

December 20, 2013

To: Local Cities/Agencies

From: Kelly Grissman, Director of Planning



RE: **'On Ramps' to the Regional Trail System
Three Rivers Park District TAP Funding Proposal**

Three Rivers Park District is seeking proposals for local bike and pedestrian connections to the regional trail system through 5:00 PM January 3, 2014.

Ongoing outreach efforts indicate that many people do not feel safe or comfortable accessing the regional trail network on foot or bike, and subsequently drive to access the regional trail system, do not utilize the regional trail system, or utilize the system less frequently than desired. To address this feedback and improve local access, Three Rivers Park District Board of Commissioners are offering a grant/cost share program in which Three Rivers will fund and orchestrate a multi-jurisdictional Transportation Alternative Program (TAP) grant application to assist local communities with bike and pedestrian projects that provide or improve direct, safe, and multi-use access to the regional trail system. This 'bundling' approach allows projects that are less than the minimum grant amount of \$100,000 to be funded, and helps each individual project be more competitive.

The TAP grant provides 80 percent of construction costs (up to \$1 million) and requires a 20 percent local match. Each participating city/agency is responsible to provide the required 20 percent match for its project(s). Three Rivers will fund and coordinate the grant application, acquire the necessary right-of-way, and design and construct the project. Three Rivers will also fund project expenses that are not grant eligible such as design and construction administration costs which typically run about 20 percent of the total construction cost.

Interested cities/agencies are required to fill out a project proposal form for each proposed project.

Three Rivers will review and bundle the most competitive, feasible, and geographically balanced proposals into a single coordinated grant application requesting up to \$1 million.

Cities/agencies with selected projects will be required to enter into an agreement by January 28, 2014, outlining the city's/agency's commitment to provide the required 20 percent local match for construction and operate/maintain/own the facility for its useful life.

TAP grants are anticipated to be awarded in late Spring 2014. If approved, design and construction documents would be developed in 2016 and construction would occur in 2017.

We are available to answer questions and help. Please don't hesitate to call or email us at:

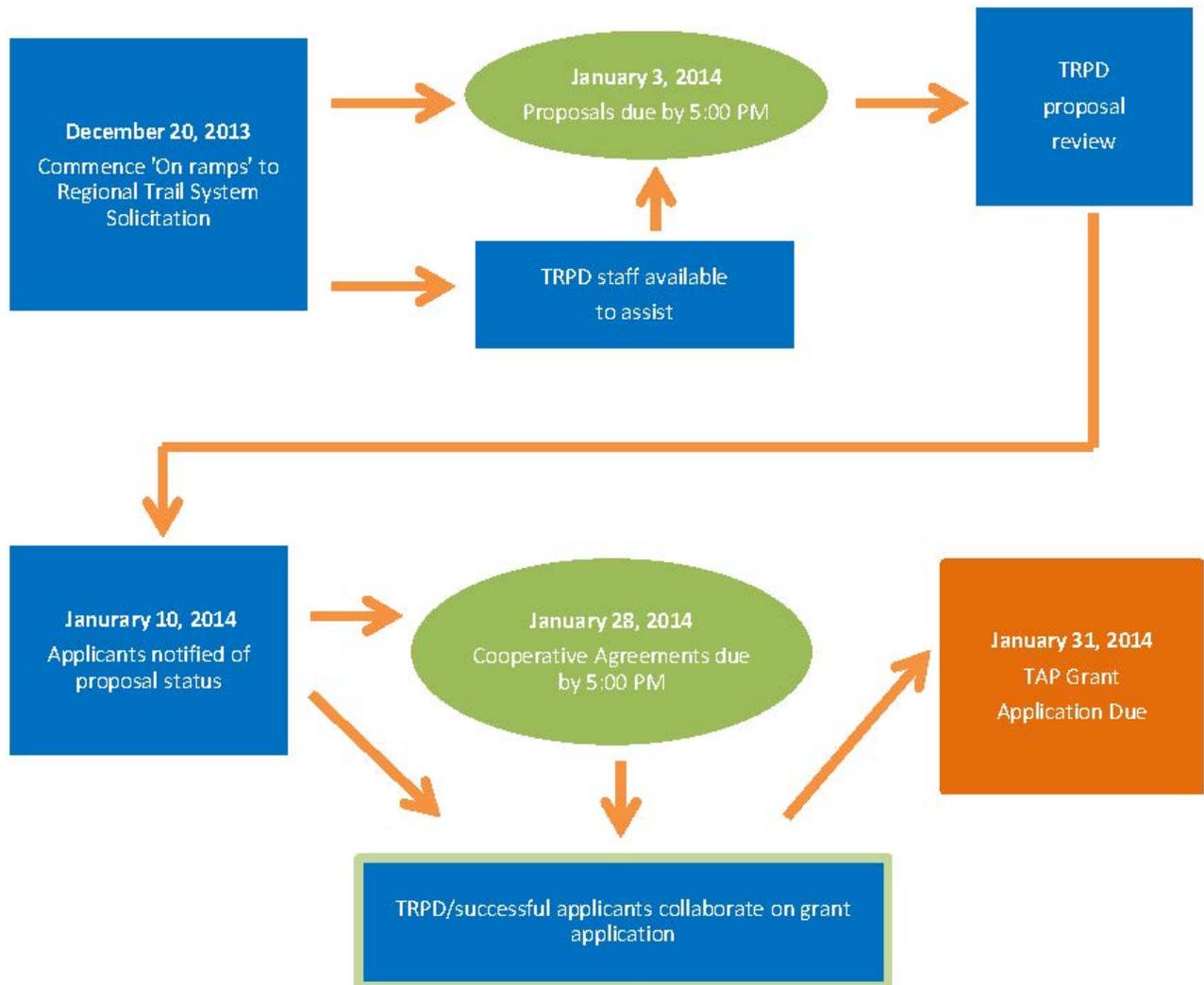
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Attachments

Proposal Flow Chart/Schedule
Proposal Form
Sample Completed Proposal Form
Draft Cooperative Agreement
Question/Answer Summary

'On Ramps' to the Regional Trail System Proposal Flow Chart/Schedule



'On Ramps' to the Regional Trail System Proposal Form



Proposal Forms are due by 5:00 PM on January 3, 2014.

Proposals may be emailed, mailed, faxed, or hand delivered to:

Kelly Grissman, Director of Planning
Three Rivers Park District
3000 Xenium Lane North
Plymouth, MN 55441-1299
763-559-3287 (fax)
kgrissman@threeriversparkdistrict.org

Proposal Considerations

Project must meet TAP Criteria for Bicycle and Pedestrian Facilities.

<http://www.metrocouncil.org/Transportation/Planning/Regional-Solicitation.aspx>

Project must provide or improve a direct, safe, and multi-use access to Three Rivers' regional trail system.

Project must be part of approved local, regional, or state plan/policy/similar.

Project cannot be mitigation for another project.

Projects that 'score' well under the TAP Bicycle and Pedestrian Category and coincide with the TAP prioritization criteria, provide geographic balance, are cost effective, easy to implement, address a key safety concern, serve the greatest number of people, and demonstrate a greater level of 'maturity' may be prioritized.

There is no minimum/maximum project cost; however, the intent is to bundle several projects together for a total construction cost between \$100,000 and \$1,250,000.

Proposal Information

Please complete the following questions based off of the TAP application. Applicants are encouraged to keep answers concise. Bullets, paraphrasing, lists, etc. are acceptable as long as the response provides the requested information and is clearly understood. This form is intended to take two hours or less to complete.

1. Project Description

Proposal Name: [Click here to enter text.](#)

Location: [Click here to enter text.](#)

Regional Trail connecting to: [Click here to enter text.](#)

Briefly describe the project and intended user of the proposed facility. How does the project fill gaps, overcome barriers, connect system segments, or similar? What destinations does the proposal ultimately connect to? Are there safety implications of the project?

[Click here to enter text.](#)

List or summarize the need/benefit/estimated use of the project.

Click here to enter text.

2. **Challenges/Opportunities**

List or briefly describe items that demonstrate the feasibility/complexity of the project and/or may result in a more/less complex project (right-of-way secured/not secured, steep grade/level, wetlands, cultural resources, ability to meet MN State Aid Standards, political/public support, etc.).

Click here to enter text.

3. **Right-of-Way/Third Party Coordination**

Is additional right-of-way or coordination with a railroad, MnDOT, county, watershed district, or similar required to complete the project?

Yes

No

If yes, describe extent and status.

Click here to enter text.

4. **Estimated Project Cost**

\$Click here to enter text.	Right-of-way
\$Click here to enter text.	Construction
\$Click here to enter text.	Other (Describe: Click here to enter text.)
\$Click here to enter text.	Total

Describe accuracy of cost estimate (appraisal, ballpark, engineer's estimate, similar project, etc.).

Click here to enter text.

5. **Consistency and Status**

What approved plan(s), policy(ies) or similar include this project?

Click here to enter text.

What is the status of the project (e.g. shown on a plan, conceptual layout complete, preliminary engineering underway, etc.).

Click here to enter text.

6. **Competitiveness**

Briefly describe the urgency/significance of the project.

Click here to enter text.

List specific multimodal transportation benefits of this project (no need to describe 'typical' benefits of connectivity with the regional trail system and the destinations along regional trails). For example, does this project directly connect to a mixed-use pedestrian-oriented district, transit route, park and ride, etc?

Click here to enter text.

Any other noteworthy information to share?

[Click here to enter text.](#)

7. Cooperative Agreement

Is the applicant able to provide the required Cooperative Agreement by 5 p.m. January 28, 2014?

Yes

No

If no, please describe why and propose an alternative solution.

[Click here to enter text.](#)

8. Map and Photos

Please attach a project map. Include/label scale bar, north arrow, regional trail, adjacent roads, property lines, and proposed connection. Map may be hand drawn as long as it clearly illustrates the proposed project.

Applicants may also attach photos.

**'On Ramps' to the Regional Trail System
SAMPLE Proposal Form**



Proposal Forms are due by 5:00 PM on January 3, 2014.

Proposals may be emailed, mailed, faxed, or hand delivered to:

Kelly Grissman, Director of Planning
Three Rivers Park District
3000 Xenium Lane North
Plymouth, MN 55441-1299
763-559-3287 (fax)
kgrissman@threeriversparkdistrict.org

Proposal Considerations

Project must meet TAP Criteria for Bicycle and Pedestrian Facilities.
<http://www.metrocouncil.org/Transportation/Planning/Regional-Solicitation.aspx>

Project must provide or improve a direct, safe, and multi-use access to Three Rivers' regional trail system.

Project must be part of approved local, regional, or state plan/policy/similar.

Project cannot be mitigation for another project.

Projects that 'score' well under the TAP Bicycle and Pedestrian Category and coincide with the TAP prioritization criteria, provide geographic balance, are cost effective, easy to implement, address a key safety concern, serve the greatest number of people, and demonstrate a greater level of 'maturity' may be prioritized.

There is no minimum/maximum project cost; however, the intent is to bundle several projects together for a total construction cost between \$100,000 and \$1,250,000.

Proposal Information

Please complete the following questions based off of the TAP application. Applicants are encouraged to keep answers concise. Bullets, paraphrasing, lists, etc. are acceptable as long as the response provides the requested information and is clearly understood. This form is intended to take two hours or less to complete.

1. Project Description

Proposal Name: Trout Creek Connection
Location: CR 100 and Oak Road, Riverview, Hennepin County
Regional Trail connecting to: Medicine Lake Regional Trail

Briefly describe the project and intended user of the proposed facility. How does the project fill gaps, overcome barriers, connect system segments, or similar? What destinations does the proposal ultimately connect to? Are there safety implications of the project?

This proposal is for a new off-road 300' multi-use trail connecting the regional trail to the local trail/sidewalk system with the regional trail system. It connects directly to a new high-density residential development and area of mix use (Trout Crossing) with many local destinations (coffee

shop, restaurant, book store...). Trail connection parallels Trout Creek. This project would address the dangerous crossing CR 100 (and significant barrier), a 2 land county road with speeds in excess of 50 MPH and significant rush hour traffic. There is a cattle path where the trail is proposed.

List or summarize the need/benefit/estimated use of the project.

- Currently a gap with no reasonable alternative
- Connects developing area of the city to the trail
- No ADA facilities exist
- Estimate 4,000 users/year
- Connects transit to regional trail – allowing opportunities for multimodal transportation
- Cattle path where trail is proposed
- Approximately 1 mile down the regional trail corridor, there is a school and park complex – project would connect people to those desitations

2. Challenges/Opportunities

List or briefly describe items that demonstrate the feasibility/complexity of the project and/or may result in a more/less complex project (right-of-way secured/not secured, steep grade/level, wetlands, cultural resources, ability to meet MN State Aid Standards, political/public support, etc.).

- Flat
- 1 CR crossing at intersection
- Right-of-way secured
- Trail Creek is a protected water body

3. Right-of-Way/Third Party Coordination

Is additional right-of-way or coordination with a railroad, MnDOT, county, watershed district, or similar required to complete the project?

Yes

No

If yes, describe extent and status.

3T

4. Estimated Construction Cost

\$0	Right-of-way
\$28,000	Construction
\$0	Other (Describe: 3T)
\$28,000	Total

Describe accuracy of cost estimate (appraisal, ballpark, engineer's estimate, similar project, etc.).

\$60/LN FT based off similar construction projects, \$10,000 ball park guess for intersection improvements

5. Consistency and Status

What approved plan(s), policy(ies) or similar include this project?

- 2030 Comp Plan
- Complete Street Policy
- County Bike Plan

What is the status of the project (e.g. shown on a plan, conceptual layout complete, preliminary engineering underway, etc.).

No work has been complete. Project is only shown on an approved plan.

6. Competitiveness

Briefly describe the urgency/significance of the project.

- There is no safe way for the urbanizing area of the city (anticipated growth of 700 people over next three years) to access the trail and vice versa – no safe way for regional trail users (267,000 annual visits) to access retail/commercial node/job center
- There have been 2 accidents involving pedestrians at the CR 100 crossing.
- Trout Creek is scheduled for restoration in 2017 providing an opportunity to coordinate projects and limit impact on the sensitive water resource.

List specific multimodal transportation benefits of this project (no need to describe 'typical' benefits of connectivity with the regional trail system and the destinations along regional trails). For example, does this project directly connect to a mixed-use pedestrian-oriented district, transit route, park and ride, etc?

- Direct connection to Trout Crossings a developing mixed use pedestrian orientated district/TOD within the urbanizing core
- Connects to 1 commuter bus route to downtown and 3 other bus routes
- Park and ride with bus service is located 1 mile down the trail corridor

Any other noteworthy information to share?

2011 residential survey indicated that this was the most desired bike/ped infrastructure need.

7. Cooperative Agreement

Is the applicant able to provide the required Cooperative Agreement by 5 p.m. January 28, 2014?

Yes

No

If no, please describe why and propose an alternative solution.

3T

8. Map and Photos

Please attach a project map. Include/label scale bar, north arrow, regional trail, adjacent roads, property lines, and proposed connection. Map may be hand drawn as long as it clearly illustrates the proposed project.

Applicants may also attach photos.

COOPERATIVE LOCAL BIKE AND PEDESTRIAN CONNECTION AGREEMENT

This cooperative agreement is between Three Rivers Park District, a Minnesota political subdivision ("Park District") and the City of _____, a Minnesota municipal corporation ("City").

WHEREAS, federal Transportation Alternatives Program (TAP) funds may be available to assist local communities with bike and pedestrian projects which provide direct, safe, and multi-use access to the regional trail system, and

WHEREAS, Park District is coordinating a multi-jurisdictional application to utilize 2017 TAP funds, and

WHEREAS, Park District solicited and is bundling the most competitive proposals from interested cities/agencies into a single grant application, and

WHEREAS, City submitted a proposal to construct _____, and

WHEREAS, Park District intends to include the City's proposal within the TAP grant application, and

WHEREAS, it is expected that the federal TAP grant would fund 80 percent but not more than one million dollars for construction and land acquisition costs of the bundled proposals, and

WHEREAS, Park District and City agree to cooperate to apply for these TAP funds and, if successful in their efforts, agree to cooperate on the funding, design, construction, and associated work items of the City's proposed project, and

IT IS HEREBY AGREED, by City and Park District as follows:

1. Park District will:
 - a. bundle the most competitive, feasible, and geographically dispersed proposals totaling up to \$1.25 million from interested cities/agencies into a single coordinated grant application, and
 - b. coordinate and fund the application for the TAP grant, and
 - c. design and construct the City proposed project and coordinate and fund reasonable non-grant eligible expenses including design and construction administration, if the TAP funds are received.
2. City will:
 - a. execute and forward this Agreement to the Park District by January 28, 2014, and
 - b. provide all necessary property rights to complete the project where the City has rights to do so, and

- c. approve necessary measures by the Park District to secure any additional property rights needed to complete the City proposed project, and
 - d. fund the required 20 percent local match in 2017, if the TAP funds are received.
3. Each party will:
- a. make staff and other resources available to meet project requirements and deadlines,
 - b. operate, maintain, and assume all liabilities of the portion of the project located on lands controlled by each respective party, and
 - c. enter into subsequent reasonable agreements as may be required to complete the project, and
 - d. terminate this Agreement if the TAP grant application is unsuccessful.
4. The Park District reserves the right to terminate this Agreement if factors outside the control of the Park District result in the reasonable feasibility of one or more of the bundled projects resulting in the loss of TAP funds.

IN WITNESS WHEREOF, City of _____ and Park District have entered into this cooperative agreement as of the date and year signed below.

City of _____ a Minnesota municipal corporation

Date: _____

By: _____

Its Mayor

Date: _____

By: _____

Its City Administrator

Three Rivers Park District, a public corporation and political subdivision of the state of Minnesota

Date: _____

By: _____

Its Chair – Board of Commissioners

Date: _____

By: _____

Its Superintendent

And Secretary to the Board

'On Ramps' to the Regional Trail System Questions/Answers Summary



Last Updated December 20, 2013

1) What if the proposed project requires additional right-of-way?

Projects that do not require additional right-of-way are preferred; however, right-of-way acquisition is an eligible TAP project cost. If right-of-way is required, please specify on the proposal form (Question 3).

Applicants will be required to approve/authorize Three Rivers to acquire the required property rights as may be necessary to complete the applicant's proposed project. Property rights could involve direct purchase, easement and/or permit.

2) What types of projects are eligible?

The goal of the 'On Ramps' to the Regional Trail System is to assist local communities with bike and pedestrian projects that provide direct, safe, and multi-use access to the regional trail system. Projects must be eligible for TAP funds and be designed to meet MnDOT State Aid Standards (for more information: <http://metro council.org/Transportation/Planning/Regional-Solicitation.aspx>).

Eligible projects include typical bike/ped projects like bike lanes, sidewalks, and trails; however, applicants may also consider other TAP eligible improvements such as pedestrian/bicycle signals, traffic calming techniques, lighting or other safety-related infrastructure as long as the project intent is to improve regional trail access.

3) How is the project funded?

Construction/land acquisition:	80% Federal TAP Grant/20% Applicant (city/agency)
Design/Construction Administration:	100% Park District

4) Who does the work?

Three Rivers will coordinate TAP grant application, design, and construction. Applicant will remain a partner through the entire process providing background, reviewing plan sets, assisting with public engagement, etc.; however, Three Rivers will be the lead agency responsible to fulfill the terms of the grant.

5) Why is the Cooperative Agreement required?

The Cooperative Agreement ensures that the applicant will provide the local 20% match, approve necessary land acquisition, and generally cooperate in the completion of the project. If an applicant elects to not participate once the application is submitted or the grant is awarded, it jeopardizes the entire TAP grant including other projects included in the grant application.

6) What if it is not possible to obtain the Cooperative Agreement by January 28, 2014?

Please indicate this on the proposal form and propose an alternative solution. Three Rivers may consider alternative solutions.

Applicants are encouraged to bring the Cooperative Agreement forward to their elected bodies as soon as possible. At minimum, applicants should have the Cooperative Agreement as a tentative agenda item between January 10 and 28, 2014 in the event the applicant is successful in its proposal.

7) Can the bike/pedestrian connection be to a future regional trail?

The connection has to be to a regional trail that exists or will exist (funded and scheduled for construction – not just hope to have constructed) by 2017.

8) What if there isn't a regional trail within our city/jurisdiction?

Think creatively. Is there an existing sidewalk or trail that could be extended to improve access from your city/jurisdiction to a regional trail? The goal of the 'On Ramps' to the Regional Trail System is to improve access to the regional trail system – what is the best way to do this in your city/jurisdiction? Three Rivers staff are available to field questions and talk through ideas.

9) What if we don't have staffing capacity to complete the proposal form by January 3, 2014, but have a great idea?

The proposal is intended to take less than two hours to complete and does not require any specific engineering, planning, or other specialized training to complete. If assistance is required, contact Three Rivers staff.