

# City of Minot

**TO:** Mayor Thomas Ross  
Members of the City Council

**FROM:** Jason Sorensen, Utilities Director

**DATE:** December 18, 2023

**SUBJECT: TRANSIT CENTER APPROVE PLANS AND SPECIFICATIONS AND 1ST STREET SW TRAFFIC REVISIONS (4171)**

## I. RECOMMENDED ACTION

1. Recommend the Council approve plans and specifications and authorize a call for bids for the transit center.
2. It is recommended that Council pass the following parking related ordinances due to the Minot Transit Center relocation:
  - a. Restrict parking on the west side of 1<sup>st</sup> Street SW between Burdick Expwy W and 3<sup>rd</sup> Avenue SW
  - b. Restrict parking on the west side of 1<sup>st</sup> Street SW between 3<sup>rd</sup> Avenue SW and 2<sup>nd</sup> Avenue SW
  - c. Restrict parking on the west side of 1<sup>st</sup> Street SW for 210-feet north of 2<sup>nd</sup> Avenue SW
  - d. Restrict parking to transit vehicles only for the east side of 1<sup>st</sup> Street SW between 3<sup>rd</sup> Avenue SW and 2<sup>nd</sup> Avenue SW

## II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director	857-4140
Brian Horinka, Transit Superintendent	857-4140

## III. DESCRIPTION

### A. Background

Public Works is in the process of relocating the transit transfer center from the Minot Municipal Auditorium to Renaissance Parking Structure located at 205 1<sup>st</sup> Street SW in downtown Minot. The location is ideally situated one block from Main Street and adjacent to City Hall. The relocation of the transit transfer station is anticipated to help revitalize the downtown area by offering regular and convenient public transit service to downtown Minot. The relocation requires the renovation of an interior space as well as roadway concessions to allow for transit pick-up and drop-off operations.

The selected location for the Transit Transfer Center is based on results from the Transit Comprehensive System Analysis completed in 2013. Many different locations were studied. In the end, the location needs to be near Burdick and Broadway to work with the current route system in place.

### B. Proposed Project

This project will renovate and remodel a section of the retail space in the northwest corner of the Renaissance Parking Structure at 205 1<sup>st</sup> St SW to use as a downtown transit transfer facility. This facility will provide a location central

to all fixed routes in downtown Minot to allow for efficient movement of passengers throughout the transit system.

Over the last several weeks, the design team has been meeting with staff to seek the input needed for the project's design documents. That process is now complete and the plans are ready for bidding.

Pending authorization to seek bids for the transfer center the Public Works and Engineering departments are proposing a reallocation of parking on 1<sup>st</sup> Street SW to enable safe, efficient and ADA compliant pick-up and drop-off operations. At the heart of the reallocation is the block of 1<sup>st</sup> Street SW directly adjacent to the proposed transit transfer station. It is proposed that parking on the east side of this segment of 1<sup>st</sup> Street SW be dedicated only to transit-related vehicles. The transit parking area on the east side of 1<sup>st</sup> would consist of a striped area fourteen feet from the face of the curb designated as a loading/unloading zone.

To accommodate this shift on 1<sup>st</sup> Street SW between 2<sup>nd</sup> Avenue SW and 3<sup>rd</sup> Avenue SW, it is recommended to also make changes north and south of this segment to allow for consistent, efficient, and safe traffic movements.

A layout of the parking plan is provided as an attachment to this council memo.

C. Consultant Selection

EAPC Architects was selected as part of a competitive RFQ process.

**IV. IMPACT:**

A. Strategic Impact:

The relocation of the transit transfer station has long been sought to be in downtown Minot. This location is ideally situated as it provides a central location to all six current transit routes and the two additional routes that will be added for expansion in 2024.

B. Service/Delivery Impact:

This parking modification on 1<sup>st</sup> Street SW will provide safe and efficient pick-up and drop-off operations for the new transit transfer station in downtown Minot.

C. Fiscal Impact:

Project Costs

Transit Center Cost Estimate		
Cost Category	Cost Estimate	Over/(Under) Budget
Base Bid Construction Costs	\$ 354,890.75	
Bid Contingency	\$ 62,105.88	
Project A&E Services	\$ 33,000.00	
Total Project Cost No Alternates	\$ 449,996.63	\$ (50,003.37)
Alternate #1 Exterior Signage	\$ 9,400.00	
Alternate #2 Office Cabinets	\$ 5,287.50	
Alternate #3 Window Canopies	\$ 19,387.50	
Alternate #4 Planters	\$ 122,910.00	
Total Project Cost All Alternates	\$ 156,985.00	
Total Project Cost With Alternates	\$ 606,981.63	\$ 106,981.63

#### Project Funding

This project is accounted for in the 2023 City Budget. There is currently \$500,000.00 approved for this project. The approved section 5339 grant will reimburse \$400,000.00 (80%) of the costs of this project with the remaining \$100,000.00 (20%) required match coming from local mill levy.

### **V. CITY COUNCIL ASPIRATIONS**

This project will be able to meet all of the council's aspirations.

### **VI. ALTERNATIVES**

Alternative 1: Council could elect to not move forward with project bidding. If this is the council's desire, staff would need some direction on how to proceed. Finding an alternate site would likely require purchasing land and building a stand-alone facility. This could potentially push the cost into the \$1 million to \$2 million range. Staff could seek additional grant funding to cover the additional costs, but this would delay this project by two to three years. If the council were to decide not to move forward with the project any further. Grant funds will cover 80% of what we have currently spent and the remaining funds will be returned.

Alternative 2: Council could elect to delay an authorization to call for bids. This is currently a good time to be bidding a project of this nature. Delaying too long could result in a higher priced bidding climate and we are already over budget with all alternates added in.

#### Parking Alternatives:

Alternative 1: Council could elect to reject the proposed parking related ordinances. This could delay the opening of the transit facility as safe and efficient pick-up and drop-off operations would need a different solution.

Alternative 2: Council could choose to remove sections of the proposed parking restriction. One such option is not to restrict parking on 1<sup>st</sup> Street SW between 3<sup>rd</sup> Avenue SW and Burdick Expwy E, this could increase crash potential at the 1<sup>st</sup> Street SW and 3<sup>rd</sup> Avenue SW due to northbound/southbound alignment shifts.

Alternative 3: Council could choose to have 1<sup>st</sup> Street SW between 3<sup>rd</sup> Avenue SW and Burdick Expwy W to have a similar layout to 1<sup>st</sup> Street SW between 1<sup>st</sup> Avenue SW and 2<sup>nd</sup> Avenue SW. This alternative is acceptable to both Engineering and Public Works. It should be noted that this alternative would likely lose two to three additional parking spaces in this segment compared to the proposed ordinance to allow for the shifting of travel lanes.

### **VII. TIME CONSTRAINTS**

Approval by the Council is needed before the Transit Transfer Center can go out for bids with parking modifications included in the plans and specifications.

### **VIII. LIST OF ATTACHMENTS**

- A. Transit Center rendering
- B. Transit Center design floorplan
- C. Transit Center 1st Street SW Parking Revisions