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Public Works

City Transit
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Equipment Maintenance
Roadway Maintenance
Collection & Drainage
Building & Grounds
Engineering

MEMORANDUM

To: Mayor and City Council Members

CC: Gregg Mandsager, City Administrator

FROM: Brian Stineman, Public Works Director

DATE: April 27, 2018

RE: Request to Contract for Grant Writing of an Application for Transportation Safety Improvement Program (TSIP) Grant

INTRODUCTION:

The Public Works Department would like to contract with Bolton and Menk to have them write and submit a grant application for the Transportation Safety Improvement Program (TSIP) funded by the Iowa Department of Transportation. This applications will be for traffic improvements at the Houser and Grandview intersection as part of the Grandview Reconstruction Project.

BACKGROUND:

Bolton and Menk is currently designing the Grandview Avenue Reconstruction Project however, grant writing is not in the scope of the existing contract. The grant proposal will be for a round-about at the Houser/Sampson/Grandview intersection.

RECOMMENDATION/RATIONALE:

Approve the request to hire Bolton and Menk to write the grant. Funding is available in the project fund.

BACKUP INFORMATION:

N/A



Real People. Real Solutions.

309 E 5th Street
Suite 202
Des Moines, IA 50309-1981

Ph: (515) 259-9190
Fax: (515) 233-4430
Bolton-Menk.com

Muscatine TSIP Application

Scope of Services for Houser Roundabout

The project includes the necessary work to complete a Traffic Safety Improvement Program (TSIP) Application for the construction of a roundabout at the intersection of Houser Street and Grandview Avenue. The following is the scope of work required for the TSIP application.

Task 1: TSIP Application

This task will include completion and coordination of the TSIP Application. The application includes the following items:

- Application form and certification – completion of application form and coordination for certification or resolution
- Narrative – creation of narrative of proposed project and benefits
- Cost Breakdown – creation of cost breakdown of proposed project
- Project Schedule – creation of proposed design and construction schedule
- Project Location Map – Map of proposed project location
- Existing Conditions Pictures – pictures of existing conditions
- Plan View – concept layout of proposed project
- Aerial Photography – Aerial of existing conditions
- Crash Summary – gathering of crash data for the intersection
- Traffic volumes – traffic data for project. The turning movement counts for the intersections have been obtained for the Grandview Avenue traffic study and will be processed to be included in the application
- Roundabout Information
- Benefit/cost ratio – reviewing the benefit of the improvements versus the cost to construct using the IDOT

Task 2: Project Management

This task includes the necessary effort to coordinate the completion of a TSIP application for the City of Muscatine.

Compensation

TSIP Application	\$4,946
<u>Project Management</u>	<u>\$1,064</u>
Total Project Cost	\$6,010

Schedule

Upon authorization to proceed, the TSIP application shall be completed and filed within 30 days.