

Northfield Pedestrian/Bike/Park Trail System Update

City of Northfield, MN

March 7, 2018

A Community Where Infrastructure Supports Its Objectives

I. Introduction

As part of the City's 2017 Strategic Plan, the City Northfield has a strategic initiative to update its pedestrian, bike, and parks trail system plan. This plan is part of the Parks, Open Space and Trail System Plan that was adopted in 2008 and as an amendment to the City's Comprehensive Plan.

This update would look at local and regional connectivity within the plan. It would consist of verifying trail and sidewalk connectivity, identifying gaps, clarifying the route for the Mill Towns State Trail within the City, and incorporating the Safe Routes to School Plan. In addition, the Safe Route to School Plan focuses on grades K-8 grades this update would expand to include High School grades 9-12.

The ultimate goal is to make it easier for non-motorist users of all ages to move about Northfield safely and easily.

II. Project Scope

The project will be include the following scope of work.

1. Review of existing plans
 - a. Parks, Open Space, Trail System Plan
 - b. Review Complete Streets Policy
 - c. Review City's Transportation Plan
 - d. Review City's Comprehensive Plan
 - e. Review Land Development Code and Street Chart Table
 - f. Review MnDNR State Trail Guidelines for Design
 - i. Off-street trails
 - ii. On street protected facilities
2. Non-Motorized access/safe route to options to access Northfield High School and Arcadia.
3. Identification of system gaps
4. Draft outline of recommendation of changes to the following adopted plans/policy's/ordinances to make it easier non-motorist users of all ages to move about Northfield safely and easily.
 - a. Parks, Open Space, Trail System Plan
 - b. Complete Streets Policy
 - c. City's Transportation Plan
 - d. City's Comprehensive Plan
 - e. Land Development Code and Street Chart Table

5. Public Engagement – A creative public engagement process that can use a variety of tools to seek input on routing of the Mill Towns State Trail through Northfield and to gather input on the recommended changes to the plans/policy's/ordinances listed in item 4 above.
 - a. In addition to other creative public input tools, the Consultant shall plan for a minimum of four public meetings to gather public input. One of the meetings shall be in the morning, two in the evening, and one on Saturday or Sunday.
 - b. After input is received, the consultant shall prepare a summary of the input received and present it to the Park Recreation Advisory Board (PRAB), Planning Commission, and Economic Development Authority (EDA) and City Council. In addition, this will provide additional opportunity for input from these groups.
6. Prepare a Final Draft Documents of the proposed revisions for items listed in No. 4 above. Prepare a new map of Parks, Open Space, Trail System Plan.
7. Public Engagement – Share Final Draft Documents with the public.
 - a. The consultant shall come up with an engagement plan to seek input on the final draft document.
 - b. A minimum of two public meetings shall be held for the public to gather input on different nights.
8. Prepare final report and map of the Park, Open Space, and Trail System Plan, a new street chart table and present it to Planning Commission and City Council.

III. Project Schedule

- Proposals Due May 11, 2018
- Consultant selected and contract entered into tract Approved April 25, 2018.
- Task 1 -4 Complete July 31, 2018
- Task 5 Complete October 31, 2018
- Task 6 Complete November 30, 2018
- Task 7 Complete December 31, 2018
- Task 8 Complete February 28, 2019

IV. Department Contacts

Prospective responders who may have questions regarding this Request for Proposals may contact:

Tim Behrendt
Streets and Parks Manager
1710 Riverview Drive
Northfield, MN 55057
507-645-3027
Tim.Behrendt@ci.northfield.mn.us

V. Submission of Proposals

All proposals must be sent to and received by:

Tim Behrendt
Streets and Parks Manager
1710 Riverview Drive
Northfield, MN 55057

Proposals shall be submitted no later than 2 PM, CST, on May 11, 2018

Late proposals will not be accepted. Submit 3 hard copies and one electronic copy of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed by an authorized member of the firm(s).