



# Regional Railroad Authority Agenda

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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August 27, 2024 - 10:15 a.m.

Council Chambers - Courthouse Room 300

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## ROLL CALL

1. **Agenda of August 27, 2024 is Presented for Approval** [2024-364](#)  
Sponsors: County Manager's Office  
Approve the agenda of August 27, 2024.
2. **Minutes from August 13, 2024 are Presented for Approval** [2024-365](#)  
Sponsors: County Manager's Office  
Approve the August 13, 2024 Minutes.

## ADMINISTRATIVE ITEMS

3. **Amendment to the Agreement with HNTB Corporation for Project Management Services for the Engineering and Pre-Environmental Phase of the Riverview Corridor Modern Streetcar Project** [2024-355](#)  
Sponsors: Public Works
  1. Approve an amendment to the agreement with HNTB Corporation for Project Management Services for the Engineering and Pre-Environmental Phase of the Riverview Corridor Modern Streetcar Project for the period of August 19, 2024 through February 09, 2025, in the not-to-exceed amount of \$2,338,871.
  2. Authorize the Chair and Chief Clerk to execute the amendment.
  3. Authorize the County Manager to execute amendments to the agreement in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of available funding.

## CORRIDOR UPDATES

## ADJOURNMENT



# Regional Railroad Authority

## Request for Board Action

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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**Item Number:** 2024-364

**Meeting Date:** 8/27/2024

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**Sponsor:** County Manager's Office

**Title**

Agenda of August 27, 2024 is Presented for Approval

**Recommendation**

Approve the agenda of August 27, 2024.



# Regional Railroad Authority

## Request for Board Action

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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**Item Number:** 2024-365

**Meeting Date:** 8/27/2024

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**Sponsor:** County Manager's Office

**Title**

Minutes from August 13, 2024 are Presented for Approval

**Recommendation**

Approve the August 13, 2024 Minutes.

**Attachments**

1. August 13, 2024 Minutes



# Regional Railroad Authority

## Minutes

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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August 13, 2024 - 10:15 a.m.

Council Chambers - Courthouse Room 300

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The Ramsey County Regional Railroad Authority met in regular session at 10:24 a.m. with the following members present: Frethem, McGuire, Reinhardt, Xiong and Chair Ortega. Commissioner Moran was absent. Also present was Johanna Berg, County Manager.

### ROLL CALL

Present: Frethem, McGuire, Ortega, Reinhardt, and Xiong  
Absent: Moran

1. Agenda of August 13, 2024 is Presented for Approval [2024-360](#)

Sponsors: County Manager's Office

Approve the agenda of August 13, 2024.

Motion by Frethem, seconded by Xiong. Motion passed.

Aye: Frethem, McGuire, Ortega, Reinhardt, and Xiong

Absent: Moran

2. Minutes from July 23, 2024 are Presented for Approval [2024-362](#)

Sponsors: County Manager's Office

Approve the July 23, 2024 Minutes.

This Minutes was approved.

Aye: Frethem, McGuire, Ortega, Reinhardt, and Xiong

Absent: Moran

### ADMINISTRATIVE ITEMS

3. Sale of Vacant Regional Railroad Authority Parcels [2024-342](#)

Sponsors: Property Management

1. Approve the disposition of two vacant parcels 322922310002 and 322922310003.
2. Approve the purchase and sale agreement with Northern States Power Company, 414 Nicollet Mall, 6th floor, Minneapolis, MN, 55401, in the amount of \$315,000.
3. Authorize the Chair to approve and execute the purchase and sale agreement, settlements, closing documents, and other related real estate documentation associated with the disposition of the parcels in a form approved by the County Attorney's Office.
4. Authorize the Chair to execute amendments that do not have a financial impact.

Motion by Frethem, seconded by McGuire. Motion passed.

Aye: Frethem, McGuire, Ortega, Reinhardt, and Xiong

Absent: Moran

Resolution: R2024-014

4. Lease Agreement with Story Line Books, LLC for Retail Space at Union Depot [2024-343](#)

Sponsors: Property Management

1. Approve the lease agreement with Story Line Books, LLC, 3851 D Street, Lincoln, NE 68510, for space at Union Depot, 214 East 4th Street, Saint Paul, MN, Suite 160, for the period from September 1, 2024 through August 31, 2027, for the total amount of \$63,400, with two one-year renewal options at an increased rate.
2. Authorize the Chair to execute the lease agreement.

Motion by Frethem, seconded by McGuire, to amend the recommendation to read as the following:

Approve the lease agreement with Story Line Books, LLC, 3851 D Street, Lincoln, NE 68510, for space at Union Depot, 214 East 4th Street, Saint Paul, MN, Suite 160, for the period from August 15, 2024 through October 31, 2027, for the total amount of \$51,468, with two one-year renewal options at an increased rate.

Motion by Frethem, seconded by McGuire. Approved as amended.

Aye: Frethem, McGuire, Ortega, Reinhardt, and Xiong

Absent: Moran

Resolution: R2024-015

## **CORRIDOR UPDATES**

Corridor updates provided by Chair Ortega. Purple Line updates provided by Commissioner Reinhardt. Discussion can be found on archived video.

## **ADJOURNMENT**

Chair Ortega declared the meeting adjourned at 10:35 a.m.

# Regional Railroad Authority

## Request for Board Action

Item Number: 2024-355

Meeting Date: 8/27/2024

**Sponsor:** Public Works

### Title

Amendment to the Agreement with HNTB Corporation for Project Management Services for the Engineering and Pre-Environmental Phase of the Riverview Corridor Modern Streetcar Project

### Recommendation

1. Approve an amendment to the agreement with HNTB Corporation for Project Management Services for the Engineering and Pre-Environmental Phase of the Riverview Corridor Modern Streetcar Project for the period of August 19, 2024 through February 09, 2025, in the not-to-exceed amount of \$2,338,871.
2. Authorize the Chair and Chief Clerk to execute the amendment.
3. Authorize the County Manager to execute amendments to the agreement in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of available funding.

### Background and Rationale

The Riverview Corridor Modern Streetcar is a 11.7-mile proposed transit project that connects downtown Saint Paul to the Minneapolis-St. Paul International Airport and the Mall of America, running generally along West 7<sup>th</sup> Street and crossing the Mississippi River on the Highway 5 bridge.

On February 9, 2021, the Ramsey County Regional Railroad Authority approved an agreement with HNTB Corporation for project management services. Project Management services included assisting Ramsey County staff in the project management and review of the work completed ensuring that it was consistent with Federal Transit Administration (FTA) guidance. Consistency with FTA guidance preserves the projects eligibility to complete for federal funding and to enter the Project Development Phase of FTA's Capital Investment Grants (CIG) Program.

In working with multiple agency stakeholders, the Engineering and Pre-Environmental Phase required on additional year of process time to come to consensus on the details for the streetcar and bus alternatives as well as conduct extensive public engagement. As a result, Ramsey County staff requested the Project Management Consultant team to assisting in performing additional work to ensure an appropriate level of technical analysis, a robust community engagement effort and a successful process.

Amendment 1 extended the agreement for a one year term to February 10, 2025. HNTB Corporation, as the lead firm for the Project Management Consultant team, has requested that the cost be amended to cover the additional work anticipated through the end of this phase, which will conclude in early 2025. Amendment 2, as proposed, will provide an additional \$308,045 in funding to complete project management activities and robust public engagement through the completion of the contract in 2025.

### County Goals (Check those advanced by Action)

Well-being

Prosperity

Opportunity

Accountability

**Racial Equity Impact**

The Riverview Corridor is an ethnically and culturally diverse area that is home to people that rely on transit for access to jobs and services. Within the Riverview Corridor, 16% of all households do not own an automobile, 30% of the population lives in poverty and approximately 20% of the population are people of color all of which are higher than regional percentages. Three areas of concentrated poverty where people of color make up 40% or more than of the population are defined within the Riverview Corridor.

The Riverview Corridor Modern Streetcar Project will improve access to opportunities by providing more frequent service that is better connected to job centers, neighborhoods, and other parts of the regional transit system. It will also be an incentive for redevelopment of vacant land and reinvestment in underutilized land improving economic stability and creating jobs.

Additional information on the Riverview Corridor Modern Streetcar Project:

<https://www.ramseycounty.us/residents/roads-transportation/transit-corridors-studies/riverview-corridor>.

**Community Participation Level and Impact**

Community engagement is essential to informed and transparent decision making and has occurred throughout the study and will conclude in August, 2024 to allow a summary of the engagement to be presented to the Policy Advisory Committee prior to their recommendation on the next phase of work for the corridor. Community engagement and communications activities have focused on engaging underrepresented populations, district councils, neighborhood groups, and business associations along the corridor and included a mix of virtual, online, and in-person input opportunities.

- Inform
- Consult
- Involve
- Collaborate
- Empower

**Fiscal Impact**

Sufficient funding is available in the Multimodal Planning Capital Projects Budget to fund Project Management professional services for the Engineering and Pre-Environmental Phase of the Riverview Corridor Modern Streetcar Project. The total cost of Amendment 2 is \$308,045; the total not-to-exceed amount of the agreement is \$2,338,871.

**Last Previous Action**

On February 9, 2021, Ramsey County Regional Railroad Authority approved an agreement with HNTB Corporation for Project Management Services for the Engineering and Pre-Environmental Phase of the Riverview Corridor Modern Streetcar Project for the period of February 10, 2021 through February 9, 2024, in the not-to-exceed amount of \$2,030,826 (Resolution R2021-004).

**Attachments**

- 1. Professional Service Agreement Amendment
- 2. Scope of Work and Budget



### Amendment Two to RRA000098

The Agreement between Ramsey County Regional Railroad Authority, a political subdivision of the State of Minnesota, 15 West Kellogg Boulevard, Suite 210, St. Paul, MN 55102 (“RCRRA”) and HNTB Corporation, 5500 Wayzata Blvd., Suite 450, Golden Valley, MN 55416, registered as a Business Corporation (Foreign) in the State of Minnesota (“Contractor”) is hereby amended as follows:

In this Amendment, deleted terms will be ~~struck out~~ and added terms will be **underlined and bolded**, except where described otherwise.

Revision 1: Section 4 Cost of the Agreement is amended as follows:

4.1. RCRRA shall pay the Contractor a not to exceed fee of ~~\$ 2,000,858.00~~ **\$2,338,871** over the life of the contract according to the agreed to rates.

4.2. RCRRA shall pay the Contractor the following unit rates:  
Rates are included in Attachment ~~AB~~.

STAFF NAME	2023 RATE	2024 RATE
Steven Brown	\$226.98	\$234.93
Mike Hammond	\$173.73	\$179.81
Mario Ratnarai	\$160.74	\$166.37
Sara Fegers	\$170.24	\$176.20
Jesse Finke	\$242.00	\$250.47
Justine Belizaire	\$365.64	\$378.44
Cynthia Rood	\$214.84	\$222.36
Matthew Stowman	\$226.87	\$234.81
Luey Chen	\$153.68	\$159.06
John Kopp	\$332.97	\$344.62
Angela Kingsley	\$201.81	\$208.87
Kristi Moua	\$ 88.90	\$ 92.01

Position Classification	2023 RATE	2024 RATE
National Practice Consultant	\$404.66	\$418.82
Senior Program Manager	\$390.27	\$403.93
Senior Project Manager	\$282.62	\$292.52
Project Manager II	\$227.98	\$235.96
Project Manager I	\$201.81	\$208.87
Principal Engineer/UDLA/Planner	\$260.70	\$269.83
Project Engineer	\$155.87	\$161.33
Senior Planner	\$175.09	\$181.22
Staff Engineer	\$130.24	\$134.79
Engineer/Planner/Scheduler/Estimator IV	\$214.20	\$221.70
Engineer/Planner/Scheduler/Estimator III	\$141.68	\$146.64
Engineer/Planner/Scheduler/Estimator II	\$129.25	\$133.78
Engineer/Planner/Scheduler/Estimator I	\$102.12	\$105.69

<del>Intern Engineer</del>	<del>\$ 81.25</del>	<del>\$ 84.10</del>
<del>Office Administrator</del>	<del>\$ 74.03</del>	<del>\$ 76.62</del>

- 4.3. Additionally, RCRRA will reimburse the Contractor for the actual cost of out of pocket expenses incurred in the performance of services under this Agreement, up to a maximum not to exceed payment of \$29,968.00. Each invoice shall have attached to it receipts for expenses for which the Contractor is seeking reimbursement.
- 4.4. The maximum not to exceed contract sum is ~~\$2,030,826.00~~ **\$2,338,871.**
- 4.5. Reimbursement of expenses will be made consistent with RCRRA policies. RCRRA will reimburse only the actual cost of out of pocket expenses incurred for completion of the project. If reimbursement for travel is permitted, all airfare will first be authorized by RCRRA and will be reimbursed at the lowest cost fare available. Lodging, meals, ground transportation and incidentals necessitated by the resulting contract will be reimbursed according to the Internal Revenue Service ("IRS") Regular Per Diem Rate Method or actual cost, whichever is less. Mileage will be reimbursed at the IRS rate in effect at the time of travel.

Revision 2: Section 5 Special Conditions of the Agreement is amended as follows:

If Contractor believes RCRRA has requested out of scope work that is not identified in Attachment A, Scope of Services, **or Attachment B, Supplemental Scope.** Contractor shall submit a written request for change in writing to RCRRA outlining the nature of the out-of-scope work involved, the reasons for which Contractor believes additional compensation will or may be due, with a statement of estimated changes in fee or time schedule. RCRRA shall take action on such request within ten (10) days of submittal and a mutually agreed upon Amendment to this Agreement shall be issued in writing executed by both parties prior to Contractor's performance of such Additional Services. It is the intention of this section that any notice or claim for out-of-scope work for whatever reason be brought to the attention of RCRRA at the earliest possible time in order that matters related to any such work can be settled in a prompt manner but in no event later than the time limits set forth in this Article. Contractor shall not be required to perform out-of-scope or Change Order work unless such work and any applicable change has been approved in writing by Amendment to this Agreement executed by both parties.

Revision 3: Section 6 County Roles and Responsibilities of the Agreement is amended as follows:

See Attachment A - Scope of Services **and Attachment B, Supplemental Scope.**

June 26, 2024

Ms. Jennifer Jordan  
Senior Transportation Planner  
Ramsey County Public Works  
15 West Kellogg Blvd.  
Suite 210  
Saint Paul, MN 55102

RE: Riverview Corridor Project Management Consultant  
(RFP #RRA0000001666)  
Request for Supplemental Scope Approval – Riverview scope revisions to  
incorporate engagement and updated remaining PMC tasks and  
deliverables through February 2025

Dear Ms. Jordan:

This letter and attachment provide information requested by HNTB for the County's support in contract management. As requested, HNTB hereby presents a proposal to amend the existing Program Management Consultant (PMC) contract to incorporate additional stakeholder engagement scope, and reallocate existing tasks to reflect adjustments to the required scope as well as the extended duration of the contract, which was previously extended by one year to February 9, 2025. This is necessary to ensure accuracy in financial management of the contract and to be responsive to Ramsey County's needs as the project evolves. The four items attached for consideration include:

1. HNTB & HDR supplemental scope budget summary tables. (Subconsultant HDR's adjusted fee is also reflected as a line item in HNTB's)
2. HNTB & HDR detailed budget estimates for stakeholder engagement.
3. PMC redline markup of original scope documents.
4. Supplemental engagement task detailed scope of work.

To facilitate the incorporation of proposed PMC engagement activities and assumed overall remaining scope for completion of the Riverview PMC contract extended to February 9, 2025, PMC requests a net addition of **\$308,045.28** for a revised contract total of **\$2,338,870.88**. PMC proposes to reallocate several existing tasks with excess budget along with remaining contingency to partially absorb additional

engagement fee. These adjustments are outlined in the attached items referenced in #1 above.

If you have any questions or would like to discuss further, please let me know.

Regards,

HNTB Corporation



Digitally signed by Eric  
Morris  
Date: 2024.06.26  
13:39:09 -04'00'

Eric Morris  
Vice President



Steve Brown, AICP  
Project Manager

Attachment #1 - HNTB & HDR supplemental scope budget summary tables

HNTB Corporation  
Riverview Modern Streetcar PMC  
Task Budget Modification Proposal June 11, 2024

Task	Total Invoiced by Task through 04/26/2024	Current Total Contract Value	% Spent	Proposed Change	Description of Proposed Change	Proposed New Contract Value	New % spent
1.0 - Contract Administration	\$249,563.17	\$137,503.98	181.50%	\$180,706.69	Additional fee requested to cover project management activities through February 2025.	\$318,210.67	78.43%
2.0 - Project Committee Coordination	\$130,415.39	\$207,376.88	62.89%	\$24,047.07	Additional fee to cover anticipated committee activities and jurisdictional transfer working group (up to 3 addtl mtgs) through February 2025.	\$231,423.95	56.35%
3.0 - Project Management Plan	\$25,077.34	\$19,329.16	129.74%	\$11,055.46	Additional fee to cover up to two more semi-annual PMP updates through February 2025.	\$30,384.62	82.53%
4.0 - Consultant Team Coordination	\$80,519.66	\$58,957.20	136.57%	\$151,129.60	Additional fee to cover activities to date and anticipated CTC coord and engagement activities through February 2025 (see engagement detailed budget attached)	\$210,086.80	38.33%
5.0 - FTA Coordination	\$606.07	\$16,035.04	3.78%	(\$14,570.51)	Reduction in fee by reflects anticipated limited FTA coordination.	\$1,464.53	41.38%
6.0 - Technical Issue Resolution	\$0.00	\$0.00	0.00%	\$12,528.40	Additional fee included to cover up to 4 more IRT mtgs and associated memos (HNTB previously only attended IRTs as part of other tasks)	\$12,528.40	0.00%
7.0 - Design Plan and Other Engineering Deliverable Review	\$7,055.98	\$71,028.24	9.93%	(\$46,974.90)	Reduction in fee reflects that the PMC team has already reviewed the bulk of the design plans and memos by EPE. PMC does not anticipate 15% or 25% submittals, but does anticipate one additional round of design revisions toward adoption of an updated LPA at the end of 2024.	\$24,053.34	29.33%
8.0 - Design Standards and Codes Compliance Monitoring	\$0.00	\$0.00	0.00%	\$0.00	This task performed by HDR.	\$0.00	
9.0 - Peer Review	\$0.00	\$42,055.00	0.00%	(\$15,685.00)	Reduction in fee reflects PMC potentially facilitating only up to one more visit to a peer city/peer agency to better understand how their streetcar systems operate.	\$26,370.00	0.00%
10.0 - Pre-Environmental Deliverable Review	\$143.93	\$41,643.20	0.35%	(\$41,499.27)	Reduction in fee reflects minimal HNTB coordination and documentation necessary to this point and remaining through Feb 2025.	\$143.93	100.00%
11.0 - Environmental Standards and Code Compliance Monitoring	\$0.00	\$0.00	0.00%	\$0.00	This task performed by HDR.	\$0.00	

12.0 - EPE Phase Master Project Schedule	\$44,809.06	\$66,672.90	67.21%	(\$13,569.44)	Much of this work has been on hiatus. Reducing fee with resources remaining for updates from 2024 through early 2025 and to prepare to move the project into the next phase.	\$53,103.46	84.38%
13.0 - Document Control	\$64,686.03	\$89,674.20	72.13%	\$8,893.23	Additional fee requested for PMC to renew efforts following engagement phase consolidating schedules and remaining deliverables with the 5 project consultant teams	\$98,567.43	65.63%
14.0 - Change Control/Configuration Management	\$8,710.63	\$32,060.10	27.17%	(\$23,349.47)	Baseline and change control plan were produced early in the project. Remaining fee is being removed	\$8,710.63	100.00%
15.0 - Ridership Forecasting Review	\$280.24	\$0.00	0.00%	\$9,920.72	Fee is being shifted from HDR to HNTB for the remainder of the contract. Early ridership coordination has occurred, as well as a full model documentation review in 2023. Assume one more round of model updates and PMC coordination and review in fall 2024, including review of New Starts estimated rating based on new FTA guidance.	\$9,920.72	2.82%
16.0 - Capital Cost Estimating Review	\$5,921.15	\$63,914.48	9.26%	(\$51,091.17)	Reduction in fee as PMC assumes only one additional round of reviews before end of contract.	\$12,823.31	46.17%
17.0 - Operations and Maintenance (O&M) Cost Estimating Review	\$1,064.90	\$29,272.80	3.64%	(\$17,566.62)	Reduction in fee as PMC has performed one review of the O&M cost memo and methodology and anticipates only one additional round of updates and comprehensive documentation to be reviewed.	\$11,706.18	9.10%
18.0 - Risk Management	\$2,267.15	\$48,194.80	4.70%	(\$45,927.65)	HNTB proposes reduction in fee as PMC performed initial consultation with Risk Management SMEs on the consultant team and determined that scoped risk workshops and risk registers are premature at this stage. Therefore, we propose to remove all remaining fee.	\$2,267.15	100.00%
19.0 - Quickbase Project Management Information System (PMIS)	\$0.00	\$0.00	0.00%	\$0.00	This task performed by HDR.	\$0.00	
20.0 - Right Track Intern	\$6,063.49	\$16,200.00	37.43%	(\$42.11)	HNTB has a Right Track Intern starting June 17, 2024, and plans to have the intern support Riverview. We propose to maintain the original HNTB fee for this initiative.	\$16,157.89	37.53%
21.0 - Streetcar Optimization Workshop	\$10,838.28	\$11,093.79	97.70%	(\$255.51)	This task was authorized by Ramsey County in March 2022 via a contingency release and is now complete.	\$10,838.28	100.00%

22.0 - Implementation Workshop	\$50,468.37	\$50,968.00	99.02%	\$16,423.99	HNTB proposes an increase in the fee for additional coordination and project implementation discussions working toward fall 2024 PAC	\$67,391.99	74.89%
Corrections	(\$9.00)	N/A				N/A	
CONTINGENCY		<b>\$34,443.81</b>	<b>0.00%</b>	<b>(\$34,443.81)</b>	HNTB proposes to reallocate remaining contingency to offset increased fee for engagement.	<b>\$0.00</b>	
EXPENSES	\$5,672.82	\$25,138.47	22.57%	\$0.00		\$25,138.47	
<b>HNTB TOTAL</b>	<b>\$694,154.66</b>	<b>\$1,061,562.05</b>	<b>65.39%</b>	<b>\$109,729.70</b>		<b>\$1,171,291.75</b>	<b>59%</b>
<b>HDR*</b>	<b>\$794,894.25</b>	<b>\$969,263.55</b>	<b>82.01%</b>	<b>\$198,315.58</b>		<b>\$1,167,579.13</b>	<b>68%</b>
<b>PMC TOTAL</b>	<b>\$1,489,048.91</b>	<b>\$2,030,825.60</b>	<b>73.32%</b>	<b>\$308,045.28</b>		<b>\$2,338,870.88</b>	<b>64%</b>

\*HDR Total Invoiced is through end of May 2024

HDR Engineering, Inc.  
Riverview Modern Streetcar PMC  
Task Budget Modification Proposal - June 14, 2024

Task	Total Invoiced by Task Through Period 5	Current Total Contract Value	Current % Spent	Proposed Change	Description of Proposed Change	Proposed New Contract Value	New % Spent
1.0 - Contract Administration	\$ 67,309.42	\$ 70,314.62	95.73%	5,000.00	Additional \$5k to cover project management activities through February 2025.	\$ 75,314.62	89.37%
2.0 - Project Committee Coordination	\$ 160,586.73	\$ 186,934.00	85.91%	12,000.00	Additional \$12k to cover meetings through February 2025.	\$ 198,934.00	80.72%
3.0 - NOT HDR	\$ -	\$ -	NA	0.00	NA	\$ -	NA
4.0 - Consultant Team Coordination	\$ 179,146.25	\$ 65,410.00	217.52%	376,899.24	Addition of spent OOS3 fee, increase of \$78,868.65 to match billed to date, and increase of \$263,162.99 (estimated labor fee in engagement spreadsheet less \$90k of previously billed services).	\$ 442,309.24	40.50%
5.0 - FTA Coordination	\$ 3,839.48	\$ 26,982.54	14.23%	(20,982.54)	Reduction in fee reflecting anticipated limited FTA coordination.	\$ 6,000.00	63.99%
6.0 - Technical Issue Resolution	\$ 78,444.04	\$ 52,255.16	104.91%	31,624.15	Addition of spent OOS1 fee, and addition of \$8,000 to cover additional technical issue resolution items through February 2025	\$ 83,879.31	93.52%
7.0 - Design Pln and other Eng Deliverables	\$ 41,999.61	\$ 103,353.31	40.64%	(51,353.31)	Reduction in fee reflected limited additional design deliverable review.	\$ 52,000.00	80.77%
8.0 - Design Standards and Codes Compl	\$ 4,725.95	\$ 33,610.50	14.06%	(28,884.55)	Reduction in fee to invoiced value.	\$ 4,725.95	100.00%

9.0 - Peer Review	\$ 6,889.52	\$ 42,037.38	16.39%	(25,037.38)	Reduction in fee to allow for facilitation of one additional peer city visit.	\$ 17,000.00	40.53%
10.0 - Pre-Environmental Deliverable Review	\$ 3,887.88	\$ 60,633.12	6.41%	(52,633.12)	Reduction in fee reflecting anticipated limited environmental deliverable review.	\$ 8,000.00	48.60%
11.0 - Env Stds and Code Compl Monitoring	\$ 2,205.96	\$ 49,954.52	4.42%	(47,748.56)	Reduction in fee to invoiced value.	\$ 2,205.96	100.00%
12.0 - NOT HDR	\$ -	\$ -	NA	0.00	NA	\$ -	NA
13.0 - NOT HDR	\$ -	\$ -	NA	0.00	NA	\$ -	NA
14.0 - NOT HDR	\$ -	\$ -	NA	0.00	NA	\$ -	NA
15.0 - Ridership Forecasting Review	\$ 22,519.32	\$ 44,023.00	51.15%	(21,503.68)	Reduction in fee to invoiced value; HNTB to cover the remainder of this task.	\$ 22,519.32	100.00%
16.0 - NOT HDR	\$ -	\$ -	NA		NA	\$ -	NA
17.0 - NOT HDR	\$ -	\$ -	NA		NA	\$ -	NA
18.0 - NOT HDR	\$ -	\$ -	NA		NA	\$ -	NA
19.0 - Quick Base Program Management Syst	\$ 118,686.26	\$ 124,611.00	95.25%	0.00	No change.	\$ 124,611.00	95.25%
OOS1 - IRT Prep Mtgs	\$ -	\$ -	NA	0.00	Costs removed from OOS1	\$ -	NA
Task 21 - Streetcar Optimization Workshop	\$ 60,900.26	\$ 60,900.26	100.00%	0.00	No change.	\$ 60,900.26	100.00%
OOS3 - CCE Support	\$ -	\$ -	NA	0.00	Costs removed from OOS3	\$ -	NA
Task 22-Riverview Implementation Workshops	\$ 34,074.10	\$ 27,052.86	125.95%	11,947.14	\$11,947.14 in fee added to allow for additional project implementation workshop activity after PAC meeting.	\$ 39,000.00	87.37%
Expenses**	\$ 9,679.47	\$ 4,829.53	200.42%	25,349.94	Add \$4,849.94 to match billed to date of \$9,679.47, and add \$20,500 to accommodate travel for Lauren and \$15k in meeting event allowance.	\$ 30,179.47	32.07%
Right Track Intern***	\$ -	\$ 16,200.00	0.00%	(16,200.00)	Zero out Right Track Intern	\$ -	NA
Contingency	\$ -	\$ 161.75	0.00%	(161.75)	Zero out Contingency	\$ -	NA

Totals	\$ 794,894.25	\$ 969,263.55	82.01%	198,315.58		\$ 1,167,579.13	68.08%
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Additional Fee Requested: \$ 198,315.58

\*Rows in grey are tasks that are being closed out - no more billing will occur following HDR's Period 5.

Attachment #2 – HNTB & HDR detailed budget estimates for stakeholder engagement

Riverview Modern Streetcar Engagement	HNTB								Total Hours	TOTAL Fee
	Jason Gottfried	Steven Brown	Brandon Maurisak	Christian Campbell	Andrew Olson	Wrigley Brick	Becky Rude	Luke Olson		
<i>hard-coded per hour rates. These do not draw from row 1-9</i>	179.44	232.04	214.94	105.51	105.51	84.88	269.83	418.82	753	\$ 119,398.34
<b>Major Activities / Tasks</b>										
<b>4.1 Engagement Plan and Business Engagement Plan</b>	<b>24</b>	<b>12</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>116</b>	<b>\$ 22,101.14</b>
Engagement Plan - Draft, interim revisions, and Final	4	4	6	6	0	0	0	0	20	\$ 3,568.62
Business Plan - Draft, interim revisions	6	4	10	6	0	0	10	0	36	\$ 7,485.56
Stakeholder Meetings - budgeted up to 4	14	4	14	18	0	0	10	0	60	\$ 11,046.96
<b>4.2 Engagement and Outreach</b>	<b>48</b>	<b>12</b>	<b>72</b>	<b>48</b>	<b>16</b>	<b>18</b>	<b>10</b>	<b>0</b>	<b>224</b>	<b>\$ 37,852.06</b>
Open House Events - budgeted for 3 events	20	12	28	24	4	4	0	0	92	\$ 15,685.40
Pop-up Events - budgeted for 5	20	0	24	14	8	10	0	0	76	\$ 11,917.38
Other Engagement/Outreach - budgeted for two categories + up to two days of in-person business canvassing	8	0	20	10	4	4	10	0	56	\$ 10,249.28
<b>4.3 Communications Materials</b>	<b>28</b>	<b>12</b>	<b>51</b>	<b>164</b>	<b>12</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>291</b>	<b>\$ 39,377.62</b>
E-Newsletter (quarterly - 3 remaining including PAC update)	6	3	9	24	0	10	0	0	52	\$ 7,088.26
Media - social and paid (not required) Periodic (up to February 2025)	6	3	9	24	0	10	0	0	52	\$ 7,088.26
Website Updates - Periodic (up to February 2025)	6	3	9	12	0	0	0	0	30	\$ 4,973.34
Presentations - updates to existing presentations. Periodic (up to February 2025)	6	3	12	0	0	0	0	0	21	\$ 4,352.04
Web-friendly conversion of open house materials (opt) - As needed (up to February 2025)	4	0	12	24	12	4	0	0	56	\$ 7,434.92
Engagement materials - As needed (up to February 2025)	0	0	0	80	0	0	0	0	80	\$ 8,440.80
<b>4.4 Facilitation</b>	<b>5</b>	<b>5</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>4</b>	<b>12</b>	<b>106</b>	<b>\$ 18,379.36</b>
Facilitate presentations with district council and business associations and seek feedback, and other key stakeholders or community groups - budgeted up to 5 meetings/events	5	5	20	20	20	20	4	12	106	\$ 18,379.36
<b>4.5 What We Heard and Reporting</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>\$ 1,688.16</b>
Presentation content - Periodic updates with one final summary report at end of phase	0	0	0	5	0	0	0	0	5	\$ 527.55
Presentation content - Periodic updates with one final summary report at end of phase	0	0	0	5	6	0	0	0	11	\$ 1,160.61
<b>TOTAL HOURS</b>	<b>105</b>	<b>41</b>	<b>173</b>	<b>272</b>	<b>54</b>	<b>62</b>	<b>34</b>	<b>12</b>	<b>753</b>	<b>\$ 119,398.34</b>
<b>PERCENTAGE OF TOTAL HOURS</b>	<b>13.9%</b>	<b>5.4%</b>	<b>23.0%</b>	<b>36.1%</b>	<b>7.2%</b>	<b>8.2%</b>	<b>4.5%</b>	<b>1.6%</b>	<b>100.0%</b>	
<b>TOTAL FEES</b>	<b>\$ 18,841.20</b>	<b>\$ 9,513.64</b>	<b>\$ 37,184.62</b>	<b>\$ 28,698.72</b>	<b>\$ 5,697.54</b>	<b>\$ 5,262.56</b>	<b>\$ 9,174.22</b>	<b>\$ 5,025.84</b>		<b>\$ 119,398.34</b>
<b>TOTAL DISBURSEMENTS (TRAVEL - LW x 2 trips from Chicago)</b>		<b>\$ 1,000.00</b>		<b>\$ 0.00</b>						<b>\$ 1,000.00</b>
<b>TOTAL PRICE</b>										<b>\$ 120,398.34</b>

Riverview Modern Streetcar Engagement		HDR						TOTAL	TOTAL	
		Ryan	Lauren	Tess	Deirdre	Diane	Alicia	Johnathan	HOURS	FEE
		Bauman	Wiseman	Heller	Hughes	Broderick	Uzarek	Nguyen		
<i>hard-coded per hour rates. These do not draw from row 1-9</i>		258.97	170.28	170.28	170.28	235.20	170.28	102.67		
<b>Major Activities / Tasks</b>										
4.1	<b>Engagement Project Coordination</b>	123	213	88	43	0	53	50	570	\$ 104,587.97
	External meetings x3	75	75	5			10		165	\$ 34,747.95
	Internal Meeting	43	43	43	43		43	20	235	\$ 42,477.27
	Engagement Team PM duties		75	40					115	\$ 19,582.20
	Admin Communications	5	20					30	55	\$ 7,780.55
4.2	<b>Engagement Plan and Business Engagement Plan</b>	11	28	4	0	0	32	10	85	\$ 14,773.29
	Engagement Plan - Draft, interim revisions, and Final	5	20	2			2		29	\$ 5,381.57
	Business Plan - Draft, interim revisions	5	5	2			20		32	\$ 5,892.41
	Stakeholder Meetings - budgeted up to 4	1	3				10	10	24	\$ 3,499.31
4.3	<b>Engagement and Outreach</b>	62	290	0	260	60	86	151	909	\$ 153,969.39
	Open House Events - budgeted for 3 events	50	250		200	50	50	50	650	\$ 114,982.00
	Pop-up Events - budgeted for 5	10	20		30		20	75	155	\$ 22,209.55
	Other Engagement/Outreach - budgeted for two categories + up to two days of in-person business canvassing	2	20		30	10	16	26	104	\$ 16,777.84
4.4	<b>Communications Materials</b>	4	28	0	179	25	8	48	292	\$ 48,454.24
	E-Newsletter (quarterly - 3 remaining including PAC update)	1	2		60		8	36	107	\$ 15,874.69
	Media - social and paid (not required) Periodic (up to February 2025)								0	\$ -
	Website Updates - Periodic (up to February 2025)	1	10						11	\$ 1,961.77
	Presentations - updates to existing presentations. Periodic (up to February 2025)	2	10		75	25			112	\$ 20,871.74
	Web-friendly conversion of open house materials (opt) - As needed (up to February 2025)		6		44			12	62	\$ 9,746.04
4.5	<b>Facilitation</b>	0	5	0	0	0	25	5	35	\$ 5,621.75
	Facilitate presentations with district council and business associations and seek feedback, and other key stakeholders or community groups - budgeted up to 5 meetings/events		5				25	5	35	\$ 5,621.75
4.6	<b>What We Heard and Reporting</b>	5	10	0	100	20	0	10	145	\$ 25,756.35
	Presentation content - Periodic updates with one final summary report at end of phase	5	10			20		10	45	\$ 8,728.35
	Presentation content - Periodic updates with one final summary report at end of phase				100				100	\$ 17,028.00
<b>TOTAL HOURS</b>		205	574	92	582	105	204	274	2036	\$ 353,162.99
<b>PERCENTAGE OF TOTAL HOURS</b>		10.1%	28.2%	4.5%	28.6%	5.2%	10.0%	13.5%	100.0%	
<b>TOTAL FEES</b>		\$ 53,088.85	\$ 97,740.72	\$ 15,665.76	\$ 99,102.96	\$ 24,696.00	\$ 34,737.12	\$ 28,131.58		\$ 353,162.99
<b>TOTAL DISBURSEMENTS (TRAVEL - LW x 2 trips from Detroit plus \$15k printing/event allowance)</b>			\$ 5,500.00		\$ 15,000.00					\$ 20,500.00
<b>TOTAL PRICE</b>										\$ 373,662.99

Attachment #3 – PMC redline markup of original scope documents

## RIVERVIEW CORRIDOR MODERN STREETCAR

### Project Management Consultant (PMC) – HNTB Supplemental Scope 6/6/24

Work Task	Scope Clarification (addition to original proposal)	Assumptions	Deliverables
4.1 Contract Administration	None.	<ul style="list-style-type: none"> <li>Bi-Weekly PMC/Ramsey County Coordination check-in meetings.</li> <li>Recruit and manage Right Track summer interns.</li> </ul> <p>Original scope is completed, but additional budget is needed for recurring biweekly check-in meetings and contract administration through new contract end date of February 9, 2025.</p> <p>Additional budget is also included for weekly calls with Ramsey PM and HNTB and HDR PMs, which was not originally in scope.</p>	<ul style="list-style-type: none"> <li>Action item tracker for bi-weekly PMC/RC coordination check-in meetings.</li> <li>Check-in meeting agendas/materials.</li> <li>Quality Management Plan for PMC contract.</li> </ul>
4.2 Project Committee Coordination	PMC will now lead weekly EPE project team check-in call	<ul style="list-style-type: none"> <li>PMC will attend weekly Engineering and Pre-Environmental (EPE) led Project Team coordination calls.</li> <li>PMC will attend bi-weekly Project Management Team (PMT) meetings.</li> <li>PMC Project Manager will attend bi-monthly Policy Advisory Committee (PAC) meetings.</li> <li>PMC Engineering Oversight Lead will attend bi-monthly Technical Advisory Committee (TAC) meetings.</li> <li>PMC will lead/facilitate monthly Strategic Management Team (SMT) meetings.</li> </ul> <p>Original scope is completed, but additional budget is needed for these recurring meetings through new contract end date of February 9, 2025.</p> <p>Additional budget also included for Jurisdictional Transfer Working Group, which was not originally included in the scope; two previous meetings in 2021, and assume three additional meetings in 2024-2025.</p>	<ul style="list-style-type: none"> <li>Meeting agendas/materials for monthly SMT meetings.</li> <li>Meeting summary from each SMT meeting.</li> </ul>
4.3 Project Management Plan	None. Semi-annual (Assume two more)	<ul style="list-style-type: none"> <li>The PMP created during this EPE phase will serve as the baseline PMP for subsequent phases.</li> <li>The full set of PMP subplans will not be developed during this phase.</li> <li>HNTB leads this; HDR reviews draft.</li> <li>Revisions of the PMP will be reviewed by Ramsey County and Metro Transit.</li> </ul> <p>Original scope is completed, but additional budget is needed for additional PMP updates to new contract end date of February 9, 2025.</p>	<ul style="list-style-type: none"> <li>Project Management Plan (PMP).</li> <li>Semi-annual revisions to the PMP.</li> <li>Up to two additional updates.</li> </ul>
4.4 Consultant Team Coordination	The EPE Consultant developed the Consultant Team Coordination Plan (CTCP) prior to execution of the PMC contract. The PMC team will meet with the EPE to review and provide input on the plan and transition ownership of the plan to the PMC for progress reporting.	<ul style="list-style-type: none"> <li>Track progress of each consultant team.</li> <li>Lead/facilitate monthly consultant team coordination check-in meetings.</li> </ul> <p>Existing CTC scope is unchanged, with additional budget for additional coordination meetings through new contract end date of February 9, 2025.</p> <p>See supplemental scope attached for additional engagement activities to be included under this task.</p>	<ul style="list-style-type: none"> <li>Monthly consultant team check-in meeting agenda and materials.</li> <li>Review/comment on the CTCP.</li> <li>Monthly consultant team plan progress reports.</li> </ul>
4.5 FTA Coordination	None.	<ul style="list-style-type: none"> <li>Attend quarterly coordination meetings with the FTA.</li> <li>The EPE Consultant will lead/facilitate the meetings and prepare agendas and other meeting materials.</li> </ul> <p>This task scope is unchanged and will remain, extended to new contract date of February 9, 2025. Effort has been less than anticipated, and some meetings have been skipped.</p>	

Work Task	Scope Clarification (addition to original proposal)	Assumptions	Deliverables
4.6 Technical Issue Resolution	<p>The EPE Consultant has identified four Issue Resolution Teams (IRTs), (one more than the three noted in the HNTB/HDR PMC proposal). These include:</p> <ul style="list-style-type: none"> <li>- Downtown Saint Paul</li> <li>- General Saint Paul</li> <li>- Fort Snelling / River Crossing</li> <li>- Bloomington</li> </ul> <p>PMC anticipates up to 4 more Issue Resolution Team meetings, prep meetings, and completion of IRT tech memos.</p> <p>It is anticipated that limited additional technical issue resolution activities may arise from the results of public engagement and the fall 2024 Policy Advisory Committee (PAC) meeting.</p>	<ul style="list-style-type: none"> <li>• The PMC Engineering Oversight Lead, and others as needed, will attend meetings for each of the IRTs (up to 80 90-minute meetings, in total).</li> <li>• The PMC will review deliverables and design standards, proactively identifying risks to schedule or cost, and report status of issues resolution.</li> <li>• Challenges will be reviewed for FTA competitiveness, cost-effectiveness and constructability.</li> <li>• The PMC will help determine and identify stakeholders who should participate in critical conversations, if not already included in the IRT.</li> <li>• Attend meetings with key stakeholders (up to 20 60-minute meetings).</li> <li>• Verify proper documentation of design decisions.</li> </ul> <p>Original scope is complete. Additional budget included for previously out-of-scope IRT Prep Meetings (HDR tracked these as task OOS1), and up to four future IRT meetings to be attended by HNTB and HDR.</p>	
4.7 Design Plan & Other Engineering Deliverables Review	<p>None.</p> <p>The PMC team has reviewed the bulk of the design plans and memoranda produced by the Engineering and Pre-Environmental (EPE) contractor. However, the EPE will need to modify and finalize design information prior to final delivery.</p>	<ul style="list-style-type: none"> <li>• Review the design at 5%, 15%, and 25% completion.</li> <li>• Review will occur utilizing a Bluebeam session, producing a customized comment resolution table.</li> </ul> <p>PMC does not anticipate 15% or 25% submittals, but does anticipate one additional round of 5% design revisions toward adoption of an updated LPA at the end of 2024. Remaining level of effort is being reduced to reflect revised scope.</p>	<ul style="list-style-type: none"> <li>• Bluebeam session with comment report at 5% design completion.</li> <li>• Bluebeam session with comment report at 15% design completion.</li> <li>• Bluebeam session with comment report at 25% design completion.</li> </ul>
4.8 Design Standards & Codes Compliance Monitoring	<p>None.</p>	<ul style="list-style-type: none"> <li>• Review design criteria drafted by the EPE Consultant.</li> <li>• Lead/facilitate three workshops for review of design standards and codes.</li> </ul> <p>Scope is complete. The PMC team does not anticipate any additional work on this task between now and contract end date of February 9, 2025, all remaining fee is being reallocated to other tasks.</p>	<ul style="list-style-type: none"> <li>• Workshop agendas and materials.</li> <li>• Meeting summary from each workshop.</li> </ul>
4.9 Peer Review	<p>None.</p> <p>PMC anticipates potentially facilitating one more visit to a peer city/peer agency to better understand how their streetcar systems operate and discuss some of the intangibles associated with streetcar development.</p>	<ul style="list-style-type: none"> <li>• The PMC will provide a third-party peer review of the 5% design.</li> <li>• PMC will work with Ramsey County and project partners to identify participants to involve in the peer review process.</li> <li>• Participants will first take a tour of the Riverview corridor.</li> <li>• PMC will work with Ramsey County and the EPE Consultant to determine areas for improvement in the current design.</li> </ul> <p>Originally scoped peer review activities did not and will not occur; instead, at Ramsey County's direction, this task was used to facilitate the Kansas City visit in 2022, and to incorporate SME support into the Riverview Implementation Workshops (Task 22). Additionally, budget remains available for one more peer city visit in late 2024, if desired. No additional effort is anticipated beyond that.</p>	<ul style="list-style-type: none"> <li>• Workshop and tour agendas and materials.</li> <li>• Peer review workshop report.</li> <li>• Formal peer review report.</li> </ul>
4.10 Pre-Environmental Deliverables Review	<p>None.</p> <p>The PMC team expects there to be cultural resource documentation and a summary environmental process status memo that will require review.</p>	<ul style="list-style-type: none"> <li>• The PMC will review environmental technical reports prepared by the EPE Consultant, including: <ul style="list-style-type: none"> <li>○ Draft Purpose and Need statement.</li> <li>○ Affected Environment and Environmental Consequences and Mitigation Analysis.</li> <li>○ Historic/Archaeological Reports.</li> <li>○ Phase I ESA.</li> </ul> </li> <li>• Comment/response logs or Microsoft (MS) Word track changes will be used to document the review and comment resolution process.</li> </ul> <p>HNTB is removing all remaining budget from this task, all of HNTB's scoped tasks will be eliminated. HDR performed early environmental coordination including Draft Purpose and Need, and coordination with Cultural Resources team; budget remains to review fall 2024 CR deliverables. Minimal coordination and documentation occurred early in this task.</p>	<ul style="list-style-type: none"> <li>• Memorandum summarizing review of the Purpose and Need Statement.</li> <li>• Meeting summaries from environmental process strategy discussions.</li> <li>• Memorandum summarizing review of the historic resource report.</li> <li>• Memorandum summarizing review of the Phase I ESA Report.</li> <li>• Memorandum summarizing review of the final environmental report.</li> <li>• Memoranda summarizing review of each environmental technical report.</li> </ul>

Work Task	Scope Clarification (addition to original proposal)	Assumptions	Deliverables
4.11 Environmental Standards & Code Compliance Monitoring	None. The PMC team does not anticipate any additional work on this task	<ul style="list-style-type: none"> <li>The PMC will confirm compliance with NEPA and MEPA regulations, Section 4(f) requirements and the Section 106 process.</li> <li>The EPE phase will set the stage for future environmental documentation but will not actually initiate the NEPA/MEPA process.</li> </ul> <p>Minimal coordination and documentation occurred early in this task. PMC is removing all remaining budget from this task, consistent with minimal environmental documentation produced to date or anticipated to be produced.</p>	<ul style="list-style-type: none"> <li>Environmental process strategy discussion meeting summary.</li> </ul>
4.12 EPE Phase Master Project Schedule	None.	<ul style="list-style-type: none"> <li>The PMC will be responsible for developing the overall Integrated Master Program Schedule (IMPS) for the EPE phase of Riverview.</li> <li>This will be informed by detailed project schedules from each of the five individual consultant teams.</li> <li>Key interfaces, milestones and dependencies will be identified and discussed should schedule issues arise.</li> <li>The starting point for the schedule will be the schedule developed by the EPE Consultant as part of the CTCP.</li> <li>The schedule will be prepared in Primavera P6.</li> <li>The schedule will be updated quarterly using a strict schedule change control procedure.</li> <li>The IMPS and a schedule status report will be distributed to the project team for review and discussed with the PMT, as necessary.</li> <li>The IMPS will be brought into the QuickBase dashboard environment to readily communicate status across the project team in real-time.</li> </ul> <p>Regular schedule updates occurred early in the project but then went on hiatus from mid-2022 through mid-2024. Even with the extended project schedule, effort can be reduced, with resources remaining for updates from 2024 through early 2025 and to prepare to move the project into the next phase.</p>	<ul style="list-style-type: none"> <li>Initial EPE phase project schedule.</li> <li>Initial EPE phase basis of schedule (BOS).</li> <li>Project schedule updates/revisions (quarterly).</li> <li>BOS updates/revisions (quarterly).</li> <li>Schedule status reports for PMT (quarterly).</li> <li>Access to schedule on the QuickBase dashboard.</li> </ul>
4.13 Document Control	None. PMC will renew efforts following engagement phase consolidating schedules and remaining deliverables with the 5 project consultant teams	<ul style="list-style-type: none"> <li>The PMC will provide management, administrative and clerical staff support of document control activities.</li> <li>PMC will initiate and setup a thorough and complete repository of EPE phase documentation of design decisions, public engagement and communications activities. This will provide:                             <ul style="list-style-type: none"> <li>Necessary security and controls.</li> <li>Controlled access to individuals with appropriate security.</li> <li>Ability to efficiently store, organize and track final project documents.</li> <li>Allow for real-time project team collaboration in a secure, access-controlled environment.</li> </ul> </li> <li>Working files will be maintained on ProjectWise.</li> <li>QuickBase will be set up with dashboards for document and information access – see Task 19 (QuickBase Project Management Information System).</li> </ul> <p>Original scope is completed, but additional budget is needed for continued activity to new contract end date of February 9, 2025.</p>	<ul style="list-style-type: none"> <li>Document management and control procedures.</li> <li>Repository of documentation.</li> <li>Updates to document management and control procedures, as needed.</li> </ul>
4.14 Change Control/Configuration Management	None.	<ul style="list-style-type: none"> <li>The PMC will work with Ramsey County and the EPE Consultant to develop the baseline (locally preferred alternative (LPA)) project definition document.</li> <li>Administrative procedures for how changes to the baseline definition are tracked will be developed.</li> <li>The PMC team will administer the change control program by monitoring advancement of the design for potential changes to the baseline configuration.</li> <li>Work with Ramsey County to notify and gain concurrence from project stakeholders regarding proposed changes.</li> </ul> <p>Baseline and change control plan were produced early in the project. Remaining tasks and budget are being eliminated.</p>	<ul style="list-style-type: none"> <li>Baseline (LPA) project definition.</li> <li>Change control procedures.</li> <li>5% design (revised LPA) project definition.</li> <li>Updates to change control procedures, as needed.</li> </ul>
4.15 Ridership Forecasting Review	None.	<ul style="list-style-type: none"> <li>Basis of ridership modeling will be FTA's Simplified Trips on Project Software (STOPS) model.</li> </ul>	<ul style="list-style-type: none"> <li>Memorandum summarizing review of the travel demand forecasting methodology.</li> <li>Ridership forecasting spot reviews (up to three).</li> </ul>

Work Task	Scope Clarification (addition to original proposal)	Assumptions	Deliverables
		<ul style="list-style-type: none"> <li>Ridership documentation will not be formally submitted to the FTA during the EPE phase.</li> <li>The PMC will provide early and ongoing informal engagement with FTA's travel demand forecasting group, critical to avoiding unexpected surprises later during formal ridership forecast reviews.</li> </ul> <p>Scope is being shifted from HDR to HNTB for the remainder of the contract, and overall net reduction in fee. Early ridership coordination has occurred, as well as a full model documentation review in 2023. Assume one more round of model updates and PMC coordination and review in fall 2024, including review of New Starts estimated rating based on new FTA guidance.</p>	<ul style="list-style-type: none"> <li>Memorandum summarizing review of the current year and horizon year travel demand forecasts at 5% design.</li> </ul>
4.16 Capital Cost Estimating Review	None.	<ul style="list-style-type: none"> <li>The EPE Consultant will develop cost estimates for Riverview for all categories of the standard cost categories (SCC) workbook, including:                             <ul style="list-style-type: none"> <li>Construction costs (SCC 10-50).</li> <li>Right-of-way (SCC 60).</li> <li>Vehicles (SCC 70).</li> <li>Professional services (SCC 80).</li> <li>Unallocated contingency (SCC 90).</li> <li>Financing charges (SCC 100).</li> </ul> </li> <li>The PMC consultant will review and provide comment on the EPE Consultant's cost estimates.</li> <li>The PMC will review key assumptions, cost estimating methodology and the basis of estimate (BOE) report with the EPE Consultant.</li> <li>The PMC will provide up to three intermediate spot reviews of the project's capital cost estimate.</li> </ul> <p>PMC has reviewed the basis of cost draft and final memo and one round of capital cost estimates for BRT and Streetcar. Assume one additional round of reviews before end of contract. 15% and 25% cost estimate reviews will not occur.</p>	<ul style="list-style-type: none"> <li>Comment logs/bubbles within MS Excel from the (up to) three spot reviews of the capital cost estimate.</li> <li>MS Word with track changes for the (up to) three spot reviews of the BOE.</li> <li>Comment logs within MS Excel for review of 5% design capital cost estimate</li> <li>MS Word with track changes for the review of 5% design BOE.</li> <li>Comment logs within MS Excel for review of 15% design capital cost estimate.</li> <li>MS Word with track changes for the review of 15% design BOE.</li> <li>Comment logs within MS Excel for review of 25% design capital cost estimate.</li> <li>MS Word with track changes for the review of 25% design BOE.</li> </ul>
4.17 Operations & Maintenance (O&M) Cost Estimating Review	None.	<ul style="list-style-type: none"> <li>The PMC will review the O&amp;M cost estimates and associated deliverables.</li> </ul> <p>PMC has performed one review of the O&amp;M cost memo and methodology and anticipates one additional round of updates as well as comprehensive documentation to be reviewed. Effort has been less than anticipated and remaining budget will be reduced.</p>	<ul style="list-style-type: none"> <li>Comment logs within MS Excel for review of the refined LPA's O&amp;M cost estimate at 5% design.</li> <li>MS Word with track changes for the review of the 5% design basis of O&amp;M cost estimate.</li> </ul>
4.18 Risk Management	None.	<ul style="list-style-type: none"> <li>The PMC will work with Ramsey County to develop a risk management program that is tailored for the Riverview modern streetcar.</li> <li>The PMC will begin the risk identification with one-on-one and small group meetings to identify risks.</li> <li>Next, risk identification will be validated through focus groups and a formal workshop.</li> <li>Attendees of the workshop will include Ramsey County, project partners, key stakeholders and the EPE consultant.</li> <li>The PMC will lead/facilitate a risk management workshop closer to 5% design completion.</li> <li>The PMC will lead/facilitate quarterly risk review work sessions.</li> </ul> <p>PMC performed initial consultation with Risk Management SMEs on the consultant team and determined that scoped risk workshops and risk registers are premature at this stage. Therefore, we propose to remove all remaining tasks and associated budget.</p>	<ul style="list-style-type: none"> <li>Develop the risk register.</li> <li>Prepare agenda and materials for the risk workshop.</li> <li>Formal risk workshop report.</li> <li>Quarterly updates to the risk register, as outcome of the risk review work sessions.</li> <li>Prepare agenda and materials for the quarterly risk review work sessions.</li> </ul>
4.19 QuickBase Project Management Information System (PMIS)	This task was accepted/added to the scope of the PMC contract. QuickBase will be used as the PMIS for the EPE phase of the Riverview project.	<ul style="list-style-type: none"> <li>The PMC will initiate, setup and maintain the PMIS system called QuickBase.</li> <li>The PMC will work with project stakeholders to understand deliverables, schedules and key milestones to setup a system that addresses the processes and needs of the project.</li> <li>The PMC will work with the EPE Consultant and Ramsey County to setup "dashboards" tailored to specific needs and permissions.</li> </ul> <p>Task remains unchanged and is ongoing; has sufficient budget to complete the contract period of performance.</p>	<ul style="list-style-type: none"> <li>QuickBase dashboards tailored to individual needs (e.g., EPE Consultant, Ramsey County, other stakeholders).</li> </ul>

Work Task	Scope Clarification (addition to original proposal)	Assumptions	Deliverables
4.20 Right Track Intern		<p>HNTB has a Right Track Intern starting June 17, 2024, and plans to have the intern support Riverview. We propose to maintain the original HNTB budget for this initiative.</p> <p>HDR has Right Track Interns bill to applicable project tasks and proposes to zero out its separate budget for Right Track Intern.</p>	
4.21 Streetcar Optimization Workshop		<p>This task was authorized by Ramsey County in March 2022 via a contingency release and is now complete.</p>	
4.22 Implementation Workshop	<p>Series of 5 workshops led by PMC with RC to discuss experiences from other peer markets planning, scoping, project delivery and operations of streetcar systems.</p>	<ul style="list-style-type: none"> <li>• Prepare agenda, PPT, minutes, some background analysis, and then attend.</li> <li>• 1 remaining workshop (of 5) with SME's presenting/discussing path forward with RC in Saint Paul</li> </ul> <p>This task was authorized by Ramsey County in October 2023 via a contingency release, and we are proposing a small increase to the budget for additional coordination and project implementation discussions working toward fall 2024 PAC</p>	
Contract Contingency		<p>Both HNTB and HDR propose to zero out remaining contract contingencies to offset new scope and budget for engagement support.</p>	

Attachment #4 – Supplemental engagement task detailed scope of work

# **DRAFT Riverview Modern Streetcar Scope of Work – Continued PMC Services and Additional Communications and Community Engagement Support**

## **TASK 4.1: ENGAGEMENT PLAN AND BUSINESS ENGAGEMENT PLAN**

### **Engagement Plan**

The Engagement Plan will help position and highlight the modern streetcar as the Locally Preferred Alternative and provide residents, visitors, and business owners the opportunity to learn about the benefits of the streetcar project. The goal is to help target audiences feel empowered that the streetcar project is the right project to help spur growth and development in the Riverview Corridor. The Engagement Plan is meant to be a fluid document that is consistently updated throughout the lifecycle of the project.

### **Business Engagement Plan**

The business engagement plan will help to engage and build champions for the project and create and provide project resources that deliver the necessary information to help businesses plan for this new transportation resource. The goal is to be an effective community partner and engage a broad cross-section of businesses to provide timely, accurate, relevant, and authentic project information. The document will outline key ways to engage the business community.

### **Stakeholder Meetings**

Engaging key stakeholders identified in the engagement plan and in the business engagement plan will be an important step in the public outreach approach. We will schedule up to four key stakeholder meetings that are one-hour workshops, virtual or in-person.

### Task 4.1 Assumptions

- Four stakeholder group meetings, virtual or in-person, one facilitator, one notetaker/coordinator/support, set up and tear down, one hour duration.
- Engagement and Business Plans will include two rounds of drafts and a final submittal.

## TASK 4.2: ENGAGEMENT AND OUTREACH

### Open House Events

PMC will lead the coordination and execution of up to three open houses to capture the opinions and insights of the public and their level of support of the project. Open houses will be two-hour events held in the evening at local community locations across the route. The open house will provide the public with information about the project, route, economic benefits, regional and city benefits, cultural resources, etc. See *Task 4.2 Deliverables* below for a list of communications products associated with the open houses. PMC will coordinate all event details and will help set up and tear down the facility, as well as provide up to three staff to facilitate the smooth course of the event.

### Pop-Up Events

Engaging people in real time in their environment along the route area is an authentic way to communicate with and engage key stakeholders. PMC will identify, schedule, and coordinate all pop ups in the community and will recommend high-traffic and impactful engagement opportunities. These pop-ups will vary in length, depending on the event at which it is held, and will staff up to two people to connect with the public. This includes set-up, travel, and tear down time. Most events will range one to two hours. This assumes up to five pop-up events.

### Other Engagement/Outreach

- Work with Metro Transit to prepare for transit rider engagement. This will help capture the experience of users in real time. This will involve creating a survey and capturing responses and data, as well as compiling that information. This will involve a team of up

to four people at different locations/routes. This can also be done in the form of utilizing an app or website to initiate a survey, rather than in-person engagement.

- A mobile survey at key locations along the corridor that will ask the public about specific Riverview benefits at those locations (i.e., ped crossings on West 7th, new MOA station, or elsewhere along the Blue Line). This will involve creating a survey and capturing responses and data, as well as compiling that information. This will involve a team of up to four people at different locations/routes. This will involve a team of up to four people at different locations/routes.
- Up to two days of two PMC staff door-to-door canvassing and engagement with local businesses, particularly along West 7th.

### Task 4.2 Deliverables

Open House Materials:

- Banners
- Boards
- Handouts
- Wayfinding
- Admin materials

Other Engagements/Outreach:

- Survey

### Task 4.2 Assumptions

- Open House – staff of up to three people, two-hour event support, plus set-up and tear down, any travel and expenses incurred
- Pop-up events - staff of up to two people, one-to-four-hour event support, plus set-up and tear down, any travel and expenses incurred
- Survey – up to 15 questions utilizing a platform such as SurveyMonkey or Jotform

## TASK 4.3: COMMUNICATIONS MATERIALS

PMC will manage the following communications materials/products:

- Project e-newsletter and articles in local papers – quarterly or as project updates/milestones are achieved.
- Updating the project website with graphics, maps, FAQs, project information collateral, etc.
- Concise and visually appealing PowerPoint presentations
- PMC’s engagement and web development team to propose a web-friendly conversion of open house materials.

### **Task 4.3 Assumptions**

- Write, coordinate, design and distribute the quarterly newsletter.
- Content and creative services for developing communications materials.
- A web-friendly conversion of open house materials that follows an existing template designed by PMC’s web team.
- Communication materials will be provided up until the Project Advisory Committee (PAC) meeting to be held in Fall 2024.

## **TASK 4.4: FACILITATION**

Present the project concept options to district council and business associations and seek feedback, and other key stakeholders or community groups seeking information about the project.

### **Task 4.4 Assumptions**

- One staff that will update/prepare any presentation materials, one staff facilitating meetings and taking note of feedback, set-up and tear down; one-to-two-hours of PMC staffing. Budgeting up to five events/meetings.

## **TASK 4.5: WHAT WE HEARD AND REPORTING**

PMC will design and deliver a “What We Heard” report.

Accessibility Note: If any documents will be posted online, they must be technically processed (remediated) to confirm they can be accurately read in full by users’ assistive reading devices to meet any Accessibility Act.



The technical remediation of online documents to meet accessibility compliance is a service offered by PMC's Digital Accessibility Practice Group. Our dedicated in-house team of document remediators are experts in their understanding of regulatory requirements for digital accessibility and fully understand the processes and procedures involved with creating and executing compliant documents and conforming to WCAG 2.1 AA standards.

### Task 4.5 Assumptions

- This assumes a fresh design and creative approach to a report. The final finished report page count is expected not to exceed 40 pages.
- One draft will be provided for client review followed by the final submittal.

### SUMMARY

To facilitate the incorporation of engagement and completion of overall Riverview PMC contract by extending to February 2025, PMC requests a net addition of **\$308,045.28** for a revised contract total of **\$2,338,870.88**.