



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

**Date:** October 12, 2004  
**To:** Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee  
**Referral to:** none

**Subject:** RFP for City-Wide Transportation Action Plan Study

### Recommendation:

1. Authorize the issuance of a Request for Proposals to solicit consultant proposals for the Transportation Action Plan study.
2. Direct staff to evaluate the proposals and select the suitable candidate for the study and make recommendation to the City Council.

### Previous Directives:

- April 2, 2004 Resolution 2004R-139 -- Appropriated \$300,000 for city-wide transportation planning
- June 8, 2004 TPW receive & file about study goals and timeline
- Postponed, September 14, 2004

**Prepared by:** Fred Abadi, Ph.D., Deputy Director of Public Works-Transportation, 673-3316

**Approved by:**

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Klara A. Fabry, P.E., City Engineer, Director of Public Works

**Presenters:** Fred Abadi, Ph.D., Deputy Director of Public Works-Transportation

### Financial Impact (Check those that apply)

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

Other financial impact (Explain):

\$300,000 was allocated in the 2004 Public Works Budget, Public Works continues to seek additional resources from other project partners.

Request provided to the Budget Office when provided to the Committee Coordinator

## **BACKGROUND/SUPPORTING INFORMATION:**

Public Works has created a Project Steering Committee with its partners (Metro Transit, Met Council, Hennepin County, MnDOT, FHWA, and Minneapolis CPED) and has met several times to discuss, develop and review a draft RFP that can jointly meet the City's and its partners needs. Based on the comments at the September 28, T&PW meeting, the Steering Committee will be restructured to include one citizen representative from each study area (total of 5), key stakeholders, Downtown Council and/or Downtown TMO, and partner agencies (Metro Transit, Metro Council, and Hennepin County).

A phased study approach is planned to align with the project finances. Public Works has been seeking matching funds and respective agreements with its partners. These agreements are expected to be brought forward for the City Council approval at the same time as the consultant selection recommendation.

Public Works met with the Permanent Review Committee (PRC) and has incorporated their suggestions.

### **Overview of Study:**

An Action Plan is needed for several reasons, including but not limited to:

- Introduction of rail transit service.
- Substantial recent growth and redevelopment, both commercial and residential, in downtown Minneapolis.
- Twin Cities metropolitan region will continue to grow.
- Examine ways to improve use of the existing transportation system.
- Strong transit and roadway connections between the City and the region are critical to maintaining an economically healthy city, region and state.

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*" *Transportation Action Plan* is to develop a ten-year implementation plan and 1-2 year immediate action steps that prioritizes the 2030 transportation needs of the City of Minneapolis and identifies 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.

## Revisions to RFP

Based on the comments from the September 28, T&PW meeting, the RFP has been revised and posted on the City's web site on Tuesday, October 05, 2004. The changes to the draft RFP are as follows:

1. Reorganize the Project Steering Committee to include:
  - Public Works and CPED
  - Partner agencies (Metro Transit, Metro Council, Hennepin County)
  - One citizen representative from each study area (total of 5), self-nominated and recommended by the Public Works Department for approval by City Council
  - Key stakeholders
  - Downtown Council and/or Downtown TMO
  - Other agencies and stakeholders as appropriate
2. Increase the number of Council work sessions (where PSC recommendations will be presented and discussed) to include (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.
3. Rewrite Section 1.2 "Project Objectives" to incorporate the transportation policies as articulated in the City's comprehensive plan – *The Minneapolis Plan*.
4. Add a new Task 1 in the work program: "Work with the Project Steering Committee to refine objectives for the Action Plan that are consistent with *The Minneapolis Plan*."
5. Add text in Task 1-2 and 1-4 ("Needs Assessment") to emphasize that the consultant is expected to conduct community outreach as a part of identifying transportation needs.
6. Expand text in Tasks 2A-3 and 2B-2, "Implementation Strategies" to emphasize that the consultant is expected to develop evaluation criteria and performance measures that reflect the goals and objectives of *The Minneapolis Plan*.
7. Add the following to the criteria to be used for selecting a consultant team:
  - Plan for meeting DBE requirements
  - Proposed community outreach program and associated level of effort
8. Reorganize the text in the RFP to place greater emphasis on community outreach and project objectives
  - Section 1: City's Transportation Goals and Objectives
  - Section 2: Public Process and Agency Coordination
  - Section 3: Scope of Services
  - Section 4: Background Information
  - Sections 5-11: No change in organization
9. Revise the project schedule to reflect TP&W postponements and provide additional time for public review of the draft Action Plan

## Updated Project Schedule

The updated project schedule is proposed schedule as follows:

- |   |                          |
|---|--------------------------|
| A. RFP posted on City web site and mailed week of:      | September 27, 2004       |
| B. Revised RFP posted on City web site                  | October 5, 2004          |
| A. TPW approval to issue RFP                            | October 12, 2004         |
| B. City Council approval/authorization to send out RFP: | October 22, 2004         |
| C. Proposals due:                                       | December 3, 2004         |
| D. Execute contract and begin:                          | January 14, 2005         |
| E. Interim Report to TP&W:                              | Spring, 2005             |
| F. Work Session with City Council:                      | Summer, 2005             |
| G. Complete draft plan document:                        | January 2006             |
| H. Public review of plan:                               | February 2006-April 2006 |
| I. Complete final plan document:                        | Fall 2006                |
| J. City Council approval of plan:                       | Fall 2006                |

Attachment 1- Draft RFP (Draft No. 7)