the project area.
- c. Draft and final concepts and content including text language and graphics for news relation tactics including print and digital ads.
- d. At least six news releases.

#### **4.16. Project informational documents**

##### **4.16.1. Contractor will:**

- a. Create a project informational document/factsheet and project informational postcard that includes graphics and information such as project background, purpose, process, schedule, engagement opportunities and contact information. The content must be approved by State.
  - i. Work with State to translated factsheet and postcard in up to four languages in addition to English.
- b. Create project documents and summaries as needed so that they are available in Plain Language so people can find what they need, understand what they find and use what they find to meet their needs including getting informed and sharing feedback. These documents will be ADA compliant. The content must be approved by

State.

4.16.2. Contractor's Deliverables:

- a. Project informational document/factsheet (assume one initial version, and two updated versions).
- b. Project informational postcard (assume one initial version, and two updated versions).
- c. Translated project informational document/factsheet and postcard in up to four languages in addition to English.
- d. Summaries of technical documents and information sheets, etc. in plain language as needed.

**4.17. Graphics and visualizations**

4.17.1. Contractor will:

- a. Provide graphics and visualizations that communicates information, educates, increases awareness, and drives participation in the project.
- b. Provide graphics that meet State brand, style, and plain language guidelines, including presentation slides, graphics, documents, icons, surveys, comment maps, etc. Contractor will not create logos, wordmarks, brands, or sub brands. All content must be ADA compliant. All native files for graphics (including but not limited to maps, infographics, icons) must be submitted to State Communications and Engagement staff for review.

4.17.2. Contractor's Deliverables:

- a. Graphics and visualizations that communicates information, increases awareness, and drives participation in the project and meet State standards for brand, style, accessibility, and plain language.

**4.18. Communications and Public Engagement summary and reports**

4.18.1. Contractor will:

- a. Produce two interim engagement summaries (after the first two rounds of engagement) and a final engagement report for the transportation work that includes engagement conducted, and key themes, issues and ideas shared by stakeholders during the engagement, what is being done with stakeholder input, and lessons learned. Contractor will coordinate the interim summary and final report with the State. Supporting documentation, including comments and responses, will be provided separately in a format suitable for distribution, webpage posting and archiving.

4.18.2. Contractor's Deliverables:

- a. Communications and Public Engagement interim summaries (assumed to be completed after the each of the first two rounds of engagement)
- b. Communications and Public Engagement final report

**4.19. Communications and engagement evaluation**

4.19.1. Contractor will:

- a. Work with the State to conduct an evaluation to understand the success and impacts of the overall communications and engagement efforts and activities in the project area over the past two years and the efforts in Task 4 (Communications and Engagement).
- b. Develop and implement an evaluation strategy and plan that includes but is not limited to the purpose and goals of the evaluation, participants (project staff, partners, community members), methods (qualitative, quantitative, pre and post assessments) and activities, and questions.

4.19.2. Contractor's Deliverables

- a. Evaluation strategy and plan that includes but is not limited to evaluation purpose, goals, participants, methods and activities, and questions.
- b. Deliverables, materials, and activities needed to conduct evaluation methods and activities such as questions, surveys, and interviews.
- c. Evaluation summary and report.

**4.20. Language translation and interpretation of materials**

4.20.1. Contractor will:

- a. Work with the State to determine which print (information/factsheets, postcards, project documents) and digital deliverables (survey questions, social media text) for the public will be translated and into which additional languages, in addition to English. Contractor will translate content in up to four languages in addition to English.
- b. Provide the State with simultaneous language interpretation services in languages in addition to English, and for hearing and visually impaired individuals at public meetings if requested. Additional requirements can be found at this website: <http://www.dot.state.mn.us/ada/accommodation.html>
- c. Ensure any language assistance services (i.e. translation or interpretation) provided are from qualified service providers. Language service providers may be qualified through certification or other reasonable assurances of sufficient competency, skill, and training; and
- d. Document all language assistance services provided, including the type of service provided, language(s) provided, and the entity and/or individual who provided the services.

4.20.2. Contractor's Deliverables:

- a. Translation strategy for print and digital deliverables. Contractor will translate content in up to four languages in addition to English.
- b. Translated print (information/factsheets, postcards) and digital deliverables (survey questions, social media text) as determined by Contractor and State.
- c. Translated additional print and digital deliverables as needed determined by Contractor and State.
- d. Simultaneous language interpretation services in languages in addition to English, and for hearing and visually impaired individuals at public meetings if requested.



#### **4.21. Communications and Public Engagement Content Standards**

##### **4.21.1. Content Creation Standards**

- a. For communications and public engagement content created, Contractor will provide:
  - i. One rough draft
  - ii. One revision incorporating comments from State
  - iii. A second draft
  - iv. A final draft
- b. Content must meet State standards for brand, style, and accessibility. If Contractor fails to meet requirements set forth, Contractor will solely be responsible for any additional time/expenses that incur to remedy the deliverable in order to meet the requirements set forth.
- c. At the end of the project, all content created and posted, and data from the engagement tools will become the property of and transferred to the State.
- d. The content is not available for use by Contractor without written permission by the State.

##### **4.21.2. Plain Language Guidelines**

- a. Except for technical documents and information such as designs, plans, layouts, maps, drawings, spreadsheets, etc. Contractor must provide all deliverables in “Plain Language”. [Executive Order 14-07](#) requires the Office of the Governor and all Executive Branch agencies to communicate with Minnesotans using Plain Language. As defined in Executive Order 14-07, Plain Language is a communication which an audience can understand the first time they read or hear it.
- b. To achieve that, Contractor will take the following steps in the deliverables:
  - i. Use language commonly understood by the public;
  - ii. Write in short and complete sentences;
  - iii. Present information in a format that is easy-to-find and easy-to-understand; and
  - iv. Clearly state directions and deadlines to the audience.
- c. References include but are not limited to:
  - i. [Executive Order 14-07](#)
  - ii. [Plainlanguage.gov](#)
  - iii. [Communicating with a Racial Equity Lens](#)

##### **4.21.3. Style, Brand, ADA Accessibility, Graphics Standards, Photography Guidelines**

- a. All engagement tools, content, and documents (print and digital) designed to be used by the public must comply with State brand style, standards, and ADA Accessibility requirements.
- b. Contractor will provide verification of compliance when submitting deliverables.
- c. References include but are not limited to:
  - i. [Office of Accessibility / Minnesota IT Services \(mn.gov\)](#)

- ii. [State of Minnesota's Accessibility Standard](#)
  - iii. [State of Minnesota Brand Style Guide](#)
  - iv. [MnDOT Style Standards Guide](#)
  - v. [MnDOT Design System](#)
  - vi. [Minnesota Dept. of Transportation Specification Writers' Style Guide](#)
  - vii. [PDF Minnesota State Brand Style Guide 2018 \(mn.gov\)](#)
  - viii. [USDOT 508](#)
- d. State of Minnesota's Accessibility Standards entail, in part, the WCAG 2.0 (Level AA) and Section 508 of the Rehabilitation Act, as amended. Additional requirements can be found at this website: <http://www.dot.state.mn.us/ada/accommodation.html> and include:
- i. Providing interpreters, translators or other special accommodations<sup>u</sup>,
  - ii. Providing documents in an alternative format,
  - iii. Following the PDF accessibility guidance.
- e. Compliance with the State of Minnesota's Accessibility Standard includes, but is not limited to, the specific requirements as follows:
- i. All videos must include closed captions, audio descriptions and a link to a complete transcript.
  - ii. All documents, presentations, spreadsheets, drawings, and other material must be provided in an accessible format. In addition, provide native files in an editable format. Acceptable formats include InDesign, Word, and Excel; and
  - iii. All materials intended for downloading and printing such as promotional brochures, must be labeled as such and the content must additionally be provided in an accessible format.
- f. Contractor may not create logos, wordmarks, brands, or sub-brands. All graphic content must be ADA compliant. Upon completion, native files for graphics, including but not limited to maps, infographics, and other visualization will be submitted and turned over to the State.
- g. Contractor must obtain a signed photo release from any person who can be visually identified in graphics, photos, videos, animations, presentations, and other visualizations that are publicly distributed. All images must be actual; they may not be enhanced to alter facts or meaning. For digital visualizations, Contractor will provide for review and approval by State's Communications and Engagement staff a creative brief, storyboard, script and shoot list for any moving digital elements proposed to be created.

#### 4.21.4. Limited English Proficiency

- a. Contractor must adhere to [MnDOT's limited English proficiency and language assistance requirements](#) pursuant to Executive Order 13166 by:
  - i. Ensuring any language assistance services (i.e. translation or interpretation) provided are from qualified service providers. Language service providers may be qualified through certification or other reasonable assurances of sufficient competency, skill, and training; and

- ii. Documenting all language assistance services provided, including the type of service provided, language(s) provided, and the entity and/or individual who provided the services.

## 5. Preliminary Design TH55 (Source Type 1140)

The Scope of this work is to identify a preferred alternative and develop a geometric layout for the TH 55 corridor which meets the needs identified in the project charter and is consistent with City and State goals. The design should incorporate complete street design and consider the users of TH 55: freight, bike and pedestrian, transit, commuters, and other travelers.

### 5.1. File Format

- a. Conceptual geometric layout (PDF)
- b. Preliminary geometric layout and profiles (PDF) – centerline, curb/flow line, and back of sidewalk.
- c. Final, certified geometric layout and profiles (PDF)
- d. Microstation files (dgn) as described by states drafting guidelines

### 5.2. Standards and Guidance

- a. MINN. STAT. 161.162, Subd. 2 (<https://www.revisor.mn.gov/statutes/cite/161.162>)
- b. Highway Project Development Process (HPDP)/Minnesota Department of Transportation: Geometric Layouts ([Project Development – MnDOT \(state.mn.us\)](https://www.mn.gov/transportation/project-development)).
- c. Access Management Manual (<http://www.dot.state.mn.us/accessmanagement/resources.html>)
- d. Road Design Manual (<https://roaddesign.dot.state.mn.us/roaddesign.aspx>)
- e. Facilities Design Guide (<https://roaddesign.dot.state.mn.us/facilitydesign.aspx>)
- f. Standard Plans (<https://standardplans.dot.state.mn.us/StdPlan.aspx>)
- g. Standard Plates (<https://standardplates.dot.state.mn.us/StdPlate.aspx>)
- h. Load and Resistance Factor Design (LRFD) Bridge Design Manual (<http://www.dot.state.mn.us/bridge/lrfd.html>)
- i. Traffic Engineering Manual (<http://www.dot.state.mn.us/trafficeng/publ/tem/index.html>)
- j. Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) (<http://www.dot.state.mn.us/trafficeng/publ/mutcd/index.html>)
- k. State Aid Manual (<http://www.dot.state.mn.us/stateaid/manual.html>)
- l. Traffic Engineering Publications (<http://www.dot.state.mn.us/trafficeng/publ/index.html>)
- m. Technical Memoranda (<https://techmemos.dot.state.mn.us/techmemo.aspx>)
- n. Geometric Layout Development ([Geometric layout development \[PDF\] \[state.mn.us\]](https://www.mn.gov/transportation/geometric-layout-development))
- o. Complete Streets Handbook [Complete Streets Handbook](https://www.mn.gov/transportation/complete-streets-handbook)
- p. Bicycle Facility Design Manual (<http://www.dot.state.mn.us/bike/bicycle-facility-design-manual.html>)

### 5.3. Items Provided by the State

- a. Layout representing scoping-level decisions and concepts, including conceptual layouts developed during the on-going planning study
- b. Notes from design discussions with agency partners from the on-going planning study
- c. Layout Content Review Form

#### **5.4. Prepare Conceptual Geometric Drawing**

##### **5.4.1. Contractor will:**

- a. Evaluate the conclusion and recommendations from the Planning Study and provide recommendations on design details, including design parameters, potential design exceptions, traffic operations, and safety.
- b. Work with the State to get relevant source files from layouts developed during the planning study.
- c. Evaluate other County and City projects that are planned and intersect this corridor. This includes any transportation projects and/or planned land use changes along the corridor.
- d. Coordinate with the City of Minneapolis Community Planning & Economic Development (CPED) to understand any potential land use changes and/or redevelopment sites and work with the state project manager to consider accommodating potential land use changes in the development of corridor concepts.
- e. Coordinate with Metro Transit Blue Line Light Rail Transit (LRT) office to identify impacts from that project to the intersection of 7<sup>th</sup> Street N & Olson Memorial Highway/6<sup>th</sup> Avenue N.
- f. Coordinate with Metro Transit on location and design of transit stations/stops on the corridor. This includes coordination with Metro Transit's project manager on the anticipated transit study on TH 55 between Minneapolis and Medina.
- g. Coordinate with State's Bridge Office and Metro District Bridge about changes to the roadway that would impact any of the bridges or culverts along this corridor, with particular focus on bridges 27785 and 5908. Preliminary bridge design is not included in this scope.
- h. Coordinate with the City of Minneapolis and the Metropolitan Council Environmental Services (MCES) to understand the location of existing utilities, including MCES' interceptor. Conceptual geometric drawings should identify utilities that would need to be relocated.
- i. Prepare conceptual geometric drawings for up to three alternatives for State review. The development of these drawings should extend from the Bassett Creek Culvert (Bridge ID 5908) just west of the BNSF railroad to 7<sup>th</sup> Street N in Minneapolis. These conceptual geometric drawings may include sub-alternatives that feature changes to or reduction of all or part of the frontage road system and/or adjustments to access to the TH 55 mainline. The State will use the conceptual drawings to work with Contractor to determine final project direction. Concept drawing(s) are not required to be in Computer-aided design and drafting (CADD) format but must include:
  - i. Alignments
  - ii. Profiles
  - iii. Two-dimension line work
  - iv. Preliminary cost estimates

- j. In addition to the work described in 5.4.1.a through 5.4.1.j, prepare up to three conceptual geometric drawings for enhanced trail crossings at the intersection with Theodore Wirth Parkway and three additional grade-separated crossings (six conceptual drawings total) within the project area at locations to be determined by the State project manager. Concept drawing(s) are not required to be in CADD format but must include:
  - i. Alignments
  - ii. Profiles
  - iii. Two-dimension line work
  - iv. Preliminary cost estimates

5.4.2. Contractor's Deliverables

- a. Conceptual drawings for up to three alternatives identifying project scope and geometric approach
- b. Conceptual drawings for three enhanced trail crossings at the intersection with Theodore Wirth Parkway
- c. Conceptual drawings for three additional grade separated crossings
- d. Cost Estimates for grant applications.

**5.5. Prepare Preliminary Geometric Layout and Profile**

5.5.1. Contractor will:

- a. Prepare a preliminary geometric layout, using the results of public engagement and other technical analysis, for State review. Preliminary geometric layout will be used to coordinate design details with State and determine the correct design application of design features. Preliminary geometric layout must include enough detail to understand design approach.
- b. Prepare and submit a preliminary construction cost estimate for each layout. Each preliminary cost estimate will include costs for major construction items, project contingency representing expected but non-quantified costs, and risk assumptions. The preliminary cost estimate will be used as a tool to help determine a preferred project alternative.
- c. Coordinate with State's Bridge Office and Metro Bridge about changes to the roadway that would impact any of the bridges or culverts along this corridor, with particular focus on bridges 27785 and 5908.
- d. From the preliminary geometric layouts develop a final geometric layout which will be sufficiently detailed to obtain municipal consent.

5.5.2. Preliminary Geometric Layout components must include:

- a. Profile(s)
- b. Draft pedestrian ramp configuration
- c. Draft Pedestrian Access Route (PAR)
- d. Sidewalks and /or sidepaths
- e. Proposed design vehicle turning movements
- f. Proposed control vehicle turning movements
- g. Initial 3D design model

- h. Design vehicle determination
- i. Layout Content Review
- j. Preliminary drainage design

5.5.3. Contractor's Deliverables:

- a. Preliminary geometric layouts and profile (two)
- b. Preliminary construction cost estimate
- c. Metro Layout Content Review Form

**5.6. Conduct Metro Layout Review Committee Review of Preliminary Layout Design Support**

5.6.1. Contractor will:

- a. Coordinate with Metro Layout Review Committee to obtain agreement on the final design approach to meet project objectives.

5.6.2. Contractor's Deliverables:

- a. Formal final design approach concurrence from Metro Layout Review Committee in trackable format (memo or correspondence)

**5.7. Conduct Geometric Design Support Unit (GDSU) Review of Preliminary Layout Design Support**

5.7.1. Contractor will:

- a. Coordinate with the GDSU to obtain agreement on the final design approach to meet project objectives.

5.7.2. Contractor's Deliverables:

- a. Formal final design approach concurrence from GDSU in trackable format (memo or correspondence)

**5.8. Conduct Federal Highway Administration (FHWA) Preliminary Layout Coordination**

5.8.1. Contractor will:

- a. Coordinate with the Minnesota division of FHWA to obtain agreement on the final design approach to meet project objectives.

5.8.2. Contractor's Deliverables:

- a. Formal final design approach concurrence with FHWA in trackable format (memo or correspondence)

**5.9. Prepare Final Geometric Layout and Profile**

5.9.1. Contractor will:

- a. Prepare a final geometric layout, based on the preliminary geometric layout, representing all applicable information identified in the GDSU Content Review form ([https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=1954370](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=1954370)).
- b. Coordinate comments received from GDSU with District input and direction. Contractor will incorporate resolved comments into a final geometric layout and profile. The final geometric layout will be used as documentation for the preferred

alternative for the design approach for the project.

- c. Refine the preliminary cost estimate to reflect changes in the final geometric layout. Components in the final geometric layout cost estimate includes costs for major construction items, project contingency representing expected but non-quantified costs, and risk assumptions. The cost estimate is not expected to be in the form of a Statement of Estimated Quantities (SEQ) cost estimate and may be in any format that provides an appropriate cost estimate at this project stage.
- d. Submit a project funding map that identifies project components with different funding configurations. The funding map will follow the guidelines shown in this document [SEQ Guidance \(PDF\) \(state.mn.us\)](#).
- e. Determine the funding arrangement for the project.

5.9.2. Contractor's Deliverables:

- a. Final layout content review form
- b. Final geometric layout and profile
- c. Final geometric layout cost estimate
- d. Layout content review form
- e. Project funding map

**5.10. Revise and Sign Geometric Layout by District**

5.10.1. Contractor will:

- a. Coordinate comments received from GDSU based on final geometric layout review with the District for incorporation.
- b. Incorporate resolved comments into the final layout prior to signature.
- c. Finalize layout construction cost estimate based on resolved comments.

5.10.2. Contractor's Deliverables:

- a. Final certified staff-approved layout
- b. Final geometric layout cost estimate to construct

**6. Design Memorandum/Exceptions (Source Type 1150)**

This scope of work is for the preparation of the design memorandum documenting design decisions and approved design exceptions for a project. The design memorandum will account for all exceptions to the controlling design criteria identified in the road design manual and/or the facilities design guide. The design memorandum will list all design standards for a project.

**6.1. Standards and Guidance**

- 6.1.1. Geometric Design (<http://www.dot.state.mn.us/design/geometric/>).
- 6.1.2. Geometric design standards and exceptions ([https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=623068](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=623068)).
- 6.1.3. Road Design Manual (<http://roaddesign.dot.state.mn.us/roaddesign.aspx>).
- 6.1.4. Facilities Design Guide (<https://roaddesign.dot.state.mn.us/facilitydesign.aspx>).
- 6.1.5. Transportation Project Development Process (TPDP) (<https://www.dot.state.mn.us/project->

[development/](#)).

## **6.2. Items Provided by the State**

6.2.1. Design Memorandum Template ([https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=617906](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=617906)).

## **6.3. Prepare and Approve Design Memo (P6 Activity Code DME1000)**

6.3.1. Contractor will:

- a. Use the Design Memorandum Template to identify all design criteria. The design criteria will be dependent on project type, reflect applicable project and State standards, and be recorded in the project-specific design memorandum.
- b. Identify any portions of the project not meeting the controlling design criteria based on project type and standards and provide justification.

6.3.2. Contractor's Deliverable:

- a. Completed Design Memorandum

## **7. Construction Limits (Source Type 1200)**

This scope of work is for the preparation of construction limits that identify project impacts identified by the preferred design alternative. Development of construction limits will be utilized for the taking of ROW required for project construction and also to determine contaminated materials investigation need.

### **7.1. Standards and Guidance**

7.1.1. ROW Manual (<http://www.dot.state.mn.us/row/rowmanuals.html>)

### **7.2. Prepare Preliminary Cross-Sections**

7.2.1. When a staff-approved geometric layout is required for a project, Contractor must develop preliminary cross-sections as the final geometric layout is being developed. Contractor will:

- a. Prepare and submit preliminary cross-sections based on initial project design assumptions, including primary typical sections, preliminary profiles, and preliminary alignments.
- b. Prepare and submit a draft construction limits map based on the developed preliminary cross sections.

7.2.2. Contractor's Deliverables:

- a. Preliminary typical cross-sections
- b. Draft construction limits map

### **7.3. Review and Revise Preliminary Cross-Sections**

7.3.1. Contractor will:

- a. Prepare and submit update cross-sections based on State reviews of preliminary cross-sections, design elements, and geometric design assumptions. Cross-sections must be modified to reflect changes due to comments on alignments, profiles, or roadway geometry as well as design refinements through project development.



7.3.2. Contractor's Deliverables:

- a. Revised cross-sections

**7.4. Prepare and Submit Preliminary Construction Limits**

7.4.1. After final review by the State, preliminary construction limits must be submitted concurrent with the final geometric layout for signature. Contractor will:

- a. Prepare and submit preliminary construction limits for ROW acquisition.

7.4.2. Contractor must utilize and include the following, as applicable, when determining construction limits:

- a. Final typical sections
- b. Approved roadway profiles
- c. Final roadway alignments
- d. Special ditch grades
- e. Stormwater management features
- f. Final cross-section information
- g. Stormwater treatment and/or rate control facilities
- h. Utility relocations
- i. ADA requirements

7.4.3. Contractor's Deliverable:

- a. Preliminary construction limits map

**8. Traffic Counts (Source Type 1014)**

**8.1. Standards and Guidance**

8.1.1. All deliverables must be prepared in accordance with:

- a. Conduct field studies in accordance with the methods described in Chapter 4 of the Manual on Transportation Engineering Studies, 2nd Edition published by the Institute of Transportation Engineers (ITE).
- b. Contractor will provide all turning movement volumes in the required format shown in the example provided in the resources section on the following webpage: <http://www.dot.state.mn.us/metro/warrant>, in Excel spreadsheet, Adobe PDF, and PetraPro (PPD file) format.
- c. Contractor will provide all bidirectional daily traffic volumes in the required format shown here: <http://www.dot.state.mn.us/metro/warrant/files/i-35/076+00.840%20-%20CSAH%202/I-35%20AT%20CSAH%20%20RP%20076.%2000.%20840HOURLY%20APPROACH%20CQUANT%20YEAR%202003.pdf>, in Excel spreadsheet and Adobe PDF.

**8.2. Items Provided by the State**

- a. Count locations of data collection

**8.3. Milestones and P6 Activity Codes**

8.3.1. There are multiple tasks that need to be completed as part of TFC1000 listed in this scope of

work with different completion dates. Contractor will work with the State to determine when each deliverable will be completed within the P6 schedule.

#### **8.4. Turning Movement Volume Collection (TFC1000)**

##### **8.4.1. Contractor will:**

- a. Collect and provide cars and trucks with separate bicycle counts and pedestrian counts on major and minor roads at the following intersections:
  - i. Penn, Morgan, Humboldt, Van White, Bryant, North Lyndale, East Lyndale, Border Avenue, Thomas Ave, and one additional intersection as needed (10 total)
- b. Recommend time periods to collect traffic counts and complete counts. For purposes of this scope, assume data collection will occur during the following time periods:
  - i. Collect data for 14-hour turning movement counts from 6:00 AM – 8:00 PM.
- c. Submit the proposed count location(s), time(s), and date(s) of collection to the State project manager for approval at least 72 hours before collecting the data.

##### **8.4.2. Turning movement vehicle count methods must adhere to the following criteria:**

- a. Count data must be collected on a Tuesday, Wednesday, and/or Thursday of a non-holiday week.
- b. If the count locations are proximate to schools, count data must be collected when school is in session unless otherwise approved by the State.
- c. Count data must not be collected during a weather event that disrupts typical travel behavior.
- d. Count data must not be collected if any incidents, work zones, events, or detours are present within the study area.
- e. Bicycles should be counted separate from vehicles and pedestrians.
- f. Vehicle counts must be separated into passenger vehicle and heavy commercial vehicle categories.

##### **8.4.3. Pedestrian crossing count methods must include:**

- a. Pedestrian crossings are counted when they cross a marked or unmarked crosswalk, and the counts are presented as a two-way count total on the approach to the intersection where the crossing occurs (i.e., pedestrians crossing the south leg of an intersection are recorded as northbound approach crossing pedestrian counts).
- b. Those who do not cross the street are not counted, such as those turning the corner on the sidewalk without crossing the street.
- c. Pedestrian crossing counts include individuals walking or jogging, skaters, Segway riders, scooter users, and people using wheelchairs or other special needs users as well as bicyclists walking/riding their bicycles across the road (behaving like pedestrians).

##### **8.4.4. Contractor's Deliverables:**

- a. Turning movement count files for:

- i. Vehicle turning movements for each 15-minute increment, including left turns, through movements, and right turns for each approach
- ii. Total number of vehicle turning movements for the entire count period and the peak periods
- iii. Peak hour volumes and peak hour factors (PHF) for each peak period
- iv. Pedestrian crossing counts for each 15-minute increment
- v. Total number of pedestrian crossings for the entire count period and the peak periods

## **9. Intersection Control Evaluation (ICE) (Source Type 1003)**

Scope assumes intersection control evaluations at all eight currently signalized intersections (Penn, Morgan, Humboldt, Van White, Bryant, North Lyndale, East Lyndale, Border Avenue) and Thomas Ave (nine intersections total) are to be performed on the project as directed by the State. At the direction of the State another intersection unknown at this time can be substituted for any of the locations listed above. Updated traffic counts will be collected in Task 8 and supplement other data from the corridor study, City of Minneapolis, State or Hennepin County.

### **9.1. Standards and Guidance**

9.1.1. The ICE must be completed in accordance with the MN MUTCD and Minnesota Intersection Control Evaluation Manual.

9.1.2. Items Provided by the State

- a. Historical crash data (past 10 years)
- b. Example ICE reports of similar level of detail (if requested).
- c. Existing traffic signal timing information (if requested).
- d. Forecasting information and studies relating to any future land use plans or other data to support the development of traffic volume forecasts.
- e. StreetLight data
- f. Previously completed analysis at the study location
- g. Engagement summaries from planning study and Task 4
- h. Previously collected multimodal intersection movement counts.

### **9.2. Milestones**

9.2.1. There are multiple tasks that need to be completed as part of ICE1000 listed in this scope of work with different completion dates. Contractor will work with the State to determine when each deliverable will be completed.

### **9.3. Existing Intersection Review**

9.3.1. Contractor will:

- a. Schedule and facilitate one ICE kickoff meeting with State staff to determine project details and establish appropriate contact personnel.

9.3.2. Contractor's Deliverables:

- a. Agenda, materials, and summary for kickoff meeting

9.3.3. Contractor will conduct an existing intersection conditions review that includes the following information for all study intersections:

- a. Documentation of a field assessment including intersection geometry, utilities, operations, access, and other factors that may influence the design alternatives.
- b. A large-scale map (1 inch = 500 feet) showing the intersection in relationship to nearby roadways, access points, or other significant land uses.
- c. An existing aerial layout (1 inch = 50 feet) of the intersection identifying lane configuration, shoulders, medians, pedestrian and bicycle facilities, ROW limits, access driveways, buildings, drainage structures, posted speed limits, and current intersection traffic control.
- d. A review of historical crash data and safety analysis that includes developing a collision diagram, calculating the safety metrics: crash rate, critical rate, critical index, FAR, FAR rate, and FAR index], and determining the main contributing factors for the crashes. Analysis should include a distribution of factors by Focus Areas identified in the Strategic Highway Safety Plan (SHSP) and how the project will incorporate the SHSP Strategies and Tactics to improve the safety at all intersections
- e. AM and PM peak hour traffic operations analyses for existing conditions and document key measures of effectiveness including delays, level of service (LOS), and 95th percentile queue lengths.

9.3.4. Contractor's Deliverables:

- a. Field assessment documentation
- b. Intersection exhibits
- c. Crash analysis summary
- d. Existing traffic operations summary

#### **9.4. Alternatives Capacity Analysis**

Contractor will complete a capacity analysis of intersection geometric improvements for up to three alternatives as identified in Task 5 at all study intersections. Contractor will consider the future volume forecasts as described in the planning study and assumed to be 2040. Alternatives analyzed will include a No-Build scenario and both conventional and innovative intersection alternatives. Alternatives to be analyzed will be recommended by Contractor and approved by the State.

9.4.1. Contractor will:

- a. Conduct an intersection capacity analysis for the No-Build conditions.
- b. Conduct AM and PM peak hour intersection capacity analyses for all alternatives for the forecast year using a traffic model of the full corridor developed in VISSIM. Document key measures of effectiveness including delays, intersection LOS, and 95th percentile queue lengths.
- c. Determine expected crash rates for the alternative intersections using Crash Modification Factors (CMF). The expected crash rates will be used in conjunction with the forecast daily entering volumes for the study intersection(s) to estimate the number of crashes for each intersection alternative. Document the expected crash rates for each alternative and the benefit to intersection. Contractor to propose a

method to review the alternatives from a traffic safety perspective. This could include Highway Safety Manual Methodology, VISSIM [Surrogate Safety Assessment Model](#), FHWA Safe System Approach Guidance, and/or other approved method.

- d. Analyze and document the pros and cons of the alternative in terms of pedestrian and bicyclist accommodations, safety, and accessibility.
- e. Conduct a benefit-cost analysis accounting for the user delay (considering driving, walking, biking, and transit) and crash-reduction benefits for each alternative. Cost-benefit analysis should breakout the cost-benefit of delay and safety separately and provide a combined analysis so that analysis clearly shows how much benefit is being derived from safety as compared to user delay of various modes. Prepare a Benefit-Cost Analysis Memorandum documenting the methodology and results of the benefit-cost analysis.
- f. Schedule and facilitate one alternatives analysis meeting with State staff to review the results of the alternatives analysis.

9.4.2. Contractor's Deliverables:

- a. No-Build traffic operations analysis summary
- b. Alternatives capacity analysis summary
- c. Expected crash summary for alternatives
- d. Summary of multi-modal pros and cons for each alternative
- e. Benefit-cost analysis results and memorandum
- f. Agenda, materials, and summary for alternatives analysis meeting

9.4.3. Contractor will develop concept sketches to support the alternatives screening process for up to three alternatives at the study intersection(s). The concept(s) will attempt to minimize impacts to ROW, cost, and other environmental factors.

9.4.4. Contractor will:

- a. Create an in-place topography file based upon an aerial photo. ROW limits will be estimated based upon State and County records. Review in-place topographic, ROW, and utility information to determine design constraints.
- b. Generate up three conceptual layouts (1 inch = 50 feet) meeting State design standards based on recommendations from the alternatives analysis. Conceptual layouts will include preliminary line work (plan only), property impacts, access modifications, and traffic control.
- c. Prepare and submit a preliminary construction cost estimate for each concept layout. Each preliminary cost estimate will include costs for major construction items, project contingency representing expected but non-quantified costs, and risk assumptions. The preliminary cost estimate will be used as a tool to help determine a preferred project alternative.
- d. Prepare materials for planned public engagement meetings.

9.4.5. Contractor's Deliverables:

- a. Three conceptual layout(s) based on recommendations from the alternatives analysis at the study intersection(s)
- b. Concept construction cost estimates for concept layout(s) developed

## 9.5. Preferred Alternative

### 9.5.1. Contractor will:

- a. Generate an assessment and evaluation matrix that compares each geometric layout concept's safety benefits, benefit/cost, environmental impacts, ROW impacts, and construction cost.
- b. When evaluating safety benefits of each geometric layout, work with state Metro Traffic staff and/or Traffic Safety Engineer to use Safe System Approach.
- c. Review the layout concepts and matrix with State and potential stakeholders as determined by State. The preferred alternative will be identified based on input from the State following a thorough review of the construction costs and comparison matrix evaluation.
- d. Refine the concept layouts to a preferred alternative layout level by incorporating mitigation measures identified through the traffic modeling, State comments, and additional information established during the traffic analysis.
- e. Establish ROW impacts expected or anticipated.
- f. Finalize traffic safety and operations analyses of the preferred alternative and summarize results for measures of effectiveness.
- g. Finalize construction cost estimate.

### 9.5.2. Contractor's Deliverables:

- a. Preferred alternative layout
- b. Anticipated ROW impact summary
- c. Traffic operations and safety summary
- d. Final construction cost estimate

## 9.6. Prepare ICE Report (P6 Activity Code ICE1000)

### 9.6.1. Contractor will:

- a. Schedule and facilitate one ICE review meeting with State staff.
- b. Prepare a draft and final ICE report documenting the traffic operations and alternative selection process for review and approval.
- c. Identify preliminary cost participation estimates for each jurisdiction based on the final ICE report. Draft cost participation agreement with local jurisdictions.

### 9.6.2. Contractor's Deliverables:

- a. Agenda, materials, and summary for the ICE review meeting
- b. Draft and final ICE report for each study intersection
- c. Identify preliminary cost participation estimates and draft cost participation agreement with local jurisdictions.

## 10. Grant Applications

State has funds allocated for the base pavement preservation project, to address sidewalks which are not ADA compliant, and to upgrade other assets. Funding for other improvements has not been identified. The Contractor will assist State by completing grant applications for the project. There is some uncertainty in the timing of each Notice of Funding Opportunity (NOFO), however, State anticipates that the Contractor will assist with

two opportunities for funding. The scope of work is based on a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) application. It will be assumed a similar level of effort will be required for the 2<sup>nd</sup> Grant application, and it is understood the contract will be amended to accommodate the details of the additional NOFO application.

#### **10.1. Grant Application Details**

The Contractor will review 2022 selection criteria and application guidance using the RAISE NOFO and related information posted on the United States Department of Transportation (USDOT) RAISE website, to identify information needed to prepare application, including requirements for each identified merit criteria, project readiness, benefit-cost analysis, funding strategy, and partnership. A summary of the requirements of the RAISE application will be submitted to State for concurrence. It is understood that State is responsible to complete portions of the application which cannot be completed by the Contractor. The summary will include details as to the ownership of the different sections of the application, and schedule for delivery of the application to meet the NOFO deadlines.

10.1.1. Contractor's Deliverable: Summary of RAISE Application and Responsibilities of the Team

#### **10.2. Benefit-COST ANALYSIS (BCA) AND BCA MEMO.**

This task assumes the 2022 USDOT BCA Guidance is correct. This Task will be amended once FHWA details for a future RAISE application is known. The Contractor will identify information needed to develop a benefit-cost analysis and memo based on the 2022 USDOT BCA Guidance. The Contractor will develop the supporting narrative and spreadsheets for inclusion with the application. State will provide technical information as needed, and review of the BCA.

10.2.1. Contractor's Deliverable: BCA, MEMO and spreadsheets for inclusion with application.

#### **10.3. Prepare Draft Raise Application**

The Contractor will prepare the portions of the grant application that can be completed with close collaboration with State. These are the base materials which are anticipated needing to be completed by the Contractor.

- a. Complete Cover Sheet
- b. Project Narrative which will include:
  - i. Project Description
  - ii. Project Location
- c. Grant Funds, Sources, and Uses of all Project Funding
- d. Project costs/budget
- e. Source and amount of funds
- f. Documentation of non-Federal funding commitments
- g. Amount, nature, and source of non-Federal match
- h. Merit Criteria

- i. Safety
- j. Environmental Sustainability
- k. Quality of Life
- l. Improvements in Mobility and Community Connectivity
- m. Economic Competitiveness and Opportunity
- n. State of Good Repair
- o. Partnership and Collaboration
- p. Innovation
- q. Innovative Technologies
- r. Innovative Project Delivery
- s. Innovative Financing
- t. Project Readiness
- u. Environmental Risk
- v. Project Schedule
- w. Required Approvals
- x. Assessment of Project Risks and Mitigation Strategies
- y. Benefit Cost Analysis and Narrative

10.3.2. Contractor's Deliverables: Draft RAISE Application

**10.4. Preparation of Final RAISE Application**

The Contractor will compile the application information and supporting documents into appropriate submittal format.

10.4.1. Contractor's Deliverable - Final RAISE application will be submitted to State in a format suitable for electronic submission by State.

**10.5. Understandings**

- a. State will lead and manage the letter of support process
- b. State to review materials in a timely fashion
- c. State will submit the RAISE application

**10.6. Grant Application Details Other**

The Contractor will review NOFO and related information posted on the NOFO website, to identify information needed to prepare application, including requirements for each identified merit criteria, project readiness, benefit-cost analysis, funding strategy, and partnership. A summary of the requirements of the application will be submitted to State for concurrence. It is understood that State is responsible to complete portions of the application which cannot be completed by the Contractor. The summary will include details as to the ownership of the different sections of the application, and schedule for delivery of the application to meet the NOFO deadlines.

10.6.1. Contractor's Deliverable: Summary of RAISE Application and Responsibilities of the Team

**10.7. BCA AND BCA MEMO.**



The Contractor will identify information needed for the NOFO, however, if additional tasks are necessary this task will be amended to reflect this new understanding. It is assumed the Contractor will develop the supporting narrative and spreadsheets for inclusion with the application. State will provide technical information as needed, and review of the BCA.

10.7.1. Contractor's Deliverable: BCA, MEMO and spreadsheets for inclusion with application.

**10.8. Prepare Draft NOFO Other Application**

The Contractor will prepare the portions of the grant application that can be completed with close collaboration with State. These are the base materials which are anticipated needing to be completed by the Contractor.

- a. Complete Cover Sheet
- b. Project Narrative which will include:
  - i. Project Description
  - ii. Project Location
- c. Grant Funds, Sources, and Uses of all Project Funding
- d. Project costs/budget
- e. Source and amount of funds
- f. Documentation of non-Federal funding commitments
- g. Amount, nature, and source of non-Federal match
- h. Merit Criteria
- i. Safety
- j. Environmental Sustainability
- k. Quality of Life
- l. Improvements in Mobility and Community Connectivity
- m. Economic Competitiveness and Opportunity
- n. State of Good Repair
- o. Partnership and Collaboration
- p. Innovation
- q. Innovative Technologies
- r. Innovative Project Delivery
- s. Innovative Financing
- t. Project Readiness
- u. Environmental Risk
- v. Project Schedule
- w. Required Approvals
- x. Assessment of Project Risks and Mitigation Strategies
- y. Benefit Cost Analysis and Narrative

10.8.2. Contractor's Deliverables: Draft NOFO Other Application

**10.9. Preparation of Final NOFO Other Application**

The Contractor will compile the application information and supporting documents into appropriate submittal format.

10.9.1. Contractor's Deliverable - Final NOFO Other application will be submitted to State in a format suitable for electronic submission by State.

**10.10. Understandings**

- a. State will lead and manage the letter of support process
- b. State to review materials in a timely fashion
- c. State will submit the NOFO Other application

**11. Municipal Consent (Source Type 1140)**

Regardless of impacts to access, capacity, or ROW, you are not required to obtain municipal consent for maintenance activities or construction or installation of:

Traffic safety measures (Minnesota Statutes, section 161.163, subdivision 2) such as those that regulate traffic, install traffic control devices, or other safety measures. The planning study documents that the corridor has a high crash rate. The primary objective in this work is to create a corridor that achieves safety and mobility for all users.

This scope of this work is for obtaining municipal consent of the preferred alternative for the project by the City of Minneapolis. Achievement of municipal consent is determined by the city passing a resolution of support within ninety days of a public hearing.

**11.1. Investigate Municipal Consent Requirements**

After review of the layout the Contractor will prepare an opinion on Municipal Consent requirements for this project. Is Municipal Consent a requirement to proceed with the project or is the project exempt from this requirement because the design will culminate in a corridor which addresses the safe passage for all?

11.1.1. Contractors Deliverable: Letter Opinion by the Contractor

**11.2. Standards and Guidance**

11.2.1. All deliverables must be prepared in accordance with:

- a. HPDP/MnDOT: Municipal Consent [Project Development - MnDOT \(state.mn.us\)](https://state.mn.us)

**11.3. Prepare and Send Municipal Consent Package to City**

11.3.1. Contractor will facilitate and attend three meeting(s) with the city(s) to:

- a. Present Final Layout and project cost including city's cost share

11.3.2. Contractor will prepare the municipal consent request package, which must include:

- a. Request letter
- b. Final geometric layout (use statute language)
- c. Cost estimate identifying the city's share of the project cost
- d. Project purpose
- e. Route location

- f. Short description of the proposed design of the highway
- g. Additional supporting data not known at this time

11.3.3. Contractor's Deliverables

- a. Municipal consent package
- b. Meeting materials, agenda, and meeting summary for each meeting

11.3.4. Contractor will update the municipal consent submittal package, which must include:

- a. Request letter
- b. Final Geometric Layout (use statute language)
- c. Cost estimate identifying the city's share of the project cost
- d. Project purpose
- e. Route location
- f. Short description of the proposed design of the highway
- g. Additional supporting data not understood at this time.

11.3.5. Contractor will perform one revision to the layout, which alters up to one fourth of the layout and one revision to the cost estimate.

11.3.6. Contractor's Deliverables

- a. Municipal consent package
- b. Meeting materials, agenda, and meeting summary for each meeting

**12. Stormwater Design (Source Type 1141)**

This project is located within the Upper Mississippi River Watershed Management Organization (WMO) and Bassett Creek Watershed Management Commission (WMC) boundaries. Additionally, the City of Minneapolis (City) has revised their statutes (commonly known as Chapter 54) and have promulgated rules which apply to linear systems. However, State is not required to apply for permits from the City, WMC, or WMO, but State has a goal to follow their standards.

A preliminary drainage design is to be completed for the three preliminary designs proposed to identify the requirements for stormwater management. A preliminary drainage design requires a feasible method of conveyance of the stormwater and an acceptable stormwater treatment design. This is required to identify potential locations for stormwater management facilities such that construction limits and ROW acquisition needs can be determined.

Because of the challenge to meet the standards of the WMO and City of Minneapolis and State (NPDES), the project team is to develop a signed MOU between the various regulatory agencies. Final design cannot occur without the Memorandum of Understanding which is a solid plan for stormwater management within the corridor.

**12.1. Meetings with WMO, City, Minneapolis Park Board, and Others**

The Contractor will lead and facilitate meetings to address the stormwater design for the project.

Close coordination with these agencies to develop ponding locations and stormwater

treatment design and methods will follow close coordination with these agencies. These meetings will develop the MOU and will lead to agreement

- a. on treatment methods,
- b. ponding locations
- c. and maintenance responsibilities for stormwater treatment devices.

12.1.1. These are the standards which apply for this project.

12.1.1.1. Stormwater Treatment Locations

- a. Stormwater treatment must be achieved within the construction limits of the project corridor.

12.1.1.2. Other regulations governing stormwater include and are not limited to:

- a. Current version of the NPDES Construction Stormwater Permit
- b. Minnesota Pollution Control Agency (MPCA) Minnesota Stormwater Manual
- c. Minnesota Department of Natural Resources (DNR) Best Practices for Meeting DNR General Public Waters Work Permit
- d. FHWA Hydraulic Design Series No. 4, Introduction to Highway Hydraulics
- e. FHWA Hydraulic Design Series No. 5, Hydraulic Design of Highway Culverts
- f. FHWA Hydraulic Engineering Circular Number 14 (HEC-14), Hydraulic Design of Energy Dissipators for Culverts and Channels
- g. FHWA Hydraulic Engineering Circular Number 15 (HEC-15), Design of Roadside Channels with Flexible Linings
- h. FHWA Hydraulic Engineering Circular Number 22 (HEC-22), Urban Drainage Design Manual
- i. Mississippi River Watershed Management Organization stormwater rules.
- j. Bassett Creek Watershed Management Commission stormwater rules.
- k. City of Minneapolis Public Works stormwater rules for linear developments.
- l. Other identified during discovery by Contractor.

12.1.2. All deliverables must be prepared in accordance with the following project specific standards:

- a. Stormwater Storage and Treatment Systems:
  - i. Construct all stormwater treatment and storage systems with a minimum of two feet of vertical freeboard above the high-water level (HWL) of a 100-year, 24-hour storm event to the berm crest (continuous flat surface).
  - ii. Construct berm crest width of five feet, minimum.
  - iii. Provide a wet pretreatment basin/cell upstream of all infiltration and filtration systems unless another method is approved by the District Water Resources Engineer.
  - iv. Underground structural stormwater storage and/or infiltration facilities will not be approved on this project, unless approved by the District Water Resources Engineer.
- b. Wet Stormwater Ponds and Filtration Basins:
  - i. Linear stormwater ponds and filtration basins if they are located within a very high or a high-vulnerability area of a Drinking Water Supply Management Area

(DWSMA), within an Emergency Response Area (ERA), or located within contaminated soils.

- ii. Provide a minimum of depth from the normal water level (NWL) to the pond bottom of at least three feet and a maximum depth of 10 feet.
- iii. Provide a 1:10 (V:H) bench extending from a wet pond NWL a minimum of 10 feet horizontally into the pond. Above the NWL, slopes must be no steeper than 1:3 (V: H) with 1:4 slopes preferred.
- iv. Base filtration rates for the design of the filtration basin on the MPCA Stormwater Manual. Base ponding depth within the filtration basin on the design filtration rate and a maximum 48-hour drawdown period.

c. Infiltration Basins:

- i. Infiltration basins will not be located within a very high or a high-vulnerability DWSMA or within an ERA. For proposed infiltration within other DWSMA vulnerability areas, written approval must be received from the corresponding City.
- ii. Infiltration is not permitted in areas with soil or groundwater contamination, karst, within three feet of a regional groundwater table, in Hydrologic Soil Group D, where soil infiltration rates are more than 8.3 inches per hour without modification, within 200 feet of a private water supply well, within 100 feet from a septic system, or within 100 feet of buildings or building foundations.
- iii. Base infiltration rates for the design of infiltration basins on measured infiltration rates along with the MPCA Stormwater Manual correction factor. Alternatively, use the MPCA Stormwater Manual design infiltration rates for the applicable soil texture.
- iv. Provide an overflow to establish the maximum water quality ponding depth to achieve the required maximum 48-hour drawdown period.

d. Hydrologic Methods:

- i. Design the drainage system so pre-project conditions are not exceeded for flood damage potential.
- ii. Design stormwater storage and treatment facilities using the Atlas 14, 100-year, 24hour rainfall event with an antecedent moisture condition of 2.

12.1.3. All deliverables must be prepared using an approved drainage design software.

Software	Possible Vendor	Functions
GEOPAK Drainage/Open Roads Drainage	Bentley	Rational method hydrology Inlet design and spread analysis Storm drainpipe design and hydraulic grade line analysis
Flowmaster	Bentley	Inlet design and spread analysis Channel/pipe critical and normal depth, capacity

<b>Software</b>	<b>Possible Vendor</b>	<b>Functions</b>
HydroCAD	HydroCAD Software Solutions LLC	Generate NRCS (SCS) hydrograph Develop stage-storage and stage-discharge for ponds Combine/route hydrographs through ponds and channels
M.I.D.S		Minimal Impact Design Standards for Stormwater
XP-SWMM	Innovyze	Generate NRCS (SCS) hydrograph or model historical storm Dynamic routing of hydrographs through ponds, pipes, and channels with varying tailwater/flow conditions
Hydraulic Toolbox	FHWA	Channel lining analysis Inlet design and spread analysis Channel/pipe critical and normal depth, capacity
CulvertMaster	Bentley	Analyze headwater and hydraulics for single or multiple culverts and/or road overtopping Design pipe size based on maximum headwater
HY-8	FHWA	Analyze headwater and hydraulics for single culvert, multiple barrels, broken back culverts, and/or road overtopping Design pipe size based on maximum headwater Energy dissipater design
HEC-RAS	COE	Water surface profiles for steady or unsteady flow Analysis of bridges, bridge-culverts, and culverts
P8 Urban Catchment Model	Walker	Model for predicting generation and transport of pollutants in stormwater runoff in urban watersheds
PEAKFQ	USGS	Gauge frequency analysis
SHSAM	BARR	Structural Pollution Control Device (SPCD) analysis
SMS	Aquaveo	2D hydraulic modeling for complex waterways using FESWMS or TUTFLOW models

12.1.4. Items Provided by the State

HydInfra storm drainage asset management system data available for the project area including data for any ponds, culverts, pipes, and hydraulic structures

## **12.2. Preliminary Stormwater System Analysis**

12.2.1. Contractor will compile available water resources-related information, regulatory requirements applicable to the project, and develop a water resources design criteria summary document.

12.2.2. The summary document must include and identify:

- a. Existing stormwater drainage plans, models, and survey data including available data on culverts, ditches, storm sewer systems, and stormwater treatment systems within the project area.
- b. Information collected during the field survey relating to existing conditions.
- c. Available soil conditions where infiltration, filtration, and wet ponds are proposed and where stormwater trunk line piping is proposed. Identify the source(s) of the data including web-based data, soil borings, and other.
- d. Water resources issues including, but not limited to, areas with historically inadequate drainage (e.g., known flooding areas, citizen-identified concerns, and complaints), environmentally sensitive areas, localized flooding, and maintenance problems associated with drainage, erosion areas, high groundwater table areas, areas known to contain contaminated soil or water, karst areas, ERAs, and DWSMAs including the degree of vulnerability of each DWSMA throughout the project area.
- e. Volume control, water quality, and rate control requirements as imposed by federal and state government regulations, MnDOT District Hydraulic Guidelines, watershed district and/or watershed management organization standards and rules, and any local governmental unit standards and rules.
- f. Existing drainage systems that require cleaning and/or inspection and make recommendations if features need repair or replacement.

12.2.3. Contractor will prepare drainage overview map(s) for the project area including:

- a. Existing and proposed drainage features including, but not limited to, culverts, ditches, storm sewer, outfalls, drop inlets, catch basins, wet ponds, dry ponds, infiltration basins, and filtration basins. Available municipal drainage system information must be included.
- b. Delineated drainage areas to each point of inflow and outflow from the project. Existing and proposed drainage areas must identify the time of concentration and modeled peak flows for the design events identified in the water resources design criteria summary. Existing and proposed ponding or detention areas must show the model peak water surface elevation for the 100-year design storm event.
- c. All waters within 1 mile of the project that receive project runoff: public waters, outstanding resource value waters, special waters, and impaired waters.
- d. Federal Emergency Management Agency (FEMA) Floodplain boundaries, Watershed District flood elevations and/or floodplain boundaries, National Wetlands Inventory (NWI) wetland boundaries, jurisdictional ditches, karst areas, ERAs and DWSMAs, and other relevant drainage system information including agricultural drainage tile systems within and adjacent to the project area.

- e. Existing drainage infrastructure and locations for repair, lining, replacement, and erosion control recommendations.

12.2.4. Contractor's Deliverables:

- a. Water resources design criteria summary, including all standards which are to apply for the project.
- b. Drainage overview map(s) for existing conditions, the map is to demonstrate stormwater challenges in the corridor.

**12.3. Preliminary Stormwater System Design**

12.3.1. Contractor will:

- a. Develop preliminary existing and proposed conditions hydrologic/hydraulic models of the project area and perform modeling as necessary to ensure project conformance to project design standards and permitting requirements. Analyses will be completed for the design storm events identified in the water resources design criteria summary document.
- b. Prepare a preliminary stormwater system design and a corresponding preliminary stormwater design report. The design and report must include documentation of the preliminary design, including how the meets the requirements identified in the water resources design criteria summary document. The report must provide documentation of the following:
  - i. Total disturbed soil area, existing and proposed impervious area, reconstructed impervious area, and resulting regulatory requirements for volume control and water quality treatment.
  - ii. Preliminary sizes and locations of culverts, storm sewer trunk lines, and outfalls.
  - iii. The location, size, type, slope, computed headwater for the existing (where applicable) and proposed conditions discharges, and preliminary invert elevations of each culvert and outfall.
  - iv. Preliminary location, surface area, and treatment volume depth of potential stormwater treatment systems including preliminary grading sufficient to establish construction limits and ROW needs.
  - v. Construction limits and required ROW for all drainage system facilities and stormwater treatment systems.
  - vi. Drainage tile system impacts and required connections and rerouting.
  - vii. How the preliminary drainage system design will preserve existing drainage patterns wherever possible unless approved by the District Water Resources Engineer.
  - viii. Coordination with the State Bridge and Utilities Office and District Water Resources Engineer.
  - ix. Modeling results of existing and proposed conditions stormwater systems as required for project permitting and/or as directed by the District Water Resources Engineer.
  - x. Cost participation by others as required in the State of Minnesota MnDOT Cost Participation Policy as described here [Cost Participation Policy Other Guidance - Project Development - MnDOT \(state.mn.us\)](#)



12.3.2. Contractor's Deliverables:

- a. Existing and proposed conditions hydrologic/hydraulic models
- b. Concept drainage design for each corridor layout proposed.
  - i. Stormwater Treatment Design Summary
  - ii. Preliminary stormsewer layout
- c. Preliminary stormwater system design
  - i. Drainage overview map(s) for proposed conditions
  - ii. Storm sewer design with invert elevations such that all structures within the proposed design will have sufficient cover to be constructed.
  - iii. Preliminary stormwater design report
- d. Memorandum of Understanding of the preliminary design which describes and documents a stormwater treatment design which addresses the requirements of the regulatory agencies and cost participation with the design.
- e. Preliminary cost estimates for the different systems with cost participation by the partner agencies.
- f. Preliminary cost estimate for the requisite maintenance required for the stormwater systems developed for the preliminary design.

**12.4. Request Soil Borings/Piezometers**

12.4.1. Contractor will prepare a request for a soil boring investigation for the potential stormwater treatment system locations identified in the preliminary stormwater design report. The request must include a map of the requested stormwater treatment systems and the preferred location(s) of borings within each treatment system including:

- a. The required number of borings at each location needed to accurately characterize the soil conditions for the intended design and to satisfy any applicable regulatory requirements.
- b. The required depth of the borings to identify groundwater and saturated soil conditions.
- c. A description of any soil sample collection and testing required including test methods.
- d. Provisions and details for installation and monitoring of piezometers include the required frequency of monitoring and start and end dates for monitoring.

12.4.2. Contractor's Deliverables:

- a. Soils investigation request memorandum
- b. Map of potential stormwater management facilities and boring needs

**13. Visual Impact Assessment**

The project corridor extends along TH 55 from the Bassett Creek Culvert (Bridge ID 5908) just west of the BNSF railroad to Oak Lake Avenue in Minneapolis. The project was originally scoped for a bituminous mill & overlay, sidewalks, ADA, bridge rehabilitation (replacement of bridge 5908 and redeck of bridge 27785), bikeway construction, and signal replacement, and it was decided this project did not meet the local community's needs. A planning study is underway. The results from the planning study

are to be substantially complete Spring 2024.

The corridor has an existing center median with grass and trees between Van White Boulevard and Thomas Avenue. There is a boulevard area on the north side of TH 55 with grass and trees, and no boulevard on the south side of TH 55. On both sides of TH 55, there are grassy spaces with trees behind the sidewalk within State's ROW. The task will be completed in coordination with Environmental Planning and Design Unit within the Office of Environmental Stewardship.

### **13.1. Standards and Guidance**

13.1.1. All deliverables must be prepared in accordance with:

- a. FHWA's Guidelines for the Visual Impact Assessment of Highway Projects: [https://www.environment.fhwa.dot.gov/env\\_topics/other\\_topics/VIA\\_Guidelines\\_for\\_Highway\\_Projects.aspx](https://www.environment.fhwa.dot.gov/env_topics/other_topics/VIA_Guidelines_for_Highway_Projects.aspx)
- b. The TPDP: <https://www.dot.state.mn.us/project-development/>
- c. MnDOT's Visual Quality Process: <https://dot.state.mn.us/project-development/subject-guidance/visual-quality/process.html>

13.1.2. The Visual Impact Assessment (VIA) must be prepared by a visual quality manager who is an architectural engineer, architect, landscape architect, or transportation planner with considerable training and experience in visual quality planning and design for large transportation projects.

### **13.2. Items Provided by the State**

13.2.1. The State will provide the following items:

- a. List of Visual Quality Advisory Committee (VQAC) members
- b. Input obtained from stakeholder groups
- c. Scheduling of VQAC meeting dates and times
- d. Tree survey (including table and map of existing trees) conducted by Minneapolis Parks and Recreation Board
- e. Roadway and bridge information including survey data to geolocate all proposed elements

### **13.3. Produce VIA Document**

13.3.1. Following State and FHWA guidance, complete the four phases of the VIA process:

- a. Establishment: Identify visual character of the proposed project, determine regulatory context, and the area of visual effect (AVE) considering the landscape constraints (landform and land cover) and the physiological limits of human sight. Consider how AVE might differ under the various alternatives being considered.
- b. Inventory: Define the existing status of the affected environment and the affected population and the existing or preferred condition of visual quality
- c. Analysis: Evaluate impacts on visual quality, including changes to the degree of visual quality as being beneficial, adverse, or neutral to the relationship viewers have with their visual environment.
- d. Mitigation: Recommend how to avoid, minimize, and compensate for significant adverse visual impacts associated with a transportation project and identify opportunities for enhancing visual quality. Recommendations should be consistent with NEPA mitigation methods (avoid, minimize, compensate).

13.3.1.2. Scope assumes VIA to consider for up to three alternatives, and Contractor will produce a Standard VIA, assuming one round of edits from state staff.

- a. Contractor will prepare a conceptual landscape plan for up to three alternatives with initial cost estimate for each landscape plan.

13.3.1.3. Scope includes up to five meetings with VQAC and/or other state staff. VQAC membership is anticipated to consist of state staff and staff from partner agencies during the creation of the VIA.

13.3.2. Contractor's Deliverables:

- a. Standard VIA draft and final report.

#### **14. Scoping Report Completed**

14.1.1. The preliminary design will be developed into a final scoping report, the Contractor will assist State's Project manager with the completion of this task. It is assumed the Contractor and the State's project manager will work with the various functional groups in the assembly of the final scoping report. It is assumed up to 60 hours of work will be required for this task and the work includes, attending up to 8 1-hour meetings, organizing data and preparing brief summaries to present at these meetings, and assisting 6 functional groups to understand the cost estimates of the work to be completed for this project, and updating these summaries.

The work includes preparing the scoping traffic control plan, assistance with development of the risk register for the final project and the complete streets report for the scoping report.

14.1.2. Contractor's Deliverables:

- a. Updated Scoping report including:
  - i. Scoping traffic control plan
  - ii. Development of risk register
  - iii. Updating Complete Streets Report
- b. Attendance of 8 meetings

#### **15. Section 4(f) Coordination (Source Type 1071)**

Contractor will complete a 4(f) review in coordination with State project manager and State Metro Environmental Document group.

##### **15.1. Standards and Guidance**

15.1.1. All deliverables must be prepared in accordance with:

- a. 23 Code of Federal Regulations (CFR) 774
- b. Section 4(f) Policy Paper (FHWA, 2012)
- c. The TPDP: <https://www.dot.state.mn.us/project-development/index.html>
- d. FHWA environmental review toolkit:  
[https://www.environment.fhwa.dot.gov/about/topic\\_list.aspx](https://www.environment.fhwa.dot.gov/about/topic_list.aspx)

##### **15.2. Prepare and Review Section 4(f) (P6 Activity Code SFF1000 is for temporary occupancy and 4FD1000-1100 for de minimis)**

15.2.1. Contractor will determine if any Section 4(f) properties are located within the project study

area and will:

- a. Identify and map potential Section 4(f) properties in and adjacent to the project area as early as practicable in the planning and project development process.
- b. Coordinate with officials with jurisdiction (OWJs) as needed to confirm Section 4(f) applicability, public recreational or public/private cultural resource.
- c. If no Section 4(f) resources are present, document that with Section 4(f) applicability checklist and attach to the environmental review document.

15.2.2. If there are known Section 4(f) resources present, Contractor will:

- a. Assess if any alternatives under evaluation would have anticipated Temporary Occupancy (Section 4(f) encroachment but not considered a Section 4(f) use), or Section 4(f) use (de minimis or individual) of Section 4(f) properties.
- b. If no potential Section 4(f) impacts, document findings in the Section 4(f) Applicability Checklist and attach to the environmental review document.
- c. Summarize the findings for inclusion in the environmental document.

15.2.3. IF APPLICABLE Contractor will complete a Section 4(f) temporary occupancy letter or de minimis evaluation including the following:

- a. Determine if the proposed Section 4(f) use is a temporary occupancy or de minimis impact.
- b. IF APPLICABLE Prepare a temporary occupancy letter and/or request for FHWA Preliminary De Minimis Determination for Parks or Historic Sites.
- c. IF APPLICABLE Prepare a draft FHWA OWJ De Minimis Concurrence for Parks or Historic Sites.
- d. IF APPLICABLE Prepare a notice of FHWA's preliminary de minimis impact determination for the newspaper for State to publish in coordination with a State Project Manager.
- e. IF APPLICABLE Prepare a draft OWJ De Minimis Concurrence for Parks or Historic Sites.

15.2.4. Contractor's Deliverables:

- a. Section 4(f) resource and impact exhibits
- b. Section 4(f) applicability checklist if no Section 4(f) properties are present or potentially impacted
- c. IF APPLICABLE a temporary occupancy letter and/or DE MINIMIS Request for FHWA Preliminary De Minimis Determination for Parks or Historic Sites
- d. IF APPLICABLE DE MINIMIS Notice of FHWA's preliminary de minimis impact determination in the public hearing notice for by publishing a de minimis legal notice for CE projects

## **16. Non-Programmatic Categorical Exclusion (Source Type 1071)**

### **16.1. Standards and Guidance**

16.1.1. All deliverables must be prepared in accordance with:

- a. The TPDP: <https://www.dot.state.mn.us/project-development/>
- b. Minnesota Infrastructure Carbon Estimator (MICE) Spreadsheet Tool and User Guide:

<https://www.dot.state.mn.us/environment/airquality/index.html>

- c. FHWA guidance for preparing and processing environmental and Section 4(f) documents:  
[https://www.environment.fhwa.dot.gov/legislation/nepa/guidance\\_preparing\\_env\\_documents.aspx](https://www.environment.fhwa.dot.gov/legislation/nepa/guidance_preparing_env_documents.aspx)
- d. Early Notification Memo (ENM) responses

16.1.2. Contractor will incorporate ENM responses into the Non-Programmatic Categorical Exclusion (CATEX) document.

### **16.2. Host Kick-off Meeting and Complete Environmental Document Decision Tree**

16.2.1. Contractor will hold a kick-off meeting with the State project manager and staff from Metro District Environmental Document. As part of the meeting, Contractor will use MnDOT's Environmental Document Decision Tree to confirm that the project is a non-programmatic categorical exclusion (NONPCE). Contractor will document the results of the Environmental Document Decision Tree in a memorandum detailing the environmental document type that will be used. This meeting will also be an opportunity for the project team to identify if a parallel Environmental Assessment Worksheet (EAW) will be needed in conjunction with NONPCE.

16.2.2. Contractor's Deliverables:

- a. Kick-off meeting
- b. Memorandum detailing the environmental document type that will be used.

### **16.3. Prepare ENM**

16.3.1. Contractor will coordinate with the State project manager and Metro District Environmental Document group to draft an ENM and develop associated graphics using the most recent version of the ENM template from State TPDP site. State staff will edit deliverable and distribute the ENM to relevant State functional areas.

16.3.2. Contractor's Deliverables:

- a. Draft ENM, to be distributed by State staff, including text and graphics

### **16.4. Prepare CATEX Document (P6 Activity Code CTX1000)**

16.4.1. Contractor will:

- a. Confirm with the Office of Environmental Stewardship (OES) that the project meets the definition of a class II action and the proposed improvements exceed one or more of the thresholds in Attachment B of the Programmatic Categorical Exclusion (PCE) Agreement.
- b. Discuss document decision tree completed in Task 16.2 with OES.
- c. Perform a review of the project area and compile data from the ENM responses to complete the non-programmatic CATEX.
- d. Prepare description of existing conditions and proposed improvements, description of project cost, anticipated funding sources, anticipated schedule, and key contacts for environmental document.
- e. Use information developed from planning study on TH 55 to finalize purpose and need. The project need statement must identify transportation problems along the

project corridor. The project purpose statement must summarize the project objectives and goals for addressing the project needs.

- f. Document the following information as part of the fish/wildlife habitat, plant communities, and sensitive ecological areas review:
  - i. Identify any existing fish/wildlife habitat, plant communities, and sensitive ecological areas located on or near the project through the use existing data supplemented with ENM responses from the Minnesota DNR and State's Fish and Wildlife Service Liaisons (Chris Smith and Ryan Foley).
  - ii. Coordinate with OES to complete the state and federal threatened and endangered species section.
  - iii. Identify potential impacts to these resources and features and develop mitigation, as necessary, in collaboration with the State.
- g. Incorporate the Wetland Two Part Finding if wetland impacts are present as an attachment to the CATEX.
- h. Address floodplain impacts and document with a Floodplain Assessment. Assume the project will not have a significant floodplain impact.
- i. Assess erosion control and construction operations that may take place in or be in the vicinity of rivers, streams, lakes, wetlands, or other bodies of water.
- j. Address excess materials in compliance with regulated materials.
- k. Identify and document impacts to utilities and address construction impacts.
- l. Summarize contaminated properties review for inclusion in CATEX document.
- m. Address traffic detours, and maintenance of traffic.
- n. Address permanent and temporary ROW impacts.
- o. Address bicycle and pedestrian movements and accessibility.
- p. Summarize the Section 4(f) assessment if resources are identified and potential mitigation considered.
- q. Identify the potential amount of ROW that is needed for the project and the number of parcels along the corridor that will be impacted by the need for additional ROW. Provide a discussion of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and 49 CFR Part 24. Include discussion of relocation assistance and replacement housing/business location availability.
- r. Summarize the Section 106 determination provided by Cultural Resources Unit (CRU) for the archeological/historical resources review. Any additional required cultural resources studies will be completed by CRU.
- s. Document in a table format all environmental mitigation commitments identified from the social, economic, and environmental topics.
- t. Document public and agency involvement that has occurred and is planned.
- u. Identify all required permits, approvals, and governmental agency reviews required prior to construction of the project.
- v. Prepare graphics for the CATEX document including project location map, United States Geological Survey (USGS) map, layouts, and other supporting graphics.

16.4.2. Contractor's Deliverables:

- a. Draft CATEX and potential supporting documentation, may include but is not limited to the following:

- i. ENM responses/determination letters
- ii. Supporting bridge information
- iii. Wetland Two Part Finding
- iv. Floodplain assessment
- v. Section 4F – de minimis or temporary occupancy letter
- vi. Environmental management plan (green sheet)

**16.5. Review & Revise Draft CATEX Document by Metro District and OES (P6 Activity Code CTX1020)**

16.5.1. Contractor will revise the CATEX to address Metro District and OES comments and submit draft document for State approval.

16.5.2. Contractor's Deliverables:

- a. Revised draft of the CATEX and supporting documentation (clean copy, tracking changes copy, disposition of comments matrix)

**16.6. Revise Draft CATEX Document Based Off of FHWA Comments (P6 Activity Code CTX1050)**

16.6.1. Contractor will revise the CATEX to address FHWA comments and submit final document for FHWA approval.

16.6.2. Contractor's Deliverables:

- a. Final CATEX and supporting documentation (clean copy, tracking changes copy, disposition of comments matrix)

**16.7. Obtain District, OES, FHWA Signatures for CATEX Document (P6 Activity Code CTX1060)**

16.7.1. Contractor, with the assistance of Metro District Environmental Document staff, will:

- a. Obtain Project Manager, District, OES, and FHWA signatures on the approved CATEX.

16.7.2. Contractor's Deliverables:

- a. District, OES, and FHWA signatures on the final CATEX

**17. Independent Contractor**

Contractor agrees it is acting in the role of an independent Contractor. Contractor, and its employees and subcontractors, will not be considered employees of the State for any reason. Contractor acknowledges that it is responsible for its own financial control. Contractor has negotiated the payment for this contract with the State, which may result in a profit or loss for Contractor. Contractor also acknowledges that it is responsible for the behavioral control of itself, its operations, and its staff. Contractor is solely responsible for determining the means, methods, and sequence of performing the work covered by this contract. The State has included deliverable dates in this contract, not to provide a "sequence" of work but because the State must coordinate these deliverables with (1) the State's financial plans, (2) other contracts managed by the State, and (3) work performed by the State's own staff. The parties have mutually drafted and agreed upon a scope of work. The level of detail used to describe the work is intended only to establish minimum standards and ensure consistency across the hundreds of projects managed by the State;

Contractor remains responsible for determining the means and methods of performing the work to meet or exceed those requirements. The State will not directly supervise Contractor's work but will provide oversight and monitoring, as required by Minnesota Statutes §16C.08 and 23 CFR Part 172.5, to ensure compliance with the terms, conditions, and specifications of this contract. At the conclusion of this contract, the State will evaluate Contractor's performance under this contract for potential use in future evaluations and selections as required by Minnesota Statutes §16C.08 and 23 CFR Part 172.5.

## **18. Format of Deliverables**

### **18.1. All deliverables must be provided in electronic file format.**

#### 18.1.1. Software

- a. Report source files must be in current versions of Microsoft Word and Microsoft Excel. Files must be delivered to the State by using Projectwise Partner Access
- b. CADD deliverable source files must meet the State's Level 2 Enhanced CADD Data Delivery Specifications.
- c. All applicable spatial data and maps created in GIS software must be provided in a standard shapefile format (.shp) that is compatible with current versions of ArcMap software.
- d. All source files also must be converted to Adobe Acrobat (.pdf extension), and the PDF must be searchable, with scanned pages eliminated except for signature pages.

#### 18.1.2. Plain Language

- a. All documents or exhibits specifically designed to be used by the public must be developed in "plain language." Executive Order 14-07 requires the Office of the Governor and all Executive Branch agencies to communicate with Minnesotans using plain language and defines plain language as a communication that an audience can understand the first time they read or hear it. Additional information is available at (<https://www.dot.state.mn.us/consult/adaplainlanguage.html>). To meet the requirements of this executive order, Contractor will:
  - b. Use language commonly understood by the public
  - c. Write in short and complete sentences
  - d. Present information in a format that is easy to find and easy to understand
  - e. Clearly state directions and deadlines to the audience
  - f. Technical documents, presentations, spreadsheets, and drawings used by technical staff do not need to be in plain language.

#### 18.1.3. Accessibility Standards

18.1.3.1. Contractor must comply with the State of Minnesota's Accessibility Standard ([http://mn.gov/oet/images/Stnd\\_State\\_Accessibility.pdf](http://mn.gov/oet/images/Stnd_State_Accessibility.pdf)) for all documents or exhibits specifically designed to be used by the public. The State of Minnesota's Accessibility Standards are based on the WCAG 2.0 (Level AA) and Section 508 of the Rehabilitation Act, as amended. Additional requirements can be found at (<http://www.dot.state.mn.us/ada/accommodation.html>) and include:

- a. Providing interpreters, translators, or other special accommodations.
- b. Providing documents in an alternative format.



- c. Following the PDF accessibility guidance.

18.1.3.2. State of Minnesota's Accessibility Standard also includes:

- a. All videos must include closed captions, audio descriptions, and a link to a complete transcript.
- b. All documents, presentations, spreadsheets, drawings, and other material must be provided in an accessible format. Native files must be provided in an editable format. Acceptable formats include InDesign, Word, and Excel.
- c. All materials intended for downloading and printing must be labeled as such, and the content must be provided in an accessible format.

18.1.3.3. Technical documents, presentations, spreadsheets, and drawings used by technical staff do not need to comply with the State of Minnesota's Accessibility Standard.

18.1.3.4. All outward-facing Microsoft Word documents to be used during the project must be designed with ADA-accessible features, including alt text and screen-reader compatibility.

## **19. Standards and Guidance**

19.1. All field data must be provided in GIS/Global Positioning System (GPS)/County Coordinates – NAD 83 (1996) County Datum and NAVD 88 vertical datum, CONNECT Edition Open Roads Designer and Microsoft Excel/Word formats.

19.2. All design work will be done in conformance with current State MicroStation Open Roads Designer (ORD) standards, following Level 2 Enhanced Computer Aided Design and Drafting (CADD) Data Delivery Specifications.

19.3. All design must be conducted by or under the direct supervision of a Professional Engineer licensed in Minnesota.

19.4. All survey work must be conducted by or under the direct supervision of a Professional Land Surveyor.

19.5. All deliverables must be prepared in accordance with The TPDP [Development - MnDOT \(state.mn.us\)](https://www.state.mn.us/development)

19.6. Failure of this scope of work to list a specific standard under a specific deliverable does not absolve Contractor's obligation to comply with all laws, regulations, and standards that apply to highway projects within the State of Minnesota. Contractor must comply with all state, federal, and local standards, laws, and regulations related to the scope of work and project area. Work must comply with the latest edition or revision of that standard in effect on the proposal due date, including any amendments in effect on that date, unless otherwise specified in the contract or otherwise directed by the State.

19.7. Websites have been supplied to Contractor for some of the standards and guidance documents listed for convenience only to help Contractor locate the required standard or guidance. The websites are not guaranteed to be correct. It is ultimately Contractor's responsibility to locate the required standard and to determine if the standard has been modified pursuant to this Contract.

19.8. Additional requirements for standards may be provided within the scope tasks that follow.

## **20. Items Provided by the State**

20.1.1. State will provide the following items. Some items must be provided at notice to proceed. Other items are developed as the project progresses. Contractor is responsible for requesting the needed information when it is available during the project development.

- a. TH 55 Planning Study Reports
- b. As-built plans (if available)
- c. Base mapping: topography, triangulated irregular network (TIN), Digital Terrain Model (DTM), ROW, property lines
- d. MicroStation files of base mapping, cross-sections, utilities, detail design plans/layout and construction plans
- e. Existing alignment/survey
- f. Project limits
- g. ROW information
- h. Proposed ROW acquisition map
- i. Pavement recommendations and material design recommendations
- j. Sample plan
- k. Example or existing/draft Stormwater Pollution Prevention Plan (SWPPP) and title sheet
- l. Mill & Overlay Project scoping document
- m. ADA design materials from work completed in 2023
- n. ADA Field Walk materials and ADA design recommendations
- o. Special provisions template and guidance information
- p. Required agreements
- q. District-modified standard detail sheets
- r. In-place lighting plans
- s. Traffic data and available traffic analyses/studies
  - i. MnDOT Traffic Engineering Manual
  - ii. MN MUTCD
  - iii. State StreetLight license
- t. Foundations recommendations
- u. Final plans for completed projects on the corridor
- v. MnDOT's risk register template
- w. State lighting records
- x. State signing records
- y. State Traffic Management Systems (TMS) records
- z. Transportation Asset Management System (TAMS)
- aa. MnDOT survey request form
- bb. Geotechnical investigation including borings
- cc. Materials design recommendation including borings
- dd. Existing soil boring information
- ee. Soil borings and foundation recommendations
- ff. Existing drainage systems plans
  - i. Hydinfra inventory table and map of existing drainage system with asset information including material type, dimensions, coordinates, and condition ratings

- ii. GIS shapefiles of storm drainage features in the project area that have been recorded in the TAMS Hydrinfra database
- iii. Known existing drainage flooding and erosion issue areas
- iv. Piezometers and groundwater elevation data
- v. Borings of pond, infiltration, or filtration locations

## **21. Requirements for Work Within ROW**

### **21.1.1. Traffic Control**

21.1.1.1. Contractor must meet the following requirements for traffic control for all work related to this contract that occurs within ROW prior to the construction letting.

- a. All roadways and property accesses must be kept open to traffic at all times. All legs of a local road intersection must remain open at all times. Pedestrian traffic must be maintained and guided through the project at all times in accordance with the MMUTCD chapter 6D and layouts in chapter 6J.
- b. Notify the State if roadways, property access, legs of intersections, or pedestrian traffic cannot be maintained. The State will then coordinate closures with the necessary parties. Contractor must provide traffic control plans as needed during this coordination. Road closures may only occur with the permission of the State.
- c. Lane closures may only occur after the State has approved them. Contractor must submit proposed lane closures to the State for consideration.
- d. Contractor must provide all traffic control necessary to perform the work. Traffic control must be performed in accordance with the current Metro Lane Closure Manual, MN MUTCD including Part 6K of the Minnesota Temporary Traffic Control Field Manual, the Guide to Establishing Speed Limits in Highway Work Zones, the Minnesota Flagging Handbook, the Minnesota Standard Signs and Markings Manual, and the Traffic Engineering Manual. The Metro Lane Closure Manual can be found at the following website:  
<https://www.dot.state.mn.us/metro/trafficeng/laneclosure/index.html>. The other manuals can be found at the following website:  
<http://www.dot.state.mn.us/trafficeng/publ/index.html>.
- e. When working on the shoulder or median of State highways, Contractor must perform this work using a lane closure on the mainline and adhering to the lane closure restrictions in the Metro Lane Closure Manual.
- f. Contractor must furnish, install, maintain, and remove all traffic control devices required to provide safe movement of vehicular traffic through the project during the life of the contract from the start of contract operations to the final completion thereof. The State will have the right to modify the requirements for traffic control as deemed necessary due to existing field conditions.
- g. Traffic control devices include, but are not limited to, barricades, warning signs, trailers, flashers, cones, and drums. Barricade weights must be sufficient to maintain barricade stability.
- h. Contractor must immediately repair or replace all traffic control devices that become damaged, moved, or destroyed; all lights that cease to function properly; and all barricade weights that are damaged, destroyed, or otherwise fail to stabilize the barricades. Contractor must provide sufficient surveillance of all traffic control

- devices at least once every 24 hours.
- i. Contractor must furnish names, addresses, and phone numbers of at least two individuals responsible for the placement and maintenance of traffic control devices. These individuals must be "on call" 24 hours per day, seven days per week during the times any traffic control devices furnished and installed by Contractor are in place. The required information must be submitted to the State at the contract kickoff meeting.
  - j. Contractor must respond immediately to any call from the State or its designated representative concerning any request for improving or correcting traffic control devices.
  - k. Contractor must create and update a daily log documenting the traffic control. This log also must include the date and time any changes in the traffic control go into effect. The log must identify the location and verify that the devices are placed according to contract requirements. All entries in the log must include the date and time of the entry and be signed by the person making the inspection. The State reserves the right to request copies of the logs as deemed necessary.
  - l. Contractor must provide copies of the inspection logs within the timeframe agreed upon when requested by the State.
  - m. All Contractors', subcontractors', and suppliers' mobile equipment that is operating within the limits of the project with potential exposure to passing traffic must be equipped with operable warning lights that meet the appropriate requirements of the Society of Automotive Engineering International (SAE) specifications. This includes closed roads that are open to local traffic only. This also includes any vehicle that enters the traveled roadway at any time.
  - n. Lights must be mounted so that at least one light is visible at all times when at eye level from a 60-foot radius about the equipment. To meet these requirements, supplemental lighting may be used in addition to the lights on the approved products list. All supplemental lights must be SAE Class 1 certified. This specification must be used for both daytime and nighttime operations. All costs incurred to provide warning lights must be at no cost to the State. These warning lights also must be operating and visible when a vehicle decelerates to enter a construction work zone and again when a vehicle leaves the work zone and enters the traveled traffic lane.
  - o. Contractor must equip vehicles with lights that are on the approved products list, which can be found at <http://www.dot.state.mn.us/products/vehiclighting/vehiclesafetylights.html>.
  - p. Contractor must provide protective devices necessary to protect traffic from excavations, drop-offs, falling objects, splatter, or other hazards that may exist during construction. Equipment must not be allowed to suspend over traffic.
  - q. All workers within the ROW who are exposed to either traffic or to construction equipment must wear reflectorized high-visibility safety apparel. High-visibility safety apparel means personal protective safety clothing that is intended to provide conspicuity during both daytime and nighttime usage and at a minimum meets performance Class 2 requirements of the American National Standards Institute/ International Safety Equipment Association (ANSI/ISEA )107 – 2004 publication American National Standard for High-Visibility Safety Apparel and Headwear.
  - r. All high-visibility apparel must be worn in the manner for which it is intended to be

worn. All apparel worn on the torso must be closed in the front to provide contiguous 360-degree visibility. If a worker's high-visibility apparel becomes faded, worn, torn, dirty, or defaced, reducing the conspicuity of the apparel, the apparel must be removed from service and replaced with new apparel.

21.1.2. Maintenance

21.1.2.1. Contractor must meet the requirements for maintenance herein for all work related to this contract and prior to the construction letting.

- a. The work site must be completely cleaned up to equal or better condition than before excavation. Existing pavement or surface must be neatly saw cut and excavated using a method enabling vertical and horizontal exploration through this cut when the need to expose a utility underneath pavement occurs.
- b. Test holes must be excavated to expose the utility to be measured in a manner that ensures the safety of excavation and prevents any damage to the utility. All applicable utility damage prevention laws must be complied with, and coordination with utility inspectors must occur as required.
- c. Contractor is responsible for any damage to the utility during excavation. In the event of utility damage, work must be stopped and appropriate agencies notified, including the utility owner. Work must not resume until the owner has determined what action to take. Contractor is liable for all costs associated with the repair or replacement of the facility and must contact the State immediately if hazardous materials are encountered.
- d. Excavation must be backfilled with approved material around the utility structure and compacted, in lifts, with appropriate devices. Pavement within the limits of the original cut must be permanently restored at the time of backfill. If the test hole is excavated in an area other than the roadway pavement, the area must be restored to equal or better condition than before excavation. Contractor is responsible for the integrity of the backfill/surface restoration. If the work site is not appropriately restored, Contractor must return and properly restore the site at no extra cost to the State.

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