

**CITY OF NORTH ST. PAUL
CITY COUNCIL
WORKSHOP AGENDA
JANUARY 2, 2018
5:00 PM**

North St. Paul City Hall – Sandberg Room
2400 Margaret Street

I. CALL TO ORDER

II. ROLL CALL

Council Member Furlong
Council Member Petersen
Council Member Walczak
Council Member Sonnek
Mayor Kuehn

III. ADOPT AGENDA

IV. TOPIC(S)

- A. Lake Boulevard Alternatives – Morgan Dawley 5:00 p.m.
- B. Proposal to provide professional engineering and planning services for North St. Paul ADA Transition Plan – Morgan Dawley 5:30 p.m.

V. OTHER BUSINESS

VI. ADJOURNMENT

Agenda Information Memorandum
North St. Paul City Council
January 2, 2018

IV. WORKSHOP TOPICS

B. PROPOSAL FROM WSB & ASSOCIATES, INC. TO PROVIDE PROFESSIONAL ENGINEERING AND PLANNING SERVICES REGARDING A CITY OF NORTH ST. PAUL ADA TRANSITION PLAN

ACTION TO BE CONSIDERED

To review a proposal from WSB & Associates, Inc. to provide professional engineering and planning services regarding a City of North St. Paul ADA Transition Plan

FACTS

- On December 19, 2017 the City Council requested that staff research the possibility of having an ADA review of all of the city parks and rights-of-way.
- WSB and Associates, Inc. provided a proposal that includes:
 - Project management and coordination
 - ADA inventory/evaluation of existing facilities
 - Plan preparation
 - Public Outreach and meetings
- Total task costs for the plan is \$14,932.00

ATTACHMENTS

Proposal from WSB & Associates, Inc. to provide professional engineering and planning services regarding a City of North St. Paul ADA Transition Plan

Approved for workshop agenda enclosure:

Dr. Craig Waldron, Interim City Manager



December 21, 2017

Dr. Craig Waldron
Interim City Manager
City of North St. Paul
2400 Margaret Street
North St. Paul, MN 55109

**Re: Proposal to Provide Professional Engineering and Planning Services -
City of North St. Paul ADA Transition Plan**

Dear Dr. Waldron:

WSB & Associates, Inc. (WSB) is pleased to propose for services to prepare the ADA Transition Plan on behalf of the City of North St. Paul. Local agencies are required to evaluate its facilities that do not meet the requirements set forth in the American with Disabilities Act (ADA), and develop a transition plan for structural changes to facilities that are needed to achieve program accessibility. WSB will assist the City of North St. Paul in completing the ADA Transition Plan in compliance with federal and state requirements. The information provided on the following pages includes our project understanding and approach; a detailed work plan; a proposed schedule; a cost breakdown for completing the work; and the experience of key personnel identified to work on the ADA Transition Plan.

PROJECT UNDERSTANDING

Title II of the Americans with Disabilities Act (ADA) requires that public agencies with over 50 employees have an ADA Transition Plan that identifies current barriers within the public rights-of-way to individuals with disabilities and an action plan to remove the identified barriers. In 2017, the Minnesota Department of Transportation notified cities that work on ADA Transition Plans for the public right-of-way needs to be underway in order to avoid the possibility of losing future federal transportation funding. The purpose of this work scope is to assist the City of North St. Paul in developing the ADA Transition Plan that meets the requirements of the ADA Act for public rights-of-way. The ADA Transition Plan will include an evaluation of the existing City-owned sidewalk and trail network including pedestrian access ramps.

The Guide to Best Management Practices for ADA Transition Plans prepared by NCHRP Project Number 20-7 (232) identifies the following steps in meeting the requirements of the ADA with regard to the accessibility of facilities in the public right-of-way.

1. designating an ADA Coordinator,
2. providing notice to the public about ADA requirements,
3. establishing a grievance procedure,
4. developing internal design standards, specifications, and details,
5. assigning personnel for the development of a Transition Plan and completing it,
6. approving a schedule and budget for the Transition Plan, and
7. monitoring the progress on the implementation of the Transition Plan.

The ADA also requires that public input should be obtained in the development of the ADA Transition Plan.

PROJECT APPROACH

WSB's approach to preparing an ADA Transition Plan for the City of North St. Paul is based on completing the required steps using the model transition plan developed by the Minnesota Local Road Research Board (LRRB). The Minnesota LRRB has prepared its own guidance and model transition plan that is generally consistent with the best management practices referenced previously. This work plan assumes the use of the model transition plan as a starting point for the plan language relative to the following:

1. Designation of the ADA coordinator,
2. Public notice,
3. Grievance procedures,
4. Design standards, specifications, and details, and
5. Transition Plan language.

WSB will meet with staff and elected officials to discuss the model transition plan language and make appropriate revisions to reflect the City's specific policies and goals.

The development of an ADA Transition Plan requires a self-evaluation. This self-evaluation requires the development of a list of physical barriers to people with disabilities and the identification of methods to remove barriers and make facilities accessible. The list of physical barriers is developed through an inventory of the existing public right-of-way. Inventory approaches include on-ground surveys, windshield surveys, aerial photo studies, or drawing reviews. Deficiencies very likely to be found in an inventory of facilities are:

- Sidewalk/trail discontinuities—gaps
- Sidewalk/trail obstructions—signs, utility poles, mailboxes, etc.
- Sidewalk/trail grades and widths
- Gutter gratings—location, type and orientation
- Intersections—lack of curb ramps
- Intersections—curb ramps that do not meet design standards
- Traffic control—inaccessible push buttons, lack of pedestrian indications, lack of audio
- Bus stops—stop areas that do not meet design standard criteria or amenities that do not meet criteria

There are two approaches for implementing the ADA Transition Plan to consider. The City of North St. Paul could pursue an independent remediation program with a separate capital budget, or an alternative approach could be to remove barriers as an integral part of regularly scheduled maintenance and improvement projects. If the approach is to establish an independent remediation program, a more detailed inventory of existing facilities should be collected in order to assist in accurately estimating the cost of specific improvements and prioritizing the projects for removal of barriers. If the approach is to make ADA compliance integral to regularly scheduled maintenance and improvement projects, the benefits of a more detailed inventory are limited and a high-level screening inventory using the City's existing GIS data and aerial photos along with cost estimates based on work type may be appropriate.

Based upon conversations with the City Engineer, WSB recommends the implementation approach of removing barriers as an integral part of regularly scheduled maintenance and improvement projects. WSB will work with the City to establish the inventory procedures and determine the level of detail required to complete the high-level screening inventory. WSB will work with the City to establish what should be inventoried and the appropriate inventory procedures. We will also assist the City in developing priorities by establishing criteria for determining priorities, developing costs for remediation, and creating a matrix of deficiencies against criteria for addressing deficiencies.

WORK PLAN AND DELIVERABLES

The following describes WSB's work plan and deliverables for the ADA Transition Plan.

Task 1 – Project Management and Coordination

WSB will coordinate all tasks internally to effectively and efficiently produce the ADA Transition Plan. Andy Hingeveld will serve as the primary point of contact for the City. He will maintain periodic check-ins via telephone and/or e-mail to provide updates. Andy will monitor work tasks, schedule and the project budget.

Deliverables: Periodic updates, monthly invoice

Task 2 – ADA Inventory/Evaluation of Existing Facilities

A high-level screening inventory will be performed using aerial photography and the City's existing sidewalk and trail GIS data. This inventory will focus on identifying gaps in the City's sidewalk and trail system and determining the types of pedestrian access ramps that are not compliant with current ADA standards. The results of the inventory will be used to complete the ADA Transition Plan in accordance with current requirements within a modest budget. If the high-level screening inventory identifies issues that require further analysis, a more detailed inventory could be recommended as part of ongoing plan implementation.

Deliverables: Results of high-level screening inventory in GIS format

Task 3 – Plan Preparation

WSB will work with the City to create an ADA Transition Plan consistent with state and federal requirements. The Plan document will include policies and practices, an improvement schedule that identifies priority areas and an associated cost estimate, summary of the implementation process, identification of an ADA Coordinator, grievance procedures, and an approach for on-going progress and plan monitoring. The Plan will also include a summary of the plan development process, the self-evaluation inventory results, Federally-accepted ADA design standards, and procedures that are consistent with the State of Minnesota's standards and glossary of terms.

One draft version of the ADA Transition Plan will be provided to the City for review and feedback prior to completion of the final plan document.

Deliverables: Draft ADA Transition Plan, Final ADA Transition Plan

Task 4 – Public Outreach and Meetings

One public meeting will be held to gather input on proposed policies, standards and approach to the ADA Transition Plan. WSB proposes an open house format to allow one-on-one discussions with participants. In addition, maps and display boards will be provided regarding information on the ADA Transition Plan process and to allow opportunities for participants to identify issues and suggest specific improvements.

In addition to the public meeting, two presentations to the City Council are proposed. The first presentation would be held early in the process to provide Council support for the public outreach process and discuss policy approaches. The second presentation would correspond with the ADA Transition Plan adoption.

WSB proposes a project kick-off meeting with City staff to ensure a clear understanding of the needs of the City, confirm the high-level screening inventory approach, and to ensure a successful public outreach process. Along with the kick-off meeting, WSB will meet with City staff one additional time to discuss policy approaches, identify potential implementation strategies, establish the required grievance procedure process, and review the draft ADA Transition Plan.

Deliverables: Agenda, minutes, meeting materials, open house materials

SCHEDULE

The WSB team will begin work immediately in order to complete the ADA Transition Plan by the end of May 2018 as well as to provide review time for city staff. A proposed schedule is listed below:

Commence Work	February 1 or Upon Authorization
Kick-off Meeting with City Staff	February
High-Level Screening Inventory	February-March
Public Open House	Early April
Draft ADA Transition Plan to City	Late April
Final Draft to City Council for Adoption	May 2018

PROPOSED ESTIMATED FEE

WSB will complete the proposed ADA Transition Plan for an estimated fee of \$14,932 per the cost breakdown included in Attachment A.

KEY STAFF EXPERIENCE

The WSB team identified for this proposal includes staff that specialize in designing and inspecting ADA compliant facilities. Our team includes staff that have worked directly with Todd Grugel and the ADA Operations Unit at MnDOT's Central Office for four years. This direct relationship has given our staff strong expertise in identifying ADA issues and determining the best approach for achieving compliance. Our team will provide this technical excellence for the City of North St. Paul to ensure the ADA Transition Plan is both technically sound and practical.

Andy Hingeveld will serve as the project manager and primary point of contact for the City. Tony Heppelmann will serve as the project Principal and provide oversight and project support. Both Andy and Tony have extensive experience in managing budgets for planning studies and transportation projects. Andy is knowledgeable in what is needed to meet the requirements for an ADA Transition Plan.

Tony Heppelmann, PE – Principal

Tony, Vice President and Principal, has 37 years of experience in the field of transportation planning and design. Tony has served as Principal and project manager on a wide variety of transportation projects, including transportation plans, parking studies, traffic impact studies, travel demand management studies, airport studies, downtown studies, light rail corridor studies, highway corridor studies, environmental impact studies, and preliminary design studies. In addition to project management, his technical responsibilities on these projects have included traffic forecasting, traffic impacts and needs assessments, alternatives analyses, and preliminary geometric design. Tony also is experienced in managing multi-disciplinary projects and has demonstrated his ability to integrate the input from a variety of disciplines into the plan.

Andy Hingeveld, AICP – Project Manager

Andy will serve as the project manager to ensure that the ADA Transition Plan is completed on-time and on-budget. Andy is a senior planner with over 12 years of experience in project management for land use and transportation planning, public engagement and policy planning projects and studies. Andy has worked in both the public and private sector and understands that plans need to be implementable at the end of the day to be considered successful. While working for Scott County, Andy led an inventory process to identify all existing trails and sidewalks and developed a county-wide sidewalk/trail GIS database for use in planning and public web-based mapping applications. Andy also worked with staff from each of the seven cities to prioritize trail gaps along county highways and develop an approach for implementation. He was responsible for the development of trail design guidelines and operation and maintenance policies, including ADA policies. Andy has led numerous public meetings for transportation plans and is trained in Systematic Development of Informed Consent (SDIC).

Gus Perron, EIT – Inventory and Data Collection Specialist

Gus Perron is a Graduate Engineer at WSB specializing in ADA-related engineering for pedestrian facilities on public right of way. Gus has become an ADA expert by spending over the last two years working directly with MnDOT's ADA Operations Group as augmented staff under Todd Grugel. The work Gus does for MnDOT facilitates the completion of MnDOT's ADA Transition Plan.

Gus completed his third summer season evaluating existing pedestrian infrastructure across Minnesota. He has worked on over 80 state projects to date. In the field, he documents the slope and condition of sidewalk, curb ramps, and driveways, as well as any needs where facilities are not present, and then makes design recommendations. The recommendations generated through field evaluation include clearly labeled maps with detailed notes and photos documenting the existing conditions, construction limits necessary to correct deficiencies, and proposed curb ramp and driveway types at all locations that do not meet PROWAG and/or MnDOT standards, as well as construction cost estimates for scoping purposes.

Gus's other responsibilities include detailed ADA plan reviews for State and State-Aid projects providing redlines and feedback in order to achieve a compliant, usable, maintainable, and constructible designs. He also gives construction support through inspections, field-design, and design modifications for ADA risk aversion. His construction expertise is focused on compliance administration with respect to PROWAG requirements and MnDOT Standards and Specifications.

Dick Chng, EIT – Quality Assurance, Quality Control

Dick is a Graduate Engineer at WSB and has accumulated over four years of specializing in ADA. Prior to joining WSB, he worked at MnDOT within the ADA Unit for more than a year having direct involvement with their ADA Transition Plan execution. He conducted a thorough analysis of MnDOT's ADA inventory and prepared a cost estimate breakdown for multiple scenarios throughout the transition plan period. Not long after Dick joined WSB, he was consulted to a position of managing operations within MnDOT's ADA Unit as augmented staff while streamlining the implementation of the transition plan.

Throughout his tenure with assisting MnDOT's ADA Operations Group, Dick had innovated and implemented multiple processes to improve efficiencies within the group. To mention, Dick introduced digital ADA construction compliance forms using SharePoint and InfoPath which helped redirect core members' focus towards tasks of higher priorities such as field walks, plan reviews, and construction inspection. He also spearheaded the sidewalk evaluation program by combining ArcGIS and a third-party app to keep the process of sidewalk replacement identification simple yet effective. Other notable achievements include tracking the sidewalk, driveway, and curb ramps delivery as an element of MnDOT's commitment to fulfill the ADA Transition Plan. Dick also prepared the life-cycle cost analysis for sidewalks and curb ramps as a committee on MnDOT's Transportation Asset Management Plan (TAMP) team.

Mike Shomion, PE – Design/Cost Estimating

Mike is a project manager and has experience in both preliminary and final design with an emphasis on highway design, ADA, and traffic. Mike excels at working with all project stakeholders to provide a high level of communication and responsiveness. Mike will oversee the data collection and cost estimating efforts for the study. His experience with both ADA design and large area data collection projects will provide expertise and efficiency to our data collection and estimating for the City's ADA Transition Plan.

This letter represents our complete understanding of the ADA Transition Plan proposal for the City of North St. Paul. If you agree with the scope of services and proposed estimated fee, please sign in the appropriate space below and return one copy to us.

Thank you for the opportunity to be of service to you. Please feel free to contact me with any questions or comments.

Sincerely,

WSB & Associates, Inc.



Tony Heppelmann, PE
Principal
763-287-7199

Dr. Craig Waldron
Interim City Manager

Date

Attachment A



**WSB & Associates Inc.
 ESTIMATE OF COST**

**City of North St. Paul
 ADA Transition Plan
 High-Level Screening Inventory**

Task	Task Description	Principal	Senior Engineer	Transportation Planner Project Manager	Engineer	GIS Specialist	Total Hours	Task Costs
1	PROJECT MANAGEMENT AND COORDINATION							
1.1	Internal WSB coordination and coordination with City Staff	2		2			4	\$594.00
	Task 1 Total	2		2			4	\$594.00
2	ADA INVENTORY/EVALUATION OF EXISTING FACILITIES							
2.1	High-level screening inventory and analysis			5	16	2	23	\$2,589.00
	Task 2 Total			5	16	2	23	\$2,589.00
3	PLAN PREPARATION							
3.1	Develop policies, practices, and grievance procedures	4	4	8			16	\$2,284.00
3.2	Improvement schedule and cost estimating		4		4		8	\$1,036.00
3.3	Draft ADA Transition Plan			25		4	29	\$3,499.00
3.4	Final ADA Transition Plan			2		2	4	\$416.00
	Task 3 Total	4	8	35	4	6	57	\$7,235.00
4	PUBLIC OUTREACH AND MEETINGS							
4.1	Public open house meeting and preparation	3		10		5	18	\$2,185.00
4.2	City Council Meetings (up to 2)			4			4	\$508.00
4.3	Meetings with City Staff (up to 2)	5		5	3		13	\$1,821.00
	Task 4 Total	8		19	3	5	35	\$4,514.00
	Total Hours	14	8	61	23	13	119	\$14,932.00
	2018 Billing Rates	\$170.00	\$147.00	\$127.00	\$112.00	\$81.00		
	Cost Estimate	\$2,380.00	\$1,176.00	\$7,747.00	\$2,576.00	\$1,053.00		