

Architecture
Engineering
Environmental
Planning
ISGhnc.com

TRANSPORTATION ALTERNATIVES PROGRAM

Baltic, South Dakota | #27181

September 25, 2024





Looking southeast across Lovely Avenue where a small segment of sidewalk will need to be installed to hook-up to the sidewalk in the Valley View Subdivision and ultimately arrive at Baltic School District



6th Street facing south



6th Street facing west where the sidewalk ends

Scope of Services

Transportation Alternative Program Application



To: Name
From: Justin Heim, PE
Date: 09/27/2024
Subject: Transportation Alternative Program Application

SCOPE OF SERVICES

Project Understanding

The City of Baltic proposes to construct 3,300 linear feet of new sidewalks, pedestrian ramps and painted street crossings as part of the Transportation Alternative Program. This scope of services is to complete the following tasks necessary to accomplish the project defined in the attached approved project scope of work. New sidewalk and ADA crossings are planned at the following locations:

- Each side of 6th Street from approximately 180 feet south of David Avenue to Lovely Avenue.
- ADA pedestrian ramps and painted cross walks at Kyle Ave, Suni Ave, Aana Ave, and Lovely Ave.

Project Team

- ISG, Project Manager: Justin Heim, PE
- ISG, Design Engineer: Parker Hamann
- ISG, Land Surveyor: Brian Riniker, LS

Project Management

- Project manager to coordinate all meetings and communication with Owner
- Project manager to coordinate survey extents, schedule, legal needs, utility locates
- Project manager to present final plans, opinion of probable cost, and schedule to Council for approval

Public Involvement

- Plan will be presented to City Council. At that time, public comment will be available. In addition, adjacent land owners will be notified of the project during the design phase.

Local Government/Non-profit Coordination

- Conduct one kickoff meeting with the City of Baltic and SDDOT staff.
- Coordination meetings
 - 60% Plan Review
 - Discuss design challenges (if any), review alignment and project plan
 - Review 60% Opinion of Probable Costs
 - 95% Plan Review
 - City review prior to bidding, ensure all items discussed have been addressed
 - Review 95% Opinion of Probable Costs
- Presentation to City Council

Scope of Services

Transportation Alternative Program Application



- Provide construction plans, construction schedule, and opinion of probable cost for council review
- Receive council approval to bid prior to posting bid advertisement

Coordination on Behalf of Local Government/Non-profit

- Coordinate with private utilities, determine if relocation is required
- Prepare and publish bidding and contract documents, administer bidding

Right of Way or Easement Acquisition

- Sidewalk will be designed and constructed within the existing right-of-way. No right-of-way or easement acquisition is anticipated.

Design Survey

- Identify and obtain state approval of the project limits and scoping details as established during the kickoff meeting.
- Perform field survey as necessary to establish beginning and ending stations, horizontal and vertical control points and horizontal alignment data.
- Complete topographic survey required to complete the final design documents. Topographic survey will be completed from 50 feet outside of the right of way on each side of the street.
- Additional survey will be completed at the intersections for design of the pedestrian landings/ramps. Survey will be completed along the entire project, including areas where existing sidewalk may remain in place.
- Topographic features, profiles and cross sections will be incorporated into the base map and plans for the project.
- One-call locates will be completed for the topographic areas, and various utility companies will be contracted to collect available information on underground utility locations. Locations will be incorporated into the base mapping for the project. Utilities include electric, gas, sanitary sewer, storm sewer, telephone, fiber optic and cable.
- City and county records will be researched to establish approximate locations of property lines, right-of-way lines and property ownership for the properties affected by the project, and the data will be incorporated into the base map of the project.
- Survey notes will be retained on file with the consultant for subsequent use in the preparation of construction plans and will be available to the City and the SDDOT upon request.

Encroachment Survey

- No encroachment survey is anticipated

Drainage Analysis

- Proposed trail will shed runoff to the roadway, where it will enter the existing storm sewer system. Curb removal and replacement for pedestrian ramps will be replaced with the same grade in the flowline to maintain existing drainage patterns.

Engineer's Estimate of Probable Construction Cost

- An estimate of probable cost will be prepared and submitted with the 60% and 95% plan submittals and again when final plans and specifications are submitted.

Preliminary Plans

- Plans, specifications and cost estimates will be prepared for the project. Plans will be prepared according to the state guidelines and will use state specifications. Specifications will follow the 2015 Standard Specifications for Roads and Bridges, SDDOT Local Roads Plan, Manual on Uniform Traffic Control Devices (MUTCD), Americans with Disabilities ACT (ADA) standards and must comply with American Association of State Highway and Transportation Officials, MUTCD

Scope of Services

Transportation Alternative Program Application

The logo for ISG, consisting of the letters 'ISG' in a white, sans-serif font inside a dark grey square.

and ADA standards. SDDOT bid items, standard plates and pan notes will be used in development of 11" x 17" non-section method plan sheets. Plan and Specifications requirements should be coordinated with the state Active Transportation Engineer. Preliminary plans will be submitted electronically at 60% and will include plan and profile, right-of-way impact and a preliminary engineer's estimate.

Final Plans

Final plans will be submitted at 100% completion and will be ready for bid letting. Final plans will be submitted in PDF format and will be distributed for SDDOT and City review. Necessary revisions will be provided in electronic SDDOT review comments. Final plans will include a vicinity map, design designation, estimate of quantities, rates of materials, plan notes, traffic notes, typical sections, summary of items, standard plates and specifications. A copy of the engineers' estimate will accompany the plans. Final plans will be submitted to the Active Transportation Engineer, Office of Project Development, and will be placed on the SharePoint site. The state's Active Transportation Engineer will be notified when the plans have been uploaded.

Bid Letting Plans

Bid letting plan will incorporate plan changes requested in SDDOT electronic plan review comments. An electronic PDF file of the engineer-stamped set of plans will be submitted. Bid letting plans will be submitted within two weeks of receipt of the electronic plan review comments. An updated copy of the engineer's estimate will accompany the plans.

Construction Engineering

Construction engineering services provided by the engineer as identified in the cost estimate and application include shop drawing submittal review, construction observation, and project staking to ensure compliance with the plans and specifications. Construction engineering services also include change order and payment application processing & review as well as plan clarifications and interpretations to the contractor.

Construction Miscellaneous (maximum of 20 hours not to exceed a total estimated cost of \$5,000)

It may be necessary for the designer to review and address general construction engineering issues that may occur during the construction of pathway projects. Services, as requested by the state, will be on an as-requested basis requiring the designer to respond in a timely manner based in the urgency of the request. This item does not include revision of plan sheets and redesign. If no design issues arise, the funds for the scope item, and corresponding fixed fee, will not be paid to the consultant. A notice to proceed will be required for this item, as documented by an email chain that will include the specific request, the date and the requestor name (such as an SDDOT staff member). The notice to proceed needs to be dated prior to or on the day of the work being done. It will be the responsibility of the consultant to supply the email chain, along with the billing information, to be reimbursed.

Overall Completion Date

The overall completion date of this work order will be Fall 2025

Supplemental Services Not Included in this Contract

- Any supplemental engineering work required to meet agency regulatory or funding requirements that become effective subsequent to the date of this agreement.
- Additional property owner meetings, exhibits, letters, and/or correspondence not described within this scope of services.

**South Dakota 2024
Transportation Alternatives
Project Application**

Due date: October 1, 2024

Application for

Submitted by

Project and contact information

Project name

Organization/sponsor name

Co-sponsor name (if applicable)

Contact name and title of person responsible for application

Address

City State Zip code

Phone number Email address

Contact name and title of person responsible for the project

Address

City State Zip code

Phone number Email address

Project Type

Select the most applicable activity for which the project is eligible. Check only **one** project type.

Bicycle/pedestrian/nonmotorized facility

Safe Routes to School - Infrastructure

Safe Routes to School - Non-infrastructure

Historic Preservation of Transportation Related Facilities

Vegetation Management

Environmental Mitigation related to Stormwater and Wildlife Habitat Connectivity

Construction of Turnouts, Overlooks, and Viewing Areas

Rails to Trails

Other

Project Phase

Planning Study

Preliminary Engineering and Construction

Project location

County City/town

Specific location, street, road, facility name

Project limits (closest street, intersection, etc.)

If the project is linear in nature, provide the project length in linear feet.

A.3. How does the proposed project provide a safe alternative to vehicular travel within your community? What goods and services will now be linked by a safe route for pedestrian, bicycle or mobility-challenged travelers? How will this project improve the quality of routes for non-motorized transportation?

B.1. Is the project compatible with relevant state, regional and local planning? Is it part of a larger master plan? Has the project been identified in a planning study?

B.2. Is the project within one of the state's metropolitan planning areas (MPAs) ? Yes No Not applicable

If yes, has the project been presented to the metropolitan planning organization (MPO), or is it part of an MPA/MPO plan? Yes No

Explain in B.1. above.

B.3. Can this project/study area be constructed as part of:

An SDDOT project, such as a shared-use path constructed with a highway widening project? Yes No

A Local Project, such as a pathway constructed as part of a bigger park or roadway project? Yes No

If yes, please describe the project, type of work and estimated dates of the proposed construction.

The project described in this application will be done at the same time as the above-referenced project.

The project described in this application will be done after the above-referenced project.

C.1. How feasible is this project/area? For example: Can it only be built in conjunction with a road project? Does the project hinge on the receipt of addition funding or right of way?

C.2. Explain which agency is responsible for the operation and maintenance of the completed project and the source of funds used.

C.3. Describe the anticipated maintenance needs by task. Indicate frequency of maintenance and estimated annual cost.

C.4. If awarded Transportation Alternatives funding, final plans will be submitted to the SDDOT by Sept. 2026. The project will be constructed in spring/summer 2027.

Would the proposed project be able to meet this time line? Yes No

D.1. What are the environmental considerations for this project? Check all that apply.

- | | | |
|-----------------------|--|--|
| Impacts to wetlands | Impacts to stream crossing | Project located on previously undisturbed ground |
| Impacts to floodplain | Impacts to endangered species | |
| Detention pond needed | Project near contaminated soil site | |
| Tree removal needed | Project near park, recreation area or historic site. | |

Impacts should be evaluated by a professional knowledgeable in the specified area. Describe impacts below.

E.1. How has the community been involved in project planning? How has the community shown support for the project?

E.2. Were public meetings held for this project? Yes No

If yes, include meeting minutes or summary and sign-in sheet with the documents to accompany the TA application as instructed on p. 11, the Transportation Alternative Application Checklist.

List supporting organizations, individuals below. Send copies of letters of support with your TA application.

- 1.
- 2.
- 3.
- 4.
- 5.

E.3. Is the committed or anticipated local match greater than 18.05%? Yes No

If yes, what percentage?

List all sources of matching funds by **source, type** and **estimated amount**, including soft match (donations).

- 1.
- 2.
- 3.
- 4.
- 5.

Has all local match been secured? Yes No

If no, please explain below.

F.1. What level of public usage will this project receive? What will be the public and social value? If this is a Safe Routes to School project, how many children are enrolled in the affected school (K-8), and how many are within a two-mile radius?

G.1. Does this project/study involve more than one governmental entity?

H.1. Will this project be within a designated disadvantaged area of the state or address a designated disadvantaged or underserved population?

Yes No

If yes, please explain below

I.1. How will the project improve the economic well-being of the community?

J.1. How did safety concerns for pedestrian or bicycle travel inspire this program? How were the safety concerns identified? How will this project resolve the safety concerns for various transportation user groups?

J.2. Explain how the starting and stopping points of your project/study were determined, and why they are logical beginning and ending points.

J.3. If you are requesting funding for Safe Routes to School non-infrastructure components, explain the non-infrastructure elements of your project below.

K.1. Ordinances and design

Check any statements that apply to your city/county/tribe or the area where the proposed project is located:

We have a snow removal ordinance requiring residents to clear snow from sidewalks within 24 hours of a snow event.

We have a snow removal ordinance requiring residents to clear snow from sidewalks within 48 hours of a snow event.

We do not have a snow removal ordinance.

Our city/county/tribe will be responsible for snow removal if this project is constructed.

Check any statements that apply to your city/county/tribe or the area where the proposed project is located:

We have and enforce an ordinance requiring sidewalks to be constructed as part of all new construction/development, either by the homeowner/business owner, developer or city/tribe.

We have an ordinance requiring sidewalks to be constructed as part of all new construction/development, either by the home/business owner, developer or city/tribe, but allow businesses to delay construction or do not enforce the ordinance at all.

We do not have an ordinance requiring sidewalks to be constructed as part of all new construction/development.

Check any statements that apply to your city/county/tribe or the area where the proposed project is located:

We have and enforce an ordinance requiring sidewalks to be kept in good repair, maintained and/or replaced by the home/business owner, developer or city/tribe.

We have an ordinance requiring sidewalks to be kept in good repair, maintained and replaced, but have not enforced it in the past. If so, please explain below what steps you have taken to enforce this ordinance from this time forward.

We do not have an ordinance requiring sidewalks to be kept in good repair, maintained and replaced by the home/business owner, developer or city/tribe.

Use the area below for any additional information on the above items.

- K.2. **This section should be completed by the engineering design/consultant.** Explain the items on your project that you believe will need a design exception. If 8' wide trail was proposed in place of 10' wide, list the acceptable circumstance(s): expected bicycle traffic is low, expected occasional pedestrian traffic, right of way constraints, frequent passing and resting opportunities, or maintenance vehicle loading will not cause damage. Attach a graphic showing the specific design exception location with dimensions.

L.1. Signature

The project sponsor possesses legal authority to nominate the Transportation Alternatives project and to finance, acquire and construct the proposed infrastructure project and/or finance, lead and complete the proposed non-infrastructure project. The project sponsor certifies that it is willing and able to manage, maintain and operate the project. With this signature, the sponsor authorizes the nomination of the Transportation Alternatives project, including all understanding and assurances contained herein, and authorizes the person identified as the official representative of the sponsor to act in connection with the nomination and to provide any additional information that may be required.

Name

Title

Typed/electronic signature

Date

Project sponsor organization

M. Project costs

Accurate estimates of project costs are critical for both the proposed Transportation Alternatives project and the ability of Transportation Alternatives to program funds. Cost estimates must be prepared by an engineering, landscape architecture or architectural firm selected from the SDDOT's approved list. Professionals preparing cost estimates should refer to the South Dakota Construction Cost Index and Average Unit Bid Prices found on the SDDOT website at <https://dot.sd.gov/media/documents/2021%20Bid%20Item%20Price%20Report.pdf> . Any work completed before federal authorization will not be eligible for reimbursement.

In addition to the summary table below, a detailed, itemized cost estimate is required to be included with all applications. Standard SDDOT bid items, found at <http://apps.sd.gov/HC70SBI/main.aspx>, shall be used whenever possible. For guidance, go to 2015 Standard Specification for Roads and Bridges sections 100-740, which have specific method of measurement subsections numbered XXX.4 and basis of payment subsections numbered XXX.5. For example: Portland cement concrete pavement is covered in section 380, with method of measurement in section 380.4 and basis of payment in 380. 5.

Cost estimate prepared by

Phone

Agency/firm

Email address

Typed signature

Date

or

Electronic signature

Type of work	Federal share	Sponsor share/local match	Total
Preliminary Engineering			
Planning Studies			
Utility & ROW			
Environmental mitigation			
Construction			
Construction engineering			
Non-infrastructure			
	Federal share	Local Match	Total
TOTAL			

Transportation Alternatives

Application Checklist

All the following items must be completed and included in the application document or attached in 8 1/2" x 11" digital format for the application to be reviewed. Maps, graphics and other documents submitted in formats larger than 8 1/2' x 11' format will not be accepted and will be removed from the application.

Transportation Alternatives application and project costs form

Detailed cost estimate and description of match. To be completed by your selected engineering/design consulting firm and must include detailed bid items. **Submit in Excel or similar format.**

Detailed map of the project site, showing location and termini

Detailed cross-section

Overall map showing the project's connectivity to the rest of the community paths, sidewalks and other community amenities. Map should show the proposed project and future phases or master plans.

Applicant's commitment to a minimum 18.05% local match

Meeting minutes from any public meetings relevant to the project

Letters of support from local residents and organizations

Applicant's or other commitment to maintain the completed project

Relevant information such as applicable portions of planning studies, master plans, photographs with captions or phasing plans

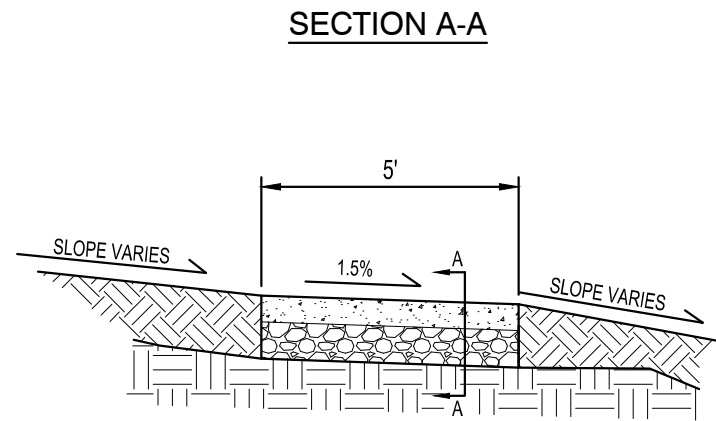
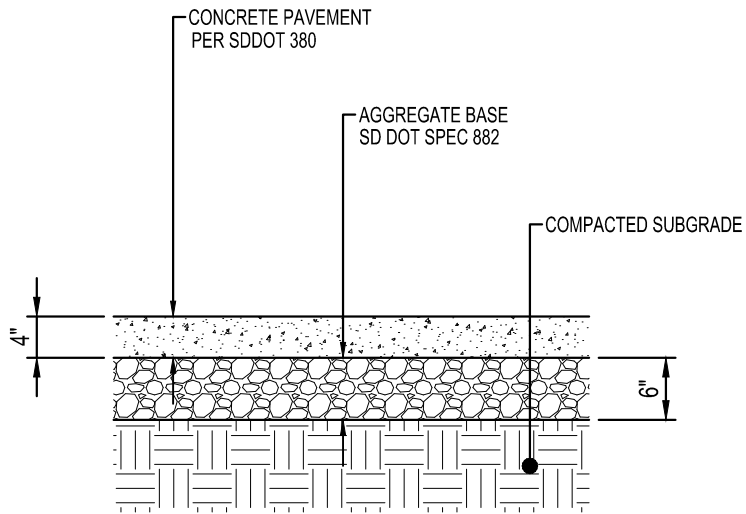
Scope of services prepared by the engineering/design consultant and submitted on the consulting firm letterhead

Scope of work completed by the engineering/design consultant and submitted as the completed PDF form

Resolution from the eligible sponsor, including the meeting minutes recording approval of the resolution

Letter of acceptance for the SDDOT Region Engineer or County Highway Superintendent, if the project will be constructed in county or state highway right of way

Completed application and supporting documents electronically submitted to SDDOT before 5 p.m., Oct 1, 2024.



PROPOSED SIDEWALK CROSS SECTION

