



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

**FROM:** Lance Meyer, PE, City Engineer

**DATE:** February 20, 2024

**SUBJECT:** EDISON SAFE ROUTES TO SCHOOL ENGINEERING SELECTION (4667)

**I. RECOMMENDED ACTION**

1. Recommend council select Moore Engineering as the most qualified consultant
2. Authorize the City Engineer to negotiate a scope and fee
3. Authorize the Mayor to sign the contract

**II. DEPARTMENT CONTACT PERSONS**

Lance Meyer, City Engineer	857-4100
Stephen Joersz, Traffic Engineer	857-4100

**III. DESCRIPTION**

A. Background

In August of 2022, and with approval by the City Council, the City of Minot applied for Transportation Alternative funds to provide safe routes to Edison elementary by constructing a pedestrian pathway along 9<sup>th</sup> Street SW, 10<sup>th</sup> Street SW, and on 16<sup>th</sup> Ave SW. This connection will promote and improve the ability for elementary students to walk and bicycle to and from school. Furthermore, the construction of the sidewalks will enhance overall pedestrian traffic in the vicinity with the new walks, curb ramps and crosswalks being ADA compliant with current standards.

B. Proposed Project

A selection committee comprised of the city engineer, engineering project manager, project civil engineer, traffic engineer, and Alderman Jantzer review submitted qualifications and listened to interviews for the project.

Based on the interview score, the selection committee unanimously selected Moore Engineering as the most qualified firm for this project.

C. Consultant Selection

Moore Engineering was selected using a qualifications based selection process.

**IV. IMPACT:**

A. Strategic Impact:

Pedestrian safety, especially around schools and civic buildings, is a priority for the City. Installing safe routes to school has been a city initiative for many years.

B. Service/Delivery Impact:

During construction, minor impacts from construction will be experienced. The impacts should be minor and will be coordinated with property owners.

C. Fiscal Impact:

The scope and fee will be negotiated based on the city's engineering fee policy. Funds for consultant engineering were placed in the 2024 budget.

**V. CITY COUNCIL ASPIRATIONS**

*Safe & Welcoming* – This project is meant to provide a safe pedestrian pathway to school for children in our community, as well as for any other residents that wish to use the pathway. Any pedestrians in these areas will be able to use the pathway instead of walking on the street.

**VI. ALTERNATIVES**

Alt 1. The City Council could select a different consultant. A finding would need to be identified to justify the selection of a different consultant.

Alt 2. The City council could reject all solicitations and re-advertise for a consultant.

**VII. TIME CONSTRAINTS**

Approving the selection in a timely manner allows staff to negotiate a scope and fee and establish a contract before construction begins.

**VIII. LIST OF ATTACHMENTS**

A. N/A