

# Northfield Pedestrian/Bike/Trail System Update

City of Northfield, MN

March 27, 2018

*A Community Where Infrastructure Supports Its Objectives*

## I. Introduction

As part of the 2017 Strategic Plan, the City Northfield identified a strategic initiative to update its pedestrian, bike, and trail system map. The current Parks, Open Space and Trail System Plan map was adopted in 2008 and is included as an amendment to the City's Comprehensive Plan.

This update should review and propose recommended revisions to current plans and policies to create a safe and connected system for recreation and transportation within the City of Northfield. The update will evaluate trails, sidewalks, and on-street facilities for walking and biking including:

1. identifying system gaps,
2. establishing a route for the Mill Towns State Trail within the City,
3. updating and extending the Safe Routes to School plan to include Northfield High School and Arcadia Charter School,
4. planning a network of walking and bicycling facilities

The goal of this update is to plan, build and maintain a network of safe and connected trails and street facilities for people of all ages.

## II. Project Scope

The project will include the following scope of work.

1. Review of existing plans and policies:
  - a. Parks, Open Space, Trail System Plan
    - i. Section 4 – Trail System Plan
  - b. Complete Streets Policy
  - c. City's Transportation Plan
    - i. Section 4.1.2 On-Road Bikeways
    - ii. Section 4.1.3 Off-Street Trails and Sidewalks
  - d. City's Comprehensive Plan
    - i. Chapter 7 Transportation, Non-Motorized Transportation Section
  - e. Land Development Code and Street Chart Table
    - i. Chapter 34 Article 3 Site Development, Section 3.7 Pedestrian Access and Circulation
    - ii. Chapter 34 Article 5, Section 5.2.3 Streets and Street Chart Table
  - f. MnDNR State Trail Guidelines for Design
    - i. Off-street trails
    - ii. On street protected facilities

- g. Safe Route to School Plan
2. Non-Motorized access/safe route options to access Northfield High School and Arcadia Charter School.
  3. Determine the route of the Mill Towns Trail through Northfield.
  4. Evaluate the current network of trails, sidewalks and bicycle facilities to identify system gaps, inadequate facilities and significant obstacles to network connections.
  5. Prioritize system gaps that will have the most impact on improving non-motorized movement of pedestrians and bicycles.
  6. Recommend changes to the following adopted plans/policy's/ordinances to make it easier for non-motorist users of all ages to move around Northfield safely and easily.
    - a. Parks, Open Space, Trail System Plan
      - i. Section 4 – Trail System Plan
    - b. Complete Streets Policy
    - c. City's Transportation Plan
      - i. Section 4.1.2 On-Road Bikeways
      - ii. Section 4.1.3 Off-Street Trails and Sidewalks
    - d. City's Comprehensive Plan
      - i. Chapter 7 Transportation, Non-Motorized Transportation Section
    - e. Land Development Code and Street Chart Table
      - i. Chapter 34 Article 3 Site Development, Section 3.7 Pedestrian Access and Circulation
      - ii. Chapter 34 Article 5, Section 5.2.3 Streets and Street Chart Table
    - f. Safe Route to School Plan
      - i. Identify issues related to accessing the High School and Arcadia School from a walking and biking perspective
      - ii. Create issues Map and recommend infrastructure Improvement Map for walking and biking to the schools.
  7. 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 though Northfield and to gather input on the recommended changes to the plans/policy's/ordinances listed in items 1-6 listed 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, one in the evening, and one on Saturday or Sunday.
    - b. After input is received, the consultant shall prepare a summary of the input. This summary will be presented to the Park Recreation Advisory Board (PRAB) and Planning Commission. This will provide additional opportunity for input from these groups.
  8. The consultant shall come up with an engagement plan to seek input on the final draft document i.e. electronic comments, public meeting.
  9. Deliverables –
    - a. Prepare a Final Draft Documents of the proposed revisions for items listed in No. 6 above.

- b. Prepare a new map of Parks, Open Space, and Trail System Plan.
  - c. Create a map that prioritizes system gaps.
  - d. Create a new Street Chart Table.
  - e. Create Safe Route to School issues map and infrastructure improvement map for High School and Arcadia.
10. Public Engagement – Share Final Draft Documents with the public.
- a. A minimum of two public meetings shall be held for the public to gather input on different nights.
11. Prepare final report, map of the Park, Open Space, and Trail System Plan, new street chart table, and map prioritizing system gaps. Present it to Planning Commission and City Council.

### **III. Project Schedule**

- Proposals Due May 4, 2018
- Consultant selected and contract entered into May 18, 2018.
- Task 1 -6 Complete July 31, 2018
- Task 7 Complete October 31, 2018
- Task 8-9 Complete November 30, 2018
- Task 10 Complete December 31, 2018
- Task 11 Complete February 28, 2019

### **IV. RFP Ranking**

The RFP will be ranked on the following criteria:

1. Consultants technical expertise related to pedestrians, bikes, non-motorized transit planning, safe route to schools – 30%
2. Consultants Team and Experience – 30%
3. Consultants past performance (reference checks) – 10%
4. Cost of the RFP – 30%

### **V. 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

### **VI. 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 4, 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).