

520th Transportation Technical Committee Fargo-Moorhead Metropolitan Council of Governments THURSDAY, August 12, 2021 – 10:00 a.m.

AGENDA

1. Call to Order and Introductions
2. Approve the Agenda Action Item
3. Consider Minutes of the July 8, 2021 TTC Meeting Action Item
4. Public Input Opportunity Public Input
5. Section 5310 Transit Grant Application Action Item
6. Veterans Boulevard Corridor Extension Study Amendment Action Item
7. Metro COG Baseline 2050 Demographic Forecast RFP Action Item
8. Transit Development Plan Final Report Action Item
9. 2021-2024 TIP Amendment #4 Action Item
10. Final Draft Metro COG 2022-2025 (TIP) Informational Item
11. Agency Updates Discussion Item
 - a. City of Fargo
 - b. City of Moorhead
 - c. City of West Fargo
 - d. City of Dilworth
 - e. City of Horace
 - f. Cass County
 - g. Clay County
 - h. Other Member Jurisdictions
12. Additional Business Information Item
13. Adjourn

REMINDER: The next TTC meeting will be held **Thursday, September 9, 2021** at 10:00 a.m.

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_y-mJhPmnRKYXqplURKoCuw

Red Action Items require roll call votes.

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

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**519th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, July 8, 2021 – 10:00 am
Metro COG Conference Room**

Members Present:

| | | |
|----------|-----------|---|
| Jonathan | Atkins | City of Moorhead Traffic Engineering |
| Jason | Benson | Cass County Highway Engineering |
| Julie | Bommelman | City of Fargo, MATBUS |
| James | Dahlman | City of Horace / Interstate Engineering (alt for Russ Sahr) |
| Jeremy | Gorden | City of Fargo Transportation Engineering |
| Cindy | Gray | Metro COG |
| Robin | Huston | City of Moorhead Planning |
| Matthew | Jacobson | Clay County Planning |
| Kim | Lipetsky | Fargo Cass Public Health |
| Peyton | Mastera | City of Dilworth Administration |
| Aaron | Nelson | Fargo City Planning |
| Grace | Puppe | Cass County Planning |
| Mary | Safgren | MnDOT – District 4 |
| Justin | Sorum | Clay County Engineering |
| Lori | Van Beek | City of Moorhead, MATBUS |
| Mark | Wolter | Freight Representative, Midnite Express |
| Andrew | Wrucke | City of West Fargo Engineering |
| Wayne | Zacher | NDDOT – Local Government Division |

Members Absent:

| | | |
|--------|---------|---|
| Maegin | Elshaug | West Fargo Planning |
| Joe | Raso | GFMEDC |
| Russ | Sahr | City of Horace Planning (alternate present) |
| Brit | Stevens | NDSU – Transportation Manager |

Others Present:

| | | |
|---------|-------------|--------------------------------|
| Adam | Altenburg | Metro COG |
| Angela | Bolstad | Stantec |
| Luke | Champa | Metro COG |
| Ari | Del Rosario | Metro COG |
| Dan | Farnsworth | Metro COG |
| Matt | Huettl | HDR |
| Matt | Kinsella | Apex Engineering |
| Savanna | Leach | Metro COG |
| Michael | Maddox | Metro COG |
| Brent | Muscha | Apex Engineering |
| Anna | Pierce | MnDOT |
| Jordan | Smith | City of Fargo / MATBUS |
| Tom | Soucy | Cass County Highway Department |
| Steve | Strack | Houston Engineering |
| Jamie | Wark | SFR |

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on July 8, 2021 by Chair Gray. A quorum was present.

2. Approve the 519th TTC Meeting Agenda

Chair Gray asked if there were any questions or changes to the 519th TTC Meeting Agenda.

***Motion: Approve the 519 TTC Meeting Agenda.
Ms. Bommelman moved, seconded by Mr. Atkins
MOTION, PASSED.
Motion carried unanimously.***

3. APPROVE May 13, 2021 TTC MEETING MINUTES

Chair Gray asked if there were any questions or changes to the May 13, 2021 TTC Meeting Minutes.

***Motion: Approve the May 13, 2021 TTC Minutes.
Ms. Bommelman moved, seconded by Ms. Lipetzky
MOTION, PASSED
Motion carried unanimously.***

4. Public Comment Opportunity

No public comments were made or received.

Mr. Gorden left the meeting at 11:00 a.m.

5. Draft 2022-2025 TIP

Mr. Champa presented the draft 2022-2025 Transportation Improvement Program (TIP). Mr. Champa briefly described the proposed projects and local match obligations. The draft TIP in its entirety is available on Metro COG's website for public review. A public engagement opportunity will be held in August. The request is for the TTC to recommend the Policy Board open a public comment period for this TIP.

Chair Gray asked why the NDDOT Median Tension Wire project was removed. Mr. Zacher said he is not sure if it has been completely removed, but it does span multiple jurisdictions.

Mr. Atkins asked for a clarification on a Moorhead project cost, showing a lesser amount than budgeted for. Mr. Champa said that since it spans across two years, it is split that way. Mr. Atkins asked if the total project cost can just be shown as full cost, rather than the amounts split per year. Mr. Champa said he would coordinate with MnDOT to see if the total cost can be shown as described.

Ms. Pierce asked if the PTSAP and Performance Measures would be added to the draft TIP before the public comment period is opened. Mr. Champa and Mr. Maddox both assured that these changes would be added before the draft TIP is

submitted to both NDDOT and MnDOT. Mr. Atkins asked how many changes to the draft will be necessary before it is released to public comment. Chair Gray said that at this stage of completion, Metro COG puts the draft project list out for public review without the document itself being fully updated. The project list will continue to be refined as more information comes in from the local jurisdictions, MnDOT and NDDOT. In addition, further updates will be incorporated before the draft is presented to the Policy Board at their meeting next Thursday. Mr. Champa reminded the committee that this TIP draft is still a working rough draft, and a formal final draft will be submitted to the TTC and Policy Board for review in September.

Motion: Recommend opening a public comment period for the Draft 2022-2025 Transportation Improvement Program (TIP) to the Policy Board, with the assurance that the remaining TIP document items are incorporated prior to the Policy Board review.

Mr. Atkins moved, seconded by Ms. Van Beek

MOTION, PASSED

Motion carried unanimously.

***Ms. Bommelman and Ms. Van Beek left the meeting at 11:45 a.m.**

6. 2021-2022 UPWP Amendment #2

Ms. Gray presented amendment #2 to the 2021-2022 Unified Planning Work Program (UPWP). Following the mid-year MPO review with NDDOT, it was recommended that Metro COG accelerate the rate of planning grant expenditures, to enable the opening of the 2021 CPG funding allocation near the end of the year. Metro COG is operating on 2020 CPG funding, and only three grant years can be open at one time, per federal regulations. It can create problems for other MPOs in the state, such as The Forks MPO, since they are often able to spend down their funds more quickly due to having a smaller work program. Ms. Gray brought forward proposed projects to help accelerate Metro COG's current spending.

Metro COG has also coordinated with member jurisdictions in regards to additional projects that could potentially be done in house by Metro COG staff. Ms. Gray also said that with the transition to a TMA, she recommends an additional Transportation Planner be added to the staff. This will help with the additional of in-house studies and moving towards the TMA transition.

Mr. Atkins asked if the preliminary work for projects can be done ahead of time, such as the RFP release, consultant selection, scoping and contracting be done in the prior year, and the project starting at the start of the scheduled year. Ms. Gray said that she has attempted this in the past, with NDDOT warning Metro COG that there is a limit to how much work we can do on a project prior to the year in which the project is included in the UPWP, and furthermore, staff are often deep into the wrap-up of the prior years' projects at that point in the year, as well as funding solicitation submittals, etc. Ms. Gray explained that if the projects are not identified in that year's UPWP, the staff time put towards the

work would not be accurately charged. Mr. Atkins asked if the pre-project development could be added to the UPWP and be allowed by the DOTs. Mr. Zacher said that would be acceptable to NDDOT.

Mr. Atkins reminded Ms. Gray that the jurisdictions are all in their budget-planning process, and if an additional planner is added, there could potentially be a change to the jurisdictions' dues to Metro COG. Ms. Gray said there may be a slight change to the dues, and reminded the committee that a final budget will be presented to the TTC and Policy Board in September of this year. Mr. Atkins asked if the addition of the staff member could be removed from this amendment until finalized numbers can be provided.

Motion: Recommend approval to the Policy Board of the proposed UPWP amendments as discussed, with the removal of the staff person until further discussion.

Mr. Atkins moved, seconded by Mr. Benson.

MOTION, PASSED

Motion carried unanimously.

7. Red River Greenway Study Request for Proposals (RFP)

Mr. Champa presented the request for proposals (RFP) for the Red River Greenway Study.

Motion: Recommend Policy Board approval of the Red River Greenway Study RFP.

Mr. Nelson moved, seconded by Mr. Mastera.

MOTION, PASSED

Motion carried unanimously.

8. Agency Updates

Cass County – Diversion P3 selection, but still finalizing the financial plans.

9. Additional Business

No additional business.

10. Adjourn

The 519th Regular Meeting of the TTC was adjourned on July 8, 2021 at 12:09 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD August 12, 2021, 10:00 A.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant

To: Transportation Technical Committee
From: Dan Farnsworth, Transportation Planner
Date: August 6, 2021
Re: **Section 5310 Transit Grant Application**

The North Dakota Department of Transportation (NDDOT) recently solicited applications for FTA Section 5310 transit grants. Section 5310 provides funding for transit projects that improve mobility for the elderly and persons with disabilities.

This application will combine CRSSA (Coronavirus Response and Relief Supplemental Appropriations Act) funds & ARP (American Rescue Plan) funds. Awarded projects can be funded up to 50% for operations, 80% for mobility manager, and 85% for vehicles.

All applicants with projects within Metro COG's planning area are required to submit their applications to Metro COG for review and prioritization (if necessary). The only application received was submitted by Handi-Wheels.

Below is a summary of the submitted Section 5310 transit grant application. Also, **attached** is the full application. The application will be submitted to NDDOT by the August 26th, 2021 deadline.

Section 5310 – Urban

- Funding for general operations related to maintenance of vehicles, fuel, phones and radios, training, and driver payroll.
 - Total cost: \$60,000 (\$30,000 Federal / \$30,000 local)

Requested Action: Recommend Policy Board approval of the Section 5310 transit grant application as shown above and attached.



FY2022 - Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities – Mid-Year Application

| | | |
|----------------|-----------------------------|---------------------|
| Agency Name | Handi-Wheels Transportation | |
| Agency Contact | Roger Kjos | Phone: 701-232-3231 |
| DUNS # | 041053369 | |

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program goal is to **improve mobility for older adults and individuals with disabilities throughout the country.** Under 49 U.S.C. 5310 funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas. The program requires coordination of federally assisted programs and community services in order to make the most efficient use of federal resources.

The entire Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is further explained in FTA Circular 9070.1G, located on the FTA website at:

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf

Please Note:

- This application for funding will use FTA annual apportionment Section 5310 funds, Coronavirus Response and Relief Supplemental Apportionments Act (CRRSAA) for 2021 and American Rescue Plan (ARP) Act of 2021 funds.
- CRRSAA and ARP for operating and mobility manager projects is 100% federal funds with no match required. Funding these operating and mobility manager projects is the top priority for these funds. ADA vehicles may not be funded at 100%.
- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- Mobility Manager salary is a capital project expense and requires a minimum of **20% Local Match for Section 5310 annual apportionment funds**.
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Plan.
- Public transportation: the term ‘public transportation’ means regular, continuing shared-ride surface transportation services that are open to the general public or are open to a segment of the general public defined by age, disability, or low income; and does not include: intercity bus service; charter bus service; school bus service; sightseeing service; courtesy shuttle service for patrons of one or

more specific establishments; or intra-terminal or intra-facility shuttle service.

- As with most Federal Assistance Programs, Section 5310 is designed as a reimbursement program. Your agency should be prepared to pay for expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If you are awarded a Section 5310 project, your agency will be required to report a number of performance measures, at least annually, to NDDOT. Information required to report may include, but not limited to the following:
 - The number of 5310 one-way trips;
 - The number of 5310 vehicles you have in service; and
 - 5310 ridership demographics.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
- If you receive \$750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
- Vehicles may be used to provide meal delivery service for homebound persons on a regular basis in conjunction with passenger transportation. Delivery service **must not** conflict with the provision of transit services or result in reduced service to transit passengers.
- Federal Funds awarded for vehicles will only be awarded for ADA vehicles requests.
- All applications are due **August 26, 2021, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, dkarel@nd.gov, jsmall@nd.gov or conelson@nd.gov.

General Information

1. Provide a detailed description of the transportation services your agency currently provides **for seniors and disabled individuals**, and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

Handi-Wheels Transportation is a 501(c)(3) private, non-profit specialized transportation service. It is Handi-Wheels mission to provide a safe, reliable means of accessible and affordable transportation service to individuals who have a disability, persons who are elderly, and low-income individuals. Between 65% to 70% of the rides Handi-Wheels provides each year are to seniors and/or disabled individuals.

Handi-Wheels is a door-to-door, dial-a-ride, demand response, paratransit service. In addition, Handi-Wheels provides transportation to access medical care and ensure inclusion in our community. Our goal is to return to pre-COVID ridership numbers otherwise no specific plans are in place to expand our service area.

Handi-Wheels provides service Monday through Friday 7:00 am to 5:00 pm. One-way rides are \$20 while roundtrip rides are \$40. Rides service Fargo and West Fargo in Cass County. Passengers can call and schedule rides Monday through Friday during office hours 9:00 am to 5:00 pm by calling 701-232-3231.

Currently, Handi-Wheels owns 3 lift-equipped buses and 1 ramp-equipped ADA accessible minivan.

We work closely with medical facilities and social service agencies such as Sanford Health, Essentia Health, Family Healthcare Center, Southeast Human Services and Cass County Social Services to provide services to the greatest number of passengers in need in our community.

2. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

Yes List section and page number(s): p. 4 and p. 5

No (Applicant must provide an explanation)

3. What percentage of change in ridership has your agency experienced in the SFY2021 reporting period? Provide a brief explanation of the reason for the change in ridership.

X Increase We are slightly above this time last year by 14 riders. However, in all of 2020, ridership decreased by over 50% due to the COVID-19 pandemic. For 2021 ridership is still down compared to pre-pandemic numbers but we are starting to see a small increase compared to the same time last year.

Decrease

4. List all existing public transportation providers operating in your service area. See definition of public transportation under the Notes on Page 1 of this application.

MAT bus, MAT paratransit, and Valley Senior Services

5. Are you the lead transit provider in your area? If not, what is the relationship of your program(s) to other transportation providers?

Yes

X No Handi-Wheels has in the past worked with the City of Fargo to determine our role in providing transit services to our community. As the only paratransit public transportation provider in Fargo and West Fargo to receive Medicaid reimbursements, that has become Handi-Wheels primary role. Handi-Wheels can offer the non-emergency medical transports free to most passengers, which makes Handi-Wheels the best option for passengers for medical transit. Rides provided to individuals who are elderly or who have a disability and who are not North Dakota Medical Assistance recipients are charged \$20.00 per one-way ride. MAT Paratransit would also be the best choice for these passengers, yet many are denied as it is deemed that their disability is not severe enough. These passengers express that we are still cheaper than a cab or any of the for-profit transit companies and so they ride with Handi-Wheels.

We have also worked with Valley Senior Services in the past in an effort to avoid duplication of the services they provide. Their transportation focus is on elderly individuals who are ambulatory. Handi-Wheels works with elderly passengers who are in need of a lift vehicle who have a physical or emotional disability.

We refer passengers to MAT Paratransit, Valley Senior Services, Anytime Transportation, Clay County Rural Transportation, Ready Wheels, Care-A-Van, 1 Priority Transportation, and F-M Mobility if we are unable to schedule a ride due to full schedules or requests out of our service area.

6. Please describe the need for transit service in your area for seniors and disabled individuals. Why does this need exist? How have you determined this need? How will the proposed project address this need for service?

According to the 2010 US Census there are 22,935 residents between the ages of 55 and 84 in Fargo, ND. 2,033 people 85 and older reside in Fargo. 11,586 people 65 and older reside in Fargo. West Fargo has 2,319 residents 65 years and over. This means approximately 11% of our service area is age 65 and over. Additionally, over 6% of our service area is living with a disability. Access to transportation provides a greater sense of independence and security in remaining in ones' home for as long as possible. Also access to regular preventative care for seniors and individuals living with a disability results in fewer hospital stays and decreased major medical expenses billed to Medicaid.

7. Provide a description of how you market the transportation program and to whom in the box below.

X Yes Handi-Wheels markets its transportation service in various inexpensive ways targeting disabled individuals, seniors, and those that are low-income. Via social media, Handi-Wheels has an active Facebook page, Twitter account, and webpage. We email local churches and ask them to post our information in their church bulletins or put up our posters in their buildings. When able, we put up our posters in low-income apartment buildings and healthcare services geared to low-income populations.

Except for last year, Handi-Wheels sponsors an annual fundraising event that is open to the public. We send out fliers to local residents and businesses in focused areas of Fargo and West Fargo, and create billboards advertising our event each year.

We have a close working relationship with organizations and foundations such as the Dakota Medical Foundation, Impact Foundation, F-M Area Foundation, Alex Stern Foundation, First Link and Freedom Resources organization to fund, promote and increase our visibility in Fargo and West Fargo.

Handi-Wheels participate in the Giving Hearts Day, which is an annual one-day, online giving campaign that encompasses organizations throughout North Dakota and Eastern Minnesota. In conjunction with Giving Hearts Day, we submit a short video that is entered in a contest sponsored by Vision Bank. The general public has an opportunity to vote for their favorite video online.

The Executive Director plans to speak to service clubs in the Fargo and West Fargo areas to promote our service.

No

Ridership and Fleet Information

***Report actual ridership numbers, miles and hours for SFY2020 & 2021.**

***Enter current fleet information below.**

***Current fleet and mileage information MUST also be updated in BlackCat Inventory.**

| | SFY2020 - Ridership and Fleet Information | SFY2021- Ridership and Fleet Information |
|---|---|--|
| Number of Annual Ridership (Trips) Provided | 4827 | 3021 |
| Number of Annual Revenue Hours | 4357.75 | 2356.45 |
| Number of Annual Revenue Miles | 42,562 | 29,600 |
| Number of Vehicles in Fleet | 4 | 4 |

10. What is the purpose of the three most requested trips that your clients require? (e.g. medical, shopping, employment, education, social, etc.)

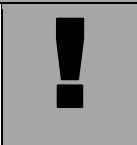
1. clinic/medical appointments

2. mental health services

3. dialysis and/or cancer treatment

Coordinated Public Transit Human Services Transportation Plan

Applicants must be part of a locally derived Coordinated Public Transit Human Services Transportation Plan approved by North Dakota Department of Transportation (NDDOT) and uploaded to BlackCat Resources prior to submission of this application.



8. When was your Coordinated Public Transit Human Services Transportation Plan approved by the NDDOT Transit Section? Has it been uploaded into BlackCat Resources? Since submitting your plan describe any additional efforts made to coordinate service.

The plan was approved in 2017 and has been uploaded into BlackCat.

9. Describe any potential opportunities for additional coordination. (include social service agencies, county social services, community actions, educational institutions, youth groups, veteran services, religious organizations, other transportation services, etc.) that may address unmet transit needs in your service area.

The Fargo Forum had an article stating that refugees will be returning to this area in the upcoming year. Since Lutheran Social Services has shut down, Handi-Wheels plans to meet with Lutheran Immigration and Refugee Services, Family HealthCare, and Cass County social services to discuss helping bring newly arrived refugees to healthcare clinics as we had done in the past.

Another potential opportunity for coordination is programs that work with seniors. According to an article in the July 24th edition of the Fargo Forum, all baby boomers will be 65 or older by 2030 and the number of seniors living in Fargo is expected to rise considerably because of the closeness to health care compared to living in rural areas.

Handi-Wheels also provides rides for people to go to rehab/counseling programs. Meeting with programs such as SEHSC, Next Step, STAND to discuss coordination of unmet transit needs is also being planned.

10. Is the requested project(s) part of a Coordinated Public Transit Human Services Transportation Plan?

Yes The Coordinated Plan is in the process of being updated.

No

11. If you marked Yes above, indicate the page number where this project is listed.

If you marked No above, explain why this project is not part of your current plan.

The plan is in the process of being updated.

Non-Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.

12. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

This project would assist Handi-Wheels with some of its general operating costs related to maintenance of vehicles, fuel, phones and radios, training, and driver payroll. The majority of rides Handi-Wheels provides is for non-emergency medical rides for low-income individuals mostly seniors and disabled individuals. Medicaid reimburses Handi-Wheels at \$15.99 per ride. The full cost to Handi-Wheels per one-way ride is closer to \$25. This amount includes the cost of fuel, maintenance on the vehicles, insurance, drivers' salary, and other general operating costs. To help overcome this difference Handi-Wheels relies on finding and securing outside funding opportunities. We apply for grants, actively engage in fundraising activities, and seek direct donations. Additional funding assistance through the Section 5310 program would help Handi-Wheels with its expenses related to vehicle maintenance, fuel for the buses, phones and radios, training for the drivers, and driver payroll. The percentage spent on each area varies each year but is approximately: maintenance: 20%, fuel: 25%, phones & radios: 6%, training: 1%, driver payroll: 50%.

13. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

Yes

No

14. Total cost of this project.

Total Cost (include federal and local amounts): \$60,000

Federal Funds Requested:\$30,000

Local Match Amount: \$30,000

Source(s) of Local Match: State aid, private donations, grants, Medicaid reimbursement

Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.

15. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year:

Make/Model:

Seating Capacity:

Lift/Ramp: Yes No

Gas/Diesel/Other:

16. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?

17. What type of vehicle are you requesting?

- Replacement Vehicle
- Expansion Vehicle

18. If requesting a replacement, which vehicle in your fleet are you replacing?

a. Vehicle Information Number (VIN):

b. Vehicle Year:

c. Make/Model:

d. Current Mileage:

e. Vehicle In Service Date:

f. Has this vehicle information been updated in BlackCat Inventory? Yes No

19. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership).

20. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service?

21. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. **See sample timeline below, add or remove lines as needed.**

Request For Proposal (RFP)/Invitation For Bid (IFB) Issue Date:

Contract Award Date:

Initial Vehicle Delivery Date:

Final Vehicle Deliver Date:

Contract Completion:

Final Payment Submitted to DOT:

22. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts):
Federal Funds Requested:

Local Match Amount:
Source(s) of Local Match:

| Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm | | Expected Delivery time (in months) |
|---|------------------------------------|------------------------------------|
| 15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300 | Base Price - \$64,700 - \$88,000 | 6 - 9 |
| ADA Transit Vehicle NDDOT Term Contract No. 301 & 301B | Base price - \$45,000 – \$56,000 | 3 - 6 |
| Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381 | Base Price - \$109,500 – \$111,000 | 6 - 9 |
| ADA Low Floor Mini Van NDDOT Term Contract No. 382 | Base Price - \$45,818 | 1 - 4 |
| Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383 | Base Price - \$96,720 - \$110,000 | 6 - 9 |

FTA Useful Life Standards

| | |
|---|---------------------------|
| Mini-Vans/Modified Vans – 3-14 passenger | 4 years or 100,000 miles |
| Med-Size Light Duty Cutaway – 8-16 passenger | 5 years or 150,000 miles |
| Med-Size Med Duty Cutaway/Bus – 16-30 passenger | 7 years or 200,000 miles |
| Med-Size Heavy Duty Bus – 24-25 passenger | 10 years or 350,000 miles |
| Large Heavy-Duty Bus – 35-40+ passenger | 12 years or 500,000 miles |

Equipment & Miscellaneous Capital Projects

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each.

| |
|---|
| 23. Describe your proposed project(s) in detail (detail MUST include: type, quantity, cost, purpose of equipment being requested). |
| Type: Quantity: Purpose: |
| 24. How does this project enhance your transportation program? |
| |
| 25. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation) |
| 26. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Global Resources. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation) |
| 27. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation) |
| 28. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. <u>See sample timeline below, add or remove lines as needed.</u> |
| Request For Proposal (RFP)/Invitation For Bid (IFB) Issue Date: |
| Contract Award Date: |
| Deliver/Installation Date: |
| Contract Completion: |
| Final Payment Submitted to DOT: |
| 29. Total cost for the project? |
| Total Cost (include federal and local amounts): Federal Funds Requested: Local Match Amount: Source(s) of Local Match: |

Travel & Training

30. List the training the Director attended in the past year. Included dates and conference/training name, including the DOT meetings.

Total amount reimbursed for travel in FY2021:

31. Provide the conferences and meetings you will be requesting to attend this year and include an estimated RTAP Travel Budget to be requested.

Total estimated travel budget for FY2022:

Local Match & Total Funding Request

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds etc.) that are available to be used towards each project (Vehicle, Facility Rehabilitation & Construction, and/or Equipment/Miscellaneous Capital).

Local match listed here cannot be already targeted as match for a FY2022 5339 or 5311 applications.

Farebox revenue cannot be used as Local Match.

Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered.

This project ranking should match your prioritization in BlackCat.

| Ranking | Project | Federal Cost of Project | Local Match Needed | Sources of Local Match* |
|---------|-------------------|-------------------------|--------------------|--|
| 1 | General Operating | \$30,000 | \$30,000 | State aid, private donations, grants, Medicaid reimbursement |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

APPLICATION CHECKLIST AND SIGNATURE PAGE

This checklist is included for your review and completion prior to submittal of your application to ensure your submission includes all required documents. Please upload the required documents in your agency's account in the BlackCat Transit Data Management System (BlackCat).

Section 5310 Applicants must submit the following (check box when complete):

| | |
|--|---|
| | Completed 5310 Application; |
| | Completed the FY2021 FTA Certifications and Assurances in BlackCat, (only complete once per year); |
| | Document(s) identifying sources of local match funds – Signed letters from source(s) of local match that include the dollar amount committed, State Aid Contract or award letter showing dollar amounts, mill levy, city funds, etc.; |
| | Update vehicle information, mileage and condition in BlackCat Inventory; |
| | Update Transit Board Members information in BlackCat; |
| | Certify and upload a current Authorizing Resolution form; |
| | Upload your annual registration from the System for Award Management (SAM.gov); |
| | Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable); |
| | The following documents MUST be current and uploaded into BlackCat Resources: Coordinated Human Services Plan, 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, and TAM Plan. |

I hereby certify that as a person authorized to sign for

Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.

Signature of Authorized Representative

Date

To: Transportation Technical Committee
From: Dan Farnsworth, Transportation Planner
Date: August 6, 2021
Re: **Veterans Boulevard Corridor Extension Study Amendment**

The Veterans Boulevard Corridor Extension Study began in May of 2020. This Metro COG-led study retained consulting firm KLJ (and subconsultant SRF). The study is multijurisdictional, with local partners consisting of Cass County, the City of Fargo and the City of Horace, with participation on the SRC from the City of West Fargo. It 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 with scope of work to:

- Better understand the effects of a Veterans Boulevard extension on nearby arterial and future arterial roadways. These roadways include Sheyenne St/County Rd 17, 64th Ave S, and 76th Ave S.
- Clearly understand a more detailed capital improvement plan (CIP) and staging/phasing strategy for a Veterans Boulevard extension in conjunction with other related existing and future arterial roadways
- Coordinate jurisdictional responsibilities and coordination associated with the staging/phasing of a Veterans Boulevard extension and nearby arterial roadways, with special emphasis on 64th Avenue S both east and west of Veterans Boulevard.

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.

Attached is the proposed contract amendment which includes a scope of services and a cost proposal.

Requested Action: Recommend Policy Board approval of the Veterans Boulevard Corridor Extension Study Amendment.

Professional Services Agreement for Contract Amendment for the Project Entitled: *Veterans Boulevard Corridor Extension Study*

Amendment #: 1

Date: August 19, 2021

Consultant Name and Address: KLJ Engineering, 4585 Coleman Street, Bismarck ND, 58503

Consultant Project Number: 2013-00339

Consultant Project Manager (PM): Wade Kline

PM Email and Phone: wade.kline@kljeng.com 701.271.5009

Client Name and Address: Fargo-Moorhead Metropolitan Council of Governments (Metro COG), 1 2nd St N, Suite 232, Fargo ND 58102

Metro COG Project Number: 2020-217

Metro COG PM: Daniel Farnsworth

PM Email and Phone: farnsworth@fmmetrocog.org; 701.532.5106

In accordance with the original Professional Services Agreement dated *May 14, 2020*, an amendment to project as detailed below is hereby authorized.

See Attachment 1 for Amendment # 1 details entitled *Veterans Boulevard Corridor Extension Study – Amendment #1*.

See Attachment 2 for a breakout of hours and costs associated with Amendment #1, which result in the total fee for this amendment of *\$64,150.50*.

Schedule – The agreed upon completion date for the tasks described in this Amendment is as follows (describe) or attached as Attachment 3: Final deliverables completed by *12/31/2021*.

Payment shall be made in accordance with the original agreement terms. All other items and conditions of the original Agreement shall remain in full force and effect.

Consultant: KLJ Engineering

Fargo-Moorhead Metropolitan Council of Governments

Mark Anderson, VP Environment & Public Works
Print Name and Title

Cynthia R Gray, Executive Director
Print Name and Title

Signature _____

Signature _____

Date Signed _____

Date Signed _____

Attachments: Attachment 1 and 2

Attachment 1

Veterans Boulevard Corridor Extension Study

Amendment #1

Background

The Veterans Boulevard Corridor Extension Study (Study) has developed a set of corridor level recommendations for improving the corridor from 40th Avenue to 100th Ave South. Most prominent is a series of options to extend the corridor from 52nd Avenue to 100th Avenue.

In response to local study partners, Metro COG requested additional scope of work items to clearly understand a more detailed capital improvement plan (CIP) and Staging/Phasing Strategy for the Veterans Boulevard Extension in conjunction with other related existing and future arterial roadways, and jurisdictional responsibilities and coordination associated with the staging/phasing of the roadway network in the Veterans Boulevard, 64th Avenue and Sheyenne Street portion of the metropolitan area. These particular connections have risen to a greater level of concern over the past year due to Horace's high growth rate, West Fargo's rapidly paced development just north of Horace, and proposed development and infrastructure improvements in Fargo between 52nd and 64th Avenue S. Most specifically is an evaluation of the interrelated improvements needed on interrelated corridors such as 64th Avenue S, 76th Avenue S and Sheyenne Street/County Road 17 related to an extension of Veterans Boulevard south of 52nd Avenue. The request from local partners is largely aimed at providing the technical information and facilitation that will help them work together as part of this amendment to coordinate all aspects of phasing and jurisdictional responsibilities as study partners and major stakeholders.

The process and results of the tasks outlined in Tasks 1-12 below will be documented in a technical memorandum and incorporated into the Veterans Boulevard Corridor Extension Study as an appendix.

Task 1. Project Management and Coordination

Project management will include coordination between the City of Fargo, City of Horace, Cass County, NDDOT, stakeholders, and the project team. It will include monthly progress meetings, monthly progress reports, invoices and expense documentation, meeting coordination, agendas, and summaries, and any other documentation necessary.

Task 3 – Community and Stakeholder Engagement

Task 3.1 – Study Review Committee

KLJ will organize and facilitate two (2) SRC meetings.

- Meeting #1 – Review and develop preliminary modeling and implementation assumptions to support CIP and Staging/Phasing Strategy for Veterans Boulevard.
- Meeting #2 – Review Draft CIP and Staging/Implementation Plan.

Task 3.2 – Public Participation and Communications Plan

The KLJ team will continue to use the existing public participation plan to organize all public engagement efforts, track results, and summarize input received throughout the process. This approach is designed to be flexible to best respond to COVID-19 related constraints.

Task 3.2.1. Project Website

The KLJ team will provide Metro COG with project related information for the corridor study's website, including meeting summaries, reports, public input materials, survey links, etc.

Task 3.2.2. Social Media.

The KLJ team will provide a social media schedule with content and any accompanying media to be posted to appropriate social media channels to support one (1) additional virtual public input meeting.

Task 3.2.3. Traditional Media.

The KLJ team will develop advertising materials for a 3rd Public Input Meeting, conducted as virtual, including a press release.

Task 3.4 – Stakeholder Outreach

To support input and consideration of new analysis developed as part of Task 12, KLJ will hold one (1) virtual public input meeting.

Task 5 – Travel Demand Modeling (SRF)

The KLJ team will coordinate key assumptions/scenarios and conduct up to two (2) additional travel demand model runs to support analysis required with Amendment #1. This task will include updated documentation support. These model runs will test additional capacity and/or phasing scenarios. No socio-economic data updates are included as part of this amendment, because the model was recently updated earlier in the study process.

The KLJ team will review the travel demand modeling findings and qualitatively assess planning level impacts to area traffic operations and project phasing/implementation. No detailed intersection capacity analysis will be included as part of Amendment #1.

Task 12 – Capital Improvement Plan (CIP) and Staging/Phasing Strategy

12.1 – Adjacent Corridor Coordination

KLJ will study and document the phasing and implementation of Veterans Boulevard, 64th Avenue, and Sheyenne Street/County Road 17 in combination with other future collector/arterial roadways. This work will inform and prepare the consultant team and Metro COG to facilitate discussions with the SRC and local jurisdictional leadership as they work through an approach to phasing, timing, and jurisdictional responsibilities associated with corridor connectivity in the Veterans Boulevard/64th Ave S/Sheyenne Street portion of the metropolitan area. This level of analysis is related to the current study, however, was not initially included in the project scope.

Task 12.1.2 - 64th Avenue South

- KLJ will review projections for the study area and provide phasing recommendations for 64th Avenue South from I-29 to Sheyenne Street/County Road 17. Recommendations are developed in tandem with the phased implementation of Veterans Boulevard.

Task 12.1.2 - 76th Avenue South

- KLJ will review projections for the study area and provide phasing recommendations to integrate and coordinate recommendations from the recent 76th Avenue South Corridor Study. Recommendations are developed in tandem to the phased implementation of Veterans Boulevard.

Task 12.1.3 - Sheyenne Street/CR17

- KLJ will review capacity needs along Sheyenne Street south of 40th Avenue South. Looking at past studies and the most current model output and recommend capacity in each one-mile segment between 40th and 88th Ave South. Recommendations are developed in tandem to the phased implementation of Veterans Boulevard.
- Look at different corridor options (3 lane vs 5 lane) and define logical termini points along the corridor to schedule improvements in segments, with a focus on impacts back to Veterans Boulevard.
- Define right of way needs along the corridor so that during the roadway improvement projects we are not purchasing land from developed property.
- Look at the timeframe of when the county will turn the roadway over to the City of Horace.

Task 12.2 - Veterans Boulevard / Study Area Corridor Development Plan/Strategy

In consideration of improvements developed along adjacent corridors such as 64th Avenue, 76th Avenue and Sheyenne Street/CR 17, KLJ will develop a more detailed implementation for Veterans Boulevard Corridor Extension. This will include a short (0 to 5 years), medium (6 to 10 years) and long range (beyond 10 years) CIP and Staging/Phasing Strategy. Jurisdictional responsibilities will also be documented based on input and direction from the SRC and local leadership. If outstanding or undecided approaches or responsibilities remain after this process is complete, these future decisions will be documented.

| Total Budget | | | | |
|----------------------|--|-----------------|-------|--------------------|
| 1 | Direct Labor | Hours | Rate | Project Cost |
| | Wade Kline, Project Manager | 80 | 57.99 | \$4,639.20 |
| | Scott Middaugh, Design Lead | 100 | 54.59 | \$5,459.00 |
| | Lisa Messner, Design Engineer | 80 | 27.18 | \$2,174.40 |
| | Zach Chapell, Transportation Planner | 96 | 33.66 | \$3,231.36 |
| | Laura Langdon, Public Engagement | 16 | 34.62 | \$553.92 |
| | | Subtotal | | \$16,057.88 |
| 2 | Overhead/ Indirect Rate (193.73%) | | | \$31,108.93 |
| 3 | Subconsultant Costs (<i>details below</i>) | | | \$9,730.43 |
| 4 | Materials and Supplies Costs | | | \$0.00 |
| 5 | Travel Costs | | | \$0.00 |
| 6 | Fixed Fee (15.00%) | | | \$7,075.02 |
| 7 | Miscellaneous Costs (COF - 1.11%) | | | \$178.24 |
| Total Cost | | | | \$64,150.50 |
| SRF Consulting Group | | | | |
| 1 | Direct Labor | Hours | Rate | Project Cost |
| | Matt Pacyna, Project Manger | 36 | 60.07 | \$2,162.52 |
| | Krista Anderson, Modeling | 24 | 39.12 | \$938.88 |
| | | Subtotal | | \$3,101.40 |
| 2 | Overhead/Indirect Cost (172.82%) | | | \$5,359.84 |
| 3 | Subconsultant Costs | | | |
| 4 | Materials and Supplies Costs | | | \$0.00 |
| 5 | Travel Costs | | | \$0.00 |
| 6 | Fixed Fee (15.00%) | | | \$1,269.19 |
| 7 | Miscellaneous Costs | | | |
| Total Cost | | | | \$9,730.43 |

To: Transportation Technical Committee (TTC)
From: Adam Altenburg, AICP
Date: August 3, 2021
Re: **Metro COG Baseline 2050 Demographic Forecast RFP**

Metro COG is seeking proposals for the Baseline 2050 Demographic Forecast with the primary objective of completing a demographic forecast for the Fargo-Moorhead metropolitan area to the year 2050. 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 encompasses 30 townships which represent 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. Although forecast data 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). The TDM is a critical component in the development of the Metropolitan Transportation Plan (MTP), and relies on demographic data including detailed population, household, and employment assessments and projections in order to properly calibrate trip generations, distributions, and assignments in the TDM's traffic analysis zones (TAZs).

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 Fargo-Moorhead metropolitan area has traditionally exceeded growth projections based on historical analyses due to the long-term health of the regional economy and economic drivers such as higher education, healthcare, agriculture, and manufacturing.

The consultant will only be responsible for baseline forecast projections and will not be required to assist with TAZ allocation. All TAZ allocation for forecast years will be completed by Metro COG with input from its planning partners upon completion 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. Metro COG will also be reaching out to member jurisdictions to participate in the project's Study Review Committee (SRC), whose purpose will be to provide input on the work performed by the consultant as well as choose a preferred methodology for projecting future growth.

Requested Action: Recommend approval of the RFP for the Metro COG Baseline 2050 Demographic Forecast by the Policy Board.

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2021-221

METRO COG BASELINE 2050 DEMOGRAPHIC FORECAST

AUGUST 20, 2021

APPROVED:

Cynthia R. Gray
Metro COG, Executive Director
METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS (RFP)

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is seeking requests for proposals from qualified consultants for the following:

Metro COG Baseline 2050 Demographic Forecast

Selection criteria will follow a qualifications-based review process to analyze proposals from responding consultants. The most qualified candidates will be invited to present an oral interview. Upon completion of technical ranking, oral interviews and possible discussion with candidate consultants, Metro COG will enter into negotiations with the top ranked consulting firm. **Proposals shall be submitted in both hard copy and PDF format. Sealed costs proposals shall be submitted as a hard copy. Both proposal and cost proposal shall be due by the date and time specified below.** The cost proposal of the top ranked firm will be opened during contract negotiations. Those firms not selected for direct negotiations will have their unopened cost proposals returned. Metro COG reserves the right to reject any or all cost proposals submitted. This project will be funded in part with federal transportation funds and has a not-to-exceed budget of **\$50,000 dollars**.

Interested firms may request a hard copy of this RFP by telephoning 701.532.5100, or by email at leach@fmmetrocog.org. Copies will be posted on the North Dakota Department of Transportation QBS website (www.dot.nd.gov) and will also be available for download in PDF format at www.fmmetrocog.org.

All applicants must be prequalified with NDDOT. If not prequalified with the NDDOT, applicants will be required to submit a completed Standard Form 330 (Exhibit D) with their submittal of information.

All proposals received by **4:30 p.m. on Friday, September 10, 2021** at Metro COG's office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Respondents must submit one (1) PDF of the proposal, and one (1) sealed hard copy of the cost proposal. The full length of each proposal should not exceed thirty (30) pages; including any supporting material, charts, or tables.

A PDF of the proposal may be emailed or delivered by USB. Hard copies of sealed cost proposals shall be delivered to the contact below:

Adam Altenburg, AICP
Fargo-Moorhead Metropolitan Council of Governments
One 2nd Street North, Suite 232
Fargo, ND 58102-4807
altenburg@fmmetrocog.org
701.532.5105

Fax versions will not be accepted as substitutes for hard copies. Once submitted, the proposals will become the property of Metro COG.

Note – This document can be made available in alternative formats for persons with disabilities by calling Savanna Leach, Metro COG Office Manager at 701.532.5100 or email at leach@fmmetrocog.org.

TABLE OF CONTENTS

| | | |
|--------|---|----|
| I. | Agency Overview..... | 4 |
| II. | Purpose of Request | 4 |
| III. | Project Background and Project Objective..... | 4 |
| IV. | Scope of Work and Performance Tasks | 5 |
| V. | Implementation Schedule | 11 |
| VI. | Evaluation and Selection Process..... | 11 |
| VII. | Proposal Content and Format | 12 |
| VIII. | Submittal Information..... | 13 |
| IX. | General RFP Requirements..... | 14 |
| X. | Additional Information..... | 15 |
| XI. | Contractual Information..... | 16 |
| XII. | Payments | 16 |
| XIII. | Federal and State Funds..... | 16 |
| XIV. | Title VI Assurances | 17 |
| XV. | Termination Provisions | 18 |
| XVI. | Limitation on Consultant..... | 18 |
| XVII. | Conflict of Interest | 19 |
| XVIII. | Insurance..... | 19 |
| XIX. | Risk Management | 19 |
| | Exhibit A – Cost Proposal Form..... | 21 |
| | Exhibit B – Debarment of Suspension Certification..... | 22 |
| | Exhibit C – Certification of Restriction on Lobbying..... | 23 |
| | Exhibit D – Standard Form 330 | 24 |

I. Agency Overview

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) serves as the Council of Governments (COG) and Metropolitan Planning Organization (MPO) for the greater Fargo, North Dakota – Moorhead, Minnesota metropolitan area. As the designated MPO for the Fargo-Moorhead metropolitan area, Metro COG is responsible under federal law for maintaining a continuous, comprehensive, and coordinated transportation planning process.

Metro COG is responsible, in cooperation with the North Dakota and Minnesota Departments of Transportation (NDDOT and MnDOT, respectively) and local planning partners, for carrying out the metropolitan transportation planning process and other planning issues of a regional nature. Metro COG represents eleven cities and portions of two counties that comprise the Metro COG region in these efforts.

II. Purpose of Request

Metro COG is seeking proposals with the primary objective to complete a baseline demographic forecast for the Fargo-Moorhead metropolitan area to the year 2050. 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, ND, and Clay County, MN. Metro COG's planning area encompasses thirty townships which represent portions of Cass County, North Dakota and Clay County, Minnesota (which reflects the extent of Metro COG's regional travel demand model). The urban area includes the cities of Fargo, West Fargo, and Horace in North Dakota; and Moorhead and Dilworth in Minnesota. Forecast disaggregation pursuant to these geographic scales will be important, as further delineated in this RFP.

III. Project Background and Project Objective

Demographic forecast data is a critical element to Metro COG's metropolitan planning program. Although forecast data 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).

Metro COG's TDM is based on a four-step planning model with trip generation, trip distribution, mode choice, and trip assignment comprising the main modules of the model; thus, base demographic data such as population, households, and employment play a major role in model development and calibration. The TDM is divided into geographic area called traffic analysis zones (TAZs) which are used to create trip generation rates for the region. The TDM is a critical component in the development of the Metropolitan Transportation Plan (MTP), and relies on demographic data including detailed population, household, and employment assessments and projections in order to properly calibrate trip generations, distributions, and assignments.

Planning for future transportation and infrastructure needs in the metropolitan area requires a realistic vision of the region's future population, households, and employments. As these projections will be a primary tool for communities within the metropolitan area to plan for future growth, the process in which they are derived must be transparent and clear to both policymakers and stakeholders.

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 shall also be analyzed as part of the baseline forecast. The Fargo-Moorhead metropolitan area has traditionally exceeded growth projections based on historical analyses due to the long-term health of the regional economy and economic drivers such as higher education, healthcare, agriculture, and manufacturing.

Planning for future transportation and infrastructure needs in the Fargo-Moorhead metropolitan area requires a realistic vision of the region's future population, households, and employments. As these projections will be a primary tool for communities within the metropolitan area to plan for future growth, the process in which they are derived must be transparent and clear to both policymakers and stakeholders.

The *2017 Demographic Forecast for the FM Metropolitan Area* was the framework for development of Metro COG's TDM for the years 2025 and 2045. The current demographic forecasts supported the development of the current MTP and subsequent studies and sub area analyses conducted through Metro COG since 2017. Metro COG is pursuing a baseline forecast update with a planning horizon of 2050 to address the three primary needs:

- 1) Evaluate demographic projections which consider both recently purchased datasets for households and employment as well as the 2020 U.S. Census Bureau statistics for the Fargo-Moorhead MSA;
- 2) Develop TDM forecast models for the years 2030 and 2050; and
- 3) Update of the current 2019 MTP which will be initiated in 2023 and will be built upon updated demographic forecasts to the year 2050.

NOTE: The consultant will only be responsible for baseline forecast projections and will not be required to assist with TAZ allocation. All TAZ allocation for forecast years will be completed by Metro COG and its planning partners upon completion of the baseline forecast.

IV. Scope of Work and Performance Tasks

Metro COG is seeking a consultant that can not only provide the typical qualifications necessary in the development of the baseline forecast but also has the ability to provide pro-activeness, vision, innovation, and collaboration in examining and proposing study results and assumptions.

Outlined below is the scope of work that will guide development of the Metro COG Baseline 2050 Demographic Forecast. Metro COG has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

This outline is not necessarily all-inclusive and the consultant may include in the proposal any additional performance tasks that will integrate innovative approaches to successfully complete the baseline forecast. At a minimum, the consultant shall be expected to establish detailed analyses, projections, and/or deliverables for the following tasks:

Task 1: Project Management and Coordination. The consultant shall be required to manage the study and coordination with any subconsultants, as well as bearing responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact for Metro COG's project manager.

This task will also include regular progress meetings with Metro COG, the preparation of monthly progress reports, documentation of travel and expense receipts, and the preparation and submittal of invoices. When submitting progress reports, the consultant will be required to outline the following:

- Performed work;
- Upcoming tasks or milestones;
- Status of scope and schedule; and
- Any issues to be aware of.

Development of the Metro COG Baseline 2050 Demographic Forecast will be guided by a Study Review Committee (SRC), which will provide oversight and input into the development of study assumptions, patterns, and results. The consultant should expect three meetings with the SRC.

The consultant shall be responsible for preparation and coordination of all data collection, data analysis, technical memorandum, and draft documents for the SRC. Metro COG shall be responsible for coordinating and scheduling SRC meetings and assisting the consultant in developing agendas. The consultant will be expected to work closely with Metro COG on coordination and distribution of materials to the SRC as applicable to consultant work tasks, as well as responsible for the recording of meeting minutes.

The SRC is scheduled to be comprised of the planning directors or their equivalents from each of Metro COG's seven primary jurisdictions: Fargo, West Fargo, Horace, and Cass County, ND; and Moorhead, Dilworth, and Clay County, MN.

Task 2: Project Outreach and Stakeholder Consultation. The consultant shall gain an understanding of factors influencing recent and future changes in population, households, and employment in the Fargo-Moorhead metropolitan area by conducting brief interviews with groups and individuals with specific insights. At minimum, these organizations should include:

- Economic development;
- Housing and developers;
- Social service agencies;
- School districts;
- Higher education; and
- Large employers.

In lieu of formal public involvement events, the consultant shall work with Metro COG to provide a brief video presentation that easily explains the purpose of the baseline forecast to the public as well as demographic assumptions and results. This video presentation will be posted to Metro COG's website and YouTube account.

Task 3: Forecast Methodology. Metro COG acknowledges that there are a number of strategies, techniques, variables, and methodologies that can be used to forecast demographics. Metro COG is not requiring the consultant to prepare or propose a detailed demographic forecast methodology as part of this RFP. Rather, Metro COG is requesting a proposal that outlines the process and/or strategy whereby the selected consultant, Metro COG, and the SRC will collectively analyze and select a preferred methodology to be used to establish the demographic forecasts.

Three tasks defined below shall be vetted through the SRC in the form of technical memorandum:

- 1) Analysis and critique of the previous *2017 Demographic Forecast for the FM Metropolitan Area*. This document should include, at minimum, analysis of the following:
 - Forecast methodology, data sources, and applied assumptions;
 - Accuracy of previous forecasts and analyses;
 - Appropriateness of duplicating the methodology and/or an outline on how a proposed new methodology should retain or revise elements of the 2017 methodology and its assumptions; and
 - A critique of other elements of the 2017 forecasts based on the consultant's technical expertise.
- 2) Preparation and discussion of three forecast methodology scenarios, with the goal of identifying a detailed forecast methodology for implementation. These scenarios shall be accompanied by detailed information on the potential benefits and tradeoffs of each.
- 3) Demographic projections for the Fargo-Moorhead MSA to the year 2050, both a "most likely" and "high growth" scenario.

Task 4: Baseline Study Expectations. As noted above, the detailed forecast methodology shall be determined through collaboration with the SRC. However, the following tasks and activities represent the minimum scope of work requirements and should be considered as respondents establish a work plan and cost estimate.

- 1) **Population.** Estimate population, households, and employment from July 1, 2020 and every five years thereafter until 2050 for the following geographies.
 - a) Metropolitan Statistical Area (MSA) (defined as all of Cass County, ND and Clay County MN);
 - b) Metropolitan Planning Area (MPA), including:
 - i. Cities of Fargo, West Fargo, Horace, Moorhead, Dilworth
 - ii. Smaller communities within the MPA including:
Argusville, Casselton, Harwood, Kindred, Mapleton, Oxbow, and Reile's Acres, ND; and Barnesville, Glyndon, Hawley, and Sabin, MN; and
 - iii. Townships located within the MPA in North Dakota and Minnesota;
 - c) Rural Cass County (those areas of Cass County outside of the MPA); and
 - d) Rural Clay County (those area of Clay County outside of the MPA).

- 2) **Households.** The consultant shall provide the following household demographic projections in five-year increments through 2050:
 - a) Household Size. Percentage splits by total number of households and stratified by household type (see definition above). Household size classifications shall be based on 1 person, 2 person, 3 person, and 4+ person households.
 - b) Income. Percentage splits by total number of households. Income category definitions shall be based on those used in the American Community Survey (ACS).
 - c) Based on housing size and income, the consultant shall determine the projected need for:
 - i. Household Type. Percentage splits between single family and multiple family dwellings. These forecasts shall be based on the following definition: Single Family is equivalent to three units or less; and Multiple Family is equivalent to four units or more.
 - ii. Owner versus Rental Occupied. Percentage splits by total number of households.
 - iii. Vehicle Ownership per Household. Percentage splits by total number of households and, if possible, household type, income, and size.
 - iv. School-aged Children. Number of children between the ages of 5 and 18.
 - v. College Students. Number of enrolled college students.
- 3) **Employment.** The consultant shall provide the following employment forecasts by North American Industry Classification System (NAICS):
 - a) Agriculture (NAICS 11)
 - b) Educational Services (NAICS 61)
 - c) Manufacturing (NAICS 31-33)
 - d) Construction and Mining (NAICS 21, 23)
 - e) Retail Trade (NAICS 44-45)
 - f) Services (NAICS 51-53, 55-56, 62, 71, 81, 99)
 - g) Utilities, Wholesale Trade, and Transportation (NAICS 22, 42, 48,49)
- 4) The Fargo-Moorhead MSA is a diverse geography which is influenced by national, state, and local variables. The resultant demographic projections for the MSA will at a minimum need to consider the following relevant variables as they impact the population trends:
 - a) Consider where potential new population growth is to be generated from;
 - b) Consider what portion of the population growth is migrating here from other metropolitan areas;
 - c) Consider what portion of the growth is attributed to New Americans and immigrants;
 - d) Determine the influence of adjacent small towns/cities on the population of the MSA;
 - e) Consider influence and impact of institutions of higher education (in terms of both enrollment and retention of graduates as part of local workforce);

- f) Consider influence and impact of existing larger employers (public and private), including healthcare and higher education;
 - g) Consider impacts of national economic influences such as interest rates;
 - h) Consider impact of statewide issues such as taxation and or other factors which can draw or attract residents to other parts of Minnesota or North Dakota; and
 - i) Consider impacts of local issues such as land use, zoning policy, cost of living, and long-term flood protection measures.
- 5) Based on the selected methodology, the baseline forecast shall produce, at minimum, two growth scenarios (“most likely” and “high growth”). Each scenario shall include clear articulation of applied methodology, assumptions, and considerations.

NOTE: The consultant may provide general guidance on where they believe population, household, and employment growth will occur. However, as noted earlier, the consultant will not be required to assist with specific TAZ allocation.

Task 5: Project Structure and Work Plan. Building on the scope of work presented in their proposal, and incorporating any relevant changes made during contract negotiations, the consultant will prepare a detailed work plan and achievable timeline for the project anticipated to be completed by **December 2021 and adopted by January 31, 2022**. The work plan will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the baseline forecast.

Task 6: Administrative Draft and Final Report. The consultant will prepare an administrative draft of the baseline forecast for review and comment by the SRC. This draft is to be provided as an electronic PDF to SRC members. Comments received from the SRC will be incorporated in the final report.

Upon final review and consent by the SRC, the consultant will develop a final report that is visually appealing, easy for policymakers and stakeholders to understand, and clearly communicates results and assumptions. The report should be able to be used both digitally and in hard copy format. This may take the form of separate print and web formats. Specifically, the consultant should develop a final report that:

- Is clearly organized and communicates a clear message both graphically and with accompanying text;
- Is easy to read and understand; and
- Explains key implications as they relate to population characteristics, housing, and employment.

The consultant shall provide Metro COG with appropriate correspondence for final review and approval of the Metro COG Baseline 2050 Demographic Forecast by Metro COG’s TTC and Policy Board. Metro COG shall be responsible for presenting and achieving final recommendations and approval of the baseline forecast.

Task 7: Executive Summary/Fact Sheet. Upon completion of the final baseline forecast, the consultant shall develop a brief executive summary or fact sheet in PDF format which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting major assumptions, patterns, and results.

Task 8: Deliverables. Upon final completion, the consultant will be responsible for providing eight bound hard copies and a reproducible original of the study in PDF format. All meeting summaries and technical analyses should be included in the appendix of the study.

The consultant is expected to provide Metro COG with all data and study products as well as a high-resolution document in PDF format for printing.

NOTE: If the consultant wishes to modify or include additional tasks deemed necessary to successfully complete the study, this must be agreed to by Metro COG prior to issuing the notice to proceed.

V. Implementation Schedule

1) Consultant Selection.

| | |
|--|---------------------|
| Advertise for Consultant Proposals | 8/20/2021 |
| Deadline for RFP Clarifications/Questions | 9/3/2021 |
| Due Date for Proposal Submittals (by 4:30 p.m.) | 9/10/2021 |
| Review Proposals/Identify Finalists | (week of) 9/13/2021 |
| Interview Finalists | (week of) 9/20/2021 |
| Preliminary Scoping Meeting/Contract Negotiations | (week of) 9/27/2021 |
| Metro COG Executive Committee Approval/Consultant Notice | (week of) 10/4/2021 |

2) Project Development (Major Milestones).

| | |
|---|----------------------|
| Notice to Proceed and Project Start-Up/Mobilization | (week of) 10/4/2021 |
| Administrative Draft Completed | (week of) 11/15/2021 |
| Final Report Completed | (week of) 12/20/2021 |
| Policy Board Approval and Project Closeout | January 2022 |

VI. Evaluation and Selection Process

Selection Committee. Metro COG has established a selection committee to select a consultant. The selection committee will consist of the planning directors or their equivalents from each of Metro COG's seven primary jurisdictions: Fargo, West Fargo, Horace, and Cass County, ND; and Moorhead, Dilworth, and Clay County, MN.

The consultant selection process will be administered under the following criteria:

- 20% The consultant's past experience with similar projects, including the consultant's ability, familiarity, and involvement in handling similar types of activities
- 20% Specific qualifications of the consultant's project manager and key staff's experience related to the development of similar studies
- 20% The consultant's project understanding, proposed project approach and methodology, project work plan, and project management techniques
- 20% The consultant's record of past performance on similar projects, including quality of work, ability to meet deadlines, and ability to control costs
- 20% Current workload and the availability of key personnel and other resources to perform the work within the specified timeframe

The selection committee, at the discretion of Metro COG and under the guidance of NDDOT policy, will entertain formal oral presentations for the top candidates to provide additional input into the evaluation process. Oral presentations will be followed by a question and answer period during which the selection committee may question the prospective consultants about their proposed approaches.

A consultant will be selected on or before **October 6, 2021** based on an evaluation of the proposals submitted, the recommendation of the selection committee, and approval by Metro COG.

Metro COG reserves the right to reject any or all proposals or to waive minor irregularities in said proposal, and reserves the right to negotiate minor deviations to the proposal with the successful consultant. Metro COG reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgement of Metro COG, best accomplishes the desired results.

The RFP does not commit Metro COG to award a contract, to pay any costs incurred in the preparation of the contract in response to this request, or to procure or contract for services or supplies. Metro COG reserves the right to withdraw this RFP at any time without prior notice.

All proposals, whether selected or rejected, shall become the property of Metro COG.

VII. Proposal Content and Format

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the consultant seeking to provide comprehensive services specified herein for Metro COG, in conformity with the requirements of the RFP.

The proposal should demonstrate qualifications of the firm and its staff to undertake this project. It should also specify the proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications under the Scope of Work and Performance Tasks.

At minimum, proposals shall include the following information:

- 1) **Contact Information.** Name, telephone number, email address, mailing address, and other contact information for the consultant's project manager.
- 2) **Introduction and Executive Summary.** This section shall document the firm name, business address (including telephone, email address(es), year established, type of ownership and parent company (if any)), project manager name and qualifications, and any major features that may differentiate this proposal from others, if any.
- 3) **Work Plan and Project Approach Methodology.** Proposals shall include the following, at minimum:
 - a) Detailed work plan identifying the major tasks to be accomplished relative to the requested study tasks and expected product as outlined in this RFP;
 - b) Timeline for completion of the requested services, including all public outreach and stakeholder meetings, identifying milestones for development of the project, and completion of individual tasks;
 - c) List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past;
 - d) List of the proposed principal(s) who will be responsible for the work, proposed Project Manager, and project team members (with resumes);

- e) Breakout of hours for each member of the team by major task area, and an overall indication of the level of effort (percentage of overall project team hours) allocated to each task. Note that specific budget information is to be submitted in a sealed cost proposal as described in Section IX: General RFP Requirements;
- f) List of any subcontracted agencies, the tasks they will be assigned, the percent of work to be performed, and the staff that will be assigned;
- g) List of client references for similar projects described within the RFP;
- h) Required Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE) Firms participation documentation, if applicable; and
- i) Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project.

As part of its project approach methodology, consultants should include examples (if applicable) from other communities where they have worked cooperatively with a client(s) to select and implement a preferred demographic forecast methodology after first developing and selecting among a small set of alternative methodologies.

- 4) **Signature.** Proposals shall be signed in ink by an authorized member of the firm/project team.
- 5) **Attachments.** Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:

Exhibit A – Cost Proposal Form
Exhibit B – Debarment of Suspension Certification
Exhibit C – Certification of Restriction on Lobbying
Exhibit D – Standard Form 330 (if required – see page 2).

VIII. Submittal Information

Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to the project manager as defined below:

Adam Altenburg, AICP
 Fargo-Moorhead Metropolitan Council of Governments
 One 2nd Street North, Suite 232
 Fargo, ND 58102-4807
altenburg@fmmetrocog.org

All proposals received by **4:30 p.m. on Friday, September 10, 2021** at Metro COG's office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to participate. Respondents must submit one (1) PDF copy of the proposal. The full length of each proposal should not exceed thirty (30) pages; including any supporting material, charts, or tables.

The consultant may ask for clarifications of the RFP by submitting written questions to the Metro COG project manager identified above. Questions regarding this RFP must be submitted no later than **September 3, 2021**. No response will be given to verbal questions. Metro COG reserves the right to decline a response to any question if, in Metro COG's assessment, the information cannot be obtained and shared with all potential firms in a timely manner. All questions and responses will be forwarded to applicants and posted on Metro COG's website on **September 7, 2021**.

IX. General RFP Requirements

- 1) **Sealed Cost Proposal.** All proposals must be clearly identified and marked with the appropriate project name, with a separately sealed cost proposal per the requirements of this RFP. Cost proposals shall be based on an hourly "not to exceed" amount and shall follow the general format as provided within Exhibit A of this RFP. Metro COG may decide, in its sole discretion, to negotiate a price for the project after the selection committee completes its final ranking. Negotiation will begin with the consultant identified as the most qualified per requirements of this RFP, as determined in the evaluation/selection process. If Metro COG is unable to negotiate a contract for services, negotiations will be terminated and negotiations will begin with the next most qualified consultant. This process shall continue until a satisfactory contract has been negotiated.
- 2) **Consultant Annual Audit Information for Indirect Cost.** Consulting firms proposing to do work for Metro COG must have a current audit rate no older than fifteen (15) months from the close of the firms Fiscal Year. Documentation of this audit rate must be provided with the sealed cost proposal. Firms that do not meet this requirement will not qualify to propose or contract for Metro COG projects until the requirement is met. Firms that have submitted all the necessary information to Metro COG and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Firms that do not have a current cognizant Federal Acquisition Regulations (FARs) audit of indirect cost rates must provide this audit prior to the interview. **This document must be attached with the sealed cost proposal.**
- 3) **Debarment of Suspension Certification and Certification of Restriction on Lobbying.** Respondents must attach signed copies of Exhibit B – Debarment of Suspension Certification and Exhibit C – Certification of Restriction on Lobbying within the sealed cost proposal, as well as Exhibit D – Standard Form 330 (if required).
- 4) **Respondent Qualifications.** Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the requested services within this RFP. Each respondent may also be required to show that similar work has been performed in a satisfactory manner and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent whom is engaged in any work that would impair his/her ability to perform or finance this work.
- 5) **Disadvantaged Business Enterprise.** Pursuant to U.S. Department of Transportation policy and 49 CFR Part 26, Metro COG supports the participation of DBE/MBE businesses in the performance of contracts financed with federal funds under this RFP. Consultants shall make an effort to involve DBE/MBE businesses in this project. If the consultant is a DBE/MBE, a statement indicating that the business is certified DBE/MBE in North Dakota or Minnesota shall be included within the proposal.

If the consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the subcontractor's certification shall be included. The percent of the total proposed cost to be completed by the DBE/MBE shall be shown within the proposal. Respondents should substantiate (within proposal) efforts made to include DBE/MBE businesses.

- 6) **U.S. Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodations.** Consultants are advised to review and consider the *U.S. Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodation* issued in March of 2010 when developing written proposals.
- 7) **North Dakota Department of Transportation Consultant Administration Services Procedure Manual.** Consultants are advised to follow procedures contained in the *North Dakota Department of Transportation Consultant Administration Services Procedure Manual*, which includes pre-qualifications of consultants. Copies of the manual may be found on the Metro COG website at www.fmmetrocog.org or the NDDOT website at www.dot.nd.gov.

X. Additional Information

- 1) **Jobs and Household Data Purchase.** Metro COG recently purchased employment and household datasets for development of the base level TDM. These datasets shall be shared with the consultant upon project initiation.
- 2) **U.S. Census State Redistricting Data.** The U.S. Census Bureau is scheduled to release statistics on population and housing for standard census geographic areas including counties, cities, census tracts, and blocks. This data should be reviewed and crosschecked with the employment and household datasets listed above.
- 3) **Minnesota State Demographic Center and North Dakota Census Office.** The consultant should review information, projections, and/or planning efforts conducted by the Minnesota State Demographic Center (SDC) and the North Dakota Census Office.
- 4) **Reference Documents.** Respondents are encouraged to review the following:
 - a) [Demographic Forecast for the FM Metropolitan Area](#) (2017)
 - b) [Fargo-Moorhead Metropolitan Transportation Plan](#) (2019)
 - c) [Northwest Metro Transportation Plan](#) (2019)
 - d) [76th Avenue South Corridor Study](#) (2020)
 - e) [Fargo Downtown InFocus](#) (2018)
 - f) Downtown Moorhead Master Plan (2020)
 - g) [A Transformative Investment: Maximizing the Socioeconomic Benefits of the Fargo-Moorhead Diversion Project](#) (2020)
 - h) Information on the Southwest Metro Regional Pond (2021)
 - i) Recently completed area comprehensive plans
- 5) **Data Collection and Additional Needs.** If applicable, proposals should clearly identify and specify any additional data needs, analyses, or coordination that Metro COG may provide.

XI. Contractual Information

- 1) Metro COG reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal. Metro COG shall not pay for any information contained in proposals obtained from participating firms.
- 2) Metro COG reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.
- 3) Any proposal may be withdrawn up until the proposal submission deadline. Any proposals not withdrawn shall constitute an irrevocable offer for services set forth within the RFP for a period of ninety (90) days or until one or more of the proposals have been approved by the Metro COG Policy Board.
- 4) If, through any cause, the consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, Metro COG shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- 5) Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by Metro COG and shall contain, as a minimum, applicable provisions of the RFP. Metro COG reserves the right to reject any agreement that does not conform to the RFP and any Metro COG requirements for agreements and contracts.
- 6) The consultant shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of Metro COG.

XII. Payments

The selected consultant shall submit invoices for work completed to Metro COG. Payments shall be made to the consultant by Metro COG in accordance with the contract after all required services and tasks have been completed to the satisfaction of Metro COG.

XIII. Federal and State Funds

The services requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). As such, the services requested by this RFP will be subject to federal and state requirements and regulations.

The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the relevant requirements of 2 CFR 200.

XIV. Title VI Assurances

Prospective consultants should be aware of the following contractual requirements regarding compliance with Title VI should they be selected pursuant to this RFP:

- 1) **Compliance with Regulations.** The consultant shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation, 49 CFR Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations).
- 2) **Nondiscrimination.** The consultant, with regard to the work performed by it, shall not discriminate on the grounds of race, color, national origin, sex, age, disability/handicap, or income status**, in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The consultant shall not participate, either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations, either by competitive bidding or negotiation, made by the consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the consultant of the contractor's obligations to Metro COG and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, or income status**.
- 4) **Information and Reports.** The consultant shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Metro COG or NDDOT to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to Metro COG, or NDDOT, as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the consultant's noncompliance with the nondiscrimination provisions as outlined herein, Metro COG and NDDOT shall impose such sanctions as it or FHWA may determine to be appropriate, including but not limited to:
 - a) Withholding of payments to the consultant under the contract until the consultant complies; and/or
 - b) Cancellation, termination, or suspensions of the contract, in part or in whole.

- 6) **Incorporation of Title VI Provisions.** The consultant shall include the provisions of Section XIII, paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The consultant shall take such action with respect to any subcontract or procurement as Metro COG, the U.S. Department of Transportation, or FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance provided, however, that in the event a consultant becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the consultant may request Metro COG enter into such litigation to protect the interests of Metro COG; and, in addition, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

** The Act governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 USC 324; age, 42 USC 6101; disability/handicap, 29 USC 790; and low income, EO 12898.

XV. Termination Provisions

Metro COG reserves the right to cancel any contract for cause upon written notice to the consultant. Cause for cancellation will be documented failure(s) of the consultant to provide services in the quantity or quality required. Notice of such cancellation will be given with sufficient time to allow for the orderly withdrawal of the consultant without additional harm to the participants or Metro COG.

Metro COG may cancel or reduce the amount of service to be rendered if there is, in the opinion of Metro COG, a significant increase in local costs; or if there is insufficient state or federal funding available for the service; thereby terminating the contract or reducing the compensation to be paid under the contract. In such event, Metro COG will notify the consultant in writing ninety (90) days in advance of the date such actions are to be implemented.

In the event of any termination, Metro COG shall pay the agreed rate only for services delivered up to the date of termination. Metro COG has no obligation to the consultant, of any kind, after the date of termination. The consultant shall deliver all records, equipment, and materials to Metro COG within twenty-four (24) hours of the date of termination.

XVI. Limitation on Consultant

All reports and pertinent data or materials are the sole property of Metro COG and may not be used, reproduced, or released in any form without the explicit, written permission of Metro COG.

The consultant should expect to have access only to the public reports and public files of local governmental agencies and Metro COG in preparing the proposal or reports. No compilation, tabulation or analysis of data, definition of opinion, etc., should be anticipated by the consultant from the agencies, unless volunteered by a responsible official in those agencies.

XVII. Conflict of Interest

No consultant, subcontractor, or member of any firm proposed to be employed in the preparation of this proposal shall have a past, ongoing, or potential involvement which could be deemed a conflict of interest under North Dakota Century Code or other law. During the term of this agreement, the consultant shall not accept any employment or engage in any consulting work that would create a conflict of interest with Metro COG or in any way compromise the services to be performed under this agreement. The consultant shall immediately notify Metro COG of any and all potential violations of this paragraph upon becoming aware of the potential violation.

XVIII. Insurance

The consultant shall provide evidence of insurance as stated in the contract prior to execution of the contract.

XIX. Risk Management

The consultant agrees to defend, indemnify, and hold harmless Metro COG and the State of North Dakota, its agencies, officers and employees, from and against claims based on the vicarious liability of Metro COG and the State or its agents, but not against claims based on Metro COG's and the State's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by consultant to Metro COG and the State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for Metro COG and the State is necessary. The consultant also agrees to defend, indemnify, and hold Metro COG and the State harmless for all costs, expenses and attorneys' fees incurred if Metro COG or the State prevails in an action against the consultant in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of the contract.

The consultant shall secure and keep in force during the term of the contract, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota, the following insurance coverage:

- 1) Commercial general liability and automobile liability insurance - minimum limits of liability required are \$250,000 per person and \$1,000,000 per occurrence.
- 2) Workforce Safety insurance meeting all statutory limits.
- 3) Metro COG and the State of North Dakota, its agencies, officers, and employees (State) shall be endorsed as an additional insured on the commercial general liability and automobile liability policies.
- 4) Said endorsements shall contain a "Waiver of Subrogation" in favor of Metro COG and the State of North Dakota.

- 5) The policies and endorsements may not be canceled or modified without thirty (30) days prior written notice to Metro COG and the State Risk Management Department.

The consultant shall furnish a certificate of insurance evidencing the requirements in 1, 3, and 4, above to Metro COG prior to commencement of this agreement.

Metro COG and the State reserve the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time. Any attorney who represents the State under this contract must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under North Dakota Century Code Section 54-12-08.

When a portion of the work under the agreement is sublet, the consultant shall obtain insurance protection (as outlined above) to provide liability coverage to protect the consultant, Metro COG, and the State as a result of work undertaken by the subconsultant. In addition, the consultant shall ensure that any and all parties performing work under the agreement are covered by public liability insurance as outlined above. All subconsultants performing work under the agreement are required to maintain the same scope of insurance required of the consultant. The consultant shall be held responsible for ensuring compliance with those requirements by all subconsultants.

Consultant's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by Metro COG or the State of North Dakota. Any insurance, self-insurance or self-retention maintained by Metro COG or the State shall be excess of the consultant's insurance and shall not contribute with it. The insolvency or bankruptcy of the insured consultant shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured consultant from meeting the retention limit under the policy. Any deductible amount or other obligations under the policy(ies) shall be the sole responsibility of the consultant. This insurance may be in a policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and be placed with insurers rated "A-" or better by A.M. Best Company, Inc. Metro COG and the State will be indemnified, saved, and held harmless to the full extent of any coverage actually secured by the consultant in excess of the minimum requirements set forth above.

Exhibit A – Cost Proposal Form

Cost Proposal Form – Include completed cost form (see below) in a separate sealed envelope – labeled “**Sealed Cost Form – Vendor Name**” and submit concurrently with the technical proposal as part of the overall RFP response. The cost estimate should be based on a not to exceed basis and may be further negotiated by Metro COG upon identification of the most qualified contractor. Changes in the final contract amount and contract extensions are not anticipated.

REQUIRED BUDGET FORMAT Summary of Estimated Project Cost

| 1. | Direct Labor | Hours | x | Rate | = | Project Cost | Total | |
|-------------------|---|-------|---|-----------------|---|--------------|-------|------|
| | Name, Title, Function | 0.00 | x | 0.00 | = | 0.00 | 0.00 | |
| | | | x | | = | 0.00 | 0.00 | |
| | | | x | | = | 0.00 | 0.00 | |
| | | | | Subtotal | = | 0.00 | 0.00 | |
| 2. | Overhead/Indirect Cost (expressed as indirect rate x direct labor) | | | | | | 0.00 | 0.00 |
| 3. | Subcontractor Costs | | | | | | 0.00 | 0.00 |
| 4. | Materials and Supplies Costs | | | | | | 0.00 | 0.00 |
| 5. | Travel Costs | | | | | | 0.00 | 0.00 |
| 6. | Fixed Fee | | | | | | 0.00 | 0.00 |
| 7. | Miscellaneous Costs | | | | | | 0.00 | 0.00 |
| Total Cost | | | | | = | 0.00 | 0.00 | |

Exhibit B

Federal Clauses

Equal Employment Opportunity Clause – 41 CFR 60-1.4(a) and 2 CFR Part 200 Appendix II (C)

41 CFR 60-1.4(a)

- (a) *Government contracts.* Except as otherwise provided, each contracting agency shall include the following equal opportunity clause contained in section 202 of the order in each of its Government contracts (and modifications thereof if not included in the original contract):during the performance of this contract, the contractor agrees as follows:
- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
 - (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
 - (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the secretary of labor.
 - (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the secretary of labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the secretary of labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 - (6) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the secretary of labor, or as otherwise provided by law.

- (7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the secretary of labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the secretary of labor as a means of enforcing such provisions including sanctions for noncompliance: *provided, however*, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the united states to enter into such litigation to protect the interests of the United States.

2 CFR Part 200 Appendix II (C)

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Sanctions and Penalties for Breach of Contract – 2 CFR Part 200 Appendix II (A)

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Termination for Cause and Convenience – 2 CFR Part 200 Appendix II (B)

- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Rights to Inventions Made Under a Contract or Agreement – 2 CFR Part 200 Appendix II (F)

- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and

Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Debarment and Suspension - 2 CFR Part 200 Appendix II (I)

- (I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Byrd Anti-Lobbying Amendment - 2 CFR Part 200 Appendix II (J)

- (J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

To: Transportation Technical Committee
From: Michael Maddox, AICP
Date: 08/05/2021
Re: **MATBUS Transit Development Plan – Draft Final Report**

The Fargo Moorhead Metropolitan Council of Governments (Metro COG) and the Cities of Moorhead and Fargo have been working with their consultants, SRF and AECOM, to update the MATBUS Transit Development Plan (TDP). 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

Currently, a draft plan has been circulated to all of the agencies involved as well as project stakeholders. A brown bag is scheduled with the Fargo City Commission (August 12th at 8 a.m.) and the West Fargo City Commission (August 18th at Noon) to explain the findings of the plan to each of the commissions. A presentation was made to the Moorhead City Council at their July 12th meeting.

The Draft Transit Development Plan can be found on Metro COG's website:

<http://fmmetrocog.org/2021TDP>

So far, the plan has received positive comments from those involved. Public Comment will be open until action is taken to approve the plan by Metro COG's Policy Board at their August 19, 2021 meeting.

Requested Action: Approval of the MATBUS Transit Development Plan, and subsequent recommendation for approval to Metro COG's Policy Board.

To: Transportation Technical Committee
From: Luke Champa
Date: 08/06/2021
Re: **2021-2024 Transportation Improvement Program (TIP) Amendment #4**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) will hold a virtual public hearing via Zoom Video Communications on Thursday, August 19, 2021 at 4:00 p.m. to consider public comments regarding a proposed amendment to the 2021-2024 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2021-2024 TIP reflects updated federally funded projects within the Metropolitan Planning Area (MPA).

A public notice was published in the Forum of Fargo-Moorhead on Wednesday, August 4, 2021, advertising the public hearing, how to request more information, and detailed public comment information such as where to send written comments regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 p.m. (noon) on Thursday, August 19, 2021. As of the writing of this memo, no written comments have been received.

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

- 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.
- 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.
- 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 \$2,306,000 to \$3,536,400 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.

See **Attachment 1** for more detailed project information.

Requested Action: Recommend approval of Amendment #4 of the Metro COG 2021-2024 Transportation Improvement Program (TIP) to the Policy Board.

| Lead Agency | Metro COG ID State Number | Project Year | Project Location | Length | Project Limits | | Project Description | Improvement Type | Total Project Cost | Federal Revenue Source | Other Revenue Source | Revenue |
|---|------------------------------|-----------------|------------------|--------|-------------------|----|---------------------------------------|------------------|---|------------------------------|----------------------------|--|
| | | | | | From | To | | | | | | |
| Amendment 4 | | | | | | | | | | | | |
| Moorhead Transit | | | | | | | | | | | | |
| Fargo Transit | | | | | | | | | | | | |
| City of Fargo | | | | | | | | | | | | |
| City of Moorhead | | | | | | | | | | | | |
| City of West Fargo | | | | | | | | | | | | |
| North Dakota Department of Transportation | | | | | | | | | | | | |
| NDDOT | 9192640 22319 8024 | 2021 | I-94E | | 6.0 East of ND 18 | | Structure Replacement, Approach Slabs | Rehabilitation | \$ 2,306,000 \$ 3,536,400 | IM | State | \$ 2,075,000 \$ 3,182,760 \$ 231,000 \$ 353,640 |
| NDDOT | 9200025 22319 8021 | 2021 | I-94W | | 6.0 E of ND 18 | | Structure Replacement | Rehabilitation | \$ 2,306,000 \$ 3,536,400 | IM | State | \$ 2,075,000 \$ 3,182,760 \$ 231,000 \$ 353,640 |
| NDDOT | 9200023 22544 8013 | 2021 | ND 10E | | 6.0 E of ND 18 | | Structure Replacement | Rehabilitation | \$ 2,032,000 \$ 2,602,748 | NHS | State | \$ 1,626,000 \$ 2,082,198 \$ 406,000 \$ 520,550 |

To: Transportation Technical Committee
From: Luke Champa, Assistant Transportation Planner
Date: 08/06/2021
Re: **Final Draft Metro COG 2022-2025 Transportation Improvement Program (TIP)**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) will have the Final Draft Metro COG 2022-2025 Transportation Improvement Program (TIP) put together no later than Thursday, August 12, 2021. The document has been continuously updated with updated chapters and project information that has been supplied to us by local jurisdictions, MnDOT and NDDOT since the July TTC meeting and is approaching a 'final' status.

Public participation efforts regarding the Draft 2022-2025 TIP are increasing as well, to encourage public feedback and participation in this critical Metropolitan Transportation Planning Process. Metro COG will be holding a virtual public open house on **August 24, 2021, from 12:00 (noon) – 1:00 PM**. Alternative participation and communication options will be advertised via email subscription, social media (Facebook), and legal notices to be published in the Forum of Fargo-Moorhead.

All information will be accessible to the public on the Metro COG website, at Metro COG's office, and in requested alternative formats (mail/electronic delivery, etc.)

To view/download the Final Draft Metro COG 2022-2025 TIP please visit the webpage below:

www.fmmetrocog.org/Draft/TIP/Participate

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.