

MEMO

TO: Chairperson Steven Board and Commission Members
FROM: Andrew Beyer, P.E.
DATE: August 8, 2024
RE: Public Works Commission Agenda Narrative for August 13, 2024

Agenda Item:

Review and take possible action: Award Bike and Pedestrian Master Plan Project to HKGi for \$99,700 and enter into three-party agreement

BACKGROUND

City staff applied for a Transportation Alternatives Program (TAP) Grant from Wisconsin Department of Transportation (WisDOT) in 2022 for funding to develop a city-wide Bicycle and Pedestrian Network Master Plan. The City was awarded \$80,000 under this reimbursable grant program.

The Bicycle and Pedestrian Path Task Force, in conjunction with the Engineering Division, has been developing and implementing recommendations to improve many segments of the City's bicycle and pedestrian paths since 2016. The upcoming City-wide Bicycle and Pedestrian Network Plan will focus on connecting the existing path segments to other paths, including Dodge and Jefferson County paths that lead connect the City to the larger region, and to employment, commercial areas, schools, recreational and other destinations. The Bike & Pedestrian Path Task Force and their previous recommendations will be key resources in the development of the Master Plan. Other existing and current plans, as well as input from a broad cross section of the public and interested stakeholders, will be considered as part of this effort. The Master Plan will be developed with the goal of improving the City's grant scores on future construction projects.

A Request for Proposals (RFP) was advertised in April, with no firms responding. A second RFP was advertised in June, with two firms submitting proposals to complete this study. City staff have reviewed and scored the proposals using qualification-based selection (QBS) and have been working through the TAP Grant process with WisDOT staff. The study and grant are anticipated to be completed by the end of 2026.

The review team recommends contracting with the highest-ranking firm, HKGi of Minneapolis, MN, to complete the project in the amount of \$99,700.00.

City staff seeks approval to enter into a three-party contract with HKGi and WisDOT to complete this City-wide Bicycle and Pedestrian Network Master Plan.

Attachments:

Resolution to Award Bicycle and Pedestrian Network Master Plan Project