

The 593rd Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
THURSDAY, September 16, 2021 – 4:00 p.m.
Fargo, North Dakota
OVERALL AGENDA

1. Call to Order and Introductions
 - a. Introductions Information Item
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Minutes of the August 19, 2021 Board Meeting Action Item
 - d. Approve September 2021 Bills Action Item
2. Consent Agenda Action Item
 - a. August End of Month Report
 - b. ATAC Master Agreement
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2022-2025 Transportation Improvement Program Final Adoption Action Item
 1. Open Public Hearing
 2. Close Public Hearing
 - c. Red River Greenway Consultant Selection Action Item
 - d. Mapleton Comprehensive Plan Contract Action Item
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held Thursday, October 21, 2021 at 4:00 p.m.

Due to ongoing public health concerns related to COVID-19, Metro COG is encouraging citizens to provide their comments on agenda items via email to leach@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 8:00 a.m. on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

For Public Participation, please REGISTER with the following link:
https://us02web.zoom.us/webinar/register/WN_3RIRy8xgQ8yE3o2-W8DZHg

Red Action Items require roll call votes.

Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org>

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Savanna Leach, Metro COG Executive Assistant, at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

Agenda Item 1c, Attachment 1

592nd Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments Thursday, August 19, 2021 – 4:00 pm Zoom Web Conference

Members Present:

Matthew	Gilbertson	Moorhead City Council
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Steve	Lindaas	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Arlette	Preston	Fargo City Commission
Scott	Stofferahn	Fargo Planning Commission
John	Strand	Fargo City Commission
Jeff	Trudeau	Horace City Council

Members Absent:

Tony	Gehrig	Fargo City Commission
Amanda	George	West Fargo City Commission
Jim	Kapitan	Cass County Commission
Rocky	Schneider	Fargo Planning Commission
Maranda	Tasa	Fargo Planning Commission

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Bob	Walton	NDDOT – Fargo District

- 1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**
The meeting was called to order at 4:00 pm, on August 19, 2021 by Chair Nash, noting a quorum was present. Introductions were made.
- 1b. Approve Order and Contents of Overall Agenda, approved**
Chair Nash asked for approval for the overall agenda. Ms. Gray noted that Agenda Item 1c – 2021-2024 TIP Amendment #1 needs to be moved from the Consent Agenda to the Regular Agenda.

MOTION: Approve the contents of the Overall Agenda of the August 19, 2021 Policy Board Meeting, including the discussed revisions.

Mr. Olson moved, seconded by Mr. Stofferahn

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Nash asked for approval of the Minutes of the July 15, 2021 Meeting.

MOTION: Approve the July 15, 2021 Policy Board Meeting Minutes.

Mr. Lindaas moved, seconded by Mr. Gunkelman.

MOTION, passed

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Nash asked for approval of the August 2021 Bills as listed on Attachment 1d.

MOTION: Approve the August 2021 Bills List.

Mr. Hendrickson moved, seconded by Mr. Lindaas.

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

Chair Nash asked for approval of Items a-d on the Consent Agenda.

a. July Month End Report

b. Section 5310 Transit Grant Application

c. ~~2021-2024 TIP Amendment #4 (moved to regular agenda)~~

d. 2020 Financial Audit

MOTION: Approve Items a, b and d on the Consent Agenda.

Mr. Olson moved, seconded by Ms. Preston

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

2c. 2021-2024 TIP Amendment #4

Mr. Champa presented Amendment #4 to the 2021-2024 Transportation Improvement Program (TIP).

The proposed amendment to the 2021-2024 TIP is as follows:

1. Modification of Project 9192640: NDDOT rehabilitation project for structure replacement and approach slabs on I-94 eastbound, six miles east of ND 18 (2021). The total project cost increased 53.4% from \$2,306,000 to \$3,536,400 of which the Federal Interstate Maintenance (IM) funds increased 53.4% from \$2,075,000 to \$3,182,760 and state funds increased 53.1% from \$231,000 to \$353,640.

2. Modification of Project 9200025: NDDOT rehabilitation project for structure replacement on I-94 westbound, six miles east of ND 18 (2021). The total project cost increased 53.4% from \$2,306,000 to \$3,536,400 of which the Federal Interstate Maintenance (IM) funds increased 53.4% from \$2,075,000 to \$3,182,760 and state funds increased 53.1% from \$231,000 to \$353,640.
3. Modification of Project 9200023: NDDOT rehabilitation project for structure replacement on ND 10E, six miles east of ND 18 (2021). The total project cost increased 28.1% from \$2,032,000 to \$2,602,748 of which the Federal National Highway System (NHS) funds increased 28.1% from \$1,626,000 to \$2,082,198 and state funds increased 28.2% from \$406,000 to \$520,550.

A public hearing was opened. No comments were received. The Public Hearing was closed.

MOTION: Approve Amendment #4 to the 2021-2024 Transportation Improvement Program.

Ms. Nash moved, seconded by Mr. Olson.

MOTION, passed

Motion carried unanimously.

Ms. Mongeau joined the meeting at 4:20p.m.

3b. Veterans Boulevard Corridor Extension Study Amendment

Ms. Gray presented an amendment to the Veterans Boulevard Corridor Extension Study. The amendment was included in the UPWP Amendment that was approved at the July Policy Board meeting. The Veterans Boulevard Corridor Extension Study began in May of 2020 with consulting firm KLJ and subconsultant SRF. The study is multijurisdictional (Cass County, the City of Fargo and the City of Horace, with participation on the SRC from the City of West Fargo). The study evaluates Veterans Boulevard from 40th Ave S to 52nd Ave S and studies a planned extension of the corridor from 52nd Ave S to 100th Ave S.

As a result of evaluating short term and longer-term future roadway connectivity scenarios within the study area, local partners have asked for the study's scope to be expanded to take advantage of travel demand model updates and traffic projections that have come out of the work completed thus far. Metro COG is requesting a project amendment within the scope of work.

This request from local partners is largely aimed at providing the technical information and facilitation that will help the jurisdictions work together as part of this amendment to coordinate all aspects of phasing and jurisdictional responsibilities as study partners and major stakeholders. A public involvement opportunity is also included in this amendment.

The proposed amendment amount is \$64,150.50 consisting of \$51,320.40 in Federal CPG funds and \$12,830.10 in local match. All local partners (Cities of Fargo, Horace, & West Fargo, and Cass County) have committed to a portion of

the local match when they approved UPWP Amendment #2 in July. In addition, Metro COG has allocated the necessary CPG funds in the recently-approved UPWP amendment, which was approved by NDDOT and FHWA.

MOTION: Approve the Veterans Boulevard Corridor Extension Study Amendment

Mr. Olson moved, seconded by Mr. Trudeau.

MOTION, passed

Motion carried unanimously.

3c. Metro COG Baseline 2050 Demographic Forecast RFP

Mr. Altenburg presented the Metro COG Baseline 2050 Demographic Forecast Request for Proposals (RFP). The most current demographic study was completed in 2017 and set forth projections through the year 2045 for the Metropolitan Statistical Area (MSA), which comprises the whole of Cass County and Clay County. Metro COG's planning area which represents portions of Cass County, North Dakota and Clay County, Minnesota. The urban area includes the cities of Fargo, West Fargo, and Horace in North Dakota; and Moorhead and Dilworth in Minnesota.

Demographic forecast data is a critical element to Metro COG's metropolitan planning program and is used by Metro COG and local jurisdictions for a variety of purposes, its core purpose is in maintaining and updating the regional travel demand model (TDM). This forecast will consist of an update to regional demographic projections, including population, households, and employment. The projections will be aggregate for the entire MSA, and broken down by jurisdiction. Age, household size, and income characteristics will also be analyzed as part of the baseline forecast. The baseline forecast has a not-to-exceed budget of \$50,000 dollars, of which \$40,000 will be funded with CPG funds.

MOTION: Approve the RFP for the Metro COG Baseline 2050 Demographic Forecast

Mr. Lindaas moved, seconded by Ms. Preston.

MOTION, passed

Motion carried unanimously.

3d. MATBUS Transit Development Plan – Draft Final Report

Mr. Maddox introduced Joe Kapper (SRF Consulting) and Will Calves (AECOM) as the consultant team, and presented the draft final report Transit Development Plan.

The TDP is a federally required documentation for public transit agencies receiving federal assistance. It serves as a decision-making document for the transit agency, including future modifications to the system, services to Title VI & EJ communities, placement of stops, and coordination with other transit providers in the region.

This TDP particularly focuses on how MATBUS could expand to meet the growing needs of our growing region, and to set goals far in advance of the next five-year TDP update, meaning the planning horizon for this document is more than ten years into the future. This is consistent with other recent MATBUS planning efforts such as the Transit Authority Study and the Transit Facility Study, which were recently completed.

The plan sets goals for growing transit service by:

1. Adding new fixed-transit routes servicing new growth areas
2. Expanding hours of service by providing transit service on Sunday
3. Designating new areas where TAP Ride service would be offered
4. Shortening headways on routes providing service along key corridors
5. Making sure that destinations with high demand have frequent service

A brown bag was held at 8:00 a.m. with the Fargo City Commission prior to the August TTC meeting, however, no commissioners were present. A brown bag is scheduled with the West Fargo City Commission August 18th at 12:00 p.m., and a presentation was made to the Moorhead City Council on July 12th.

MOTION: Approve the MATBUS Transit Development Plan

Ms. Mongeau moved, seconded by Mr. Lindaas

MOTION, passed

Motion carried unanimously.

3e. Final Draft Metro COG 2022-2025 Transportation Improvement Program (TIP)

Mr. Champa presented the final draft of the Metro COG 2022-2025 Transit Development Program (TIP). A virtual public open house will be held on August 24, 2021 from 12:00 p.m. to 1:00 p.m. Public comment and feedback regarding the TIP, including from Metro COG's numerous transportation planning partners, is encouraged. Comments will be addressed as applicable and written responses to all comments shall be included in an Appendix of the final approved document.

4. Additional Business

No additional business.

5. Adjourn

The 592nd Meeting of the FM Metro COG Policy Board held Thursday, August 19, 2021 was adjourned at 5:02 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD September 16, 2021, 4:00 P.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant

To: Policy Board
From: Cindy Gray, Executive Director
Date: September 10, 2021
Re: **North Dakota MPO Planning Support Program, 2021-2024 Master Agreement, NDSU – Upper Great Plains Transportation Institute – Advanced Traffic Analysis Center (ATAC)**

Metro COG is currently in a master contract with ATAC that allows us to enter into work order agreements for travel demand modeling, traffic operations support, Intelligent Transportation Systems (ITS) support, data collection, and so forth. The master agreement, which requires a \$10,000 per year commitment, has been in place for several years, since at least 2015. The agreement calls for quarterly meetings between ATAC staff, the MPOs and NDDOT during which various modeling, ITS and data collection approaches are presented by ATAC and discussed. The agreement gives ATAC the responsibility of storing and keeping track of Metro COG's travel demand model and provide the model to consultants when it is needed for various projects such as corridor studies and other transportation planning efforts. Metro COG's current Master Agreement with ATAC expires at the end of September, 2021. We currently have four outstanding addendums to the 2018-2020 Master Agreement. They include:

- Intersection Data Collection and Reporting (2019) - incomplete
- Automated Traffic Signal Performance Measures (ATSPM) Setup for Fargo (2019) – essentially complete
- Dynamic Traffic Assignment (DTA) model (2020) – essentially complete
- Moorhead Intersection Traffic Data Collection – scope modified due to abnormalities of 2020 traffic volumes

In addition to completing the projects above, Metro COG has scoped additional projects for ATAC in the 2021-2022 UPWP. They include:

- Assistance with Review and Adjustments to Household and Job Data (2022)
- DTA analysis of selected locations (2022)
- Travel Demand Model Update (2022-2023)
- Participation in the Interstate Operations Analysis Study Review Committee and Provide Technical Feedback to SRC (2021-2022)
- ITS Plan Update (2022)

The proposed master agreement (Attachment 1) was reviewed thoroughly by Metro COG, and modifications were made that more specifically outline the addendum requirements for scope of work details, staffing, schedules, project status meetings and reports, and billings. The Transportation Technical Committee recommended approval of the agreement to the Policy Board at their September 9, 2021 meeting.

Requested Action: Approve of the North Dakota MPO Planning Support Program Master Agreement and authorize the Executive Director to enter into the agreement.

Letter of Intent

Jul 16, 2021

North Dakota State University is pleased to submit an application to:
Department of Transportation / FM Metro Council of Governments

Title:
North Dakota MPO Planning Support Program Master Agreement

Proposed Performance Period: 10/01/2021 - 09/30/2024
NDSU Proposal Reference #: NOV0005961

NDSU Principal Investigator: Bradley C Wentz
Department: Upper Great Plains Transport
PI email address: bradley.wentz@ndsu.edu

Direct Cost: \$20,950.00
Indirect Cost: \$9,050.00
Total Requested US Dollars \$30,000.00
Committed Cost Share in US Dollars: \$0.00

This proposal has been institutionally reviewed and approved by the appropriate administrative and programmatic officials. Should this proposal be selected for funding, NDSU reserves the right to negotiate an award with terms and conditions that are appropriate for a public institution of higher education and consistent with NDSU's policies.

NDSU's institutional administrative information is available at
https://www.ndsu.edu/research/for_researchers/proposal_development/institutional_information/ NDSU
DUNS: 80-3882299 NDSU EIN #: 45-6002439

Any award that results from this application should be in the legal name of the North Dakota State University emailed to ndsu.research@ndsu.edu or sent to the address below. Please call 701.231.8045 if further assistance is required. For technical questions, please contact NDSU's PI.

Sincerely,



Proposal & Award Officer

North Dakota MPO Planning Support Program

MASTER AGREEMENT

The purpose of this agreement is to outline the general scope of the North Dakota MPO Planning Support Program and specify the contractual relationship among the program partners that will govern the overall project. The partners in this agreement include: the North Dakota Department of Transportation, the Bismarck-Mandan Metropolitan Planning Organization, the Fargo-Moorhead Metropolitan Council of Governments, the Grand Forks-East Grand Forks Metropolitan Planning Organization, and the Advanced Traffic Analysis Center of the Upper Great Plains Transportation Institute at North Dakota State University.

1. PROGRAM DESCRIPTION

The main emphasis of this program is on enhancing specific planning processes such as travel demand modeling, traffic operations support, Intelligent Transportation Systems (ITS) support, primarily for North Dakota metropolitan areas, with expected benefits to other small to medium size areas. The targeted enhancements aim at providing robust modeling systems that can effectively support the transportation decision making process with responsive and accurate answers while minimizing resource requirements for developing models and supporting their operations. The program defines general core program goals and objectives to guide the overall program. The program also lists related activities/tasks which are funded by the partners as well as additional eligible program activities which are advanced by each individual partner through addendum.

1.1 Program Goals and Objectives

The primary focus will be to support modeling needs in North Dakota. The ultimate goal of this program is to develop a resource for transportation planning modeling suited for small to medium size urban areas. Secondary goals will be for support of MPO needs in the areas of ITS, traffic operations, and other MPO planning support functions. The general high-level objectives of this program are to:

1. Support MPO transportation planning model improvements, especially in the area of model refinement techniques, through targeted improvements to model elements (zones, networks, trips, model input parameters, methods), model calibration for local conditions, and identifying data needs for supporting models.
2. Explore potential applications of new modeling tools or systems, including taking advantage of recent developments in modeling software, ITS, traffic operation analysis tools, and the next generation models which combine transportation planning and operations.

3. Facilitate greater institutional cooperation by providing a neutral source for modeling expertise and advice that would support MPOs, NDDOT, consulting engineering firms, and other small to medium size cities across the nation.
4. Increase the number of qualified civil engineering students who can support modeling position needs in North Dakota, including at the NDDOT, MPOs, and consulting engineering firms.
5. Provide communication and support of training opportunities on developing and improving transportation planning models, including innovative practices in data collection and representation, use of GIS, and new modeling techniques.

1.2 Program Activities/Tasks (funded through annual fee)

1. Facilitate MPO joint modeling, ITS and traffic operations discussions and high-level training on an annual basis through quarterly steering committee meetings. The Spring and Fall meetings will be in-person (if possible) joint meetings with all participating Agencies. The Winter and Summer meetings will be conducted through video conferencing and may be conducted directly with ATAC and individual MPOs.
2. Review, develop, and administer addendums and contracts as requested by partner agencies. Also consider requests from the partner agencies in regards to other Transportation Planning activities such as performance measures, transit planning support, and others as determined by the Steering Committee. These requests would only be performed by addendum as noted below and may involve other Centers and Programs within UGPTI.
3. Include available MPO traffic data as part of any statewide traffic web mapping portals or dashboards as developed through other contracts with UGPTI.
4. Store and provide most recent agreed upon versions of MPO Travel Demand Models as provided by the MPOs and/or their consultants to third parties as requested and approved by the MPOs.

1.3 Program Activities (To be advanced by addendum)

The range of activities included in this program is based on the goals and objectives developed by the program partners. Given the variety of issues that affect travel demand modeling and forecasting, ITS, and traffic operations, the scope of activities included in this program is expected to be vast. Some of the priority categories for these activities will be items 1-4 and if staff time allows, the other items may be pursued upon a member request.

1. Model development
 - a. Model structure
 - i. Zonal characteristics
 - ii. Trip characteristics
 - iii. Network characteristics
 - b. Use of input data
 - c. Selection of modeling system
2. Model Calibration and Validation
 - a. Calibration data collection
 - b. Validation data collection
 - c. Model calibration/validation methods
3. Data to support models
 - a. Travel data collection
 - b. Travel time studies
 - c. Network traffic data
 - d. GIS application
4. ITS support activities
 - a. Regional ITS architecture development and update
 - b. Project ITS architecture development
 - c. Systems Engineering for ITS project deployment
 - d. ITS and Systems Engineering training
5. Special studies
 - a. Corridor and area studies
 - b. Major construction
 - c. Tie with corridor operational analysis
6. Traffic Operations and safety analysis and related collection activities
7. Traffic data archival and reporting for short and continuous counts
 - a. Setup, calibrate, and process video or loop based continuous traffic recorders.
 - b. Modify and enhance reporting software to include traffic count data.
 - c. Develop process and import short term count data to a web portal.
8. Prepare and execute addendums for other Transportation Planning activities such as performance measures, transit planning support, and others as determined by the Steering Committee.

The program partners may decide to include additional activities upon mutual agreement with the ATAC. The procedure for conducting program activities is outlined in the following section

(Section 2).

2. PROCEDURES

This section outlines the procedures for handling program activities. The signing of the master agreement by all relevant parties provides the legal framework for conducting activities encompassed by the program. The process for initiating an activity that is part of this program will consist of: 1) a request from one of the participating agencies, 2) a scope of work (short proposal) developed by ATAC, and 3) a signed addendum.

2.1. Activity Requests

An agency may request a technical assistance activity by submitting a written request in accordance with this agreement. The request should include the following information:

1. Agency name and contact person
2. Nature of the work requested
3. Desired output (deliverables)
4. Time frame (desired start and completion date)
5. Available resources (budget)
6. Other agency/private entity participation

2.2. Activity Scope of Work

Upon the receipt of a request in the proper form, ATAC staff will contact the requesting agency within 2 weeks and indicate if time/resources allow the completion of the requested work. ATAC will develop a Scope of Work (SOW) that will describe their approach in meeting the requested activity. The SOW will include the following:

1. Detailed description of work
 - a. Tasking/activities and methodology
2. Schedule
 - a. Proposed Start date
 - b. Task completion dates
 - c. Project completion date
3. Deliverables
 - a. Scheduled progress reports every 3 months from beginning of project
 - b. Final report or technical report documenting the outcome of the project.
4. Organizational plan
 - a. Principal Investigator
 - b. Staff/student involvement
 - c. QA/QC Plan outside of Attachment 2 of this agreement if applicable.

5. Budget
 - a. Provide estimated % of total cost of each major task as listed in description of work.
 - b. Total costs listing Staff, Grad Student, and Undergrad Student salaries and benefits, operating costs, and NDSU overhead.
6. Billing schedule
 - a. Billings will be scheduled with progress reports every 3 months or as agreed upon with MPO and documented within the scope of work.

The SOW will be submitted through NDSU's Sponsored Programs Administration, the designated office with signature authority for NDSU.

2.3. Addenda

Once the SOW is accepted by the requesting agency, an addendum to the Master Agreement will be prepared by NDSU. Attachment 1 shows the format for the addendum. It contains a brief description of the work activity and provides for authorized signatures by the requesting agency and NDSU's Sponsored Programs Administration. The Scope of Work as described above in 2.2 will be referenced in and attached to each Addendum.

2.4. Authorized Model Use

The parties to this agreement recognize the importance of preserving the integrity of their respective travel demand models as well as the need for rapid turnaround on traffic forecasting for project development. Therefore, the following policies apply:

1. ATAC is designated as the entity responsible for developing, calibrating, maintaining, and updating these models per authorized requests. Modifications and use of the models will be performed by ATAC or MPO staff for their respective model. Any modifications to the models performed by consultants on behalf of the MPO's to support sub-area studies or LRTP's must be forwarded to ATAC to incorporate into the Base Model as requested by the respective MPO.
2. NDDOT, MnDOT (for bi-state MPO's), FHWA, FTA, MPO staff and MPO member units of government shall have full access to the models. Those entities have authority to directly request traffic forecasts from ATAC staff and respective MPO for specific projects or scenarios which do not involve modifications to the models input parameters. ATAC staff will process the request and supply the data to the requestor as rapidly as possible. ATAC will notify and supply the resulting forecasts to the respective MPO. ATAC shall direct all requests for model information from sources other than the identified planning partners first to the appropriate MPO and receive authorization from

the appropriate MPO prior to releasing any information regarding the model.

3. No adjustments to any particular base case model will be made without the permission of the respective MPO. The respective MPO will have the authority to determine the current model and the authenticity of any other model for their specific area.
 - a. Under no circumstances will any of the above parties release any MPO's travel demand model to any agency or consultant ~~not listed above~~ without permission from the respective MPO. All requests for using travel demand models currently covered by this agreement must be pre-approved by the respective MPO for use of that agency's model (i.e., parties to this agreement).

3. ORGANIZATIONAL PLAN

3.1. Steering Committee

This program will be guided by a steering committee consisting of representatives from the participating agencies. Additional public agency or private sector representation may be considered upon approval of the steering committee. The committee provides guidance to the program priorities and assists ATAC researchers in developing annual work plans to serve the various agency needs. The steering committee will meet quarterly with two in person meetings at a location and date acceptable to participants along with two video conference meetings.

The steering committee will consist of the ATAC Director, the NDDOT Assistant Local Government Engineer and/or the NDDOT Planning and Asset Management Engineer, and the 3 respective MPO Directors. Any member can send a designee and additional representatives to the meetings.

ATAC will facilitate the scheduling and agendas for all steering committee meetings. During the fall steering committee meeting, the steering committee will provide ATAC with work estimates to assist in budgeting staff time for the following calendar year.

In addition to the partnering agencies, the steering committee will solicit participation/feedback from other technical groups, such as MnDOT's Traffic Demand Modeling Coordinating Committee. ATAC will be actively involved with MnDOT's Traffic Demand Modeling Coordinating Committee and inform them of our modeling efforts.

At the spring meeting, ATAC staff will provide the steering committee high level training and program updates consisting of 4 to 6 hours intended to communicate existing and new concepts to be considered and advanced in travel demand modeling, ITS, or traffic operations.

3.2. Internal Program Management

The program will be internally managed at ATAC which will work on developing and supporting its activities. In addition to ATAC staff, expertise from other UGPTI researchers and faculty/students from NDSU departments will be utilized when needed. Key staff involvement from ATAC includes:

Director

Provide overall management for the program, including coordination with the steering committee, programming work activities, and allocating resources to the program.

Travel Demand Modeler

Perform technical aspects of the program. The position will be in charge of updating, maintaining, and running the travel demand models for the member MPOs. In addition, this position will supervise undergraduate/graduate student(s) that will assist in the modeling efforts.

ITS Specialist

Provide ITS support services to MPO's.

Traffic Operations Engineer

Provide traffic data collection and analysis as needed to support travel demand modeling and other specific studies.

IT Administrator

Provide database and server support for traffic data collection applications

Undergraduate/Graduate Research Assistant(s)

Assist the Travel Demand Modeler, ITS Specialist and Traffic Operations Engineer by providing data collection and data entry functions. In addition, this position will be used for verifying the various network elements of the travel demand models and traffic operations studies.

Administrative Assistant

Provide administrative support to the program. The position will primarily be responsible for maintaining accounting for the program, as well as assisting in correspondence with the steering committee and arranging committee meetings.

NDSU's Sponsored Programs Administration will be responsible for approving all program activities as outlined in this agreement. This office is the authorized signatory for NDSU.

3.3 Quality Control/Quality Assurance (QC/QA)

To ensure high quality service to the partnering agencies, several activities will occur, which include the following:

1. ATAC will employ an experienced Travel Demand Modeler on a full-time basis to perform the modeling services and supervise part-time staff.
2. ATAC will employ a full-time ITS Specialist to support MPO and NDDOT ITS requests.
3. ATAC will employ a full-time Traffic Operations Engineer to support related MPO requests.
4. ATAC will employ Undergraduate/Graduate Research Assistant(s) on a part-time basis for verifying various network elements of the travel demand models.
5. ATAC will adopt specific TDM based QA/QC procedures as presented in Attachment 2.

4. FUNDING ARRANGEMENT/BUDGET

Funding for this program will consist of two main sources: participation fees and activity-specific fees.

4.1. Participation Fee

Each of the four agencies participating in the program will contribute an annual base participation fee of \$10,000. This fee will primarily be used for the activities listed in section 1.2. The fee will be billed annually on or about November 1 of each program year and quarterly for the NDDOT.

4.2. Activity-Specific Fees

Agencies requesting technical assistance activities will reimburse ATAC for work conducted under this program. The cost for these activities will be negotiated between the requesting agency and ATAC. The fee for agreed upon activities shall be billed every three months from the beginning of work or as otherwise agreed upon between ATAC and the respective MPO and specified in the Addendum. Billing shall correspond with the percent complete from previous billing.

4.3. Facilities and Administration

NDSU will retain the current F & A percentage rate (43.2%) of all program contributions.

5. Effective Duration

Duration of the agreement will be three years, beginning October 1, 2021 through September 30, 2024.

6. Cancellation/withdrawal policy

Any party that wishes to withdraw from this agreement can do so upon submitting a written notice at least 60 days prior to the intended withdrawal date.

7. Appendices

Appendix A and E of the Title VI Assurances and Federal Clauses (Appendix B), attached, are hereby incorporated into and made a part of this agreement.

8. Agreement Execution

Each of the Parties to this Agreement represents and warrants it has authority to execute this Agreement. This Agreement may be executed at different times and in any number of counterparts, each of which, when so executed, shall be deemed to be an original, and all of which taken together shall constitute one and the same Agreement.

Bismarck-Mandan Metropolitan Planning Organization

Witness:

Name (Print)

Executive Director (Print)

Signature

Signature

Date

Fargo-Moorhead Metropolitan Council of Governments

Witness:

Name (Print)

Executive Director (Print)

Signature

Signature

Date

Grand Forks-East Grand Forks Metropolitan Planning Organization

Witness:

Name (Print)

Executive Director (Print)

Signature

Signature

Date

North Dakota Department of Transportation

Approved as to substance:

Local Government Engineer

Director

Signature

Signature

Date

Date

Witness:

Name (Print)

Signature

North Dakota State University

Witness:

Name (Print)

Authorized Representative (Print)

Signature

Signature

Date

North Dakota MPO Planning Support Program

Addendum

Upon execution by the parties below, this Addendum and any attachments shall become attached to and incorporated into the '*North Dakota MPO Planning Support Program Master Agreement*' between 'Bismarck-Mandan MPO' and North Dakota State University effective _____, 20___. The 'Service Order' or 'Research Project' shall include the following information:

1. Project Title
2. Statement of Work - can include task list
3. Principal Investigator
4. Term/Period of Performance
5. Compensation and Payment Schedule

AUTHORIZATION:

Bismarck-Mandan MPO

North Dakota State University

Authorized Signature

Authorized Signature

Name and Title

Name and Title

Date

Date

ATAC Quality Assurance/Quality Control for MPO Travel Demand Models

ATACs goal for its travel demand modeling (TDM) program is to provide the best reliable travel forecasts to its stakeholders using state-of-the-art practices and available data. All input assumptions, methodologies, and processes used in the models will be validated against ground truths and the state-of-the-art in modeling practices; model forecast outputs will be checked for consistencies and reasonableness; and model outputs, limitations, and outliers will be communicated to all stakeholders through technical memorandums and through the provision of output files in formats specified by MPOs and other stakeholders.

To achieve this goal and to enhance the confidence, credibility and to provide reasonable and reliable forecasts, the following Quality Assurance (QA)/Quality Control (QC) checklist and procedures will be applied to all TDM projects ATAC develops for its stakeholders. The QA/QC checklist is not all-inclusive and is a minimum guideline that ATAC will use to assure TDM model outputs are reliable and consistent. This QA/QC will be amended for specific projects or scenarios if the need arises. The QA/QC document is divided into three main parts which are critical in providing reliable, reasonable and consistent TDM forecasts. These include: model parameters, model data, and model output.

1. TDM Model Input Parameters/Model Assumptions

TDM Model input parameters are the mathematical relations that are applied to input data to generate a desirable output e.g. trip generation rates, BPR curves, gravity model equation etc. To ensure ATAC uses the most up-to-date input parameters, the following procedures will be applied:

- i. ATAC will use locally generated input parameters where available
- ii. ATAC will compare model parameters with previous studies, parameters from studies from similar geographic/socioeconomic areas, and from credible national data from sources such as FHWA and ITE
- iii. ATAC will document any new assumptions that are project specific and communicate them to stakeholders for approval
- iv. ATAC will document all model parameters, differences from previous studies, limitations, and communicate this information to its stakeholders for review
- v. ATAC will propose local data collection efforts that will improve on TDM forecasts
- vi. ATAC will have a minimum of two staff review all model scripts for accuracy. In addition, ATAC will provide the model to consultants or other peer reviewers to check for scripting accuracy upon proposal by the MPOs. The individual model review proposal

will contain an optional task and budget for peer reviews requested by the respective MPO.

2. TDM Model Input Data

Model input data are a critical part in TDM forecasts and any errors in the input will be propagated in the output resulting in unreliable forecasts. Two main model data are used in all TDM - network and socioeconomic data. In addition, data that is used for validating and calibrating TDM models are crucial in providing credible forecasts. ATAC will implement the following procedures to ensure model input data are accurate:

- i. Network Data
 - a. ATAC will have a minimum of two staff formally review all network changes
 - b. ATAC will use the aid of all additional data e.g. most recent aerial photos, on-line maps, DOT/MPO information, and approved network improvement to formally review all network changes
 - c. ATAC will conduct a random review of several links on the network with well-known and documented network attributes to guarantee accuracy
 - d. ATAC will implement an automated process in the TDM software that will check for differences between network changes and a baseline network
 - e. ATAC will provide updated networks to stakeholders for review and comments before models are run
 - f. ATAC will communicate with stakeholders and document the different network scenario assumptions that need to be integrated into the baseline (base year or future year)
 - g. ATAC will communicate with stakeholders periodically and provide them with the most up-to-date networks
- ii. Socioeconomic Data
 - a. ATAC will have a minimum of two staff members verify socioeconomic data changes
 - b. ATAC will compare and communicate to stakeholders all socioeconomic data differences between current and baseline/ previous model
 - c. ATAC will check any changes in TAZ structure to ensure it meets preset guidelines and communicate this information to stakeholders
- iii. Data Used for Calibration/Validation
 - a. ATAC will have a minimum of two staff verify ADT counts on the networks
 - b. ATAC will do a random comparison of at least 20 different ADT count locations and compare with previous ADTs for consistency

- c. ATAC will have a minimum of two staff verify all other calibration and validation data including VMT, VHT, screen line counts, and trip length distributions
- d. ATAC will provide all input data used for calibration and validation to stakeholders.

3. TDM Model Outputs and Documentation

Model output is the final and most important piece in TDMs since it is used by stakeholders to make the decisions that necessitate the creation and development of TDMs. To ensure that each model output is consistent and reliable, ATAC will implement the following QA/QC procedures.

- i. All base year model output developed by ATAC will be validated against preset criteria based on national and local guidelines or project specific guidelines
- ii. A minimum of two staff will check all model output for inconsistencies and outliers and compare each scenario with baseline scenarios, document the model output differences and provide this information to stakeholders
- iii. ATAC will provide model output in formats preset by stakeholder for each project
- iv. ATAC will provide a written technical memorandum for each project detailing the model input, model output, parameter changes, comparison to baseline output, any outliers, explanation for these outliers and steps taken to address them
- v. Technical Memorandum will be reviewed by ATAC for technical accuracy and content by a minimum of two ATAC staff
- vi. All input data, correspondences between ATAC and stakeholders, data logs, and technical memorandum will be maintained and documented in a separate project database for each project.

ATAC Quality Assurance/Quality Control for ITS Architecture

ATAC assisted the ND MPOs in creating their original Regional ITS Architectures (RA) in 2005. Further, the RAs have been updated based on recommendation from FHWA and request from the MPOs via addenda to the Master Agreement.

In order to increase confidence in the accuracy and the validity of each RA, ATAC follow a Quality Assurance (QA)/Quality Control (QC) process that falls under two parts: methodology, and data checking.

1. RA Development Methodology

ATAC will continue to follow a methodology that consists of maintaining a knowledge base of the latest ITS and architecture changes between updates, and promoting stakeholder engagement and review during updates. Specifically, the following procedure will be applied:

- i. ATAC will monitor development on the National ITS Architecture, which is the source for RA development, and ensure the RAs' compliance with the national architecture;
- ii. ATAC will monitor development on the Turbo Architecture software (Turbo) and ensure that each RA update uses the most up-to-date version of Turbo;
- iii. ATAC will continue to engage the FHWA ND Division's ITS Engineer in RA development to ensure compliance with the latest FHWA guidelines;
- iv. ATAC will continue to follow an iterative approach to RA development. The approach relies on continuous feedback from the stakeholders, and refinements on the RA by ATAC which are again presented for stakeholders review until consensus is reached;

2. RA Data Check and Report Generation

ATAC will continue to follow a process that reviews the accuracy of data entered into the Turbo database and the outputs generated using Turbo to ensure it reflects the regional needs.

Specifically, the following procedure will be applied:

- i. ATAC will have a minimum of two staff review and verify the inventory of elements and their correspondence to stakeholders;
- ii. ATAC will have a minimum of two staff review and verify interfaces and information flows for each service package in the RA;
- iii. ATAC will have a minimum of two staff review and verify the status (existing, planned, or not planned) of each element, flow, and service package in the RA;
- iv. ATAC will have a minimum or two staff review and verify the output generated through Turbo including all diagrams, tables, and reports;
- v. ATAC will conduct an internal review of all RA report documentation before providing drafts to the MPOs for review.

To: Policy Board
From: Luke Champa, Assistant Transportation Planner
Date: September 9, 2021
Re: **Final Draft Metro COG 2022-2025 Transportation Improvement Program (TIP)**

Link to web-based PDF of the Final Draft 2022-2025 TIP:

http://fmmetrocog.org/application/files/3716/3052/0898/09.01.2021_Final-Draft_22-25_TIP-Website.pdf

OR

Check out the interactive Final Draft 2022-2025 TIP webpage:

<http://fmmetrocog.org/TIP/Final-Draft>

Metro COG staff have developed the Final Draft 2022-2025 TIP document that lists federally funded transportation projects for the named four-year period. The TIP was developed in coordination with the Public Participation Plan (PPP). Pursuant to 23 CFR 450.316, Metro COG's PPP was developed to ensure that members of the public and other interested or affected stakeholders are given an opportunity to comment on and participate in the development of critical aspects, policies, and products of the Metropolitan Planning Program.

Metro COG's PPP is built with some flexibility for public engagement and Metro COG was able to proceed with a 100% online and virtual public comment and public engagement approach in the development of the 2022-2025 TIP. Alternative participation options were advertised but no requests were received. Even with the virtual online engagement and public comment period, Metro COG was able to meet all the requirements of the PPP and had another successful public engagement process throughout development of the TIP.

Metro COG posted a legal notice in the June 30, 2021 edition of The Forum of Fargo-Moorhead advertising the start of the official TIP comment period. This comment period began on July 15, 2021 in conjunction with Metro COG's regularly scheduled July Policy Board meeting.

A second legal notice was published in The Forum of Fargo-Moorhead on August 18, 2021 advertising a virtual public open house to debut and present the Final Draft Metro COG 2022-2025 TIP. The open house was held on August 24, 2021 from 12:00 – 1:00 p.m. via Zoom Video Communications. There were 25 participants in the virtual meeting, 17 of which were panelists comprised of Cass County, Clay County, City of Dilworth, City of Fargo, City of West Fargo, MATBUS, Metro COG, MnDOT, and NDDOT staff.

As of the writing of this staff report, Metro COG has received three formal comments/questions from planning partners including MnDOT, FTA, and FHWA – ND

Division. A summary of comments/questions received and Metro COG responses can be found in Appendix A (pages 115-125) of the Final Draft 2022-2025 TIP.

The third and final legal notice was published in The Forum of Fargo-Moorhead on September 1, 2021 to inform the public that Metro COG would be taking final action on the Final Draft 2022-2025 TIP and holding a final public meeting on September 9, 2021 at 10:00 a.m. and a final public hearing on September 16, 2021 at 4:00 p.m. in conjunction with the regularly scheduled September TTC and Policy Board meetings, respectively. The notice explained that these meetings correlated to final action on the TIP and that the public comment period would end on September 16, 2021 prior to final Policy Board action.

Aside from legal notices published in The Forum of Fargo-Moorhead, Metro COG utilized numerous other electronic outreach methods to reach the public including Facebook posts, Facebook Live (open house), and email subscription.

The Final Draft 2022-2025 TIP is comprised of projects as currently listed in NDDOT and MnDOT Draft State Transportation Improvement Programs (STIPs). Since the initial draft document was released in July, Metro COG updated language throughout the document to reflect minor changes or clarifications and to address comments received by planning partners. Other sections with major updates include the Introduction, Project Locator Map, Detailed Project Listings, Financial Plan and Fiscal Constraint, Overview of Federal Aid Programs, Performance Measures, and Public Involvement sections. Appendix A, public input, and Appendix C, local CIPs, were also updated.

Specific items to highlight since the initial Draft Metro COG 2022-2025 TIP document was released in July:

1. Locally Funded and Illustrative projects (page 32)
2. Detailed project listings (pages 45-54)
3. Lump sum projects (page 55)
4. Performance measures (pages 83-96)
5. Public involvement (pages 105-107)
6. Appendix A (pages 113-134)
7. Appendix C (pages 137-146)

At their meeting of September 9, 2021, the Transportation Technical Committee recommended approval of the Final Draft Metro COG 2022-2025 TIP.

Requested Action: Pending public comment, approve the Final Draft Metro COG 2022-2025 Transportation Improvement Program (TIP).

To: Policy Board
From: Luke Champa, Assistant Transportation Planner
Date: September 9, 2021
Re: **Red River Greenway Study - Consultant Selection**

In July, the Metro COG Policy Board approved the request for proposals (RFP) for the Red River Greenway Study. This project has a budgeted amount of \$155,000 (\$124,000 funded via Federal CPG funds and \$31,000 funded with City of Fargo or local funds).

The deadline for consulting firms to submit proposals was August 11th. Metro COG received proposals from four (4) firms - Confluence, HKGi, SRF, and Stantec. Metro COG and the consultant selection committee met on Thursday, August 26th to interview and select the firm that will be contracted to complete the study.

The consultant selection committee included professional technical staff and non-profit organizational leaders with strong familiarity and interest in the successful completion of the Red River Greenway Study:

- Aaron Nelson, Fargo Planning
- Christine Holland, River Keepers
- Dan Farnsworth, Metro COG
- Jeremy Gorden, Fargo Engineering
- Kylie Bagley, Fargo Planning (Alternate)
- Luke Champa, Metro COG
- Nathan Boerboom, Fargo Engineering
- Tyler Kirchner, Fargo Park District

Upon interviewing all four firms, Confluence, with subconsultants Toole Design and AE2S, was the highest ranked team based upon the selection committee's scoring and ranking. Confluence's cost proposal came in at \$155,000, which is exactly the project's budgeted amount.

At their September 9, 2021 meeting, the Transportation Technical Committee recommended approval of the selection of Confluence, Inc.

Requested Action: Approve Metro COG entering into a contract with Confluence, Inc. to complete the Red River Greenway Study.

To: Policy Board
From: Adam Altenburg, AICP
Date: September 9, 2021
Re: **Mapleton Comprehensive and Transportation Plan**

The Fargo-Moorhead Metropolitan Council of Governments and the City of Mapleton are in the process of initiating an update of the 2004 Mapleton Comprehensive Plan. This plan will examine existing conditions and economic, demographic, and social trends in the city and surrounding area, as well as an in-depth look at transportation and related infrastructure needs. Emphasis will also be placed on an assessment of existing land use patterns, an analysis of supplementary planning strategies, revised goals and policies, and an action and implementation matrix to achieve community goals and initiatives.

The total cost for the performance of work pursuant to this agreement shall not exceed a total of \$47,900.00. This amount shall include all project costs including labor, general and administrative overhead, travel, fixed fees, materials, supplies, and other miscellaneous costs. Metro COG shall be responsible for \$28,797.35, which is 80 percent of eligible project costs. The City of Mapleton shall be responsible for the additional \$19,078.96, which consists of 20 percent of eligible project costs and 100 percent of non-eligible project costs.

At their September 9, 2021 meeting, the Transportation Technical Committee recommended approval of the contract and scope of work for this project.

Requested Action: Approve the contract and scope of work for the Mapleton Comprehensive and Transportation Plan.

**CITY OF MAPLETON, NORTH DAKOTA
and the
FARGO-MOORHEAD METROPOLITAN
COUNCIL OF GOVERNMENTS (METRO COG)
MAPLETON COMPREHENSIVE & TRANSPORTATION PLAN
(2021#1003)**

THIS AGREEMENT is made and entered into this ____ day of _____, 2021, by and between the Fargo-Moorhead Metropolitan Council of Governments, hereinafter referred to as METRO COG; and the City of Mapleton, North Dakota, hereinafter referred to as the CITY OF MAPLETON. This agreement shall cover services related to the Mapleton Comprehensive & Transportation Plan.

RECITALS

WHEREAS, the CITY OF MAPLETON desires to contract for services in the development and completion of the update to the 2004 Mapleton Comprehensive Plan, and

WHEREAS, METRO COG has the necessary professional knowledge, experience, and expertise to undertake this project on behalf of the CITY OF MAPLETON, and

WHEREAS, the CITY OF MAPLETON desires to retain the services of METRO COG in the development and completion of the Mapleton Comprehensive & Transportation Plan, and the services as more fully described in Exhibit A, attached to and made part of this agreement.

NOW, THEREFORE, IT IS AGREED by and between the parties hereto as follows:

AGREEMENT

- 1. SCOPE OF SERVICES.** METRO COG shall perform those tasks and activities identified in Exhibit A. Any work requested by the CITY OF MAPLETON beyond that identified in Exhibit A will require an amendment to this agreement.
- 2. TERM.** This agreement shall extend from the date of its full execution to June 30, 2022, unless terminated pursuant to the termination or suspension of agreed services or the completion of services.
- 3. SCHEDULE OF PERFORMANCE.** METRO COG shall complete the services within the term of this agreement and in accordance with the project schedule set forth in Exhibit C. Any services for which times for performance are not specified in this agreement shall be commenced and completed by METRO COG in a prompt and timely manner based upon the circumstances and direction communicated to METRO COG. The agreement to extend the term or the schedule of performance shall not preclude recovery of damages for delay if the extension is required due to the fault of METRO COG.

4. NOT TO EXCEED COMPENSATION. The compensation to be paid to METRO COG by the CITY OF MAPLETON for performance of services described in Exhibit A, including payment for professional services and reimbursable expenses, shall not exceed nineteen thousand and one hundred dollars (\$19,100.00). The CITY OF MAPLETON reserves the option to amend this agreement if additional information not currently contained in Exhibit A is requested and agreed to by METRO COG.

5. INVOICES. METRO COG shall invoice the CITY OF MAPLETON three (3) times for reimbursement of its share of locally funded project costs: once upon project initiation, once after the first quarter of 2022, and once upon project completion. Invoices shall describe the services to be performed and applicable charges based upon METRO COG's billing rates as set forth in Exhibit B. The information in METRO COG's payment requests shall be subject to verification by the CITY OF MAPLETON.

6. STANDARD OF CARE. Services shall be performed by METRO COG or under METRO COG's supervision. METRO COG shall not assign nor transfer METRO COG's interest in this agreement without the express written consent of the CITY OF MAPLETON. Any work requested by the CITY OF MAPLETON outside of that identified in Exhibit A shall require an amendment to this agreement.

7. AMENDMENTS. The terms of this agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instruction signed by both parties.

8. APPLICABLE LAW. This agreement is financed in part with funding from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). All services performed under this agreement shall comply with all applicable federal, state, and local laws, regulations, and procedures.

9. INDEMNITY. To the extent allowed under North Dakota law, the CITY OF MAPLETON shall save and hold harmless METRO COG, its officers, agents, employees, and members, and the State of North Dakota and North Dakota Department of Transportation (NDDOT), its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the CITY OF MAPLETON, or its subcontractors, agents, or employees under this agreement. However, this paragraph will not apply to suits against METRO COG, the State of North Dakota, or NDDOT arising out of its negligence or intentional acts, or those of its employees, agents, or designees. Further, the indemnification set forth in this paragraph is limited to the specific dollar amounts set forth in N.D.C.C. § 32-12.1-03, as amended from time to time.

10. OWNERSHIP OF MATERIALS. All work products of METRO COG which result from this agreement are the property of METRO COG, its federal/state grantor agencies, and the CITY OF MAPLETON.

11. RECORDS. METRO COG shall maintain accounting and project records as per adopted procedure. Such records shall be made available to the CITY OF MAPLETON and the state/federal government for inspection and audit during the agreement term and for three (3) years after the expiration date of this agreement, unless any litigation, claim, or audit is started before the expiration of the three (3) years, then the records shall be retained until such action is satisfied.

12. NOTICES. All notices, certificates, or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

Adam Altenburg
Metro COG
One 2nd Street N, Suite 232
Fargo, ND 58102

Mary Hirschberger
City of Mapleton
651 2nd Street, PO Box 9
Mapleton, ND 58059

13. CONFLICT OF INTEREST. No official or employee of METRO COG, a state, or any other governmental instrumentality who is authorized in his or her official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting or approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract. No engineer, attorney, appraiser, inspector, or other person performing services for METRO COG, a state, or a governmental instrumentality in connection with a project shall have, directly or indirectly, a financial or other personal interest, other than his or her employment or retention by METRO COG, a state, or other governmental instrumentality, in any contract or subcontract in connection with such project. No officer or employee of such person retained by METRO COG, a state, or other governmental instrumentality shall have, directly or indirectly, any financial or other personal interest in any real property acquired for a project unless such interest is openly disclosed upon the public records of METRO COG, or such other governmental instrumentality, and such officer, employee, or person has not participated in such acquisition for and in behalf of the state.

14. SUSPENSION OF SERVICES OR TERMINATION OF AGREEMENT. The right is reserved by CITY OF MAPLETON to suspend the performance of services in whole or in part, or to terminate the agreement with or without cause at any time upon ten (10) days prior written notice. The right is reserved by METRO COG to suspend the performance of services in whole or in part, or to terminate this agreement with or without cause at any time upon thirty (30) day written notice. Upon suspension or termination by either party, METRO COG shall immediately deliver to the CITY OF MAPLETON any and all copies of studies, computations, and other data prepared by METRO COG or its contractors, whether completed or not. Such materials shall become the property of the CITY OF MAPLETON. METRO COG shall be paid for services rendered or materials delivered to the CITY OF MAPLETON in accordance with the scope of work on or before the effective date of suspension or termination.

15. NON APPROPRIATIONS. This agreement is subject to the fiscal provisions of the CITY OF MAPLETON and METRO COG's annual budget, and the availability of federal transportation funds, as appropriate.

16. MERGER. This agreement constitutes the entire agreement between the parties. No waiver consent, modification, or change of terms of this agreement shall bind any party unless in writing and signed by all parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. The CITY OF MAPLETON by the signature below of its authorized representative, hereby acknowledges that the CITY OF MAPLETON has read this agreement, understands it, and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, this agreement has been executed this _____ day of _____, 2021.

CITY OF MAPLETON

WITNESS

Mayor, City of Mapleton

City Auditor

FM METROPOLITAN COUNCIL
OF GOVERNMENTS

WITNESS

Chair, Policy Board

Executive Director

Exhibit A

City of Mapleton, North Dakota and the Fargo-Moorhead Metropolitan Council of Governments Mapleton Comprehensive & Transportation Plan (2021#1003)

Overview. The City of Mapleton, a bedroom community with an estimated population of 1,238 (2019), has seen sustained growth in recent years. With several new subdivisions, the recent construction of a new \$7.3 million school, and growing interest from developers in larger-scale commercial and industrial developments, the city is interested in updating its future land use plan and examining growth management policies for its main corridors, County Highway 10 and 11, as well as reviewing potential future impacts to the I-94 interchange. These issues will be reviewed as part of a broader comprehensive and transportation plan update for the city. This plan will allow the City of Mapleton to have broader discussions on a unified vision and adopt goals, objectives, and policies for future growth and transportation needs for the city.

Consistent with contract 2021#1003, Metro COG shall review future land use and transportation needs as part of an update to the 2004 Mapleton Comprehensive Plan. The scope of work and general project approach for the preparation of the Mapleton Comprehensive & Transportation Plan is set forth below.

Scope of Work. Metro COG has prepared the following scope of work for the Mapleton Comprehensive & Transportation Plan. Metro COG envisions an update of the 2004 Mapleton Comprehensive Plan to include emphasis on nine major focus areas. This project would be initiated in October 2021, and would be completed on or before June 30, 2022. Project completion would constitute the adoption of the final Mapleton Comprehensive & Transportation Plan by the Mapleton City Council. Below is a description of each focus area:

1. **Project Management.** Project management includes activities Metro COG shall be accountable for to fully manage the project such as staff time, technology and equipment needs, and documentation. Metro COG shall be responsible for scheduling and maintaining regular progress meetings with the City of Mapleton Engineer or other designee, preparing meeting agendas, and taking and reporting meeting minutes. Metro COG shall also be responsible for the preparation of progress reports and preparing and submitting invoices in a timely manner.
2. **Public Involvement.** Public involvement for the Mapleton Comprehensive & Transportation Plan shall include a study review committee (SRC), focused outreach, and two public input meetings as established in the project timeline. Metro COG shall be responsible for all public involvement mailings and correspondence.

Metro COG shall conduct two public input opportunities during the planning process: (1) an early input and issues identification meeting; and (2) a draft plan meeting. Metro COG shall also conduct focused outreach with certain interest groups and stakeholders to further the issue identification phase of the process.

Metro COG shall be responsible for advertising and notifying residents of these meetings with assistance from the City of Mapleton as needed. Metro COG shall be responsible for all the materials needed to conduct the public meetings and shall be the primary facilitators of the meetings.

In addition, Metro COG shall make one presentation to the Mapleton Planning and Zoning Committee and one presentation to the Mapleton City Council to gain approval of the plan.

The development of the plan shall be supported through the following components:

Study Review Committee. Development of the Comprehensive and Transportation Plan shall be guided by a study review committee (SRC). The SRC shall be the primary oversight committee for the project and would be appointed by the Mapleton City Council. The Mapleton Planning and Zoning Committee may serve as the SRC, or the SRC may be a separate entity and include members from the Mapleton City Council, Planning and Zoning Committee, city staff, and others as appropriate. It is proposed that the SRC meet up to four (4) times during the timeline of the project. Metro COG shall be responsible for all committee mailings and correspondence.

Focused Outreach. Focused outreach, either in the form of small meetings or email correspondence, shall be used to further the issue identification phase of the process, specific to certain interest groups and stakeholders (business owners, developers, parks/recreation, schools, government officials, key residents, etc.). Metro COG shall discuss existing conditions and other relevant information with identified stakeholders with the intent of acquiring thoughts, comments, and suggestions relating to the following, at minimum: community context, land use, growth/development, economic development, transportation, infrastructure, environment, and parks/recreation.

Public Input Meeting No. 1. This public input meeting shall be used to finalize and verify the documentation of issues and solicit any additional comments, concerns, and viewpoints from the community at large. Metro COG shall provide existing condition information and acquire input from the public via a diversity of medium; which may include: graphics, surveys, presentations, informal discussions, and displays.

Public Input Meeting No. 2. The second public input meeting shall focus on the presentation of the draft plan; specifically, key principles and discussions that have been incorporated into the document, such as: demographics, growth projections, future land use, transportation, planning strategies, and implementation.

Website, Social Media, and Surveys. Metro COG shall create a project webpage to keep the community informed of planning activities and outcomes. This webpage will be located on Metro COG's website, with the ability to be linked and accessed by visitors to the City of Mapleton's website. Metro COG shall also create and share Facebook notifications to provide up-to-date project and meeting information. An online public input survey, as well as additional hard copy surveys, shall also be developed in cooperation with the City of Mapleton following project initiation to aid in issues identification. If desired, an optional second survey may be developed to gather input on plan recommendations.

3. **Community Profile.** Metro COG shall review existing census and demographic data and prepare a comprehensive community profile for the City of Mapleton with the intent of demonstrating the social and physical nature of the city and its connections to the greater Fargo-Moorhead metropolitan area. This information will be based on an understanding of current and previous planning efforts and programs affecting the city, consultations with the city engineer and other city staff, and on input, inventories, or analyses undertaken by Metro COG. Previously compiled data will be used and incorporated where possible. Metro COG shall explore the city's existing conditions regarding development patterns, the economy, infrastructure, demographics, the history of the city, and make future projections for population growth, demographic change, and economic growth. Significant trends will be highlighted in the plan, particularly if they are used to inform important plan strategies. Complete data and any supplementary analyses shall be included in an Appendix to the comprehensive plan.

NOTE: Items in the Community Profile including housing, economic development, utilities, community facilities, and food access shall be funded 100 percent by City of Mapleton. Metro COG shall allocate sixty (60) hours to the development of these items.

4. **Land Use/Growth Plan.** Metro COG shall update the existing land use map and prepare a future land use plan for the City of Mapleton. The future land use plan shall identify the distribution of residential, non-residential, mixed-use, and civic/public land. Further, the future land use plan shall define an agreed upon growth strategy (through the study review committee and public input opportunities) to accommodate future housing, commercial, and industrial development within the community. The future land use plan shall be drafted and quantified to address transportation and mobility, open space, infrastructure, and other complexities that directly affect land use planning strategies.

This task shall also entail an understanding of extraterritorial (ET) planning issues and considerations for the City of Mapleton, including coordination with adjacent townships and Cass County.

5. **Transportation.** Metro COG shall establish a multi-modal transportation plan to focus on transportation and related infrastructure needs, as well as facilitate existing and projected growth patterns within the City of Mapleton. Close attention shall be paid to the coordination with major corridors such as Interstate 94, County Highway 10, County Highway 11, and other roads in and adjacent to the City of Mapleton. This shall include close consultation with the Cass County Highway Department and the NDDOT Fargo District Office, where appropriate.

Attention shall be paid to developing existing and projected data sets which would assist in integrating the City Mapleton in the greater Metro COG transportation planning process. Special consideration shall also be given to bicycle and pedestrian facilities and rural transit services in the City of Mapleton.

6. **Additional Planning Strategies.** Based upon an examination of information and data gathered in the community profile, Metro COG shall perform an in-depth analysis of supplementary planning strategies to address issues and opportunities in the City of Mapleton. Planning strategies developed for these items may be based on previous reports and research, case studies, best practices, and guidance from city staff and the public.

These strategies will provide city officials and residents new insight on current and future issues and set the tone for goals, policies, and implementation actions by the city.

NOTE: Additional planning strategies shall be funded 100 percent by the City of Mapleton. Metro COG shall allocate sixty (60) hours to the development of these items.

7. **Goals & Policies.** Metro COG shall update and validate the current goals of the 2004 Comprehensive Plan. The update of the goals and policies shall be informed through the public involvement process, working with City of Mapleton staff, and the study review committee.

NOTE: Goals and policies related to housing, economic development, utilities, community facilities, and food access shall be funded 100 percent by City of Mapleton. Metro COG shall allocate twenty (20) hours to the development of these items.

8. **Implementation.** Metro COG shall develop an action and implementation plan to describe how the goals and policies should be carried out in the plan. Metro COG shall incorporate any new or revised goals or objectives informed through the public involvement process, working with City of Mapleton staff, and the study review committee, and follow-up with corresponding policies or implementation measures. This includes any activities, initiatives, programs, ordinances, or administrative systems to be put in place to implement the plan. Metro COG shall include the following information for each listed policy:

- Brief description of the activity
- Legal authorization for the activity, if applicable
- Timeframe for initiating and completing the activity
- Responsible party for implementing the activity
- Estimated cost (if any) of implementing the activity
- Funding source(s), if applicable

NOTE: Items included in the implementation plan related to housing, economic development, utilities, community facilities, and food access shall be funded 100 percent by City of Mapleton. Metro COG shall allocate twenty (20) hours to the development of these items.

9. **Executive Summary.** Metro COG shall develop an executive summary for the plan and a summary of recommendations for each of the Comprehensive and Transportation Plan elements.

Fees for Service. The total cost to Metro COG for the performance of work pursuant to this agreement shall not exceed a total of \$47,876.32 This amount shall include all project costs including labor, general and administrative overhead, travel, fixed fees, materials, supplies, and miscellaneous needs as detailed in Exhibit B. Metro COG shall be responsible for \$28,797.36, or 80 percent of eligible project costs, to be covered with federal Consolidated Planning Grant (CPG) funds. The City of Mapleton shall be responsible for \$19,078.96, or 20 percent of eligible project costs plus 100 percent of non-eligible project costs.

1. **Direct Costs.** Direct costs under this agreement shall be total direct labor hours (640 hours) multiplied by staff hourly rates for a total of \$26,760.00.

2. **Indirect Costs.** Indirect costs are recouped via the Indirect Allocation Rate (IAR) and are calculated by multiplying the IAR and total direct costs. Indirect costs under this agreement shall be the current IAR (78.91 percent) multiplied by the total direct costs (\$26,760.00) for a total of \$21,116.32.
3. **Eligible Project Costs.** Eligible project costs include those with a direct relation to transportation. NDDOT and FHWA have estimated that 480 of the 640 hours allocated to the Mapleton Comprehensive & Transportation Plan are eligible for CPG funding.
4. **Ineligible Project Costs.** Ineligible costs include tasks which do not have strong transportation-related focus or component. NDDOT and FHWA have estimated that 160 of the 640 hours allocated to the Mapleton Comprehensive & Transportation Plan are ineligible for CPG funding. These hours shall be 100 percent locally funded by the City of Mapleton.
5. **Invoices.** Metro COG shall invoice the City of Mapleton three times for reimbursement of its share of locally funded project costs: once upon project initiation, once after the first quarter of 2022, and once upon project completion.

Timeline. To aid in the completion of the Mapleton Comprehensive & Transportation Plan, Metro COG has developed a project timeline which specifies task activities and completion dates. The timeline for this project is detailed in Exhibit C.

Final Deliverables. Upon project completion, all electronic files of the Mapleton Comprehensive & Transportation Plan (Microsoft Word, Adobe InDesign, Adobe PDF, and ArcGIS ArcMap) shall be handed over to the City of Mapleton on a USB flash drive. Metro COG shall provide eight (8) bound hardcopies of the final plan to the City of Mapleton.

Exhibit B

Fee Schedule and Staff Hours

Staff	Roles/Responsibility	Hours	Billable Rate	Cost
Community & Transportation Analyst <i>Locally Funded</i>	Plan Development & Coordination	240	45.00	\$10,800.00
Assistant Planner I <i>Locally Funded</i>	Trans. Assistance	80	43.00	\$3,600.00
Assistant Planner II <i>Locally Funded</i>	Trans. Assistance/Graphics/GIS	40	0	\$0.00
		200	38.00	\$7,600.00
		80		\$3,040.00
Total Hours		640		
Direct Costs (Labor)				\$26,760.00
Indirect Costs (Overhead)				\$21,116.32
Total Budget - Direct/Indirect Costs				\$47,876.32

Metro COG TOTAL <i>Federal Consolidated Planning Grant (480 hrs)</i>	\$28,797.35
City of Mapleton TOTAL <i>Locally Funded (160 hrs)</i>	\$19,078.96

Focus Areas and Staff Hours	C+T Analyst	Assist. Planner I	Assist. Planner II	Total	
1. Project Management	20			20	
2. Public Involvement	60	20	60	140	
3. Community Profile <i>Locally Funded</i>	20		40	120	60 hours locally funded
4. Land Use/Growth Plan	40		40	80	
5. Transportation	40	20	20	80	
6. Additional Planning Strategies <i>Locally Funded</i>	40		20	60	60 hours locally funded
7. Goals & Policies <i>Locally Funded</i>	20		20	60	20 hours locally funded
8. Implementation <i>Locally Funded</i>	20		20	60	20 hours locally funded
9. Executive Summary	20			20	
Total Hours	320	40	280	640	160 hours locally funded

Exhibit C

Project Schedule

Mapleton Comprehensive & Transportation Plan									
Task	2021			2022					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Mobilization									
1.1 - Project Initiation									
1.2 - Background Data/Existing Conditions		■							
Public Involvement									
2.1 - Study Review Committee Meeting									
2.2 - Focused Outreach									
2.3 - Public Input Meeting									
Deliverables									
3.1 - Community Profile									
3.2 - Issues Identification									
3.3 - Issues Analysis									
3.4 - Land Use Plan/Growth Plan									
3.5 - Transportation									
3.6 - Additional Planning Strategies									
3.7 - Goals & Policies									
3.8 - Implementation									
3.9 - Executive Summary									
Document									
4.1 - Draft Plan									
4.2 - Final Draft									
4.3 - Adoption									

■ = Task Completion