

Agreement PW2026-03

RAMSEY COUNTY

COOPERATIVE AGREEMENT

WITH THE CITY OF SAINT PAUL FOR

Corridor Study for Maryland Avenue between East Como Boulevard and Rice Street

Total Estimated Project Cost: \$412,212.00

City of Saint Paul Estimated Cost: \$206,106.00

Attachments:

A- Project Location Map

B- Maryland Corridor Study Scope of Work

C- Project Fee

This Agreement is between the City of Saint Paul, a municipal corporation ("City") and Ramsey County, a political subdivision of the State of Minnesota, ("County") for the study of Maryland Avenue between East Como Boulevard and Rice Street as shown on Attachment A ("Project").

RECITALS

1. The Project is identified in Ramsey County's 2025 – 2029 Transportation Improvement Program and in the City of Saint Paul's 2026 Five Year Capital Plan.

AGREEMENTS

1. Responsibility for Project Management

1.1. The City procured consultant services for this study in accordance with state law and City of Saint Paul procedures, including managing the Requests for Proposals (RFP) process and managing consultant interviews. The County was an active

participant in the creation of the RFP scope of services and in the consultant selection process. The City has negotiated the contract Scope of Work (Attachment B) in coordination with County staff.

- 1.2. The City will act as project manager for the study, setting the project schedule, coordinating meetings with the consultant, and in generally assuring that the study be completed on time, on budget, and to the satisfaction of the City and County. The County will be invited to participate in regular Project Management Team meetings with the consultant or may elect to participate as needed. The County will have the opportunity to direct consultant work elements and deliverables related to the County's portion of Maryland Avenue. Review/comment periods for both the City and County have been included in the scope and schedule.
- 1.3. Any costs associated with Project revisions after the completion of preliminary corridor layout will be paid for by the party requesting the revisions. Revisions related to the County portion of the Study Area are subject to approval by the County, and revisions related to the City portion of the Study area are subject to approval by the City.

2. Procurement and Award of Contract

- 2.1. The City prepared a request for proposals in consultation with County staff and took bids in accordance with state law and City procedures.
- 2.2. The City coordinated a proposal review team and interview team including staff from the City and County.
- 2.3. The City requested and received the County's concurrence to award a contract to the lowest responsible bidder as selected by the proposal review team.
- 2.4. The City negotiated the final scope and fee for the project in consultation with the County and sought and received concurrence to proceed to contract execution.
- 2.5. The City has awarded and executed a contract and will pay the consultant from the City's Common Cent Sales Tax Fund.

3. Responsibility for Construction Engineering

- 3.1. This study is for planning, public engagement, and preliminary design (see Attachment B). It does not include construction engineering.
- 3.2. The City and County will coordinate during the course of the Maryland Avenue Corridor Study to determine the best path forward for completing final design and construction engineering work in advance of construction.

4. Project Costs

- 4.1. Preliminary Design / Corridor Study Costs

- 4.1.1. Attachment B includes the project Scope, Schedule, and Fee included in the executed contract between the City and the consultant. Attachment C is a larger scale version of the Project Fee.
 - 4.1.2. As executed as of 1/12/26, the professional services contract for the Maryland Avenue Corridor Study is \$412,212.00.
 - 4.1.3. In accordance with prior conversations between the City and County, each party agrees to pay fifty percent (50%) of the cost of the Maryland Avenue Corridor Study (\$206,106.00 based on the executed contract as of 1/12/26).
 - 4.1.4. The Project Fee may be amended to include additional expenses as needed, or potentially fewer expenses. Any expectations regarding sharing of additional costs between the City and County must be agreed in advance of executing any amendments to the executed contract.
- 4.2. Design Engineering and Construction Engineering Costs
 - 4.2.1. Not applicable. There are no design engineering or construction engineering costs included in the Maryland Avenue Corridor Study.
5. Payment Schedule
 - 5.1. The City will invoice the County for Corridor Study costs incurred on a monthly basis or as mutually agreed in writing.
 - 5.2. Payment will be made within 30 days of receipt of invoice.
6. Ownership and Maintenance Responsibility for Project Elements
 - 6.1. Not applicable. No construction elements as part of the Corridor Study.
7. Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof.
8. COUNTERPARTS: The parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument.
9. ELECTRONIC SIGNATURES: The parties agree that the electronic signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Agreement. The parties further agree that any document (including this Agreement and any attachments or exhibits to this Agreement) containing, or to which there is affixed, an electronic signature shall be deemed (i) to be “written” or “in writing,” (ii) to have been signed and (iii) to constitute a

record established and maintained in the ordinary course of business and an original written record when printed from electronic files. For purposes hereof, “electronic signature” also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g., via PDF) of an original signature. Any party’s failure to produce the original signature of any electronically transmitted signature shall not affect the enforceability of this Agreement.

10. This Agreement shall remain in full force and effect until terminated by mutual agreement of the parties.

CITY OF SAINT PAUL, MINNESOTA

By: _____ Date: _____

Mayor

By: _____ Date: _____

Director of Public Works

Approved by the Office of Financial Services:

By: _____

Approved as to Form:

By: _____

City Attorney

RAMSEY COUNTY, MINNESOTA

_____ Date: _____

Ling Becker, County Manager

Approval recommended:

Brad Estochen, Ramsey County Engineer

Public Works Department

Approved as to form:

Assistant County Attorney

The map displays a section of Saint Paul and Ramsey, Minnesota, with a red line indicating the proposed bicycle boulevard along Maryland Avenue West. The route is divided into two segments: the 'City of Saint Paul Segment (~0.5 mi)' and the 'Ramsey County Segment (CSAH 31, ~1.5 mi.)'. The map shows various streets, including West Orange Avenue, North Albemarle Street, and North Kensington Street. Key landmarks such as Lake Como, Marydale Park, and Willow Reserve are also visible. The map is oriented with North at the top.

Attachment B

Exhibit A

Contract Scope of Work

Maryland Ave Corridor Study

The purpose of this of this Scope of Work (SOW) is to describe the work, services, tasks and/or deliverables that Contractor will provide to [the City] under the City Terms and Conditions agreed upon by the Parties (the “Agreement”). Additional terms and conditions may be set forth in this SOW. To the extent the terms and conditions of this SOW are inconsistent with those of the Agreement, the terms of this SOW will control with respect to the work, services, tasks and/or deliverables described herein. Capitalized terms used herein shall have the same meaning as those used in the Agreement. This SOW is an attachment to and is incorporated by this reference into the Agreement as if fully set forth therein and made a part thereof. This SOW, together with the Agreement, represents the complete and total understanding of the parties regarding the Services to be provided by Contractor hereunder.

Project Description and Purpose

The purpose of the Maryland Avenue Corridor Study is to deliver design services for the Maryland Avenue corridor between East Como Boulevard and Rice Street. This design to precede planned infrastructure improvements on Maryland Avenue between East Como Boulevard and Rice Street (CSAH 49). The corridor is partially owned by Ramsey County (Dale Street/CSAH 53 to Rice Street) and partially owned by the City of Saint Paul (East Como Boulevard to Dale Street). This corridor is scheduled to receive significant improvements from the Common Cent local sales tax program and Ramsey County capital programming in 2028-2029. This corridor serves multiple transportation modes; the consultant is tasked with delivering preliminary design alternatives and a preferred alternative that can best incorporate these varying uses while also working to improve safety and meet the desire to preserve mature tree canopy. The Corridor Study will result in a 30% design plan that can be advanced into final design in the next stage of the project.

Scope of Work / Deliverables

This SOW has been developed collaboratively between the City of Saint Paul, Ramsey County and the Professional Service Provider (SRF). The SOW outlines the work tasks, deliverables, budget, and overall schedule for this project. SOW tasks include:

Task 1: Project Management

The Prime Contractor (SRF) will manage project communication, the overall schedule, the project budget, and overall quality of work. SRF will host virtual bi-weekly 30-minute project check-in meetings with the Project Management Team (PMT), which will consist at a minimum of the St. Paul contract manager and the lead representative of Ramsey County, though others may participate in these meetings as needs arise. PMT meetings will be used to discuss current progress, issues, schedule, and budget. Schedule is an important factor for this project, with an anticipated project completion date of November 2026. This is an important date to ensure that the project continues to progress into a design phase for construction in 2028-2029.

SRF is responsible for issuing monthly project invoices for with accounting for staff hours expended, expenses to be reimbursed and associated documentation, and progress by task. Staff hours logged on invoices must include a brief description of work performed under each task. At the time of invoicing, SRF must provide a brief monthly progress report describing work accomplished for each project task during the previous month's work.

Task 1 Deliverables

- PMT meetings (bi-weekly), coordination, and minutes
- Overall project management, including schedule, consultant team communication, QA/QC on project deliverables, and monthly progress reports
- Monthly invoicing

Task 2: Community Engagement

This task will be managed by Transportation Collaborative & Consultants, a sub-consultant on the project, with additional staff assistance from SRF. Community engagement will consist of three phases. Engagement activities will be ADA-accessible and scheduled to accommodate working families. Community Engagement will follow a three-phase schedule though subject to change based upon schedule modifications approved by city PM:

- Phase One – February 2026
- Phase Two – March-June 2026
- Phase Three – October 2026

Phase One will include production of a community engagement plan (CEP), one (1) open house and pop-up events at times and locations to be determined in the CEP and agreed with the PMT.

Engagement efforts will include no less than twelve (12) pop-up events, including six (6) pop-up events with schools/youth along the Maryland corridor and six (6) for the general public. Engagement will also include the North End (District 6) and Como (District 10) District Councils. Engagement activities will provide all necessary multi-lingual translation services to ensure materials are accessible to everyone. This phase will also include digital engagement, with support for the city's project website content and a production of an interactive map.

Phase Two will focus on alternatives and developing community consensus for a preferred corridor option. Phase Two will include pop-up events, business liaison outreach, and digital surveys to capture input from businesses, residents, youth, and those unable to attend in-person events.

Phase Three will consist of the *report out* and *inform* scale of outreach. TC2 will host a virtual open house, launch an online dashboard to demonstrate community participation, and distribute summary materials via email blasts and social media coordinated with city communication staff. This phase will include engagement summaries to detail participation metrics for the project and document how input from the community influenced final recommendations.

Task 2 Deliverables

- Community Engagement Plan (CEP), including one round of review/revision with the PMT
- One (1) in-person and one (1) virtual open house
- Eight (8) meetings – four each with District 6 and 10 Community Councils
- Twelve (12) pop-up events, of which six (6) are directed toward/with schools and students and six (6) for the general public
- Community Survey
- Interactive online webmap for public comment
- Social media campaign content
- Content support for city project website
- Promotional materials production
- Material translation services as needed for all materials, with specifics to be agreed in the CEP
- Community Engagement Summary Report, including interim engagement summaries per Phase 1 and 2 engagement, as well as final report out

Task 3: Traffic Data Collection

SRF will manage the traffic data task. This will consist of collecting a minimum of 13 hours of intersection turning movement counts (passenger and heavy vehicles) at the signalized and all-way stop intersections. The consultant team will work with the PMT to determine any high pedestrian volume crossings along the corridor that may require counts to be collected. Data collection will include traffic volume/speed count data along the corridor on both the east and west ends of Maryland Avenue (east and west of Dale Street) to understand baseline vehicle speeds, speeding concerns, and the average and 85th percentile speeds. The consultant team will coordinate with the PMT to determine a final list of intersection and speed count locations.

- This task will include a parking study along the length of the corridor. This will consist of an on-street parking demand survey between E. Como Blvd and Rice St. during peak parking periods (i.e. morning, afternoon, overnight) on both a weekday and weekend. A total of six (6) parking counts are assumed to include the following time periods for both weekday and weekend days. Early morning (4 – 6 a.m.) (weekday and Sunday)
- Midday (11 a.m – 12 p.m) (weekday and Saturday)
- Evening (6 – 8 p.m.) (weekday and Saturday)

The consultant team will coordinate with the PMT to determine the specific time periods to be used for the parking study prior to beginning data collection. Data will be used to determine parking use and anticipate change in parking demand associated with proposed roadway configurations and whether additional improvements or management strategies may be required.

The consultant team will produce vehicle turning template exhibits at all proposed modified intersections (this work will be covered as a deliverable item in Task 6 – Layout Preparation).

Data and findings will be recorded in a technical document. Traffic modeling and operations analysis is not included in this scope of work.

Task 3 Deliverables

- Collection of traffic volume, speed, and turning movement counts
- Parking study
- Raw data and summaries
- Data illustrations/visualizations
- Technical documentation of traffic and parking findings.

Task 4: Public Agency Engagement

SRF and TC2 will lead this task, which will include establishment of a Technical Advisory Committee and six (6) meetings to provide feedback throughout the course of the project. Meetings will consist of:

- Virtual Kickoff (Meeting #1)
- In-Person Field Walk (Meeting #2)
- Virtual Meeting (Meeting #3) – existing conditions, issue identification, sharing results from initial engagement
- In-Person Design Charette (Meeting #4)- review alternative layouts, discuss evaluation, discussion/feedback working toward a preferred layout
- Virtual Meeting (Meeting #5) – draft preferred layout review
- Virtual Meeting (Meeting #6) – review final preferred layout and materials, discuss next steps, wrap up

Task 4 Deliverables

- Coordination and facilitation of six (6) TAC meetings
- Preparation of all agendas, meeting materials, and meeting summaries

Task 5: Utility Coordination

SRF will lead on utility coordination. SRF will submit a Gopher State One Call ticket prior to locating underground utilities and maintain a utility contact log. Consultants will schedule three (3) utility coordination meetings during the study to review corridor alternatives, including potential to impact fire hydrants, utility cabinets, catch basins, and surface level features such as valve covers and handholes. These elements will be assessed to ensure ADA-compliant pedestrian access is maintained and integrated into concept layouts. Consultants will review existing fiberoptic communications, water, and storm/sewer infrastructure, documenting potential conflicts and proposing adjustments as necessary. Utility-related impacts and recommendations will be documented for use in design.

Task 5 Deliverables

- Gopher State One Call ticket documentations
- Three (3) utility coordination meetings and associated agendas and minutes
- Documentation of comments on potential utility conflicts with each proposed concept
- CAD drawings showing existing utilities

Task 6: Layout Preparation

This task will be led by Tom Borowicz at TC2. Layout preparation will include conceptual layouts and cross sections, exploring a full range of options to improve pedestrian, bicycle, and vehicular safety along the corridor. Layout preparation will incorporate input from the PMT, TAC, public engagement, existing conditions analysis, and Metro Transit's H Line preliminary design. Consultants will develop three (3) corridor concepts with at least one remaining entirely within the available public right-of-way. Each layout will include intersection-level design details with pedestrian enhancements, potential median refuge crossings and traffic calming, ADA upgrades, and multimodal accommodations consistent with the city's adopted Bicycle Plan and agency design guidance. Concept layouts will explore narrowed roadway widths, parking removal, boulevard widths, tree preservation, stormwater management, and accommodation of proposed H Line stations.

This task will include a discussion of tradeoffs, costs and impacts associated with each concept, supported by planning-level cost estimates and identification of potential parking, utility, drainage, tree, and access impacts. Concepts will be developed into AutoCAD format.

Task 6 Deliverables

- Three (3) conceptual corridor alternatives and planning-level cost estimates, including at least one (1) alternative entirely within the existing public right-of-way
- One (1) round of PMT comment and resolution of alternatives.
- Turning movement exhibits for all intersections and proposed median refuge locations
- Alternatives Development Technical Memorandum, summarizing layout development, assumptions, and key tradeoffs

Task 7: Preferred Alternative Selection & Justification

Matt Pacyna with TC2 will lead the Alternatives Evaluation Process in coordination with SRF. Consultants will establish clear evaluation criteria balancing safety, accessibility, multimodal connectivity, operations, community input, tree preservation, right-of-way impacts, parking, and cost-effectiveness. The consultant team will convene a collaborative charette with city and county staff to review the concepts side-by-side, confirm evaluation results, and refine the preferred concept through facilitated discussion.

This task will use a scoring matrix to compare options, incorporating quantitative data and qualitative insights from residents, businesses, and agency partners. Findings for the selection of a preferred alternative will be documented in a Preferred Alternative

Justification Memorandum, including visual exhibits and plan-level details at the 30% design level (not to include a formal 30% plan set submittal) in AutoCAD format, and summary evaluation tables of all three layouts prepared in Task 6.

Task 7 Deliverables

- Preferred alternative charette coordination, meeting materials, and summary
- Preferred Alternative Justification Memorandum, summarizing evaluation results/scoring matrix and rationale
- One (1) round of PMT comment and resolution of preferred alternative.
- CAD drawing of the preferred layout, including indication of disturbance areas, and public and private utilities

Task 8: Presentation to Appointed Public Committees and Staff Committees

SRF will prepare presentation materials of the draft preferred layout design, and will present the layout and findings to the Saint Paul Design Review Forum and Saint Paul Transportation Committee.

Task 8 Deliverables

- Presentation materials and presentation/attendance at one Design Review Forum and one Transportation Committee meeting
- One round of revisions to the layout as directed by the PMT following design review forum

Task 9: Corridor Study Report

SRF will lead final documentation of this corridor study, in coordination with the rest of the consultant team. Process and results of the study will be included in a Final Report document. The report will include summaries of existing conditions, traffic and parking data, utility data, alternatives development and evaluation, and the preferred layout. The preferred layout will be presented in 30% conceptual designs, cross-sections, and planning-level cost estimates. The Final Report will summarize community engagement processes and findings, including how community feedback is reflected in the preferred alternative. The Final Report will include a technical memorandum summarizing the stormwater management alternatives for the corridor, including a toolbox highlighting potential types of stormwater best management practices, costs, and maintenance needs. The report will be visually pleasing and clearly organized to provide easy reference to a reader.

Task 9 Deliverables

- Final Maryland Avenue Corridor Study Report, including one (1) round of review/revision by the city and county
- Stormwater technical memorandum, to be included in the final Study Report

Task 10: Civil and Right-of-Way Survey

SRF will perform topographic and right-of-way survey activities in coordination with city and county staff to support preliminary design and corridor layout. Surveys will document existing conditions, including topography, utilities, pavement limits, sidewalks, curbs, and any other relevant corridor features. Survey data will provide the foundation for accurate layout alternatives, cross-sections, and design decisions.

SRF will perform a tree survey as part of its data collection. This will consist of GPS field location of all trees along the corridor, trunk diameter at breast height (DBH), tree species identification, and condition/health assessment of trees. Location may be gathered by any staff member, but DBH, tree species, and condition/health assessment must be completed by an International Society of Arboriculture (ISA)-certified consulting arborist. The purpose of the tree survey is to provide tree location and condition data critical to the evaluation of corridor alternatives. It is assumed that three (3) field walks will be completed to survey all trees.

The consultant is required to coordinate with the Saint Paul Parks & Recreation Department, Forestry Division to confirm required elements of the tree survey and personnel who will accomplish the work.

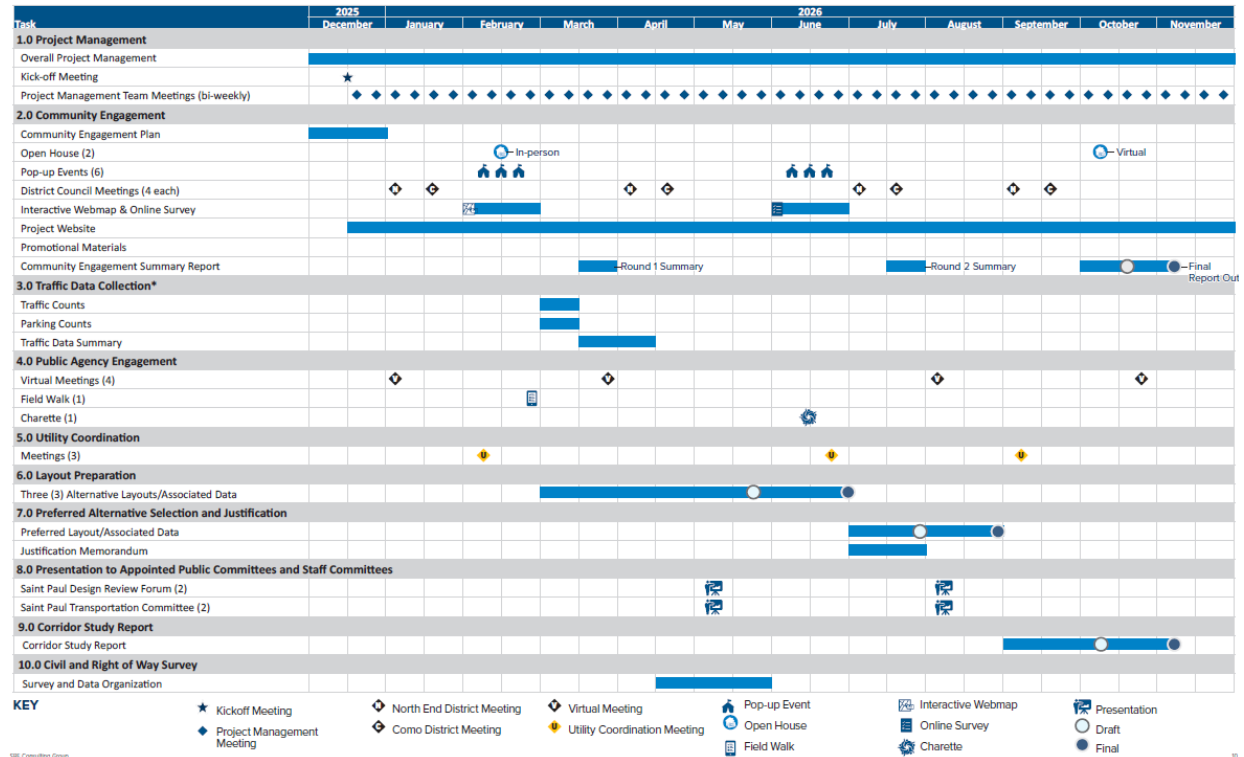
Task 10 Deliverables

- Topographic survey in AutoCAD format
- Tree survey with field-located GPS points and required attribute data

Schedule

Project Schedule

Our project schedule is designed to maintain momentum and deliver results efficiently. It emphasizes early coordination, meaningful engagement, and timely decision-making to keep the study on track and responsive to City and County needs throughout the 12-month process.



A higher resolution and larger scale version of the schedule image depicted above is included in SRF's original proposal, titled *SRF Proposal Saint Paul Maryland Ave Corridor.pdf* saved in the project folder. The schedule is subject to change in consultation with the PMT.

Compensation Terms

All invoicing is subject to Section 3 of the City's General Terms and Conditions unless otherwise stated. Total compensation shall not exceed the amount of **\$412,212.00**. Billing will be done monthly. The invoice will be sent to the City of Saint Paul via email to the City Project Manager and Accounts Payable (apinvoice@ci.stpaul.mn.us). No additional materials will be provided or charged for unless the parties agree in writing.

A higher resolution/larger scale version of the fee proposal depicted below is saved in the city's project folder, titled *16583.PP_Maryland_Scope of Work_Updated_Final_20260105* with a date of 01/05/2026.

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates														
Client: CITY OF ST. PAUL														
Project: MARYLAND AVENUE CORRIDOR STUDY														
Subconsultants: TRANSPORTATION COLLABORATIVE & CONSULTANTS (TC2)														
TASK NO.	TASK DESCRIPTION	PROF. VIII/VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	Support	TC2 - Hours	TC2 - Fee	Heritage Shade Tree - Hours	Heritage Shade Tree - Fee	SRF Hrs	SRF Fee
1.0	PROJECT MANAGEMENT <u>Assumptions:</u> 12 month schedule													
1.1	General Team Management, Coordination and Invoicing	6	60	-	-	-	-	12	18	\$2,546.00	-	\$0.00	78	\$15,900.00
1.2	Bi-Weekly Meetings (virtual)	-	24	-	-	-	-	-	14	\$2,408.00	-	\$0.00	24	\$5,016.00
1.3	Monthly PMT Meetings (virtual)	-	24	-	-	-	-	12	28	\$5,012.00	-	\$0.00	36	\$6,660.00
	<u>SRF Deliverables:</u> PMT coordination, agendas and minutes Monthly invoicing													
	SUBTOTAL - TASK 1	6	108	0	0	0	12	12	60	\$10,966.00	-	\$0.00	138	\$27,576.00
2.0	COMMUNITY ENGAGEMENT <u>Assumptions:</u> In-person engagement unless otherwise noted. SRF to host online survey and webmap, assume use of city website/project webpage.													
2.1	Public Engagement Plan	-	2	-	-	-	-	-	24	\$3,048.00	-	\$0.00	2	\$418.00
2.2	Two (2) online or in-person public open houses	-	12	-	-	12	-	-	112	\$14,584.00	-	\$0.00	24	\$4,488.00
2.3	Four (4) community meetings with District Councils 6 and 10	-	24	-	-	-	-	-	40	\$5,464.00	-	\$0.00	24	\$5,016.00
2.4	12 pop-up events at various locations along the corridor (6 community events and 6 focused on youth/students)	-	24	-	-	24	-	-	220	\$27,172.00	-	\$0.00	48	\$8,976.00
2.5	Assistance with project website content and graphics	-	8	-	-	-	-	-	40	\$5,176.00	-	\$0.00	8	\$1,672.00
2.6	Preparation of an interactive project area map	-	4	-	-	20	-	-	12	\$1,668.00	-	\$0.00	24	\$4,136.00
2.7	Various promotional material at public events	-	2	-	-	16	-	-	44	\$5,492.00	-	\$0.00	18	\$3,058.00
2.8	Community Engagement Summary Report	-	8	-	-	12	-	-	84	\$10,524.00	-	\$0.00	20	\$3,652.00
	<u>SRF Deliverables:</u> Public Engagement Plan (Draft and Final) Engagement Memorandum (Draft and Final) Meeting Materials													
	SUBTOTAL - TASK 2	0	84	0	84	0	0	0	576	\$73,128.00	-	\$0.00	168	\$31,416.00

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates														
Client: CITY OF ST. PAUL														
Project: MARYLAND AVENUE CORRIDOR STUDY														
Subconsultants: TRANSPORTATION COLLABORATIVE & CONSULTANTS (TC2)														
TASK NO.	TASK DESCRIPTION	PROF. VIII/VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	Support	TC2 - Hours	TC2 - Fee	Heritage Shade Tree - Hours	Heritage Shade Tree - Fee	SRF Hrs	SRF Fee
3.0	TRAFFIC DATA COLLECTION <u>Assumptions:</u> Traffic data collected using cameras, parking data collected in-person.													
3.1	Traffic data collection (peak hour volumes, turning movement counts at all signals and all-way stops (4 intersections), percent of heavy trucks)	-	4	-	-	-	16	4	-	\$0.00	-	\$0.00	24	\$3,880.00
3.2	Pedestrian counts (10 Locations - median refuge crossings and intersection crossings)	-	8	-	-	-	40	-	-	\$0.00	-	\$0.00	48	\$7,912.00
3.3	Vehicle turning template exhibits at all modified intersections (see below in Task 6)	-	-	-	-	-	-	-	-	\$0.00	-	\$0.00	0	\$0.00
3.4	Speed data collected at up to 3 locations	-	4	-	-	-	12	-	-	\$0.00	-	\$0.00	16	\$2,708.00
3.5	Collect On-Street Parking Data (6 counts total)	-	-	-	-	-	12	-	-	\$0.00	-	\$0.00	16	\$2,304.00
3.6	Parking Data Analysis & Documentation	-	4	-	-	4	-	14	-	\$0.00	-	\$0.00	22	\$3,414.00
	<u>SRF Deliverables:</u> Traffic and parking data collection Traffic data and parking data summary sheets													
	SUBTOTAL - TASK 3	0	20	0	8	68	30	0	0	\$0.00	-	\$0.00	126	\$20,218.00
4.0	PUBLIC AGENCY ENGAGEMENT <u>Assumptions:</u> Four virtual and two in-person meetings.													
4.1	Meetings with Saint Paul departments, Ramsey County, Metro Transit outside of the PMT Meeting - Up to 6.	-	40	-	-	-	-	40	-	\$5,172.00	-	\$0.00	80	\$13,840.00
	<u>SRF Deliverables:</u> Public agency meetings (up to 6)													
	SUBTOTAL - TASK 4	0	40	0	0	0	40	0	28	\$5,172.00	-	\$0.00	80	\$13,840.00
5.0	UTILITY COORDINATION <u>Assumptions:</u> Up to 3 Utility Meetings, 1 hour each, will be hosted virtually by up to 2 SRF staff per meeting.													
5.1	Identification of Utility Data (Gopher State One Call and Utility Coordination Log)	-	-	-	-	4	-	4	-	\$0.00	-	\$0.00	8	\$1,208.00
5.2	Utility Coordination Meetings (up to 3)	-	-	-	6	-	-	6	-	\$0.00	-	\$0.00	12	\$1,962.00
5.3	Mapping of Utility Data	-	2	-	-	4	-	40	-	\$0.00	-	\$0.00	46	\$6,740.00
	<u>SRF Deliverables:</u> Utility meeting notes Documented potential utility conflicts by alternative CAD drawing of existing utilities													
	SUBTOTAL - TASK 5	2	0	6	8	0	50	0	0	\$0.00	-	\$0.00	66	\$9,910.00

SRF Consulting Group, Inc. Work Tasks and Person-Hour Estimates														
Client: CITY OF ST. PAUL														
Project: MARYLAND AVENUE CORRIDOR STUDY														
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6.0	LAYOUT PREPARATION <u>Assumptions:</u> Each alternative will get two typical sections and concept layout. High level construction cost estimate.													
6.1	Preparation of a three concept layouts (3) and typical sections (3). Includes one (1) round of client review and comment.	-	32	-	30	150	-	-	58	\$11,920.00	-	\$0.00	212	\$35,038.00
	<u>SRF Deliverables:</u> Three (3) corridor concepts Turning movement exhibits													
	SUBTOTAL - TASK 6	0	32	0	30	150	0	0	58	\$11,920.00	-	\$0.00	212	\$35,038.00
7.0	PREFERRED ALTERNATIVE SELECTION AND JUSTIFICATION <u>Assumptions:</u> The preferred concept will consist of a layout, typical section (up to 3), turning vehicle swept paths (20'), a one-page cost estimate and estimation of construction limits and property impacts. No plan sheets have been included in this cost.													
7.1	Development of goals and evaluation criteria	-	24	-	-	40	-	-	16	\$3,840.00	-	\$0.00	64	\$11,256.00
7.2	Documentation of the preferred concept	-	16	-	-	80	-	-	16	\$3,840.00	-	\$0.00	96	\$15,824.00
7.3	Preferred alternative drawing and CAD file (typical section, swept paths, layout) (includes one (1) round of client review and comments).	-	6	-	-	84	-	-	24	\$4,800.00	-	\$0.00	178	\$28,842.00
7.4	One-page concepts cost estimate	-	-	-	-	8	-	-	4	\$800.00	-	\$0.00	8	\$1,320.00
	<u>SRF Deliverables:</u> CAD drawing of the preferred layout Preferred alternative justification memorandum													
	SUBTOTAL - TASK 7	0	46	0	92	208	0	0	60	\$13,280.00	-	\$0.00	346	\$57,242.00
8.0	PRESENTATION TO APPOINTED PUBLIC COMMITTEE AND STAFF COMMITTEES <u>Assumptions:</u> Assumes in-person meetings.													
8.1	Presentation to Saint Paul Review and Transportation Committee (4 total meetings)	-	16	-	-	-	-	16	4	\$1,200.00	-	\$0.00	36	\$6,056.00
8.2	Update the three concept alternatives based on the comments	-	12	-	-	24	-	24	-	\$2,400.00	-	\$0.00	60	\$10,212.00
	<u>SRF Deliverables:</u> Presentation materials Revisions to alternatives													
	SUBTOTAL - TASK 8	0	28	0	24	24	16	4	18	\$3,600.00	-	\$0.00	96	\$16,268.00

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates



Client: CITY OF ST. PAUL
Project: MARYLAND AVENUE CORRIDOR STUDY
Subconsultants: TRANSPORTATION COLLABORATIVE & CONSULTANTS (TC2)

TASK NO.	TASK DESCRIPTION	PROF. VII/VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	Support	TC2 - Hours	TC2 - Fee	Heritage Shade Tree - Hours	Heritage Shade Tree - Fee	SRF Hrs	SRF Fee
9.0	COORDINATOR STUDY REPORT													
	<u>Assumptions:</u> The stormwater treatment work task will need to fit within the proposal scope and fee. This will document with potential treatment areas and types. Report - Goals, evaluation criteria, evaluation, concepts and typicals, utilities, engagement document produced in task 2.													
9.1	Corridor Report (Draft)	-	16	-	-	80	-	-	14	\$2,594.00	-	\$0.00	96	\$15,824.00
9.2	Corridor Report (Final)	-	8	-	-	24	-	-	14	\$2,594.00	-	\$0.00	32	\$5,416.00
9.3	Stormwater Treatment (Draft Concept)	16	-	-	80	-	-	-	2	\$400.00	-	\$0.00	96	\$16,000.00
	<u>SRF Deliverables:</u> Corridor Study Report (Draft and Final Report)													
	SUBTOTAL - TASK 9	16	24	0	80	104	0	0	30	\$5,588.00	-	\$0.00	224	\$36,240.00
10.0	CIVIL AND RIGHT OF WAY SURVEY													
	<u>Assumptions:</u> 1.5 miles of topo													
10.1	Survey the entire corridor and 100 feet down each cross-street for final design	8	-	8	-	-	120	-	-	\$0.00	0	\$0.00	136	\$20,360.00
10.2	Tree survey and assessment	8	8	-	20	-	24	-	-	\$0.00	20	\$3,000.00	60	\$10,660.00
	<u>SRF Deliverables:</u> Topographic survey in AutoCAD format Tree survey with field-located GPS points and required attribute data													
	SUBTOTAL - TASK 10	16	8	8	20	0	144	0	0	\$0.00	20	\$3,000.00	196	\$31,020.00

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates



Client: CITY OF ST. PAUL
Project: MARYLAND AVENUE CORRIDOR STUDY
Subconsultants: TRANSPORTATION COLLABORATIVE & CONSULTANTS (TC2)

TASK NO.	TASK DESCRIPTION	PROF. VII/VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	Support	TC2 - Hours	TC2 - Fee	Heritage Shade Tree - Hours	Heritage Shade Tree - Fee	SRF Hrs	SRF Fee
	TOTAL ESTIMATED PERSON-HOURS	40	390	14	346	554	292	16	830				1,652	
	AVERAGE HOURLY BILLING RATE	\$300.00	\$209.00	\$190.00	\$165.00	\$156.00	\$137.00	\$130.00						\$281,768.00
	ESTIMATED LABOR AND OVERHEAD	\$12,000.00	\$81,510.00	\$2,660.00	\$57,090.00	\$86,424.00	\$40,004.00	\$2,080.00	TC2:	\$123,654.00	HST:	\$3,000.00		\$284,508.00
	SRF ESTIMATED DIRECT NON-SALARY EXPENSES													\$2,740.00
														\$284,508.00
														\$124,494.00
														\$3,210.00
	TOTAL ESTIMATED FEE (SRF and Subconsultants combined)													\$412,212.00
	SRF ESTIMATE OF DIRECT NON-SALARY EXPENSES:													
	MILEAGE:	Personal Vehicles	2200	Miles @	\$0.700									\$1,540.00
	REPRODUCTION:	Copy Duplication	1500	Copies @	\$0.10									\$150.00
		Color Copies	3000	Copies @	\$0.35									\$1,050.00
														\$2,740.00
	SUBCONSULTANTS:													
	TC2 MILEAGE:	Personal Vehicles	1200	Miles @	\$0.700									\$840.00
	HST MILEAGE:	Personal Vehicle	300	Miles @	\$0.700									\$210.00
														\$1,050.00
	SUBCONSULTANTS EXPENSES:													\$1,050.00

Requested Reimbursement Expenses and Details

All non-local travel must be pre-authorized by the City Project Manager and will be reimbursed at cost. Contractor will not be reimbursed for car rental. Related food, ground transportation, and lodging expenses will be reimbursed at actual expenses, not to exceed a rate consistent with the IRS per diem rates as set forth in IRS Publication 463. The Contractor is required to submit paid expense receipts in order to be reimbursed by the City. Photocopies or electronic scans of receipts will be accepted. Contractor travel time is not billable. Contractor will optimize travel dates and times and use best efforts to minimize travel expense. Expenses included within the contract total \$3,790 and consist of the following costs:

- SRF – \$2,740.00
 - Mileage – \$1,540.00
 - Reproduction – \$1,200.00
- Transportation Collaborative & Consultants (TC2) – \$840.00
 - Mileage - \$840.00
- Heritage Shade Tree – \$210.00
 - Mileage: \$210.00

Attachment C

SRF Consulting Group, Inc.

Client: CITY OF ST. PAUL

Project: MARYLAND AVENUE CORRIDOR STUDY

Subconsultants: TRANSPORTATION COLLABORATIVE & CONSULTANTS (TC2)

Work Tasks and Person-Hour Estimates



19583.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. V	PROF IV	PROF III	PROF II	PROF. I	Support	TC2 - Hours	TC2 - Fee	Heritage Shade Tree - Hours	Heritage Shade Tree - Fee	SRF Hrs	SRF Fee
1.0	PROJECT MANAGEMENT <u>Assumptions:</u> 12-month schedule													
1.1	General Team Management, Coordination and Invoicing	6	60	-	-	-	-	12	18	\$3,546.00	-	\$0.00	78	\$15,900.00
1.2	Bi-Weekly Meetings (virtual)	-	24	-	-	-	-	-	14	\$2,408.00	-	\$0.00	24	\$5,016.00
1.3	Monthly PMT Meetings (virtual)	-	24	-	-	-	12	-	28	\$5,012.00	-	\$0.00	36	\$6,660.00
	<u>SRF Deliverables:</u> PMT coordination, agendas and minutes Monthly invoicing													
	SUBTOTAL - TASK 1	6	108	0	0	0	12	12	60	\$10,966.00	-	\$0.00	138	\$27,576.00
2.0	COMMUNITY ENGAGEMENT <u>Assumptions:</u> In-person engagement unless otherwise noted. SRF to host online survey and webmap, assume use of city website/project webpage.													
2.1	Public Engagement Plan	-	2	-	-	-	-	-	24	\$3,048.00	-	\$0.00	2	\$418.00
2.2	Two (2) online or in-person public open houses	-	12	-	12	-	-	-	112	\$14,584.00	-	\$0.00	24	\$4,488.00
2.3	Four (4) community meetings with District Councils 6 and 10	-	24	-	-	-	-	-	40	\$5,464.00	-	\$0.00	24	\$5,016.00
2.4	12 pop-up events at various locations along the corridor (6 community events and 6 focused on youth/students)	-	24	-	24	-	-	-	220	\$27,172.00	-	\$0.00	48	\$8,976.00
2.5	Assistance with project website content and graphics	-	8	-	-	-	-	-	40	\$5,176.00	-	\$0.00	8	\$1,672.00
2.6	Preparation of an interactive project area map	-	4	-	20	-	-	-	12	\$1,668.00	-	\$0.00	24	\$4,136.00
2.7	Various promotional material at public events	-	2	-	16	-	-	-	44	\$5,492.00	-	\$0.00	18	\$3,058.00
2.8	Community Engagement Summary Report	-	8	-	12	-	-	-	84	\$10,524.00	-	\$0.00	20	\$3,652.00
	<u>SRF Deliverables:</u> Public Engagement Plan (Draft and Final) Engagement Memorandum (Draft and Final) Meeting Materials													
	SUBTOTAL - TASK 2	0	84	0	84	0	0	0	576	\$73,128.00	-	\$0.00	168	\$31,416.00

SRF Consulting Group, Inc.

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Work Tasks and Person-Hour Estimates



19583.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. V	PROF IV	PROF III	PROF II	PROF. I	Support	TC2 - Hours	TC2 - Fee	Heritage Shade Tree - Hours	Heritage Shade Tree - Fee	SRF Hrs	SRF Fee
3.0	TRAFFIC DATA COLLECTION <u>Assumptions:</u> Traffic data collected using cameras, parking data collected in-person.													
3.1	Traffic data collection (peak hour volumes, turning movement counts at all signals and all-way stops (4 intersections), percent of heavy trucks)	-	4	-	-	16	4	-	-	\$0.00	-	\$0.00	24	\$3,880.00
3.2	Pedestrian counts (10 Locations - median refuge crossings and intersection crossings)	-	8	-	-	40	-	-	-	\$0.00	-	\$0.00	48	\$7,912.00
3.3	Vehicle turning template exhibits at all modified intersections (see below in Task 6)	-	-	-	-	-	-	-	-	\$0.00	-	\$0.00	0	\$0.00
3.4	Speed data collected at up 3 locations	-	4	-	-	12	-	-	-	\$0.00	-	\$0.00	16	\$2,708.00
3.5	Collect On-Street Parking Data (6 counts total)				4		12		-	\$0.00	-	\$0.00	16	\$2,304.00
3.6	Parking Data Analysis & Documentation		4		4		14		-	\$0.00	-	\$0.00	22	\$3,414.00
	<u>SRF Deliverables:</u> Traffic and parking data collection Traffic data and parking data summary sheets													
	SUBTOTAL - TASK 3	0	20	0	8	68	30	0	0	\$0.00	-	\$0.00	126	\$20,218.00
4.0	PUBLIC AGENCY ENGAGEMENT <u>Assumptions:</u> Four virtual and two in-person meetings.													
4.1	Meetings with Saint Paul departments, Ramsey County, Metro Transit outside of the PMT Meeting - Up to 6.	-	40	-	-	-	40	-	28	\$5,172.00	-	\$0.00	80	\$13,840.00
	<u>SRF Deliverables:</u> Public agency meetings (up to 6)													
	SUBTOTAL - TASK 4	0	40	0	0	0	40	0	28	\$5,172.00	-	\$0.00	80	\$13,840.00
5.0	UTILITY COORDINATION <u>Assumptions:</u> Up to 3 Utility Meetings, 1 hour each, will be hosted virtually by up to 2 SRF staff per meeting.													
5.1	Identification of Utility Data (Gopher State One Call and Utility Coordination Log)	-	-	-	4	-	4	-	-	\$0.00	-	\$0.00	8	\$1,208.00
5.2	Utility Coordination Meetings (up to 3)	-	-	6	-	-	6	-	-	\$0.00	-	\$0.00	12	\$1,962.00
5.3	Mapping of Utility Data	2	-	-	4	-	40	-	-	\$0.00	-	\$0.00	46	\$6,740.00
	<u>SRF Deliverables:</u> Utility meeting notes Documented potential utility conflicts by alternative CAD drawing of existing utilities													
	SUBTOTAL - TASK 5	2	0	6	8	0	50	0	0	\$0.00	-	\$0.00	66	\$9,910.00

SRF Consulting Group, Inc.
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Work Tasks and Person-Hour Estimates


19583.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. V	PROF IV	PROF III	PROF II	PROF. I	Support	TC2 - Hours	TC2 - Fee	Heritage Shade Tree - Hours	Heritage Shade Tree - Fee	SRF Hrs	SRF Fee
6.0	LAYOUT PREPARTION <u>Assumptions:</u> Each alternative will get two typical sections and concept layout. High level construction cost estimate.													
6.1	Preparation of a three concept layouts (3) and typical sections (3). Includes one (1) round of client review and comment. <u>SRF Deliverables:</u> Three (3) corridor concepts Turning movement exhibits	-	32	-	30	150	-	-	58	\$11,920.00	-	\$0.00	212	\$35,038.00
	SUBTOTAL - TASK 6	0	32	0	30	150	0	0	58	\$11,920.00	-	\$0.00	212	\$35,038.00
7.0	PREFERRED ALTERNAIVE SELECTION AND JUSTICFICATION <u>Assumptions:</u> The preferred concept will consist of a layout, typical section (up to 3), turning vehicle swept paths (20), a one-page cost estimate and estimation of construction limits and property impacts. No plan sheets have been included in this cost.													
7.1	Development of goals and evaluation criteria	-	24	-	-	40	-	-	16	\$3,840.00	-	\$0.00	64	\$11,256.00
7.2	Documentation of the preferred concept	-	16	-	-	80	-	-	16	\$3,840.00	-	\$0.00	96	\$15,824.00
7.3	Preferred alternative drawing and CAD file (typical section, swept paths, layout) (includes one (1) round of client review and comment).	-	6	-	84	88	-	-	24	\$4,800.00	-	\$0.00	178	\$28,842.00
7.4	One-page concepts cost estimate <u>SRF Deliverables:</u> CAD drawing of the preferred layout Preferred alternative justification memorandum	-	-	-	8	-		-	4	\$800.00	-	\$0.00	8	\$1,320.00
	SUBTOTAL - TASK 7	0	46	0	92	208	0	0	60	\$13,280.00	-	\$0.00	346	\$57,242.00
8.0	PRESENTATION TO APPOINTED PUBIC COMMITTESS AND STAFF COMMITTEES <u>Assumptions:</u> Assumes in-person meetings.													
8.1	Presentation to Saint Paul Review and Transportation Committee (4 total meetings)	-	16	-	-	-	16	4	6	\$1,200.00	-	\$0.00	36	\$6,056.00
8.2	Update the three concept alternatives based on the comments <u>SRF Deliverables:</u> Presentation materials Revisions to alternatives	-	12	-	24	24	-	-	12	\$2,400.00	-	\$0.00	60	\$10,212.00
	SUBTOTAL - TASK 8	0	28	0	24	24	16	4	18	\$3,600.00	-	\$0.00	96	\$16,268.00

SRF Consulting Group, Inc.

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Work Tasks and Person-Hour Estimates



19583.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. V	PROF IV	PROF III	PROF II	PROF. I	Support	TC2 - Hours	TC2 - Fee	Heritage Shade Tree - Hours	Heritage Shade Tree - Fee	SRF Hrs	SRF Fee
9.0	COORDIDOR STUDY REPORT <u>Assumptions:</u> The stormwater treatment work task will need to fit within the proposal scope and fee. This will document with potential treatment areas and types. Report - Goals, evaluation criteria, evaluation, concepts and typicals, utilities, engagement document produced in task 2.													
9.1	Corridor Report (Draft)	-	16	-	-	80	-	-	14	\$2,594.00	-	\$0.00	96	\$15,824.00
9.2	Corridor Report (Final)	-	8	-	-	24	-	-	14	\$2,594.00	-	\$0.00	32	\$5,416.00
9.3	Stormwater Treatment (Draft Concept)	16	-	-	80	-	-	-	2	\$400.00	-	\$0.00	96	\$18,000.00
	<u>SRF Deliverables:</u> Corridor Study Report (Draft and Final Report)													
	SUBTOTAL - TASK 9	16	24	0	80	104	0	0	30	\$5,588.00	-	\$0.00	224	\$39,240.00
10.0	CIVIL AND RIGHT OF WAY SURVEY <u>Assumptions:</u> 1.5 miles of topo													
10.1	Survey the entire corridor and 100 feet down each cross-street for final design	8	-	8	-	-	120	-	-	\$0.00	0	\$0.00	136	\$20,360.00
10.2	Tree survey and assessment	8	8	-	20	-	24	-	-	\$0.00	20	\$3,000.00	60	\$10,660.00
	<u>SRF Deliverables:</u> Topographic survey in AutoCAD format Tree survey with field-located GPS points and required attribute data													
	SUBTOTAL - TASK 10	16	8	8	20	0	144	0	0	\$0.00	20	\$3,000.00	196	\$31,020.00

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19583.PP

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. V	PROF IV	PROF III	PROF II	PROF. I	Support	TC2 - Hours	TC2 - Fee	Heritage Shade Tree - Hours	Heritage Shade Tree - Fee	SRF Hrs	SRF Fee
	TOTAL ESTIMATED PERSON-HOURS	40	390	14	346	554	292	16	830				1,652	
	AVERAGE HOURLY BILLING RATE	\$300.00	\$209.00	\$190.00	\$165.00	\$156.00	\$137.00	\$130.00						
	ESTIMATED LABOR AND OVERHEAD	\$12,000.00	\$81,510.00	\$2,660.00	\$57,090.00	\$86,424.00	\$40,004.00	\$2,080.00	TC2:	\$123,654.00	HST:	\$3,000.00		\$281,768.00
	SRF ESTIMATED DIRECT NON-SALARY EXPENSES													\$2,740.00
													SRF Labor and Expenses	\$284,508.00
													TC2 Labor and Expenses	\$124,494.00
													HST Labor and Expenses	\$3,210.00
TOTAL ESTIMATED FEE (SRF and Subconsultants combined)														\$412,212.00

SRF ESTIMATE OF DIRECT NON-SALARY EXPENSES:

MILEAGE:	Personal Vehicles	2200	Miles @	\$0.700		\$1,540.00
REPRODUCTION:	Copy Duplication	1500	Copies @	\$0.10		\$150.00
	Color Copies	3000	Copies @	\$0.35		\$1,050.00
					SRF EXPENSES:	\$2,740.00

SUBCONSULTANTS:

TC2 MILEAGE:	Personal Vehicles	1200	Miles @	\$0.700		\$840.00
HST MILEAGE:	Personal Vehicles	300	Miles @	\$0.700		\$210.00
					SUBCONSULTANTS EXPENSES:	\$1,050.00