



Work Type Definition and Submittal Requirements

Work Type: Transportation Funding Applications

NOTE: Any Engineering portions of the work must be under the direct supervision of a MN Licensed Civil Engineer.

The first section, *Work Type Definition*, provides a detailed explanation of the work type. The second section, *Work Type Submittal Requirements*, identifies the requirements a firm must meet to become pre-qualified to perform this work type for Hennepin County.

I. Description

The Transportation Funding Applications work type includes the completion of partial and/or the entirety of local, state, and federal grant applications, and may also include post-award project reporting. This work type will include the development of some or all components for an application as outlined in the applicable Notice of Funding Opportunity (NOFO), including narrative writing, Geographic Information System (GIS) mapping, cost estimating, concept development, and other supporting documentation as appropriate.

Hennepin County will specify the scope of work as part of the request for proposals, including the number of applications to be developed. The consultant may also be responsible for identifying application candidates that are anticipated to be competitive based on evaluation criteria included in the NOFO. Depending on the funding opportunity, the consultant may be responsible for partial development of the application or for the entire application, including submittal. The consultant may also be responsible for project reporting and submitting required documentation to the appropriate agency as defined in the NOFO.

Funding applications may require consultant assistance for both planning studies and infrastructure improvements related to bridge, climate action, drainage, safety, complete streets (bicycle, pedestrian, and transit), and multimodal roadway reconstruction elements.

II. Standards and Specifications

When developing an application, the consultant will be responsible for following each of the requirements outlined in the NOFO. Whenever possible, the consultant should follow the county's branding and visualization guidelines that are available online at <https://www.hennepin.us/branding-guidelines>.

II. Provided By Hennepin County

- Access to GIS data; including aerial imagery
- Access to 3rd party services Nearmap and Cyclopedia
- Supporting data; such as crash reports and traffic counts

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IV. Provided by Consultant

Deliverables to be supplied by the consultant for a project may include some or all of the following:

- a. Narrative text to meet requirements outlined in the Notice of Funding Opportunity (NOFO)
- b. Completion of any required forms
- c. Data collection to support information related to traffic counts, crash data, or other information as specified in the NOFO
- d. Benefit-cost worksheet
- e. Crash data analysis
- f. GIS map development
- g. Cost estimates
- h. Concept development
- i. Coordination for letters of support
- j. Project photos

All deliverables and key project files must be provided to Hennepin County in electronic form at or before the time of project close-out. Hennepin County staff will provide the consultant with a list of specifications and standards in accordance with the county's branding guidelines and data visualization guide.

Work Type Definition and Submittal Requirements
Work Type: Construction Contract Administration & Management