Building a Better World for All of Us®

April 16, 2025

RE: St. Francis, Minnesota
Bridge Street Connection
Proposal for Feasibility Study
SEH No. P-STFRA 184891 10.03

Mr. Paul Carpenter
Deputy Administrator/Public Works Director
City of St. Francis
4058 St. Francis Boulevard NW
St. Francis, MN 55070

Dear Paul:

Short Elliott Hendrickson Inc. (SEH®) is pleased to provide this proposal for professional services relating to the Bridge Street Connection Feasibility Study (Project) in St. Francis, MN. Please review our proposal letter and, if acceptable, we will provide an agreement for execution referencing this letter.

Our team developed our approach based on the City's goals for this study to provide a path forward to improve safety and day-to-day operations while supporting continued growth in the community. To help you fulfill those goals and implement successful outcomes, SEH offers a proven, multidisciplined team with local responsiveness and all key services in house within our company. Backed by the resources of our 900+ person company, our full-service team will simplify day-to-day communication, enhance overall project delivery, and set you up to seamlessly address future phases of work. As you've come to expect from working with other project managers at SEH—particularly Jessica Hedin—you can anticipate the same high level of quality and service from our experienced team as we deliver this important study to the City.

PROJECT UNDERSTANDING

The City of St. Francis (Client) is evaluating the feasibility of a proposed roadway connection that would extend Bridge Street westward from its current terminus at Ambassador Boulevard. The proposed extension would traverse property owned by the St. Francis School District (ISD 15), ultimately connecting to Minnesota Trunk Highway 47 at its intersection with Pederson Drive NW. This proposed connection has long been envisioned as a key transportation improvement within the community, intended to address growing safety concerns, reduce congestion, and improve overall mobility in the area.

This initiative builds on work previously completed in 2005, when the City, in partnership with Anoka County, the St. Francis School District, and the St. Francis Area Chamber of Commerce, commissioned the Tinklenberg Group and SEH to complete a Bridge Street Extension Study. That earlier study was a comprehensive planning effort focused on identifying viable short- and long-term solutions to address safety and mobility issues arising from increased traffic volumes in and around the school campus. At the time, the main concern centered on traffic moving between Ambassador Boulevard and Trunk Highway 47, which was often channeled through school access roads used by students, staff, and families. This created significant safety risks—particularly during morning drop-off and afternoon pick-up times—due to the convergence of pedestrian, school-related, and through-traffic within the same constrained corridor.

The 2005 study employed a multi-pronged analysis and extensive stakeholder engagement strategy to develop a clearer understanding of the challenges and opportunities associated with the proposed roadway connection. Several key areas of investigation were included in the study's scope:

- Land use patterns and potential development trends surrounding the project corridor.
- Community demographics, including population growth and anticipated school enrollment trends.
- Vehicular traffic volumes, travel patterns, and flow constraints.
- Safety issues.
- On-site parking demands and configurations.
- Traffic access, congestion, and queuing behavior during peak hours.
- Operational assessments of school site logistics, especially during student pick-up and drop-off periods.
- Multimodal access, including provisions for pedestrian and bicycle movement.
- Alignment with long-range community planning documents and transportation frameworks.

The outcome of this comprehensive effort was the development of four preliminary concept layouts for the Bridge Street extension. Of these, the first three are particularly relevant to the alignment currently being reconsidered. We recognize that since the completion of the 2005 study, improvements near the high school—including the addition of two roundabouts—have been implemented. While the fourth concept included potential improvements in that area, we understand that concepts traversing the middle and elementary school sites were not advanced beyond the original study. Concepts one through three were supported by cost estimates, impact assessments, and funding strategies, and were shared with community partners to support informed decision-making. The final report underscored the increasing need for the City and its stakeholders to prioritize the extension project in order to address existing transportation challenges and plan for future growth.

Now, with nearly two decades having passed since the initial planning efforts, and with continued growth and development in the St. Francis area, the City is seeking to reassess and revitalize the Bridge Street Connection Project as a top infrastructure priority. A new feasibility study, including a fresh alternatives analysis and updated cost evaluation, is necessary to determine the current viability of the project, explore potential alignment refinements, and identify funding and implementation strategies that align with present-day needs.

Based on discussions with City staff, we acknowledge and understand that the stakeholder involvement for this project will consist of the City and School District. We understand that future phases of this project will inevitably involve key stakeholders such as MnDOT and Anoka County, as the project termini intersect with facilities owned by each agency, respectively. While specific engagement with these agencies will not be conducted as part of this study, we will acknowledge their anticipated involvement in the final report. Additionally, we will identify and strategize potential improvements to the County and MnDOT highway systems, recognizing the importance of coordination with these agencies in future planning and study efforts.

SEH understands that this renewed feasibility effort must not only build on the foundational work completed in 2005, but also reflect the evolved landscape, stakeholder interests, traffic demands, and regulatory environment of today. We look forward to working collaboratively with the City, the School District, and other key partners to complete a comprehensive and actionable feasibility study that advances the goals of the community.

SCOPE

SEH will complete the following tasks.

Task 1 – Project Management (included with all Tasks)

Project management and administration will be provided for all phases of the project.

- Perform general day-to-day project management and administration. Includes project accounting, invoicing, and record keeping.
- Prepare monthly project update memorandum documents.
- Ongoing coordination, communication, and scheduling – internal and external.

Deliverables:

- Monthly invoices and copies of all pertinent project correspondence including project update memorandum documents.

Task 2 – Feasibility Report

Our services will consist of conducting a study and investigation, preparing a feasibility report document containing the findings of the study and investigation along with our recommendations for the project, and preparing a preliminary opinion of probable cost for the project. The study scope includes the following:

- Hold one (1) project kickoff in-person meeting with the City and School District officials to review the project and discuss overall project objectives and goals, areas of concern, gather existing data and information, and discuss the overall project schedule and deliverables.
- Prepare exhibits showing project limits and municipal utility and street improvements using GIS data.
- Prepare up to two (2) geometric alternatives for the new roadway, access points, and pedestrian infrastructure.
- Develop preliminary opinions of probable cost for both alternatives.
- Prepare a desktop analysis of stormwater needs that would be associated with each project alternative.
- Perform a desktop traffic analysis based on existing and future school district site operations and adjacent roadways/intersections near the project site.
- Hold one (1) in-person meeting to review concept development alternatives with City and School District officials.
- Review and report on anticipated permitting and regulatory requirements that would be associated with the design development and construction of the preferred alternative.
- Hold up to three (3) virtual meetings with City staff to discuss report content and deliverables.
- Prepare the draft report document. Submit to draft to City staff for review and comment.
- Refine report document and prepare final version.
- Deliver the final report document (electronic) to the project stakeholders including the City and School District. Hold one (1) in-person meeting with these stakeholders to present and discuss the final report.
- Present the report to the City Council at one (1) City Council meeting.

Deliverables:

- Project stakeholder meeting agendas, exhibits, and minutes.
- Geometric alternative exhibits.
- Opinions of probable costs.
- City staff meeting agendas, exhibits, and minutes.
- Draft final report for City staff and School District comment.
- Final report.
- Presentation materials for City Council meeting, including PowerPoints or other exhibits.

ALTERNATIVE AND FUTURE TASKS

Based on discussions with City staff, and if the project garners traction and moves forward, some potential future tasks are detailed below prior to the preliminary and final design phase of the project. SEH can provide future scopes and fees for the project as they relate to the following tasks if requested. They include:

- Traffic Impact Study with Traffic Counts
- Agency Coordination – MnDOT and Anoka County
- Public Engagement Open Houses
- Boundary Survey
- Right of Way Impact Analysis (based on Boundary survey information)
- Internal Site Design and Layouts (including parking lots and internal roadway networks outside of the road right of way).
- Environmental reconnaissance and wetland delineation.
- Grant Sourcing and Applications

ASSUMPTIONS

- The prepared feasibility report will not be used for special assessment proceedings pursuant to Minnesota Statute 429 processes. No special assessments are anticipated for the project.
- Ownership of the future roadway is assumed to be by the City of St. Francis.
- SEH can rely on City-provided GIS data for preparation of the report.
- The City will provide SEH necessary construction record drawing information, and any other past studies related to the project area.
- SEH will use readily available data from previous studies as it relates to traffic counts and estimates of traffic impacts. No traffic counts will be performed.
- The School District will provide SEH with detailed information related to parking needs (staff/visitors), current and future bussing projections during pick-up/drop-off times, enrollment data, and anticipated current and future pick-up/drop-off outside of bussing operations.
- Public utilities (sanitary sewer and watermain) are not extended under the new roadway and analysis of such will not be included in the report.
- We are assuming preparation of one (1) draft report for City Staff review and comments prior to finalization of the report.

EXCLUSIONS

- Additional meetings from what is listed above.
- Traffic counts.
- Surveying – design topographic, boundary.
- Detailed research of existing right of way limits.
- Production of a 3D model or right of way impacts/needs.
- Geotechnical exploring, evaluation, testing, and engineering.
- Right of way acquisition of platting of right of way.
- Environmental site assessments (ESA).
- Site design and layouts, such as parking layouts and internal roadway networks outside of the proposed roadway corridor.
- Water, sanitary sewer, and storm sewer modeling and flow calculations.
- Public utility (sanitary sewer and watermain) layout and design.
- Design and construction services.
- Public engagement meetings or open houses.

SCHEDULE

Assuming authorization to proceed is received on April 21, 2025, we anticipate presenting the Feasibility Report to the City Council on August 18, 2025. This is an approximate 4-month timeline from the kick-off meeting for the project to the final deliverable and presentation at the City Council meeting. Forces beyond SEH's control could impact the schedule, such as City approvals.

PAYMENT

SEH proposes to complete all the services listed in this scope of work on a lump sum basis. Compensation will be based on an estimate of the percentage of project completed to date per month, not to exceed the Lump Sum amount of $35,000 and as shown in the attached breakdown.

Additional Services requested by Client not included in the scope above will be provided on an hourly basis including direct expenses. If requested, an estimate of the fee can be provided ahead of completing the work.

Your budgetary limitations for construction of the project should be provided to us in writing at an early date. We will endeavor to work within those limitations. Where appropriate, if the estimated cost exceeds the budget, we will either request an adjustment in the budget or suggest a revision in the extent or quality of the project to assist in bringing construction cost back within the budget. We do not guarantee that our opinions of probable construction cost will not differ materially from negotiated prices or bids. If you wish greater assurance as to probable construction cost or if you wish formal estimates, an independent cost estimator should be employed.

Thank you for the opportunity to provide a proposal. Please contact me at psandy@sehinc.com or 320.630.4657 to discuss.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Paul Sandy, PE
Project Manager | Project Engineer
(Lic. MN, ND)

Jessica Hedin, PE
Client Service Manager
(Lic. MN, SD)

mrb
c: Neil Heinonen, SEH

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Bridge Street Connection Project Feasibility Study

Feasibility Study Engineering Services
Work Plan Summary and Fee Estimate
City of St. Francis
April 16, 2025

WORK TASKS	Sr Prof Eng/ Sr Project Manager	Senior Prof Engineer	Senior Prof Transportation Engineer	Prof Traffic Engineer	Water Resources Engineer	Technician/Staff Engineer	Environmental Scientist	Admin/Project Coordinator	SEH TOTAL HOURS	TASK SUBTOTAL LABOR COST
1.0 Project Management and Coordination	16	4	2	0	0	0	0	10	**32**	**$6,500**
2.0 Feasibility Report & Meetings	42	13	28	12	10	12	4	5	**126**	**$27,800**
Total Project Hours	**58**	**17**	**30**	**12**	**10**	**12**	**4**	**15**	**158**	**$34,300.00**

Total Labor Cost	$34,300.00
Reimbursable Expenses	$700.00
Total SEH Fee	**$35,000.00**