



January 20, 2022

Michele McPherson, City Administrator
City of Princeton
702 N 2nd St
Princeton, MN 55371

Re: Proposal to Update City of Princeton's Transportation Plan

Dear Ms. McPherson:

This letter serves as a proposal for services to prepare an update to the transportation element of the City of Princeton's Comprehensive Plan.

Project Understanding

The purpose of the plan is to conduct a comprehensive review of long-term transportation system needs for the community and to develop recommendations to accommodate expected development, address local street and multimodal needs, and be provided in a cost effective manner. WSB understands that the city is interested in:

- Identifying future roadway connections to planned growth areas
- Reviewing and updating the functional classification network for city streets
- Reviewing and updating a future system of bicycle and pedestrian infrastructure
- Developing appropriate typical local street sections based upon land uses served, traffic levels, and/or functional classification
- Considering the need for an additional Rum River crossing
- Preliminarily identifying potential State Aid routes

This plan will provide the city with an infrastructure plan that prioritizes multimodal transportation system investments over the next several years. Including recommended projects and priorities will position these projects well for funding from competitive sources, which will assist the city with project implementation.

This transportation plan will also be useful to the city as Princeton transitions to a State Aid city within the next two to four years – depending on the rate of population growth. The State Aid designation will provide the city with a dedicated and consistent source of funding for construction and maintenance of part of a Municipal State-Aid Street (MSAS) transportation network, which would include approximately 20 percent of the city's streets. This plan the city will know what improvements will need to be made to meet the requirements for designated MSAS routes, including streets that:

- Carry relatively higher traffic volumes or have a functional classification of a collector or an arterial, as documented in the city's functional classification plan.
- Connect points of major traffic interest, parks, parkways, or recreational areas.
- Provide an integrated and coordinated highway and street system, affording within practical limits, a network consistent with projected traffic demands.

Scope of Services

WSB will update the City of Princeton's transportation plan as described in the work tasks proposed below:

Task 1: Project Management

1.1 Project Management – Coordination, Invoicing, Progress Reports

WSB will coordinate with the city's project manager as needed to address issues related to developing the transportation plan. WSB will also provide monthly invoices and progress reports which will track progress on the scope and schedule.

Task 2: Existing Conditions

2.1 Document Existing Transportation Network Conditions

WSB will develop base maps and corresponding narrative that document the City of Princeton's current transportation network. This effort will focus on existing: street network, roadways of other jurisdictions, functional classification, traffic volumes (for county and trunk highways), sidewalks, and trails. This section will also identify any planned/programmed transportation improvements within Princeton identified in local, county, or state plans. For County State Aid Highways (CSAH) and the trunk highway system, the maps will also note existing or anticipated future transportation projects.

Task 3: Assess Transportation Network

3.1 Functional Classification

WSB will document and apply MnDOT and FHWA functional classification guidance to the city's transportation network to assess the spacing needs – for minor arterials, major collectors, and minor collectors – that will best serve the amount and type of trips in Princeton.

After identifying the necessary functional class network, WSB will work with the city to identify candidate roadways for designation as major or minor collectors. (Arterial roadways are assumed to be under the jurisdiction of counties or MnDOT). The goal of this task is to establish a planned, future functional classification of roadways that will accommodate existing and future population growth and development.

WSB will consider the location of existing development and where future growth is anticipated to occur. Formally recognized annexation areas (e.g., included in the city's Comprehensive Plan) will be considered when developing the future functional classification network. The WSB team will review MnDOT and county transportation plans for potential route connections and new alignments as well as potential changes in functional classification or jurisdiction, as these may impact the city's transportation network. Recommended changes to the functional classification of existing city streets, as well as necessary connections to existing and/or future land uses, or connections to county or state roadways will be an outcome of this task.

Potential needs for additional arterial roadways will also be considered. However, since arterial roadways are under the jurisdiction of either MnDOT or counties, the city's transportation would only include recommendations for arterial roadways that would require further coordination with counties and/or the state.

3.2 Traffic Counts

WSB will conduct traffic counts on any local streets that are identified for consideration as a major or minor collectors. These tube counts will provide traffic volumes along segments of local streets. (Note: This scope of work does not include intersection counts). The counts will also provide insight regarding traffic patterns as well as help determine appropriate street geometry.

WSB will also request previously completed traffic count data for county and state roadways from MnDOT, Mille Lacs County, and Sherburne County. This data along with the traffic counts collected for potential collector routes will be used in identifying potential and prioritizing future roadway and local street improvements.

3.3 Rum River Crossing Analysis

WSB will consider the need for and feasibility of a future Rum River crossing north of the existing TH 95 Rum River bridge. This assessment will help determine if another river crossing is prudent from a transportation planning perspective.

WSB will document existing traffic conditions on the current Rum River crossing. WSB will also coordinate with MnDOT and/or Mille Lacs County to determine if either agency has future traffic volumes. If future traffic volumes are not available, WSB will apply the Mille Lacs County traffic growth factor to existing traffic levels to gain an understanding of future traffic levels and operations on the bridge. Existing and future traffic, the spacing of adjacent Rum River crossings – to the north and to the south, and existing/planned land uses will be considered before determining if a future Rum River crossing is needed, and if so the type and potential location of a future crossing.

3.4 MSAS Route Recommendations

WSB will coordinate with the city to recommend potential routes for inclusion in a future MSAS network. These recommendations will be consistent with MnDOT guidance. Once Princeton becomes a State-Aid city, MSAS roadways would be eligible for State-Aid funding.

3.5 Street and Roadway Cross Section Templates

WSB will work with the city to develop standard street cross sections that may be applied to various parts of town as roadways and street are constructed and/or are reconstructed. The aim of this effort will be to standardize street widths based functional classification as well as on land uses being served. This effort will consider roadway cross sections that could be applied to residential areas in town, the downtown area, and areas on the edge of town. Both rural and urban roadway cross sections will be developed.

3.6 Multimodal Elements

This task will involve confirmation of existing and planned bicycle and pedestrian infrastructure. WSB will identify gaps in the bicycle and pedestrian network, including lack of connections to community destinations (e.g., parks, schools, and commercial/employment nodes). Similar to roadway corridors, WSB will develop a recommended bicycle and pedestrian network. WSB will also work with the city to identify a set of non-motorized transportation facility cross section templates. Identifying locations and cross sections for improved or new bicycle and pedestrian infrastructure will allow the city to implement these facilities in a coordinated and consistent manner.

Task 4: Transportation Needs Assessment & Prioritization

After completing the assessments included in Tasks 2 and 3, WSB will recommend high level transportation improvements that would address existing and future transportation needs on the city's transportation network – both roadway and bicycle/pedestrian infrastructure. These recommendations may include specific improvements, or identify that areas require further study before identifying an appropriate solution. Items that will be considered as part of this effort include:

- Results of a pavement condition assessment (completed separate from this scope of work)
- Status of existing routes (both existing and future) with recommended transportation network based on functional classification
- Status of existing routes compared to the recommended typical cross sections
- Likelihood of being part of the future MSAS system and thus eligible for State Aid funding
- Ability of route to address gaps in the bicycle/pedestrian network

WSB will also note any plans or recommendations that are included in MnDOT, Mille Lacs County, or Sherburne County plans. We will also document any areas of concern the city has on the state or county roadway network within the city.

All recommendations would include a proposed timing of short-, medium-, or near term based on the overall need. This timing will be useful to the city when prioritizing implementation of transportation and other infrastructure improvements. Identifying and prioritizing transportation needs will also improve the city's position when seeking funding through competitive grant programs.

Task 5: Documentation

WSB will document the analyses and recommendations that come out of completing Tasks 2 through 4 in a Transportation Plan chapter of the City of Princeton's Comprehensive Plan. WSB will ensure that the document format, including maps, is consistent with the Comprehensive Plan.

Next Steps and Timeline

1. January 2022: City approves WSB proposal
2. February 2022: Complete Task 2: Existing Conditions
3. February, March, April 2022: Complete Task 3: Assess Transportation Network
4. April & May 2022: Complete Task 4: Transportation Needs Assessment & Prioritization
5. May 2022: Complete Task 5: Documentation

Proposed Staff

Preparation of the grant application will be led by Mary Gute as project manager. Mary has is experienced with developing transportation plans for local communities in Minnesota. Mary will be assisted by Joanne Cho (transportation planner), Jack Corkle (quality review), and GIS support.

Proposed Fee

WSB proposes to prepare the transportation plan for a fee not to exceed \$30,952. The attached table provides a breakdown of these costs. This letter represents WSB's proposed scope of services. If you agree with this scope of services and proposed fee, please sign in the appropriate space below and return one copy to WSB. If you have any questions about this proposal or would like to discuss any revisions, please feel free to contact Mary Gute at 612-741-7055 or at mgute@wsbeng.com.

Sincerely,

WSB



Project Manager

Attachments: Cost proposal

ACCEPTED BY:

City of Princeton

Name _____

Title _____

Date _____