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REQUEST FOR PROPOSALS

Draft #7 – based on T&PW Comments

For consultant services to the City of Minneapolis undertaken to prepare the

"MOBILITY – MINNEAPOLIS"

TEN-YEAR TRANSPORTATION ACTION PLAN

Minneapolis, Minnesota

Artwork to be inserted here

Minneapolis Public Works Department
September 2004

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SECTION 1.0 BACKGROUND INFORMATION

1.1 PROJECT INTRODUCTION

A balanced, linked and sustainable multi-modal transportation system is vital to maintain the quality of life in downtown and throughout the City of Minneapolis, to safely provide access to land uses, and to provide mobility options for all residents, workers and visitors. The intention of the Minneapolis *"Mobility Minneapolis" Ten-Year Transportation Action Plan* is to develop a ten-year implementation plan and 1-2 year immediate action steps that prioritize the 2030 transportation needs of the City of Minneapolis and identify specific actions required to begin addressing those long-term needs. *"Mobility Minneapolis"* will be the vehicle for implementing the policies of *The Minneapolis Plan*, which envisions a "transit first" transportation system that is multi-modal, interconnected and supports a pedestrian-friendly urban community. *"Mobility Minneapolis"* is intended to identify the transportation actions needed to realize the following vision for the City:

- A vibrant mix of uses including residential, commercial, services, retail, public spaces, and cultural, entertainment, research and learning opportunities that create a sustainable and livable community now and in the future.

- An urban pedestrian-oriented place that is characterized by ease of access, placemaking, and manageable congestion by vehicles.

- An interconnected, multi-modal transportation system that sustains the above character, both downtown and citywide, while connecting to the larger region and state.

An Action Plan, particularly action steps for the next one-two years, is needed for several reasons, including:

- First, the introduction of rail transit service offers new opportunities and challenges related to transportation within downtown, throughout the city and between the city and the rest of the metropolitan area and the state. There have been several changes to transit service related to the opening of the Hiawatha LRT line. In addition, there are several other transit corridors under study in the region, including the Central Corridor, the Northstar Corridor, the Northwest BRT Corridor, the Southwest Corridor, the Cedar Avenue BRT Corridor and others, that would connect in downtown Minneapolis and would provide significantly enhanced transit service to Minneapolis residents and for trip making (work, school, recreation) from outside the city. These changes will have significant impacts on the downtown area, both in terms of transit service and the existing street system.

- Second, there has been substantial growth, both commercial and residential, in downtown Minneapolis in recent years. Metropolitan Council's 2030 population and employment growth projections indicate that there will continue to be significant growth in Minneapolis and throughout the metropolitan area. In particular, there will be strong employment growth in downtown Minneapolis. While there is a need to ensure the continued ability to move quickly and conveniently *through* downtown, there is also a need to ensure that the greater number of people living and working in downtown can use transit to move around *within* downtown – rather than just to and from downtown. Some of the dedicated bus lanes in downtown are reaching or exceeding capacity; and there is a need for additional transit service, passenger stops and bus layover facilities. There is an interest in exploring the advantages and disadvantages of a two-way street system rather than the existing one-way system but the potential impacts of these decisions on mobility, transit service and air quality must be carefully evaluated. Keeping the downtown area, and indeed the entire city, pedestrian-friendly has become a high priority for the city. Likewise, the need for new parking facilities will need to be assessed so that they serve an expanded, densely-developed downtown in an effective manner.

- Third, the City of Minneapolis is a fully developed core city that is experiencing significant redevelopment in many areas of the city. Issues that need to be addressed in areas experiencing renewed growth include mobility (all modes), parking (on-street and off-street), appropriate transit service levels, and issues related to streetscaping construction and maintenance.

- Fourth, the City's "main streets" are also arterials/collectors that serve both local and regional commuter travel as well as multi-purpose trips to destinations on and near these corridors. These streets are also central to local transit service throughout the city. The City's arterial/collector streets are experiencing pressure for additional roadway capacity at the same time that there is a desire on the City's part to create corridors that provide better mobility for transit riders and have a people-friendly character more suitable to an urban main street. There is a need to establish better design guidelines for these streets and to address issues such as off-street and on-street parking, transit facilities and service, pedestrian and bicycle facilities, signalization and signal operation, safety, streetscaping and associated maintenance and operations issues.

- Finally, the Twin Cities metropolitan region continues to grow. As one of the region's core cities, the region depends on the City of Minneapolis as its economic engine. At the same time, the City depends on the region for its commuter base and broad economic base. Strong transit and roadway connections between the City and the region are critical to maintaining an economically healthy city and an economically healthy region and state.

1.2 TRANSPORTATION GOALS AND OBJECTIVES

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The purpose of the Ten-Year Action Plan is to identify *specific* actions that the City needs to take within the next ten years to implement the transportation policies articulated in the City's comprehensive plan. The policies and implementation steps outlined in *The Minneapolis Plan* regarding movement shall govern the work accomplished in this project (see Chapter 8 of *The Minneapolis Plan*). These policies are:

1. "Minneapolis will maintain and enhance the elements of a responsive transportation system through balancing the interests of economic development and neighborhood livability."
2. "Minneapolis recognizes that most city streets continue to be places where people live and work, and secondarily function as methods of moving vehicles; reconciling inherent conflicts will require collaboration and compromise among stakeholders."
3. "Minneapolis will continue to build, maintain and require a pedestrian system which recognizes the importance of a network of private and public sidewalks which achieve the highest standards of connectivity and amenity."
4. "Minneapolis will continue to build, maintain road infrastructure in order to assure resident and motorist safety and mobility within the city."
5. "Minneapolis will strengthen the transportation system in favor of transit alternatives in order to make transit a better choice for a range of transportation needs."
6. "Minneapolis will follow a policy of "Transit First" in order to build a more balanced transportation system than the current one."
7. "Minneapolis will direct its share of regional growth to areas well served by transit, to existing and potential growth centers and along transit corridors."
8. "Minneapolis will continue to aggressively pursue transit improvements in corridors which serve major transit origins and destinations, with the eventual goal of a region wide rail system, including Light Rail Transit (LRT) and commuter rail."
9. "Minneapolis will work with Metro Transit to improve the focus, priority and overall service offered by the existing transit system."

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10. "Minneapolis will promote the accessibility of downtown Minneapolis by improving and balancing the existing transportation system."

11. "Minneapolis will continue to enhance the opportunities for cyclist movement."

12. "Minneapolis will facilitate the development of communications infrastructure to support the continued growth of the city's economic base."

In order to achieve the vision of the City as described in Section 1.1 and as set forth in *The Minneapolis Plan*, this project should have the following outcomes:

A clear understanding of the specific long-term need for transportation facilities (all modes), services and programs in Minneapolis

- A preferred model for transit system configuration in downtown

- Priorities for specific actions within the next ten years and, in particular, the next 1-2 years, that support an interconnected, multi-modal transportation system, including:
  - Actions to implement the city's policy of "transit first", particularly addressing transit mobility through and within downtown
  - Actions to ensure that the city's arterial/collector corridors provide transit mobility and are "people friendly", including actions that support walking and bicycling as effective modes of transportation
  - Actions to optimize the efficiency and cost effectiveness of the street system, addressing traffic circulation, traffic management and traffic delay reduction

  Actions to ensure that parking throughout the city is adequate, and cost effective
- Guidelines for street design, streetscaping and design of other transportation facilities that will improve the livability of the city and ensure a pedestrian system that "achieves the highest standards of connectivity and amenity".

- Identification of technologies that will improve the efficiency and cost effectiveness of operation and maintenance of transportation systems in the City.

- Identification of innovative financing and pricing mechanisms to improve the efficiency of existing infrastructure and to finance facilities, services and programs for transit, pedestrians and bicycles.

- Evaluation criteria and performance measures for ensuring that the future transportation system reflects the policies established in "*The Minneapolis Plan*"

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1.3 GEOGRAPHIC EXTENT OF "MOBILITY MINNEAPOLIS"

The Project Area for "*Mobility Minneapolis*" includes the entire City of Minneapolis. However, "*Mobility Minneapolis*" will focus especially on (1) mobility through and within downtown, (2) arterial/collector corridors or the City's "main streets", and (3) connections between local transportation systems and the regional transit and highway systems. "*Mobility Minneapolis*" will address all modes of transportation and will address related issues such as parking and travel demand management. "*Mobility Minneapolis*" will also address maintenance and operations, jurisdictional responsibility, funding, and performance measures.

Within this broad context, action plans will be developed for the downtown and for five geographic areas outside downtown (see Figure 1). Each action plan will focus on the specific problems and issues within each of the six study areas. Priority will be given to the arterial/collector street system and major transit corridors in the action plan for the five areas outside downtown.

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SECTION 2.0: AGENCY COORDINATION AND PUBLIC PROCESS

The consultant will work under the direction of the Minneapolis Public Works Department. In the course of preparing the *"Mobility Minneapolis" Ten-Year Transportation Action Plan*, the successful consultant will be expected to inform and solicit advice from a Project Steering Committee (PSC), key stakeholders and the general public.

2.1 Project Steering Committee (PSC)

The Minneapolis Public Works Department will convene a Project Steering Committee (PSC) that is composed of representatives from the City's partner agencies, citizen representatives from the six study areas, and other key stakeholders in "*Mobility Minneapolis*". The purpose of this committee will be to: (1) be a conduit for communication between the project team and represented agencies, organizations and neighborhoods, (2) provide input to the development of the Ten-Year Action Plan, (3) assist the project team in community outreach activities, and (3) make recommendations to the City Council regarding the Action Plan. It is expected that the PSC would meet at least 4-6 times over the course of the project but the consultant should propose a meeting schedule and frequency as part of their proposal.

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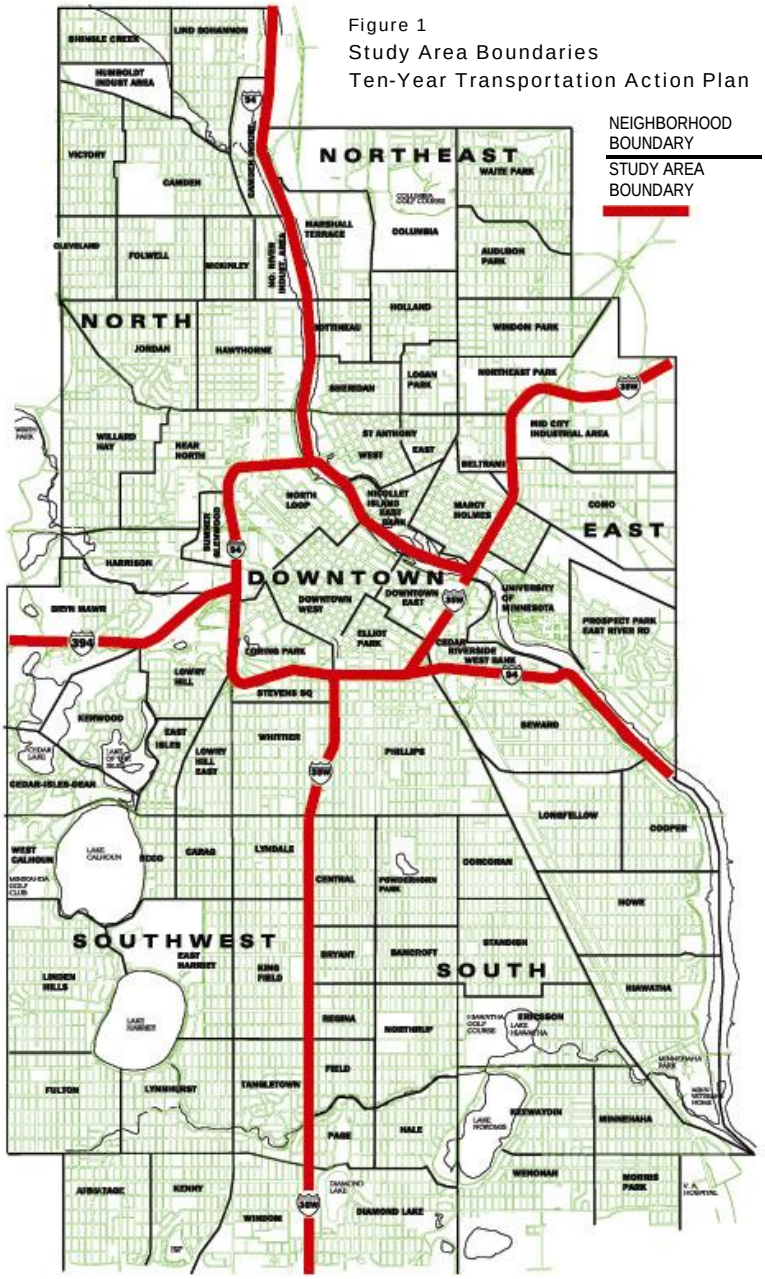

Figure 1
Study Area Boundaries
Ten-Year Transportation Action Plan

At least the following organization and agencies will be represented on the PSC:

- Minneapolis Public Works
- Minneapolis Community Planning and Economic Development
- Metro Transit
- Metropolitan Council
- Hennepin County
- Downtown Council and/or Downtown TMO
- Key stakeholders
- Citizen representatives from each of the six study areas (self-nominated and recommended by the Department of Public Works for approval by the City Council)
- Other agencies and stakeholders as appropriate

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The consultant will be responsible for attending the PSC meetings and preparing meeting notes. The consultant will also be responsible for presenting technical information to the PSC as directed by the Minneapolis Public Works Department.

2.2 Input and Feedback from Stakeholders and General Public

The consultant will be expected to solicit input on transportation objectives, needs and issues and garner feedback on Action Plan recommendations from key stakeholders and from the general public. When responding to this Request For Proposals, the consultant should propose a process and schedule for efficiently managing involvement of key stakeholders and the general public during preparation of the Ten-Year Action Plan. At a minimum, the City expects stakeholder and public involvement in Phase 1 (Refine Transportation Objectives and Assess Transportation Needs) and Phase 2 (Develop Action Plans). The recommended process should reflect the nature of the study areas and, in particular, the unique nature of the downtown area.

The consultant's presentations at these meetings should assume that the audience is thoroughly aware of and knowledgeable about important transportation issues in downtown and throughout the City. The presentations should not assume detailed technical or theoretical expertise from the public on such issues. Presentations should be comprehensible to an audience of lay people.

The consultant will be responsible for arranging these meetings and preparing meeting notes. When responding to this RFP, the consultant should propose a meeting structure and schedule for involvement of key stakeholders and the general public in the planning process. The proposal should also include the consultant's recommended process for interacting with non-English speaking populations in the City.

It will be the responsibility of the Minneapolis Public Works Department to post meeting invitations to citizens and relevant neighborhood groups.

2.3 Council Presentations

The consultant will be expected to attend three work sessions with members of the City Council: (1) a work session on Objectives at the beginning of the process, (2) a mid-stream work session, and (3) a work session on plan recommendations. The purpose of these work sessions is to provide an opportunity for City Council members to discuss objectives, key issues and recommended actions.

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Note: It is not the responsibility of the consultant to individually brief City Council members or to lobby Council Members or others on any matter related to the *"Mobility Minneapolis" Ten-Year Transportation Action Plan.* Members of the selected consultant team shall not interact with City Council members or other elected or appointed individuals on behalf of *"Mobility Minneapolis"* unless requested to do so by the Minneapolis Public Works Department.

SECTION 3.0: SCOPE OF SERVICES

The City requests a proposal that will provide a consultant team that includes several areas of expertise. The consultant team is to include knowledge and experience in transit service and facility planning and design. Expertise and experience is also needed in traffic management, signal operations, traffic analysis and Intelligent Transportation Systems (ITS), bicycle and pedestrian planning and design, parking management, transportation performance measures and transportation financing. National and international knowledge or experience in street cross-sectional design is also desirable. The selected consultant should have the ability to prepare electronic maps, graphics and web-based reports.

Proposers will provide a detailed work plan addressing the issues identified in this Scope of Services. Proposers are encouraged to recommend changes or propose additional tasks that they believe would add value to the project.

3.1 STUDY AREAS

The consultant work under this contract will be focused on the downtown area and five areas outside downtown (see Figure 2). The extent and focus of work will vary in each area, depending on the specific issues and needs in that part of the City. While the proposers should make their own determination on appropriate budget allocation, the City expects that the issues in downtown will require a greater level of analysis than the issues in the other five areas. The boundaries of the six study areas are:

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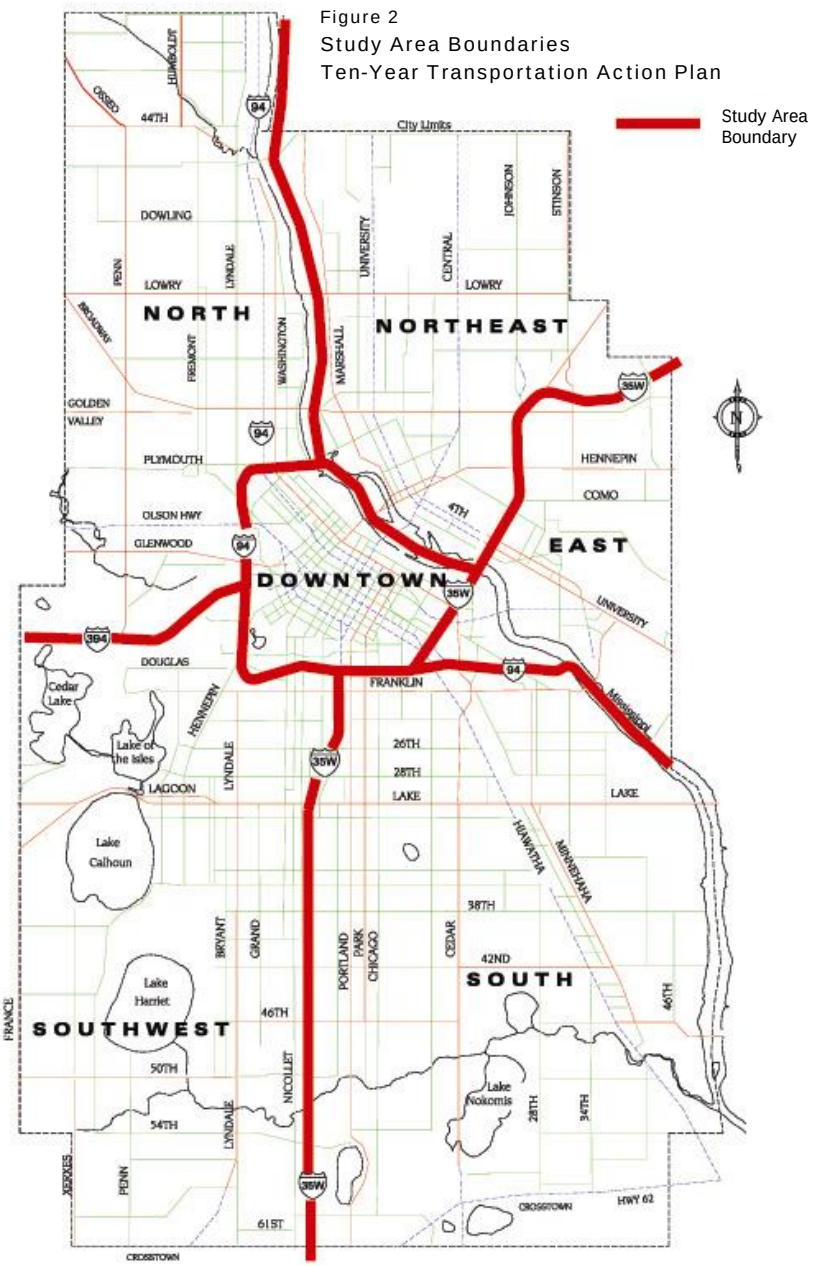
- Downtown, which is bounded by the freeway system, Plymouth Avenue and the Mississippi River

- East, which includes the University of Minnesota east and west bank campuses
- North, which includes that portion of the city west of the Mississippi River and north of I-394

Figure 2
Study Area Boundaries
Ten-Year Transportation Action Plan



- Northeast, which includes that portion of the city east of the Mississippi River and north of I-35W
- South, which includes that portion of the city east of I-35W and south of I-94 and the Mississippi River. A large portion of the new Hiawatha LRT line is located in the South area.
- Southwest, which includes that portion of the city west of I-35W and south of I-394

3.2 STUDY PHASES AND TASKS

The consultant work under this contract will be conducted in phases and no work shall be conducted on any phase unless authorized in writing by the Minneapolis Public Works Department. The work will be broken into the following phases (see Figure 3). The proposers are to provide a recommended schedule of the work phases.

- Phase 1 – Transportation Objectives, Existing Conditions and Future Needs Assessment
- Phase 2A – Ten-Year Action Plan for Downtown
- Phase 2B – Ten-Year Action Plan for Areas
- Phase 3 – Street Design Guidelines
- Phase 4 – Final Report
- Phase 5 – Update of Downtown Cordon Count

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The work tasks in each of these phases are described in the following paragraphs.

3.2.1 Phase One: Transportation Objectives, Existing Conditions and Future Needs Assessment

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The purpose of Phase 1 is to provide thorough documentation of existing transportation conditions and future transportation demand/needs in downtown Minneapolis and on arterial/collector streets throughout the City. The work in this task shall be based on existing information, to the greatest extent possible. A downtown traffic cordon count was completed in September 2003, and this data will be provided electronically to the selected consultant. Members of the Project Steering Committee (PSC) will also assist in making existing information and data available to the selected consultant. All information and data should be assembled, documented and mapped separately for each of the six study areas.

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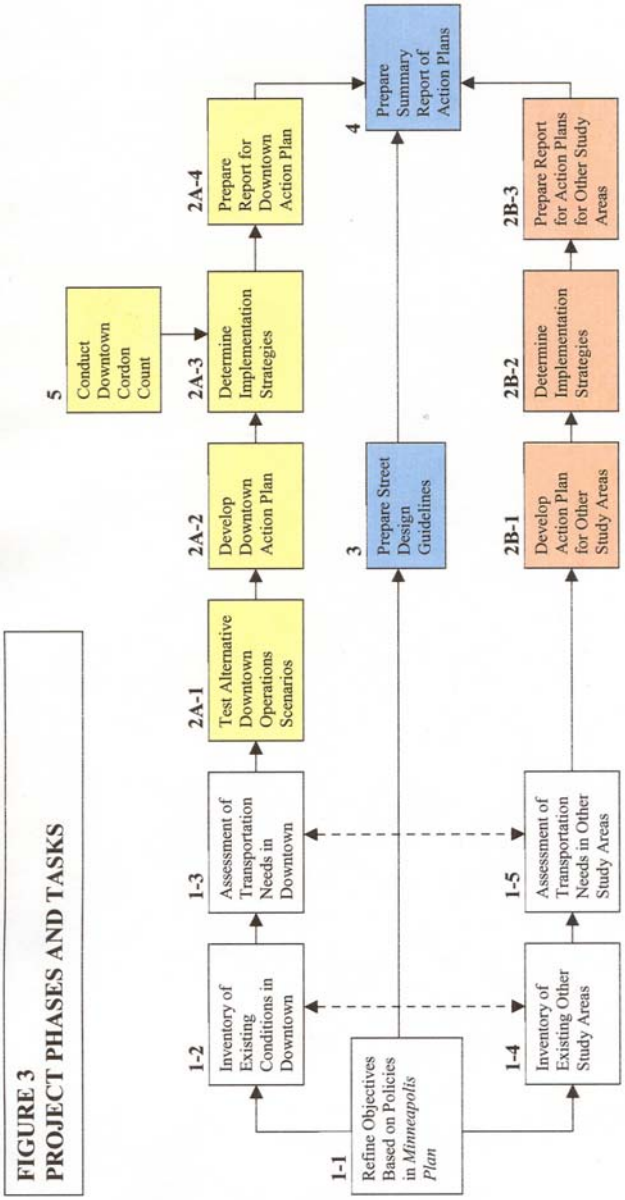

FIGURE 3
PROJECT PHASES AND TASKS

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Future transportation needs will be assessed within each of the six study areas. This assessment will include community outreach to identify local concerns and issues. Future transportation needs will be based on the City and Metropolitan Council's 2030 population and employment projections and the City and Metropolitan Council's 2030 regional travel forecasts. The regional Transportation Policy Plan (being revised with new plan to be approved by year-end) will also be a key source document for assessing long term transportation needs in the City. The needs assessment should take into account the fact that Minneapolis is a fully developed core city that has limited ability to expand its transportation infrastructure. Particular attention should be given to transit needs in the downtown area and on major transit routes throughout the city.

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Task 1-1 – Refine Transportation Objectives

As a starting point for the project, the PSC will review the transportation policies and implementation actions articulated in *The Minneapolis Plan.* The PSC will make recommendations on specific objectives for the Ten-Year Action Plan. These objectives shall be consistent with the policies of *The Minneapolis Plan.* These objectives will be used to establish evaluation criteria that will be used during and after preparation of the Ten-Year Action Plan to ensure that the recommended actions are consistent with the policies of *The Minneapolis Plan.* The PSC's recommendations will be discussed with the City Council at a work session.

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Task 1-2 – Inventory in Downtown

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Information that should be collected and mapped for the downtown area includes the following:

- Population and employment trends and forecasts
- Existing transit infrastructure, routes, services frequencies, ridership, mode share, points of transit access to/from regional highway and transit systems, waiting facilities, layover facilities, etc. (based on Metro Transit data)
- Traffic volumes by time of day/day of week, results of 2003 cordon count and updated 2005 cordon count (see Phase Five)
- Street infrastructure and operations (one-way streets, signal systems, etc.)
- Existing demand management programs and, where available, participation (e.g., telecommuting, carpooling, marketing, HOT lanes)
- Existing public parking (structures, surface lots, on-street parking, carpool parking, parking fees)
- Existing bicycle and pedestrian trails and bicycle lanes (excluding sidewalks)
- Peak period lane usage (general purpose, transit, taxi, bicycle, loading zones and parking).

Task 1-3 – Needs Assessment in Downtown

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By 2030, downtown employment is expected to grow by 47,000 people and residential population by 7,000 people. This growth will account for the majority of both employment and population growth in the City. Understanding the nature of this growth and its implications for the downtown area will be a critical aspect of *"Mobility Minneapolis"*. This growth will create additional pressures on a transit system that is already at capacity within the existing infrastructure of downtown Minneapolis. The purpose of this task will be to assess, based on the information collected during Phase One and community outreach activities, the need for transportation system improvements in the downtown area.

The City currently has a travel forecasting model, a traffic operations model, and a parking model for the downtown area. The consultant will be expected to update these models to reflect the Metropolitan Council's 2030 population, household and employment data and the Metropolitan Council's 2030 regional travel forecasts. In this task, the consultant will run the updated downtown models to assess the extent of future transportation problems under a "No Build" condition. In addition to a broad assessment of multi-modal transportation demand/needs in the downtown area, several specific issues should also be analyzed in this task, including:

- Traffic management and mobility for special events, including appropriate use of transit facilities (including Nicollet Mall) during special events
- Off-street parking needs, on-street parking management and need for additional carpool parking
- Need for additional travel demand management programs and activities
- Need for improved pedestrian and bicycle access, circulation and safety
- Inter-modal issues, particularly those related to the coordination of commuter rail, light rail and bus rapid transit
- Assessment of infrastructure condition (streets and bridges)

The results of this task will be an identification of issues that will need to be addressed in the future to not only maintain but improve on the level of transportation service to that which exists today in the downtown area. (or, …in the future to maintain the current level of transportation service for general purpose traffic and improve on the level of transportation service for transit, pedestrian and bicycles.)

Task 1-4 – Inventory in Other Areas

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Data that should be collected and documented for the other five areas include the following:

- Population and employment trends
- Existing transit infrastructure, routes, service frequencies, ridership

- Existing street system (one-way streets, traffic signals, traffic volumes, truck routes, current and proposed projects)
- Existing points of regional highway and transit access
- On-street parking and critical parking areas using residential permitting
- Existing bicycle and pedestrian trails and bicycle lanes (excluding sidewalks)

Task 1-5 - Needs Assessment in Other Areas

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The needs assessment in the five areas outside downtown will focus primarily on the major arterial and collector corridors in each of the areas. Future needs under a No Build scenario will be assessed in the five areas outside downtown by utilizing existing traffic counts, supplemental traffic counts if needed, the regional and county 2030 travel forecasts, and projected growth rates. Needs will also be determined through a community outreach process that identifies local concerns and issues. The methodology and assumptions used for projecting future traffic must be approved by the Minneapolis Department of Public Works. The results of this task will be the identification of issues that should be addressed in ten-year action plans for the five areas outside downtown. These issues may include, among others:

- Need for improved transit service in major transit corridors (signal priority outside downtown, bus lanes, access to regional facilities, removal of "no right turn on red" signing, etc.)
- Capacity needs, traffic operations and maintenance needs including signal optimization, signing (including international signs), truck routing and loading, etc.
- Management of on-street parking (metering, time restrictions, critical zone permitting, hide and ride, etc.)
- Need for pedestrian and bicycle facilities including intersection improvements for pedestrian access and safety
- Infrastructure condition (streets and bridges)
- Need for traffic calming strategies

Task 1-6 – Documentation of Existing Conditions and Future Needs

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The end product of Phase One will be a "Transportation Fact Book" about the City's transportation goals and objectives, existing transportation systems and future transportation needs in downtown and the other five study areas. This document should be web-based and linked to existing data sources where possible. Separate chapters, including mapping, should be prepared for each of the six study areas. The information assembled in this phase will provide the base data for the subsequent analyses needed to complete the *Ten-Year Transportation Action Plan.*

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3.2.2 ***Phase 2A: Ten-Year Action Plan for Downtown Area***

Operations problems, particularly for transit service, are already in evidence in downtown Minneapolis. These problems will certainly increase with future growth in population and jobs in the downtown area. Additional regional transit corridors that will connect in the downtown area will impact both transit service and the overall operations on the downtown street system. The extent of future problems will have been identified in Phase One. The purpose of this phase will be to evaluate alternative operations scenarios for downtown, select and refine the best system, and develop a ten-year action plan for implementing that system.

Task 2A-1 – Test Alternative Transit Operations Scenarios for Downtown

In this task, the consultant will identify and test up to three significantly different operational scenarios for transit service in the downtown area. An example of a transit service scenario would be the Denver model (transit mall shuttle providing local service between regional express hubs). The consultant will identify a wide range of alternative operational scenarios and will recommend three alternatives for detailed modeling and evaluation. This full range of alternatives and the reasons for the selection of the three most promising alternatives should be documented in the report for this phase of the project.

The Project Steering Committee (PSC) will review and approve the three scenarios to be modeled in detail and evaluated in this task. The alternatives evaluation will include an analysis of both transit and traffic operations and associated impacts for each operations alternative. The end result of this task will be the selection of a preferred operations scenario which will be the basis for the actions recommended as part of the ten-year action plan for downtown. Sub-tasks include the following:

- Review alternative technologies for applicability in downtown Minneapolis (based on existing information) and summarize the advantages and disadvantages of each technology.
- Identify alternative transit service models that may have applicability in downtown Minneapolis and summarize the advantages and disadvantages of each scenario.
- Work with the PSC to select and further define the three service models to be evaluated in depth.
- Use the downtown travel forecasting and traffic operations models to test the operational impacts of the three alternative transit service models.
- Determine quantifiably and qualitatively other potential impacts such as impacts on modal split, transit passenger thru-put, air quality, pedestrian environment, downtown circulation, capital and operating costs, impacts to regional highway and transit connections, etc.
- Determine the changes to the downtown street system needed to make the most efficient use of available infrastructure space

- Determine the changes needed in system operations (signal optimization, ITS applications, gridlock management, etc.) to move transit and traffic more efficiently through and around the downtown
- Evaluate the impacts of changing all or part of the one-way street system to a two-way system (in particular, impacts on transit thru-put, traffic congestion and air quality)
- Evaluate the impacts of making the Nicollet Mall a pedestrian mall rather than a transit/pedestrian mall.

Task 2A-2 - Develop Ten-Year Action Plan for Downtown

The focus of Task 2A-2 will be the development of a ten-year action plan and 1-2 year immediate action steps for the downtown area addressing the transportation needs identified in Phase One and the impacts of the transit operational alternatives evaluated in Task 2A-1. It is critical that an Action Plan be put into place that will allow the city to quickly move into an era where transit, walking and biking are the preferred mode of transportation for many people within the city, particularly in downtown. At the same time, it is realistic to recognize that the automobile will continue to play a part in the lives of city residents as well as commuters and visitors to the city. Thus, the Downtown Action Plan must emphasize ways to more effectively manage transportation systems to maintain mobility and safety for the traveling public, regardless of transportation mode.

Based on the analysis of transportation demand/needs and the comparison of various transit service alternatives for the downtown area, the consultant should recommend a preferred transit service concept and traffic management strategies for downtown that provide the best transit modal split, people thru-put and level of service. The Ten-Year Action Plan for Downtown should include recommended priorities for at least the following:

- Recommendations on transit facilities, waiting facilities, layover facilities, inter-modal facilities, infrastructure needed for access to regional highways and transit corridors, etc.
- Recommended City positions on regional transit corridors
- Recommended street system configuration and operation (one-way vs. two-way, signal optimization, ITS applications, street and bridge improvements, etc.)
- Recommendations on pedestrian and bicycle facilities, including intersection treatments to improve pedestrian access and safety
- Recommendations on municipal parking facilities, carpool parking and management of on-street parking
- Recommended travel demand management programs and activities

The results of the 2005 cordon count (see Phase Five) should be incorporated into consultant recommendations for the Ten-Year Action Plan for Downtown.

Task 2A-3 – Implementation Strategies for Downtown

In this task, the consultant will recommend appropriate institutional changes, funding requirements and other strategies needed to implement the ten-year action plans for the downtown area. Implementation strategies may include such things as:

- Additional studies needed
- Process for downtown stakeholder involvement in transportation decisions
- Jurisdictional responsibilities
- Budget needs, including funding needs and financial strategies
  - Funding needs over next 10 and 30 years
  - Alternative funding strategies for improvements, operation and maintenance
  - Funding priorities for immediate action steps over the next 1-2 years and the next ten years
- Recommended changes to internal and/or external processes and procedures
  - Public-private partnerships
  - Ordinance and/or legislative needs
  - Legal issues that must be resolved
  - Resolution and coordination of jurisdictional responsibilities
- Recommended evaluation criteria based on the City's transportation policies and objectives and recommended performance measures. The recommended evaluation criteria and measures of effectiveness should be consistent with the performance goals set forth in the Department of Public Works *Business Plan*.

Deleted: modifications, changes or new measures for evaluating the effectiveness of recommended actions. Effectiveness measures should be considered for criteria such as mobility, safety, quality, customer satisfaction and asset management.

Task 2A-4 -Documentation of Ten-Year Action Plan for Downtown

A separate report documenting the recommended Ten-Year Action Plan for Downtown will be prepared in Task 2A-4.

3.2.3 Phase 2B: Ten-Year Action Plan for Areas Outside Downtown

In Phase 2B, a Ten-Year Action Plan will be prepared for the other five areas outside downtown. The plan should include recommended actions over the next ten years, with special emphasis on the next 1-2 years, to address the transportation needs of each area. The consultant should recommend priorities for action in each area based on the results of the transportation needs assessment conducted in Phase One.

Task 2B-1 – Ten-Year Action Plans for Areas Outside Downtown

The Action Plan for the five areas outside downtown should focus primarily on major arterial and collector corridors. In particular, specific actions should be

identified to address transit mobility issues on the major transit commuter routes in each area. Examples of areas that should be addressed for each of the areas outside downtown include:

- Review alternative transit technologies for applicability in transit corridors outside downtown (based on existing information) and summarize the advantages and disadvantages of each.
- Determine priorities for infrastructure improvements (street reconstruction, provision of transit facilities, bridge maintenance or reconstruction, construction of bicycle and/or pedestrian facilities, etc.)
- Determine priorities for traffic management strategies (signal optimization, one-way vs. two-way operation, ITS applications, signal priority for transit, "no right turn on red" signing, international signs, jurisdictional roles for operation and maintenance, truck routing and loading, etc.)
- Determine priorities for pedestrian and bicycle facilities, including intersection improvements for access and safety, and priorities for eliminating gaps in the bicycle system

Task 2B-2 – Implementation Strategies for Areas Outside Downtown

In this task, the consultant will recommend appropriate strategies needed to implement the ten-year action plans for the five areas outside downtown. Implementation strategies may include such things as:

- Additional studies needed
- Jurisdictional roles and responsibilities, including signal operations, street maintenance, snowplowing
- Process for public involvement in transportation facility design and construction
- Budget needs, including funding needs and financial strategies
- Recommended changes to internal and/or external processes and procedures
- Recommended evaluation criteria based on the City's transportation policies and objectives and recommended performance measures
- Recommended process for ongoing stakeholder and public involvement in transportation issues

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Task 2B-3 - Documentation of Ten-Year Action Plans for Areas Outside Downtown

The end product of this task will be a report documenting recommended actions for each of the five areas outside downtown. Each area action plan should be documented in a separate chapter of the report.

3.2.4 Phase Three: Street Design Guidelines

There are many challenges when planning for the reconstruction of arterial and collector streets in a built environment. Typically, travel forecasts show a need for increased vehicular capacity; crash data show safety problems; businesses want to retain on-street parking; transit mobility is threatened by congestion and lack of transit facilities; residents and shoppers want a pedestrian-friendly environment and good bicycle and pedestrian access. Property owners and the City often desire significant streetscaping along these major arterials, which tend to function as the City's "main streets" as well as commuter routes. Due to current city policies, any significant increases in streetscaping require additional assessments to adjoining properties for both construction and maintenance. Planning and design, as well as operation and maintenance, are complex due to existing state-aid requirements and the fact that most major arterials in the City are under Hennepin County jurisdiction. There is a significant need for the City to develop cross-sectional design guidelines and firm priorities that will facilitate the decision-making process when reconstruction is proposed on major arterials or collector streets. This phase of the project will focus on the development of design guidelines for these "main streets". Guidelines should address the following issues:

- Arterial and collector streets (including appropriate sidewalks, bike facilities, transit lanes, bus stops, parking, bulb-outs, lane widths, turn lanes, traffic, safety)
- Downtown streets (including sidewalks, bike facilities, transit lanes, bus stops, parking, bulb-outs, lane widths, turn lanes, safety)
- Local city streets (sidewalks, lane widths, parking, bulb-outs, traffic calming strategies, safety systems)
- Transit facilities (bus lanes, bus pull-outs, park/ride facilities, bus stops, transit stations, passenger waiting areas)
- Sidewalks, trails, bike lanes and other pedestrian and bicycle facilities
- Parking structures and surface parking lots
- Streetscaping guidelines for various street types
- Priorities and process for application of design guidelines
- Jurisdictional and funding guidelines for maintenance and operation

The end product of this task should be a web-based report with supporting maps, graphics, renderings and pictorial images. Where appropriate, the report should be linked to existing data and map sources.

3.2.5 Phase Four: Prepare Draft and Final Summary Report

In Phase Four, the consultant shall prepare a draft, then final, summary report that summarizes the findings and recommendations of the previous phases. The final report will include a separate chapter(s) focusing on the downtown area. A draft report shall be prepared for review by the Public Works Department, the Project Steering Committee and other appropriate agencies as directed by the Public

Works Department. A draft final report shall be prepared for review by the general public. Following approval by the City Council, a final report shall be prepared. The final report prepared for "*Mobility Minneapolis*" shall be a web-based document linked, where appropriate, to existing data and/or map sources. In addition, the final report shall be submitted in booklet form including text, graphics, tables, charts, maps as needed to document study findings and recommendations.

3.2.6 Phase Five: Update 2003 Downtown Cordon Count

Phase Five is an optional task that may or may not be included in this contract, depending on the proposal. The selected consultant may be required to update the 2003 Downtown Cordon Count in September 2005 as a part of this phase of the project. Proposers are encouraged to suggest changes and improvements to the cordon count. The process must ensure valid historical data trend analysis but may include a larger area than previously surveyed. The end product of this phase will be a report documenting the results of the cordon count. The data and the supporting report should be provided in a web-based format.

3.3 PROJECT DELIVERABLES

The consultant is to provide the Public Works Department with electronic and Internet web-based documents that are easily understood and legible via electronic viewing. Likewise, the consultant is to provide a pre-specified number of bound hardcopies and one unbound hardcopy of a Final Report for *"Mobility Minneapolis"*. The final report prepared for *"Mobility Minneapolis"* shall be a web-based document linked, where appropriate, to existing data and/or map sources. In addition, the final report shall be submitted in "booklet form" including text, graphics, tables, charts, maps as needed to document study findings, methods and recommendations. All documents are to be in black and white (with selected pages in full color), 8-1/2 x 11 inches in size and must include sections that relate to those tasks addressed in the Scope of Services. Larger formatting for selected mapping may be appropriate.

Project Deliverables include the following:

- Phase 1 report documenting existing transportation conditions and future transportation needs. A separate chapter(s) will be focused on the downtown area.
- Phase 2A report documenting the recommended Ten-Year Action Plan for Downtown. This report will include the results of a comparative evaluation of up to three alternative scenarios for use of the infrastructure and the provision of transit service in and through downtown.
- Phase 2B report documenting the recommended Ten-Year Action Plan for the other five areas.
- Phase 3 report documenting recommended street design guidelines.
- Phase 5 report documenting the results of the 2005 downtown cordon count update (optional task – see Phase 5 description)
- Draft and Final Summary Report (Phase 4) summarizing the results of the above phases. The draft and final summary report should have a separate chapter(s) documenting the needs and recommended Ten-Year Action Plan for Downtown.

- One set of presentation slides of selected graphics, tables, charts, maps, renderings and pictorial images
- One set of presentation boards of selected graphics, tables, charts, maps, renderings and pictorial images
- One electronic CD with *"Mobility Minneapolis"* as it was published
- Meeting minutes for all community/stakeholder meetings and meetings with the PSC (see Section 3.0 for a description of PSC and public involvement process).

SECTION 4.0: BACKGROUND INFORMATION

4.1 BACKGROUND INFORMATION

Applying the above tenets, the City of Minneapolis has identified various transportation actions and forces (corridors, projects and planning efforts *not controlled by the City)* that will influence the City's transportation planning efforts. The City has previously taken policy positions on many of these studies and projects as described below. These studies and projects, and the City's current positions regarding them, should be reviewed and, where appropriate, incorporated into *"Mobility Minneapolis"*.

4.1.1 Light Rail Transit

Hiawatha Light Rail Transit: The first phase (to Fort Snelling) of Hiawatha Light Rail Transit line opened in June 2004 and is showing strong ridership numbers and broad public support. The light rail transit line runs along North 5th Street, South 5th Street, and Hiawatha Avenue to connect Downtown Minneapolis to the neighborhoods and communities in South Minneapolis, the Minneapolis/St. Paul International Airport, the City of Bloomington, and the Mall of America. The Hiawatha LRT is expected to be fully operational between Downtown Minneapolis and the Mall of America by the end of 2004. The City will continue to work to ensure successful Hiawatha LRT through on-going public and private partnerships that take advantage of transportation investment to connect the major trip generators of Downtown Minneapolis, U of M West Bank, MSP Airport, and Mall of America.

Central Corridor: Preliminary planning is underway to connect Downtown Minneapolis and the Hiawatha LRT to downtown St. Paul through a project known as the Central Corridor Study. LRT is the preliminary locally preferred alternative for this corridor. The Central Corridor LRT line would connect with Hiawatha Line near the Metrodome on the eastern side of the Downtown East Station. The City will continue to support the next steps for Central Corridor LRT that connects the major trip generators of Downtown Minneapolis, U of M East and West Bank campuses, Midway, State Capitol, and Downtown St Paul.

Other Transitway Corridors: A transitway on dedicated right-of-way is also contemplated to link Downtown Minneapolis to its western suburbs via the Southwest Corridor extending through the suburbs of St. Louis Park, Hopkins and Eden Prairie. The City will continue to support these transit planning efforts.

4.1.2 Commuter Rail

NorthStar Commuter Rail – Known as NorthStar, this line will run between Downtown Minneapolis and points northwest to Anoka and Big Lake, Minnesota. Future extensions to St. Cloud and Rice, Minnesota are planned. The City supports NorthStar, which takes advantage of an existing transportation corridor, develops a public-private partnership, improves access to the corridor land uses, reduces the peak commuter travel needs along the TH 10, I-94, I-694, and TH 252 corridors, provides access to major downtown events and allows for alternative travel during major highway reconstruction. (Resolution 2001R-560)

Other Commuter Rail Corridors: The city supports planning for future commuter rail between Downtown Minneapolis and Hastings along the Red Rock Commuter rail line. There are a number of proposed connections identified for this route, the most plausible will share tracks with NorthStar as it enters and leaves Downtown Minneapolis.

4.1.3 Bus Rapid Transit and HOV/HOT Lanes

Northwest BRT – The City supports the Northwest (County Road 81) Bus Rapid Transit (BRT) Corridor. BRT in this corridor takes advantage of an existing transportation corridor, improves access to corridor land uses and reduces the peak commuter travel needs along I-94, I-694 and County Road 81. The City will work to ensure that transit shelters and traffic signal technology enhancements are provided along Broadway, Lowry and Lyndale Avenues.

I-394 HOT Lanes: The City will work to ensure transit advantage on the I-394 HOV/HOT lane that will expand transit services (bus, car-pooling, and vanpooling) while retaining the transit advantage at posted speeds.

Other Bus Rapid Transit Corridors: The City supports the existing I-35W South policy statement on BRT and HOV that ensures free flow transit priority and expands transit service. (Resolution 2004R- 035) The City also supports future convenient transit on south TH 77/Cedar Avenue to connect with the Hiawatha LRT at the Mall of America.

4.1.4 Highway Improvements

I-35W/I-94 Commons – The City will participate in determining the need for improvements to the I-94/I-35W Downtown Commons (River to Franklin, 394 to Hiawatha) that will retain and improve downtown access, improve congested flow and safety, and address livability concerns.

TH 62 – The City will work with Mn/DOT to determine Crosstown improvements including the appropriate design of TH 62 HOV connections to/from I-35W HOV that will support a region-wide HOV system and will be built as part of future TH 62 improvements.

I-35W North – The City will work with Mn/DOT to address Mississippi River Bridge replacement and to determine transit and downtown access needs and provisions to/from I-35W North.

I-35W Access Project – The City Council has passed a resolution supporting the construction of the I-35W Access Project which will improve access to/from the Lake Street area.

T.H. 280 – The City will work with Mn/DOT to determine appropriate improvements to the T.H. 280 corridor.

4.1.5 County Road Projects

Existing Projects Underway - The City will continue to work closely with Hennepin County on two county projects that are currently underway in the City: (1) reconstruction of County Road 81 (West Broadway), and (2) major maintenance on the County Road 153 (Lowry Avenue) Bridge over the Mississippi River.

Future Planned and Programmed Projects – The City will also continue to work closely with the County on projects that are currently planned or programmed including: (1) reconstruction of County Road 153 (Lowry Avenue), which the City approved in the Lowry Avenue Corridor Plan, and (2) reconstruction of County Road 3 (Lake Street) between Dupont Avenue and the Mississippi River. The City Council recently approved the design concept for the section of Lake Street between approximately I-35W and Hiawatha Avenue.

4.1.6 Related Projects

Midtown Greenway – The Midtown Greenway/Lake Street Corridor is an extremely important and defining resource in the city. The City will work closely with Hennepin County to complete the Midtown Greenway, support the associated redevelopment in this corridor, and support the long-term use of this corridor for pedestrians, bicycles and transit.

International Airport – The City will work to address the effects of potential changes to the International Airport related to freight activities. The noise impacts of the airport on residents of the City is also a major concern that the City is working to address.

High Speed Rail to Chicago – The City supports the ongoing planning efforts for future high-speed rail between Chicago and Minneapolis.

4.2 DOCUMENTS FOR REVIEW

The selected consultant will be provided with all relevant information that has been gathered and analyzed to date. Once selected, the consultant is responsible for understanding the work to date (1) so as not to duplicate what is already known, and (2) in order to be in position to build on the work that has already occurred. Past plans and studies should be viewed not only as a source of information but also as a source of community input. Below is a list of the documents that will be provided for review by the selected consultant.

4.2.1 Compliance with The Minneapolis Plan

In order to ensure that the proposed strategies for the *"Mobility Minneapolis" Ten-Year Transportation Action Plan* are in keeping with all applicable norms and standards, the consultants should be familiar with the overall aims and agenda of the City's comprehensive plan, which is known as *The Minneapolis Plan. Downtown Minneapolis 2010* is a part of *The Minneapolis Plan* and should be considered a policy guide for the *"Mobility Minneapolis" Ten-Year Transportation Action Plan*.

- **The Minneapolis Plan: Volume 1 – Policy Document**, Minneapolis Planning Department, 2000, Minneapolis, MN. Volume 1 of *The Minneapolis Plan* can be found on the World Wide Web at the following address:

http://www.ci.minneapolis.mn.us/citywork/planning/planpubs/mplsplan/The_Minneapolis_Plan.pdf

Please note: Consultants submitting a proposal may choose to familiarize themselves with *The Minneapolis Plan* by viewing the document on-line, but need not conduct a detailed review prior to submitting their proposal.

4.2.2 Studies to be Incorporated into Action Plan:

Preparing the Ten-Year Action Plan will require the selected contractor to fully absorb and consider the findings and proposals of the following studies. Findings from these studies are to be considered the critical building blocks for the *"Mobility Minneapolis" Ten-Year Transportation Action Plan.* In addition to any new research that will need to be done, most of the work within these studies should be *updated and integrated* into *"Mobility Minneapolis"*.

Please note: Consultants submitting a proposal may choose to familiarize themselves with the documents noted below, but need *not* conduct a detailed review prior to submitting their proposal. Most of these documents are not currently available on-line. However, they will be made available for viewing in the offices of the Minneapolis Public Works Department. Many of these documents can also be ordered for a small fee by contacting Mary Ann Miller, Minneapolis Public Works Department, by fax (612-673-2194) or e-mail (Maryann.Miller@ci.minneapolis.mn.us)

- ***Downtown Transportation Plan,*** Minneapolis Public Works Department, 2000, Minneapolis, MN.
- ***Bicycle Master Plans and Five-Year Bicycle Plans (Downtown, Northeast Quadrant, Northwest Quadrant, Southeast Quadrant, Southwest Quadrant),*** Minneapolis Public Works Department, 2001, Minneapolis, MN.

The selected consultant should use these documents as reference tools for gathering information, conducting analysis and preparing recommendations for *"Mobility Minneapolis"*. The content of each of these documents should be carefully considered and evaluated for its relevance in preparing the *"Mobility Minneapolis" Ten-Year Transportation Action Plan.* Many of the ideas and findings in these plans are relevant and should be extended. Other ideas are outdated or require more detailed consideration. In either case, it will be the responsibility of the consultant to determine how to merge the existing findings with fresh analysis and vision that is appropriate to current and future circumstances. In cases of conflict between existing plans, the consultant will be expected to identify key differences and work with the City to determine the appropriate direction and points of departures.

4.2.3 Other Studies to be Consulted

In addition to the plans and studies mentioned above, there are a number of other studies that should also be examined by the selected consultant when preparing the *"Mobility Minneapolis" Ten-Year Transportation Action Plan.*

Please note: Consultants submitting a proposal need not conduct a detailed review of these documents prior to submitting their proposal.

- ***Parking Management Plan, 2003 Update***, Minneapolis Public Works Department, 2003, Minneapolis, MN.
- ***State of the City 2003***, City of Minneapolis, 2003, Minneapolis, MN.
- ***Minneapolis Census Report***, Minneapolis Planning Department, 2001, Minneapolis, MN.
- ***Public Works 2004 Business Plan***, Minneapolis Public Works Department, 2004, Minneapolis, MN.
- ***Metro Transit Sector Plans (1,2,5),*** Metro Transit, 2000-2004, Minneapolis, MN.
- ***2005-2008 Transportation Improvement Program (TIP)***, Metropolitan Council, 2004, Minneapolis, MN.
- ***Transportation Policy Plan***, Metropolitan Council, 2004 (currently being updated), Minneapolis, MN.
- ***2030 Regional Development Framework***, Metropolitan Council, 2003, Minneapolis, MN.
- ***Hennepin County Transportation System Plan,*** Hennepin County, 2004, Minneapolis, MN.
- ***Bicycle Transportation System Plan***, Hennepin County, 2004, Minneapolis, MN.
- ***Intermodal Station Study,*** Hennepin County.
- ***Lake Street Midtown Greenway Corridor Framework Plan,*** Hennepin County/Midtown Community Works Partnership, October 1999, Minneapolis, MN. This plan can be found on the World Wide Web at: http://www.midtowncommunityworks.org
- ***The Feasibility of a Single Track Vintage Trolley in the Midtown Greenway,*** Midtown Greenway Coalition, March 2001, Minneapolis, MN.

In addition to the above studies, there are numerous corridor and area planning studies that should be reviewed including the Downtown East North Loop Master Plan, the Multi-Modal Station Area Plan, the Nicollet Lake Traffic and Parking Management Study, the LRT Station Area Plans and several downtown planning studies.

4.2.4 Other Information to be Provided

The above named documents will be provided to the contractor at the time that the contract is awarded and the agreements are signed. The following information will also be provided:

- 2003 downtown cordon count
- Map of capital improvement projects
- Minneapolis 2000 census data
- Metro Transit ridership data from sector studies
- GIS data
- Base maps

SECTION 5.0: PROJECT RESOURCES

Funding partners for this project include the City of Minneapolis, Metropolitan Council/Metro Transit and Hennepin County. The anticipated budget for the contracting of professional planning services for the *"Mobility Minneapolis" Ten-Year Transportation Action Plan* is $600,000. At such time when a contract for services is being prepared, the scope and/or cost of services may require adjustment. Consultant teams should prepare and submit a responsible cost proposal based on a sound assessment of the scope and substance of work called for in this document. Proposers are encouraged to recommend changes or propose additional tasks that they believe would add value to the project.

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Work will be authorized in phases as the necessary funding is secured. Under no circumstances is the consultant to perform work on phases not authorized in writing by the Minneapolis Public Works Department.

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SECTION 6.0: PROJECT SCHEDULE

A. City Council approval/authorization to send out RFP:	October 22, 2004	**Deleted:** 8
B. RFP posted on City web site and mailed week of:	October 25, 2004	**Deleted:** 11
C. Written questions due from proposers:	November 12, 2004	**Deleted:** October 29
D. Responses to questions sent week of:	November 19, 2004	**Deleted:** 5
E. **Proposals due by 4:00 p.m.:**	**December 3, 2004**	**Deleted:** **November 12**
F. A short list of proposers will be developed by:	December 10, 2004	**Deleted:** November 19
G. If necessary, interviews will be scheduled for the week of:	December 13, 2004	**Deleted:** November 29
H. Evaluation team will select the successful consultant by:	December 17, 2004	**Deleted:** December 2
A. PW will seek Council authorization to execute contract:	January 11, 2004	**Deleted:** December 14,
I. Prepare contract for signature by:	January 14, 2004	**Deleted:** December 20
J. Work Session with City Council::	Spring, 2005	**Deleted:** Interim Report to TP&W
K. Work Session with City Council:	Summer, 2005	
L. Spot check and update 2003 cordon count:	September, 2005	
M. Work Session with City Council:	Fall, 2005	**Formatted:** Bullets and Numbering
N. Complete draft plan document:	January, 2006	**Deleted:** December, 2005
O. Public review of plan:	Feb 2006-Apr 2006	**Formatted:** Bullets and Numbering **Deleted:** Jan **Deleted:** Feb
P. Complete final plan document:	May, 2006	**Formatted:** Bullets and Numbering **Deleted:** March
Q. Council approval of plan:	Fall, 2006	**Formatted:** Bullets and Numbering **Deleted:** Summer

SECTION 7.0: PROPOSAL DUE DATE AND LOCATION

Proposals shall be delivered to the City of Minneapolis Procurement Department at the address listed below on or before **4:00 p.m. on Friday, October 22, 2004.** Late submissions may not be accepted. Faxed or electronic mail submissions will not be accepted. Ten (10) copies of the proposal must be submitted on standard 8-1/2 x 11-inch paper. An authorized member of the firm must sign each copy in ink. The selected consultant will be required to provide an electronic copy of the proposal after selection. An additional electronic CD of the proposal in PDF format may be submitted, but is not required.

Deliver submissions to:

Mr. Gary Warnberg, Director of Purchasing
City of Minneapolis Procurement Department
330 Second Avenue South, Suite 552
Minneapolis, MN 55401

Please mark the outside of the package with the title, "Proposal for Minneapolis *"Mobility Minneapolis" Ten-Year Transportation Action Plan*." Please mark the outside of the package with the due date and time, and with the name and address of the firm submitting the proposal.

SECTION 8.0: DEPARTMENT CONTACT

Questions and concerns regarding this RFP and submission of a proposal, must be put in writing and directed to the project contact person:

Mary Ann Miller
Department of Public Works
City of Minneapolis
233 City Hall
350 S. Fifth Street
Minneapolis, MN 55413-1315
Fax: 612-673-2149
Maryann.Miller@ci.minneapolis.mn.us

All questions regarding this request for proposals should be submitted to Mary Ann Miller in writing by November 12, 2004. If questions result in the modification of this RFP, the written modification will be distributed to all recipients of the original RFP. All proposers should contact Mary Ann Miller to notify her that they would like a copy of the responses to all submitted questions. No questions will be answered by phone or in-person. The department contact cannot vary the terms of the Request for Proposals.

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The Minneapolis Public Works Department reserves the right to modify or issue amendments to this Request for Proposals. If questions result in the modification of this RFP, the written modification will be distributed to all recipients of the original RFP and posted on the City's procurement web site.

SECTION 9.0: PROPOSAL FORMAT AND SUBMITTALS

The proposal must be submitted on standard 8 ½ x 11-inch paper and shall not exceed 50 pages. The content of all proposals for this work shall address the following issues and adhere to the following format:

9.1 SOLICITATION SUBMITTAL

Proposers must write the title of the solicitation on the front of the submittal documents.

9.2 SCOPE OF SERVICES

Describe how service will be provided. Include a detailed listing and description of tasks and deliverables. Provide a summary of the proposed approach to the project, as well as a detailed description of the methodology to be used to provide the requested services and deliverables. Proposers are encouraged to include tasks they believe would add value to the Action Plan.

9.3 COMMUNICATION AND MANAGEMENT

Explain how the day-to-day contact among the team members and with the Public Works staff will be maintained. Define team member roles including who will be the lead contact person and how the other team members will relate, communicate and manage themselves as part of the team. Explain how the team proposes to interact with the PSC, key stakeholders, the general public and the City Council. Provide both an explanation of the proposed process and a proposed meeting schedule.

9.4 EXPERIENCE AND CAPACITY

Describe the background, expertise and experience of all firms and subcontractors demonstrating ability to provide required services. Identify any subcontractors that the firm expects to engage to provide services described in the Scope of Services. Teaming of firms with complementary expertise is encouraged. Teaming of national-level firms with local partners is encouraged.

Include description of each firm's history, background, organization, and size as well as the firm's capacity to provide the requested services. Examples of each firm's work on similar projects and each firm's work for other public sector clients may be included in an appendix.

For each firm, proposals shall also include written indications concerning the following:

- Indicate if company expansion is required in order for any firm to provide the proposed service.
- Indicate the firm's position on nondiscrimination and affirmative action principles. Indicate whether each firm is a City, Minnesota or Federal certified DBE (Disadvantage Business Enterprise) contractor. (Note: Due to the potential use of federal funds, contractors will be required to meet federal granting procedures and requirements.)
- Indicate whether the firm's activities or representation of other clients could potentially pose a conflict of interest in its representation of the Minneapolis Public Works Department or other agencies of the City of Minneapolis.

The City of Minneapolis welcomes proposals that support women- and minority-owned businesses.

9.5 REFERENCES

List at least three references from contracts similar in size and scope. Respondents must provide references that the Minneapolis Public Works Department may contact.

9.6 PERSONNEL

Identify specific personnel that will be assigned to the project and the number of hours each will spend. This list should be organized to show personnel and time commitments in relation to the phases and tasks outlined in the Scope of Services. Provide a brief description of each person's experience. Resumes for all key staff to be assigned to the project should be included in an appendix. Identify one or more individuals to be designated as a contact person for assignments, billings, and general contract administration. Subcontractors should also be listed, including the identification of any that are certified in the City of Minneapolis Small & Underutilized Business Program.

Assignment of other key personnel to, or removal of key personnel identified from, the Work shall be subject to the written approval of the Minneapolis Public Works Department. The Public Works Department may require the removal of any person from the Work.

9.7 COST OF SERVICES

Indicate the proposed cost of service by project phase and task (Section 2.0 Scope of Services) including a detailed list of personnel rates by individual, their hours, and any direct or other travel costs. Show how the costs were determined. A single overall cost to provide the scope of services is unacceptable and could be the grounds for complete rejection of the proposal.

Please note that the City of Minneapolis will provide relevant land and traffic information in digital format and the Consultant will not be charged a fee for this data.

9.8 TIMELINE

The consultant should propose the time frame for completing *"Mobility Minneapolis"*. Specific dates should be proposed for completion of each project phase and task and for each meeting. The City's goal for completing the project is May 2006, with Council approval some time after that date.

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9.9 INSURANCE

Provide a response indicating insurance coverage.

9.10 APPENDICES

Appendices are not required but may be provided. Permitted appendices include: (1) examples of related work experience, and (2) resumes of key personnel assigned to the project.

9.11 RFP SUBMITTAL

See instructions in "Proposal Due Date and Location," in Section 6.0, above.

SECTION 10.0: EVALUATION CRITERIA

An evaluation team composed of members of those agencies and organizations funding this project will review all proposals received within the stated deadline. The evaluation team will select one consultant team to provide the services described in this Request for Proposals. Criteria used in the evaluation of proposals will include, but are not be limited to, the following:

- Quality, thoroughness, and clarity of proposal.
- Demonstrated understanding of the Scope of Services.
- Organization, management, and technical approach to project.
- Approach to involvement of key stakeholders and the general public and associated level of effort.
- Demonstrated expertise and experience in the fields of expertise required to complete this work.
- Ability to package findings, ideas, and concepts through a combination of written and graphic means of expression.
- Qualifications and experience of staff.
- Itemization and allocation of staff resources in relation to the Scope of Services.
- Demonstrated experience subcontracting from, and collaborating with, firms who are experienced in one or more of the complementary fields of expertise required to complete this work.
- Plan for meeting DBE requirements
- Demonstration of capacity to successfully complete the project in a timely manner.
- Review of references.
- Financial responsibility and capacity of firm.
- Cost to provide the requested services and deliverables.

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Any interview or requests for supplemental information will occur the week of December 13, at the discretion of the evaluation team.

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The Minneapolis Public Works Department reserves the right for any reason or purpose to reject any and all proposals. Cost is one of several evaluation criteria. ***The Minneapolis Public Works Department may not necessarily select the proposal with the lowest cost estimate.***

SECTION 11.0 GENERAL REQUIREMENTS

The General Requirements are terms and conditions that the City expects all of its contractors to meet. By proposing the Proposer agrees to be bound by these requirements unless otherwise noted in the Proposal. The Proposer may suggest alternative language to any section. Some negotiation is possible to accommodate Proposer's suggestions.

11.1 CITY'S RIGHTS

The City reserves the right to reject any or all proposals or parts of proposals, to accept part or all of proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in this Request for Proposal, or the respondent's reply based on the component prices submitted.

11.2 INTEREST OF MEMBERS OF CITY

The contractor agrees that no member of the governing body, officer, employee or agent of the City shall have any interest, financial or otherwise, direct or indirect, in the Contract.

11.3 EQUAL OPPORTUNITY STATEMENT

Contractor agrees to comply with the provisions of all applicable federal, state and City of Minneapolis statutes, ordinances and regulations pertaining to civil rights and nondiscrimination including, without limitation, Minnesota Statutes, Section 181.59 and Chapter 363, and Minneapolis Code of Ordinances, Chapter 139, incorporated herein by reference.

11.4 NON-DISCRIMINATION

The contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, affection preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran or the Vietnam era. Such prohibition against discrimination shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The contractor shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City, setting forth this nondiscrimination clause. In addition, the Vendor shall, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, creed, religion, ancestry, sex, national origin, affectional preference, disability, age, marital status or status with regard to public assistance or status as disabled veteran or veteran of the Vietnam era, and comply in all other aspects with the requirements the Minneapolis Code of Ordinances, Chapter 139.

11.5 INSURANCE

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the contract and shall remain continuously in force for the duration of the contract. The Contractor and its sub-contractors shall secure and maintain the following insurance:

- Workers Compensation insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least $100,000 each accident, $500,000 disease - policy limit and $100,000 disease each employee.
- Commercial General Liability insurance with limits of at least $1,000,000 general aggregate, $1,000,000 products - completed operations $1,000,000 personal and advertising injury, $1,000,000 each occurrence $50,000 fire damage and $5,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured.
- Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least $500,000 per accident.
- Professional Liability Insurance or Errors & Omissions insurance providing coverage for 1) the claims that arise from the errors or omissions of the Contractor or its sub-contractors and 2) the negligence or failure to render a professional service by the Contractor or its sub-contractors. The insurance policy should provide coverage in the amount of $1,000,000 each occurrence and $1,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on a City-approved Insurance Certificate. A thirty- (30) date written notice is required if the policy is canceled, not renewed or materially changed. The Contractor shall require any of its subcontractors, if sub-contracting is allowable under this contact, to comply with these provisions.

11.6 TRANSFER OF INTEREST

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City, provided, however, that claims for money due or to income due to the contractor may be assigned to a bank, trust company or other financial institution, or to a Trustee in Bankruptcy without such approval. Notice to any such assignment or transfer shall be furnished to the City. The Contractor shall not subcontract any services under this contract without prior approval of the City Department Contract Manager designated herein.

11.7 COMPLIANCE REQUIREMENTS

All contractors hired by the City of Minneapolis are required to abide by the regulations of the Americans with Disabilities Act of 1990 (ADA) which prohibits discrimination against individuals with disabilities. The contractor will not discriminate against any employee or applicant for employment because of their disability and will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, discharge, compensation and fringe benefits, classification, referral and training. The ADA also requires contractors associated with the City of Minneapolis to provide qualified applicants and employees with disabilities with reasonable accommodation that does not impose undue hardship. Contractors also agree to post in a conspicuous place, accessible to employees and applicants, notices of their policy on non-discrimination. The above requirements also apply to the Minnesota Human Rights Act, Minn. Stat. C. 363.

In the event of the contractor's noncompliance with the non-discrimination clauses of this contract, this contract may be canceled, terminated, or suspended, in whole or part, and the contractor may be declared ineligible by the Minneapolis City Council from any further participation in City contracts in addition to other remedies as provided by law.

11.8 GENERAL COMPLIANCE

The Contractor agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under this contract.

11.9 PERFORMANCE MONITORING

The City will monitor the performance of the Contractor against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this agreement. If action to correct such substandard performance is not taken by the Contractor within a reasonable period of time after being notified by the City, contract termination procedures will be initiated. All work submitted by Contractor shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Contractor and shall inform the Contractor of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

11.10 INDEPENDENT CONTRACTOR

Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent contractor with respect to the services to be performed under this Contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of contractor.

11.11 HOLD HARMLESS

The Contractor agrees to defend, indemnify and hold harmless the City, its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorney's fees, resulting directly or indirectly from an act or omission of the contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided by this contract or by reason of the failure of the contractor to fully perform, in any respect, any of its obligations under this contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute 3.732 et seq. shall apply with respect to liability bonding, insurance and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

11.12 ACCOUNTING STANDARDS

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this contract.

11.13 RETENTION OF RECORDS

The Contractor shall retain all records pertinent to expenditures incurred under this contract for a period of six years after the resolution of all audit findings, with the exception that such records shall be kept for a period of ten years after both the terms of a monitoring agreement have been fulfilled and all audit findings have been resolved for abatement programs. Records for non-expendable property acquired with funds under this contract shall be retained for three years after final disposition of such property.

11.14 DATA PRACTICES

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Agreement. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

All Proposals shall be treated as non-public information until the Proposals are opened for review by the City. At that time, the names of the responders become public data. All other data is private or non-public until the City has completed negotiating the contract with the selected vendor. At that time, the Proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minn. Stat. C. 13 and as such are open to public review.

11.15 INSPECTION OF RECORDS

All Contractor records with respect to any matters covered by this agreement shall be made available to the City or its designees at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

11.16 LIVING WAGE POLICY

All contractor employees will be paid at least a living wage. The definition of a Living Wage is at a minimum 110 percent of the current year federal poverty level for a family of four as provided by the federal Department of Health & Human Services for a contractor that does not supply employer-paid health insurance and 100 percent for a contractor that does supply employer-paid health insurance.

11.17 APPLICABLE LAW

The laws of the State of Minnesota shall govern all interpretations of this contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Contractor.

11.18 CONFLICT AND PRIORITY

In the event that a conflict is found between provisions in this Contract, the Contractor's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals.

11.19 OWNERSHIP OF MATERIALS

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon final approval of the final report or upon request by the City at any time before then. The City may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Contractor.

11.20 BILLBOARD ADVERTISING

Through Ordinance 109.470, City and City-derived funds are prohibited from use to pay for billboard advertising as a part of a City project or undertaking.

11.21 CONFLICT OF INTEREST/CODE OF ETHICS

Contractor agrees to be bound by the City's Code Of Ethics, Minneapolis Code Of Ordinances, Chapter 15. Contractor certifies that to the best of its knowledge all City employees and officers participating in this Agreement have also complied with that Ordinance. It is agreed by the Parties that any violation of the Code Of Ethics constitutes grounds for the City to void this Agreement. All questions relative to this section shall be referred to the City and shall be promptly answered.

11.22 TERMINATION

The City may cancel this Contract for any reason without cause upon thirty (30) days written notice, except that if either party fails to fulfil its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract, the other party shall have the right to terminate this Contract, if the default has not been cured after a ten (10) days written notice has been provided. If termination shall be without cause, the City shall pay contractor all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Contractor, the City shall pay Contractor all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Contractor under this agreement shall, at the option of the

City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Contractor. The City may, in such event, withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Contractor, from asserting any other right or remedy allowed by law, equity, or by statute.

11.23 TRAVEL REIMBURSEMENT CONDITIONS

All Travel-related expenses must be allowable through a current contract, must receive prior approval from the City Department Contract Manager designated for the contract, and must be paid on a reimbursement basis.

11.23.1 Air Travel

- Coach class only.
- Original receipt and passenger copy of used airline coupon must be provided.
- Only airfare to primary home location will be reimbursed. The City may set a limit on these reimbursements (i.e., monthly or dollar threshold).
- Travel for non-City business is not reimbursable. Air travel with stopovers exceeding 24 hours will not be reimbursed.

11.23.2 Transportation

- Taxi, shuttle, light rail transit, local bus and rental car are allowable. Rental car reimbursement will only be made for economy, compact or budget size. Taxi fare, light rail transit, local bus and shuttle will only be reimbursed between airport, work site and hotel. At City's option, reimbursement will occur using mileage with IRS "deductible" rates with an atlas to determine distance rather than rental car charge. Limousine service and valet parking are not reimbursable. Local transportation and parking in the contractor's primary home location are not reimbursable.
- Reimbursements for travel via rail, bus, rental car or personal car must not exceed the cost charged for coach airfare to the same destination.
- Personal car use is reimbursed at the City's current IRS "deductible" mileage rate. For personal car expense reimbursement, the contract must provide odometer reading from before and after travel.
- If more than one consultant is traveling to City, then at City's option, the number of personal or rental vehicles eligible for reimbursement may be limited.

- Receipts and explanatory documentation must be provided for transportation reimbursements other than mileage for personal cars.
- Parking charges are reimbursable for daily parking at hotel and work site only.

11.23.3 Hotel

- Hotel reimbursement is limited to the single room rate. If two consultants are sharing a room reimbursement is allowable for only one consultant at the double room rate.
- Eligible lodging expenses include the room cost only.
- Receipts must be provided for hotel reimbursements.
- Hotel must be close to work site, unless contractor pays for transportation increase.
- City Department Contract Manager will determine maximum hotel reimbursement per night. The maximum reimbursement should be limited to the best discount rate available and allowable, including government rate or University of MN contract rate http://uwidecontracts.umn.edu/.

11.23.4 Meals and Miscellaneous

- Includes phone calls, fax costs, Internet costs, all gratuities, and meals.
- Maximum total daily reimbursement is that allowable by federal GSA guidelines for Hennepin County, MN ($51.00 for 2004, including tax) for workdays on site. No reimbursement will be provided for non-workdays.
- Actual receipts need not be submitted.

11.24 EQUAL BENEFITS FOR DOMESTIC PARTNERS

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each contractor and subcontractor with 21 or more employees that enters into a “contract”, as defined by the ordinance, that exceeds $100,000. Compliance with Section 18.200 is required commencing January 1, 2004. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

This contract is in a category to which the ordinance applies.

Please be aware that if the contract initially does not exceed $100,000, but is later modified so that the contract does exceed $100,000, the ordinance will then apply to the contract.

A complete text of the ordinance is available on the Internet at:
http://www.ci.minneapolis.mn.us/citywork/city-coordinator/finance/purchasing/domestic.html

11.25 SMALL & UNDERUTILIZED BUSINESS PROGRAM (SUBP) REQUIREMENTS

(revisions to this language must be made to meet federal requirements due to use of federal funds for the project – DBE goals and language requirements to be determined by Metropolitan Council, based on their approved federal DBE program.)

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The proposer must comply with the Small & Underutilized Business Enterprise Program (SUBP), as outlined in Minneapolis City Ordinance Chapter 423 (the "(SUBP) Ordinance"). The SUBP Ordinance applies to any construction/development project, or part thereof, in excess of one hundred thousand dollars ($100,000), and any contract for the provision of goods and services in excess of fifty thousand dollars ($50,000). In accordance with the terms and conditions of this agreement, the rules and regulations as promulgated by the manager of the SUBP, and the SUBP Ordinance, the proposers must complete and submit as a part of their proposal, Appendix One, "Every Available and Reasonable Effort Criteria Questionnaire," and Appendix Two, "Contractor Participation Form."

Each proposer, including proposers that are Women Business Enterprise (WBE) and/or Minority Business Enterprise (MBE) must complete and submit with its proposal the "Every Available and Reasonable Effort Criteria Questionnaire," Appendix One, and "Contractor Participation Form, Appendix Two." Proposers that are W/MBEs are encouraged to further contract with certified W/MBEs for procurement of goods, services and materials.

Failure to complete and/or submit the "Every Available and Reasonable Effort Criteria Questionnaire," Appendix One, and the "Contractor Participation Form," Appendix Two, with the proposal and provide written documentation of the proposer's efforts or activities to meet the goals as described below, may be grounds for rejecting a proposal as non-responsive.

If established participation levels are not met, the City of Minneapolis will make the final determination as to whether the proposer made sufficient good faith efforts to achieve the established goals.

The activities listed below must be included and documented in the proposal submitted to establish 'good faith effort' as required by the statute [Ch.423]. Whether or not the proposer

- Contacted the Minneapolis Department of Civil Rights for information about utilizing the services of certified Women Business Enterprises (WBE)/Minority Business Enterprises (MBE) and W/MBE criteria;
- Advertised (or posted notices) in general circulation, community newspapers, and with service organizations such as Urban League, Summit Academy OIC, MDCR, MPHA, YouthBuild, MEDA, NAMC, and Women Venture concerning the subcontracting and employment opportunities;
- Utilized the services of women and minority contractor organizations, community organizations, recruitment resources, and business assistance agencies to provide assistance identifying and recruiting women-owned and minority-owned firms. Such service organizations include Urban League, Summit Academy OIC, Minneapolis Department of Civil Rights, Minneapolis Public Housing Authority, YouthBuild, MEDA, NAMC, and Women Venture;
- Provided written notice to a reasonable number of certified W/MBE firms that have the capability to perform the work of the contract that their interest in the contract is being solicited;
- Followed up initial solicitations of interest by contracting certified W/MBE firms to determine with certainty whether the W/MBE firms were interested;
- Selected portions of the work to be performed by certified W/MBE firms in order to increase the likelihood that W/MBE goals may be met;
- Provided interested certified W/MBE firms with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation;
- Negotiated in good faith with interested certified W/MBE firms, not rejecting the firms as unqualified without sound reason(s) based on a thorough investigation of their capabilities;
- Other actions, not listed above, intended to secure participation of women and minority employees, and participation of certified W/MBE firms.

The proposer shall, utilizing Appendix One, make and document every reasonable effort to include qualified and available certified small businesses, including companies owned by women and minority persons, as part of their proposal. A list of certified small businesses can be obtained by contacting the Small and Underutilized Business Program at 612/673-2272 or the CERT web site which is linked from the Civil Rights Department web page found at www.ci.minneapolis.mn.us.

Proposers who fail to submit “Appendix One” and “Appendix Two” may be deemed non-responsive and their proposal may be rejected.

The SUBP goals for this project are __% WBE and __% MBE.

Any inquiries relating to the participation goals for small and underutilized businesses should be directed to the City of Minneapolis Civil Rights Department, SUBP Unit, 239 City Hall, 350 South 5th Street, Minneapolis, Minnesota 55415, Attention: Manager, SUBP Unit, (612-673-2272).

. Copies are also available in the office of City Purchasing. It is the contractor's and subcontractor's responsibility to review and understand the requirements and applicability of this ordinance.

Appendix One

Every Available and Reasonable Effort Criteria Questionnaire

This document, when completed, must be included with the proposal. Proposers who fail to submit "Appendix One" may be deemed non-responsive and their proposal may be rejected.

1. List the name of the person you spoke with at Minneapolis Department of Civil Rights, and the date, regarding information on how to contact certified W/MBE's and how to qualify as a certified W/MBE?
   _____
   _____

2. List the places where you advertise or post notices concerning subcontracting and employment opportunities for this project. Please attach a copy of the advertisement and/or notice.
   _____
   _____
   _____
   _____

3. Name the women and minority contractor organizations, community organizations, recruitment resources, and business assistance agencies that provided you assistance in identifying and recruiting women and minority employees and certified W/MBE firms for this project?_____
   _____
   _____
   _____

4. List the certified W/MBE firms, with the capability to perform the work, that you provided written notice in order to solicit their participation on the project. Please attach a copy of the written notice. If no contact was made with certified W/MBE firms, please list the reasons below.
   _____
   _____
   _____
   _____

5. Provide the follow-up steps you took to the initial solicitations of interest shown by certified W/MBE firms regarding this project?_____
   _____
   _____
   _____

6. Describe how you selected portions of the work to be performed by certified W/MBE firms in order to increase the likelihood that the W/MBE goal will be met on the project.
   _____
   _____
   _____
   _____

7. Describe how you provided interested certified W/MBE firms with timely and adequate information about the plans, specifications and requirements of the contract?
   _____
   _____
   _____
   _____

8. Did you assist certified W/MBE firms in responding to a solicitation? ___ YES ___ NO. If so, how did you assist?_____
_____
_____
_____

9. Did you negotiate in good faith with interested certified W/MBE firms? __ YES __ NO. If not, why not?
_____
_____
_____

10. Did you reject any certified W/MBE firms as unqualified without sound reasons(s) following a thorough investigation of their capabilities? ___ YES ___NO. If so, please list those firms and state why you rejected them?_____
_____
_____
_____

11. Briefly describe other actions not listed above that you took to secure participation of certified W/MBE firms.
_____
_____
_____
_____

APPENDIX TWO

CITY OF MINNEAPOLIS
WOMEN, MINORITY AND SMALL BUSINESS UTILIZATION PLAN

PROPOSER'S NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

CONTACT NAME: _____

PROJECT NAME: _____

RFP NUMBER: _____

Each proposal shall be accompanied with this document. Proposers who fail to submit "Appendix Two" may be deemed non-responsive and their proposal may be rejected.

1. What percent of the base proposal for this project will be supplied by certified Women/ Minority and/or Small Businesses? _____%

Using the matrix below list the name of each certified women, minority or small business to be utilized on this project, the type of work to be performed and the proposed dollar amount of their contract. Using the categories below, please document the following information:

Date of Contact	Name of Women Minority or Small Business	Certification (WBE/MBE)	Person Contacted	Reason for Contact	Type of Work or Supplies	Contract/ Purchase Amount Result

This page may be photo copied for additional documentation of efforts.

2. List the steps the Proposer will take to insure that certified Women, Minority and Small Businesses will be given an opportunity to participate on this project.
_____
_____
_____
_____

3. During the performance of this project, will the Proposer join with the City to support training programs or other efforts designed to help certified Women, Minority and Small Businesses?_____Yes _____No