

Attachment 1 –Work Tasks Descriptions (Phase 1A)

MnDOT, in partnership with Anoka County and the cities of Ham Lake, Blaine and Spring Lake Park, began a far-reaching study of the Hwy 65 Corridor in August 2018. This study, The Trunk Highway 65 Planning and Environmental Linkages Study (TH 65 PEL) examined a range of cost-effective roadway alternatives to address capacity, access, mobility and safety issues between Bunker Lake Blvd. (CSAH 116) in Ham Lake and CSAH 10/Mounds View Blvd. in Spring Lake Park.

The proposed project addresses the concerns identified above and is consistent with long-term plans for the corridor referenced above. The project will construct improved access points on Minnesota Trunk Highway 65 at the City of Blaine's 99th Ave NE (MSAS 101) and CSAH 12 (109th Ave NE), and east and west side frontage road improvements. It provides new connectivity within the City and region and provides alternatives for pedestrians and bicyclists.

The following scope of work consists of project development to advance the access improvements in PEL Study Section 2 to reach Preferred Alternative decision milestone (Phase 1A) accepted by the City of Blaine, Anoka County, MnDOT, and FHWA. It is anticipated that reaching this milestone would take six months from Notice to Proceed.

1 Project Management

Project management will be coordinated with a Project Management Team (PMT) comprised of staff from the City of Blaine, the Anoka County Highway Department, MnDOT, and FHWA.

1.1 Administration

Administration of the project will include monthly progress reports with budget status, invoicing, contract amendment requests (if necessary), cost and schedule updates, billing preparation, other non-technical work, communication with the necessary project personnel and all other work to ensure all the project tasks are completed on time, within budget and in accordance with state and federal laws, rules and regulations. The consultant will discuss the upcoming tasks for the next billing cycle and keep county project manager up to date on budget concerns and discuss how the consult is planning to stay on budget.

Progress reports and invoices will be submitted on a monthly basis. The progress report will show the progress for the month and the progress to date for each task.

1.2 General Coordination

General coordination of the project will include scheduling project management team meetings, agency coordination meetings, public open house meetings, utility meetings and any other meetings as required. The consultant will be responsible for securing locations for public open house meetings.

1.3 Quality Assurance and Quality Control Functions (QA/QC)

The consultant will perform QA/QC functions throughout the project duration to ensure delivery of a quality product in a timely manner. Please describe your approach to QA/QC for this project.

Deliverables:

- Monthly progress and status reports- Including a description of the past months activities and look-ahead for the coming month(s)
- Schedule monthly project management team meetings and other meetings identified above
- Coordinate activities with stakeholders via phone, e-mail and written correspondence
- Submit invoices in a timely manner
- Electronically deliver all project correspondence monthly to the City of Blaine and Anoka County for project archival, this includes minutes, logs, emails, etc.

2 Public and Agency Involvement

Public and agency involvement are important factors in the success of this project. Information will need to be presented and agency coordination will be needed to move the project forward. There are primarily five meeting types that will need to be conducted as part of this project. Specific details are provided under each meeting type. As indicated in the main body of the proposal, consultants may wish to modify the number of meetings, by type, that are included in the descriptions below. Please note your assumptions in your detailed work plan and cost proposal.

2.1 PMT Meetings

The consultant will hold an initial kick-off meeting to confirm the basic project objectives, solidify a work plan and obtain consensus on project requirements. On a monthly basis, the consultant will schedule, prepare for, lead and provide meeting minutes for the project management team (PMT). The PMT will meet monthly, to discuss design-, permit-, and agency-related issues to the project. Consultant assumes a total of seven 2-hour meetings, 3 in-person and 4 virtual.

2.2 Project Mailings

The consultant will be responsible for preparing, printing and mailing notices for all public meetings. The county will provide a list of names and addresses.

2.3 Public Open House

The consultant will conduct one 2-hour virtual open house meeting as requested by the City of Blaine and Anoka County. The consultant will also need to coordinate with MnDOT for all public-facing information and ensure all meetings, documents, and information comply with the State of Minnesota's Accessibility Standard and plain language requirements (<http://ihub.dot.state.mn.us/plainlanguage/index.html>, http://mn.gov/oet/images/Stnd_State_Accessibility.pdf) Due to the current operating environments in response to COVID-19, the proposer shall assume that all open houses will be, or include, a virtual platform. The consultant will be responsible for preparing all

written and display materials as well as sending out postcards for each meeting (assume 1000 per meeting) and informational mailings as requested by the county. Assume 500 letter size envelopes per mailing and up to 3 mailings are anticipated. For in-person meetings, the consultant will also be responsible for arranging a meeting location as approved by the City of Blaine and Anoka County. Following the meeting, the consultant will document and summarize any comments received into a memo format for use by the agencies.

2.4 City Council Meetings

Up to two meetings with the Blaine city council will be needed to keep members informed on the project and to allow the public an opportunity to provide additional input.

2.5 Public Advisory Committee Meetings and Local Official Briefings

The consultant will conduct two 2-hour in-person Public Advisory Committee Meetings and two in-person 1.5 hour Local Officials Briefings that will be held on the same night as requested by the City of Blaine and Anoka County.

2.6 Agency and Property Owner Coordination

The consultant will coordinate with federal, state, regional and local agencies as is needed to move the project forward. These meetings will be used to coordinate information relating to permits, approvals and other forms of consent beyond the PMT meetings. The consultant will need to prepare for, attend and take minutes at these meetings. It is assumed that 8 agency and or property owner meetings will be needed. The consultant will also need to attend the meetings between property owners and the county. The City will help coordinate the meetings with the property owners. The consultant will participate, supply any requested drawings, take minutes and provide written minutes to the county.

2.7 Project Web Site

Provide content for a project website to be hosted by the City of Blaine. Includes schedules, layouts, FAQ sections, links, graphics and any other information needed to present to the public. Included in this task are updates as requested by Project Management Team. The website and content must be designed to meet ADA requirements.

2.8 Visual Simulation

A 3D animated video will be produced to use as a public involvement tool. The animation will focus on how drivers enter/exit off of TH 65 near one major intersection (i.e. 109th Ave NE). The animation will be for the Hybrid Freeway Alternative to familiarize the public with the concept of grade-separated u-turns and how they would provide local circulation. Consultant will utilize provided create the 3D model of the roadway and animate one fly around camera. The surrounding site will include vegetation and textured building models. Voiceover and a music track can be added for additional budget.

Deliverables

- Agendas and meeting minutes

- Virtual Open House hosting, information presentations, social media invites and informational notifications, and public comment collection
- Postcard design, printing and mailings for public open houses
- Informational mailings as requested
- Social Media updates and information sharing. This shall include continual updates as necessary to keep information current and accurate.
- Web page and up to four updates
- 1-30 second 3D animation

3 Environmental Documentation

Project partners recently completed a PEL Study that will provide a starting point for moving forward into NEPA. This project covers Section 2 of the PEL. Three Alternatives were advanced from the study. The PEL Study developed a Purpose and Need, Evaluation Criteria and a screening process that will be used as a starting point moving forward. The Final Draft PEL Study shall be provide to the selected consultant for use and project guidance until the Final Study is published.

3.1 Tech Memo 1 - PEL Study Design Refinement for Section 2 Alternatives Memo

The consultant will generate preliminary construction limit designs and cost estimates for the three Section 2 build alternatives that originate as a footprint level design from the PEL Study. This assumes TH 65 is going over side-streets or median u-turns. If a side-street over alternative is requested it would be an additional alternative and additional budget. The consultant then updates the PEL Study Level 3 evaluation matrix. The consultant documents the results of this effort in memo 1. This information will be used by MnDOT to write a class of action memo to be submitted to FHWA. The memo will have enough design refinement to better determine the extent of SEE impacts to inform class of action process; no screening.

MnDOT and FHWA have determined the project is likely to meet a Categorical Exclusion, for purposes of this RFP. It is noted here, that there is always a possibility of an upscope in environmental documentation due to unforeseen circumstances. In the event that occurred, the contract would be amended.

3.2 Tech Memo 2 - Purpose and Need and Evaluation Criteria

The consultant will use the PEL Study Purpose and Need portion of the Tech Memo as a starting point for this tech memo for Section 2. It is anticipated that this would be a review by project partners with minor edits, as there have not been any changes to the project area since completing the PEL Purpose and Need tech memo. The consultant would use the Level 3 evaluation criteria as the starting point. There may be adjustments to the criteria. A process for using the criteria would be established. The consultant would coordinate review of the Section 2 Purpose and Need and Evaluation Criteria tech memo and make any edits. The final tech memo would have FHWA concurrence.

This tech memo will go directly into the Categorical Exclusion

3.3 Tech Memo 3 - Preferred Alternative Tech Memo

After FHWA concurrence on task 3.2 this task can start. The work done in task 3.1 will be reviewed and any refinements to all three alternatives and/or evaluation matrixes will be made. The established evaluation process would be followed to select a draft Preferred Alternative. The tech memo would document this process and selection of a draft Preferred Alternative. This task will include completing a benefit-cost analysis for all three alternatives per MnDOT guidelines.

The established PEL public and agency involvement would be continued with a publication of the draft Preferred Alternative Tech Memo. The Minnesota State Environmental Quality Board EAW review list, project area partners and the public would be requested to comment on the draft Preferred Alternative. The consultant will compile comments for the project partners. If no substantive comments are heard an announcement would be made on the Preferred Alternative to agencies and the public.

Tech Memo 3 would be updated with the public and agency comments and decision to select the Preferred Alternative

4 Noise Analysis

The Consultant will provide noise analysis services, done according to 2017 MnDOT Noise Requirements or most current version. The noise analysis will include evaluation of Section 2 identified in the Trunk Highway 65 Planning and Environmental Linkages (PEL) study, extending from 99th Ave through 117th Ave. Consultant services include noise measurement collection, classified traffic counts, modeling, and preparation of the report. If warranted, Consultant will solicit the opinions of the benefitted receptors, document the results, and provide materials for public meetings. The Consultant will prepare a Noise Report for inclusion in the project's National Environmental Policy Act (NEPA) document.

Current MnDOT Noise Requirements and Guidance available at:

<http://www.dot.state.mn.us/environment/noise/policy/index.html>

4.1 Develop Receptor Sites

Identify modeling receptor sites and acquire approval to use them.

- Model noise receptor sites within 500 feet of the project corridor including residential, commercial, industrial, educational, and other land uses such as parks and trails.
- Identify if the project includes any proposed new trails.
- Prepare a map of proposed location for noise receptors and monitoring locations and obtain approval from State.

Consultant Deliverables: One map and draft write-up for Noise Report of the proposed modeling receptor sites and proposed monitoring sites.

4.2 Noise Monitoring

Conduct noise monitoring. Create draft write-up of results for the Noise Report.

- Perform a 30-minute background noise measurement during the daytime (9:00 AM to 4 PM only) at a minimum of X receptor sites. Collect data for hourly L10, L50, L90, and Leq.

- It is recommended that measurements be conducted at each selected location during a period representative of the worst hourly traffic noise condition.
- At a minimum, conduct classified, directional traffic counts (cars, medium trucks, heavy trucks) during measurement periods. Collection of 24-hour classified vehicle counts is preferable. In addition, vehicle speed measurements shall be collected during the noise measurement period.
- Noise measurements will not be conducted during periods of traffic congestion.
- Provide a log of the date, time, weather conditions, and measurement devices at each monitoring location consistent with the MnDOT Noise Requirements.

Consultant Deliverables: PDF versions of noise monitoring logs. One electronic draft write-up of the noise monitoring results and map of receptor locations for the Noise Report.

4.3 Noise Impact Modeling-all alternatives

Conduct noise impact modeling for all alternatives. Create draft write-up of results for the Noise Report.

- Noise modeling will be conducted using TNM 2.5 or most current version.
- Determine worst case noise hour using classified traffic counts from monitoring data, 24-hour classified vehicle counts, and/or MnDOT traffic data.
- Work with MnDOT Metro Noise staff if there are other major noise sources in area besides traffic noise to determine if and how these sources will be incorporated into the noise model.
- Prepare the Preliminary Noise Analysis modeling for the following conditions:
 - Existing conditions
 - No-build conditions - 20 year after project is open to traffic
 - Preferred alternative condition - 20 years after project is open to traffic

Consultant Deliverables: One electronic draft write-up of worst-case noise hour analysis and noise impact modeling results for the Noise Report.

5 Surveys and Mapping

All survey and mapping tasks are included in Phase 1A and incorporate the drone survey included in our proposal's additional services to provide safety and cost benefits over conventional surveys.

6 Geotechnical Information

Geotechnical work in Phase 1A is limited to a desktop review of existing soil borings/maps for high-level geotechnical assessment.

7 Coordinate with Value Engineering (VE) Study Team

No work in Phase 1A.

8 Identify and Obtain All Required Agency Approvals and Permits

Before construction can occur, permits from regulatory agencies will need to be obtained. The consultant will be responsible for obtaining all approvals and permits.

8.1 Wetland Delineation

The consultant will need to identify and delineate any wetlands located along the corridor and prepare a wetland delineation report. This task also includes TEP approval. Depending on the complexity of the design and locations of ponds, additional mobilizations for wetlands may be needed. The consultant shall account for this in their proposal.

9 Staging and Timing Review

No work in Phase 1A.

10 Design Study Report

No work in Phase 1A.

11 Identify Right of Way Needs

No work in Phase 1A.

12 Utility Identification and Relocation

12.1 Utility Identification

Phase 1A incorporates QL B Subsurface Utility Exploration. QL A Subsurface Utility Exploration will be included in a subsequent phase of the project/contract.

13 Final Project Design

No work in Phase 1A.

14 Bridge Plans

No work in Phase 1A.

15 Traffic Forecasting

Traffic forecasts should be completed using Anoka County's Travel Demand Model, which will be updated to reflect 2040 population and employment information as identified in completed comprehensive plans for Blaine and other cities represented in the model. The consultant shall use VISSIM traffic simulation modeling for design refinements, signal operation impact, etc. Preliminary results shall be reviewed with the MnDOT Office of Traffic Engineering.

As the PEL Study is recently completed, MnDOT will be able to provide files, and supporting documentation to aid in this task. This should reduce the amount of work necessary for this task, but there should still be a minimum of 24 hours accounted for in this task for making adjustments, validation and stakeholder review (MnDOT and Anoka County).

15.1 Develop Daily and a.m. and p.m. peak hour traffic forecasts for the year 2045, as well as interim years (i.e., interchange opening year) for:

- No-Build Scenario
- Four-lane freeway with interchange at CSAH 12 (109th Ave NE)
- Scenario yet to be defined (if needed)

A detailed draft and final technical memorandum are to be produced for this task. The memorandum will document the forecasting process, including all assumptions used in the development of the traffic forecasts. Also outlined in the memorandum will be

recommended future roadway geometrics, including roadway cross-section, ramp configurations, access spacing, and the characteristics of the supporting

Deliverables:

- Travel Demand Forecasting Technical Memorandum (draft and final)

16 Traffic Studies

The traffic studies task will include an operations analysis of both the freeway system and the various intersection configurations on TH 65 and 109th Ave NbranE (MSAS 101) and TH 65 and CSAH 12 (109th Ave NE).

16.1 Freeway Operations

Consultant will perform a traffic operations analysis for TH 65 for each of the alternative interchange design concepts and No Build. The traffic operations analysis will use Highway Capacity Software (HCS) for the TH 65 roadway segments and will use Synchro/SimTraffic and/or VISSIM for analyzing the freeway ramps and their intersections with CSAH 12.

Detailed draft and final technical memorandum are to be produced, which will document the freeway operations analysis, as well as the information necessary to conduct a benefit-cost analysis for each of the interchange alternatives. A draft of this memorandum will be distributed to staff representing the city of Blaine, Anoka County, and Mn/DOT for review and comment. Upon receipt of the comments, the consultant should revise the memorandum to address all received questions and issues.

16.2 Arterial Intersection Operations

The chosen consultant will perform an operations analysis for key intersections in the project area to identify and address existing and future deficiencies on the arterial roadway network, specifically CSAH 12. Turning movement traffic counts should be collected for the peak a.m. and p.m. travel periods, as well as off-peak travel times for at least the following intersections.

- TH65/99th Ave NE
- TH65/105th Ave NE
- TH65/CSAH 12 (109th Ave NE)
- TH65/117th Ave NE

The operations analysis will report several measures of effectiveness (MOE) to gauge the performance of each transportation scenario. Contained within our analysis will be detailed graphics and tables, which will provide the viewer/reviewer the information necessary to obtain a full grasp of the effectiveness of each alternative. The key MOE's that will be reported for each approach of each intersection, as well as the intersection as a whole, will include: level of service (LOS), control delay, and average as well as maximum queue length. This measurement of the queue length will be critical for determining access spacing and placement, as well as traffic control options along the CSAH 65 corridor.

A detailed draft and final technical memorandum will be produced which will document the arterial operations analysis, including the identification of recommended roadway/intersection improvements to effectively accommodate future travel patterns.

Deliverables:

- Traffic Operations Technical Memorandum (draft and final)

17 Traffic Management Plan

No work in Phase 1A .

18 Hydraulic Design

Hydraulic Design tasks for Phase 1A will consist of preliminary hydrologic and hydraulic design and modeling of alternatives. This work will be summarized in a Preliminary Hydraulic Design Report.