



MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION

Intersection Control Evaluation (ICE)

## Lor Ray Drive and James Drive





March 20, 2020

Mr. Charles Androsky  
Transportation Planner  
Mankato/North Mankato Area Planning Organization  
10 Civic Center Plaza  
Mankato, Minnesota 56001

**Subject: ICE Report at Lor Ray Drive and James Drive**

Dear Mr. Androsky and Members of the Selection Committee:

SRF Consulting Group is excited to submit this proposal to assist MAPO and the City of North Mankato in developing an ICE Report for the Lor Ray Drive and James Drive intersection. We have assembled a resourceful and experienced team for this project and are committed to its success.

**Project Manager Adrian Potter, PE, PTOE**, will lead the team and serve as the main point of contact. Adrian managed the creation of three ICE reports for MAPO in 2017 and the Hoffman Avenue/Victory Drive ICE report in 2018. He has 21 years of traffic and transportation engineering experience and has managed and developed more than 85 ICEs. In the past year, Adrian has managed ICEs on five projects with varying constraints and scenarios. Adrian will direct all aspects of the project including budget, schedule, data collection, alternatives development and analysis, and final documentation. He will coordinate project efforts with a strong multidisciplinary team skilled in data collection, roadway design, and traffic analysis.

By selecting our team, MAPO can be confident that all efforts will be efficiently coordinated, cost-effective, timely, and will satisfy the requirements of the RFP. Our team offers the following strengths:

- **Mankato Area Experience.** Our team developed ICE reports for MAPO in 2016, 2017, and 2018. SRF also completed the MAPO 2045 Long-Range Transportation Plan and is familiar with MAPO staff and North Mankato. Adrian has also successfully presented the ICE report findings for two previous projects to MAPO's Technical Advisory Committee and Policy Board.
- **ICE Report Proficiency.** SRF has developed more than 125 ICEs and alternative analyses in Minnesota. We have a track record of using sound methodologies, technical analyses, implementation strategies, and innovative solutions that can withstand public and agency scrutiny. We focus on solutions that address traffic operations and safety issues, consider all modes of transportation, function with current and future land use, and can be successfully implemented both physically and politically.
- **Quality-Driven Focus.** Every SRF project adheres to an established quality management plan that ensures deliverables are of the highest quality.

If you have questions regarding our proposal, please contact Adrian Potter at [apotter@srfconsulting.com](mailto:apotter@srfconsulting.com) or 763.267.6608. We look forward to helping MAPO with this important project.

Sincerely,

Adrian Potter, PE, PTOE  
Project Manager/Senior Associate

George Stuempfig, PE, PTOE  
Principal

# 1. Responder Information

Adrian Potter, PE, PTOE, Senior Associate  
1 Carlson Parkway North, Suite 150, Minneapolis, MN 55447  
763.475.0010 | apotter@srfconsulting.com

## 2. Project Objectives, Goals & Tasks

The Mankato/North Mankato Area Planning Organization (MAPO), in conjunction with the City of North Mankato and Minnesota Department of Transportation desires an Intersection Control Evaluation (ICE) to evaluate various forms of intersection control at Lor Ray Drive and James Drive. This location is currently under all-way stop control but may be a candidate for a different form of intersection control that could improve operations and safety as well as mesh with the long term vision of the City’s transportation system.

This ICE should consider short to long-term projects near this intersection that are identified in the 2045 Long Range Transportation Plan such as rehabilitation/reconstruction projects, safety improvements, and bicycle/pedestrian accommodation projects. These related projects are summarized in the table below.

	2045 MAPO Transportation Plan Project Coordination
Project Type	Lor Ray Drive and James Drive
Major Rehab/ Reconstruction	R105 – Lor Ray Drive (illustrative) – Three-lane urban reconstruction from Lee Boulevard to James Drive R106 – Lor Ray Drive (illustrative) – Three-lane urban reconstruction from James Drive to Commerce Drive

The ICE process will select a preferred alternative that will fulfill community transportation goals through the MAPO Technical Advisory Committee and by satisfying the following tasks listed in the RFP:

- Project Management
- Data Collection
- Data Analysis and Study Development
- Environmental Justice and Title VI

Beyond these tasks, SRF will use our experience with ICE reports for MAPO and other agencies to develop an ICE that delves deep into all the considerations far beyond just satisfying the outlined tasks. The evaluation will consider multi-modal transportation circulation of people and goods in both motorized and non-motorized modes and facilities. The preferred alternative will be safe, efficient, accessible, cost-effective, and aesthetically pleasing.

The ICE process must provide a balanced and unbiased approach to the consideration and selection of access strategies and concepts during planning, project identification processes that contemplate the addition, expansion, or full control of intersections. It should also

adhere to the requirements of Environmental Justice as outlined by the FHWA and the provisions of Title VI of the Civil Rights Act of 1964.

## 3. Approach & Methodology

### Approach

SRF has developed more than 125 ICEs and alternative analyses for agencies in Minnesota. We will leverage this experience to craft a high-quality ICE report, which will include technical analysis, implementation strategies, and solutions that can withstand public and agency scrutiny. SRF will approach this study objectively and consider local knowledge that MAPO or the City may provide.

This intersection is currently all-way stop-controlled (AWSC). In Minnesota, we have noticed a trend in which agencies are removing some multi-lane AWSC intersections. Under multi-lane AWSC conditions, an intersection tends to have a larger footprint and drivers may have difficulties deciding who has the right to proceed. Sometimes the Highway Capacity Manual (HCM) can underestimate delay at AWSC locations - so where AWSC intersections are approaching their full capacity, a roundabout or signal might handle the traffic more efficiently in a similar footprint. We will investigate this location without bias to establish whether AWSC, signalization, roundabout or some other form of intersection control is the best fit.

This intersection experienced nine crashes between 2014 and 2018 based on recent GIS data, which puts it around the statewide average for similar intersections. Still, examining safety will be a key component of this ICE effort. SRF intends to produce a solution that will:

- Enhance safety for all forms of transportation.
- Address traffic operations issues.
- Consider transit, bikes, pedestrians, and vehicles.
- Function with current and future land use.
- Be successfully implemented both physically and politically.

A detailed description of each task is presented later in our proposal.

### Methodology

SRF plans to build on the success of the 2016 and 2017 MAPO ICE report study projects as well as the Hoffman Avenue and Victory Drive ICE from 2018. Since those previous projects, our ICE report practice has evolved to include:

- Developing a crash diagram to identify trends.
- Including more insight on impacts to transit, pedestrian, and bicycle traffic.
- Taking a more robust look at safety implications of alternatives.

SRF views the kickoff meeting as a vital step to starting this project in the proper direction. Having a chance to meet with MAPO and North Mankato staff will help us identify the key factors on which we should focus.

In Phase I, we will gather existing data and establish a baseline of existing conditions. After Phase I, SRF will engage MAPO and North Mankato via teleconference to explain and finalize Phase I analysis results and determine which alternatives should be considered for further analysis in Phase II of the project. These alternatives will be selected based on their ability to address key concerns identified in the existing conditions analysis. In Phase II, we will analyze forecasted conditions for each alternative, develop conceptual layouts, and summarize our findings in an evaluation matrix.

This project provides meeting opportunities with the North Mankato City Council, MAPO Technical Advisory Committee, and MAPO Policy Board to present results, methodologies, and conclusions. **During our previous ICE projects with MAPO, SRF found these meetings provided insight on the intersection and valuable feedback that enhanced the final ICE deliverable. We will take advantage of these opportunities to discuss the ICE process and results.**

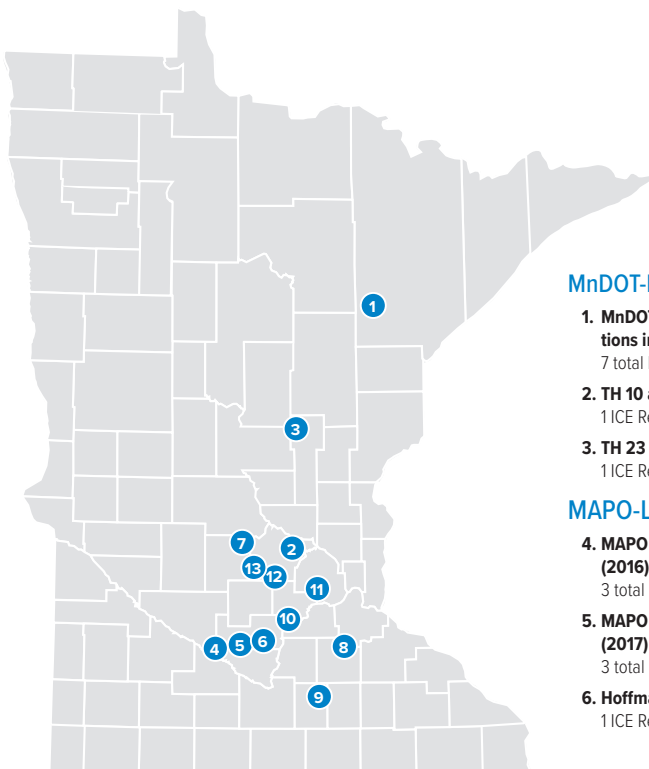
SRF will document all results and findings in a draft ICE report. The draft report will be circulated amongst agency stakeholders for review and comment. Once agency comments have been vetted or addressed, a final ICE report will be circulated for signature and approval. All final deliverables will be converted to be fully accessible.

## Project Management

SRF Project Manager Adrian Potter will coordinate all tasks required in the scope of work and serve as the main point of contact. He will monitor the project budget and schedule to ensure the project is finished efficiently, on time, and within budget. He will also remain in close contact with the MAPO Project Manager through email and phone calls. **Adrian’s project management approach is rooted in maintaining positive, productive communication so issues are identified and addressed as soon as possible.** Quality Assurance Quality Control Manager Leif Garnass will be responsible for making sure SRF’s Quality Management Procedures are followed.

## 4. Background & Experience

SRF is an industry leader in all types of transportation and traffic studies. Our team has significant experience performing ICEs and alternative analyses. We have completed more than 125 ICE reports and related memos, as well as more than 60 roundabout designs. Below we provide a cross-section of SRF’s ICE projects within the past five years, many of which included State or Federal Aid funding. This displays the diversity of agencies and types of projects SRF has delivered ICE reports for. Staff members for the Lor Ray Drive/James Drive ICE fulfilled roles on these successful ICE efforts.



### MnDOT-Led Projects

1. **MnDOT Districtwide ICE Reports, Various Locations in MnDOT District 1**  
7 total ICE Reports, Detailed Level
2. **TH 10 at Ferry Street (TH 169/TH 47), Anoka, MN**  
1 ICE Report, Detailed Level (In Progress)
3. **TH 23 at 8th Avenue/Penn Street, Foley, MN**  
1 ICE Report, Detailed Level (In Progress)

### MAPO-Led Projects

4. **MAPO Intersection Control Evaluation Studies (2016)**  
3 total ICE Reports, Detailed Level
5. **MAPO Intersection Control Evaluation Studies (2017)**  
3 total ICE Reports, Detailed Level
6. **Hoffman Road/Victory Drive ICE Report**  
1 ICE Report, Detailed Level

### County-Led Projects

7. **CSAH 38 at Odean Avenue, Wright County, MN**  
1 ICE Report, Planning Level
8. **Oak Avenue and Rose Street Reconstruction, Owatonna, Steele County, MN**  
2 ICE Reports, Planning Level
9. **Bridge Avenue Reconstruction, Albert Lea, Freeborn County, MN**  
4 ICE Reports, Planning Level
10. **TH 5/25 at CSAH 33, Norwood Young America, Carver County, MN**  
1 ICE Report, Planning Level

### City-Led Projects

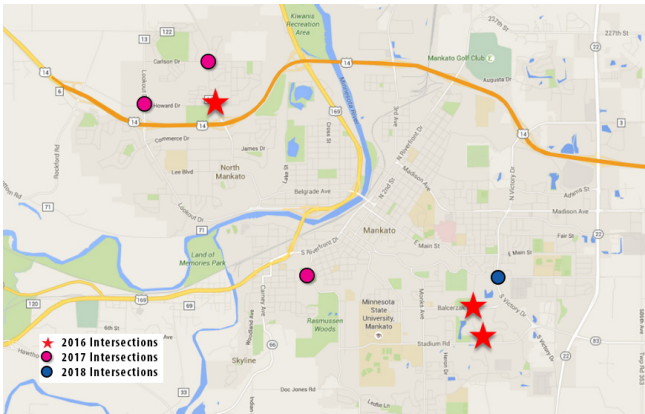
11. **TH 169 at 101st Ave Interchange Project, City of Brooklyn Park, MN**  
2 ICE Reports, Planning Level
12. **I-94/Dayton Parkway Interchange Project, City of Dayton, MN**  
2 ICE Reports, Planning Level
13. **TH 241 at Oakwood Parkway, St. Michael, MN**  
1 ICE Report, Planning Level



## MAPO ICE Studies

In 2016, 2017, and 2018 the Mankato/North Mankato Area Planning Organization (MAPO), in partnership with the cities of Mankato and North Mankato and Blue Earth County, retained SRF to complete studies to evaluate various traffic control alternatives at the following intersections:

- Lor Ray Drive at Howard Drive (2016)
- Balcerzak Drive at Pohl Road (2016)
- Stadium Road at Pohl Road (2016)
- Lookout Drive at Howard Drive (2017)
- Lor Ray Drive at Carlson Drive (2017)
- Stoltzman Road at Pleasant Street (2017)
- Hoffman Road at Victory Drive (2018)



These study intersections were identified in the MAPO 2045 Transportation Plan as locations requiring an Intersection Control Evaluation (ICE) to determine a future preferred intersection traffic control type. The studies included collecting traffic data, analysis of existing conditions, and review of appropriate traffic control alternatives using technical evaluation criteria. The primary goals were to determine the optimal form of traffic control for each intersection to enhance both traffic operations and safety and consider other multimodal users such as pedestrians and bicyclists.

The project began with a scoping phase that included collecting traffic data, crash history, and site-specific information at each intersection. Twenty-year traffic forecast volumes were developed at each location based on historical growth data and future traffic volumes published in the MAPO 2045 Transportation Plan. Various concept alternatives were then developed and screened in an effort to identify any prospective alternatives to be further evaluated.

By thoroughly reviewing the study data, forecasts, and analysis, an informed recommendation as to a preferred traffic control alternative was made at each location. In 2016, roundabouts were identified as the preferred alternative for all three intersections. In 2017, a mini-roundabout was recommended at the Lor Ray Drive/Carlson Drive intersection. The other two 2017 intersections were recommended to remain as all-way stop control in the near term.

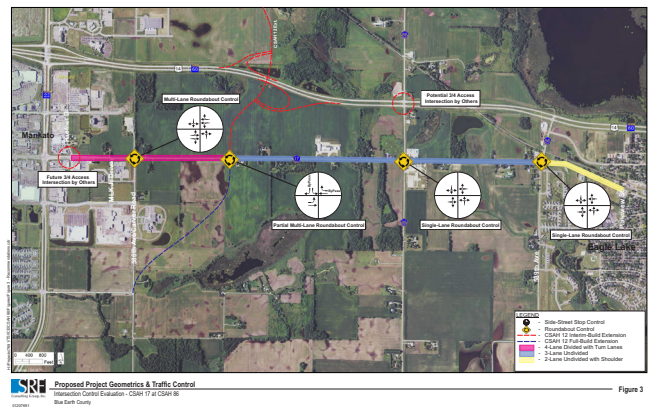
The Hoffman Avenue/Victory Drive ICE took an interesting look at three alternatives – replace the current signal in kind, install a new signal with some geometric and equipment upgrades, or install a multi-lane roundabout. The ICE report keyed in on the safety issues as well as impacts to adjacent properties. After discussions with the stakeholder agencies, we recommended an enhanced signal alternative that balanced increased safety and estimated costs.

## Blue Earth County CR 17 Roundabout Analysis and Design

SRF completed the MnDOT ICE process and final roundabout design for the following four key intersections along Blue Earth County Road 17 in Mankato, Minnesota: CSAH 17 at 586th Avenue and Carver Road; CSAH 12 Extension; CSAH 56 and 589th Avenue; and CSAH 86.

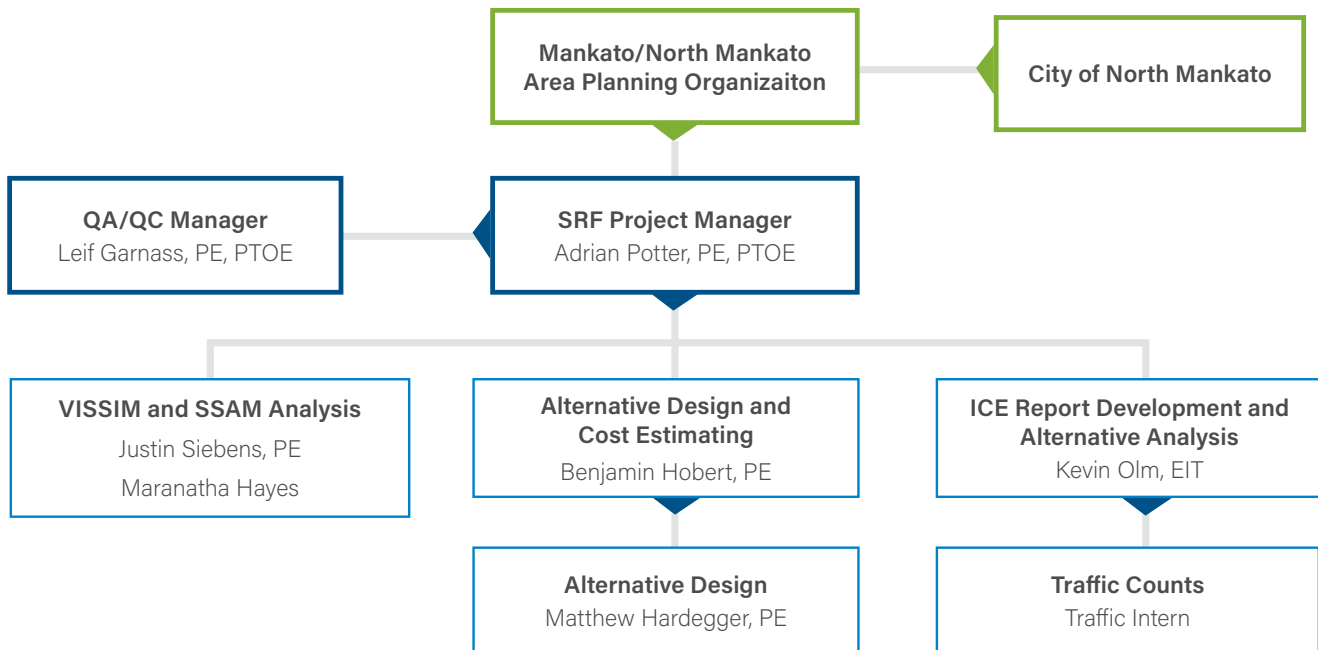
Based on ICE results, multilane roundabout control was recommended for the year of opening and the design year (2035) at the 586th Avenue/Carver Road intersection and a partial multilane roundabout at the CSAH 12 Extension intersection. A single-lane roundabout control was recommended for the year of opening and the design year (2035) at the CSAH 56 / 589th Avenue intersection and the CSAH 86 intersection. Because of the safety benefits of roundabouts (reduced conflict points, slower speeds, etc.), a roundabout was determined to be the preferred intersection control alternative when compared to all other intersection control alternatives considered (including through/stop control).

SRF also completed the roundabout design work that was integrated into the County's plan set for reconstructing this four-mile segment. SRF's work included initial roundabout concepts and preliminary design of layouts (including alignment, geometrics, and profile design), including evaluation of fastest path, RODEL analysis, and preliminary layout development for each roundabout similar to MnDOT Level 1 requirements.



## 5. Key Personnel

SRF brings a wealth of technical expertise and experience essential for this project. The following is a summary of the SRF team dedicated to this project, including their respective roles and responsibilities and relevant qualifications.



### Adrian Potter, PE, PTOE – Project Manager



With 20 years of experience in traffic and transportation engineering, Adrian will lead the SRF team as Project Manager. He assumed project management duties on the 2017 MAPO ICE reports partway through the project and guided that project to completion. He is familiar with

the greater Mankato/North Mankato area, having worked on many studies and design projects in the area during his career. Adrian is a detail-oriented project manager, a proactive communicator, and has a proven track record of adapting to challenges as projects evolve. He has managed ICE report efforts on six separate projects in the past six months and more than 70 ICEs over his career. Adrian will ensure that all milestones are met and the project team is on task.

**MAPO Intersection Control Evaluation Studies (2017), Mankato/North Mankato, Minnesota.** Adrian was responsible for the Intersection Control Evaluation (ICE) process for three intersections. All-way stop, traffic signal, and roundabout controls were evaluated. The project included engaging key agency stakeholders as part of progress meetings with the Technical Advisory Committee.

**MnDOT District 1 District-Wide ICE Report Project.** Adrian is currently managing an effort to develop seven ICE reports at various intersections within MnDOT District 1. Each report has varying

constraints, including safety, available right-of-way, business access, and other factors. Alternative concepts are being developed for each intersection, along with detailed cost estimating and benefit-cost analyses.

**City of West St. Paul Robert Street Reconstruction Project, Minnesota.** As part of this large scale reconstruction project, SRF completed Intersection Control Evaluation (ICE) reports for each of the 11 signals in the corridor, including collecting traffic count data and reviewing crash histories. Each ICE report had a general section discussing the analysis process and overall project information. A separate section was provided for specifics including existing and future conditions, analysis, and evaluation of alternatives and recommendations. Safety, pedestrian needs, and traffic operations were examined. Special consideration was given to existing signals that did not currently meet signal warrants but did not meet signal removal criteria and had a valid purpose in promoting proper vehicular platooning along Robert Street. The ICE reports also considered the central business district nature of Robert Street as well as new and proposed development along the corridor.

## Leif Garnass, PE, PTOE – Quality Assurance/Quality Control



Leif will perform quality assurance and quality control in accordance with SRF's Quality Management Plan. He has 14 years of experience in complex traffic engineering and transportation engineering studies including large-scale freeway studies, subarea studies, multimodal arterial corridor studies, transit studies, and intersection and roundabout studies.

This experience provides a strong technical background that is critical to the success of multi-disciplinary projects. Leif is also routinely involved in public and stakeholder engagement including public open houses, business and property owner meetings, and presentations to policy makers.

**Blue Earth County Highway 17 Study, Mankato, Minnesota.** Leif led the development and analysis of roadway and intersection alternatives, and the Intersection Control Evaluation (ICE) process for six intersections between Eagle Lake and Mankato. Side-street stop, all-way stop, and traffic signal control were evaluated along with non-traditional intersection alternatives such as 3/4 access intersections, roundabout controlled intersections, and restricted crossing U-turn (RCUT) intersections.

**Blue Earth County Highway 12 Study, Mankato, Minnesota.** Leif led the development and analysis of roadway and intersection alternatives to support the Environmental document, and led the Intersection Control Evaluation (ICE) process for five intersections between CH 17 and Hwy 83. Side-street stop, all-way stop, and traffic signal control were evaluated along with non-traditional intersection alternatives such as roundabout controlled intersections.

**Duluth Area ICE Planning Study, Minnesota.** Leif led the Intersection Control Evaluation (ICE) process for eight problematic intersections throughout the Duluth area. The Arrowhead Regional Development Commission (ARDC), in partnership with St. Louis County and the City of Duluth and Hermantown, participated in the study evaluating various traffic control alternatives (e.g. stop signs, traffic signals, roundabouts, restricted crossing U-turn (RCUT) intersections). Three of the eight locations studied identified modern a roundabout as the best alternative to achieve the study goals.

## Benjamin Hobert, PE – Alternative Design & Cost Estimating



Ben will provide preliminary conceptual layouts and cost estimates for selected alternatives as part of the project. He has eight years of experience in conceptual design and cost estimating. Ben's recent work focuses on preliminary design of State Aid projects, including develop-

ing alignments, geometrics, profiles, cross sections, and quantity computations. He is proficient in MicroStation, GEOPAK, and TORUS.

**MAPO Intersection Control Evaluation Studies (2016, 2017, & 2018), Mankato/North Mankato, Minnesota.** For each project, Ben developed concept alternative drawings, assessed potential right of way impacts, and helped to estimate the costs of alternatives.

**CSAH 12 Extension Project, Blue Earth County, Minnesota.** This project consisted of constructing 9,600-feet of new roadway, including two single-lane roundabouts. Ben served as the lead designer for the preliminary design, developing alignments, profiles, and cross sections.

**CSAH 8 (Wentworth Avenue) / CSAH 73 (Oakdale Avenue) Roundabout, Dakota County, Minnesota.** This federally-funded project consisted of converting an all-way stop-controlled intersection to a single-lane roundabout. Ben served as the lead designer through preliminary and final design, developing alignments, profiles, geometrics, cross sections and cost estimates.

## Kevin Olm, ICE Report Development And Alternative Analysis



Kevin is a valuable member of the ATS group with experience in intersection analysis. Kevin has contributed to projects in both the ATS and Traffic Studies groups and is well-versed in Traffic Signal Warrants Analysis. Additionally, Kevin has also conducted Traffic Signal Removal

Analysis which employs related volume thresholds to those of the warrants analysis. Kevin is able to perform these analyses efficiently and communicate the results effectively. Kevin's experience with the creation of ICE reports allows him to format warrants analysis results such that they can be easily applied to the ICE process in the future if necessary.

**MnDOT District 1, District-wide ICE Reports, Minnesota.** Conducted warrants, operations, safety, and benefit-cost analyses on a variety of intersection control alternatives in order to determine a recommended future alternative for seven subject intersections. Adjusted design and analysis criteria based on which of the seven intersections were under review. Coordinated and addressed multiple rounds of comments from the District on specific reports.

**City of St. Michael, TH 241 Signal Analysis at O'Day & Oakwood, St. Michael, Minnesota.** Collected and processed traffic volume data from both of the subject intersections. Conducted warrants analysis on both intersections.

**Freeborn County, Bridge Avenue (CSAH 22) Preliminary Design, Albert Lea, Minnesota.** Conducted warrants, operations, safety, and signal removal analyses on four intersections to determine a recommended future alternative for each intersection. Coordinated with the County and received feedback.

## 6. Work Plan

The following is a summary of SRF's proposed work plan which follows MnDOT's Technical Memorandum No. 13-05-T-02 for Intersection Control Evaluation and other required tasks noted in the RFP.

### Task 1: Project Management and QA/QC

**1.1 Project Administration.** The SRF Project Manager is responsible for coordinating all work tasks required in the scope of work. Our Project Manager will also monitor the project budget and schedule to ensure that the project is completed in the most efficient manner possible, on time and within budget. SRF's Project Manager will provide progress reports that outline the progress to date, update the project work schedules and list issues or concerns that have been identified. Additionally, our Project Manager will maintain close contact with the MAPO Project Manager through the use of emails and phone calls to ensure that issues or concerns that arise between progress reports are dealt with as soon as possible. Our Project Manager will also be responsible for overseeing that our Quality Assurance/Quality Control program is completed in accordance with SRF standard operating procedures.

In addition to the kickoff meeting, the SRF Project Manager will participate in three stakeholder meetings over the course of the project. We will meet with the North Mankato City Council, MAPO Technical Advisory Committee, MAPO Policy Board and to present findings, methodology, and recommendations to those groups.

**1.2 Quality Assurance/Quality Control.** Throughout the ICE process and prior to publishing final products, all documents will be reviewed by SRF's QA/QC manager to ensure that the requirements of the Scope of Work have been addressed, that the document communicates the key components desired by MAPO, and that all study products are of the highest quality.

### Task 2: Data Collection and Base Mapping

**2.1 Collect Existing Traffic Data.** SRF will collect existing weekday AM and PM peak hour turning movement volumes at the subject intersection. In addition, SRF will collect hourly approach volumes (48-hour time period) by direction. The data collection efforts will be scheduled while schools are in session at Minnesota State University, Mankato, Mankato School District (ISD 77), and South Central College. Traffic counts will be completed via video processing. In addition, StreetLight traffic analytic data could be used if desired to assess variations in traffic patterns, such as during sporting events.

**2.2 Crash Data for the Past Five Years.** SRF will obtain crash data for the last five years using the Minnesota Crash Mapping Analysis Tool (Mn CMAT) or similar GIS-based crash database .

**2.3 Base Mapping.** SRF will request an existing aerial photo (0.5 foot resolution) for use as a base map from the City of North Mankato. We will also request the most recent as-built data for the intersection if available. SRF will develop a base map including,

but not limited to, roadway edge, right of way, parcel data, known utilities, etc. SRF will use the aerial image to verify the intersection geometrics, lane configurations, lane width, shoulder width, existing signage, traffic control, pedestrian/bicycle facilities, and note any other unique characteristics.

**2.4 Related Reports and Studies.** SRF will request all relevant reports and studies for the subject intersection from MAPO, City of North Mankato, and Blue Earth County. These studies will be reviewed as they relate to any recommended improvements that should be considered when completing the ICE analysis.

### Task 3: Existing Conditions/Analysis

**3.1 Warrant Analysis/Justification.** SRF will use the traffic count data collected to complete a traffic signal and all-way stop warrant analysis for the intersection based on methodologies outlined in the latest Minnesota Manual on Uniform Traffic Control Devices (MnMUCTD). Our analysis will consider other pertinent factors such as existing crashes, future corridor plans, spacing of nearby signals, and turning volumes.

**3.2 Crash Analysis.** SRF will complete a crash analysis for the Lor Ray Drive at James Drive intersection based on the most recent five years of data. Based on a preliminary analysis, it appears the existing crash rate is below the statewide average, and that most crashes are typical of all-way stop intersections. SRF will calculate crash rates, and an estimate of the anticipated reduction in crashes based on traffic control type.

**3.3 Existing Operations Analysis.** SRF will conduct an existing operations analysis for the AM and PM peak hours for up to three alternatives using either Synchro/SimTraffic, RODEL, or HCS based on the type of alternative. We will call on our operations analysis experience from our work on the previous MAPO ICE report projects and the MAPO 2045 Long-Range Transportation Plan. SRF will prepare graphics illustrating the existing intersection lane configurations and AM and PM peak hour turning movements. A summary of the existing AM and PM Level of Service and queuing will be reported in a tabular format.

### Task 4: Traffic Forecasts

**4.1 Approach Volumes and Network Capacity (20-year forecasts).** SRF will work with MAPO to establish forecasted average daily volume or the expected growth rate for each intersection approach. Because we are familiar with the growth rate patterns in the area as part of our work on the MAPO 2045 Long-Range Transportation Plan, we will utilize the growth rate forecasting model. The future volume will be compared to the existing roadway capacity of each approach to determine if the existing approach lane configuration will serve the future volumes.

**4.2 AM/PM Turning Volumes (20-year forecasts).** Based on the growth rate of each approach, SRF will determine forecasted turning



volumes for AM and PM peak hours. We will also determine the number and type (right, through, left) of approach lanes that would be necessary for the intersection to operate at an acceptable level of service.

At the end of Phase I we will have all the required data and analysis to determine what alternatives should be considered in the Phase II Alternative Selection process.

## **Task 5: Phase I Agency Coordination**

**5.1 Agency Coordination.** SRF will arrange a conference call with agency stakeholders for the study intersection to discuss the Phase I analysis results and preliminary findings and determine what alternatives should be considered for further analysis as part of the Development and Evaluation of Alternatives in Phase II of the project.

## **Task 6: Phase II Development and Evaluation of Alternatives**

**6.1 Alternative Concept Layouts.** SRF will prepare preliminary conceptual layouts for up to two traffic control alternatives that were considered feasible based on the Phase I analysis for the intersection. These layouts will be completed in a CAD format. The layouts will be drawn to scale over the aerial base map prepared in Task 2 and to a level of detail that will allow for identification of general impacts. Pedestrian curb ramps and landings will be determined on a planning level to meet current ADA and MnDOT standards.

**6.2 Forecasted Operational Analysis.** SRF will conduct a forecasted operations analysis for the weekday AM and PM peak hours for each intersection using VISSIM. SRF will prepare graphics illustrating the forecasted intersection lane configurations by alternative and forecasted AM and PM peak hour turning movements. A summary of the forecasted AM and PM Level of Service and queuing will be reported in a tabular format.

**6.3 SSAM Crash Analysis.** The Surrogate Safety Assessment Model (SSAM) will be used to tabulate simulated conflicts for the Phase II alternatives. SSAM uses the trajectories of simulated vehicles to identify rear-end, lane-change, and crossing conflicts. This model provides a more proactive detailed look at potential safety conflicts that considers site-specific designs and allows for a level comparison between alternatives as compared to the Crash Modification Factors (CMF) Clearinghouse where CMFs can vary by 20-50% when comparing research studies.

**6.3 Right of Way Needs.** Each intersection alternative will be reviewed to determine general right of way needs.

**6.4 Preliminary Cost Estimates.** SRF will provide planning level cost estimates for each alternative that will include contingencies for landscaping, lighting, and traffic control. Estimated right of way costs will also be determined using an assumed cost per square foot.

**6.5 Evaluation Matrix.** An evaluation matrix will be prepared for comparing the costs and impacts associated with each traffic control strategy.

**6.6 Select Preferred Alternative.** The analysis completed in Phase II will provide the technical documentation for the selection of the preferred traffic control for the intersection. This technical analysis and its rationale will be used by SRF as a basis for our recommendation to MAPO.

## **Task 7: Phase II Agency Coordination**

**7.1 Agency Coordination.** SRF will arrange a conference call with agency stakeholders to review the Phase II technical analysis and jointly decide on a preferred alternative for the subject intersection.

## **Task 8: ICE Reports and Stakeholder Meetings**

**8.1 Draft ICE Reports.** A draft Intersection Control Evaluation (ICE) Report will be prepared for the subject intersection. The report will have a general section discussing the analysis process and general project information. A separate section will be provided for the intersection including a description of the location, existing conditions, future conditions, analysis and evaluation of alternatives and recommendations. Appendices will be provided showing the supporting data. Five copies of the report will be submitted to MAPO, City of North Mankato, and Blue Earth County for review and comment.

**8.2 Final ICE Reports.** SRF will produce a final ICE Report, (five hard copies and an electronic version) for the intersection. The final report will reflect on comments received from MAPO, City of North Mankato, and Blue Earth County, as well as feedback from the previous Technical Advisory Committee meeting. We will provide supporting data and drawings electronically. The copies of the final report will have a QA/QC review completed by SRF. Copies of the final report will be circulated to the appropriate stakeholders for approval signatures. Electronic copies of all deliverables will be made to be fully accessible per the RFP.

**8.3 Stakeholder Meetings.** SRF will meet with the North Mankato City Council, MAPO Technical Advisory Committee, and MAPO Policy Board to present the Final ICE results, preferred alternative, and conclusions for the subject intersection.

## Supplemental Task: Refinement of the Preferred Alternative(s)

SRF feels that MAPO and its stakeholders would benefit from a refinement of the preferred alternative at the subject intersection. Given the limited existing right of way, it will be important to accurately determine project limits and associated impacts. This information will be particularly useful when presenting study recommendations to business/property owners.

Should MAPO and its stakeholders desire this task, each preferred alternative will be developed sufficiently to determine appropriate geometry, lane widths, approximate limits of construction, utility impacts, and associated right of way needs. Given the close proximity of several public/private access points, the preferred alternative(s) must address potential access modifications within the defined limits of the project. The layouts that would be produced by SRF will be suitable to take to the next level of design, but also easy for the affected property owners to read and comprehend.

## Supplemental Task: Alternative Visualization

3D visualization can help decision-makers and local residents and businesses better understand what is being proposed for a site and how it will function. As an optional task, SRF could provide MAPO with a complete a short PTV VISSIM simulation of the Phase II alternatives. The visualization will include a 3D simulation from VISSIM overlaid on the conceptual design layout. The visualization will be structured to highlight key features of the simulation including but not limited to vehicular operations. If desired by MAPO and the City, SRF can provide the additional hours and costs needed for this visualization work for inclusion in the project contract.

## Project Schedule

SRF has reviewed MAPO's proposed project schedule in the RFP and can meet the desired timelines for key deliverables as shown in the graphic below.

We recognize the challenges with collecting valid traffic data during the COVID-19 pandemic, especially considering the resultant school closures and limited operations for many businesses. We have included a proposed schedule based on the RFP, but would be willing to adjust this schedule, if needed, in order to collect data that better reflects normal traffic conditions. If this is desired, we propose to discuss those implications with MAPO at that time to arrive at a mutually agreed upon schedule.



# Project Schedule

	Task	2020									2021
		May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	
Project Management and QA/QC	Project Administration	5/1/2020 ————— 1/31/2021 End of contract									
	Quality Assurance/Quality Control	[Task bar from May to Dec]									
Phase 1: Scoping	<b>Data Collection &amp; Base Mapping</b>										
	Collect Existing Traffic Data										
	Base Mapping/CAD Setup										
	<b>Existing Conditions Analysis</b>										
	Warrant Analysis/Justification										
	Crash/Existing Operations Analysis										
	<b>Traffic Forecasts</b>										
	Approach Volumes and Network Capacity (20-year Forecasts)										
	AM/PM Turning Volumes (20-year Forecasts)										
	<b>Agency Coordination</b>										
Discussion with MAPO and City											
Determine Potential Alternatives											
Phase 2: Alternatives Selection	<b>Development &amp; Evaluation of Alternatives</b>										
	Alternative Concept Layouts										
	Forecasted Operational Analysis										
	Right-of-Way Needs/Cost Estimates										
	Evaluation Matrix										
	<b>ICE Reports and Agency Meetings</b>										
	Draft ICE Report										
	North Mankato City Council Meeting (2)										
	MAPO TAC Meeting (3)										
	MAPO Policy Board Meeting (4)										
Final ICE Report											
School Schedules	Minnesota State University										
	South Central College										
	Mankato Area Public Schools										

<b>Key</b>	[Black Bar] Scope Task	[Diamond] Milestone/Deliverable	[Orange Bar] School in Session
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- (1) With the project starting in May, assuming data collection must take place in the fall in order to properly capture school traffic.
- (2) Assumes presentation will occur on the 10/19/2020 Council date. Alternatively could present on 11/16/2020.
- (3) Assumes MAPO TAC Meetings are held on the third Tuesday of each month.
- (4) Assumes MAPO Policy Board Meetings are held on the first Tuesday of Each month.

## 7. Project Budget

On the following pages, we present hourly rates for our staff members as well as an overall project budget.

Staff	Hourly Rate	Fringe Rate (Overhead)	Agency Indirect Rate (Fixed Fee at 12%)	Billable Hourly Rate
Leif Garnass	\$55.39	\$95.72	\$18.13	\$169.24
Adrian Potter	\$56.40	\$97.47	\$18.46	\$172.33
Ben Hobert	\$45.42	\$78.49	\$14.87	\$138.78
Justin Sebens	\$39.51	\$68.28	\$12.93	\$120.72
Matt Hardegger	\$38.57	\$66.66	\$12.63	\$117.86
Maranatha Hayes	\$27.89	\$48.20	\$9.13	\$85.22
Kevin Olm	\$32.46	\$56.10	\$10.63	\$99.19
Intern	\$17.50	\$30.24	\$5.73	\$53.47



	Leif Garnass \$169.24	Adrian Potter \$172.33	Ben Hobert \$138.78	Justin Sebens \$120.72	Matt Hardegger \$117.86	Marantha Hayes \$85.22	Kevin Olim \$99.19	Traffic Intern \$53.47	Total
<b>Task 1 Project Management and QA/QC</b>									
1.1 Project Administration	0	2	0	0	0	0	0	0	\$855.47
1.2 Quality Assurance/Quality Control	2	1	0	0	0	0	0	0	
<b>Task 2 Data Collection and Base Mapping</b>									
2.1 Collect existing traffic data	0	0	0	0	0	0	0	11	\$1,257.99
2.2 Crash Data for the Past Five Years	0	0	0	0	0	0	1	0	
2.3 Base Mapping	0	0	0	0	4	0	0	0	
2.4 Related Reports and Studies	0	0	0	0	0	0	1	0	
<b>Task 3 Existing Conditions/Analysis</b>									
3.1 Warrant Analysis/Justification	0	0	0	0	0	0	1	1	\$1,347.38
3.2 Crash Analysis	0	0	0	0	0	0	1	0	
3.3 Existing Operations Analysis	0	1	0	2	0	8	0	0	\$362.16
<b>Task 4 Traffic Forecasts</b>									
4.1 Approach Volumes	0	0	0	1	0	0	0	0	
4.2 AM/PM Turning Volumes	0	0	0	2	0	0	0	0	
<b>Task 5 Phase I Agency Coordination</b>									
5.1 Agency Coordination	0	2	0	0	0	0	0	0	\$344.66
<b>Task 6 Development and Evaluation of Alternatives</b>									
6.1 Alternative Concept Layouts	0	0	2	0	6	0	0	0	\$7,692.80
6.2 Forecasted Operational Analysis	0	0	0	19	0	37	0	0	
6.3 Right of Way Needs	0	0	1	0	0	0	0	0	
6.4 SSAM Crash Analysis	0	0	0	1	0	1	0	0	
6.5 Preliminary Cost Estimates	0	0	1	0	3	0	0	0	
6.6 Evaluation Matrix	0	0	0	0	0	0	1	1	
6.7 Select Preferred Alternative	0	1	0	0	0	0	1	0	\$344.66
<b>Task 7 Phase II Agency Coordination</b>									
7.1 Agency Coordination	0	2	0	0	0	0	0	0	\$2,556.63
<b>Task 8 ICE Reports</b>									
8.1 Draft ICE Report	0	1	0	0	0	0	3	8	
8.2 Final ICE Report	0	1	0	0	0	0	1	1	
8.3 Stakeholder meetings	0	6	0	0	0	0	0	0	
<b>Expenses</b>									
Mileage	765								\$416.93
Count Processing (hours)	6								\$120.00
								<b>Total Cost</b>	<b>\$14,998.68</b>

## 8. References

SRF is proud of our reputation as an industry leader in transportation and traffic engineering. We invite you to contact the following references with regard to our experience and ability with projects of a similar nature that include ICEs and other similar tasks.

### **Freeborn County**

Ms. Sue Miller- County Engineer  
3300 Bridge Avenue  
Albert Lea, MN 56007  
Phone: (507) 377-5188  
[sue.miller@co.freeborn.mn.us](mailto:sue.miller@co.freeborn.mn.us)

### **Steele County**

Mr. Paul Sponholz – Assistant County Engineer  
PO Box 890  
3000 Hoffman Dr NW  
Owatonna, MN 55060-0890  
Phone: (507) 444-7672  
[paul.sponholz@co.steele.mn.us](mailto:paul.sponholz@co.steele.mn.us)

### **Wright County**

Mr. Chad Hausmann – Assistant County Engineer  
Highway Department Building  
3600 Braddock Avenue NE  
Buffalo, MN 55313  
Phone: (763) 682-7387  
[chad.hausmann@co.wright.mn.us](mailto:chad.hausmann@co.wright.mn.us)

## 9. Forms

**AFFIDAVIT OF NONCOLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the MAPO ICE Reports Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: SRF Consulting Group, Inc.

Authorized Signature: 

Date: 3/20/2020 **Note:** SRF was unable to have this form notarized due to staff working remotely.

Subscribed and sworn to me this: \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_



## **CONFLICT OF INTEREST CHECKLIST AND DISCLOSURE FORM**

**Purpose of this Checklist.** This checklist is provided to assist proposers in screening for potential organizational conflicts of interest. The checklist is for the internal use of proposers and does not need to be submitted, however, the Disclosure of Potential Conflict of Interest form should be submitted in a separate envelope along with your proposal.

**Definition of “Proposer”.** As used herein, the word “Proposer” includes both the prime contractor and all proposed subcontractors.

**Checklist is Not Exclusive.** Please note that this checklist serves as a guide only, and that there may be additional potential conflict situations not covered by this checklist. If a proposer determines a potential conflict of interest exists that is not covered by this checklist, that potential conflict must still be disclosed.

**Use of the Disclosure Form.** A proposer must complete the attached disclosure form and submit it with their Proposal. If a proposer determines a potential conflict of interest exists, it must disclose the potential conflict to MAPO; however, such a disclosure will not necessarily disqualify a proposer from being awarded a Contract. To avoid any unfair “taint” of the selection process, the disclosure form should be provided separate from the bound proposal, and it will not be provided to selection committee members. MAPO personnel will review the disclosure and the appropriateness of the proposed mitigation measures to determine if the proposer may be awarded the contract notwithstanding the potential conflict. By statute, resolution of conflict of interest issues is ultimately at the sole discretion of MAPO.

**Material Representation.** The proposer is required to submit the attached disclosure form either declaring, to the best of its knowledge and belief, either that no potential conflict exists, or identifying potential conflicts and proposing remedial measures to ameliorate such conflict. The proposer must also update conflict information if such information changes after the submission of the proposal. Information provided on the form will constitute a material representation as to the award of this Contract. MAPO reserve the right to cancel or amend the resulting contract if the successful proposer failed to disclose a potential conflict, which it knew or should have known about, or if the proposer provided information on the disclosure form that is materially false or misleading.

**Approach to Reviewing Potential Conflicts.** MAPO recognizes that proposer’s must maintain business relations with other public and private sector entities in order to continue as viable businesses. MAPO will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not MAPO’s intent to disqualify proposers based merely on the existence of a business relationship with another entity, but rather only when such relationship causes a conflict that potentially impairs the proposer’s ability to provide objective advice to MAPO. MAPO would seek to disqualify proposers only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, MAPO must follow statutory guidance on Organizational Conflicts of Interest.

**Statutory Guidance.** Minnesota Statutes §16C.02, subd. 10 (a) places limits on state agencies ability to contract with entities having an “Organizational Conflict of Interest”. For purposes of this checklist and disclosure requirement, the term “Vendor” includes “Proposer” as defined above. Pursuant to such statute, “Organizational Conflict of Interest” means that because of existing or planned activities or because of relationships with other persons: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; (2) the vendor’s objectivity in performing the contract work is or might otherwise be impaired; or (3) the vendor has an unfair advantage.

**Additional Guidance for Professionals Licensed by the Minnesota Board of Engineering.** The Minnesota Board of Engineering has established conflict of interest rules applicable to those professionals licensed by the Board (see Minnesota Rules part 1805.0300) Subpart 1 of the rule provides “A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest”.

**An organizational conflict of interest may exist in any of the following cases:**

- ❑ The proposer, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs, appraisals, or other deliverables required by this Contract.
- ❑ The proposer is providing services to another governmental or private entity and the proposer knows or has reason to believe, that entity's interests are, or may be, adverse to the state's interests with respect to the specific project covered by this contract. **Comment:** the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on an MAPO project if a local government has also retained the proposer for the purpose of persuading MAPO to stop or alter the project plans.
- ❑ The Contract is for right-of-way acquisition services or related services (e.g. geotechnical exploration) and the proposer has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to the Contract.
- ❑ The proposer is providing real estate or design services to a private entity, including but not limited to developers, whom the proposer knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this Contract, when the value or potential uses of such property may be affected by the proposer's performance of work pursuant to this Contract. "Property affected by the project" includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of-way for the project. The value or potential uses of the private entity's property may be affected by the proposer's work pursuant to the Contract when such work involves providing recommendations for right-of-way acquisition, access control, and the design or location of frontage roads and interchanges. **Comment:** this provision does not presume proposers know or have a duty to inquire as to all of the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the proposer has reason to believe that its performance of work under this contract may materially affect the value or viability of a project it is performing for the other entity.
- ❑ The proposer has a business arrangement with a current MAPO employee or immediate family member of such employee, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the proposer being awarded this Contract. This item does not apply to pre-existing employment of current or former MAPO employees, or their immediate family members. **Comment:** this provision is not intended to supersede any MAPO policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a proposer may have unfair access to "inside" information.
- ❑ The proposer has, in previous work for the state, been given access to "data" relevant to this procurement or this project that is classified as "private" or "nonpublic" under the Minnesota Government Data Practices Act, and such data potentially provides the proposer with an unfair advantage in preparing a proposal for this project. **Comment:** this provision will not, for example, necessarily disqualify a proposer who performed some preliminary work from obtaining a final design Contract, especially when the results of such previous work are public data available to all other proposers. Rather, it attempts to avoid an "unfair advantage" when such information cannot be provided to other potential proposers. Definitions of "government data", "public data", "non-public

data” and “private data” can be found in Minnesota Statutes Chapter 13.

- ❑ The proposer has, in previous work for the state, helped create the “ground rules” for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.
- ❑ The proposer, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the state.

**DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST**

Having had the opportunity to review the Organizational Conflict of Interest Checklist, the proposer hereby indicates that it has, to the best of its knowledge and belief:

  X   Determined that no potential organizational conflict of interest exists.

       Determined a potential organizational conflict of interest as follows:

Describe nature of potential conflict:

Describe measures proposed to mitigate the potential conflict:



David Montebello, PE, Chief Executive Officer

Signature

3/20/2020

Date

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure form with MAPO personnel.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

**AFFIRMATIVE ACTION CERTIFICATION**

If your response to this solicitation is or could be in excess of \$100,000.00, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company

**BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.**

Your response will be rejected unless your business:

- Have a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR), or
- Has submitted an affirmative action plan to MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by MDHR. Proceed to BOX C. Include a copy of your Certificate with your response.
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to MDHR for approval, which the Department received on \_\_\_\_\_ (date). If the date is the same as the response due date, indicate the time your plan was received: \_\_\_\_\_ (time). Proceed to BOX C.
- We do not have a Certificate of Compliance, nor has MDHR received an Affirmative Action Plan from our company. We acknowledge that our response will be rejected. Proceed to BOX C. Contact MDHR for

**BOX B – For those companies not described in BOX A.**

Check below.

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. Proceed to BOX C.

**BOX C – For all companies**

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.

Name of Company: SRF Consulting Group, Inc. Date: 3/20/2020

Authorized Signature:  Telephone Number: 763-475-0010

Printed Name: David Montebello, PE Title: Chief Executive Officer

receives Human Rights certification.





## WORKFORCE CERTIFICATE OF COMPLIANCE

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **SRF CONSULTING GROUP, INC.** is hereby certified as a contractor under the Minnesota Human Rights Act, §363A.

Certificate start date: **8/9/2019**

Certificate expiration date: **8/8/2023**

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:

A handwritten signature in black ink, appearing to read 'RL', positioned above the name of the Commissioner.

Rebecca Lucero, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER

540 Fairview Ave N, Suite 201 • St. Paul, MN 55104 • Tel 651.539.1100  
MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • Fax 651.296.9042 • [mn.gov/mdhr](http://mn.gov/mdhr)

**IMMIGRATION STATUS CERTIFICATION**

By order of the Governor (Governor’s Executive Order 08-01), vendors and subcontractors MUST certify compliance with the Immigration Reform and Control Act of 1986 (8 U.S.C. 1101 et seq.) and certify use of the *E-Verify* system established by the Department of Homeland Security.

*E-Verify* program information can be found at <http://www.dhs.gov/ximgtn/programs>.


**If any response to a solicitation is or could be in excess of \$50,000.00**, vendors and subcontractors must certify compliance with items 1 and 2 below. In addition, prior to the delivery of the product or initiation of services, vendors MUST obtain this certification from all subcontractors who will participate in the performance of the Contract. All subcontractor certifications must be kept on file with the Contract vendor and made available to the state upon request.

1. The company shown below is in compliance with the Immigration Reform and Control Act of 1986 in relation to all employees performing work in the United States and does not knowingly employ persons in violation of the United States immigration laws. The company shown below will obtain this certification from all subcontractors who will participate in the performance of this Contract and maintain subcontractor certifications for inspection by the state if such inspection is requested; and
2. By the date of the delivery of the product and/or performance of services, the company shown below will have implemented or will be in the process of implementing the *E-Verify* program for all newly hired employees in the United States who will perform work on behalf of the State of Minnesota.

**I certify that the company shown below is in compliance with items 1 and 2 above and that I am authorized to sign on its behalf.**

Name of Company: SRF Consulting Group, Inc.

Date: 3/20/2020

Authorized Signature: 

Telephone Number: 763-475-0010

Printed Name: David Montebello, PE

Title: Chief Executive Officer

If the Contract vendor and/or the subcontractors are not in compliance with the Immigration Reform and Control Act, or knowingly employ persons in violation of the United States immigration laws, or have not begun or implemented the *E-Verify* program for all newly hired employees in support of the Contract, the state reserves the right to determine what action it may take. This action could include, but would not be limited to cancellation of the Contract, and/or suspending or debaring the Contract vendor from state purchasing.

**For assistance with the *E-Verify* Program**

Contact the National Customer Service Center (NCSC) at **1-800-375-5283** (TTY 1-800-767-1833).

**For assistance with this form, contact:**

Mail: 112 Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota 55155

E-Mail: [MMDHelp.Line@state.mn.us](mailto:MMDHelp.Line@state.mn.us)

Telephone: 651-296-2600

Persons with a hearing or speech disability may contact us by dialing 711 or 1-800-627-3529

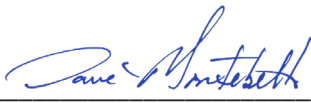
**CERTIFICATION OF RESTRICTION ON LOBBYING**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the bidder/company named below that:

1. No Federal or state appropriated funds have been paid or will be paid by or on behalf of the bidder/company, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The bidder/company shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name of Bidder / Company Name SRF Consulting Group, Inc.

Type or print name David Montebello, PE

Signature of authorized representative  Date 3 20 2020

Chief Executive Officer (Title of authorized official)