



# Grand Forks - East Grand Forks Metropolitan Planning Organization

## MPO Staff Report MPO FINANCE: September 13, 2018

**RECOMMENDED ACTION: Approve Contract for the GF Downtown Transportation Plan.**

Matter of Approval of the GF Downtown Transportation Plan.

**Background:** The UPWP was amended to include the activity of conducting a traffic study of Grand Forks Downtown. The intent of the study is to assist in developing parking requirements, accessing the one way pairs and enhancing University Ave. This is being done in conjunction with the GF City's Downtown Action Plan effort.

City of Grand Forks has agreed to provide the local match for this project.

The request for proposals for the Study was released in July with a deadline of August 14th. One proposal was received, from KLJ. After receiving authorization to proceed with just the one proposal, an interview was scheduled for August 17th. The Selection Committee forwards its recommendation to the Board to retain KLJ for consideration at its August 22nd meeting.

KLJ, GF City and MPO staff are negotiating the final scope of work and cost at this time. We don't expect to have one to be distributed early next week. We ask that the MPO Board grant the Finance Committee the authorization to execute a contract after the negotiations.

**UPDATE:** The MPO Board granted its Finance Committee to execute the contract. MPO and City Staff negotiated a revised scope of work to fit the designated budget. The scope now focuses on the parking study with an emphasis on managing special events creating an unique demand on parking. It also includes the review of the ride hailing policy and recent implementation.

### **Findings and Analysis:**

- This activity was added to the UPWP.
- Working in conjunction with GF Downtown Action Plan.
- GF City has agreed to provide the local match to the Study

### **Support Materials:**

- Negotiated Scope.

## Project Approach

Below is a task-by-task breakdown developed for completion of the Downtown Transportation Plan.

### *Task 1. Project Management*

Project management will include all coordination between the City of Grand Forks, North Dakota Department of Transportation (NDDOT), Minnesota Department of Transportation (MnDOT), the MPO, stakeholders, and the project team. This will include monthly progress reports, invoices, meeting coordination, meeting minutes, and any other necessary documentation.

### *Task 2. Data Collection and Existing Conditions*

#### Task 2.1 – Parking Data

##### Task 2.1.A – Grand Forks Parking Data

The parking inventory for the 2011 Parking Study will be updated. New parking studies (including supply, demand, and turnover studies) will be conducted, including six during a typical weekday and four during a typical Saturday to identify areas of parking surpluses and deficiencies.

### *Task 3: Existing and Future Needs Assessment*

#### Task 3.1: Review of Existing Planning Efforts

KLJ will collect and review appropriate and adopted studies that impact the downtown subarea including, but not limited to, comprehensive plans, transportation studies, the Long Range Transportation Plan, Bicycle and Pedestrian Plan, Transit Development Plan, travel demand model, demographic and socioeconomic forecasts, Census data, GIS data, etc.

#### Task 3.2: Existing and Future Multimodal Network Conditions Assessment

##### Task 3.2.A: Existing Multimodal Conditions

KLJ will complete existing network conditions analysis for the parking study subarea using the National Parking Association's level of service thresholds to develop parking level of service.

##### Task 3.2.C: Future Network Conditions

KLJ will evaluate four scenarios that will impact parking.

- » **Static behavior with increased density.** This future scenario will use redevelopment scenarios generated by RDG and the Downtown Action Plan to forecast future parking demand in the downtown subarea
- » **Increased ride-hailing.** This future scenario will increase ride-hailing percentages to align with national projections and trends to evaluate impacts to parking demand in the downtown subarea
- » **Increased modal split and reduced car ownership.** This future scenario will change the modal split and car ownership to align with national trends to evaluate impacts to parking demand in the downtown subarea
- » **Autonomous vehicle.** This future scenario will increase AV usage to align with national research, resulting in a lower modal split (bicycle, pedestrian, transit) but also lower parking demand.

#### Task 3.6: Scenario Analysis

KLJ|RDG will evaluate the transportation impacts the redevelopment scenarios identified in the Downtown Action Plan will have on parking demand and utilization.

#### Task 3.7: Existing and Future Needs Report

KLJ will compile the information from Task 3.1 through Task 3.5 into a technical memorandum that will become a chapter of the final report.

## *Task 4: Alternatives Analysis*

### **Task 4.1: Parking Alternatives Analysis**

KLJ will evaluate parking alternatives for the downtown subarea including parking management, policy, etc. and seek to update the recommendations of the 2011 report.

### **Task 4.2: Ride Hailing Policy Discussion**

KLJ will evaluate best practices in managing ride-hailing services in congested areas to develop policy recommendations. This will include a review of the Grand Forks Police Department efforts to establish pick up locations.

### **Task 4.6: Technical Memorandum**

Our team will compile information from Task 4.1 through Task 4.5 into a technical memorandum that will become a chapter of the final report.

## *Task 5: Technology Applications*

### **Task 5.1: Smart Parking**

We will evaluate smart parking applications appropriate for downtown Grand Forks and recommend strategies for implementation.

### **Task 5.2: Event Management**

Our team will collect layouts of the various major events in downtown (i.e., Downtown Street Fair, 3rd Street Dance, Hollydazzle Festival of Lights, etc.) and use the ATAC's traffic analysis tool to understand event needs. KLJ will create an Intelligent Transportation Systems (ITS) plan for routing traffic during these events using existing infrastructure and will identify additional applications and their benefits.

## *Task 6: Final Report*

### **Task 6.1: Implementation Plan**

KLJ will review infrastructure conditions, operational and safety conditions, and public input to establish a timeline for improvements of the highest ranked alternatives. We will work with the Steering Committee to evaluate funding opportunities to implement, possible demonstration projects, and will identify timelines for implementation, including milestones for key events as necessary.

### **Task 6.2: Final Report**

The final report will incorporate the technical memorandums and summarize the implementation strategy and public comments received throughout the planning process. The final report will identify the highest ranked alternatives and implementation strategies to lay the foundation for any potential environmental documents. The final report will also include data collection, public participation, and any other technical appendices.

### **Task 6.3: Executive Summary**

KLJ will develop a concise, aesthetic, and reader-friendly executive summary for easy dissemination to the public and other key stakeholders.

## *Task 7: Steering Committee Meetings*

The request for proposals requested five Steering Committee Meetings (SCM). We have only included four in the proposed scope. This will allow better coordination with the Downtown Action Plan Steering Committee and be more cost and time efficient.

### Task 7.1: SCM #1 – Issues Mapping, Future Conditions, and Alternatives Brainstorming Workshop

The Steering Committee will map issues to identify high-priority needs and evaluate different possible futures and their impacts to the transportation network. Preparations for Public Input Meeting #1 will be reviewed.

### Task 7.3: SCM #3 – Value Planning Workshop

The Steering Committee will use the weighted technical scores and ranks to refine, evaluate, and discuss alternatives and their implementability.

### Task 7.4: SCM #4 – Implementation and Final Report

The final SCM will review input received from the public to develop implementation strategies and priorities. This will lay the foundation for the final report and prepare the team for the final presentations.

### Task 8: Public Engagement

Additional details can be found in the Summary of Approach section of the proposal, beginning on Page 5.

#### Task 8.1: Marketing Activities

This task includes development of all public-facing information to inform the public of engagement opportunities, including flyers, newspaper and press release, and other coordination necessary to market the study.

#### Task 8.3: Public Input Meeting #1

The second public meeting will review parking conditions and gain feedback related to potential alternatives.

#### Task 8.4: Public Input Meeting #2

The final public meeting will be a public hearing at the Grand Forks City Council, including a formal presentation with opportunity for public comment.

Base Proposal					
Direct Labor	Hours	x	Rate	=	Total
Mike Bittner	56	x	58.61	=	\$ 3,282.16
Samuel Trotman	4	x	74.52	=	\$ 298.08
Kevin Mackey	38	x	33.63	=	\$ 1,277.94
Stephen Joersz	58	x	30.5	=	\$ 1,769.00
Traci Sletmoe	108	x	27.5	=	\$ 2,970.00
Wade Kline	8	x	55.46	=	\$ 443.68
Bethany Brandt	189	x	32.07	=	\$ 6,061.23
Dave Wiosna	8	x	24.16	=	\$ 193.28
Subtotal					\$ 16,295.37
Overhead (181.55%)					\$ 29,584.24
General & Administrative Overhead (Included in 2)					\$ -
Subcontractor Costs					\$ 7,000.00
Materials and Supplies Costs					\$ -
Travel Costs					\$ -
Fixed Fee (15%)					\$ 6,881.94
Miscellaneous Costs (0.96% Cost of Facilities)					\$ 156.44
Total Cost					\$ 59,917.99