



Request for City Council Committee Action From the Department of Public Works

Date: September 25, 2007
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Referral To: Honorable Paul Ostrow, Chair Ways & Means Budget Committee

Subject: **Citywide Pedestrian Master Plan – Consultant Selection**

Recommendation: Authorize proper city officials to enter into a contract with the consultant team of T. Y. Lin International to complete the Citywide Pedestrian Master Plan pending city attorney review and execution of grant contracts.

Previous Directives:

- 4/3/07 - Authorize City officials to accept two NTP direct award federal grants (\$150,000 Citywide Pedestrian Master Plan, S.P. 141-091-02 and \$200,000 Citywide Bicycle Parking, S.P. 141-091-01); Authorize City officials to accept the Blue Cross Blue Shield grant for \$75,000 to be used for the Citywide Pedestrian Master Plan; Authorize City officials to enter into respective agreements with MnDOT State Aid and/or Blue Cross Blue Shield as needed to obtain such grant awards; Authorize Public Works to develop and issue an RFP for a consultant to assist on the Citywide Pedestrian Master Plan pending PRC approval.

Prepared by: Anna Flintoft, Transportation Planner, Transportation Planning and Engineering

Approved by:

Steven Kotke, P.E., City Engineer - Director of Public Works

Presenters: Anna Flintoft, Transportation Planner, Transportation Planning and Engineering

Permanent Review Committee (PRC) Approval _____ Not applicable X
Policy review Group (PRG) Approval _____ Not applicable X

Financial Impact (Check those that apply)

- X No financial impact - or - Action is within current department budget (If checked, go directly to Background/Supporting Information)
____ Action requires an appropriation increase to the Capital Budget
____ Action requires an appropriation increase to the Operating Budget
____ Action provides increased revenue for appropriation increase
____ Action requires use of contingency or reserves
Business Plan: X Action is within the plan. ____ Action requires a change to plan.
____ Other financial impact (Explain):
____ Request provided to department's Finance Dept. contact when provided to the Committee Coordinator

Background/Supporting Information

On April 13, 2007, the City Council authorized Public Works staff to issue an RFP for a consultant to assist on the Citywide Pedestrian Master Plan. The RFP was issued on July 13, 2007. Proposals were received on August 24, 2007 from four consultant teams (Charlier Associates, Nelson/Nygaard, T. Y. Lin International, and URS Corporation). A selection committee narrowed this group to three teams, which were interviewed on September 12, 2007. Public Works is recommending the selection of the T. Y. Lin International team for the project.

Public Works requests authorization to allow proper city officials to enter into a contract with the selected consultant team for up to \$200,000 to complete the Citywide Pedestrian Master Plan pending city attorney review and execution of grant contracts.