

Service Agreement

District/Landscape Architecture Unit (Office of Technical Support)

Statement of Customer Need:

The Landscape Architecture Unit provides unique functions and expertise essential to attaining strategic directions of the Department and the Minnesota Statewide Transportation Plan.. The Unit provides specialized technical leadership and support responding to the Department's strategic objectives, policies, needs, trends and commitment to apply context sensitive design (CSD) principles in project development.

Landscape Architecture Unit Vision:

To provide leadership and project technical expertise that further integrates and tailors multidisciplinary teamwork early and continuously to achieve context sensitive project development and balance among transportation, environmental and community objectives.

Design excellence and successful project outcomes that serve the critical needs and values of the affected public and stakeholders are likely when the principles of context sensitive design are applied effectively throughout the project development process ... from planning and project scoping through design, construction and maintenance operations.

The Unit's multi-modal corridor support emphasis includes interregional, regional, urban, and rural trunk highway corridors, trunk highway main streets, and transit corridors. The Unit provides multidisciplinary technical guidance and support through all stages of the project development process to help balance transportation, community and environmental objectives through context sensitive integration of bridges & structures, retaining walls, noise barriers, traffic barriers, grading, storm water systems, environmental & cultural resources, landscaping, art & architecture, signing, lighting, fencing, pedestrian & bicycle facilities, transit facilities, multiple-use joint developments and other transportation safety and amenity features.

The Landscape Architecture Unit is a unique, multidisciplinary specialty group with landscape architects, environmental designers, planners and graphic artists who have extensive transportation experience. The Unit also strives to provide critical transportation, community and environmental generalist functions by developing and maintaining project applicable knowledge and close working relationships specific to a broad range of corridor-related specialty functions. The multidisciplinary specialist and generalist capabilities enhance efficiencies and value-added in early planning and scoping and throughout the project development process. Unit professionals provide uniquely specialized skills and relationships that enable the Districts to cost-effectively supplement their core staffing and training with experienced and project-tailored special expertise that helps accomplish the following transportation corridor objectives:

- Effective integration of holistic multidisciplinary leadership, coordination and support to assist and influence planning, project management and operational teams in achieving and sustaining the desired balance among transportation, community and environmental objectives through all stages of corridor project development and operations.
- Effective delivery of unique statewide programs including planning, administration, project management and production services valued by the Districts (Community Landscape Partnership Program, Programmed Highway Landscaping Program, Outdoor Advertising Control Program, Great River Road Program and the Mississippi River Trail Program).
- Context Sensitive Design (CSD) advocacy, liaison, communications, training, outreach and first point of contact consistent with the Department's commitment as a nationally (FHWA) designated CSD pilot state.

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1. This agreement is between:

Mn/DOT's Office of Technical Support (Landscape Architecture Unit) and District ().

2. Period covered:

July 1, 200_ through June 30, 200_.

3. Type of service:

1. Corridor Project Planning, Scoping, Design, Construction & Maintenance

Support:

Provide holistic, multidisciplinary leadership, guidance and technical services with staff assigned to support application of context sensitive principles in project planning, public/stakeholder involvement, scoping, programming, preliminary design, aesthetic design, final design, construction operations and maintenance operations.

(4 FTEs available statewide)

2. Administer and Implement Statewide Landscaping Programs:

Provide program administration, guidance, programming recommendations, project managers, production services, consultant liaison, training, construction/maintenance operations support and collaboration with allied functional groups to deliver the Community Roadside Landscape Partnership Program and the Highway Contract Landscaping Program. Landscaping mitigation and enhancement commitments are developed with the Districts throughout the transportation project development process as well as outside of this process. Cost-effective, successful and nationally recognized corridor landscaping outcomes have resulted from uniquely specialized and experienced staff working as a central team in collaboration with the Districts. Whether by separate landscape contract or partnership project, success is also attributable to implementation of landscaping plans independently from and following related corridor construction activity ... with systematic and ongoing plant establishment care for no less than 2 years.

(4 FTEs available statewide)

3. Coordinate Statewide Outdoor Advertising Control:

Federal and state laws require the Department to control outdoor advertising along Minnesota highways. Central statewide coordination, liaison, statutory guidance, invoice processing and training is provided to the Districts to help satisfy legal obligations and the terms of a compliance agreement with FHWA. If FHWA documents significant non-compliance, 10% of the Department's federal highway funding can be withheld.

(1 FTE available statewide)

4. Statewide CSD Advocacy, Liaison, Communications, Training and Outreach:

Consistent with FHWA's designation of responsibility to Mn/DOT as a CSD pilot state and the Department's Vision statement and Policy commitment (Tech memo 00-24-TS-03) to apply context sensitive design principles in project development, the Landscape Architecture Unit Manager serves as the Department's first point of contact for CSD. In addition to the provision of direct project development technical assistance reinforcing the application of CSD principles, the Unit will provide CSD advocacy, liaison, communications, training and outreach to assist the Districts in further institutionalizing CSD in project development.

(1 FTE available statewide)

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4. Volume of service:

Volume of Service # 1 and # 2 (Corridor Development Support & Statewide Landscape Programs) is tied primarily to District Transportation Improvement Program schedules, priorities, budgets, budget set-a-sides and requests for planning, pre-design, final design, construction and maintenance assistance during project development.

Volume of Service # 3 (Outdoor Advertising Control) is anticipated to include coordination of a Sign Tech Conference and annual direct assistance with FHWA auditing, approximately 50 outdoor advertising applications, 100 illegal sign reviews / recommendations, and processing / tracking of approximately 1,500 permit customer invoices statewide. Training, program information, statutory guidance, legislative assistance, FHWA liaison and assistance with public hearings and litigation will be provided as needed.

Volume of Service # 4 (CSD Advocacy, Liaison, Communications, Training and Outreach) includes first point of CSD contact, CSD pilot state outreach with FHWA, TRB and AASHTO, development of CSD training curriculum refinements, provision of at least one 3-day CSD training workshop annually, coordination in further development of FHWA, Mn/DOT and CTS web site linkages for accessing CSD information / resources, updating of CSD guidance in marketing publications, tech memos, manuals and other sources of project development guidance, development of CSD performance measures and advancement of CSD research needs. CSD presentations will also be provided upon request for training workshops, group meetings, conferences and project teams.

5. Timeliness of service:

Timeliness of service, related to project development, is influenced by Unit staffing levels, equitable distribution of Unit services to support District Transportation Improvement Program priorities and schedules, public/stakeholder involvement and decision-making processes. A scope of services and delivery schedule will be reviewed for each project and adjusted as the project progresses to address changes in scope, character, size and time-lines or changes in other District priorities.

Timeliness of service for Outdoor Advertising Control will require delivery of training based on regulatory changes and District staff turnover. Processing of permit applications is required within 30 days per statute. Processing/tracking of permit invoices will be done in as timely a manner as possible recognizing the large volume of invoices to be processed in May and June.

Timeliness of all services, including CSD Advocacy, Liaison, Communications, Training and Outreach, will remain consistent with the Department's strategic objectives and needs and with the diligence and expediency expected of professional practice.

6. Quality of service:

In complement with the Unit's licensed landscape architects, planners, environmental designers, graphic specialists and other staff will perform in a manner consistent with the degree of care, knowledge and skill expected from their respective professions. These professionals will maintain a multidisciplinary focus and level of expertise with applicable knowledge of pertinent planning, design, construction and maintenance related processes, principles, statutes, policies, standards and guidelines. The nature and quality of the services provided can help develop and maintain the public/stake-holder trust and acceptance so essential to program/project streamlining and the avoidance of re-work cycles that needlessly cost extra time and money.

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7. The cost of the service:

Specific program and project circumstances, objectives, public/stakeholder involvement and decision-making processes will influence the cost of the service. The cost and importance of this service should be evaluated in regards to the importance of the value-added and the objective of balancing transportation, community and environmental needs to complete projects successfully the first time.

- Service proportional to construction program (by District) is 0.095 of total.
- Average FTE cost (per ABC) is \$46,000. Available statewide FTEs are estimated in Item 3 above and specific to each of the four areas of service.
- Reduction for FTE overhead tasks is 15% (Common reduction for indirect activities).
- Annual service cost can be roughly estimated as:
(Available FTE cost \$) x 0.095 (District \$/Total Program \$ ratio) x 0.85 (Overhead factor)= \$

8. Special conditions:

Statewide program administration, development and research are provided at no direct charge to the Districts to support consistent application of the programs statewide.

9. District Customer responsibility:

Corridor Development Support and Statewide Landscape Programs: The District will provide a request for services as well as necessary and available project information and deadlines prior to development and submittal of a scope of services and probable costs proposal by the Landscape Architecture Unit. The District will identify a Project Manager who will be responsible for coordinating all District support services, meetings, reviews, public/stakeholder involvement and approvals as required to meet desired project objectives.

Outdoor Advertising: Permit applications will be processed within 30 days (statutory requirement). All trunk highways in the District will be inventoried for illegal signs at least once annually. District assigns staff with the responsibility for the day-to-day activities of maintaining compliance with the outdoor advertising statutes and programs. District staff must request specific non-routine assistance from Unit staff as necessary.

CSD Advocacy, Liaison, Communications, Training and Outreach: District staff must request specific non-routine assistance from Unit staff as necessary.

10. Remedies or conditions related to future changes proposed by either party:

This agreement can be modified or amended in writing if agreed to and signed by both parties. Any other services needed by the District may be negotiated and covered under separate agreement.

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11. The parties to the agreement:

Landscape Architecture Unit
Supervisor
Scott Bradley

District

Date:

Date:

Office of Technical Support
Director
Mukhtar Thakur

District
District Engineer

Date:

Date: