

489th Transportation Technical Committee
Fargo-Moorhead Metropolitan Council of Governments
THURSDAY, September 13th, 2018 – 10:00 a.m.
Metro COG Conference Room
AGENDA

- | | |
|--|------------------|
| 1. Call to Order and Introductions | |
| 2. Approve the Agenda | Action Item |
| 3. Consider Minutes of the August 9 th , 2018 TTC Meeting | Action Item |
| 4. Public Input Opportunity | Public Input |
| 5. Final Draft 2019-2022 TIP | Action Item |
| a. Open Public Meeting | |
| b. Close Public Meeting | |
| 6. Transit Asset Management Resolution of Support | Action Item |
| 7. ATAC Master Agreement | Action Item |
| 8. F-M Bikeways Gap Analysis RFP | Action Item |
| 9. MATBUS Transit Authority Study RFP | Action Item |
| 10. Horace Comprehensive and Transportation Plan RFP | Action Item |
| 11. 2018 Bicycle & Pedestrian Count Report | Discussion Item |
| 12. Website Update | Discussion Item |
| 13. 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 | |
| 2. Additional Business | Information Item |
| 3. Adjourn | |

REMINDER: The next TTC meeting will be held **Thursday, October 11th, 2018** in the Metro COG Conference Room at 10:00 a.m.

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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**488th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, August 9th, 2018 – 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	Interstate Engineering for City of Horace (alternate for Russ Sahr)
Dan	Farnsworth	Metro COG (Temporary Chair for Cindy Gray)
Jeremy	Gorden	City of Fargo, Transportation Engineering
Erik	Hove	Clay County Highway Department (Alternate for David Overbo)
Michael	Johnson	NDDOT – Local Government Division
Kim	Lipetsky	Fargo Cass Public Health
Aaron	Nelson	City of Fargo, Planning
Mary	Safgren	MnDOT – District 4
Tim	Solberg	City of West Fargo, Planning
Stan	Thurlow	City of Dilworth, Planning
Lori	Van Beek	City of Moorhead, MATBUS
Mark	Vaux	GFMEDC
Chad	Zander	City of West Fargo, Public Works

Members Absent:

Chris	Brungardt	City of West Fargo, Public Works
Hali	Durand	Cass County, Planning
Kristie	Leshovsky	City of Moorhead, Planning/Zoning
David	Overbo	Clay County, Engineering
Russ	Sahr	City of Horace, Planning and Zoning Committee
Brit	Stevens	NDSU – Transportation Manager
Mark	Wolter	Freight Representative, Midnite Express

Others Present:

Adam	Altenburg	Metro COG
Mike	Bittner	KLJ
Luke	Champa	Metro COG
Ryan	Frolek	Moore Engineering
Cindy	Gray	Metro COG
Matthew	Huettl	HDR
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Meagan	Mantato	Fargo Cass Public Health
Jim	Mertz	Bolton & Menk
Anna	Pierce	Metro COG
Jamie	Wark	SRF Consulting

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on August 9th, 2018 by Temporary Chairman Farnsworth. A quorum was present.

2. Approve the 488th TTC Meeting Agenda

Temporary Chairman Farnsworth asked if there were any questions or changes to the 488th TTC Meeting Agenda.

Motion: Approve the 488th TTC Meeting Agenda.

Mr. Solberg moved, seconded by Mr. Vaux

MOTION, PASSED. 14-0.

Motion carried unanimously.

****Erik Hove and Julie Bommelman joined the meeting at 10:05am**

3. APPROVE July 12th, 2018 TTC MEETING MINUTES

Temporary Chairman Farnsworth asked if there were any questions or changes to the July 12th, 2018 TTC Meeting Minutes.

Motion: Approve the July 12th, 2018 TTC Minutes.

Ms. Lipetzky moved, seconded by Mr. Gorden.

MOTION, PASSED. 16-0.

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

No MOTION

5. Moorhead ADA Transition Plan

Mr. Altenburg and Mr. Wark from SRF Consulting presented the final Moorhead ADA Transition Plan.

Mr. Thurlow questioned if there would be any state or federal approval. Mr. Atkins said that the plan is currently with the city attorney, but it is considered a local study. There are plans in motion to merge the document with federal standards with proper transition.

Motion: Recommend Policy Board approval of the Moorhead ADA Transition Plan, pending final approval by the Moorhead City Council.

Mr. Atkins moved, seconded by Ms. Van Beek.

MOTION, PASSED. 16-0.

Motion carried unanimously.

6. Administrative Modification to 2017-2018 UPWP Amendment #8

Ms. Gray presented a requested Administrative Modification to the 2017-2018 UPWP Amendment #8. Moorhead has decided to drop their 30th Avenue S Corridor Study from the UPWP, freeing up \$60,000 in federal transportation planning dollars allotted for that study. After internal discussion during the

preparation of RFPs, it was found that the Fargo Safe Routes to School RFP and the 76th Ave Corridor Study could benefit from larger budgets. Ms. Gray received approval to handle this as an Administrative Modification from Michael Johnson at NDDOT. The proposed modification will add \$40,000 to the Fargo Safe Routes to School plan (\$50,000 with the local match), and \$20,000 (\$25,000 with local match) for the 76th Avenue Corridor Study. Mr. Gorden said that the City of Fargo has no issue with the higher local match for the SRTS Plan. Ms. Gray said discussion about the local match for the 76th Avenue Corridor Study's would help solidify the approach. Cass County, Fargo, and Horace will be responsible for the local match on the study.

Motion: Recommend Policy Board approval of an Administrative Modification to eliminate the 30th Ave S Study in Moorhead and reallocate the funds previously designated for this project to the Fargo SRTS Plan for \$50,000 and the 76th Avenue S Corridor Study for \$25,000.

Mr. Gorden moved, seconded by Mr. Atkins.

MOTION, PASSED. 16-0.

Motion carried unanimously.

Mr. Gorden suggested that the split for the 76th Avenue study should be split equally three ways, as each jurisdiction has high interest in the project. Mr. Benson agreed in the equal split. Mr. Dahlman agreed that it makes sense, however, he is not in a position to make any decisions in regards to money. Ms. Gray said she could discuss this further with Horace.

A friendly amendment was suggested that the recommendation come with a caveat that Horace will have a chance to discuss and agree with the recommendation. After discussion, the friendly amendment was pulled.

Motion: Recommend to the Policy Board a 3-way equal split of local match for the 76th Avenue Corridor Study from Cass County, Fargo, and Horace.

Mr. Gorden moved, seconded by Mr. Benson.

MOTION, PASSED. 16-0.

Motion carried unanimously.

7. Fargo Safe Routes to School Plan RFP

Mr. Farnsworth presented the Fargo Safe Routes to School Plan RFP. The administrative modification added \$50,000 to the budget, as staff felt there would be more involved than previous SRTS plans, due to the number of schools included in the study. Mr. Solberg asked if Liberty and Freedom Elementary schools in West Fargo could be included, as a portion of the students who attend these schools live within Fargo.

Motion: Recommend Policy Board approval of the Fargo SRTS Plan RFP, with the inclusion of Liberty and Freedom Elementary Schools in West Fargo in the scope, and a proposed project budget of \$200,000.

Mr. Solberg moved, seconded by Mr. Gorden.

MOTION, PASSED. 16-0.

Motion carried unanimously.

****Mr. Vaux left the meeting at 11:00 am**

8. 76th Avenue Corridor Study RFP

Mr. Maddox presented the 76th Avenue Corridor Study RFP. Mr. Nelson asked if there could be a larger focus on safety, as it is not explicitly stated in the scope of work. Mr. Maddox agreed, and that he will update the language. The objective is to identify the future needs of the corridor, considering future growth and the fact that school facilities are planned along the corridor. Discussion included various factors to add to the scope including coordination with the Horace Comprehensive and Transportation Plan. Mr. Solberg suggested that scenario planning may be beneficial to the analysis. Mr. Gorden asked about the release date, as it currently says March of 2018. Mr. Maddox explained that he hadn't changed the dates listed in the RFP since he wasn't sure when it would be approved for distribution to consultants. Mr. Solberg commented that the RFP release might want to wait until the bonding bill approval. Mr. Maddox and Ms. Gray discussed having either the due date or the interview process delayed until after the school district vote takes place in September.

Motion: Recommendation of approval of the 76th Avenue Corridor Study RFP to the Policy Board with changes discussed, including the addition of safety features and scenario planning.

Mr. Benson moved, seconded by Mr. Gorden.

MOTION, PASSED. 15-0.

Motion carried unanimously.

****Mr. Thurlow left the meeting at 11:20 am**

9. F-M Metro Bikeways Gap Analysis RFP

Mr. Farnsworth presented the FM Metro Bikeways GAP Analysis RFP. He also reviewed three scenarios for handling the split of the local match. Mr. Atkins and Mr. Solberg expressed some apprehension due to limitations in their remaining 2018 budgets. Mr. Atkins suggested tabling the RFP until next month so the participating jurisdictions can have a more in-depth discussion on funding splits.

Motion: Table RFP until next month.

Mr. Gorden moved, seconded by Mr. Atkins.

MOTION, PASSED

Motion carried unanimously.

****Mr. Solberg left the meeting at 11:33 am**

10. 2017-2020 TIP Amendment #8

Mr. Maddox presented Amendment #8 to the 2017-2018 UPWP. The amendment included the addition of the Sheyenne Street reconstruction to include lane widening and addition of bicycle facilities and the 52nd Avenue S reconstruction from 45th Street to Sheyenne Street.

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

Motion: Recommendation of approval of Amendment #8 to the 2017-2020 TIP to the Policy Board.

Mr. Gorden moved, seconded by Mr. Zander.

MOTION, PASSED. 13-0.

Motion carried unanimously.

11. US10/US75 Consultant Selection and Contract

Mr. Maddox presented the US10/US75 Consultant Selection and Contract. The selection committee selected SRF Consulting as the top-ranking firm. On Tuesday, August 7, 2018 a meeting was held to discuss the scope and fee. Ms. Safgren will prepare revisions to the scope as desired by MnDOT, and the Contract will be presented to the Policy Board for approval.

Motion: Recommendation of approval of the selection of SRF Consulting Group and the subsequent contract with SRF (inclusive of the scope of work) to complete the US10/75 Corridor Study to the Policy Board.

Mr. Atkins moved, seconded by Ms. Lipetzky.

MOTION, PASSED. 13-0.

Motion carried unanimously.

*****Mr. Hove left the meeting at 11:42 am***

12. Metro COG Website Launch

Ms. Pierce presented an update on the new website. The new website is planned to be live end of August.

No MOTION

13. Agency Updates

No agency updates.

14. Additional Business

Ms. Gray asked the committee to consider the Bike-Ped, GIS, Traffic-Ops, Prioritization, Freight, and Safety-Incident Management Committees and possible consolidation or elimination of some committees in an effort to eliminate redundant committee obligations for TTC members and others involved in these committees. She stated that Metro COG staff will bring observations and recommendations about these committees to them at the September meeting.

15. Adjourn

The 488th Regular Meeting of the TTC was adjourned on August 9th, 2018 at 11:58 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD September 13, 2018, 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary

To: TTC Committee
From: Michael Maddox, AICP
Date: September 7, 2018
Re: **Final Draft 2019-2022 TIP**

Metro COG staff developed a draft 2019-2022 TIP that lists federally funded transportation projects for that four year period. Metro COG posted a legal notice in the July 9, 2018 edition of The Forum to begin the official 30-day TIP comment period. This comment period began on July 19, 2018, which corresponded to Metro COG's Policy Board meeting.

A second legal notice was published in The Forum on August 20, 2018, advertising a public open house showcasing the Final Draft 2019-2022 TIP on September 6, 2018 from 4-6pm at the Fargo Downtown Library Community Room. As of the writing of this staff report, no formal comments have been submitted in regards to the TIP.

The Draft 2019-2022 TIP is comprised of projects listed in the NDDOT and MnDOT Draft State Transportation Improvement Program. As the development of the TIP continues, staff will be completing all the necessary components of the TIP, including a new performance measurement section.

Requested Action: Recommendation of approval of the Final Draft 2019-2022 Transportation Improvement Program to the Policy Board.



Transportation Improvement Program

2019-2022 Draft Version

8/30/2018

Prepared by the Fargo-Moorhead Metropolitan Council of Governments
(Metro COG)

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In association with:

City of Dilworth, City of Fargo, City of Moorhead, City of West Fargo, Cass County, Clay County, MATBUS, MnDOT, NDDOT, FHWA and FTA

Approved by the Metro COG Policy Board **September 21, 2017**

Disclaimer



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The contents of this document reflect the views of the authors, who are responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the policies of the state and federal departments of transportation.

Resolution Endorsing the 2019-2022 Transportation Improvement Program for the Fargo-Moorhead Metropolitan Area

Resolution Confirming the Long Range Transportation Plan as Being Currently Held Valid

Metropolitan Transportation Planning Process Certification

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Glossary

Allocation: A specific amount of money that has been set aside by the state for a jurisdiction to use for transportation improvements.

Amendment: A significant change or addition of a TIP project which requires opportunity for public input and consideration by the Metro COG Policy Board prior to becoming part of the TIP. The TIP document provides guidance on what changes require an amendment, pursuant to CFR and Metro COG adopted Public Participation Plan (PPP).

Annual Element/Future Expenditures: This section reports the proposed year of implementation and estimated cost for performing each staging item. The Annual Element column is most significant because activities shown in the first year of the TIP require no further project selection. Projects in the second and third year of the TIP, shown as Future Expenditures, could be subject to subsequent project selection. Project selection involves the process of identifying, prioritizing, and scheduling an improvement for implementation.

Annual Listing: This section identifies projects which have been programmed and funding has been obligated. The annual listing will represent 2014 projects for the 2016-2019 TIP.

Area Transportation Improvement Program (ATIP): The ATIP is a compilation of significant surface transportation improvements scheduled for implementation within a district of a state during the next four years. Minnesota has an ATIP for each of their Districts. Metro COG's TIP projects in Minnesota fall under the ATIP for Mn/DOT District 4. All projects listed in the TIP are required to be listed in the ATIP.

Candidate Project: A candidate project is one which is eligible for federal aid and an application has been submitted seeking federal aid. The project remains a candidate project until project selection for federal aid has occurred at which time the project either becomes "Programmed" or "Not Programmed."

Classification: This section provides the functional classification of the roadway or route as defined by the Metro COG and approved by State DOTs and FHWA.

Collectors: A road or street that provides for traffic movement between local service roads and arterial roadways.

Environmental Justice: Identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.

Environmental Review Group (ERG): A sub-committee facilitated by Metro COG which consists of local, state, and Federal agencies responsible for environmental protection and stewardship.

Estimated Cost and Funding: This section reports the total estimated cost of the described project. It also lists the anticipated participation of various funding sources. These sources are defined by the following categories: federal, state, local. The estimated cost for each project includes right-of-way and construction costs. All of these costs are shown in thousands of dollars.

Facility: This section refers to the roadway or route on which the project will be completed.

F.A.S.T Act: Fixing America’s Surface Transportation Act was introduced on October 15, 2016 as the transportation bill to replace MAP-21. The Fixing America’s Surface Transportation (FAST) Act is bipartisan, bicameral, five-year legislation to improve the Nation’s surface transportation infrastructure, including our roads, bridges, transit systems, and passenger rail network. In addition to authorizing programs to strengthen this vital infrastructure, the FAST Act also enhances federal safety programs for highways, public transportation, motor carrier, hazardous materials, and passenger rail.

Federal Source: This section identifies the source of federal revenues proposed for funding the project. The categories are abbreviated to indicate the specific federal program planned for the scheduled improvement. The abbreviations to these categories are shown in the list below.

BR : Bridge*	ITS : Intelligent Transportation Systems
BRU : Bridge - Urban	NHPP : National Highway Performance Program
CMAQ : Congestion Management Air Quality	NHPP-HBP : Highway Bridge Program
FTA 5307 : Urbanized Area Formula Program Funds	NHPP-IM : Interstate Maintenance
FTA 5308 : Clean Fuels Formula Program	NHPP-ITS : Intelligent Transportation Systems
FTA 5310 : Enhanced Mobility of Seniors and Individuals with Disabilities Program	NHPP-NHS : National Highway System
FTA 5311 : Rural Transit Assistance Program	SRTS : Safe Routes to School*
FTA 5316 : Job Access and Reverse Commute Program*	STP : Surface Transportation Program
FTA 5317 : New Freedom Program*	STP/R : Regional Road Program (North Dakota)
FTA 5339 : Bus and Bus Facilities Program	STP/Rural : Rural Roads Program (North Dakota)
HPP : High Priority Projects Designated by Congress	STP/U : Urban Roads Program (North Dakota)
HSIP : Highway Safety Improvement Program	TAP : Transportation Alternative Program
IM : Interstate Maintenance	TCSP : Transportation & Community System Preservation Program
INT : Interstate	TE : Transportation Enhancement*

*- Legacy SAFTEA-LU funds. Under MAP-21, Bridge funds were consolidated into STP, FTA 5316 and 5317 consolidated into Section 5307 and 5310, respectively. SRTS and TE were combined into TAP program. Unobligated funds in these categories may be programmed until they are spend down to zero, de-obligated or expired.

Illustrative: An illustrative project is a project which does not have funding, but is an important project for the jurisdiction to identify it within the TIP to show the need for the project.

Interstate: A highway that provides for expeditious movement of relatively large volumes of traffic between arterials with no provision for direct access to abutting property. An interstate, by design, is a multi-lane road with grade separations at all crossroads with full control of access

Jurisdictions: The member units of government which are within Metro COG’s planning area. The member jurisdictions include the following: North Dakota Department of Transportation (NDDOT), Minnesota Department of Transportation (Mn/DOT), Cass County, Clay County, City of West Fargo, City of Fargo, City of Moorhead, City of Dilworth.

Local Roads: A road or street whose primary function is to provide direct access to abutting property.

Local Source: This section indicates the amount of funding that will be provided for the project from the local jurisdictions. Generally the local funding for the Minnesota and North Dakota jurisdictions comes from state aid, sales taxes, assessments, general funds, or special funding sources. For example, the City of Fargo local funding sources comes from a variety of sources (½¢ city sales tax, state highway distribution funds, portions of the city property tax, and special assessments); the City of West Fargo local funding sources comes from the city general funds, sales tax assessment, and state highway funds; and Cass County’s local funding sources comes from a variety of sources (state highway distribution funds and 10 mil levy from the property taxes).

Locally Funded Regionally Significant (LFRS): LFRS projects are projects that are funded by other federal agencies and not requiring action by FHWA or FTA or projects that are not federally funded but are of regional significance. Projects are considered to have regional significance if they occur on a minor or principal arterial roadway or if they occur on any functionally classified roadway and serve any of the following:

- Intermodal facility, such as train stations, bus stations, airports, and major freight termini
- Any major activity center such as regional shopping centers, sports complexes, or educational facilities.

MAP-21: Moving Ahead for Progress in the 21st Century, the previous surface transportation act that was signed into effect in July 6, 2012 and will expire September 30, 2014.

Metropolitan Transportation Initiative (MTI): A sub-committee facilitated by Metro COG that was formed to ensure the development of a coordinated human service public transportation plan.

Minor Arterials: A road or street that provides for through traffic movements between collectors with other arterials. There is direct access to abutting property, subject to control of intersection and curb cuts. The minor arterial, by design, usually has two lanes in rural areas and four or more in urban areas.

Modification: This is required when a minor change or revision is needed for a TIP project which does not require a formal amendment.

ND Small Town Revitalization Endeavor for Enhancing Transportation Program (NDSTREET): North Dakota grant to provide assistance in upgrading the existing pavement infrastructure through cities with a population of less than 5,000 and to enhance the appearance of streets and sidewalks.

Principal Arterials: A road or street that provides for expeditious movement of relatively large volumes of traffic between other arterials. A principal arterial should, by design, provide controlled access to abutting land and is usually a multi-lane divided road with no provision for parking within the roadway.

Project Description: This section further identifies the project to be carried out on the previously stated "facility" by describing the limits and types of improvements.

Project Location: The project location places the project within the legal boundaries of the stated jurisdiction. In cases where the project shares land with another jurisdiction, the project location will list all of the affected governmental units. At a minimum, the jurisdiction taking the lead on the project will be shown.

Project Number: This is a means of labeling each project with a unique identifier for reference and for tracking the project across multiple years. This number is not related to any project number that may be assigned to a project by any other agency, and it does not reflect the order of priority in which the responsible agency has placed the project or the order of construction.

Project Prioritization: This is an exercise in which Metro COG and member jurisdictions evaluate candidate projects submitted for federal aid against other candidate projects within the same federal aid funding categories. Metro COG then submits the prioritized candidate projects to the state to further assist in project selection.

Project Solicitation: This is a request sent out to jurisdictional members to submit applications requesting federal funding for federal aid eligible projects.

Public Participation Plan (PPP): An adopted Metro COG plan which identifies the public input process which will be used for all types of projects including introducing a new TIP and making amendments and modifications to the existing TIP.

Responsible Agency: This section identifies the agency or jurisdiction usually initiating the project, requesting funding, and carrying out the necessary paperwork associated with project completion.

SAFETEA-LU: Safe Accountable Flexible Efficient Transportation Act, A Legacy for Users –The previous transportation act that expired July 5, 2012 and replaced with MAP-21.

Staging: This section depicts the latest estimate of work toward the project's completion. The stages are Right-of-Way and Construction. Right-of-Way is the arrangement for the acquisition and purchase of land/or buildings for the construction of the proposed improvement. Lastly, construction includes bid letting and actual development of the proposed improvement.

State Transportation Improvement Program (STIP): The STIP is a compilation of significant surface transportation improvements scheduled for implementation with a state (North Dakota or Minnesota) during the next four years. All projects listed in the TIP are required to be listed in the STIP.

Transit Operator: The designated transit service operator providing public transit for the area. The transit operator for the FM Metropolitan Area is MATBUS.

Transportation Improvement Program (TIP): The TIP is a compilation of significant surface transportation improvements scheduled for implementation in the Fargo-Moorhead Metropolitan area during the next four years.

Local Jurisdiction Contact List

Metro COG collects information from all jurisdictions wishing to have projects programmed in the TIP. We work closely with our planning partners to assure that the information contained in the TIP is current and accurate. Metro COG staff is available to answer questions on the TIP, the TIP process, and transportation planning in the Fargo-Moorhead metropolitan area. While Metro COG provides relevant data associated with each project identified in the TIP, more specific information related to a project is not included in the TIP project list. A list with contact information for our transportation planning partners is included on the following page. Please contact them if you require additional information that is not included on a project programmed in the TIP.

Local Jurisdiction Contact List

<p>North Dakota DOT Michael Johnson, P.E. Urban Engineer & MPO Coordinator phone: 701.328.2118 email: mijohnson@nd.gov</p>	<p>City of Dilworth Stan Thurlow Dilworth City Planner phone: 218.287.5433 email: dilworthcityhall@corpcomm.net</p>	<p>Federal Highway Administration - ND Division Richard Duran Png. and Prog. Development Team Leader phone: 701.221.9462 email: Richard.duran@dot.gov</p>
<p>Minnesota DOT Mary Safgren Planning Director, MnDOT District 4 phone: 218.846.7987 email: mary.safgren@state.mn.us</p>	<p>City of Moorhead Tom Trowbridge Moorhead City Engineer phone: 218.299.5394 email: tom.trowbridge@ci.moorhead.mn.us</p>	<p>Federal Highway Administration - MN Division Kris Riesenber Technical Services Team Leader phone: 651.291.6114 email: kris.riesenberg@dot.gov</p>
<p>Cass County Jason Benson Cass County Highway Engineer phone: 701.298.2372 email: bensonj@casscountynd.gov</p>	<p>Fargo Transit Julie Bommelman Fargo Transit Administrator phone: 701.476.6737 email: jbommelman@cityoffargo.com</p>	<p>Federal Transit Administration - Region 5 William Wheeler Community Planner phone: 312.353.3879 email: william.wheeler@dot.gov</p>
<p>City of Fargo Jeremy M. Gorden Senior Engineer-Transportation phone: 701.241.1529 email: jgorden@cityoffargo.com</p>	<p>Moorhead Transit Lori Van Beek Transit Manager phone: 701.476.6686 email: LVanBeek@matbus.com</p>	<p>Federal Transit Administration - Region 8 Renae Tunison Transportation Program Analysis phone: 202.366.3305 email: renae.tunison@dot.gov</p>
<p>City of West Fargo Chris Brungardt West Fargo Public Works Director phone: 701.433.5400 email: chris.brungardt@westfargond.gov</p>	<p>Upper Great Plains Transportation Institute Mohammad Smadi Associate Research Fellow phone: 701.231.8085 email: m.smadi@ndsu.edu</p>	<p>Metro COG Michael Maddox Senior Transportation Planner phone: 701.232.3242 x 33 email: maddox@fmmetrocog.org</p>
<p>Clay County David Overbo Clay County Engineer phone: 218.299.5099</p>	<p>West Central Initiative Wayne T. Hurley, AICP Planning Director phone: 218.739.2239</p>	

Section 1 Introduction

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is a compilation of significant surface transportation improvements scheduled for implementation in the Fargo-Moorhead metropolitan area during the next four fiscal years. The fiscal year begins July 1 and ends June 30 of the following year. The TIP provides a staged, multiyear, intermodal program of transportation projects, which is consistent with the most current Metro COG Long Range Transportation Plan (LRTP).

Metro COG as part of the metropolitan area’s comprehensive, coordinated, and continuous transportation planning process (3-C process) develops the TIP annually. It is also developed in cooperation with the multiple Metro COG planning partners; the Minnesota Department of Transportation (MnDOT), the North Dakota Department of Transportation (NDDOT), Metro Area Transit (MATBUS) of Fargo-Moorhead, local municipal and county jurisdictions, and other organizations and agencies eligible for project sponsorship.

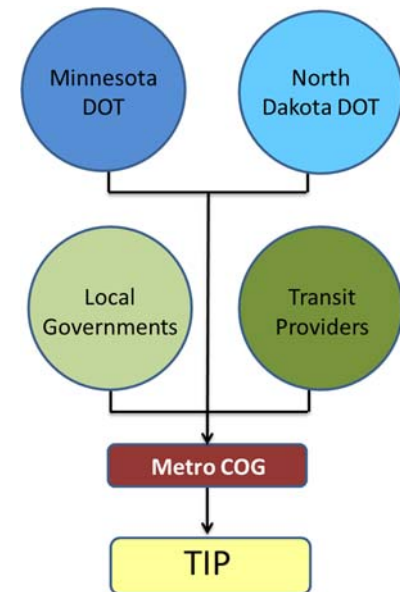
The TIP includes an Annual Element component for projects implemented during the first year of the TIP. Projects included in the Annual Listing constitute the agreed-to listing of Federal-Aid and Regionally Significant improvements approved by the Metro COG Policy Board.

TIP Development

In general terms, development of the TIP for the Fargo-Moorhead Metropolitan Area involves the following steps:

1. Reviewing and updating projects from the previous year TIP;
2. Solicitation of new projects eligible for federal aid;
3. Receiving applications from local jurisdictions for Federal aid candidate projects, evaluating and prioritizing candidate projects;
4. Soliciting public comment on projects to be included within the TIP;
5. Submitting prioritized candidate projects to MnDOT and NDDOT;
6. Working cooperatively with the MnDOT and NDDOT to select candidate projects to receive federal funds;
7. Reviewing local jurisdictions’ Capital Improvement Plans (CIPs) to ensure that all “Regionally Significant” projects are identified within the first two years of the TIP; and

Figure 1-1: TIP Development



Source: Metro COG

- 8. Working cooperatively with MnDOT and NDDOT to ensure that their State Transportation Improvement Programs (STIP) match the information in the TIP.

Legislative Requirements

The Metro COG TIP is authorized through the federal aid planning process. Metro COG is charged with the creation and maintenance of a fiscally-constrained Transportation Improvement Program (TIP). Requirements for the TIP and TIP maintenance are included under various sections of Title 23 and 49 of the United States Code (USC), Title 23 and 49 of the Code of Federal Regulations (CFR) and other federal legislation and guidance. Current regulations defining TIP content is included in the Fixing America’s Surface Transportation (FAST) Act legislation signed into law December 4, 2015.

Oversight of the TIP

The Metro COG TIP includes projects funded by the US Department of Transportation (USDOT) and its associated administrations. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) provide funding for roadways and trails, and public transit projects respectively. The Metro COG TIP includes basic project information such as the location, type of improvement, length, anticipated cost estimates, proposed funding sources and schedule for each phase of federal-funded projects. Non-federal, local projects are shown with less-detailed listings that provide project information.

Federal legislation requires a TIP be updated every four years. Metro COG updates the TIP annually. After approval by the Metro COG Policy Board, the TIP is forwarded for approval by the governors of Minnesota and North Dakota (or their representatives) and is incorporated, by reference or verbatim, into the respective State Transportation Improvement Programs (STIP). The Federal Highway Administration and FTA review and approve the STIP.

Consistency with Other Plans

The Metro COG Long Range Transportation Plan (LRTP) documents the ongoing, multi-modal transportation planning process in the Fargo-Moorhead metropolitan area. The current LRTP, *Metro 2040: Mobility for the Future*, was adopted in July 2014 by the Metro COG Policy Board and has a planning horizon of 2040. Projects contained in the TIP must first be identified in the LRTP. Whereas the LRTP provides a 20 to 25 year overview of transportation need, the TIP looks at the near future and is the means to program federal transportation funds for projects to meet those needs. In addition, the TIP is consistent, to the maximum extent feasible, with other plans developed by Metro COG.

Table 1-1: Metro COG Transportation Plans

Transportation Plan	Date Approved
2040 Metropolitan Long Range Transportation Plan	2014
Intelligent Transportation System (ITS) Plan	2008
Metropolitan Transit Development Plan	2016
Metropolitan Bikeway and Pedestrian Plan	2017

Source: Metro COG

Relationship to the Transportation Planning Process

As the MPO for the Fargo-Moorhead metropolitan area, Metro COG is responsible for developing and maintaining two key products of the metropolitan planning process in addition to the TIP. The TIP is the implementation arm of the documents described below:

- Long Range Transportation Plan (LRTP) directs the transportation decision-making process in ways that help achieve regional goals. The plan, *Metro 2040: Planning for the Future*, serves as a blueprint for the management of the region’s transportation system through the year 2040. It describes the current and evolving surface transportation needs of the metropolitan area and broadly categorizes transportation investments ranging from road and transit improvements to projects that enhance bike, pedestrian and freight movement. Metro COG is currently in the process of updating its LRTP. METRO GROW, as the plan is called, will analyze the transportation system forecasting conditions to the year 2045. The adoption of METRO GROW is tentatively scheduled for June 2019.
- Unified Planning Work Program (UPWP) describes the transportation planning activities Metro COG and other agencies propose to undertake during the next two fiscal years. The UPWP promotes a unified regional approach to transportation planning in order to achieve regional goals and objectives. It serves to document the proposed expenditures of federal, state and local transportation planning funds, and provides a management tool for Metro COG and funding agencies in scheduling major transportation planning activities, milestones and products.

Table 1-2: Schedule of Key Metro COG Products in the Metropolitan Planning Process

Document	UPWP	TIP	LRTP	PPP
Time Frame	2-years	4-years	25-years	N/A
Contents	Planning activities, studies and tasks to be undertaken within a two-year time frame.	Listing of transportation improvements.	Identifies regional transportation goals, policies, strategies, performance measures and major projects from which TIP projects are selected.	Framework which guides the public participation process in transportation planning projects at Metro COG.
Update Requirements	Bi-annually	Annually	Every five years (four years if in nonattainment for air quality	As required.

Source: Metro COG

The current federal transportation law, the F.A.S.T (Fixing America’s Surface Transportation) Act (P.L. 112-141), added two planning factors that all Metropolitan Planning Organizations (MPO’s) must provide consideration and implementation for in their projects, strategies, and services. The original eight planning factors established by SAFETEA-LU were re-established. Those ten planning factors are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned-growth and economic-development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism

Metro COG

Metro COG is the Fargo-Moorhead Metropolitan Council of Governments. It serves as the designated Metropolitan Planning Organization (MPO) for the Fargo-Moorhead area. MPOs are mandated to exist by Federal transportation legislation to serve five core functions; one of which is the development of a TIP. The Five Core Functions of a MPO are:

- Establish a fair and impartial setting for regional decision-makings in the metropolitan area;
- Evaluate transportation alternatives, scaled to the size and complexity of the region, to the nature of its transportation issues and to the realistically available options;
- Develop and maintain a fiscally constrained, long range transportation plan for the jurisdictional with a planning horizon of at least twenty years that fosters mobility and access or people and goods, efficient system performance and preservation and quality of life;
- Develop a fiscally-constrained Transportation Improvement Program (TIP) based on the long range transportation plan and designed to serve regional goals; and
- Involve the general public and all significantly affected sub-groups in each of the four functions as shown above.

Metropolitan Planning Area

The Metro COG Metropolitan Planning Area (MPA) consists of portions of Cass County in North Dakota and Clay County in Minnesota. All transportation projects, as well as federal transportation funds attributable to the Fargo-Moorhead metropolitan area and included in the Metro COG TIP are limited to the Metro COG Metropolitan Planning Area (MPA). The TIP cannot contain projects outside of the MPA, unless a portion

of that project is within the MPA area or is a regional or state project in which the MPO is a participant. The Metro COG MPA is identified on Figure 1-2 on the following page.

Metro COG Policy Board

The Metro COG Policy Board is comprised of 16 voting members, of which 75% must be elected officials or their designee. Horace was added as a voting member in 2017 and West Fargo received an additional vote in 2016. The Policy Board is responsible for meeting all federal requirements legislated for a MPO. This includes the development and maintenance of the TIP, as well as certifying that the MPO meets all federal requirements.

The Policy Board certifies that the 3-C planning process used at FM metropolitan area is in compliance with federal requirements. It reviews and adopts the TIP and has the authority to forward the TIP to the relevant agencies for review and approval. It approves all TIP amendments and is informed of all administrative adjustments.

Transportation Technical Committee

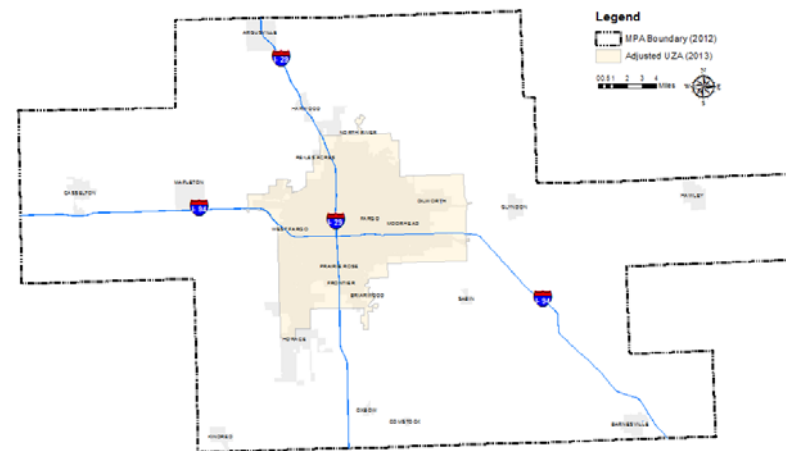
The Metro COG Transportation Technical Committee (TTC) advises the Policy Board on technical matters associated with Metro COG's work activities and mission and on specific transportation planning issues. The committee is comprised of engineering, planning and transit staff from the local jurisdictions and a representative from the Federal Highway Administration, the North Dakota Department of Transportation and the Minnesota Department of Transportation. The TTC reviews projects to be included in the TIP and forwards those recommendations to the Policy Board.

Regionally Significant Projects

Regionally-Significant projects are those projects that may not be funded with federal transportation funds, but involve major improvements to the transportation system in the Metro COG MPA. On May 16, 2013, the Metro COG Policy Board made a determination on how Regionally Significant Projects will be defined for the purposes of developing and managing the TIP for the Fargo-Moorhead metropolitan area. Metro COG shall define Regionally Significant Projects as one of three types:

1. Projects requiring an action by FHWA or the FTA, whether or not the projects are to be funded under Title 23 USC or Title 49 USC;
2. Projects funded by other federal agencies and not requiring action by FHWA or FTA; and
3. Projects that are not federally funded locally funded regionally significant (LFRS).

Figure 1-2: Metro COG Metropolitan Planning Area



source: Metro COG 2014

For Type 1 projects, typical TIP procedures apply and projects will be reported for all years of the TIP. Type 2 and 3 projects are listed for informational purposes only; however, are subject to the financial constraint of the overall TIP. Type 2 and 3 projects will only be listed in the Year which it is obligated or the first two years of the TIP. In determining which Type 2 or 3 projects to include in the TIP for informational purposes, Metro COG shall use the following criteria:

1. Any project that impacts a facility that carries a Federal Functional Classification (FFC) of Principal Arterial, Minor Arterial, or Collector that is included as part of Metro COG's approved Travel Demand Model (TDM).

The LFRS projects are typically added to the TIP following the approval of relevant Capital Improvement Program (CIPs) by relevant local units of government (typically March or April). Thus LFRS projects to be included in the TIP shall be based on the latest CIP that is available when the draft TIP is developed. All projects identified as Regionally Significant, as defined by Metro COG, appear within the body of the TIP document, and are denoted accordingly as being "Locally Funding Regionally Significant."

Illustrative Projects

Illustrative Projects are those projects that were not included in the financially-constrained project list due to limited transportation funds. These projects are first to be considered when funds become available. Illustrative projects have not been included in TIP project tables. Upon the notice of funding availability for an individual project, Metro COG will amend such project into the TIP at that time. There has been a concerted effort not to list illustrative projects within the TIP. An exception to this are projects that have been programmed in response to the pending FM Diversion project. These projects are shown in the TIP with either state or local funding only.

Advance Construction Projects

A practice referred to as "Advance Construction" (AC) may be used in order to maximize the area's ability to expend federal funds. This practice provides project sponsors the ability to have a project occur in one FY and be reimbursed with federal funds in another fiscal year(s). When Advance Construction is used, project sponsors must front the entire cost of the project in the first fiscal year of the project with local or state funds. When federal funds become available, the project sponsor may request the TIP be amended to include a line item to reflect a reimbursement of projects costs eligible for federal participation. Disposition of the newly available funds, as well as approval of any amendment to the TIP is the purview of the Policy Board.

Project Solicitation, Prioritization, and Selection

Metro COG in cooperation with NDDOT, MnDOT, and MATBUS cooperatively implement a process for solicitation, prioritization, and selection of transportation improvements which are eligible for Federal aid. The current TIP development procedures were approved by the Metro COG Policy Board on June 16, 2010. These procedures are reviewed and modified annually as needed, in cooperation with MnDOT, NDDOT, and MATBUS.

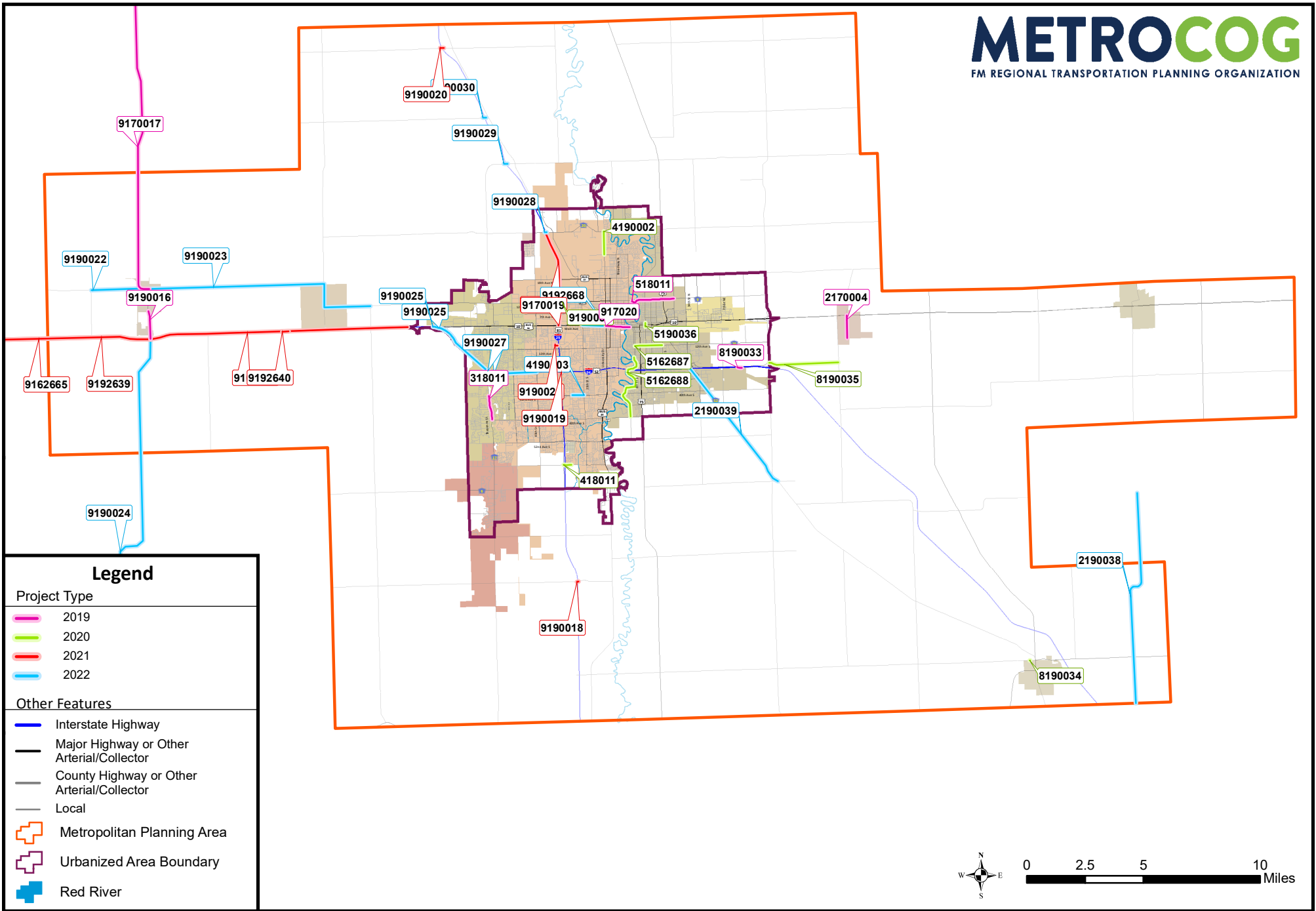
Self Certification

Annually as part of the Transportation Improvement Program (TIP), Metro COG self-certifies along with the NDDOT and MnDOT that the metropolitan planning process is being carried out in accordance with all applicable requirements. Requirements relevant to the Metro COG MPO include:

- Title VI of the Civil Rights Act of 1964, as amended;
- Prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;
- Involvement of disadvantaged business enterprises in USDOT-funded projects;
- Implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990;
- Prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Prohibition of discrimination based on gender; and
- Discrimination against individuals with disabilities.

A copy of the Metro COG Policy Board statement of Self Certification is located in the front of this document.

Section 2 Project Locator Map

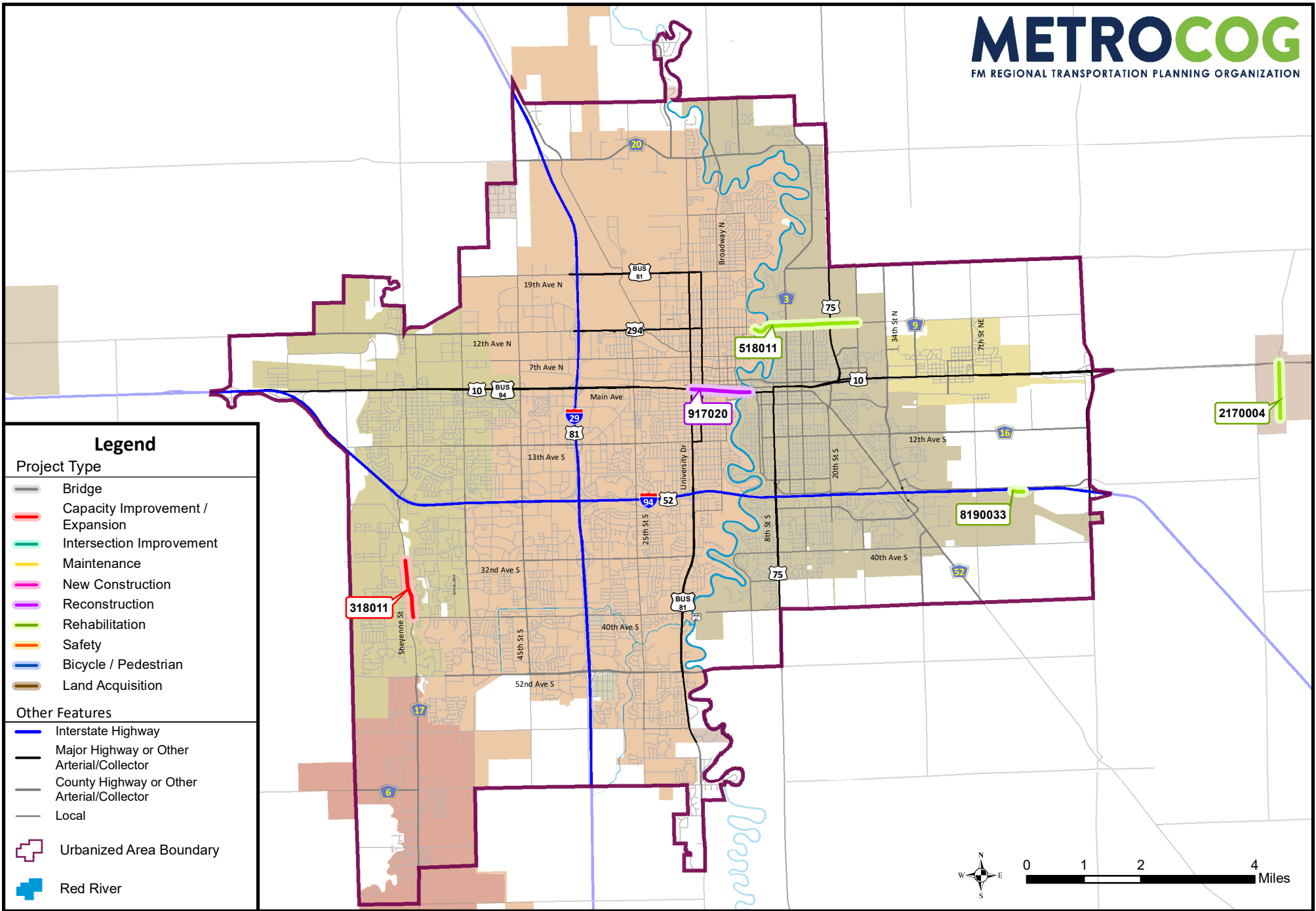


2019-2022 Metropolitan Planning Area Projects

2019-2022 Draft Metro COG TIP

Section 3 Detailed Project Listings

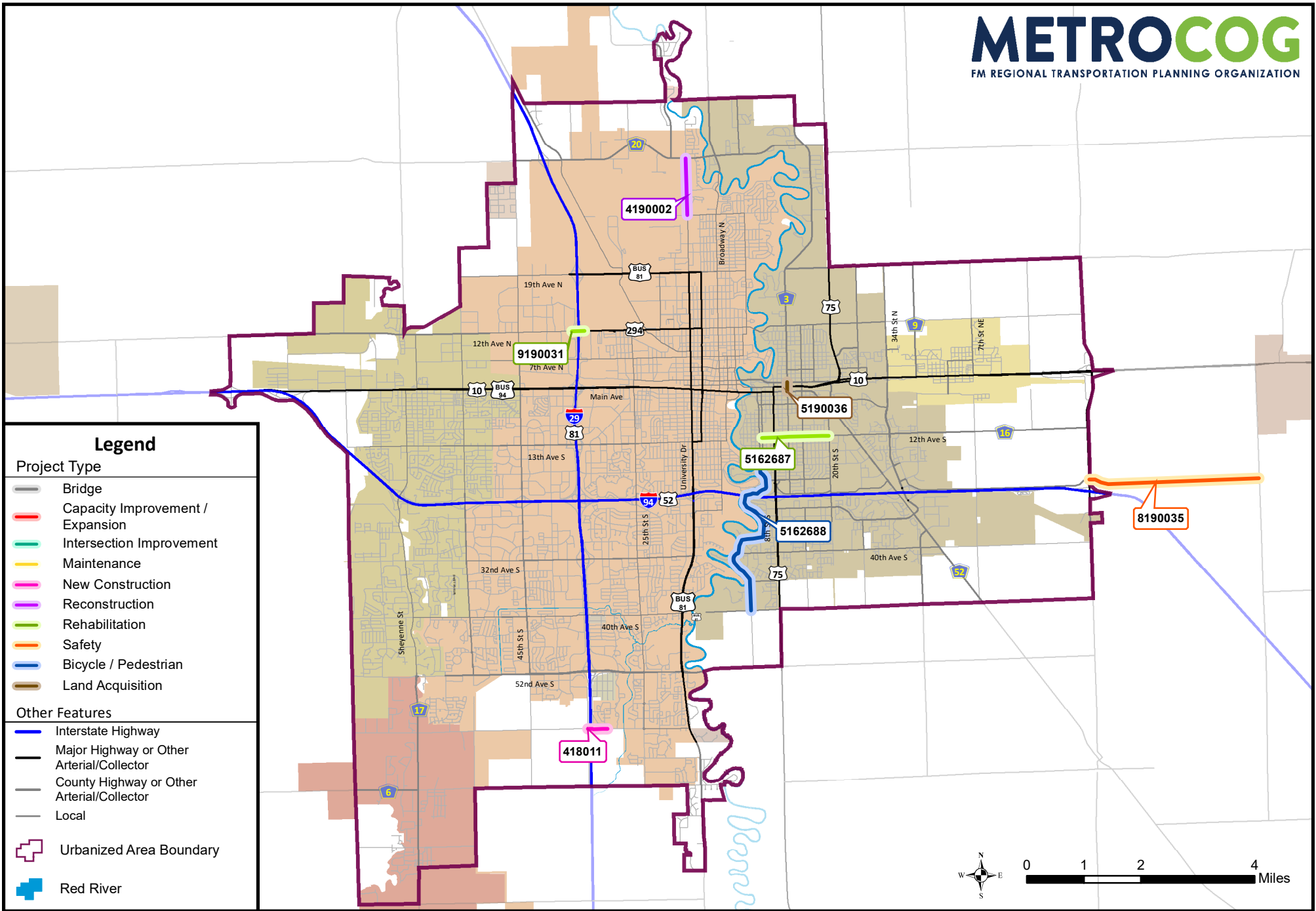
2019



Lead Agency	Metro COG ID	Project Year	Project Location	Length To	Project Limits From	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
Moorhead Transit											
Moorhead Transit	5192622	2019	Transit			Purchase class 400 bus and bus related equipment	Transit Capital	\$ 85,000	FTA 5339		\$ 68,000
	TRG-0034-19D									Local	\$ 17,000
Moorhead Transit	5192625	2019	Transit			Moorhead Planning Assistance	Transit Operations	\$ 28,000	FTA 5307		\$ 22,400
	TRF-0034-19G									Local	\$ 5,600
Moorhead Transit	5192624	2019	Transit			Moorhead Transit Operation Assistance	Transit Operations	\$ 3,250,000	FTA 5307		\$ 355,000
	TRF-0034-19A									State	\$ 2,895,000
Moorhead Transit	5162684	2019	Transit			Purchase Van (class 200) and van related equipment	Transit Capital	\$ 28,000	FTA 5307		\$ 22,400
	TRF-0034-19F									Local	\$ 5,600
Moorhead Transit	5190004	2019	Transit			Purchase of a Bus Shelter	Transit Capital	\$ 23,300	FTA 5307		\$ 18,640
	TRF-0034-19I									Local	\$ 4,660
Moorhead Transit	5190005	2019	Transit			Purchase Misc Support Equip - Fork Lift & Mobile Lift (1/3 share)	Transit Capital	\$ 25,000	FTA 5307		\$ 20,000
	TRF-0034-19J									Local	\$ 5,000
Moorhead Transit	5190006	2019	Transit			Fare Collection System	Transit Capital	\$ 318,000	FTA 5307		\$ 58,000
	TRF-0034-19K									Local	\$ 260,000
Fargo Transit											
Fargo Transit	4192642	2019	Transit			Capital Purchase	Transit Capital	\$ 297,000	FTA 5307		\$ 238,000
	8017 TURB									Local	\$ 59,000
Fargo Transit	4192643	2019	Transit			Operating Assistance	Transit Operations	\$ 2,992,000	FTA 5307		\$ 1,496,000
	8018 TURB									State	\$ 748,000
										Local	\$ 748,000
Fargo Transit	4192644	2019	Transit			Preventative Maintenance	Transit Capital	\$ 1,189,000	FTA 5307		\$ 951,000
	8019 TURB									Local	\$ 238,000
Fargo Transit	4190001	2019	Transit			Bus Replacement	Transit Capital	\$ 1,250,000	STBGP-U		\$ 1,000,000
										Local	\$ 250,000
City of Fargo											

Lead Agency	Metro COG ID	Project Year	Project Location	Length To	Project Limits From	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
City of Moorhead											
Moorhead	518011 144-129-005AC	2019	15th Ave N	Red River	28th St N	**AC** (AC payback in 2019 - \$383.7K) Mill and Overlay, sidewalk lighting and 28th StN from TH10 to 15th Ave N - Mill and Overlay/Bike Lane (Associated to 144-132-004 & 1407-27S) payback 1-of-1	Rehabilitation	\$ 383,700	STBGP		\$ 383,700
City of West Fargo											
West Fargo	318011	2019	Sheyenne St	1 40th Ave	32nd Ave	Reconstruction to include a new signal at 40th Ave and shared-use paths on both sides of roadway	Capacity Expansion	\$ 12,649,646	STBGP-U	Local	\$ 4,350,953 \$ 8,298,693
North Dakota Department of Transportation											
NDDOT	917020	2019	Main Ave	1 Red River	University Dr	Reconstruct Main Ave, replacement of underground utilities *Utility replacement included in cost	Reconstruction	\$ 9,651,333	STBGP-R	State Local	\$ 4,469,880 \$ 707,764 \$ 4,473,689
NDDOT	9190016 22201 8006	2019	ND 18N	1.2 Jct I94	Swan Creek	Mill and Overlay	Rehabilitation	\$ 497,000	Non NHS-S	State	\$ 402,000 \$ 95,000
NDDOT	9170017 22202 8007	2019	ND 18N	23.4 Jct Cass Co 10	Trail Co Line	Mill and Overlay	Rehabilitation	\$ 4,219,000	Non NHS-S	State	\$ 3,414,000 \$ 805,000
Minnesota Department of Transportation											
MnDOT	8190032 088-070-056	2019	County wide			Latex and Epoxy striping	Safety	\$ 993,080	HSIP	State	\$ 893,772 \$ 99,308
MnDOT	8190033 1480-177	2019	I-94E	at weigh station		Replace mainline weigh-in-motion scale *ITS*	Rehabilitation	\$ 700,000	NHPP	State	\$ 630,000 \$ 70,000
Clay County											
MnDOT	2170004 014-090-006AC	2019	Parke Ave	12th Street	US 10	**AC** grading, paving, construct multi-purpose trail, and sidewalk in Glyndon (AC payback 1 of 1)	Rehabilitation	\$ 375,000	TA		\$ 375,000
Cass County											
Cass County	1170015	2019	Cass 5 & Cass 10			Intersection Imp, turn lanes, shoulder rehab	Safety	\$ 771,000	HSIP	Local	\$ 694,000 \$ 77,000

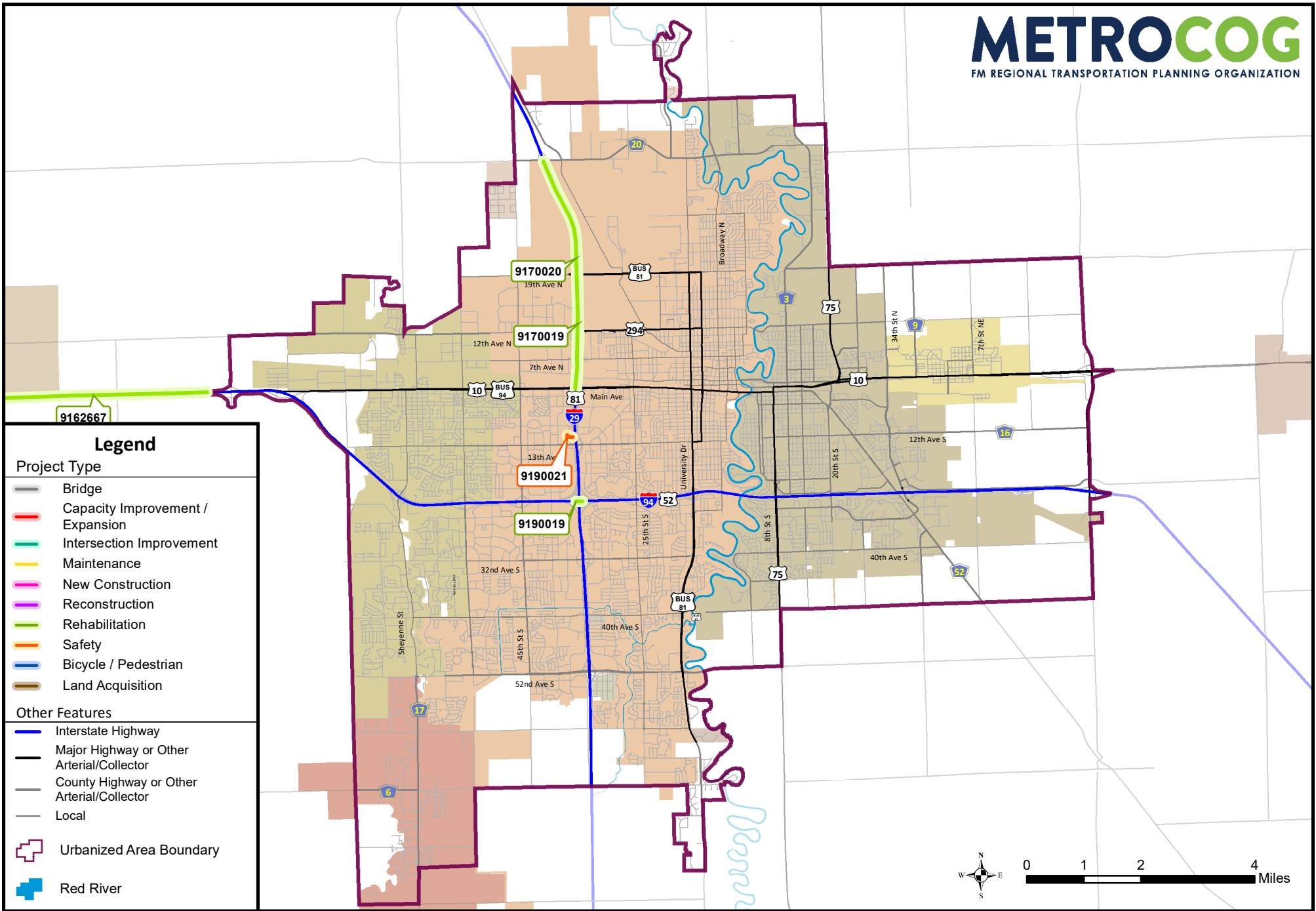
2020



Lead Agency	Metro COG ID	Project		Length		Project Limits		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
		Year	Project Location	To	From								
Moorhead Transit													
Moorhead Transit	5162685	2020	Transit					Communication Equipment	Transit Capital	\$ 59,000	FTA 5307		\$ 47,200
	TRF-0034-20D											Local	\$ 11,800
Moorhead Transit	5162686	2020	Transit					Moorhead Transit Operating Assistance	Transit Operations	\$ 3,380,000	FTA 5307		\$ 365,000
	TRF-0034-20A											State	\$ 3,015,000
Moorhead Transit	5170005	2020	Transit					Purchase of one (1) <30 ft expansion bus and bus related equipment	Transit Capital	\$ 87,000	STBGP		\$ 69,600
	TRS-0034-20TA											Local	\$ 17,400
Moorhead Transit	5170006	2020	Transit					Purchase of one (1) <30 ft expansion bus and bus related equipment	Transit Capital	\$ 87,000	STBGP		\$ 69,600
	TRS-0034-20TB											Local	\$ 17,400
Moorhead Transit	5190007	2020	Transit					Purchase of a Bus Shelter	Transit Capital	\$ 24,000	FTA 5307		\$ 19,200
	TRF-0034-20E											Local	\$ 4,800
Fargo Transit													
Fargo Transit	4162670	2020	Transit					Capital purchase	Transit Capital	\$ 1,250,000	STBGP-U		\$ 1,000,000
												Local	\$ 250,000
Fargo Transit	4162671	2020	Transit					Preventative Maintenance	Transit Capital	\$ 1,212,525	FTA 5307		\$ 970,020
	8119 TURB											Local	\$ 242,505
Fargo Transit	4162672	2020	Transit					Operating Assistance	Transit Operations	\$ 3,051,840	FTA 5307		\$ 1,525,920
	8117 TURB											State	\$ 762,960
												Local	\$ 762,960
Fargo Transit	4162673	2020	Transit					Paratransit operating assistance funded as capital	Transit Operations	\$ 303,450	FTA 5307		\$ 242,760
	8118 TURB											Local	\$ 60,690
City of Fargo													
Fargo	4190002	2020	N University Dr		32nd Ave N	40th Ave N			Reconstruction	\$ 6,000,000	STBGP		\$ 4,500,000
												Local	\$ 1,500,000
Fargo	418011	2020	64th Ave S		1 36th St	38th St		Construction of 64th Ave S as a 4-lane urban arterial and a grade separated overpass of I-29 *Project to be rescheduled upon NDDOT solicitation	New Construction	\$ 12,416,134	STBGP-U		\$ 9,932,907
												Local	\$ 2,483,227

Lead Agency	Metro COG ID	Project Year	Project Location	Length To	Project Limits From	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
City of Moorhead											
Moorhead	5162687 144-118-016	2020	12th Ave S	1.4	5th St 20th St	Mill and Overlay, and from 20th St to SE Main Ave pavement replacement	Rehabilitation	\$ 2,440,220	STBGP	Local	\$ 1,776,196 \$ 664,024
Moorhead	5162688 144-090-018	2020	Rivershore Dr	2.1	20th Ave S 50th Ave S	Blue Goose Trail - paved multi use trail & on-street bike facilities	Bike/Ped	\$ 525,195	TA	Local	\$ 360,000 \$ 165,195
Moorhead	5190036 144-115-016	2020	11th Street			Right of way acquisition for 11th underpass	Land Aq	\$ 531,993	DEMO	Local	\$ 425,594 \$ 106,399
City of West Fargo											
North Dakota Department of Transportation											
NDDOT	9190031 8113	2020	I-29N		Jct I-29 & 12th Ave N Fargo	Deck Overlay, Structural Repair	Rehabilitation	\$ 1,298,000	IM	State	\$ 1,168,000 \$ 130,000
Minnesota Department of Transportation											
MnDOT	8190034 14-00126	2020	CSAH 2		at RR tracks	install gates at OTVR RR crossing in Barnesville	Safety	\$ 230,000	RRS LF	State	\$ 207,000 \$ 23,000
MnDOT	8190035 014-070-010S	2020	CSAH 14	2.7	MN 336 CSAH 17	Shoulder paving, edgelines, and rumble strips	Safety	\$ 264,683	HSIP	State	\$ 238,214 \$ 26,469
Clay County											

2021



2021 Project Year
2019-2022 Draft Metro COG TIP

Legend	
Project Type	
	Bridge
	Capacity Improvement / Expansion
	Intersection Improvement
	Maintenance
	New Construction
	Reconstruction
	Rehabilitation
	Safety
	Bicycle / Pedestrian
	Land Acquisition
Other Features	
	Interstate Highway
	Major Highway or Other Arterial/Collector
	County Highway or Other Arterial/Collector
	Local
	Urbanized Area Boundary
	Red River

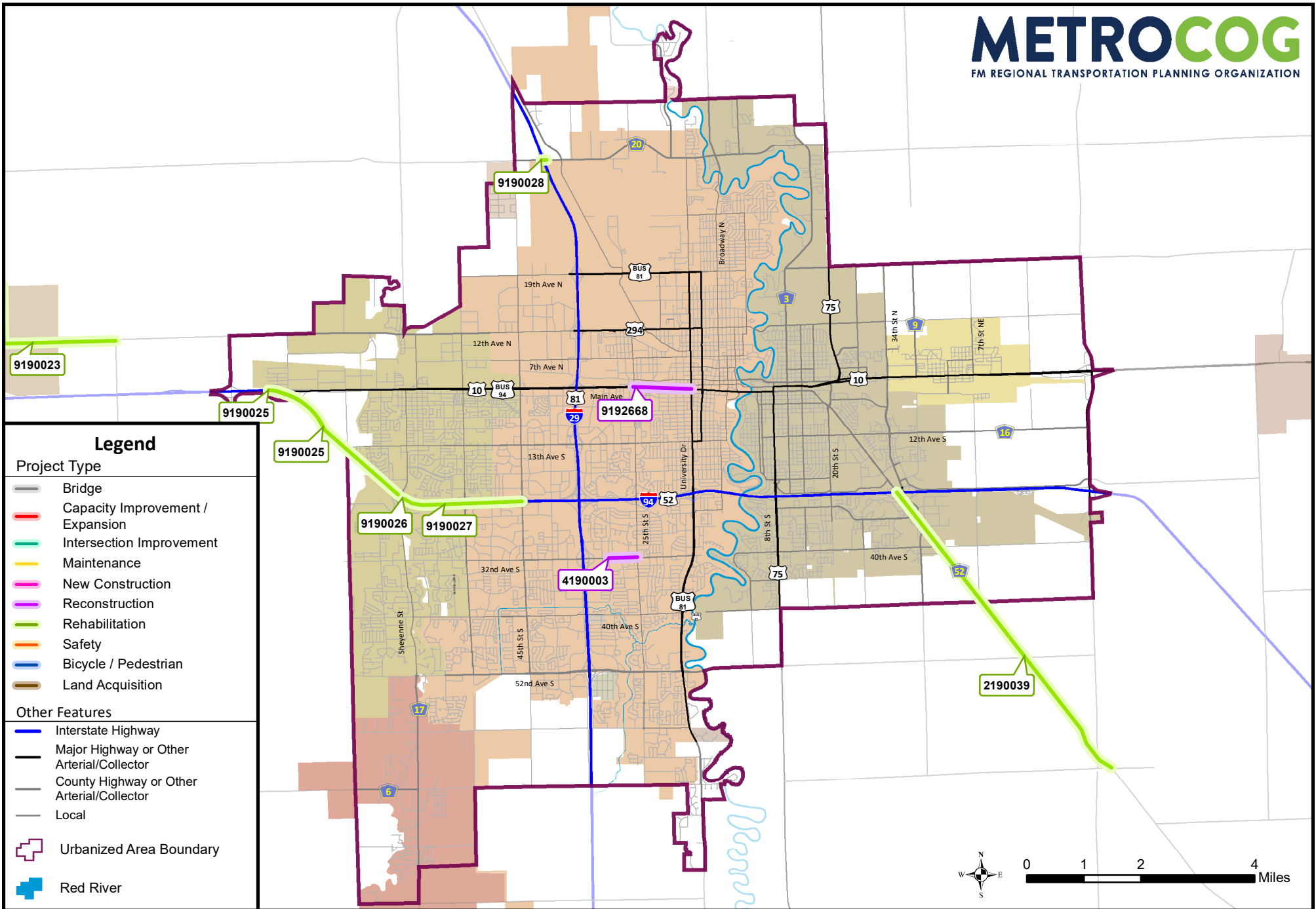
Lead Agency	Metro COG ID	Project Year	Project Location	Length To	Project Limits From	Project Description	Improvement Type	Total Project Cost	Federal Revenue	Other Revenue	Revenue
Moorhead Transit											
Moorhead Transit	5170008 TRF-0034-21A	2021	Transit			Moorhead Transit Operating Assistance	Transit Operations	\$ 3,500,000	FTA 5307	State	\$ 376,000 \$ 3,124,000
Moorhead Transit	5170009 TRF-0034-21B	2021	Transit			Purchase of one <30 fr Replacement Bus (senior ride)	Transit Capital	\$ 30,000	FTA 5307	Local	\$ 24,000 \$ 6,000
Moorhead Transit	5190010 TRF-0034-21C	2021	Transit			Purchase of a Bus Shelter	Transit Capital	\$ 24,700	FTA 5307	Local	\$ 19,760 \$ 4,940
Moorhead Transit	5190011 TRS-0034-21D	2021	Transit			Purchase 35ft replacement bus (Unit 1020)	Transit Capital	\$ 541,000	STBGP	Local	\$ 432,800 \$ 108,200
Fargo Transit											
Fargo Transit	4170016 8224 TURB	2020	Transit			Preventative Maintenance	Transit Capital	\$ 1,236,000	FTA 5307	Local	\$ 989,000 \$ 247,000
Fargo Transit	4170017 8222 TURB	2020	Transit			Operating Assistance	Transit Operations	\$ 3,112,000	FTA 5307	State Local	\$ 1,556,000 \$ 778,000 \$ 778,000
Fargo Transit	4170018 8223 TURB	2020	Transit			Paratransit operating assistance funded as capital	Transit Operations	\$ 310,000	FTA 5307	Local	\$ 248,000 \$ 62,000
City of Fargo											
City of Moorhead											
City of West Fargo											
North Dakota Department of Transportation											
NDDOT	9170019	2021	I-29N	4 Main Ave	Fargo INTR	CPR	Rehabilitation	\$ 901,000	IM		\$ 811,000

	21812 8204								State	\$ 90,000
NDDOT	9170020 21512 8206	2021 I-29S	Main Ave	Nfargo INTR	CPR		Rehabilitation	\$ 900,000 IM	State	\$ 810,000 \$ 90,000
NDDOT	9192639 21855 8210	2021 I-94W	7.2 W Wheatland E	E Casselton	CPR, PCC Pave, Ramp Revisions, Struct			\$ 1,549,000 IM	State	\$ 1,394,000 \$ 155,000
NDDOT	9162665 21855 8209	2021 I-94E	W Wheatland	E of Casselton	CPR - PCC pave, ramp conn, ramp revisions		Rehabilitation	\$ 1,648,000 IM	State	\$ 1,483,000 \$ 165,000
NDDOT	9162667 21855 8211	2021 I-94	E Casselton	Near W Fargo	Thin Overlay		Rehabilitation	\$ 1,997,000 IM	State	\$ 1,797,000 \$ 200,000
NDDOT	9192640 8220	2021 I-94 W	6 East of ND 18		Deck replacement, approach, slabs, structure items		Rehabilitation	\$ 1,112,000 IM	State	\$ 1,001,000 \$ 111,000
NDDOT	9190018 8215	2021 I-29N	6 North of ND 46		Structure Paint		Rehabilitation	\$ 289,000 IM	State	\$ 260,000 \$ 29,000
NDDOT	9190019 8216	2021 I-29N	I-29 & I-94 Intchg		Structural Repair		Rehabilitation	\$ 422,000 NHS-S	State	\$ 380,000 \$ 42,000
NDDOT	9190020 8217	2021 I-29N	Argusville City Limits		Structure Paint		Rehabilitation	\$ 368,000 IM	State	\$ 331,000 \$ 37,000
NDDOT	9190021 8221	2021 I-29	38th St & I-29 Ramp		Turn Lanes, Signals, Pavement Marking (ITS, CMP)		Safety	\$ 361,000 HSIP	State	\$ 325,000 \$ 36,000

Minnesota Department of Transportation

Clay County

2022



Lead Agency	Metro COG ID	Project Year	Project Location	Length To	Project Limits From	Project Description	Improvement Type	Total Project Cost	Federal Revenue	Other Revenue	Revenue
Moorhead Transit											
Moorhead Transit	5190012 TRF-0034-22A	2022	Transit			Operating Assistance	Transit Operations	\$ 3,580,000	FTA 5307	State	\$ 388,000 \$ 3,192,000
Moorhead Transit	5190013 TRF-0034-22B	2022	Transit			Purchase of a Bus Shelter	Transit Capital	\$ 25,400	FTA 5307	Local	\$ 20,320 \$ 6,200
Moorhead Transit	5190014 TRF-0034-22C	2022	Transit			Purchase senior ride (class 200) van and related equip	Transit Capital	\$ 31,000	FTA 5307	Local	\$ 24,800 \$ 6,200
Moorhead Transit	5190015 TRF-0034-22D	2022	Transit			Purchase Equipment (AVA/AVL System)	Transit Capital	\$ 201,500		State	\$ 201,500
Moorhead Transit	5190016 TRF-0034-22E	2022	Transit			Purchase equipment and replacment furniture	Transit Capital	\$ 283,000		State	\$ 283,000

Fargo Transit

City of Fargo

Fargo	4190003	2022	32nd Ave S	32nd Street	25th Street		Reconstruction	\$ 10,400,000	STBGP	Local	\$ 4,700,000 \$ 5,700,000
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City of Moorhead

City of West Fargo

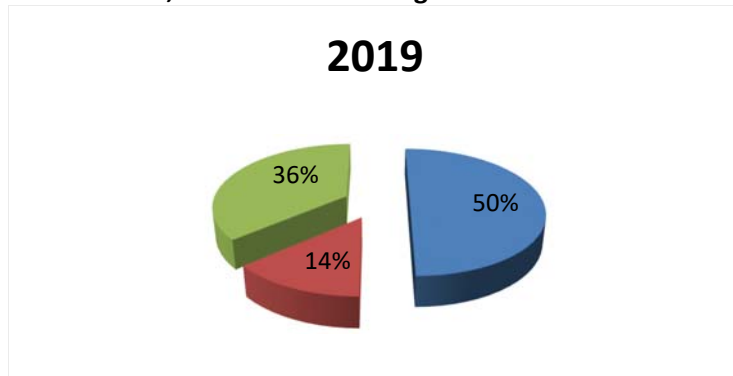
North Dakota Department of Transportation

NDDOT	9182611 20181 8317	2022 I-29 NB	At Red River Diversion		FM Metro Area Diversion: Structure, grade raise, PCC paving, drainage improvements, median x-overs	New Structure	\$ 1	State	\$ 1
NDDOT	9182612 20181 8318	2022 I-29 SB	At Red River Diversion		FM Metro Area Diversion: Structure, grade raise, PCC paving, drainage improvements, median x-overs	New Structure	\$ 1	State	\$ 1
NDDOT	9182613 20181 8319	2022 I-94	At Red River Diversion		FM Metro Area Diversion: Structure, grade raise, PCC paving, drainage improvements, median x-overs	New Structure	\$ 1	State	\$ 1
NDDOT	9190022 21855 8301	2022 ND 10E	2.7 Lynchburg Intr	ND 18S Casselton	CPR, mill and overlay	Rehabilitation	\$ 1,066,000	Non NHS-S State	\$ 863,000 \$ 203,000
NDDOT	9190023 21855 8302	2022 ND 10E	12.1 ND 18E	Raymond Intr	mill and overlay	Rehabilitation	\$ 2,450,000	Non NHS-S State	\$ 1,983,000 \$ 467,000
NDDOT	9190024 21855 8303	2022 ND 18N	19.2 W Jct 46 Leonard	Casselton	mill and overlay	Rehabilitation	\$ 3,886,000	Non NHS-S State	\$ 3,145,000 \$ 741,000
NDDOT	9190025 22203 8307	2022 I-94E	2.7 Near Wfargo E	W Horce Rd	Approach slabs, crack & seat, HBP on ramps, lighting, PCC	Rehabilitation	\$ 3,652,000	IM State	\$ 3,287,000 \$ 365,000
NDDOT	9190026 22203 8308	2022 I-94E	2 W Horace Rd E	1 mi W 45th St	CPR	Rehabilitation	\$ 380,000	IM State	\$ 342,000 \$ 38,000
NDDOT	9190027 22203 8309	2022 I-94W	2.7 Near W Fargo E	W Horce Rd	Approach slabs, crack & seat, HBP on ramps, lighting, PCC	Rehabilitation	\$ 3,652,000	IM State	\$ 3,287,000 \$ 365,000
NDDOT	9190027 22203 8310	2022 I-94W	2 W Horace Rd E	1 mi W 45th St	CPR	Rehabilitation	\$ 378,000	IM State	\$ 340,000 \$ 38,000
NDDOT	9190028 8314	2022 I-29N	3 South of Harwood		Structure Paint	Rehabilitation	\$ 362,000	IM State	\$ 326,000 \$ 36,000
NDDOT	9190029 8315	2022 I-29N	7 N of US 10		Structure Paint	Rehabilitation	\$ 383,000	IM State	\$ 345,000 \$ 38,000
NDDOT	9190030 8316	2022 I-29N	2 North Harwood Intchg		Structure Paint	Rehabilitation	\$ 358,000	IM State	\$ 322,000 \$ 36,000
NDDOT	9162668	2022 Main Ave	1 University Dr	25th St	Reconstruction	Reconstruction *Capacity Expansion	\$ 15,412,522	NHS-U State Local	\$ 8,369,948 \$ 1,226,416 \$ 5,816,158

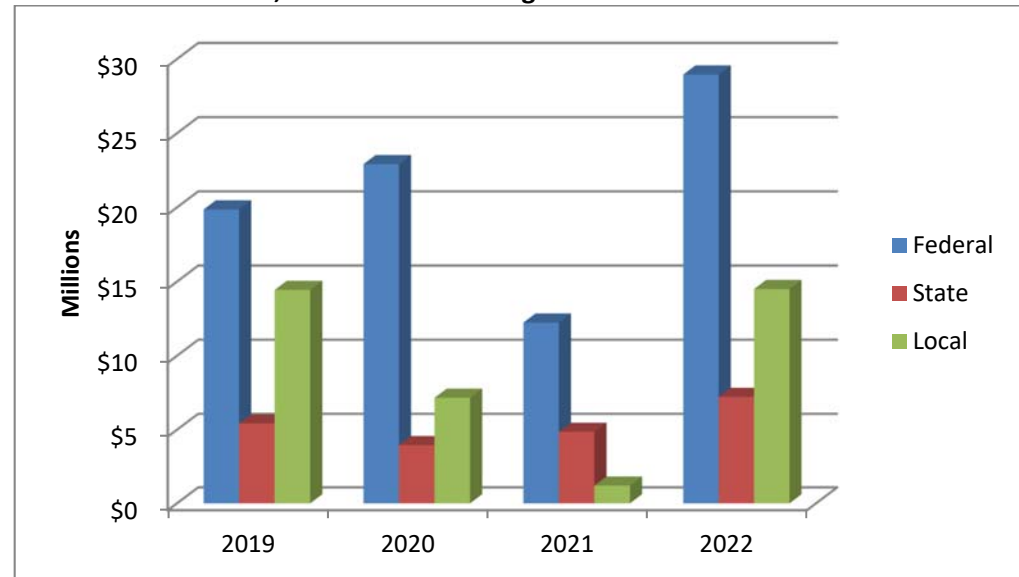
Federal, State and Local Cost for Programmed Project by Jurisdiction

Jurisdiction	2019			2020			2021			2022		
	Federal	State	Local	Federal	State	Local	Federal	State	Local	Federal	State	Local
Total Mn-Side	\$19,862,745	\$5,420,072	\$14,442,242	\$22,917,211	\$3,957,429	\$7,170,618	\$12,237,560	\$4,857,000	\$1,206,140	\$28,952,488	\$7,229,916	\$14,504,138
City of Dilworth	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City of Moorhead	\$383,700	\$0	\$0	\$2,561,790	\$0	\$935,618	\$0	\$0	\$0	\$0	\$0	\$0
Clay County	\$375,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,209,420	\$0	\$2,975,580
MnDOT	\$1,523,772	\$169,308	\$0	\$445,214	\$49,469	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transit Alternatives	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Moorhead Transit	\$564,440	\$2,895,000	\$297,860	\$570,600	\$3,015,000	\$935,618	\$852,560	\$3,124,000	\$119,140	\$433,120	\$3,676,500	\$12,400
Total ND-Side												
City of Fargo	\$0	\$0	\$0	\$14,432,907	\$0	\$3,983,227	\$0	\$0	\$0	\$4,700,000	\$0	\$5,700,000
City of West Fargo	\$4,350,953	\$0	\$8,298,693	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cass County	\$694,000	\$0	\$77,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NDDOT	\$8,285,880	\$1,607,764	\$4,473,689	\$1,168,000	\$130,000	\$0	\$8,592,000	\$955,000	\$0	\$22,609,948	\$3,553,416	\$5,816,158
FargoTransit	\$3,685,000	\$748,000	\$1,295,000	\$3,738,700	\$762,960	\$1,316,155	\$2,793,000	\$778,000	\$1,087,000	\$0	\$0	\$0

Federal, State and Local Programmed Costs: 2018



Federal, State and Local Programmed Costs: 2018-2021



Section 4 Annual Listing of Obligated Projects

The Metro COG TIP includes an Annual Listing of Obligated Projects (ALOP) which lists federally-obligated projects from the preceding program year. The ALOP element of the 2019-2022 TIP is reflective of projects that have been let in 2018. It includes relevant TIP information and identifies the amount of Federal funds requested in the TIP. The projects listed on the following pages include only programmed projects that received, or will receive federal transportation funds under 23 U.S.C. or 49 U.S.C. Chapter 53. Projects funded solely with local funds are not included.

ALOP TABLES

Lead Agency	Metro COG ID	Project Year	Project Location	Length To	Project Limits From	Project Description	Improvement Type	Total Project Cost	Federal Revenue	Other Revenue	Revenue
Moorhead Transit											
Moorhead Transit	518010	2018	Transit			Moorhead Transit Operating Assistance	Transit Operations	\$ 2,900,000	FTA 5307		\$ 415,000
										Local	\$ 2,485,000
Moorhead Transit	5162679	2018	Transit			Purchase van (class 200) and van related equipment	Transit Capital	\$ 28,000	FTA 5307		\$ 22,400
										Local	\$ 5,600
Moorhead Transit	5162676	2018	Transit			Purchase of one (1) Class 700 fixed route transit bus (Unit 592)	Transit Capital	\$ 482,000	FTA 5307		\$ 385,600
										Local	\$ 96,400
Connection of Moor	5180023	2018				Purchase one (1) replacement less than 30 ft bus (Class 400)	Transit Capital	\$ 81,000	FTA 5310		\$ 64,800
										Local	\$ 16,200
Moorhead	5180021	2018	Transit			Purchase of One Class 700 series bus Replacement of 593		\$ 495,000	FTA 5339		\$ 396,000
										Local	\$ 99,000
Fargo Transit											
Fargo Transit	418030	2018	Transit			Preventative Maintenance and Misc Capital	Transit Capital	\$ 1,170,900	FTA 5307		\$ 936,700
										Local	\$ 234,200
Fargo Transit	418010	2018	Transit			Operations of Fargo Fixed Route, GTC, and Paratransit System	Transit Operations	\$ 2,948,043	FTA 5307		\$ 1,474,000
										State	\$ 737,000
										Local	\$ 737,043
Fargo Transit	418040	2018	Transit			Transit Planning	Transit Operations	\$ 58,500	FTA 5307		\$ 46,800
										Local	\$ 11,700
Fargo Transit	418020	2018	Transit			Paratransit operating assistance funded as capital	Transit Capital	\$ 293,000	FTA 5307		\$ 2,347,400
										Local	\$ 58,600
Fargo Transit	5180024	2018	Transit			Renovation of the Ground Transportation Center	Transit Capital	\$ 360,000	STBGP		\$ 288,000
										Local	\$ 72,000
Fargo Transit	417050	2018	Transit			Replace 3 fixed route vehicles (#1126, 1127, 1128) *STP-U Flex	Transit Capital	\$ 1,500,000	STP-U		\$ 1,200,000
										Local	\$ 300,000
City of Fargo											
Fargo	4170021	2018	5th Street	6th Ave S	7th Ave S	Construction of Shared Use Path (Dill Hill)	Bike/Ped	\$ 292,000	TA		\$ 227,334
										Local	\$ 64,666

Fargo	4162669	2019 52nd Ave	1 45th St	Sheyenne St	Reconstruction Widen to 4-lane cross section	Reconstruction *Capacity Expansion	\$ 15,936,693	STBGP-U	Local	\$ 8,749,354 \$ 7,187,339
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City of Moorhead

Moorhead	518011	2018 15th Ave N	Red River	28th St N	**AC** (AC payback in 2019 - \$383.7K) Mill and Overlay including shared-use path, bike lanes, 28th St from 15th Ave N to TH10 - Mill & Overlay, Bike Lanes (AC Project, Payback in 2019) *tied to project 8182647	Rehabilitation	\$ 2,625,000	STBGP	Local	\$ 2,009,935 \$ 454,028
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City of West Fargo

West Fargo	318010	2018 Sheyenne St	1 32nd Ave	19th Ave	Reconstruction/expansion of Sheyenne St to include new signal at 26th Ave and 32nd Ave Shared-use path on both sides of roadway	Capacity Expansion *CMP	\$ 8,000,000	STBGP	Local	\$ 5,680,000 \$ 2,320,000
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North Dakota Department of Transportation

NDDOT	915088	2018 10th Street N	0.7 4th Ave N	12th Ave N	Reconstruction of roadway	Reconstruction	\$ 6,256,638	STBGP-R	State	\$ 4,070,730 \$ 525,290 \$ 1,660,618
NDDOT	9182609	2018 I-94 EB Intrchg	0.1 At Sheyenne St		Structure replacement, median crossovers, PCC paving, Ramp revisions, Structure replacement *Widening of span to support capacity expansion of RD	Bridge Replacement	\$ 14,000,000	IM	State	\$ 12,600,000 \$ 1,400,000
NDDOT	9192651	2018 1-29 SB	6 north of ND 46		Structur Repair, Struct/Incid	Bridge Repair	\$ 101,000	IM	State	\$ 91,000 \$ 10,000
NDDOT	9162661	2018 I-29 NB	6 north of ND 46		Structur Repair, Struct/Incid	Bridge Repair	\$ 101,000	IM	State	\$ 91,000 \$ 10,000
NDDOT	9182610	2019 I-94 WB	At Sheyenne St Interchange		Structure replacement, median crossovers, PCC paving, Ramp revisions, Structure replacement *Widening of span to support capacity expansion of RD	Bridge Replacement	\$ 11,000,000	IM	State	\$ 9,900,000 \$ 1,100,000
NDDOT	9172692	2017 I-94	At the Red River		Anti-Icing System Replacement *Joint ND and MN project	Maintenance	\$ 850,156	HSIP	State	\$ 765,141 \$ 85,015
NDDOT NHU-8-010(042)933	9172701	2017 Main Ave	@ 15th St NW		Traffic Signal Installation, fiber optic connect	Intersection Improv	\$ 340,000	STBGP	State Local	\$ 275,162 \$ 30,838 \$ 34,000

NDDOT NHU-CPU-8-081(039)924 PCN 21169	917010	2017	University Drive	18th Ave S	I-94 South Ramp	Ramp revisions, signal revision, turn lanes	Reconstruction	\$ 7,185,400	STBGP		\$ 3,381,255
										Local	\$ 796,745
									IM	State	\$ 2,706,660
										State	\$ 300,740
SS-8-999(040) 22037	9172702	2018				Fargo Area Information Coordinator	Highway Planning	\$ 350,000	STBGP		\$ 283,255
										State	\$ 66,745

Minnesota Department of Transportation

MnDOT	8182632	2018	Various			Multi County Local HSIP, Instersection Lighting	Safety	\$ 467,778	HSIP		\$ 421,000
										State	\$ 46,778
MnDOT * linked to 518011	8182647	2018	TH 75			At 15th Ave New signal, RR pre-emption, turn lanes *Assoc to 144-129-005	Safety	\$ 161,039	HSIP		\$ 144,935
										State	\$ 16,104
MnDOT	8182635	2018	TH 75	1.3	46th Ave	30th Ave	Mill and inlay, bike path, sidewalk, ped ramps, signal, ADA in Moorhead	Bike/Ped	\$ 1,126,930	STBGP-U	\$ 638,666
										State	\$ 488,264
MnDOT	8162680	2018	I-94			At Weigh Station	Weigh Station Signing	Maintenance	\$ 70,000	NHPP	\$ 63,000
										State	\$ 7,000
MnDOT	8162681	2018	I-94			At Weigh Station	Erskinne and Saginaw weigh scales, replace lighting	Maintenance	\$ 387,968	STBGP-Rural	\$ 349,171
										State	\$ 38,797
MnDOT	8170001	2018	MN 9			At OTVR RR	New signal system	Intersection Imprv ITS	\$ 325,000	RRS	\$ 292,500
										State	\$ 32,500
MnDOT	814020	2017	I-94			At the Red River	Structural Painting of I-94 over the Red River *Joint Project with NDDOT: 913050	Maintenance	\$ 310,000	NHPP-HBP	\$ 279,000
										State	\$ 31,000
MnDOT	8172691	2018	I-94			At the Red River	Anti-Icing System Replacement *Joint ND and MN project	Maintenance	\$ 1,250,000	NHFP	\$ 1,012,500
										State	\$ 237,500
MnDOT	8170009	2018	I-94			Moorhead	Evansville	Culvert Improvements	\$ 1,239,163	NHPP	\$ 991,330
										State	\$ 247,833
MnDOT	8170010	2018	District Wide				Chip Seal Program	Maintenance	\$ 3,000,000	STBGP	\$ 2,400,000
										State	\$ 600,000
MnDOT	8170011	2018	District Wide				Safety Improvements - shoulder repair, rumble strips	Safety	\$ 971,528	HSIP	\$ 874,375
										State	\$ 97,153

Clay County

MnDOT	218011	2018	Parke Ave	12th Street	US 10	**AC** grading, paving, construct multi-purpose trail	Rehabilitation	\$ 3,300,000	TA		\$ 375,000
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Section 5 Financial Plan and Fiscal Constraint

Financial Plan

Metro COG accepts the responsibility to act in the public interest to program and fund transportation projects to be accomplished in the greater Fargo-Moorhead Metropolitan area. The 2019-2022 TIP is fiscally constrained to those funding categories in which Metro COG has direct responsibility (STBGP funds). It is assumed that MnDOT and NDDOT projects programmed with federal funds are fiscally constrained at the state level through the STIP. Local funds for federal match, O&M and Regionally-significant projects are assumed fiscally constrained at the local level as well.

Metro COG is required under federal legislation to develop a financial plan that takes into account federally-funded projects and regionally significant projects that are not federally funded. The TIP is fiscally constrained for each year, and the federal-and state-funded projects in the document can be implemented using current and proposed revenue sources based on estimates provided by local jurisdictions.

Year of Expenditure

To give the public a clear picture of what can be expected (in terms of project cost) as well as to properly allocate future resources, projects beyond the first year of the TIP are adjusted for inflation. When project costs have been inflated to a level that corresponds to the expected year of project delivery this means that the project has been programmed with year of expenditure (YOE) dollars. YOE programming is required by federal law. Both the North Dakota Department of Transportation and the Minnesota Department of Transportation pre-inflate projects by 4%. This fulfills the federal requirement to inflate project total to year of expenditure and relieves Metro COG of the responsibility to do so.

Operations and Maintenance

MPOs have been required to consider Operations and Maintenance (O&M) of transportation systems, as part of fiscal constraint, since 2005. The FAST Act reinforces the need to address O&M, in addition to capital projects, when demonstrating fiscal constraint of the TIP.

Metro COG staff projected the future operations and maintenance expenses as part of the 2040 Long Range Transportation Plan update for each jurisdiction. For the purposes of identifying O&M expenses, years 2018 to 2021 fell under the short-term expenditures identified in the long range plan. The information within the 2040 LRTP for O&M expenditures was based on current and past trends. All cost estimates were calculated by assuming a 4% increase in operations and maintenance costs unless otherwise specified by a member jurisdiction. These costs are in addition to projects identified within the 2019-2022 TIP. Table 5.2 on the following page identifies the O&M costs anticipated by each

jurisdiction per year for the short-term (2015-2020) identified in the 2040 LRTP. Costs associated with this TIP are identified in yellow. Those years outside of the time frame covered by this TIP are in gray. O&M costs are assumed constrained by each state and local jurisdiction based on their ability to meet O&M obligations. O&M may be deferred based on the jurisdiction’s ability to acquire revenue to cover costs. Under this condition, O&M costs will be reviewed and adjusted to reflect available local funding.

Additional information on O&M, and the methodology used to calculate the estimates, may be found in the Metro 2040 Operations and Maintenance Plan (2014).

Table 5.2: Operation and Maintenance Estimated Costs per Year by Jurisdiction for 2016-2019

Jurisdiction	2015	2016	2017	2018	2019	2020	Total
Minnesota-side							
MnDOT	\$3,279,192	\$3,410,360	\$3,546,774	\$3,688,645	\$3,836,191	\$3,989,638	\$21,750,800
Clay County	\$4,516,384	\$4,697,039	\$4,884,921	\$5,080,318	\$5,283,531	\$5,494,872	\$29,957,065
Moorhead	\$2,005,280	\$2,085,492	\$2,168,911	\$2,255,668	\$2,345,894	\$2,439,730	\$13,300,975
Dilworth	\$507,774	\$528,085	\$549,208	\$571,176	\$594,023	\$617,784	\$3,368,050
North Dakota-side							
NDDOT	\$2,171,428	\$2,258,285	\$2,348,617	\$2,442,561	\$2,540,264	\$2,641,874	\$14,403,030
Cass County	\$1,897,855	\$1,973,769	\$2,052,720	\$2,134,829	\$2,220,222	\$2,309,031	\$12,588,425
Fargo	\$7,365,212	\$7,659,820	\$7,966,213	\$8,284,862	\$8,616,256	\$8,960,906	\$48,853,270
West Fargo	\$1,971,977	\$2,050,856	\$2,132,890	\$2,218,206	\$2,306,934	\$2,399,212	\$13,080,075

Source: Metro COG Metro 2040

Fiscal Constraint

Creating a fiscally constrained TIP requires Metro COG to allocate an amount of projects based upon reasonable estimates within the limits of realistically available future revenues (based upon historical trends). Metro COG cooperates and coordinates with state and local governments and public transit operators to create a TIP that prioritizes and lists all federally-

funded and regionally-significant transportation projects programmed for at least the next four years.

The projects listed in the TIP must be financially realistic and achievable. Metro COG does not have any direct allocations of federal transportation funds. All federal transportation funds are provided to the region and are administered by the MnDOT and NDDOT. As such, this TIP is fiscally-constrained for fiscal years 2019 through 2022 based on the amount of federal transportation funds identified by the respective DOTs for federal-aid projects in their areas.

Fiscal Constraint Analysis

Total Expenditures

The total expenditures shown within this chapter only represent programmed projects within the 2019-2022 TIP and projected O&M costs of each jurisdiction's transportation system. Jurisdictions are not expected to show fiscal constraint for their illustrative projects, because the illustrative status identifies that the project is desired but funding is currently not available. If federal funding becomes available, and the project is consistent with a currently-approved Long Range Transportation Plan (LRTP), illustrative projects may be amended into the TIP as a programmed project. Because many of the jurisdictions' projects do not receive federal aid and are not considered regionally significant, they are not required to be in the TIP. Fiscal constraint is only required for programmed projects listed in the TIP and for annual operations and maintenance (O&M). Therefore, many of the jurisdictions show a higher revenue than expenditure, which is needed to cover the cost of projects not listed within the TIP.

Table 5.3: Federal Transportation Funds Provided versus Federal Transportation Funds Programmed by Funding Type 2018-2021

Federal Funding Source	Financial Constraint											
	Federal Funds Available				Federal Funds Programmed				Federal Funds Balance			
	2019	2020	2021	2022	2019	2020	2021	2020	207	2018	2019	2020
National Highway Performance Program (NHPP)	\$630,000	\$0	\$0	\$0	\$630,000	\$0	\$0	\$0	\$0.0	\$0.0	\$0.0	\$0.0
Surface Transportation Program- Urban (STBGP-U)	\$5,734,653	\$17,348,303	\$432,800	\$4,700,000	\$5,734,653	\$17,348,303	\$432,800	\$4,700,000	\$0.0	\$0.0	\$0.0	\$0.0
Surface Transportation Program - Other (STBGP)	\$4,469,880	\$0	\$0	\$1,209,420	\$4,469,880	\$0	\$0	\$1,209,420	\$0.0	\$0.0	\$0.0	\$0.0
Congestion Mitigation Air Quality (CMAQ)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.0	\$0.0	\$0.0	\$0.0
Highway Safety Improvement Program (HSIP)	\$1,587,772	\$238,214	\$325,000	\$0	\$1,587,772	\$238,214	\$325,000	\$0	\$0.0	\$0.0	\$0.0	\$0.0
Transportation Alternatives (TA) ¹	\$375,000	\$360,000	\$0	\$0	\$375,000	\$360,000	\$0	\$0	\$0.0	\$0.0	\$0.0	\$0.0
Urban Area Formula Program (Sec. 5307)	\$3,181,440	\$3,170,100	\$3,212,760	\$433,120	\$3,181,440	\$3,170,100	\$3,212,760	\$433,120	\$0.0	\$0.0	\$0.0	\$0.0
Bus and Bus Related Facilities (Sec. 5339) ²	\$68,000	\$0	\$0	\$0	\$68,000	\$0	\$0	\$0	\$0.0	\$0.0	\$0.0	\$0.0
Enhanced Mobility for Seniors and Individuals with Disabilities (sec. 5310)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.0	\$0.0	\$0.0	\$0.0
Formula Grants for Other than Urbanized Areas (Sec. 5311)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.0	\$0.0	\$0.0	\$0.0
Other Federal Funds ³	\$3,816,000	\$1,800,594	\$8,267,000	\$22,609,948	\$3,816,000	\$1,800,594	\$8,267,000	\$22,609,948	\$0.0	\$0.0	\$0.0	\$0.0
TOTAL Federal Funds	\$19,862,745	\$22,917,211	\$12,237,560	\$28,952,488	\$19,862,745	\$22,917,211	\$12,237,560	\$28,952,488	\$0.0	\$0.0	\$0.0	\$0.0

Note 1- TAP total includes legacy Transportation Enhancement (TE) and Safe Routes to School (SRTS) funds.

Note 2 - Section 5339 grants are not yet approved. Projects anticipating Sec. 5339 are included as Illustrative Projects and not counted against fiscal constraint.

Note 3 - Other federal funds include those administered as NDDOT STREET and MnDOT CIMS funds.

Source: Metro COG (2017)

Roadway, Facility, and Transit Projects within the TIP – Expenditures

This information was used in the preparation of the programmed projects presented in Section 3. All costs estimates are in year-of-expenditure; dollar amounts have been calculated by assuming a 4% annual increase in construction costs unless otherwise specified by a member jurisdiction.

Revenues for Jurisdictions to Support Fiscal Constraint

A variety of revenue sources have been identified through the preparation of the *Metro 2040: Mobility for the Future* to show that the 2019-2022 TIP projects and O&M of the transportation system have fiscal constraint. These funding sources included a variety of awarded federal funding grants, state dollars, and local county or city dollars.

Federal Revenues

Any federal funds either programmed or anticipated for transportation projects are all shown within the 2019-2022 TIP. The agreed upon programmed federal funds (Federal Funds Available) are considered the federal revenues for purposes of the fiscal constraint analysis. Both states have reviewed and approved the programmed or anticipated federal aid as part of the TIP development process and the dollar amounts are consistent with previous years of awarded federal aid. Constrained projects costs (Federal Funds Programmed) reflect the federal funding provided by MnDOT and NDDOT for projects currently programmed in the 2019-2022 TIP. Metro COG, nor its member jurisdictions have programmed projects in the 2019-2022 TIP that exceed the amount of federal revenue reasonably anticipated to be received from MnDOT and NDDOT in any given year.

State and Local Revenues

The state and local revenues available for each year is more difficult to identify. The available state and local revenues were recently updated for the development of the *Metro 2040: Mobility for the Future* and are being used to identify revenues available to the states, counties, cities and transit departments within the FM area. The assumptions used to determine the revenues can be found in the Fiscal Constraint chapter of the *Metro 2040: Mobility for the Future*.

Identifying Fiscal Constraint for Each Member Jurisdiction

State, city, and county financial evaluations measure each jurisdiction's ability to accommodate the cost of necessary improvements. As all projects included in the TIP are drawn from the *Metro 2040: Mobility for the Future*, each jurisdiction underwent a fiscal constraint analysis. The analysis for each jurisdiction may be found in Chapter 12 of the *Metro 2040: Mobility for the Future*.

Section 6 Overview of Federal Aid Programs

The FAST Act continues five core formula programs that are administered by MnDOT and NDDOT:

- National Highway Performance Program (NHPP);
- Surface Transportation Program (STBGP);
- Congestion Mitigation Air Quality (CMAQ);
- Highway Safety Improvement Program (HSIP);
- Metropolitan Planning Program.

Each Federal Aid program is implemented uniquely by each State DOT. Information on each funding source is identified in Appendix B. Additionally, a description for how projects are identified, prioritized, and selected for Federal Aid programs is included. More detailed information regarding how MnDOT and NDDOT develop and implement their Federal Aid program is available at their respective websites:

www.dot.nd.gov

www.dot.state.mn.us

National Highway Performance Program (NHPP)

The NHPP provides support for the condition and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a State’s and MPO’s asset management plan for the NHS.

Funding Programmed for Metro COG Projects

2019	2020	2021	2022
\$630,000	\$0	\$0	\$0

NHPP projects must be on an eligible facility and support progress toward achievement of national performance goals for improving infrastructure condition, safety, mobility, or freight movement on the NHS, and be consistent with Metropolitan and Statewide planning requirements. The enhanced NHS is composed of rural and urban roads serving major population centers, international border crossings, intermodal transportation facilities, and major travel destinations. It includes:

- The Interstate Highway System;

- All existing principal arterials and border crossings on those routes;
- Intermodal connectors – highways that provide motor vehicle access between the NHS and major intermodal transportation facilities;
- STRAHNET – The network of highways important to U.S. strategic defense and its connectors to major military installations.

The NHPP incorporates the funding from pre-MAP-21 programs including the Interstate Maintenance (IM) Program, the National Highway System (NHS) Program, and Highway Bridge Program (HBP) for bridge infrastructure on the NHS.

Surface Transportation Block Grant Program (STBGP)

The FAST Act reworked the original Surface Transportation Program to provide flexible funding for projects to preserve or improve conditions and performance on any Federal-aid highway, bridge projects on any public road, facilities for non-motorized transportation, transit capital projects and public bus terminals and facilities.

Funding Programmed for Metro COG Projects

2019	2020	2021	2022
\$5,734,653	\$17,348,303	\$432,800	\$4,700,000
\$4,469,880	\$0	\$0	\$1,209,420

Per MAP-21, 50% of the STBGP apportionment (after mandatory set-asides) is to be obligated in the following areas in proportion to their relative shares of the State’s population:

- Urbanized areas with population greater than 200,000;
- Area with population greater than 5,000 but no more than 200,000 (STP-U);
- Areas with population 5,000 or less.

The remaining 50% may be used in any area of the State.

Congestion Mitigation and Air Quality Improvement Program (CMAQ)

The CMAQ program is continued in FAST to provide flexible funding source to State and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act. Funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas). Both the states of Minnesota and North Dakota are currently in attainment for air quality standards and as such CMAQ funds may be used at the discretion of each respective DOT as STP funding.

Funding Programmed for Metro COG Projects

2019	2020	2021	2022
\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0

Highway Safety Improvement Program (HSIP)

FAST continues the Highway Safety Improvement Program (HSIP) to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State owned public roads and roads on tribal lands. The HSIP requires a data-driven strategic approach to improving highway safety on all public roads that focuses on performance. A HSIP project is any strategy, activity or project on a public road that is consistent with the data-driven State Strategic Highway Safety Plan (SHSP) and corrects or improves a hazardous road location or feature or addresses a highway safety problem.

Funding Programmed for Metro COG Projects

2019	2020	2021	2022
\$1,587,772	\$238,214	\$325,000	\$0

Projects may provide improvements at identified high accident locations, minimize the potential for accidents, or are part of a system-wide improvement of substandard geometric properties related to safety, as long as they are consistent with the State SHSP.

Transportation Alternatives (TA)

FAST established the continuation of this program to provide for a variety of alternative transportation projects, including many that were previously eligible activities under separately funded programs. The TAP replaces the funding from pre-MAP-21 programs including Transportation Enhancements (TE), Recreational Trails Program (RTP) and Safe Routes to School (SRTS); wrapping them into a single funding source. TAP is funded via set asides from the NHPP, STP, CMAQ, HSIP, and the Metropolitan Planning Program. All TE and SRTS projects previously programmed within the TIP will need to be changed to show the federal funding source as TAP unless money under the old SAFETEA-LU transportation law is being used.

Funding Programmed for Metro COG Projects

2019	2020	2021	2022
\$375,000	\$360,000	\$0	\$0

Federal Transit Administration

The Federal Transit Administration (FTA) annually apportions federal funding which includes grants allotted under section, 5307, 5339 (incl. old 5309), 5310/(incl. old 5317), and 5311. The following provides an overview of relevant FTA programs included in Metro COG’s TIP.

Section 5307 Urbanized Area Formula Program

Section 5307 makes federal funds available to urbanized areas for transit capital and operating assistance. In urbanized areas it is also available for transit related planning. The City of Fargo and the City of Moorhead are each designated recipients for the Section 5307 formula funds.

Funding Programmed for Metro COG Projects

2019	2020	2021	2022
\$3,181,440	\$3,170,100	\$3,212,760	\$433,120

Section 5339 Bus and Bus Related Facilities

Section 5339 (formerly Section 5309) provides federal funds for transit capital projects in both urban and rural areas of the country. Section 5339 funds apportioned to each State based on population. FAST apportions Section 5339 to each state for both a “statewide” program and an urbanize area program.

Funding Programmed for Metro COG Projects

2019	2020	2021	2022
\$0	\$66,400	\$0	\$0

Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities

Section 5310 provides formula funding to the states for the purpose of assisting transit providers in meeting the transportation needs of elderly persons and persons with disabilities when the transit services provided is not able to meet these needs. Under FAST Section 5310 now consolidates the former Section 5317 program (see description below). States now receive both an urban and rural apportionment of Section 5310 funds.

Funding Programmed for Metro COG Projects

2019	2020	2021	2022
\$68,000	\$0	\$0	\$0

Section 5311 Formual grants for Other than Urbanized Areas

Section 5311 funds are provided to the states for the purpose of supporting public transportation in rural areas, with populations of less than 50,000. The purpose of the program is to enhance the access people in non-urbanized areas to health care, shopping, education, employment, public services and recreation. These funds also are used to assist in the maintenance, development, improvement and use of public transportation systems in non-urbanized areas and to develop and support intercity bus transportation.

Funding Programmed for Metro COG Projects

2019	2020	2021	2022
\$0	\$0	\$0	\$0

Section 5316 Job Access and Reverse Commute (JARC) and Section 5317 New Freedom (NF) Transit Programs

The Section 5316 and 5317 programs were eliminated under MAP-21 and consolidated under Sections 5307 and 5310, respectively. No Section 5316 or 5317 funds are programmed in the 2018 – 2021 TIP. Section 5316 provides federal transit funds to improve access to employment. Section 5317 provides federal transit funds to improve transit services for individuals with disabilities. These funds are made available for both rural and urban transit service providers through apportionments to the state and designated urbanized areas respectively.

North Dakota Federal Aid Process

Urban Roads Program (URP)

The North Dakota Urban Roads Program (URP) consists of all roadways not on the Interstate or Regional System which are classified as collectors and above. The URP is funded with Surface Transportation Program (STP) apportioned to NDDOT, plus additional funds from the NHPP and

CMAQ programs. Under the URP, each of the 12 cities with a population over 5,000 in North Dakota receives a sub allocation of Surface Transportation Program (STP) funds through the URP. Fargo and West Fargo receive a sub allocation of STP funds through the URP. Pursuant to 23 CFR 450.324(j) Fargo and West Fargo Urban Roads Program funds must be combined, and should not be sub allocated directly to either city.

Metro COG leads project solicitation and prioritization for the URP. Project solicitation will be based on a Metro COG application developed cooperatively through the metropolitan planning process that allows projects to be locally evaluated by the Transportation Technical Committee (TTC) and prioritized by the Metro COG Policy Board. Prioritized projects will be added to the TIP as “candidate projects”. Upon completion of the Metro COG solicitation process; applications will be forwarded to NDDOT for additional review and vetting, as per normal procedures. Metro COG will make project selection in cooperation with NDDOT based on the estimated availability of Federal funds.

Regional Roads Program

The Regional Highway System encompasses the state jurisdictional highways in the urban areas. The System is further divided into two categories. These include the Primary Regional System and the Secondary Regional System. The following criteria were used in designating the Primary Regional System:

- State routes included will serve the greatest amount of through traffic, and in the most efficient manner.
- Truck routes will be given preference.
- If parallel routes exist which serve the same purpose, only one route will be included on the Primary Regional System.
- Where the interstate systems serve the same purpose as the state highway from a traffic carrying perspective, the parallel state highway routes will not be designated as a Primary Regional Route.

The Regional Roads Program is funded with 50% of STP available to NDDOT, plus additional funds from the NHPP and CMAQ programs. There is approximately \$18,000,000 available annually for the Regional Roads program statewide. The Regional Roads program is solicited competitively statewide for any eligible Regional Roadway. Metro COG leads project solicitation and prioritization for the Regional Roads Program, in cooperation with Fargo District Engineer. Project solicitation will be based on a Metro COG application developed cooperatively through the metropolitan planning process that allows projects to be locally evaluated by the TTC and prioritized by the Metro COG Policy Board. Prioritized projects will be added to the TIP as “candidate projects”. Upon completion of the Metro COG solicitation process; applications will be forwarded to NDDOT for additional review and vetting, as per normal procedures. NDDOT makes project selection in cooperation with Metro COG.

Rural Roads Program

For the Rural Roads Program, Cass County is allocated approximately \$1,000,000 per year, and it selects specific roadways projects, some of which are within the Metropolitan Planning Area (MPA), and subject to the TIP process. Cass County typically "banks" the federal money for several years or "borrows" from future year Federal Funds in order to do one project with Federal Funds every two or three years. Metro COG does not have a formalized solicitation and prioritization process regarding the County Rural Roads Program. Metro COG does coordinate with Cass County regarding the programming of Rural Roads funds within the MPA; and involves Cass County in discussions on Urban and Regional Roads programming which may impact County Roads.

Transportation Alternatives (TA)

The TAP provides funding to jurisdictions for qualified projects as defined by FAST. Metro COG leads the project solicitation and prioritization process. The solicitation is based on the typical NDDOT application; however Metro COG will develop a parallel evaluation tool that allows projects to be evaluated by the TTC and prioritized by the Metro COG Policy Board. Prioritized projects will be added to the TIP as "candidate projects". Upon completion of the Metro COG solicitation process; applications will be forwarded to NDDOT. NDDOT, via the Director's Task Force, makes project selection, in cooperation with Metro COG.

Section 5307 Urbanized Area Formula Program

Projects to be funded under Section 5307 will be provided to Metro COG by the designated recipient as part of the regular TIP development cycle. The public transit operator will make project selection, in cooperation with the NDDOT and Metro COG. No formal applications for Section 5307 funded projects are required; however Metro COG requests a listing of project activities to be funded with Section 5307 for each year of the TIP. Approximately \$2,300,000 is available annually for the Fargo Transit operations through the Section 5307 formula program.

North Dakota State Aid for Public Transit

NDDOT annually provides State Aid for Public Transit to public transit operators throughout the State of North Dakota, which are apportioned at the county level based on formula. The City of Fargo annually receives \$500,000 in State Aid for Public Transportation. Additional recipients of State Aid for Public Transportation in Cass County include Valley Seniors Services and Handi Wheels Transportation. As non-federal and non-regionally significant projects, these State Aid funds for Valley Senior Services and Handi-Wheels do not appear in Metro COG's TIP.

Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities

NDDOT receives an annual apportionment of \$364,000 in Section 5310 formula funds for use in urbanized areas between 50,000 and 199,000 in population. Metro COG leads project solicitation for Section 5310 funds. Metro COG will use NDDOT applications to conduct the local solicitation. The solicitation and prioritization process may occur out of step of the typical TIP cycle based on the differing NDDOT schedules for these Federal funds. Projects submitted through Metro COG will be locally evaluated by the Metropolitan Transportation Initiative (MTI) and

prioritized by the Metro COG Policy Board. Upon completion of the Metro COG solicitation and prioritization process, applications will be forwarded to NDDOT for additional review and vetting, as per normal procedures. Prioritized projects are added to the TIP as “candidate projects”. NDDOT will make project selection in cooperation with Metro COG and the Public Transit Operator(s).

Section 5339 Bus and Bus Related Facilities

NDDOT receives two (2) separate statewide apportionments for Section 5339. These two (2) apportionments are separated out as follows:

- Urbanized Areas between 50,000 and 199,999 in population;
- Statewide (urbanized or rural).

NDDOT has yet to develop project solicitation and prioritization guidance for implementation for the Section 5339 (old Section 5309) program under the new provisions of FAST. At such time as programming and project solicitation guidance is developed by NDDOT, Metro COG will work in cooperation with MATBUS to develop a project solicitation and prioritization process. For the purposes of the current 2018-2021 TIP, Metro COG has not included transit capital needs for MATBUS. At such time that MATBUS is awarded any competitive grant, Metro COG will amend the TIP to reflect the receipt of the Federal grant award.

Other Federal Funding

Metro COG will cooperatively work with NDDOT and the Fargo District Engineer to develop a candidate project list for which Federal aid would be sought under programs such as Highway Safety Improvement Program (HSIP), National Highway Performance Program (NHPP), etc. These are programs for which the NDDOT has project selection authority; however through the required metropolitan planning process outlined by 23 CFR 450 Subpart C, the State and the MPO should be engaged in a process that is cooperatively developing project priorities and eventual project selection. The intent would be to provide Metro COG an opportunity to comment on emerging project priorities of the NDDOT. Other information and specific details regarding the NDDOT Federal aid process is available by reviewing the NDDOT Local Government Manual at www.dot.nd.gov. The programming process as describe above is summarized in Table 6-1.

Table 6-1: Project Solicitation and Programming Matrix for North Dakota

North Dakota				
Funding Source	Project Solicitation (Lead Agency)	Application	Evaluation & Prioritization	Project Selection
North Dakota Urban Roads (STP)	Metro COG	Metro COG + NDDOT Scoping Sheet	Metro COG	NDDOT
North Dakota Regional Roads (STP)	Metro COG	Metro COG + NDDOT Scoping Sheet	Metro COG	NDDOT
Transportation Alternatives Program (TAP)	Metro COG	NDDOT	Metro COG	NDDOT
FTA Section 5307	Metro COG	No application required		Transit Operator
FTA Section 5310	Metro COG	NDDOT	Metro COG	NDDOT
FTA Section 5339	Metro COG	X	Metro COG	NDDOT
Other (NHPP, HSIP, etc.)	NDDOT	NDDOT	*	**

* Some Federal funding solicitations (E.g. HSIP) would be prioritized by Metro COG prior to submittal to NDDOT

** Cooperatively developed priorities and project selection procedures per 23 CFR 450; and NDDOT STIP guidance

Minnesota Federal Aid Process

The Minnesota Department of Transportation (MnDOT) uses a decentralized transportation investment process guided by eight Area-wide Transportation Partnerships (ATPs) serving each District across the State of Minnesota. The ATP assists MnDOT in identifying and prioritizing federally-funded transportation investments in their respective Districts, within the Federal and state guidelines, through the development of the Area Transportation Improvement Program (ATIP). The ATIP when finalized is incorporated into the STIP. The MnDOT District 4 ATP is responsible for investment priorities in a twelve county area of West Central Minnesota, covering the Minnesota portion of the Fargo-Moorhead Metropolitan Planning Area. The ATP consists of a diverse eighteen member body representing the transportation interests throughout the District area. Metro COG’s Executive Director is a permanent voting member of the ATP, as well as several of its subcommittee’s. The development of the Metro COG’s TIP is done in cooperation with MnDOT ATP 4 through the development of the ATIP.

Following the passage of FAST, MnDOT updated the statewide distribution formula for how Federal aid is allocated to each of its Districts. As part of this process, MnDOT established new sub target funding levels for ATP Managed Funds. ATP Managed funds are Surface Transportation Program (STP), HSIP, and TAP funds which are left to the discretion of the ATP for project solicitation and selection. For MnDOT ATP 4 there are five (5) programs which make up the ATP Managed Funds:

- City Roads - (cities over 5,000)
- County Roads – (cities under 5,000 and rural area)
- Transit Capital
- HSIP
- TAP

Metro COG leads solicitation and prioritization for ATP Managed funds which support City projects and/or County projects which would fall within the Metropolitan Planning Area (MPA). Project solicitation will be based on a Metro COG application developed cooperatively through the metropolitan planning process that allows projects to be locally evaluated by the Transportation Technical Committee (TTC) and prioritized by the Metro COG Policy Board. Prioritized projects are added to the TIP as “candidate projects”.

Upon completion of the Metro COG solicitation process; applications will be forwarded to Area Transportation Partnership (ATP) for additional review and vetting, as per normal procedures. Project selection is to be done in cooperation with the ATP through the development of the ATIP.

Transportation Alternatives (TA)

Metro COG leads the project solicitation and prioritization process. The solicitation is based on the typical MnDOT application; however Metro COG will develop a parallel evaluation tool that allows projects to be evaluated by the TTC and prioritized by the Metro COG Policy Board. Prioritized projects will be added to the TIP as “candidate projects”. Upon completion of the Metro COG solicitation process; applications will be forwarded to the ATP. Project selection is made in cooperation with the ATP through the development of the ATIP.

Safe Routes to School

SRTS was eliminated under MAP- 21 and consolidated into TAP. There is the likelihood that MnDOT will maintain a separate SRTS program funded from either a TAP set aside or from legislatively appropriated state funds. Mn/DOT will lead project solicitation of SRTS funds, in cooperation with the Metro COG. Metro COG will use a project evaluation form that assists in determining eligibility and prioritization of the projects; and will require that SRTS applications be routed through Metro COG prior to submission to MnDOT.

Section 5307 Urbanized Area Formula Program

Projects to be funded under Section 5307 will be provided to Metro COG by the designated recipient as part of the regular TIP development cycle. The public transit operator will make project selection, in cooperation with the MnDOT and Metro COG. No formal applications for Section 5307 funded projects are required, however Metro COG request a listing of project activities to be funded with Section 5307 for each year of the TIP. The City of Moorhead receives an annual apportionment of \$709,000 in Section 5307 formula funds.

Section 5310 Enhanced Mobility for seniors and Individuals with Disabilities

MnDOT receives an annual apportionment of \$610,000 in Section 5310 formula funds for use in urbanized areas between 50,000 and 199,000 in population. MnDOT has not determined its approach for project solicitation and selection for Section 5310 apportioned funds under MAP-21. However, Metro COG anticipates following past procedures regarding Section 5310 as was used for the old Section 5317 (New Freedom funding) in the MPA as follows.

Metro COG leads project solicitation for Section 5310 funds. Metro COG will use MnDOT applications to conduct the local solicitation. The solicitation and prioritization process may occur out of step of the typical TIP cycle based on the differing MnDOT schedules for these Federal funds. Projects submitted through Metro COG will be locally evaluated by the Metropolitan Transportation Initiative (MTI) and prioritized by the Metro COG Policy Board. Upon completion of the Metro COG solicitation and prioritization process, applications will be forwarded to MnDOT for additional review and vetting, as per normal procedures. Prioritized projects are added to the TIP as “candidate projects”. MnDOT will make project selection in cooperation with Metro COG and the Public Transit Operator(s).

Section 5339 Bus and Bus Related Facilities

MnDOT receives two (2) separate statewide apportionments for Section 5339 totaling. These two (2) apportionments are separated out as follows:

- Urbanized Areas between 50,000 and 199,999 in population;
- Statewide (urbanized or rural).

MnDOT has yet to develop project solicitation and prioritization guidance for implementation for the Section 5339 (old Section 5309) program under the new provisions of MAP-21. At such time as programming and project solicitation guidance is developed by MnDOT, Metro COG will work in cooperation with MATBUS to develop a project solicitation and prioritization process. For the purposes of the current 2018-2021 TIP, Metro COG has not included any such transit capital needs for MATBUS. Metro COG will amend the TIP when MATBUS receives any such grant awards.

Transit Capital (ATP Managed STP)

Metro COG works in cooperation with the Transit Operator and the ATP regarding the development of priority projects for funding with the ATP Managed STP funds for transit capital. No formal applications are used for these funds, however project identification starts early on in the TIP development process based on existing 10 year capital planning needs developed cooperatively between Metro COG, the Transit Operator and MnDOT. Project selection is done in cooperation between Metro COG and MnDOT through the ATP process.

Other Federal Funding

Metro COG will cooperatively work with MnDOT District Staff and the ATP to develop a candidate project list for which Federal and State aid would be sought under programs such as Highway Safety Improvement Program (HSIP), National Highway Performance Program (NHPP), STP Statewide, etc. These are programs for which MnDOT has project selection authority; however through the required metropolitan planning process outlined by 23 CFR 450 Subpart C, the State and the MPO should be engaged in a process that is cooperatively developing project priorities and eventual project selection. The intent would be to provide Metro COG an opportunity to comment on emerging project priorities of MnDOT. The programming process as described above is summarized in Table 6-2 on the following page.

Table 6-2: Project Solicitation and Programming Matrix for Minnesota

Minnesota				
Funding Source	Project Solicitation (Lead Agency)	Application	Evaluation & Prioritization	Project Selection
City/County Road (ATP Managed STP)	Metro COG	Metro COG	Metro COG/ATP	ATP
Transportation Alternatives Program (TAP)	Metro COG	MnDOT	Metro COG	ATP
Transit Capital (ATP Managed STP)	Metro COG	n/a	n/a	ATP
MN Safe Routes to School	MnDOT		X	MnDOT
FTA Section 5307	Metro COG	No application Required		Transit Operator
FTA Section 5339	Metro COG	X	X	Transit Operator
FTA Section 5310	Metro COG	MnDOT	Metro COG	MnDOT
Other (NHPP, HSIP, etc.)	MnDOT	MnDOT	MnDOT	*

* Cooperatively developed priorities and project selection procedures per 23 CFR 450; and MnDOT STIP guidance

Section 7 Performance Measurement

Introduction

Moving Ahead for Progress in the 21st Century Act (MAP-21), signed into law in 2012, included several provisions that collectively are transforming the Federal surface transportation program to be focused on the achievement of performance outcomes. The performance outcomes provisions, administered by different agencies within the U.S. Department of Transportation (USDOT), were implemented by rulemakings, including several under FHWA's purview.

The Fixing America's Surface Transportation (FAST) Act, signed in 2015, built on the MAP-21 changes and provided long-term funding certainty for surface transportation infrastructure planning and investment. A performance measurement mantra was built into the latest transportation bill to emphasize planning and programming philosophies that were based upon transportation data collected on an ongoing basis.

FM Region PM

Performance measurement is a new philosophy to Metro COG and the Fargo-Moorhead region as a whole, and as such, the practice of measuring and using them has not matured to the levels of larger urban areas. The availability of datasets needed to do extensive performance based planning and programming does not exist for this region. Those datasets that do exist are of such low quality that they do not apply to much of the urbanized area. With this lack of information, Metro COG finds it difficult to make planning and programming decisions that would apply to the transportation system as a whole.

Since Metro COG operates in a bi-state region, the agency has two different state targets, one for our local partners in Minnesota, and another for our local partners in North Dakota. Metro COG also coordinates with two state entities – North Dakota DOT and Minnesota DOT - each with differing views of performance measurement, with different conditions, and different targets.

Latest Action

As of August 2018, Metro COG has only been required to consider PM1 – Safety. However, Metro COG is currently addressing PM2 – Road & Bridge Condition, PM3 – Transportation Reliability, and Transit Asset Management (TAM). Metro COG will have to amend its approach to each of these performance measures when they are finalized. PM2 and PM3 are due by the end of November 2018, and TAM is due by the end of October 2018.

Metro COG is currently updating its Long Range Transportation Plan (LRTP). A Transportation Performance Measurement philosophy will be integrated into that plan. The LRTP designates the region's transportation priorities for the upcoming five-year period. Thereafter, each plan will integrate the philosophies adopted in the LRTP and carry forward performance based planning and programming through the development of matrixes that are inclusive of community goals that help support our performance targets.

Anticipated Effect

PM1 - Safety

Metro COG has supported both MnDOT's and NDDOT's performance targets in regards to PM1-safety. The established safety performance measures can be found in Table XX. The Safety Performance Measure (PM1) incorporates five key metrics:

- Number of Fatalities
- Rate of Fatalities
- Number of Serious Injuries
- Rate of Serious Injuries
- Number of Non-motorized Fatalities and Serious Injuries

Each of these individual metrics is based upon a five-year rolling average. The final metric is expressed as an average of the five-year rolling average in each category.

Established Safety Performance Measures				
	MnDOT	MnDOT % Change	NDDOT	NDDOT % Change
Number of Fatalities	375	-3%	138	0.5%
Rate of Fatalities (per 100M VMT)	0.62	1.5%	1.366	0.5%
Number of Serious Injuries	1,935	-3%	516	0%
Rate of Serious Injuries (per 100M VMT)	3.19	1.5%	5.088	0%
Number of Non-motorized Fatalities & Non-motorized Serious Injuries	348	-5%	34.8	0%

This region is currently meeting and/or exceeding the safety performance targets in both the North Dakota and Minnesota sides of the Metropolitan Planning Area. Much of the underperforming transportation network in regards to safety occurs in rural areas, outside of the purview of Metro COG. 2016 safety data was not available in both North Dakota and Minnesota. Thus, Metro COG was not able to calculate a five-year rolling average.

FM Region's Safety Performance				
	North Dakota		Minnesota	
	Number	% Change	Number	% Change
Number of Fatalities	4.6	-9%	2.4	0%
Rate of Fatalities	.232%	-13%	.269%	-2.04%
Number of Serious Injuries	37.4	*	11.2	*
Rate of Serious Injuries	1.862%	*	1.24%	*
Non-Motorized	3.4	*	.6	*

* Data not available

As shown in the above tables, the FM Region is outperforming both North Dakota and Minnesota as a whole. Metro COG participates in safety planning on the state and county level, mainly through highway safety plans. Safety improvements are taken into consideration as part of all plans and studies that Metro COG performs. The vast majority of safety funds programmed in the TIP go towards rural projects.

The majority of fatal and serious injury crashes occur in rural areas due to speed and visibility. Highway Safety Improvement Program (HSIP) funds typically are programmed for county-wide projects to improve pavement marking and rumblization on county highways. Safety projects are determined by each state, and therefore are outside of the scope of local decision making.

Transit Asset Management (TAM)

MATBUS (Fargo and Moorhead) has programmed a significant portion of the projects in the TIP. Transit projects consist of mainly operating funds for fixed-route and paratransit services. Although, there are a few vehicle replacement projects within the confines of the four program years. MATBUS is currently running behind on its replacement program, especially for fixed-route transit buses. In order to accelerate bus replacement, Metro COG has agreed to solicit a bus replacement project using STBGP flexible funds every other year starting in 2017. This expenditure will involve one million dollars of Federal highway funds with MATBUS providing the \$250,000 local match. MATBUS should be caught up on their fixed-route bus replacement by 2021. Metro COG conveyed the need for this prioritization to NDDOT to use when choosing projects.

In the past, NDDOT has not viewed a transit flex project as being this region's highest priority and the use of STBGP funds for transit did not rise to the top of the priority list when selecting the project for funding. However, based on Metro COG's request, the prioritization has allowed for the use of the funds for buses starting in 2017, which has significantly helped meet the needs of MATBUS.

MPO Investment Priorities

Metro COG currently uses very little Federal Surface Transportation funding for the maintenance of the transportation system. In this region, the jurisdictions use either sales tax money or special assessment money to fund repaving projects. Exceptions include larger reconstruction projects on state or primary arterial roadways.

Metro COG has worked with the local transit provider to accomplish timely replacement of the transit fleet, as stated above. Besides that effort, Metro COG has not adopted an official strategy to meet performance targets. Metro COG has not altered its investment strategy because this region is already exceeding the national goals as well as the defined targets set by each state.

The Fargo-Moorhead Region is experiencing a very high growth rate. The population of this region has been increasing at a consistently healthy growth rate for at least the past three decades. The Metropolitan Statistical Area (MSA) increased from 153,269 in 1990 to an estimated 232,900 in 2015. Most of Metro COG's priorities are to extend the transportation network into new growth areas. This is not to say that Metro COG is not focused system safety or efficiency; rather, Metro COG integrates these philosophies into every project it undertakes.

Metro COG's new LRTP will analyze the true amount of money spent on the transportation system. The plan will now focus on a holistic vision of funding spent on the system rather than just federal funding. Metro COG and its local partners know that there is not enough money to accomplish all of the entire region's goals and strives to find high value low cost ways accomplishing them. With the integration of data about local sources of funding, we will be able to better determine the ramifications of funding decisions and be able to better assess the risk and volatility of transportation investment strategies.

Conclusion

The Fargo Moorhead Region is not in danger of falling below MnDOT or NDDOT targets for any of the mandated performance areas (safety, bridge/highway condition, reliability). This is likely due to individual characteristics of the Fargo Moorhead Region. This region's pavements last longer than Midwestern states south of us; reliability is high, which is likely due to our isolated nature and the relatively low level of congestion; and fatal or serious injury crashes are low.

As we move forward, Metro COG will integrate performance measure targets, data collection efforts, and strategies into our plans in an effort to maintain a relatively reliable and safe transportation system in which roads and bridges are generally in a good state of repair. The agency will continue to focus on creating a multimodal transportation system that lives up to the region's ascribed goals. Metro COG's investment strategies consistently embody the characteristics needed to improve the level to which the metro area addresses safety, reliability and roadway condition. Metro COG will work toward conscientiously and deliberately aligning project prioritization with performance targets; however, we will also focus on creating livability in the transportation network, managing risk in our investments, and tracking changes in local funding sources and projects carried out with local funding.

Section 8 Environmental Considerations

Environmental Consultation

As a part of the Environmental Consultation and Mitigation process required by the FAST Act, Metro COG staff annually meets with the Environmental Review Group (ERG). The ERG consists of local, state, and Federal agencies responsible for environmental protection and stewardship. ERG consultation occurred as part of the direction notification sent to all interested persons regarding the Final MN TIP and the ND Candidate Project TIP.

Environmental Justice/Title VI

Presidential Executive Order 12898 states: “Each Federal agency shall make achieving Environmental Justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.” The Federal Highway Administration has identified three fundamental environmental justice (EJ) principles:

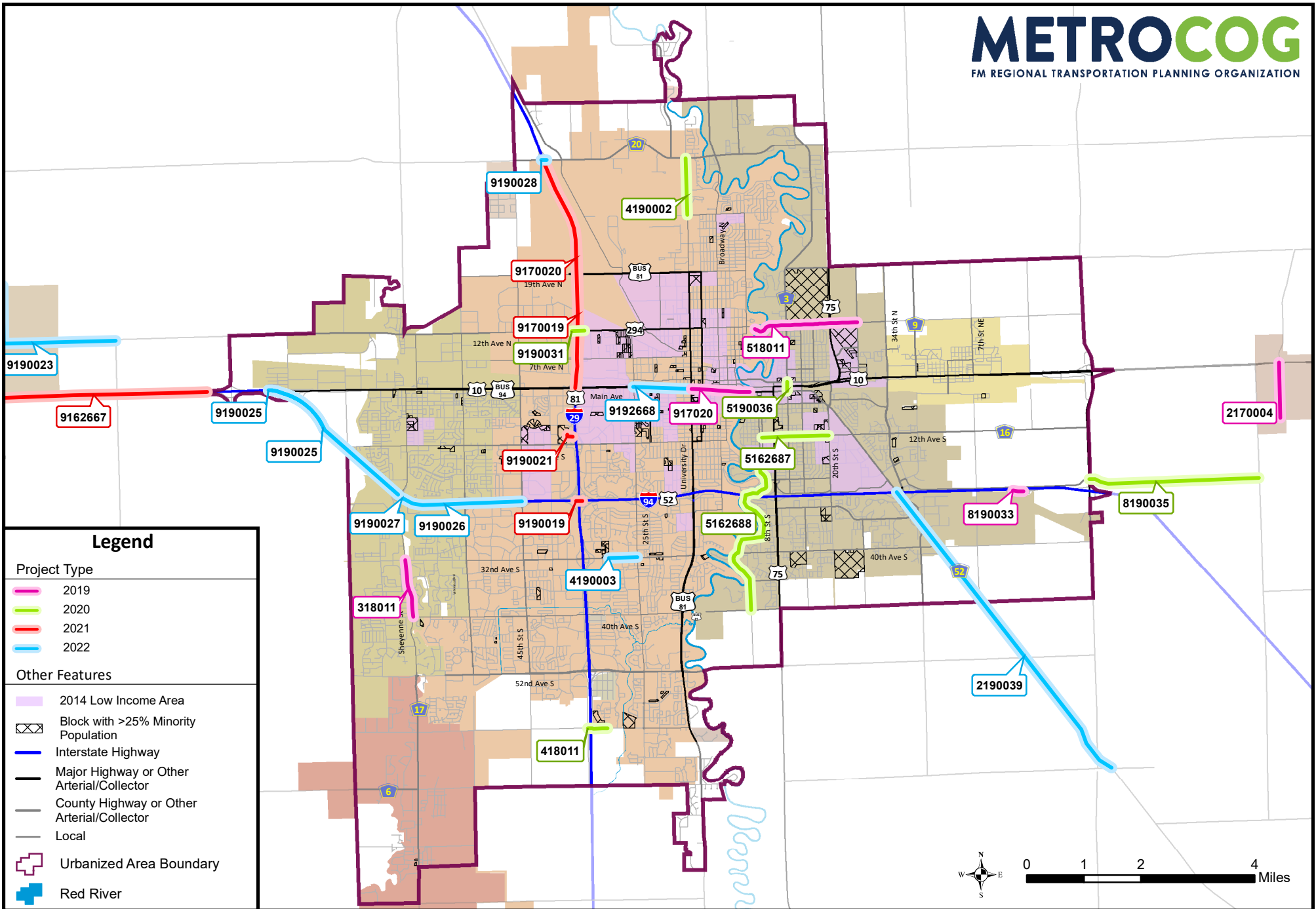
- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;

- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process;
- To prevent denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

The map on the following page shows projects that are part of the 2018-2021 TIP which will take place in areas with significant low-income or minority populations. A project was defined as having the potential to have an adverse effect on the environmental justice of an area if any portion of a project intersected with the defined boundaries of either a low-income population or a minority population area. The environmental justice areas were defined in Metro COG's November 2011 technical memorandum titled *Environmental Justice Database Update: Definitions and Methodology*.

Environmental Justice is defined as the fair treatment and meaningful involvement of all people regardless of race, color, sex, national origin, or income with respect to the development, implementation and enforcement of laws, regulations and policies. The US DOT requires that Metro COG make Environmental Justice part of its mission by identifying and addressing , as appropriate, disproportionately high and adverse human health or environmental effects of our programs, policies and activities on minority and low income populations. Three cores EJ principles

TIP Project Vs. Environmental Justice Considerations



Projects by Year and Title VI and Environmental Justice Areas
 2019-2022 Draft Metro COG TIP

Legend	
Project Type	
—	2019
—	2020
—	2021
—	2022
Other Features	
	2014 Low Income Area
	Block with >25% Minority Population
—	Interstate Highway
—	Major Highway or Other Arterial/Collector
—	County Highway or Other Arterial/Collector
—	Local
	Urbanized Area Boundary
—	Red River

defined by the USDOT spell out EJ goals for transportation planning and projects at all levels, including MPOs. Metro COG and project sponsors work together to assure that the annual TIP process and projects included within the TIP address these core principles.

The United States Department of Transportation in 1997 issued its Order to Address Environmental Justice in Minority Populations and Low-Income Populations. The US DOT Order addresses the requirements of Executive Order 12898 and sets forth USDOT's policy to promote the principles of environmental justice in all programs, policies and activities under its jurisdiction. FHWA and FTA have been working with their state and local transportation partners to make sure that the principles of environmental justice are integrated into every aspect of their mission.

The three fundamental EJ principles include:

- Avoiding, minimizing or mitigating disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low income populations
- Ensuring the full and fair participation by all potentially affected communities in the transportation decision-making process
- Preventing the denial of, reduction of or significant delay in the receipt of benefits by minority and low-income populations.

Air Quality

Transportation conformity is a way to ensure that Federal funding and approval goes to those transportation activities that are consistent with air quality goals. Conformity applies to transportation plans, TIPs and projects funded or approved by the FHWA or the FTA in areas that do not meet or previously have not met air quality standards for ozone, carbon monoxide, particulate matter or nitrogen oxide. These areas are known as nonattainment areas or maintenance areas, respectively. Regulations governing transportation conformity are found in 40 CFR 51 and 93. Both Minnesota and North Dakota are in attainment for all air quality standards and no additional consideration is required in the development of the TIP.

National Ambient Air Quality Standards (NAAQS) are set by the EPA for six pollutants. Air quality is measured across the county to determine whether or not the NAAQS have been exceeded. The Metro COG region is currently in attainment for all EPA standards.

Areas with concentrations of criteria pollutants that are below the levels established by the NAAQS are considered to be in attainment for air quality.

A nonattainment area is an area considered to have air quality worse than the NAAQS as defined in the Clean Air Act as amended.

A State Implementation Plan (SIP) must be submitted to EPA for non- attainment areas. Through this plan a state will design its approach to reducing the pollutant levels in the air and, if appropriate, any emissions of precursor pollutants.

The Clean Air Act requires that, in areas experiencing air quality problems, transportation planning must be consistent with air quality goals. This is determined through the transportation conformity process. In some areas, this process has forced State and local transportation officials to make tough decisions in order to meet both air quality and mobility goals. Where CAA goals were not being met, some State and local transportation officials have been challenged to find ways to reduce vehicle emissions by developing transportation plans, TIPs and projects that will alter travel patterns, reduce the number of SOV and make alternate modes of transportation (such as bicycle and transit) an increasingly important part of the transportation network.

Section 9 Public Involvement

Public involvement and participation is necessary to ensure a vibrant and meaningful planning process. Involving the public early and often in the planning and implementation process helps to ensure that decisions are made in consideration of public opinion and preference to meet the needs of the public. The public involvement process creates a collaborative environment which builds trust and understanding between the public and those who serve them.

Public Participation Plan requirements

Metro COG produces a Public Participation Plan from which public involvement activities and actions for the TIP are identified. Public notice for public input opportunities for the draft TIP is posted for no less than seven days. Public comment periods can be no less than fifteen days. Announcements for public notices and meetings related to the TIP, as well as a summary of public comments received are included in Appendix A.

Public Process to Support TIP Development

Early Input to Support TIP Development and Final Approval

Metro COG developed the 2018-2021 TIP in coordination with its 2015 Public Participation Plan (PPP). Pursuant to 23 CFR 450.316 Metro COG's PPP was developed to ensure that members of the public and other interested/affected stakeholders are given an opportunity to comment on and participate in the development of various aspects/products of the Metropolitan Planning Program.

Typically, Metro COG notifies its full list of interested persons/stakeholders (approximately 900 individuals and agencies) regarding the early development of the TIP as part of the distribution of Metro Connection (Metro COG's quarterly newsletter). Metro COG specifically notifies these persons regarding the solicitation and prioritization procedures to be used in the development of the TIP.

In August of 2017 Metro COG directly notified its list of interested persons/stakeholders regarding public input opportunities in support of the project identification and project selection phase of the 2018-2021 TIP. The notification included information on the intent and purpose of the TIP, outlined major milestones related to the development of the 2018-2021 TIP, and provided contact information regarding opportunities to comment on TIP. Additionally, a public input meeting was convened by Metro COG on September 21, 2017, at the Metro offices, One North 2nd Street, #232, Fargo, ND 58102, to solicit comments on the Final Draft 2018-2021 TIP.

These public input meeting were advertised in the Forum of Fargo-Moorhead and a press release was sent out regarding the public input opportunity to all known local media outlets. Metro COG made all relevant material regarding the 2019-2022 TIP development process available on its website at <http://www.fmmetrocog.org>. Metro COG summarized the meetings and comments received for the Metro COG Policy Board for their consideration prior to final action on the 2018-2021 TIP.

Section 10 Amendments and Administrative Adjustments

Metro COG, at the request of its member jurisdictions, will accept proposed amendments and administrative adjustments to the TIP. Amendments and Administrative Adjustments are incorporated into the TIP at any time during the program year pursuant to those procedures which have been cooperatively developed through the metropolitan planning process. Amendments may be for the purpose of deleting projects, adding projects, advancing projects, revising the funding or funding source of projects or modifying the scope or termini of projects. Amendments will be referenced in an *Appendix B and* will also be posted on the Metro COG website.

No amendment or administrative adjustment will be accepted for projects that “may” receive future congressional funding (funds must be identified in an approved Transportation Act or Appropriations Bill). Proposes amendments will not be approved unless the TIP is fiscally constrained. Changes to fiscal constraint should be demonstrated prior to the amendment approval process. All modification/revision items must be presented to the Transportation Technical Committee (TTC) and Policy Board at a minimum. The Metro COG Policy Board has adopted procedures regarding how amendments and administrative adjustments are defined and administered by Metro COG for the purposes of maintaining the TIP for the FM Metropolitan Area. Determination shall be made in co-operation with the NDDOT, MnDOT and FHWA (ND/MN) when there is a question about a project change being an amendment or modification/revision. The Metro COG Public Participation Plan (PPP) includes guidance for Metro COG on the required public notifications necessary in the event a modification, revision, or amendment is required for an approve TIP in the FM Metropolitan Area.

Metro COG Amendment and Administrative Adjustment Requirements

Amendments are required when:

1. Adding a project or phase(s) not listed in the current, approved TIP. (Projects that are broken out of, tied to a larger project, but were not included in the original project cost, are considered new projects);
2. An Illustrative Project included in the current approved TIP is Programmed [includes FTA discretionary transit projects] or a change is made in funding source from 100% non-federal funds to partial or fully funded with federal funds;
3. A Project in the current approved TIP is moved or deleted from the first four years;
4. There is an increase in the total cost of a project (Refer to Table 2-3). (Reasonable judgment is needed for cost changes to transit projects, with 20% being the typical threshold for transit projects in general);

5. A phase of work (preliminary engineering, right of way, construction, etc.) is added to the project and increases the project cost. No formal amendment (or administrative modification) is needed for adding a phase of work that does not increase project cost;
6. Additional federal funding is added from an alternative source;
7. The project scope is changed (e.g. for a bridge project – changing rehab to replace; e.g. for a highway project – changing resurface to reconstruct);
8. There is a major change to project termini (e.g. extending or shortening a roadway project);
9. Any changes (1 -8 above) are made to a Type 1 Regionally Significant Project; Federal funding is added to a Type 2 or 3 Regionally Significant Project.

Table 9-1: Project Cost Increase Justifying Amendment

Cost of Project	Amendment needed if the increase is more than
\$0-\$100,000	50%
\$100,000 - \$500,000	35%
\$500,000 – \$1,000,000	25%
\$1,000,000– \$5,000,000	15%
\$5,000,000 - \$10,000,000	10%
\$10,000,000 +	5%

Source: Metro COG

Administrative Adjustments are required when:

1. A project is moved into the current TIP year from a later year. Justification is needed under “comments” to explain which specific projects are deferred to maintain fiscal constraint;
2. Minor changes in scope, cost or description of a project;
3. Splitting and combining projects already in the program, with no change in overall project schedule or funding;
4. The source of funds is changed for the same project/mode (e.g. from Section 5307 to Section 5309 or FTA dollars to FHWA dollars);
5. Project number changes (TIP or STIP);
6. Administrative Amendments including technical corrections or administrative modifications that do not require a coordinated review by the MPO, FHWA and FTA or a determination of conformity by these entities (i.e. re-demonstration of fiscal constraint). Technical corrections shall be inclusive, but not limited to the following: descriptive material, forecasts, databases, project costs, project descriptions, time frames or any other related administrative modification;
7. Changes to Type 1 Regionally Significant Projects, as listed above in 9-1.

Appendix A Public Input

Public Notices, Hearings and Meetings

Notice	Activity	Public Comment Period		Comments Received
		Start Date	End Date	
Public Notice 1	Project identification phase	7/9/18	9/21/18	0
Public Hearing 1	Draft TIP	7/19/18	9/6/18	0
Public Hearing 2	Final TIP	9/6/17	9/21/18	0

Public comments, if any, are included starting on page A-5.



To: Transportation Technical Committee
From: Anna Pierce
Date: September 6, 2018
Re: Transit Asset Management Resolution of Support

As required by the FAST Act, Metro COG must adopt a resolution of support or set its own performance measure targets relative to Transit Asset Management for the Metropolitan Planning Area (MPA) prior to October 1, 2018. Currently, there are no incentives or penalties for meeting the performance measure targets, so staff recommends supporting each agency's targets.

Metro COG staff have developed resolutions of support for the Transit Asset Management targets set forth by MATBUS – Moorhead and MATBUS – Fargo in compliance with the Fixing America's Surface Transportation (FAST) Act. These resolutions have been preapproved by MnDOT and FTA.

Requested Action:

Recommend Policy Board approval and chair signature of the Transit Asset Management Resolution of Support for MnDOT.

Recommend Policy Board approval and chair signature of the Transit Asset Management Resolution of Support for NDDOT.

2018-XXX
RESOLUTION OF THE FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS
(FM Metro COG)

Supporting Transit Asset Management (TAM)

Whereas, with the purpose of directing national transit assets to achieve and maintain a state of good repair (SGR), the Fixing America's Surface Transportation (FAST) Act requires transit systems to establish Federal Performance Targets as detailed in 49 CFR 625; and

Whereas, under this instruction, MATBUS has established these targets within the system's adopted 2016-2020 Transit Development Plan, which contains their Transit Asset Management (TAM) plan; and

Whereas, metropolitan planning organizations (MPOs) must either support their respective transit operator's targets or adopt their own; and

Now, therefore, be it resolved, that the Fargo-Moorhead Metropolitan Council of Governments (FM Metro COG) agrees to support MATBUS - Moorhead's Transit Asset Management plan, as well as to plan and program projects so that the projects contribute to the accomplishment of MATBUS - Moorhead's transit asset management targets.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the Fargo-Moorhead Metropolitan Council of Governments at a duly authorized meeting thereof, held on the twentieth day of September 2018 as shown by the minutes of said meeting in my possession.

Chair Date

Executive Director Date

2018-XXX
RESOLUTION OF THE FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS
(FM Metro COG)

Supporting Transit Asset Management (TAM)

Whereas, with the purpose of directing national transit assets to achieve and maintain a state of good repair (SGR), the Fixing America's Surface Transportation (FAST) Act requires transit systems to establish Federal Performance Targets as detailed in 49 CFR 625; and

Whereas, under this instruction, MATBUS has established these targets within the system's adopted 2016-2020 Transit Development Plan, which contains their Transit Asset Management (TAM) plan; and

Whereas, metropolitan planning organizations (MPOs) must either support their respective transit operator's targets or adopt their own; and

Now, therefore, be it resolved, that the Fargo-Moorhead Metropolitan Council of Governments (FM Metro COG) agrees to support MATBUS - Fargo's Transit Asset Management plan, as well as to plan and program projects so that the projects contribute to the accomplishment of MATBUS - Fargo's transit asset management targets.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the Fargo-Moorhead Metropolitan Council of Governments at a duly authorized meeting thereof, held on the twentieth day of September 2018 as shown by the minutes of said meeting in my possession.

Chair

Date

Executive Director

Date

To: Transportation Technical Committee
From: Dan Farnsworth
Date: September 7, 2018
Re: **ATAC Master Agreement**

Attachment 1 is the master agreement between NDSU's Advanced Traffic Analysis Center (ATAC), the NDDOT, and the three metropolitan planning organizations (MPOs) in North Dakota, which includes Metro COG.

The aforementioned entities regularly contract with ATAC for support in their respective travel demand models. The agreements are a three-year term contract with the most recent term ending September 30, 2018.

Therefore, Metro COG and the other associated entities are seeking to enter into another three-year agreement with ATAC which will be effective October 1, 2018 – September 30, 2021.

Requested Action:

Recommend Policy Board approval of the master agreement with ATAC effective October 1, 2018 – September 30, 2021.

**AMENDMENT to: NDDOT Contract No. 38151860
TRAVEL DEMAND MODELING SUPPORT PROGRAM
MASTER AGREEMENT**

THIS AMENDMENT to the above-referenced contract is entered into by and between the partners in this agreement, which are: the North Dakota Department of Transportation, the Bismarck-Mandan Metropolitan Planning Organization, the Fargo-Moorhead Metropolitan Council of Governments, the Grand Forks-East Grand Forks Metropolitan Planning Organization, and the Advanced Traffic Analysis Center of the Upper Great Plains Transportation Institute at North Dakota State University.

WHEREAS, the parties entered into a contract on October 1, 2015 through September 30, 2018,

WHEREAS, the parties are requesting an extension of the contract from October 1, 2018 through September 30, 2021; and

WHEREAS, the parties agree to the following changes to the above-referenced agreement:

Section 4.1 Participation Fee - Page

Remove the following information:

This fee will provide participants access to the information developed through the program activities and allow ATAC to develop the core program. The fee will be billed annually on or about November 1 of each program year and quarterly for the NDDOT.

Add the following information:

This fee will primarily be used for objective number 8 allowing ATAC staff to prepare and conduct quarterly meetings and training during these meetings. The fee will also provide participants access to the information developed through the program activities and allow ATAC to research and develop addendum requests. The fee will be billed annually on or about November 1 of each program year and quarterly for the NDDOT.

Section 5 Effective Duration - Page 8

Remove the following information:

Duration of the agreement will be three years, beginning October 1, 2015 through September 30, 2018.

Add the following information:

Contract duration will be an additional three years, October 1, 2018 through September 30, 2021.

NOW THEREFORE, the parties agree that the original Travel Demand Modeling Support Program Master Agreement shall be renewed with the above-mentioned changes.

All other terms and conditions of the above-referenced contract are incorporated herein by reference and remain in full force and effect.

Witness:

Bismarck-Mandan Metropolitan
Planning Organization

Name (Type or Print)

Executive Director (Type or Print)

Signature

Signature

Date

Date

Witness:

Fargo-Moorhead Metropolitan Council of
Governments

Name (Type or Print)

Executive Director (Type or Print)

Signature

Signature

Date

Date

Witness:

Grand Forks-East Grand Forks
Metropolitan Planning Organization

Name (Type or Print)

Executive Director (Type or Print)

Signature

Signature

Date

Date

Witness:

North Dakota Department of Transportation

Name (Type or Print)

Director (Type or Print)

Signature

Signature

Date

Date

Witness:

North Dakota State University

Name (Type or Print)

Sponsored Programs Administration (Type
or Print)

Signature

Signature

Date

Date

To: Transportation Technical Committee
From: Dan Farnsworth
Date: September 6, 2018
Re: **F-M Metro Bikeways Gap Analysis Request for Proposals (RFP)**

Attachment 1 is a draft request for proposals (RFP) for the Fargo-Moorhead Metro Bikeways Gap Analysis.

Upon completion of the 2016 Fargo-Moorhead Metro Bicycle & Pedestrian Plan, 119 potential projects were identified to improve connectivity for bicycle riders within the F-M area. The purpose of this study is to narrow the 119 gaps/projects to 16 gaps for further study and prioritization so that the participating jurisdictions can implement these projects after completion of this study.

Participating jurisdictions are the cities of West Fargo, Fargo, Moorhead, and Clay County. The budget for this project is \$150,000 with 80% being funded by Metro COG's CPG funds.

The 20% local match will be split by the participation based on the number of gaps each jurisdictions plan to have analyzed. Therefore, the local match will be as follows:

Local cost share breakdown		
Jurisdiction	No. of gaps	Local share
West Fargo	3	\$5,625
Fargo	8	\$15,000
Moorhead	3	\$5,625
Clay County	2	\$3,750
Total	16	\$30,000

Requested Action:
Recommend Policy Board approval of the Fargo-Moorhead Metro Bikeways Gap Analysis RFP and proposed local share funding split.

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2018-008

Fargo-Moorhead Metro Bikeways Gap Analysis
DRAFT

September 2018

APPROVED:

Cindy Gray
Metro COG, Executive Director

REQUEST FOR PROPOSALS (RFP)

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

Fargo-Moorhead Metro Bikeways Gap Analysis

Qualifications based selection criteria will be used to analyze proposals from responding consultants. The most qualified candidates may be invited to present an oral interview. Upon completion of technical ranking and oral interviews, Metro COG will enter into negotiations with the top ranked firm. **Sealed cost proposals shall be submitted with the RFP.** 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 submittals. This project will be funded, in part with federal transportation funds and has a not-to-exceed budget of **\$150,000**.

Interested firms can request a full copy of the RFP by telephoning 701.232.3242, or by e-mail: metrocof@fmmetrocog.org. Copies will be posted on the North Dakota Department of Transportation QBS website (<https://www.dot.nd.gov>) and are also available for download in .pdf format at www.fmmetrocog.org.

All applicants must be prequalified with the North Dakota Department of Transportation (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. (Central Time) on Friday October 19, 2018** at the Metro COG office will be given equal consideration. Respondents must submit seven (7) copies of the proposal. The full length of each proposal shall not exceed twenty (20) double-sided pages for a total of forty (40) pages; including any supporting material, charts, or tables.

Hard copies of technical and/or cost proposals shall be shipped to ensure timely delivery to the contact defined below:

Dan Farnsworth
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102
farnsworth@fmmetrocog.org
701-232-3242 ex 35

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

Note: The document can be made available in alternative formats for persons with disabilities by contacting Savanna Leach, Executive Secretary at 701.232.3242 or leach@fmmetrocog.org.

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Exhibit D – Standard Form 33021

Note: Throughout this RFP, Metro COG may be referred to as 'Client' and the consulting firm may be referred to as 'Consultant', 'Contractor', or 'Firm'.

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 our 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 two counties that comprise the Metro COG region in these efforts.

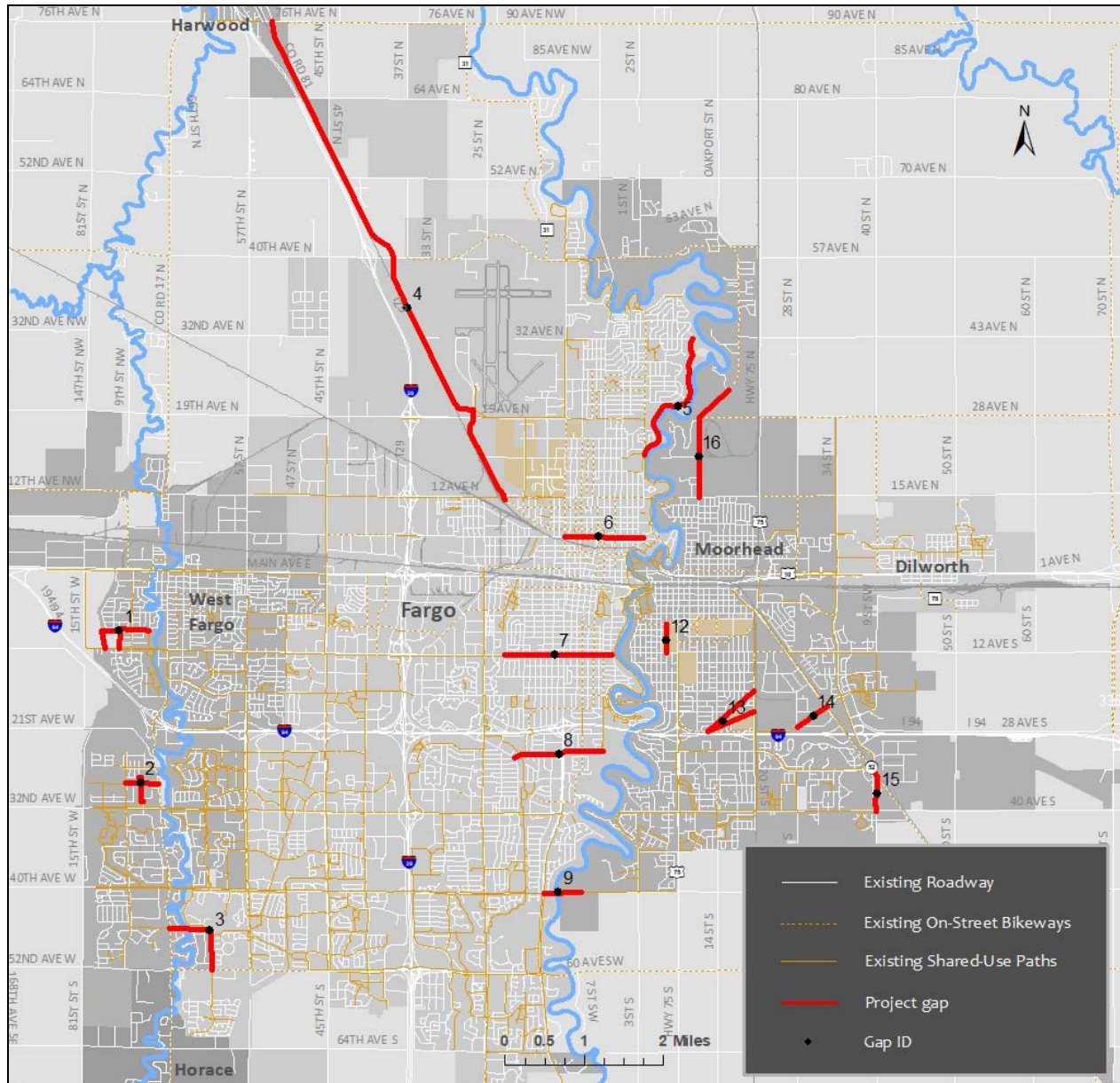
II PROJECT BACKGROUND AND OBJECTIVE

Upon completion of the 2016 Fargo-Moorhead Metro Bicycle & Pedestrian Plan, 119 potential projects were identified to improve connectivity for bicyclists within the area. Of the gaps identified in the 2016 Bicycle & Pedestrian Plan, the jurisdictions of West Fargo, Fargo, Moorhead, and Clay County have identified a total of 16 gaps to be thoroughly analyzed as part of this study. The identification of the gaps to be analyzed as part of this study has been based on results of the 2016 Bicycle & Pedestrian Plan, local needs, public feedback, and a general understanding that implementation is most likely feasible to eliminate the gap in some way. These gaps are shown in the map below and are listed as follows:

1. West Fargo – Path from North Elmwood Park to Scheels Soccer Complex via city easement corridor just south of 10th Ave W
2. West Fargo – Path from intersection of 9th St W & 28th Ave W due east to Sheyenne St.
Path from intersection of 6th St W & 27th Ave W south to West Fargo Sports Arena / Lights at Sheyenne 32 development.
3. West Fargo – Path from intersection of 47th Ave W & Sheyenne St due east to existing Osgood path including Sheyenne River crossing.
Path from Osgood path south to intersection of 52nd Ave E & 4th St E
4. Fargo – Dakota Dr / CR 81 from 12th Ave N to CR 22
5. Fargo – Red River path from 15th Ave N to 32nd Ave N
6. Fargo – 7th Ave N and/or 6th Ave N from University Dr to vicinity Oak Grove School
7. Fargo – 13th Ave S from 21st St to 5th St
8. Fargo – 24th Ave S / 25th Ave S from 18th St to 5th St
9. Fargo – Path and bridge from vicinity of 40th Ave S & University Dr to Bluestem Performing Arts Center (Moorhead)
10. Fargo – TBD
11. Fargo – TBD
12. Moorhead – Intersection of 6th St & 12th Ave S to intersection of 6th St & 7th Ave S (either through Concordia or around campus)
13. Moorhead – Connect existing bike facilities on 28th Ave S west of M-State to 20th St path at either the intersection of 24th Ave S & 20th St or intersection of 20th Ave S &

20th St

- 14. Moorhead – Connect existing bike facilities at intersection of 27th Ave S & 26th St to existing bike facilities at intersection of 24th Ave S & SE Main Ave
- 15. Clay County – Path from 40th Ave S to 30th Ave S
- 16. Clay County – Path along 11th St from 15th Ave N to MB Johnson Park



Please note that the above projects could be subject to change. The Consultant should account for any potential changes when developing their cost proposal.

The objective of this project is to:

- Develop planning-level alternatives for closing the gaps, including graphics (sketches and renderings), information about impact to adjacent properties (i.e. will easements or right-of-

way be needed, and if so, how much), the extent to which standards can be met, comparison of alternatives, and planning level cost estimates. Once analyzed, the participating local jurisdictions will use the information provided by this study to pursue efforts to fund and implement the gaps.

- Prioritize projects, based on information provided by the alternatives analysis and public input, and
- Prepare a report and graphics that provide information and recommendations for resolution of gaps in the bikeway network.

III SCOPE OF WORK AND PERFORMANCE TASKS

Outlined below is the scope of work that will guide development of the Fargo-Moorhead Metro Bikeways Gap Analysis. 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.

At minimum, the Consultant is expected to complete the following tasks as part of this project:

Task 1 – Project Management

This task involves activities required to manage the project including staff, equipment and documentation. It also includes the preparation of monthly progress reports, documenting travel and expense receipts, and preparing and submitting invoices. In addition, this task includes progress meetings with Metro COG. It should be assumed that progress meetings will occur monthly.

Task 2 – Bikeways Gap Analysis

The Consultant will be provided with information regarding the gaps identified for analysis. The Consultant shall then conduct in-depth analysis of each gap. The analysis for each gap shall include the following at a minimum:

- At least two alternatives (one no-build and one or more build alternatives)
- Planning-level cost estimates for build each alternative
- Comparison of advantages and disadvantages for each alternative (e.g. impacts to adjacent properties, easements or right of way needed to implement the alternative, user-friendliness, any issues with meeting standards, etc.)
- Public need/desire for each of the analyzed gaps to be addressed
- Public input on alternatives
- The SRC's / jurisdiction's need/desire for each of the analyzed gaps to be addressed

Task 3 – Project Prioritization

Based on the inputs from Task 2, the Consultant will work with the SRC to prioritize the gaps included in the analysis. The consultant shall recommend at least two alternative methods for prioritizing projects, and the selected prioritization method shall be determined by the SRC.

Task 4 - Public Participation

Public participation will be in accordance with Metro COG's Public Participation Plan and will involve the following:

1) Study Review Committee Meetings

Metro COG will work with the Consultant in arranging a study review committee (SRC) which will consist of applicable stakeholders. The Consultant will be responsible in providing a minimum of four (4) on-site SRC meetings throughout the course of the study. The Consultant will work in cooperation with Metro COG in scheduling the meetings. The Consultant will be responsible for developing materials necessary to conduct the SRC meetings and for developing meeting summaries (i.e. a Record of Meeting) for distribution and review by the SRC. These meeting summaries shall serve as documentation of the SRC's guidance and decisions.

2) Public Input

Public input will be sought to obtain feedback on the public's need and desire for resolution of each of the 16 gaps and on the proposed alternatives for each gap. Input on the alternatives, and the costs per alternative should help aide the public in providing input on the identified alternatives. At a minimum, public input shall include:

- Website Materials and Online Survey – The Consultant shall provide Metro COG with materials and updates throughout the process of this study for posting on Metro COG's website. Metro COG will create a project-specific webpage as part of Metro COG's new website and Metro COG will be responsible for posting such materials on the project webpage. The Consultant shall provide an online survey that should include a method for the public to prioritize the study gaps as well as a way for the public to select preferred alternatives per gap. This online survey should be able to be linked to the project webpage.
- Public Input Meeting – One (1) public input meeting shall be held per Metro COG's Public Participation Plan to seek input regarding the alternatives for each gap and on prioritization of future projects to close gaps.

The Consultant will be responsible for providing advertising materials including flyers, press release write-up, and write-up for the public notice to be published in the newspaper. Public notice costs will be the responsibility of the Consultant and should be accounted for as part of the project budget. Meeting notices may be sent to property owners adjacent to analysis gaps, so the Consultant should budget for the costs of such mailings. It is estimated that up to 2,000 properties could require direct mailings. A postcard type mailing may be used to reduce postage costs.

The Consultant will provide a summary of all public input meetings and is responsible for providing materials at the meetings, including but not limited to, sign-in sheets, comment forms, handouts, roll drawings, meeting display boards, and meeting presentations. All public comments received shall be recorded and included in the final report or an appropriate report appendix. The Consultant will provide a contact person for which the public to provide input. The contact person shall be made available by phone, mail and e-mail.

- Other Public Engagement – The scope of work should allow for other public engagement methods as appropriate, to be determined depending upon the location of the gaps in the system that are brought forward for further analysis. For example, neighborhood associations, downtown organizations, or other groups may be excellent conduits for sharing information and seeking input. Social media opportunities such as Metro COG’s Facebook page, Nextdoor, and other applicable forms of social media or website information should be considered.

Task 5 - Draft Report

Upon completion of the previous tasks, the Consultant shall provide a draft report for review by the SRC. The report shall include an overall summary of the planning and prioritization process, and a write-up and graphics for each bike gap analyzed. The report shall also include a summary of the methodology and outcome of Task 3. All meeting summaries and technical analysis shall be included in the appendix of the report.

The draft report will be circulated to local project partners on the SRC and placed on Metro COG’s project website for review by the public. Metro COG staff will present the draft report to the Bicycle and Pedestrian Committee for their review and comment.

Task 6 - Final Report

Once comments on the draft report have been received and addressed, the Consultant shall assemble the final report. All meeting summaries and technical analysis shall be included in the appendix of the report. The final report shall be in PDF format.

IV IMPLEMENTATION SCHEDULE

1) Consultant Selection

Advertise for Consultant Proposals	approximately 9/21/2018
Due Date for Proposal Submittals (by 4:30pm)	10/19/2018
Review Proposals/Identify Finalists	(week of) 10/22/2018
Interview Finalists	between 10/31/2018 – 11/7/2018
Metro COG Board Approval/Consultant Notice	11/15/2018
Contract Negotiations	(week of) 11/19/2018
Notice to Proceed	One day following a signed contract

2) Project Development (Major Milestones)

Begin Project Development and Planning	November, 2018
Corridor Study Development Process	November, 2018 – August, 2019
Final Draft of Corridor Study	September, 2019
Final Completion of Study	October, 2019
All invoices for project to be received by Metro COG	November, 2019

V EVALUATION AND SELECTION PROCESS.

Selection Committee. The Client will establish a multijurisdictional selection committee to select a Consultant. The committee will potentially consist of Metro COG staff, local jurisdictions, member(s) of the Metro Bicycle & Pedestrian Committee, and state Department(s) of Transportation.

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

- 20% - Understanding of study objectives and local/regional issues
- 20% - Proposed approach, work plan, and management techniques
- 20% - Experience with similar projects
- 20% - Expertise of the technical and professional staff assigned to the project
- 20% - Current workload and ability to meet deadlines

The Selection Committee, at the discretion of the Client and under the guidance of NDDOT policy, will entertain formal oral presentations for the top candidates to provide additional information for the evaluation process. The oral presentations will be followed by a question and answer period during which the committee may question the prospective Consultants about their proposed approaches.

A Consultant will be selected on November 15th, 2018 based on an evaluation of the proposals submitted, the recommendation of the Selection Committee and approval by the Metro COG Policy Board.

The Client 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. The Client reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgement of the Client, best accomplishes the desired results.

The RFP does not commit the Client 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. The Client reserves the right to withdraw this RFP at any time without prior notice.

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

VI PROPOSAL CONTENT

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the Consultant seeking to provide comprehensive services specified herein for the Client, 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.

The Client is asking the Consultant to supply the following information. Please include all requested information in the proposal to the fullest extent practical.

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 Consultant name, business address (including telephone, FAX, email address(es), year established, type of ownership and parent company (if any), project manager name and qualifications, and any major facts, features, recommendations or conclusions that may differentiate this proposal from others, if any.
3. **Work Plan and Project Methodology.** Proposals shall include the following, at minimum:
 - a. 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. A timeline for completion of the requested services, including all public participation opportunities 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. A 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 below in Section VIII. General Proposal Requirements.
 - f. A 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.
 - i. Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project.
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 (as identified in VIII 1))
Exhibit B – Debarment of Suspension Certification
Exhibit C – Certification of Restriction on Lobbying
Exhibit D - Standard Form 330 (if required – see page 2).

VII Submittal Information

Hard copies of technical and cost proposals should be shipped to ensure timely delivery to the contact as defined below:

Dan Farnsworth
Transportation Planner
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102-4807
farnsworth@fmmetrocog.org

All proposals received by **4:30 pm (Central Time) on Friday October 19, 2018** at the Metro COG office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to participate. Respondents must submit seven (7) hard copies and one Adobe Acrobat (.pdf) copy of the proposal. The full length of each proposal should not exceed twenty (20) double-sided pages for a total of forty (40) 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 **October 8th, 2018**. No response will be given to verbal questions. The Client reserves the right to decline a response to any question if, in the Client's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by the Client, will be provided on Metro COG's website under this project's page on or around **October 12th, 2018**.

VIII GENERAL RFP REQUIREMENTS.

- 1) **Sealed Cost Proposal.** All proposals must be clearly identified and marked with the appropriate project name; inclusive of 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 will 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 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 documentation should 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.
- 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 or her ability to perform or finance this work.
- 5) **Disadvantaged Business Enterprise.** Pursuant to Department of Transportation policy and 49 CFR Part 23, 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 Subconsultant'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) **US DOT Policy Statement on Bicycle and Pedestrian Accommodations.** Consultants are advised to review and consider the *US DOT 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.** Applicants to this Request for Proposal are required to follow procedures contained in the *NDDOT Consultant Administration Services Procedure Manual*, which includes prequalification of Consultants. Copies of the Manual may be found on the Metro COG website www.fmmetrocoq.org or the NDDOT website at www.dot.nd.gov.

IX CONTRACTUAL INFORMATION.

- 1) The Client 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. The Client will not pay for any information contained in proposals obtained from participating firms.
- 2) The Client 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, the Client 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 the Client and shall contain, as a minimum, applicable provisions of the Request for Proposals. The Client reserves the right to reject any agreement that does not conform to the Request for Proposal 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.

X PAYMENTS

The selected Consultant will submit invoices for work completed to the Client. Payments shall be made to the Consultant by the Client in accordance with the contract after all required services, and items identified in the scope of work and performance tasks, have been completed to the satisfaction of the Client.

XI 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.

XII TITLE VI ASSURANCES.

Prospective Consultants should be aware of the following contractual (“Contractor”) 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, Title 49, Code of Federal Regulations, 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 Subconsultants, 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 Subconsultant or supplier shall be notified by the Consultant of the Consultant'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 the North Dakota Department of Transportation 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 the North Dakota Department of Transportation, 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, the Client and the North Dakota Department of Transportation shall impose such sanctions as it or the Federal Highway Administration / Federal Transit Administration may determine to be appropriate, including but not limited to:
 - a) Withholding of payments to the Consultant under the contract until the Consultant complies; or
 - b) Cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **Incorporation of Title VI Provisions.** The Consultant shall include the provisions of Section XII, 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 or the U.S. Department of Transportation, Federal Highway Administration, 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 Subconsultant 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 U.S.C. 324; age, 42 U.S.C. 6101; disability/handicap, 29 U.S.C. 790; and low income, E.O. 12898.

XIII TERMINATION PROVISIONS.

The Client 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 the Client.

The Client may cancel or reduce the amount of service to be rendered if there is, in the opinion of the Client, 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, the Client 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, the Client shall pay the agreed rate only for services delivered up to the date of termination. The Client has no obligation to the Consultant, of any kind, after the date of termination. Consultant shall deliver all records, equipment and materials to the Client within 24 hours of the date of termination.

XIV LIMITATION ON CONSULTANT

All reports and pertinent data or materials are the sole property of the Client and its state and federal planning partners and may not be used, reproduced or released in any form without the explicit, written permission of the Client.

The Consultant should expect to have access only to the public reports and public files of local governmental agencies and the Client 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.

XV CONFLICT OF INTEREST

No Consultant, Subconsultant, 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 the Client or in any way compromise the services to be performed under this agreement. The Consultant shall immediately notify the Client of any and all potential violations of this paragraph upon becoming aware of the potential violation.

XVI INSURANCE

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

XVII RISK MANAGEMENT

The Consultant agrees to defend, indemnify, and hold harmless the Client and the state of North Dakota, its agencies, officers and employees (State), from and against claims based on the vicarious liability of the Client and the State or its agents, but not against claims based on the Client'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 the Client and the State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the Client and the State is necessary. Consultant also agrees to defend, indemnify, and hold the Client and the State harmless for all costs, expenses and attorneys' fees incurred if the Client or the State prevails in an action against Consultant in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this Agreement.

The Consultant shall secure and keep in force during the term of this agreement, 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. The Client 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 the Client 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 the undersigned Client and the State Risk Management Department.

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

The Client 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 N.D.C.C. 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, the Client 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 the Client or State. Any insurance, self-insurance or self-retention maintained by the Client 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. The Client 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 with 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 Consultant. 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.	Subconsultant 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 - Debarment of Suspension Certification

Background and Applicability

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-255, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for federally-required auditing services (49 CFR 29.220(b)). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as "covered transactions."

Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from prior practice in that certification is still acceptable but is no longer required (49 CFR 29.300).

Grantees, contractors, and subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

Instructions for Certification: By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

Suspension and Debarment

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined in 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the recipient. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the recipient, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this order. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Contractor

Signature of Authorized Official _____

Date ___ / ___ / ___

Name & Title of Contractor's Authorized Official

Exhibit C - Certification of Restriction on Lobbying

I, _____ hereby certify on
(Name and Title of Grantee Official)
behalf of _____ that:
(Name of Bidder / Company Name)

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S. Code 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder / Company Name

Type or print name

Signature of authorized representative _____

Date ___ / ___ / ___

(Title of authorized official)

Exhibit D - Standard Form 330

SEE FOLLOWING PAGES

ARCHITECT-ENGINEER QUALIFICATIONS

OMB Control Number: 9000-0157
Expiration Date: 12/31/2020

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0157. We estimate that it will take 29 hours (25 hours for part 1 and 4 hours for Part 2) to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)"). Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for this Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in this contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to this Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number. Self-explanatory.

24. Brief Description of Project and Relevance to this Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with this Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in this Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electrical Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. Unique Entity Identifier. Insert the unique entity identifier issued by the entity designated at SAM. See FAR part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated unique entity identifier. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (*Function Codes*)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (*Profile Codes*)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
B01	Barracks; Dormitories	E13	Environmental Testing and Analysis
B02	Bridges	F01	Fallout Shelters; Blast-Resistant Design
C01	Cartography	F02	Field Houses; Gyms; Stadiums
C02	Cemeteries (<i>Planning & Relocation</i>)	F03	Fire Protection
C03	Charting: Nautical and Aeronautical	F04	Fisheries; Fish ladders
C04	Chemical Processing & Storage	F05	Forensic Engineering
C05	Child Care/Development Facilities	F06	Forestry & Forest products
C06	Churches; Chapels	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C07	Coastal Engineering	G02	Gas Systems (Propane; Natural, Etc.)
C08	Codes; Standards; Ordinances	G03	Geodetic Surveying: Ground and Air-borne
C09	Cold Storage; Refrigeration and Fast Freeze	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C10	Commercial Building (<i>low rise</i>) ; Shopping Centers	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C11	Community Facilities	G06	Graphic Design
C12	Communications Systems; TV; Microwave	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C13	Computer Facilities; Computer Service	H02	Hazardous Materials Handling and Storage
C14	Conservation and Resource Management	H03	Hazardous, Toxic, Radioactive Waste Remediation
C15	Construction Management	H04	Heating; Ventilating; Air Conditioning
C16	Construction Surveying	H05	Health Systems Planning
C17	Corrosion Control; Cathodic Protection; Electrolysis	H06	Highrise; Air-Rights-Type Buildings
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H07	Highways; Streets; Airfield Paving; Parking Lots
C19	Cryogenic Facilities	H08	Historical Preservation
D01	Dams (<i>Concrete; Arch</i>)	H09	Hospital & Medical Facilities
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H10	Hotels; Motels
D03	Desalinization (<i>Process & Facilities</i>)	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D04	Design-Build - Preparation of Requests for Proposals	H12	Hydraulics & Pneumatics
D05	Digital Elevation and Terrain Model Development	H13	Hydrographic Surveying
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

List of Experience Categories (*Profile Codes continued*)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio & Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems & Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (Parks, Marinas, Etc.)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (Buildings; Structures; Facilities)
L05	Lighting (Interior; Display; Theater, Etc.)	R07	Remote Sensing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
N01	Naval Architecture; Off-Shore Platforms	S05	Soils & Geologic Studies; Foundations
N02	Navigation Structures; Locks	S06	Solar Energy Utilization
N03	Nuclear Facilities; Nuclear Shielding	S07	Solid Wastes; Incineration; Landfill
O01	Office Buildings; Industrial Parks	S08	Special Environments; Clean Rooms, Etc.
O02	Oceanographic Engineering	S09	Structural Design; Special Structures
O03	Ordnance; Munitions; Special Weapons	S10	Surveying; Platting; Mapping; Flood Plain Studies
P01	Petroleum Exploration; Refining	S11	Sustainable Design
P02	Petroleum and Fuel (Storage and Distribution)	S12	Swimming Pools
P03	Photogrammetry	S13	Storm Water Handling & Facilities
P04	Pipelines (Cross-Country - Liquid & Gas)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P05	Planning (Community, Regional, Areawide and State)	T02	Testing & Inspection Services
P06	Planning (Site, Installation, and Project)	T03	Traffic & Transportation Engineering
P07	Plumbing & Piping Design	T04	Topographic Surveying and Mapping
P08	Prisons & Correctional Facilities	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
		T06	Tunnels & Subways

List of Experience Categories (*Profile Codes continued*)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	<i>(Check)</i>			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION <i>(Degree and Specialization)</i>	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>
--	---

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

a. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

b. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

c. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

d. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

e. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

To: TTC Committee
From: Michael Maddox, AICP
Date: September 7, 2018
Re: **MATBUS Transit Authority Study Request for Proposals**

MATBUS and Metro COG are releasing a Request for Proposals (RFP) to retain consultant services to study how MATBUS will be affected by this region receiving the Transportation Management Area (TMA) designation. Once this region becomes a TMA, MATBUS will no longer be able to use FTA 5309 funding for operations, leaving a significant shortfall in funding.

This study will analyze MATBUS's current and future financial situation, wade through the cost/benefits of alternate funding schemes, look at how that would affect the governance structure, and help MATBUS to preparation and implementation of the recommendations of the aforementioned analysis.

MATBUS and the leadership from the Cities of Fargo and Moorhead are meeting on September 11, 2018 to further discuss this issue. The attached RFP may change prior to the TTC meeting. Any changes made will be discussed at the meetings and a new version will be laid down.

Requested Action: Recommendation of approval of the MATBUS Transit Authority Study to the Policy Board.

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2018-220

MATBUS Transit Authority Study

September 6, 2018

APPROVED:

**Cynthia R. Gray
Metro COG Executive Director**

REQUEST FOR PROPOSALS (RFP)

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

MATBUS Transit Authority Study

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. The consultant will submit with their response to this RFP a **sealed cost proposal**. 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, state, and local funds. The study has a not-to-exceed budget of **\$200,000 dollars**.

Interested firms may request a hard copy of this RFP by telephoning 701.232.3242, 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 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 pm on Friday, September 14, 2018** at Metro COG's office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to participate. Respondents must submit six (6) hard copies and one (1) PDF copy of the proposal. The full length of each proposal should not exceed fifteen (15) double-sided pages for a total of thirty (30) pages; including any supporting material, charts, or tables.

Hard copies of technical and/or cost proposals should be delivered to the contact below:

Michael Maddox, AICP
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102
maddox@fmmetrocog.org
701-232-3242 ext. 33

Fax versions will be not accepted as substitutes for the 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, Executive Secretary at 701.232.3242 or email at leach@fmmetrocog.org.

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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

The intent of this RFP is to obtain professional consultant services to study the feasibility, financial implications, and possible governance structures that would be necessary in order to evaluate whether MATBUS should form a transit authority. The study would be a collaborative effort between Fargo and Moorhead (and possibly other regional jurisdictions) to explore funding options for MATBUS operations. The consultant would be an objective third party expert who would educate city leadership on the costs/benefits of various funding options, gain consensus among the jurisdictions involved, and walk MATBUS through the process of implementing the recommendations of the plan.

III. Background Information

With the 2020 Census, the Fargo Moorhead Region will become a Transportation Management Area (TMA), which is a designation given to regions over 200,000 population. When the TMA designation is bestowed, MATBUS will no longer be able to use FTA 5309 funds for operating expenses. Additional funding sources of a local nature must be found to replace the funds currently used for operations.

History

MATBUS is comprised of two entities, the City of Fargo, ND and the City of Moorhead, MN, who have come together to cooperatively provide transit service with the region. Even though MATBUS operates as a joint entity, transit service is still embedded within city government. A Metro Area Transit (MAT) Coordinating Board was created in order to make technical recommendations to both the Fargo City Commission and the Moorhead City Council, where decisions are ultimately made.

As transit services expand into other surrounding municipalities, such as Dilworth and West Fargo, a different form of governance and additional funding may be necessary. The idea of setting up a transit authority is not a new idea. In 1999, MATBUS completed a transit authority study. However, since that time MATBUS has expanded dramatically. With new leadership and new challenges presented by the formation of a TMA, we are looking to update the study.

MATBUS's growth has also been stymied by the lack of funding for both route expansion, bus replacement, and personnel additions. By analyzing MATBUS's ability to activate alternative funding sources to both fund operations and to fund ways to both maintain the current system with the ability to expand operations in the future. System changes and goals are recorded inscribed within the Transit Development Plan (TDP) every five years. MATBUS is also currently underway with a study of its facilities MATBUS Facility Analysis and Development Strategy, which will plan various transit facilities 20 years into the future. This document assumes some operational and system goals that MATBUS envisions within that timeframe. The consultant will be provided with this information in order to formulate a future financial outlook, what would be the funding deficit, and through what mechanisms additional funding could be found.

IV. Project Objective

The objective of the 76th Avenue South Corridor Study is to balance the needs of each of the participating jurisdictions, educate leaders on MATBUS's needs, collaborate/negotiate with agencies involved, identify additional funding opportunities, provide a risk based assessment of those funding opportunities, and prepare and implementation strategy for the desired course of action to including facilitation.

The consultant will try and reach consensus among participating agencies, clearly delineate MATBUS's financial shortfalls, provide an analysis of available methods of meeting its future financial obligations, explore various governance structures, and help MATBUS to implement the recommendation of the analysis.

V. 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 study, but also has the ability to demonstrate pro-activeness, vision, innovation, and collaboration in examining and proposing study alternatives. The consultant should have particular experience and expertise in working with and planning for transit agencies.

Outlined below is the scope of work that will guide development of the MATBUS Transit Authority Study. Metro COG has included the following scope of work to provide interested consultants insight into study 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 tasks deemed necessary to successfully complete the study.

At a minimum, the consultant will be expected to establish detailed analyses, recommendations, and/or deliverables for the following tasks:

Task 1: Project Management. This task involves activities required to manage the study including staff, equipment, and documentation. It also includes the preparation of monthly progress reports, documenting travel and expense receipts, and preparing and submitting invoices. This task also includes bi-weekly progress meetings with Metro COG, the preparation of meeting agendas, and completion of all meeting summaries (i.e. action items agreed to during the meeting), which may be provided in the form of an email following the bi-weekly progress meetings.

Task 2: Public Participation: This study process must be collaborative in nature and be able to educate study participants and not leave anyone behind in the process. It is expected that these be extensive meetings both one-on-one and in a group format to gauge concerns and forge agreement on a path forward. This may include meetings with city leadership, technical staff, and elected officials.

Presentations. The study will involve a minimum of one (1) in-person presentation to both Metro COG's Transportation Technical Committee (TTC) and Policy Board; and one (1) in-person presentation before the Moorhead City Council, the Fargo City Council, and the MAT Coordinating Board, and city leadership (both Fargo and Moorhead, either together or separately). The timing of these presentations will be determined mutually after consultant selection occurs.

Study Review Committee. Development of the MATBUS Transit Authority Study will be guided by a Study Review Committee (SRC), which will provide oversight and input into the development of the corridor study. The consultant should expect a number of SRC meetings with additional smaller working group meetings, which can be coordinated with public involvement and/or stakeholder meetings so as to make efficient use of any travel expenditures, if applicable. 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 recording meeting minutes.

Final Presentations. Metro COG, along with the consultant, will seek final study acceptance from Metro COG's TTC and Policy Board, and may include approval from study partners.

Stakeholder meetings. The consultant should arrange for and conduct interviews of stakeholders who have particular vested interests in the corridor. The consultant will work with the SRC to identify stakeholders with whom coordination should occur. Stakeholder entities may include adjacent landowners, developers, adjacent businesses and the Fargo and West Fargo School District leadership. Metro COG staff will participate with the consultant in many of the stakeholder interviews.

Public Meetings. After completion of draft alternatives for the corridor, two public meetings will be held - one in Fargo and One in Moorhead – to present the implications of additional funding through a mill levy.

Task 3: Transit Financials. The consultant will identify all sources of funding currently utilized to provide transit service. The consultant will then analyze and provide information on how this will change when this region receives TMA designation. This will include:

- Operating and Capital Expenses (current and Future)
- How much additional revenue the City of Moorhead and City of Fargo will need to generate.

- The consultant should include a precedent analysis of other transit agencies have reacted in metro areas that have recently crossed the TMA threshold.
- The consultant should consider growth in the system
 - Senior Ride services
 - In-house vs. third-party operator
 - System expansion

Task 4: Funding Mechanisms – The consultant will work with the SRC to develop a list of funding mechanisms that could be used to generate operating revenue for MATBUS. The consultant should:

- Document all funding sources available to fill the gap (including but not limited to Taxing Authority and Sales Tax), which will include:
 - Funding source elasticity
 - Risk
 - Limitations
 - Mechanisms needed to enact funding
 - area applied
- An analysis should be done to consider what agencies should be involved and the ramifications of agencies not participating.
- Governance Structure
 - The consultant should consider the timing of when such additional funding sources would be necessary and when transition should occur.
 - The consultant should analyze the formal structure of the agency, the body to which MATBUS is attached (if any), and the decision-making body that runs the entity.

Task 5: Implementation. Based on the identified funding source and governance structure selected, the consultant shall provide MATBUS with clear documentation of how to legally enact the plan's recommendations. This should include all necessary agreements, articles of association, legislative actions, and/or ballot referendums needed and training and/or a thorough explanation of how to accomplish it. It should also define each agency's rolls and responsibilities. It should address MATBUS's leadership, facilities, and assets including professional and contractual staff.

Task 7: Report. The consultant will develop a final report that includes an executive summary (the executive summary should include a pamphlet with key information that can be used as talking points) which relays all pertinent information to the public in an easy-to-follow format as well as a full report summarizing the study process, project objective, relevant data collected, written and graphic description of alternatives, identification and comparison of potential impacts, written and graphic description of alternatives that are recommended to be dropped from further consideration, written and graphic description of alternatives that are recommended to move forward into the environmental documentation process at such time as any part of the project moves forward, phasing strategies, and planning level cost estimates. All stakeholder and public comments received should be included in the appendix of the final report.

Task 8: Deliverables. The consultant will be responsible for providing ten (10) bound hard copies and a reproducible original of the study in PDF format. All meeting summaries and technical analyses will be included in the appendix of the study.

VI. Implementation Schedule

1) Consultant Selection.

Advertise for Consultant Proposals	8/22/2018
Deadline for RFP Clarifications/Questions	8/29/2018
Due Date for Proposal Submittals (by 4:30 pm)	9/14/2018
Review Proposals/Identify Finalists	(week of) 9/17/2018
Interview Finalists	(week of) 9/24/2018
Contract Negotiations	(week of) 10/01/2018
Metro COG Policy Board Approval/Consultant Notice	10/18/2018

2) Project Development (Major Milestones).

Notice to Proceed	Upon Contract Execution
Project Start-Up/Mobilization	Immediately Upon Execution
Draft Study Completed	September 2019
Final Documents Completed/Project Closeout	October 2019
Final Invoices Received	November 2019

VII. Evaluation and Selection Process

Selection Committee. Metro COG will establish a selection committee to determine which consultant, by its determination, has the best skills and approach to complete the project. Metro COG will not disclose the membership of the selection committee prior to consultant interviews.

The consultant selection process shall 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 at the October 2018 TTC and Policy Board meetings based on an evaluation of the proposals submitted, the recommendation of the selection committee, and approval by Metro COG's Policy Board.

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 consulting firm or individual that presents the proposal, which, in the sole judgement of Metro COG, best accomplishes the desired results.

This RFP does not commit Metro COG to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for any 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.

VIII. 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 and the City of Moorhead, 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. 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. A timeline for completion of the requested services, including all public involvement

- opportunities and stakeholder meetings, identifying milestones for development of the project and completion of individual tasks.
- b. List of projects of similar size, scope, type, and complexity that the proposed project team has successfully completed in the past.
 - c. List of the proposed principal(s) who will be responsible for the work, proposed project manager and project team members (with resumes).
 - d. A 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 below in Section VIII. General Proposal Requirements
 - e. A 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.
 - f. List of client references for similar projects described within the RFP.
 - g. Required Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE) Firms participation documentation, if applicable.
 - h. Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project.
- 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).

IX. Submittal Information

Hard copies of technical and/or cost proposals should be delivered to the contact below:

Michael Maddox, AICP
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102-4807
maddox@fmmetrocog.org

All proposals received by **4:30 pm on Friday, September 14, 2018** at the Metro COG office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to participate. Respondents must submit six (6) hard copies and one (1) PDF copy of the proposal. The full length of each proposal should not exceed fifteen (15) double-sided pages for a total of thirty (30) pages; including any supporting material, charts or tables.

Metro COG will hold a preproposal meeting on **Wednesday, August 29, 2018 at 10:00 a.m.** in Metro

COG's conference room, where consultants may attend and ask any questions they may have about the intent of the study. Upon request, Metro COG will provide a conference hotline to consultants who cannot be at the meeting in person. No response will be given to verbal or written questions prior to or after this meeting. 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. A summary of the preproposal meeting will be posted on Metro COG's website before proposals are due.

X. 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 Metro COG's website at www.fmmetrocog.org or the NDDOT website at www.dot.nd.gov.

XI. Additional Information

A list of additional reference documents and information may be made available for consultants upon request.

XII. Contractual Information

- 1) Metro COG reserves the right to reject any or all proposals or to award the contract to the next most qualified consulting 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.

XIII. 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, as well as items identified in the scope of work and performance tasks, have been completed to the satisfaction of Metro COG.

XIV. 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.

XV. 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.

XVI. 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.

XVII. 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 these agencies, unless volunteered by a responsible official in those agencies.

XVIII. 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.

XIX. Insurance

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

XX. 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 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 with 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 up 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 – Debarment of Suspension Certification

Background and Applicability: In conjunction with the Office of Management and Budget and other affected federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-255, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for federally required auditing services. 49 CFR 29.220 (b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as “covered transactions.”

Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from prior practice in that certification is still acceptable but is no longer required. 49 CFR 29.300.

Grantees, contractors, and subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

Instructions for Certification: By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

Suspension and Debarment: This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined in 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the recipient. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the recipient, the federal government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this order. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Contractor _____
Signature of Authorized Official _____ Date ____ / ____ / ____
Name & Title of Contractor’s Authorized Official _____

Exhibit C – Certification of Restriction on Lobbying

I, _____ hereby certify on
(Name and Title of Grantee Official)
behalf of _____ that:
(Name of Bidder / Company Name)

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S. Code 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder / Company Name _____

Type or print name _____

Signature of authorized representative _____ Date ____ / ____ / ____

(Title of authorized official)

**Exhibit D – Standard Form 330
 ARCHITECT- ENGINEER QUALIFICATIONS**

PART 1- CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	<i>(Check)</i>				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	SUBCONTRACTOR	TRACTOR			
a.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION (City and State)			
16. EDUCATION (Degree and Specialization)		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and state)	(2) YEAR COMPLETED
	PROFESSIONAL SERVICES CONSTRUCTION (If applicable)
a. (3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and state)	(2) YEAR COMPLETED
	PROFESSIONAL SERVICES CONSTRUCTION (If applicable)
b. (3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and state)	(2) YEAR COMPLETED
	PROFESSIONAL SERVICES CONSTRUCTION (If applicable)
c. (3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and state)	(2) YEAR COMPLETED
	PROFESSIONAL SERVICES CONSTRUCTION (If applicable)
d. (3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and state)	(2) YEAR COMPLETED
	PROFESSIONAL SERVICES CONSTRUCTION (If applicable)
e. (3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm	

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL <i>(From Section E, Block 12)</i>	27. ROLE IN THIS CONTRACT <i>(From Section E, Block 13)</i>	28. EXAMPLE PROJECTS LISTED IN SECTION F <i>(Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)</i>												
		1	2	3	4	5	6	7	8	9	10			

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE



To: Transportation Technical Committee
From: Adam Altenburg, AICP
Date: September 7, 2018
Re: **Horace Comprehensive and Transportation Plan RFP**

The Fargo Moorhead Metropolitan Council of Governments and the City of Horace have developed a RFP to request technical proposals from consultants for an update of the 2007 Horace Comprehensive Plan.

The purpose of this RFP is to receive competitive proposals from qualified, multi-disciplinary consultant teams with expertise in land use planning, transportation, community development, urban design, economic development, and community outreach and engagement to complete a new Comprehensive and Transportation Plan for Horace, North Dakota. This plan shall be completed in accordance with accepted planning, design, and engineering practices and pertinent sections of Chapter 40-48 of the North Dakota Century Code.

This planning effort will focus on two primary components: an innovative comprehensive plan reflective of the changing dynamics of the city; and a detailed citywide transportation plan incorporating a flexible policy framework for addressing vehicular and multi-modal transportation system improvements.

The updated Comprehensive and Transportation Plan is envisioned as both a physical plan and policy guide for city staff and decision makers regarding future land uses and development in Horace over the next 25 years. The plan will also incorporate a refreshed vision for Horace and gauge the direction that citizens and other stakeholders within the community envision the city moving towards.

The project will be funded in part with federal transportation planning funds and has a not-to-exceed budget of \$150,000. A proposed cost split would have the City of Horace providing \$70,000 (46.7% of total project costs) with the remaining \$80,000 (53.3%) coming from federal Consolidated Planning Grant (CPG) funds. This cost split is based in part on the scope of work tasks which are eligible or ineligible for federal transportation planning funds. The NDDOT is in the process of reviewing the draft RFP, and will make a final determination of federal participation.

Requested Action: Recommend Policy Board approval of the Horace Comprehensive and Transportation Plan RFP pending final review by NDDOT and the City of Horace.

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2018-010

***HORACE COMPREHENSIVE
& TRANSPORTATION PLAN***

SEPTEMBER 20, 2018

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:

Horace Comprehensive and Transportation Plan

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. The consultant will submit with their response to this RFP a **sealed cost proposal**. 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 **\$150,000 dollars**.

Interested firms may request a hard copy of this RFP by telephoning 701.232.3242, 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, October 19, 2018** at Metro COG's office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to participate. Respondents must submit six (6) hard copies and one (1) PDF copy of the proposal. The full length of each proposal should not exceed twenty (20) double-sided pages for a total of forty (40) pages; including any supporting material, charts, or tables.

Hard copies of technical and/or cost proposals should be delivered to the contact below:

Adam Altenburg, AICP
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102
altenburg@fmmetrocog.org
701-232-3242 ext. 34

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, Executive Secretary at 701.232.3242 or email at leach@fmmetrocog.org.

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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

The purpose of this RFP is to receive competitive proposals from qualified, multi-disciplinary consultant teams with expertise in land use planning, transportation, community development, urban design, economic development, and community outreach and engagement to complete a new Comprehensive and Transportation Plan for Horace, North Dakota. This plan shall be completed in accordance with accepted planning, design, and engineering practices and pertinent sections of Chapter 40-48 of the North Dakota Century Code.

This planning effort will focus on two primary components: an innovative comprehensive plan reflective of the changing dynamics of the city; and a detailed citywide transportation plan incorporating a flexible policy framework for addressing vehicular and multi-modal transportation system improvements.

The updated Comprehensive and Transportation Plan is envisioned as both a physical plan and policy guide for city staff and decision makers regarding future land uses and development in Horace over the next 25 years. The plan will also incorporate a refreshed vision for Horace and gauge the direction that citizens and other stakeholders within the community envision the city moving towards.

III. Background Information

Community Profile. The City of Horace is a rapidly growing community with a population of over 2,700 residents located in the southwest corner of the greater Fargo-Moorhead metropolitan area. The city encompasses approximately 11.13 square miles and an additional 13.85 square miles are within the city's extraterritorial (ET) planning area providing zoning and platting jurisdiction.

While Horace has roots dating to the 1880's and was incorporated in the 1940's, the city has experienced a dramatic increase in population over the past 30 years, transitioning from a rural agricultural service center of around 660 in 1990, to a modern suburban community that is currently experiencing growth of over 40 dwelling units per year. In late September 2018, residents in Horace and the West Fargo School District will vote on a bond referendum that, if

passed, will result in construction of a middle school and high school along the south side of 76th Avenue S in Horace. This is likely to accelerate the desire/demand for growth in Horace and will be an important component of the Comprehensive and Transportation Plan.

Many of the city's homes and neighborhoods are located amongst mature, wooded enclaves along the Sheyenne River. Approximately 91 percent of the city's housing stock has been built since 1970, comprised of many upscale single-family homes on sizeable lots of one or more acres.

In part because of its scenic nature and the availability of large, rural lot developments, Horace has the highest household income of any city in the state. The median household income in Horace is \$86,070, which is \$32,330 higher than the median household income for of the State of North Dakota as a whole. At 38.3 percent, the percentage of adults in Horace with a bachelor's degree or higher is over 10 percentage points higher than the statewide rate of 27.2 percent. Horace also has a high rate of home ownership, with 96.5 percent of dwelling units owned by their occupants.

Horace is connected to the metropolitan area via two principal corridors: County Road 17 and County Road 14 (100th Avenue S). Both corridors are primarily two-lane rural highway cross sections and each are maintained by Cass County. From 2010 to 2015, both roadways have seen a marked rise in reported traffic volumes, with average annual daily traffic (AADT) on County Road 17 increasing over 18 percent (4,985 to 5,910 AADT), and increasing nearly 36 percent on 100th Avenue S (865 to 1,175 AADT).

Horace Elementary School serves over 250 students in grades K-5. Horace Elementary School is part of the West Fargo School District and represented by the West Fargo School Board. As noted above, the district is currently looking to build a new 800-student middle school and 1,000-student high school in the city, with a special election on a \$106.9 million bond referendum set for September 25, 2018. The schools are needed by 2020. By 2025, the school district anticipates expanding the capacities of the schools to 1,600 for the middle school and 2,000 for the high school.

Unlike portions of the Fargo-Moorhead metropolitan area along the Red River, Horace is protected by permanent flood protection in the form of a diversion channel that diverts the waters of the Sheyenne River. Since 1992, the Sheyenne Diversion has stood against record floods levels in 1997 and 2009. The availability of flood protection has contributed to city's desirability and marketability for new home construction, as Horace is one of the few areas that is well-protected in the southwest metropolitan area.

Until recently, one of the limiting factors to Horace's growth potential was the city's ability to process wastewater. Horace's treatment system through its city lagoons had been at capacity since 2015, with a number of additional homes serviced by individual onsite septic systems. This issue was resolved with a wastewater agreement between Horace and the City of Fargo in 2017. Part of the agreement allowed for a sewer line connection from Horace to a new lift station in the Deer Creek neighborhood in Fargo, with capacity for 1,400 dwelling units.

The proposed Fargo-Moorhead Area Diversion will affect Horace's growth area primarily south of County Road 14. The complete project plan includes construction of an inlet structure and a 1,500

foot-wide earthen channel through the incorporated limits of the city as part of a 36-mile floodway through eastern Cass County. The project is currently subject to a temporary injunction in federal court, though equipment mobilization and pre-construction investigations had begun on an inlet and control structure in mid-2017.

Current Plan. Originally adopted in 2007, the current comprehensive plan for the City of Horace focuses on the following sections or topic areas:

1. Growth and Development Pattern
2. Land Use
3. Public Services and Facilities
4. Streets and Highways
5. Business and Industry
6. City Beautification
7. Fringe Area Development
8. Housing

This plan initially served as a general guide for making decisions, spending funds, and assessing programs and services in an informed and consistent manner. But with no major reviews or revisions to the plan in recent years, the need has arisen to comprehensively update goals, objectives, and policies as part of an up-to-date, proactive Comprehensive and Transportation Plan. This plan will place a greater emphasis on transportation, economic development, and land use strategies that encourage variety and balance in future developments while supporting the city's vision for growth.

IV. Project Objective

The objective of this project is the preparation of a new Comprehensive and Transportation Plan for Horace, North Dakota which will document a vision for the city's future and provide strategic guidance relative to future growth decisions. The plan will include goals and guidelines that are tangible and achievable during a 25 year planning horizon. The plan, incorporating the most recent census data, city and regional trends, development challenges and issues, and best planning practices, should create an overall blueprint for Horace and recognize and appropriately plan for the city's physical, social, and economic assets.

The city intends for the Comprehensive and Transportation Plan to be a living, accessible, and engaging document that will help guide long term policy decisions and be directive to specific transportation and development issues when relevant. The aim for this project is to garner long term support and commitment of residents, stakeholders, the Planning and Zoning Committee, and the City Council for realizing the goals and vision of the Comprehensive and Transportation Plan.

V. 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 comprehensive and transportation plan but also has the ability to provide pro-activeness, vision, innovation, collaboration, and sustainability in examining and proposing new goals, objectives, and policies.

Outlined below is the scope of work that will guide development of the Comprehensive and Transportation Plan for the City of Horace. 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 project. At a minimum, the consultant will be expected to establish detailed analyses, recommendations, and/or deliverables for the following tasks:

Task 1: Project Management and Coordination. The consultant will be required to manage the project and coordination with any subconsultants, as well as all project activities including meetings with the project's study review committee (SRC), the preparation of meeting agendas, and the taking and reporting of meeting minutes. The consultant will identify a project lead from their team to act as the direct point of contact for the project manager and city staff. At a minimum, these coordination activities will include:

- Biweekly updates with the consultant project manager, the Metro COG project manager, and City of Horace staff; and
- Meetings with the SRC every four to six weeks.

This task also includes the preparation of monthly progress reports, documenting travel and expense receipts, and preparing and submitting invoices. When submitting progress reports, the consultant will be expected to outline the following subjects:

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

Task 2: Project Structure/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 November 2019. 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 project.

Task 3: Innovative Community Engagement. In compliance with Metro COG's adopted Public Participation Plan (PPP), the consultant will develop and implement an extensive community engagement program that seeks to gain input from community members of all ages and backgrounds. Broad-based community engagement is considered critical to the success of this plan. This will include the SRC comprised of city staff, community leaders, and Metro COG, as well as participatory events with the public.

It is anticipated that online community engagement software/tools will likely be utilized in order to provide a robust and well-rounded community engagement program. The consultant will facilitate all community engagement activities. It is expected that at least three large community workshops or public meetings will be conducted, as well as smaller outreach events (i.e. pop-up events) unless the consultant's program details an acceptable alternative engagement program. At minimum, the community engagement program should address the following:

- Identification of stakeholders;
- Engagement strategies and activities, tied back to reaching all identified stakeholder groups, including those difficult to reach;
- Timeline for community engagement activities and desired type of community feedback at project checkpoints or milestones;
- Communication methods for sharing information with city residents; and
- Strategy for effective and consistent messaging across platforms and messengers.

The SRC will provide oversight and input into the development of the plan. Metro COG will assist with coordinating and scheduling SRC meetings. The consultant will be expected to work closely with Metro COG on the development of agendas and the coordination and distribution of materials to the SRC as applicable to consultant work tasks. The SRC is tentatively scheduled to be comprised of members from the following:

- Horace City Council
- Horace Planning and Zoning Committee
- City of Horace Staff
- Horace Park Board
- West Fargo School District/West Fargo School Board
- Cass County Staff
- FM Area Diversion Board of Authority
- Stanley and/or Warren Township
- Metro COG

It is imperative to consider the public and keep them informed of the planning activities and outcomes using strategies that include use of the internet and social media. Maintaining a project website or providing information to the City of Horace and Metro COG for posting on their websites will be required.

Task 4: Plan Document. The final document must be visually appealing, easy for the public to understand, and clearly communicate the city's plans and goals. The plan 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 city is seeking a plan that:

- Is clearly organized and communicates a clear message both graphically and with accompanying text;
- Is easy to read and understand;
- Has clear goals, objectives, policies, and recommended implementation strategies;
- Includes forward-thinking practices to reach the city's desired outcomes; and

- Is adaptable and easy to update as the city evolves after plan adoption.

The following is an outline of the specific sections or topic areas to be included in the Comprehensive and Transportation Plan update:

Executive Summary. It is envisioned that the executive summary will be a standalone document distributed more widely to the public. The summary should be concise and highly graphic, highlighting the community's vision and incorporating all major recommendations of the plan, including brief summaries relating to existing conditions, community engagement, plan development, and implementation strategies.

Community Profile. The plan will include an assessment of relevant existing conditions in Horace relating to land use, population and demographics, housing, employment and economic development conditions, recreation, health and wellness, and natural and cultural resources. The consultant should detail how leading demographic and socioeconomic indicators have changed over past years and how the city's performance relates to other communities in the greater Fargo-Moorhead metropolitan area. The consultant should also provide documentation of natural and manmade features that influence growth and development, such as drainage infrastructure, elevation (i.e. floodplain), riverbank stability, and soil conditions, to name a few.

Vision. The plan will include a vision statement based on discussions with the SRC, areas of consensus from community engagement, and a comprehensive analysis of existing community assets and opportunities in the city. The visioning process should be a consensus-building technique that brings the community together to recognize their shared values and purposes and helps create a sense of ownership in the plan document. The final vision statement should reflect a consensus on core values, character, status, and functions of the community over the next 25 years, as well as serve to guide development of goals, objectives, policies, and other sections of the plan.

Housing and Population. The plan will provide an analysis of Horace's housing needs in relation to future demographics and predicted population growth rates for the city and the region. The consultant should pay special attention to strategies that will help Horace provide an adequate housing supply to meet existing and forecasted demand, as well as provide for any current unmet housing needs. A review of existing housing conditions and demand for new housing units that meet the needs of diverse income and age groups within the city and the metropolitan area should be included as part of this section. The needs identified in the housing element should correlate strongly to the future land use plan and any plan strategies needed to meet the housing needs and goals such as zoning ordinance updates.

Land Use. The plan will include an assessment of the city's existing land use patterns, identifying any existing issues such as incompatible land uses and developed areas that may be in transition either now or in the future due to changing conditions.

Since land use planning is relatively new to the community, it will be important to incorporate activities that build stakeholder understanding and general consensus about the intent and vision tied to different land use categories (i.e. land uses and densities intended for different land use categories). Stakeholders may also benefit from knowing how their vision and their definitions compare with that of neighboring communities.

Based on initial community visions, the existing conditions analysis, and other identified factors, it is envisioned that the consultant will develop at least two alternative land use and growth scenarios for review and discussion purposes. These scenarios should be accompanied by summaries that highlight the benefits and opportunity costs (trade-offs) of each scenario for review and consideration by the SRC and the public during community engagement activities. Ultimately, the draft and final land use plan is expected to consist of a blend of the initial alternatives. The results of the community outreach program will be captured in the final plan document and land use map.

Priority growth areas and phasing of growth is an important element of future land use planning to help guide the city's future extension of infrastructure. Acreages of different land uses should be correlated with different amounts of residential and non-residential growth, to help the city gauge the likely acreage consumption at different levels of growth (i.e. at different levels of household and population growth).

If zoning ordinance changes are needed in order to achieve the community's vision for future growth, these changes should be identified and described as implementation strategies.

Small Area Master Plans – During the planning process, the city wishes to identify up to three "small" areas or sites (i.e. approximately 40 acres or less) for which small area plans will be developed to communicate a more specific master planned vision for what the community envisions in these areas. These small area plans can apply to only those locations, or can also serve as prototypes for other areas in the city. The intent is that the master plans will provide greater detail about the form and appearance of development than that provided by the land use plan.

Transportation. The plan will include a new citywide transportation plan that provides transportation alternatives along with a long-range vision for the City of Horace's transportation system. This vision will be aimed at improving mobility, mitigating traffic congestion, improving safety for pedestrians, bicyclists and vehicular traffic, enhancements of important roadway corridors (including County Road 17 and 100th Avenue S), maintenance needs, and future integration and connections with neighboring communities.

The consultant should integrate essential information from various regional plans and studies to develop a highly visual and descriptive comprehensive transportation plan. The consultant should incorporate both a high level capacity analysis to ensure that proposed transportation improvements are representative to Horace's needs, as well as specific detailed analyses for certain transportation enhancements for specific areas of the city.

The transportation plan should be prepared in a manner that allows for the city to incorporate future transportation updates as needed.

The consultant should provide an inventory and thorough needs assessment of the current transportation network including existing conditions, traffic statistics, roadway capacity ratings, connectivity needs, and safety issues. The consultant should address practical recommendations for alternative modes of transportation including bicycle and pedestrian improvements and potential future transit needs (correlating the potential for future transit service to future land use). The plan should also take into consideration Horace's transportation needs in relation to regional and state transportation plans and determine appropriate system connectivity within the city and neighboring communities, including close coordination with Metro COG's planned 76th Avenue Corridor Study. Additionally, the plan should include a review of trucking and freight movements (including rail freight) within the city, right-of-way protection needs, and city access management standards.

The citywide transportation plan should describe the city's current transportation funding methods, suggest funding methods for securing sufficient revenues and develop a financial plan to cover costs of implementing future transportation improvements. Given that the city's population is likely to reach the 5,000 threshold within a relatively short period of time, the funding implications of that growth threshold need to be documented.

Parks and Recreation. This plan component will tie strongly to the future land use plan. The plan will document existing park and recreational facilities and identify areas that are suitable for park and recreational land use. Based on public input, the plan will document the public's desire for greenspace preservation and recreational facilities. Future recreation opportunities along the Sheyenne River, the Sheyenne Diversion, Drain 27 (along the eastern edge of the city), and the Fargo-Moorhead Area Diversion should also be considered.

City Facilities and Services. The plan will provide documentation of Horace's existing city facilities and determine level of service for existing and planned city facilities and services. This should include, at minimum, an inventory and analysis of the city's water supply and treatment, sewage system and wastewater treatment, storm water, public safety, and other city services.

Community Character and Design. The plan will include community character and design themes that address the city's uniqueness and have the potential to establish a sense of place for residents. The consultant broadly identify design guidelines and recommendations that can assist the city in planning for future neighborhoods and streetscapes that are attractive and context sensitive. These themes may be correlated with the Small Area Master Plans. The consultant should also provide urban design strategies for strengthening Horace's downtown corridor, as well as potential neighborhood centers and future mixed use developments. Gateways and corridors that

serve as entrances to the city should also be examined for ideas that project a distinct and positive image for residents and visitors to the city.

Economic Development. The plan will include a snapshot of Horace's economic base, jobs and workforce projections, a review of the city's role in the regional economy, and recommendations for economic development based on the city's community assets. The consultant should address ways to balance residential growth with commercial and industrial development, as well as other value-added economic activities to Horace. The consultant should identify economic development strategies based a review of existing city planning efforts and programs. The plan should also examine and document the relationship between economic development opportunities and the future land use plan and transportation plan.

Natural Resources and Floodplain Management. The plan will provide an inventory of existing natural resources and identity areas for future protection within Horace. This should include strategies or practices that pertain to environmental protection and quality of life. The future land use and transportation plans will need to be reflective of updated floodplain information and relevant information related to storm water retention. Flood protection methods as outlined in the Fargo-Moorhead Area Diversion Project should be documented and reflected in the plan.

Implementation Strategy. The implementation strategy will include specific actions or strategies that are tied to the new or revised goals, objectives, or policies that will help attain the city's vision. The strategies should identify short-term, mid-term, and/or long-term recommendations that are clear, concise, and relevant. This includes any activities, initiatives, programs, ordinances, or administrative systems to be put in place to implement the plan. The strategy should clearly outline and identify the appropriate entities responsible for each recommended strategy or action along with possible funding sources. The implementation strategy should also include methods for measuring success or benchmarks for each action item. The consultant should include the following information for each listed strategy:

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

Additional Topics. Additional themes or topics may be identified during community engagement activities or throughout the development of the plan. These topic areas may be included at the recommendation of the Metro COG, the City of Horace, and the SRC as appropriate.

Task 5: Deliverables. The consultant will prepare an administrative draft of the Comprehensive and Transportation Plan for review and comment by the SRC. This draft is to be provided as an

electronic PDF to study review committee members. Comments received from the SRC will be incorporated in the final draft of the plan for public review. The consultant will consider and incorporate the comments received on the draft Comprehensive and Transportation Plan into the final plan, as appropriate, and present it to the SRC, Metro COG Transportation Technical Committee (TTC), Metro COG Policy Board, Horace Planning and Zoning Committee, and the Horace City Council.

The consultant is expected to provide the City of Horace with plan products including GIS shape files used to create maps and a high resolution document PDF format for printing.

Because of certain requirements associated with the use of federal transportation funds, the consultant will be asked to allocate a minimum of 55 percent of the project budget to the following task items:

- Task 1 – Project Management and Coordination
- Task 2 – Project Structure/Work Plan
- Task 3 – Innovative Community Engagement
- Task 4 – Plan Document
 - Land Use
 - Transportation
- Task 5 - Deliverables

If the consultant wishes to modify or include additional tasks deemed necessary to successfully complete the plan, this must be agreed to by Metro COG and the City of Horace prior to issuing the notice to proceed.

VI. Implementation Schedule

1) Consultant Selection.

Advertise for Consultant Proposals	9/20/2018
Deadline for RFP Clarifications/Questions	10/1/2018
Due Date for Proposal Submittals (by 4:30 p.m.)	10/19/2018
Review Proposals/Identify Finalists	(week of) 10/22/2018
Interview Finalists	(week of) 10/29/2018
Metro COG Policy Board Approval/Consultant Notice	11/15/2018
Contract Negotiations	(week of) 11/19/2018

2) Project Development (Major Milestones).

Notice to Proceed	(week of) 11/19/2018
Project Start-Up/Mobilization	(week of) 11/26/2018
Draft Plan Completed	September 2019
Final Documents Completed/Project Closeout	November 2019
Final Invoices Received	December 2019

VII. Evaluation and Selection Process

Selection Committee. Metro COG has established a selection committee to select a consultant. The selection committee will consist of representatives from the City of Horace, the Horace City Council, the Horace Planning Commission, and Metro COG.

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 November 21, 2018 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.

VIII. 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 and the City of Horace, 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. 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. A timeline for completion of the requested services, including all public participation opportunities 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. A 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 below in Section X. General RFP Requirements.
 - f. A 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.
 - i. Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project.
- 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).

IX. 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
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102-4807
altenburg@fmmetrocog.org

All proposals received by **4:30 p.m. on Friday, October 19, 2018** at the Metro COG office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to participate. Respondents must submit six (6) hard copies and one (1) PDF copy of the proposal. The full length of each proposal should not exceed twenty (20) double sided pages for a total of forty (40) 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 October 1, 2018. 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 along with responses will be forwarded to applicants and posted on Metro COG's website on or after October 2, 2018.

X. 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.

XI. Additional Information

The following materials should be reviewed by the consultant to provide background information on previous city and regional planning efforts:

- 1) [Horace Comprehensive Plan \(September, 2007\)](#)
- 2) [Southwest Metro Transportation Plan](#)
- 3) [Metro 2040 – 2014 Long Range Transportation Plan](#)
- 4) [Cass County Comprehensive and Transportation Plan](#)
- 5) [52nd Avenue Cooperative Planning and Environmental Report, Phase 1](#)
- 6) [Sheyenne Street Corridor Study](#)
- 7) [Metropolitan Bicycle and Pedestrian Plan](#)
- 8) [Sheyenne Diversion, Sheyenne Street Bicycle and Pedestrian Study](#)
- 9) [FM Area Diversion Acquisition and Mitigation Plan v.2 \(Draft\)](#)

XII. 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. 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.

XVIII. Conflict of Interest

No consultant, subcontractor, or member of any firm proposed to be employed in the preparation of this proposal shall not 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.

XIX. Insurance

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

XX. 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.

DRAFT

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 with 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 up 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 – Debarment of Suspension Certification

Background and Applicability: In conjunction with the Office of Management and Budget and other affected federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-255, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for federally required auditing services. 49 CFR 29.220 (b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as “covered transactions.”

Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from prior practice in that certification is still acceptable but is no longer required. 49 CFR 29.300.

Grantees, contractors, and subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

Instructions for Certification: By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

Suspension and Debarment: This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined in 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the recipient. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the recipient, the federal government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this order. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Contractor _____
Signature of Authorized Official _____ Date ____ / ____ / ____
Name & Title of Contractor’s Authorized Official _____

Exhibit C – Certification of Restriction on Lobbying

I, _____ hereby certify on
(Name and Title of Grantee Official)
behalf of _____ that:
(Name of Bidder / Company Name)

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S. Code 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder / Company Name _____

Type or print name _____

Signature of authorized representative _____ Date ___ / ___ / ___

(Title of authorized official)

Exhibit D – Standard Form 330

DRAFT

ARCHITECT-ENGINEER QUALIFICATIONS

OMB Control Number: 9000-0157
Expiration Date: 12/31/2020

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0157. We estimate that it will take 29 hours (25 hours for part 1 and 4 hours for Part 2) to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)"). Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for this Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in this contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to this Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number. Self-explanatory.

24. Brief Description of Project and Relevance to this Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with this Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in this Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electrical Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. Unique Entity Identifier. Insert the unique entity identifier issued by the entity designated at SAM. See FAR part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated unique entity identifier. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (*Function Codes*)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (*Profile Codes*)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
B01	Barracks; Dormitories	E13	Environmental Testing and Analysis
B02	Bridges	F01	Fallout Shelters; Blast-Resistant Design
C01	Cartography	F02	Field Houses; Gyms; Stadiums
C02	Cemeteries (<i>Planning & Relocation</i>)	F03	Fire Protection
C03	Charting: Nautical and Aeronautical	F04	Fisheries; Fish ladders
C04	Chemical Processing & Storage	F05	Forensic Engineering
C05	Child Care/Development Facilities	F06	Forestry & Forest products
C06	Churches; Chapels	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C07	Coastal Engineering	G02	Gas Systems (Propane; Natural, Etc.)
C08	Codes; Standards; Ordinances	G03	Geodetic Surveying: Ground and Air-borne
C09	Cold Storage; Refrigeration and Fast Freeze	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C10	Commercial Building (<i>low rise</i>) ; Shopping Centers	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C11	Community Facilities	G06	Graphic Design
C12	Communications Systems; TV; Microwave	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C13	Computer Facilities; Computer Service	H02	Hazardous Materials Handling and Storage
C14	Conservation and Resource Management	H03	Hazardous, Toxic, Radioactive Waste Remediation
C15	Construction Management	H04	Heating; Ventilating; Air Conditioning
C16	Construction Surveying	H05	Health Systems Planning
C17	Corrosion Control; Cathodic Protection; Electrolysis	H06	Highrise; Air-Rights-Type Buildings
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H07	Highways; Streets; Airfield Paving; Parking Lots
C19	Cryogenic Facilities	H08	Historical Preservation
D01	Dams (<i>Concrete; Arch</i>)	H09	Hospital & Medical Facilities
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H10	Hotels; Motels
D03	Desalinization (<i>Process & Facilities</i>)	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D04	Design-Build - Preparation of Requests for Proposals	H12	Hydraulics & Pneumatics
D05	Digital Elevation and Terrain Model Development	H13	Hydrographic Surveying
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

List of Experience Categories (*Profile Codes continued*)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio & Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems & Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (Parks, Marinas, Etc.)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (Buildings; Structures; Facilities)
L05	Lighting (Interior; Display; Theater, Etc.)	R07	Remote Sensing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
N01	Naval Architecture; Off-Shore Platforms	S05	Soils & Geologic Studies; Foundations
N02	Navigation Structures; Locks	S06	Solar Energy Utilization
N03	Nuclear Facilities; Nuclear Shielding	S07	Solid Wastes; Incineration; Landfill
O01	Office Buildings; Industrial Parks	S08	Special Environments; Clean Rooms, Etc.
O02	Oceanographic Engineering	S09	Structural Design; Special Structures
O03	Ordnance; Munitions; Special Weapons	S10	Surveying; Platting; Mapping; Flood Plain Studies
P01	Petroleum Exploration; Refining	S11	Sustainable Design
P02	Petroleum and Fuel (Storage and Distribution)	S12	Swimming Pools
P03	Photogrammetry	S13	Storm Water Handling & Facilities
P04	Pipelines (Cross-Country - Liquid & Gas)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P05	Planning (Community, Regional, Areawide and State)	T02	Testing & Inspection Services
P06	Planning (Site, Installation, and Project)	T03	Traffic & Transportation Engineering
P07	Plumbing & Piping Design	T04	Topographic Surveying and Mapping
P08	Prisons & Correctional Facilities	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
		T06	Tunnels & Subways

List of Experience Categories (*Profile Codes continued*)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION <i>(Degree and Specialization)</i>	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>
--	---

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>
		(3) ROLE

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE



To: Transportation Technical Committee
From: Dan Farnsworth
Date: September 7, 2018
Re: **2018 Bicycle & Pedestrian Count Report**

In 2013, Metro COG began a new process of manually counting bicycle and pedestrian traffic in the area. Since then Metro COG has been manually counting bicycle & pedestrian traffic at 16 consistent locations throughout the FM area. These manual counts are collected one to two days a year in September (depending on location).

In addition, Metro COG deployed six (now five) automated bicycle/pedestrian counters in 2014. These counters have been collecting data 24 hours a day, 365 days a year since being deployed.

With all the data recorded, Metro COG saw fit to producing a report showing the results of both the manual and automated bicycle & pedestrian counts. **Attached** is the report which includes the data from 2013 – 2017. This report will be displayed on Metro COG's website. In addition, raw data can be requested by the public or jurisdictions at any time by contacting Dan Farnsworth (Transportation Planner) at 701-232-3242 ex 35 or farnsworth@fmmetrocog.org.

2018 Bicycle and Pedestrian Count Report

Counts located in: West Fargo, Fargo, Moorhead, Dilworth
Data from 2013—2017



Prepared by:

The Fargo-Moorhead Metropolitan Council of Governments



September, 2018

2018 Bicycle and Pedestrian Count Report

Report background

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is the designated metropolitan planning organization for the Fargo-Moorhead metro area. A major responsibility of Metro COG's efforts is transportation planning which includes planning for bicycle and pedestrian facilities. Understanding the demand for bicycle and pedestrian facilities allows local member units of government and Metro COG to plan for future bicycle and pedestrian use in the area. This report details both manual and automated counts taken since 2013 and 2014 respectively.

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Automated Counts
2014—2017

Automated Counts

A total of five automated counters are placed at various locations in the Fargo-Moorhead Area. These counters count passer-byers 7 days a week, 24 hours a day, 365 days a year. It is important to note that these counters are not capable of differentiating between bicyclists and pedestrians. In addition, if two or more people are walking/biking side-by-side, the counter might register this group as one individual. Therefore, actual counts might be slightly higher than recorded. Nevertheless these counters provide a constant source of data able to show trends throughout the year and within each day.

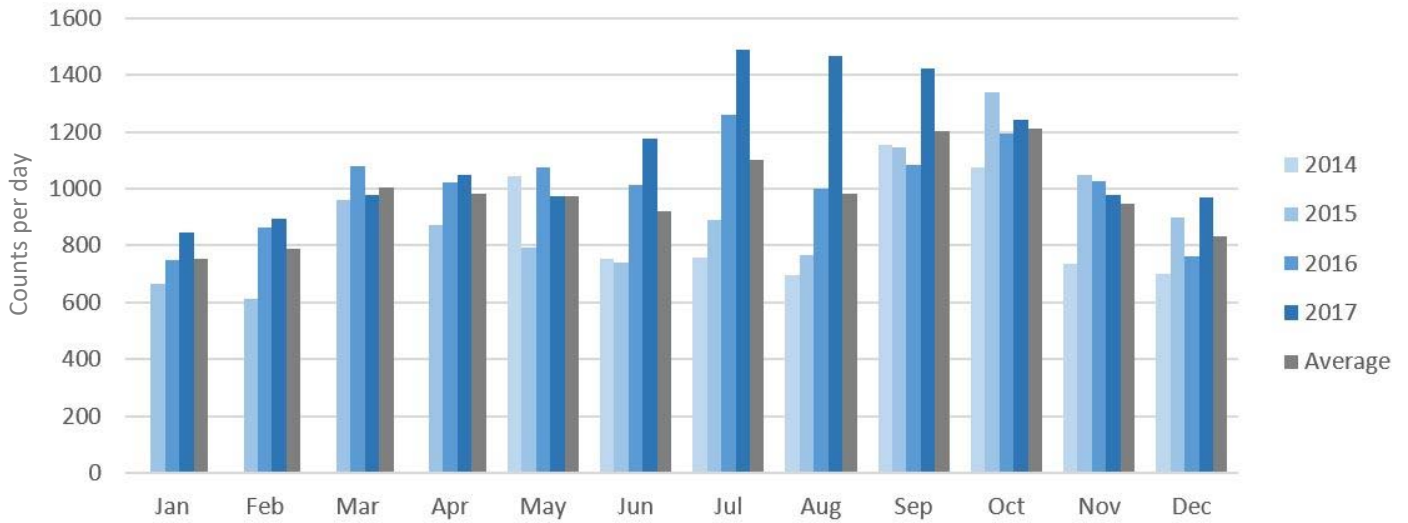
Below is a description of the counter locations.

- Broadway west sidewalk just south of 2nd Ave N, Downtown Fargo
- Eagle Run Neighborhood Trail between Rendezvous Park and 9th St W, West Fargo
- Lindenwood Park / Gooseberry Park bicycle & pedestrian bridge, Fargo/Moorhead
- Milwaukee Trail between 35th Ave S and 37th Ave S, Fargo
- Oak Grove Park / Memorial Park bicycle & pedestrian bridge, Fargo/Moorhead

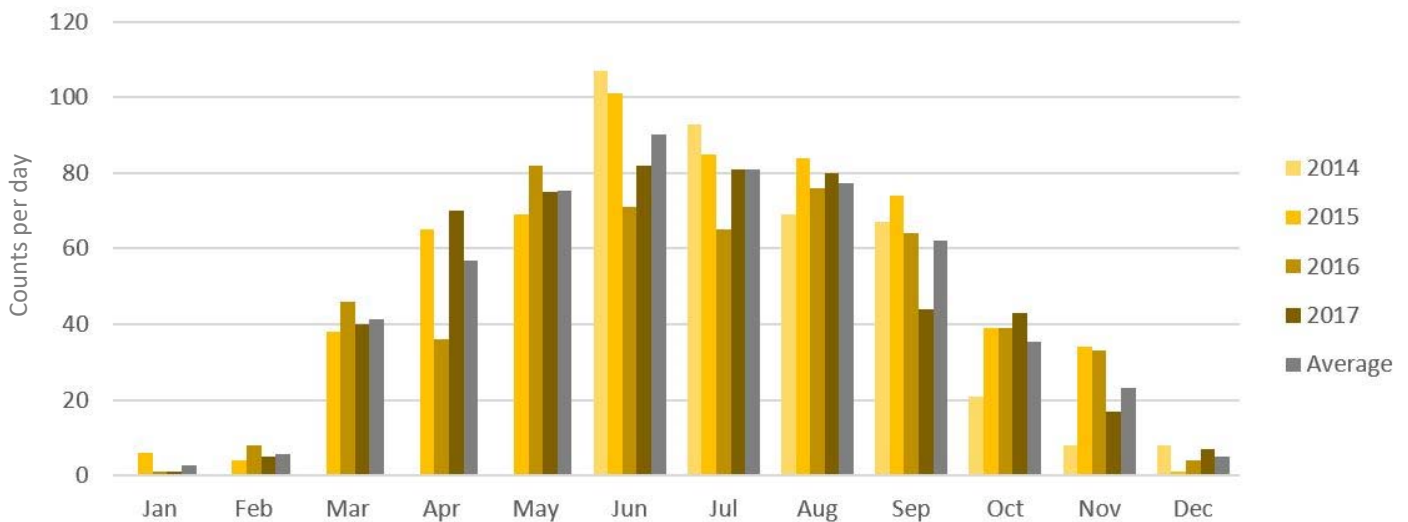
The following pages show the monthly count data per counter along with an overall comparison of counts per location annually.

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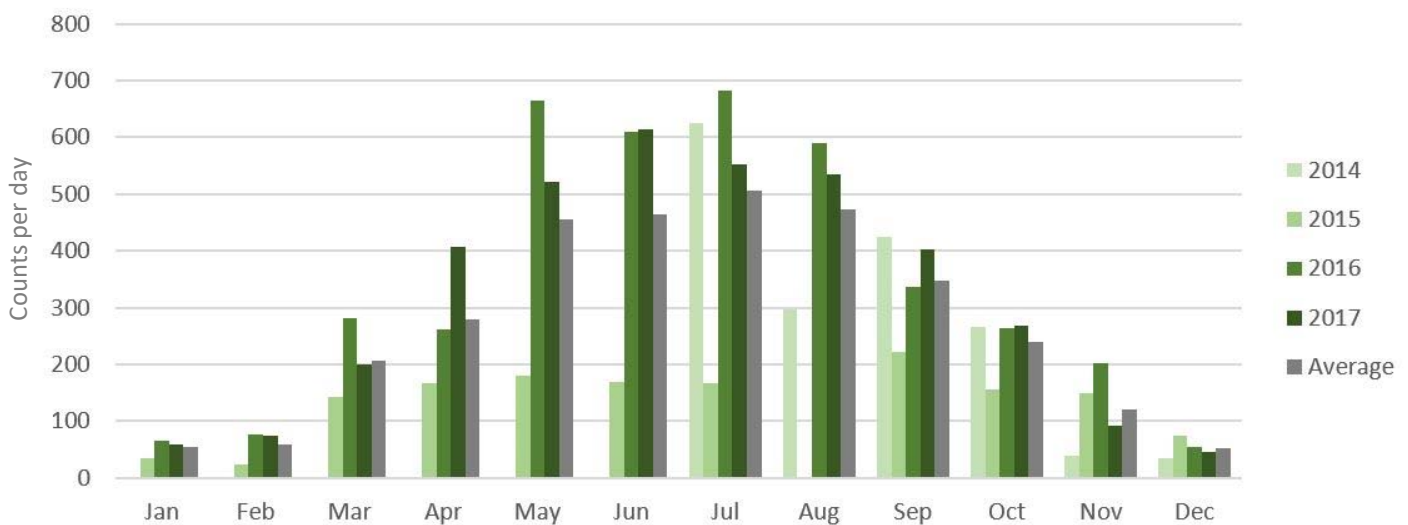
Broadway Sidewalk - Just S. of 2nd Ave N



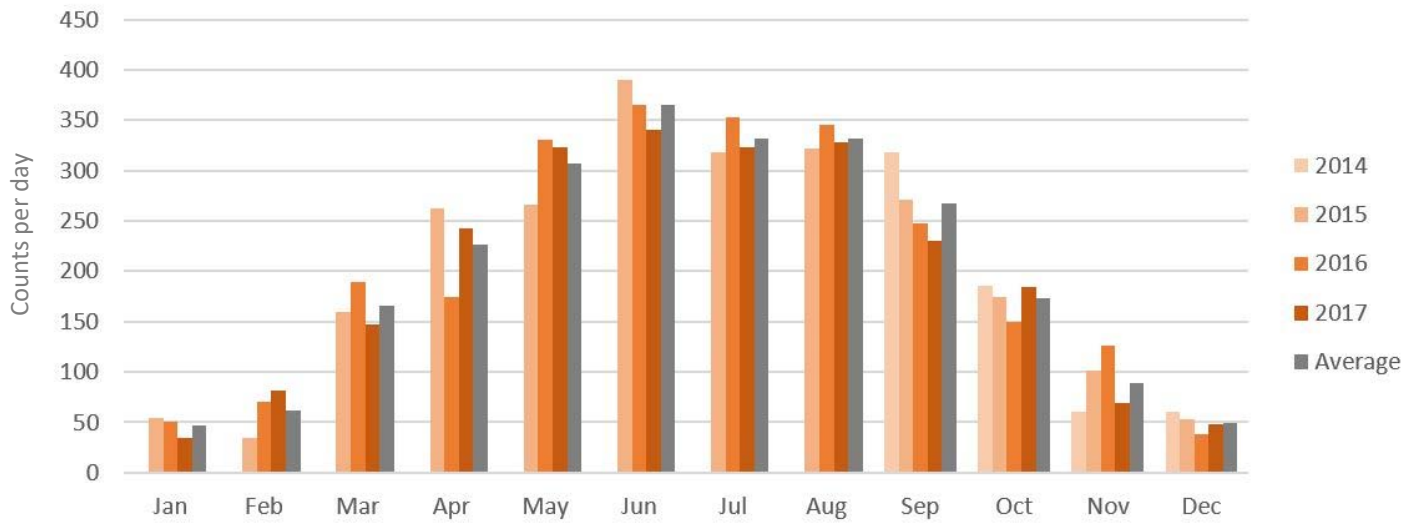
Eagle Run Trail



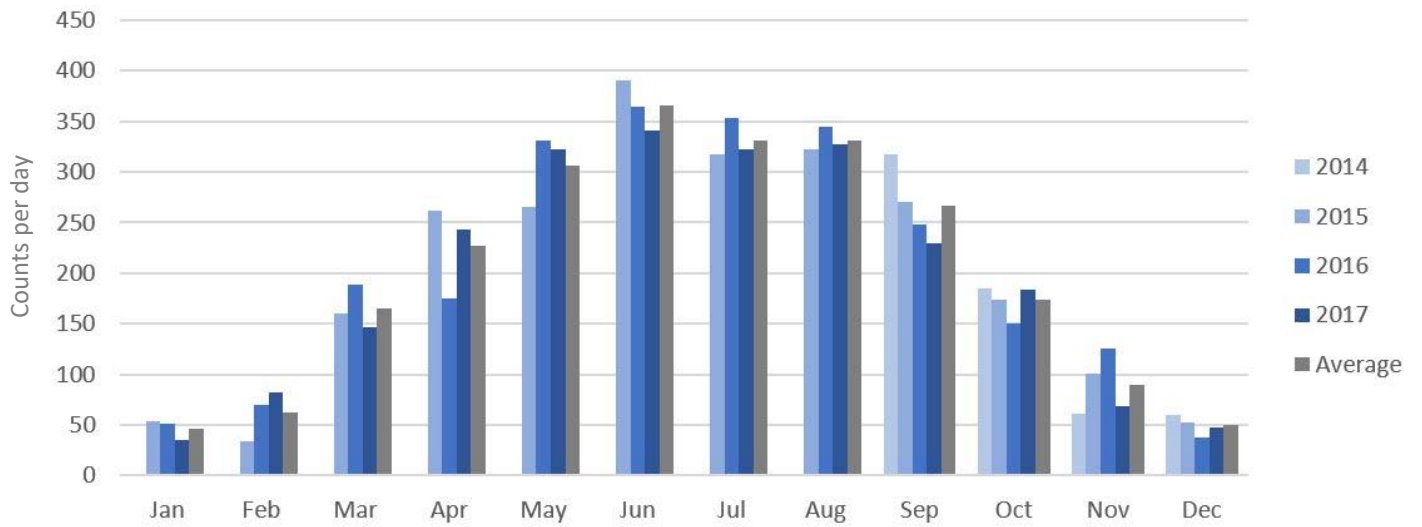
Lindenwood/Gooseberry Park Bridge



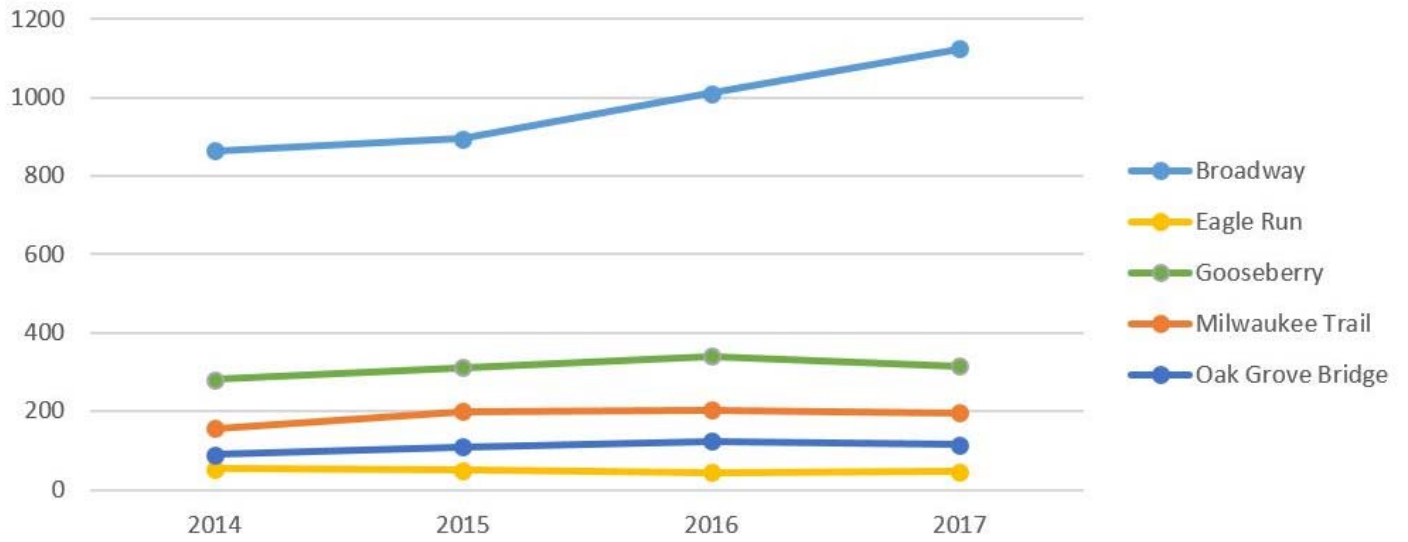
Milwaukee Trail



Oak Grove/Memorial Park Bridge



Average Annual Daily Counts



Average Annual Daily Counts					
	2014	2015	2016	2017	Change/year*
Broadway	865	894	1011	1124	9%
Eagle Run Trail	53	50	44	45	-3%
Gooseberry Bridge	281	311	341	315	0%
Milwaukee Trail	156	200	203	196	-1%
Oak Grove Bridge	90	109	123	115	2%

*Change/year is between years 2015 and 2017 since data is only available for partial year in 2014

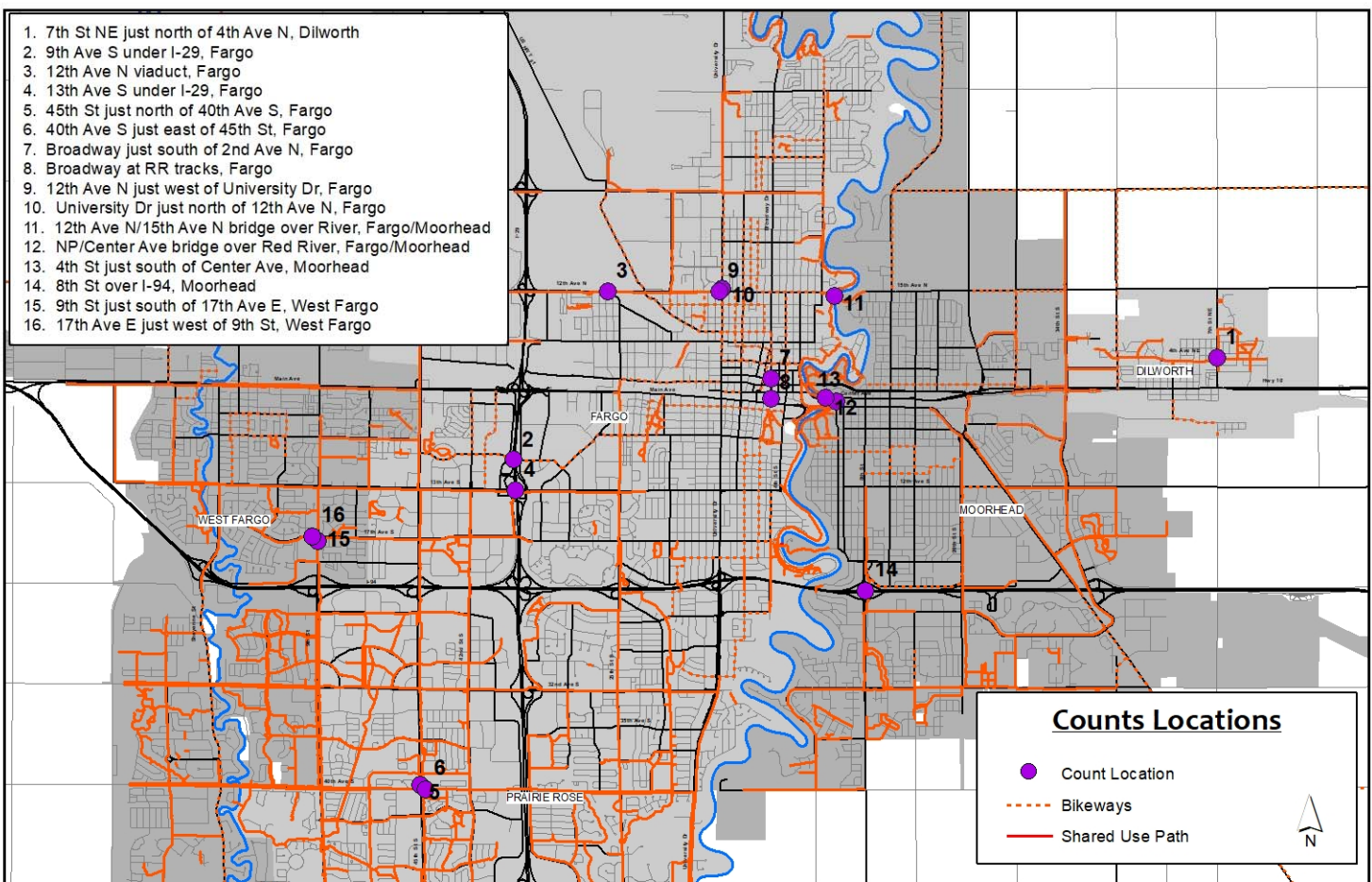
Manual Counts
2013—2017

Manual Counts

Manual counts are conducted once a year for a four-hour period (locations near NDSU campus are counted for a five-hour period) on a typical weekday in September. Some locations are counted for two typical weekdays to increase accuracy. The counts are taken at 16 locations in the Fargo-Moorhead Metro Area. These counts differentiate between pedestrians, bicyclists on the path/sidewalk, and bicyclists on the street where applicable. Poor weather conditions are avoided in order to provide a consistent count platform. However, variations in weather do occur which likely have some affect of the number of bicyclists and pedestrian from year to year.

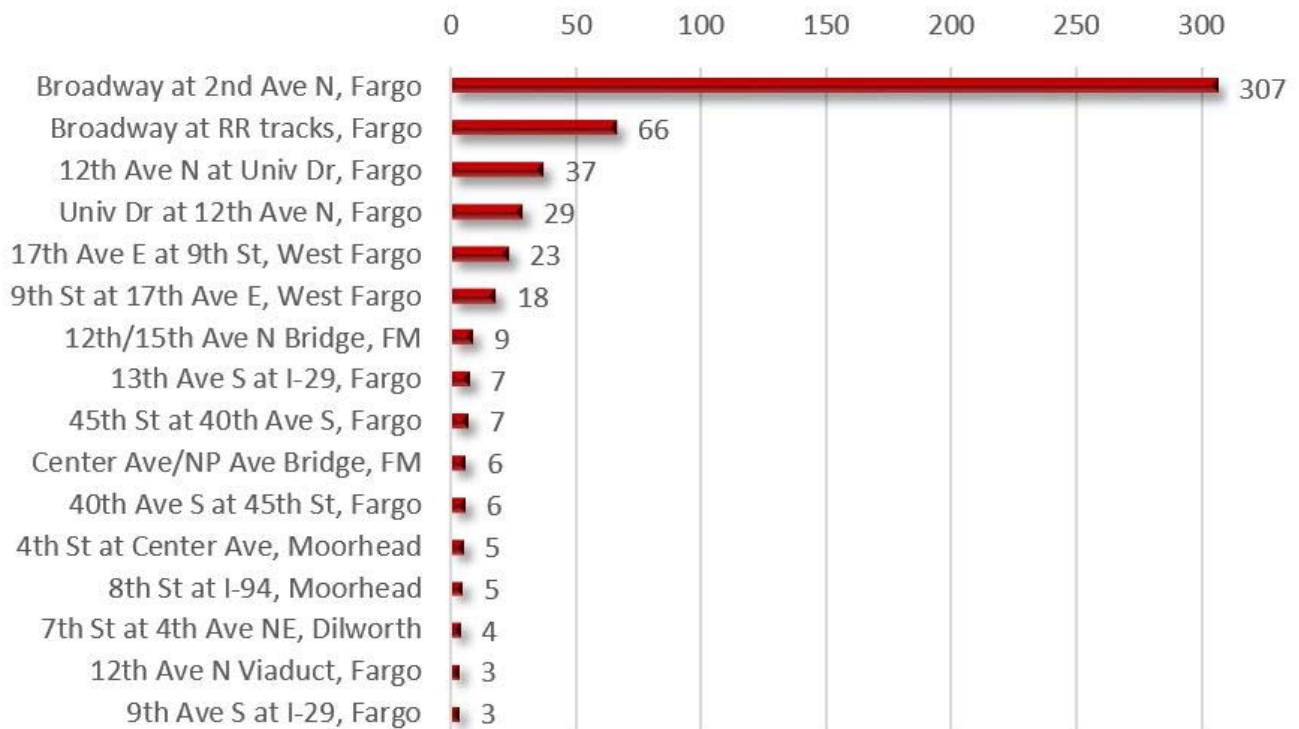
This count data includes the years 2013—2017 however several locations may not include all years due to previous counting mythology, construction, or equipment failure. Below is a map showing the location of each manual count:

Manual Count Locations



The following pages contain the manual bicycle and pedestrian counts and show the average of all years gathered (2013—2017).

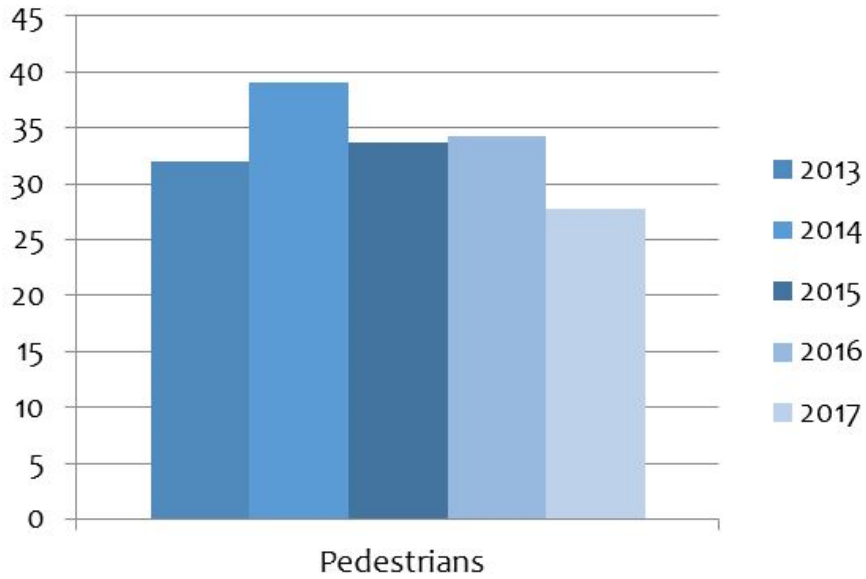
Pedestrians per hour (2013 - 2017)



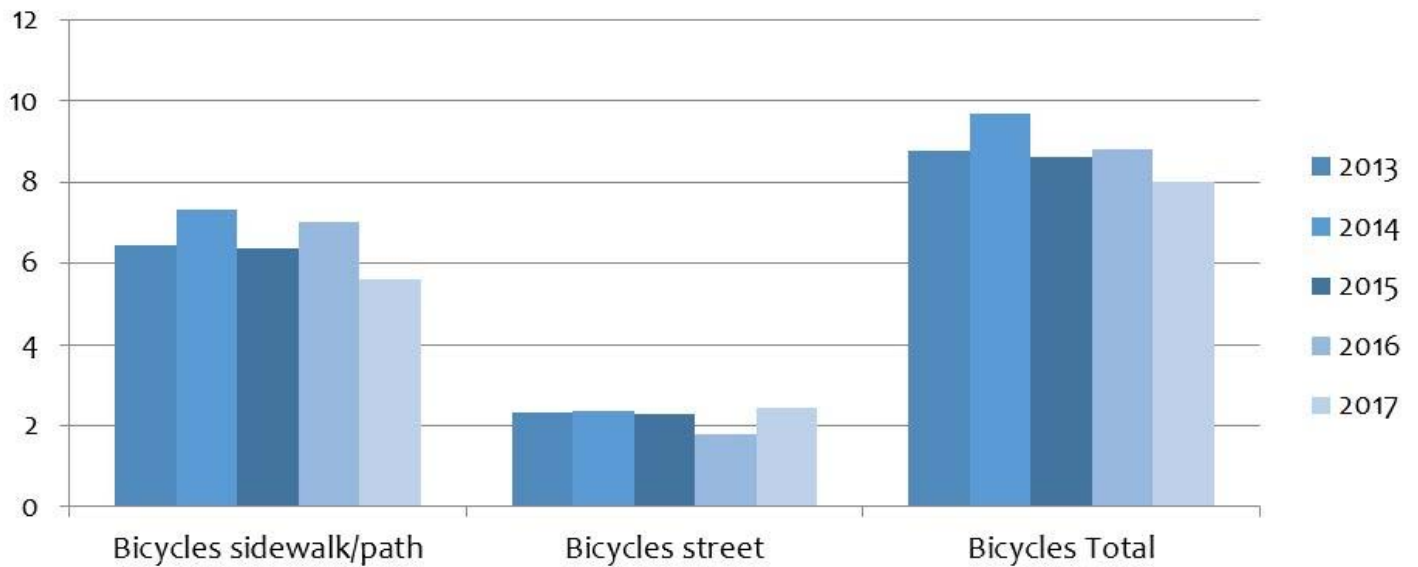
Bicycles per hour (2013 - 2017)



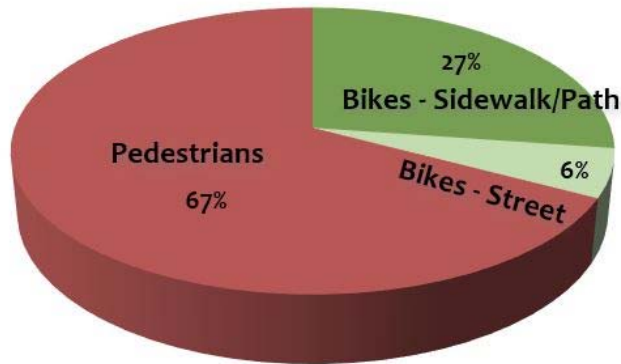
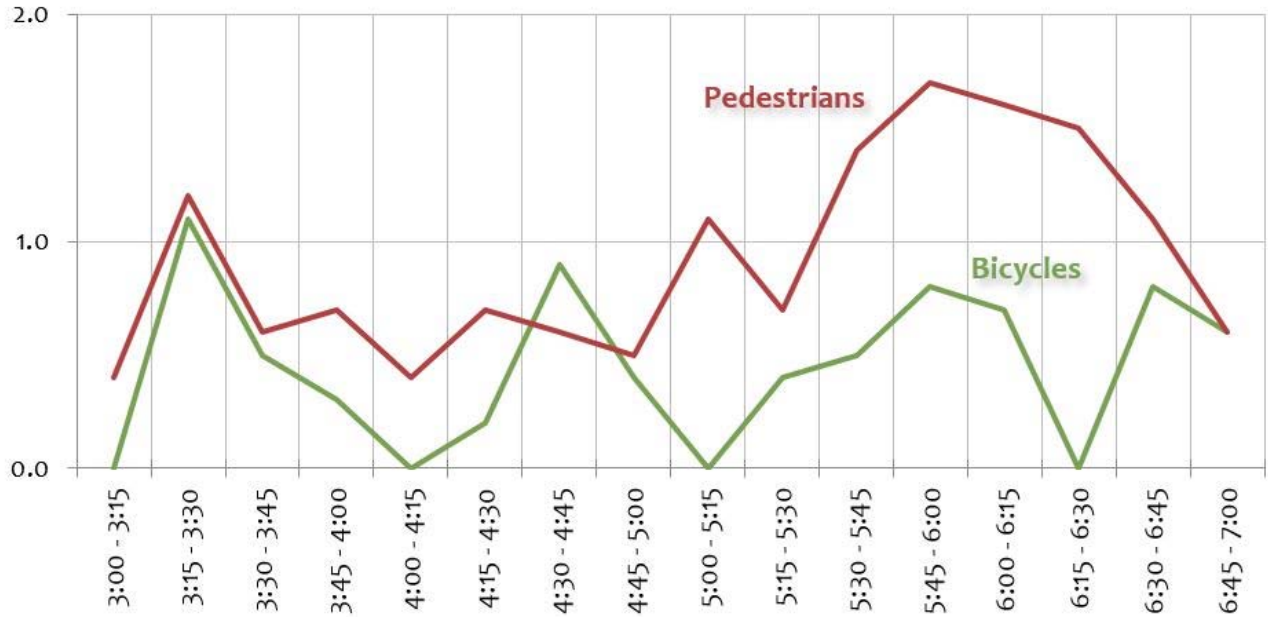
Pedestrian counts per hour by year (all locations)



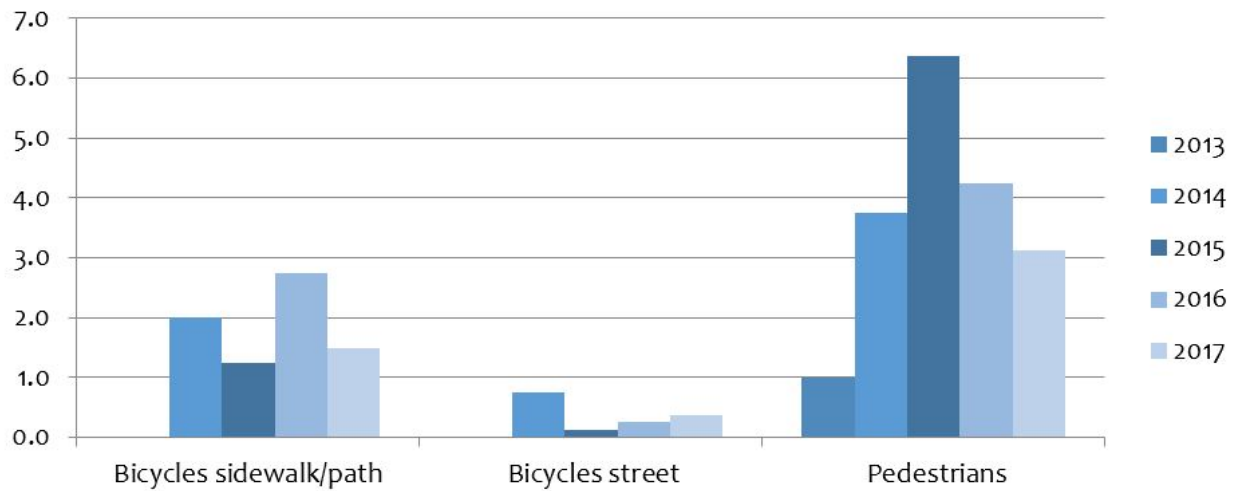
Bicycle counts per hour by year (all locations)



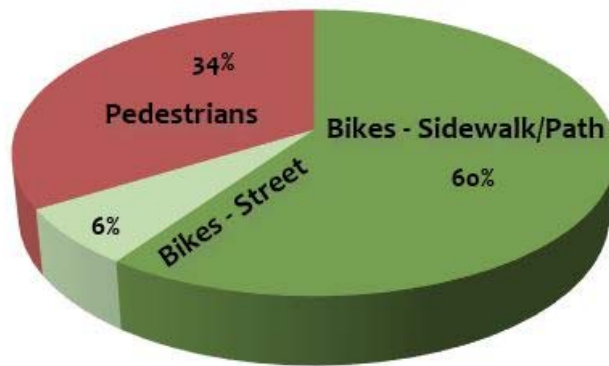
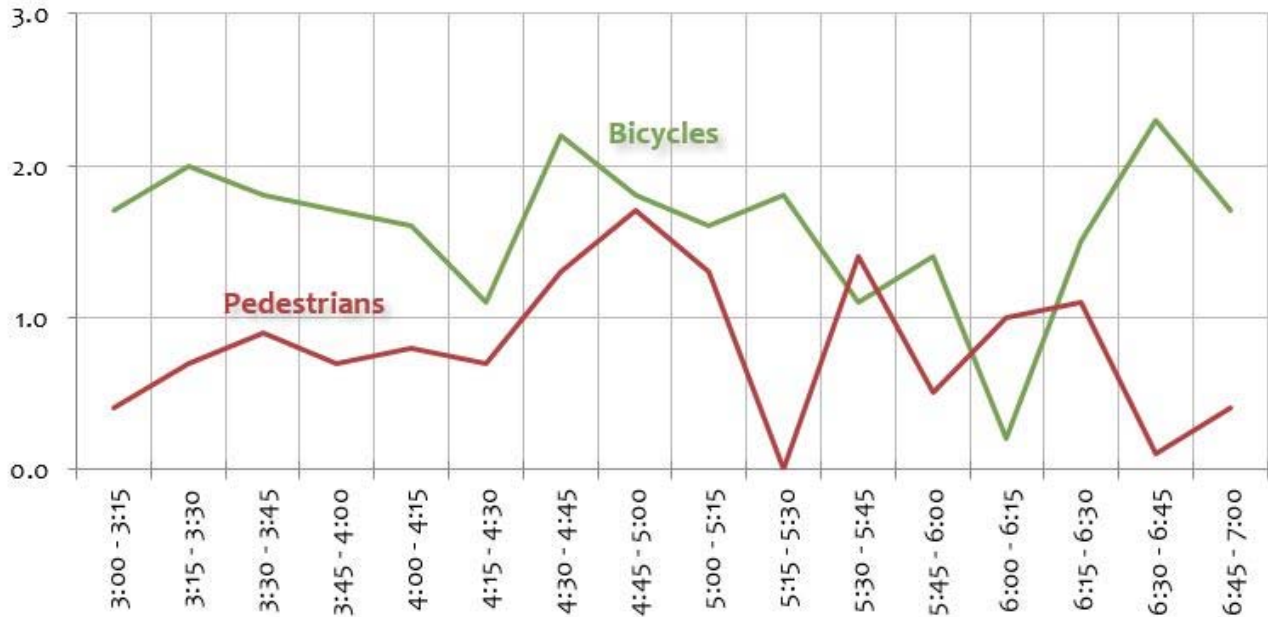
Dilworth—7th St NE just north of 4th Ave NE



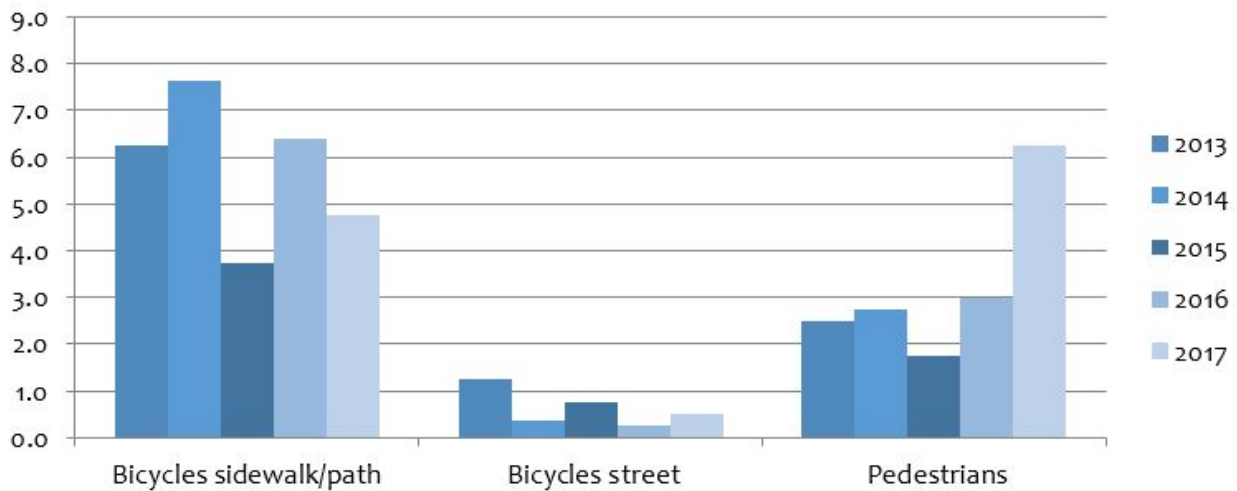
Counts per hours



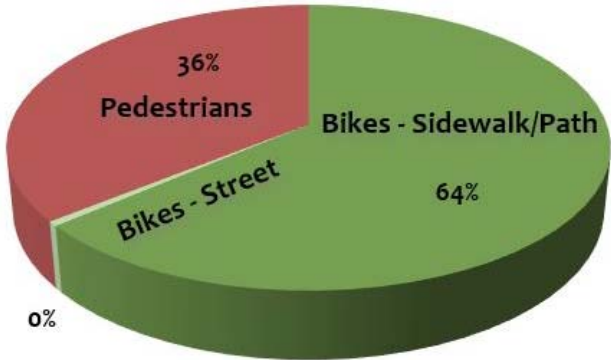
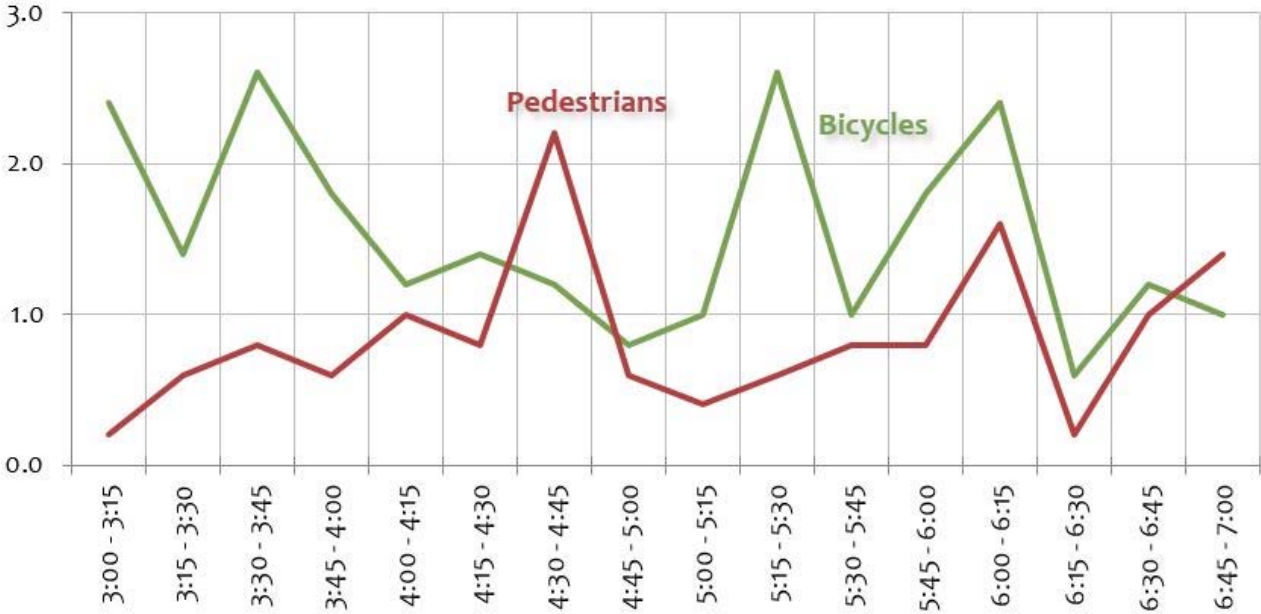
Fargo—9th Ave S under I-29



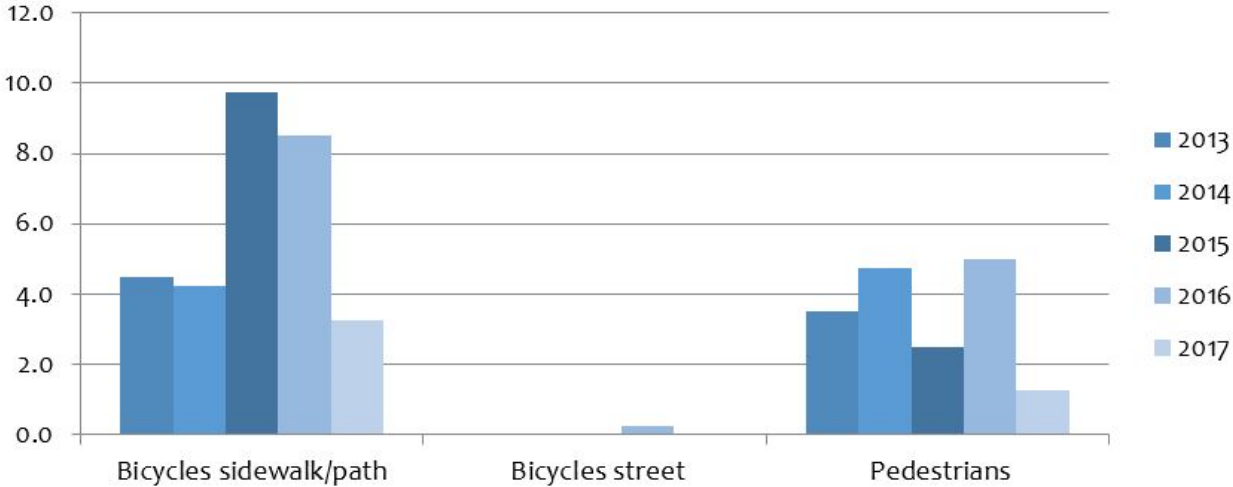
Counts per hours



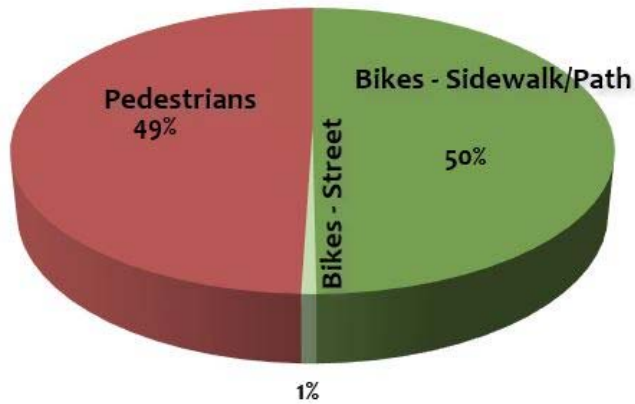
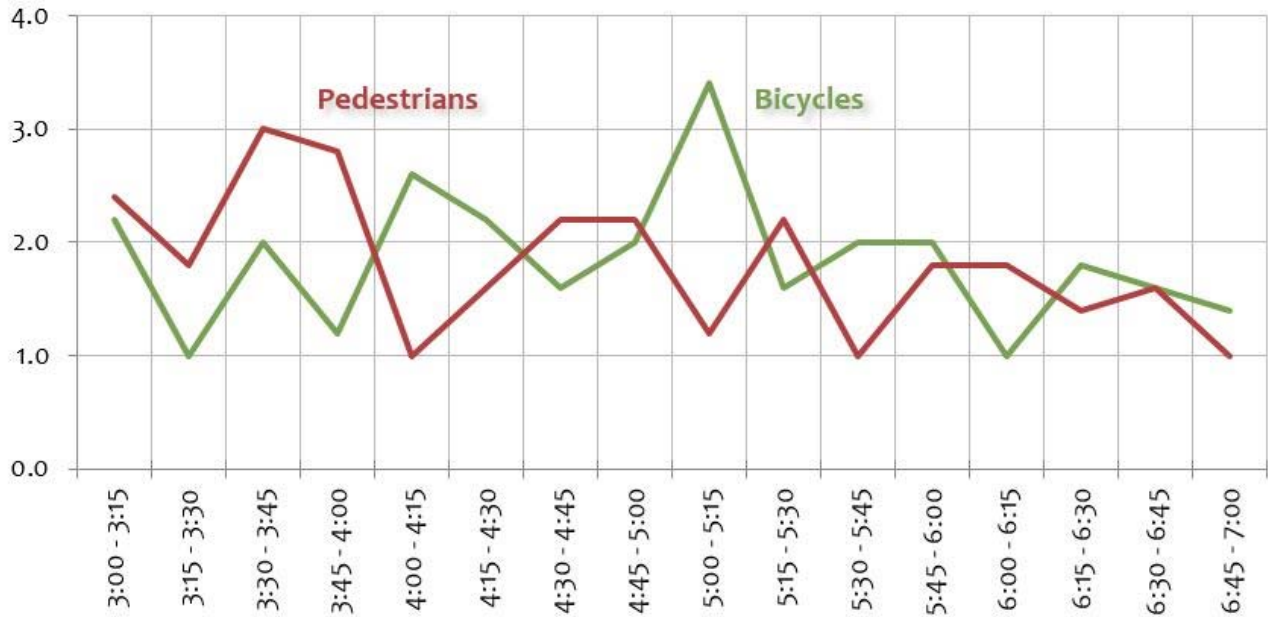
Fargo—12th Ave N viaduct (between 19th St & 29th St)



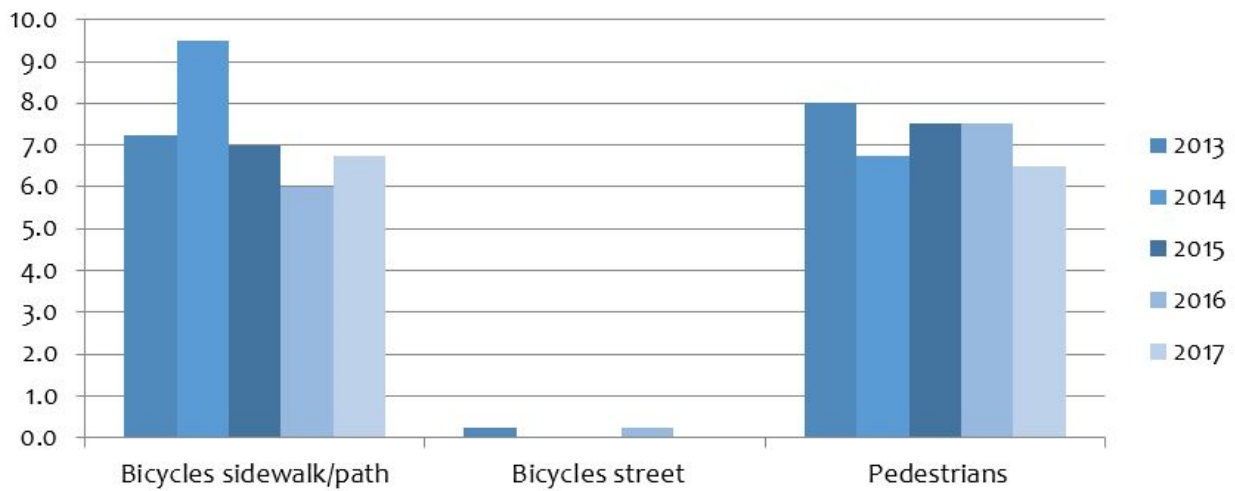
Counts per hours



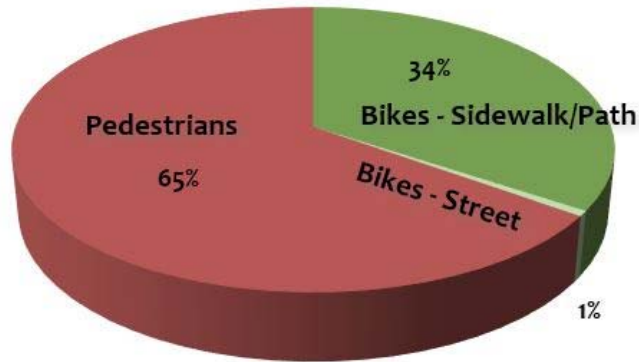
Fargo—13th Ave S under I-29



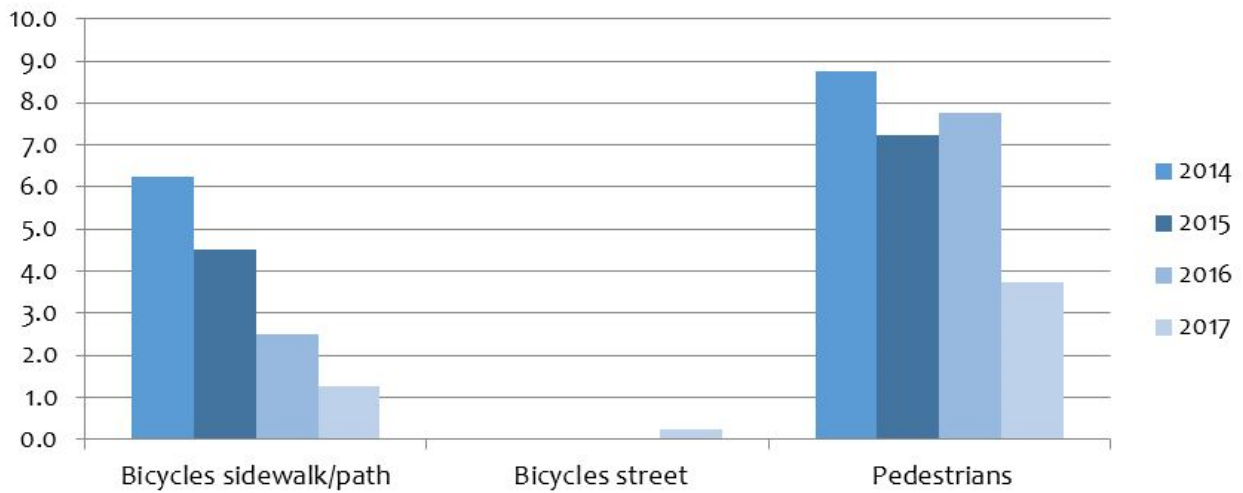
Counts per hours



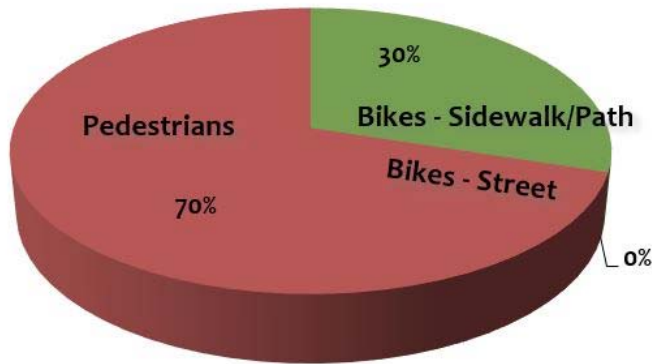
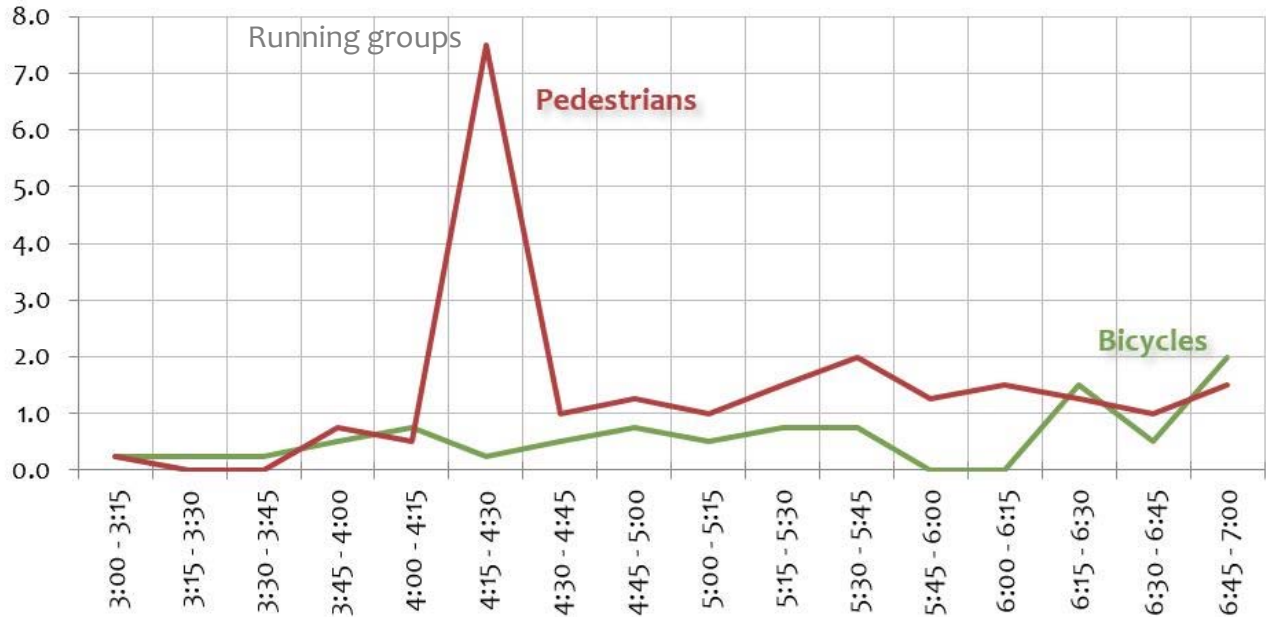
Fargo—45th St just north of 40th Ave S



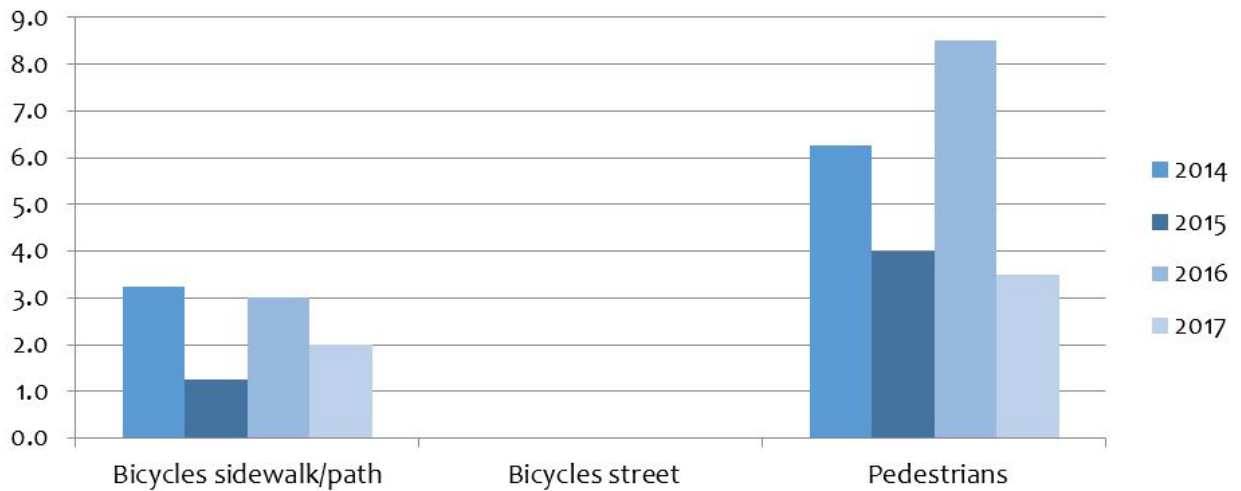
Counts per hours



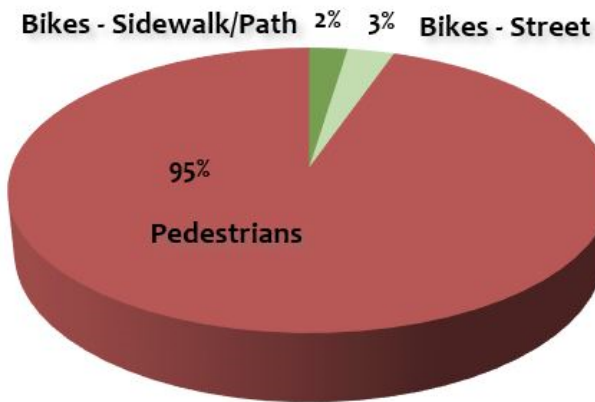
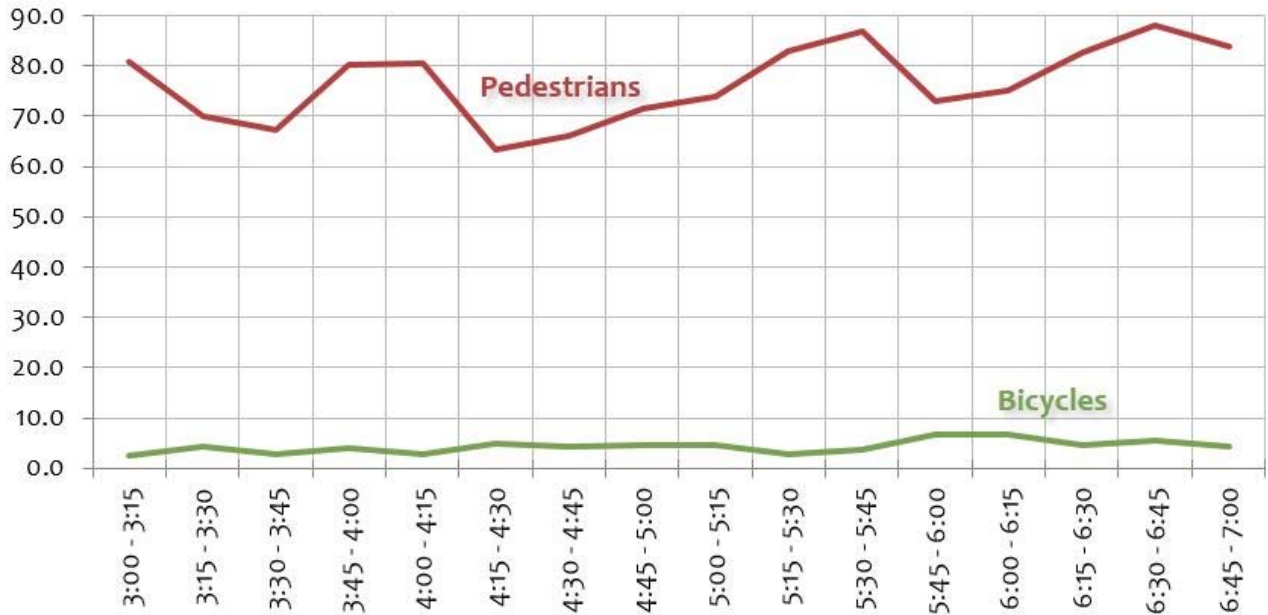
Fargo—40th Ave S just east of 45th St



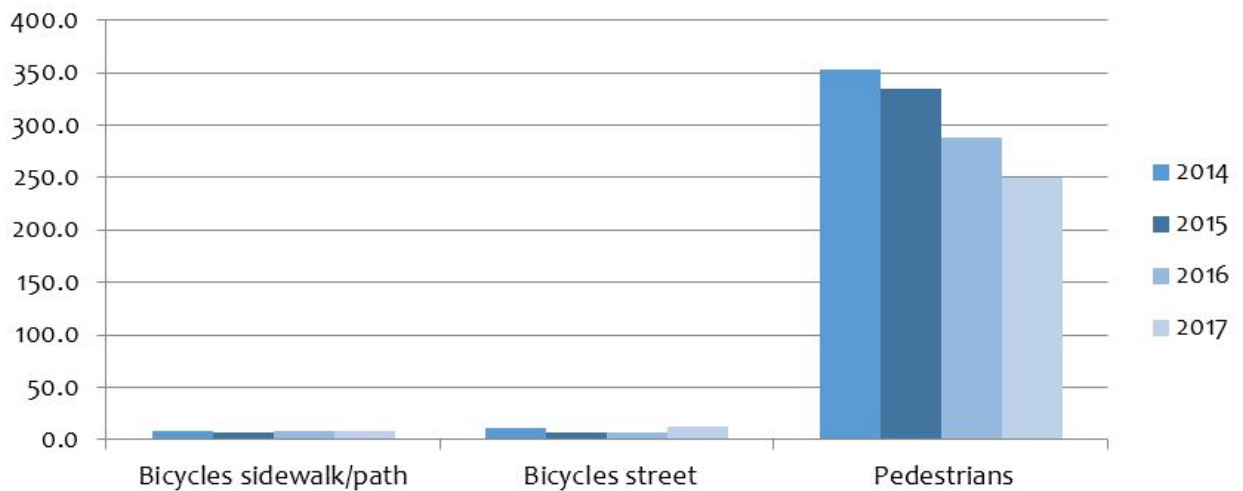
Counts per hours



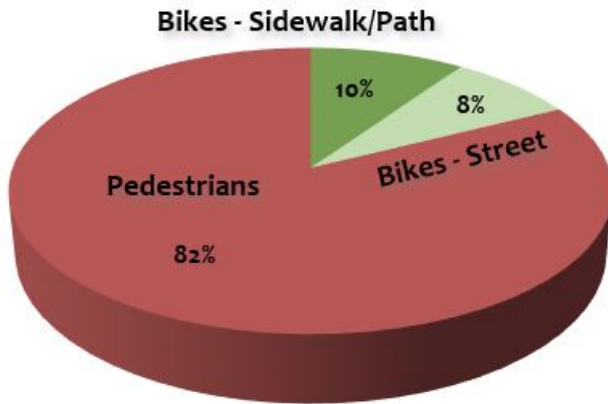
Fargo—Broadway just south of 2nd Ave N



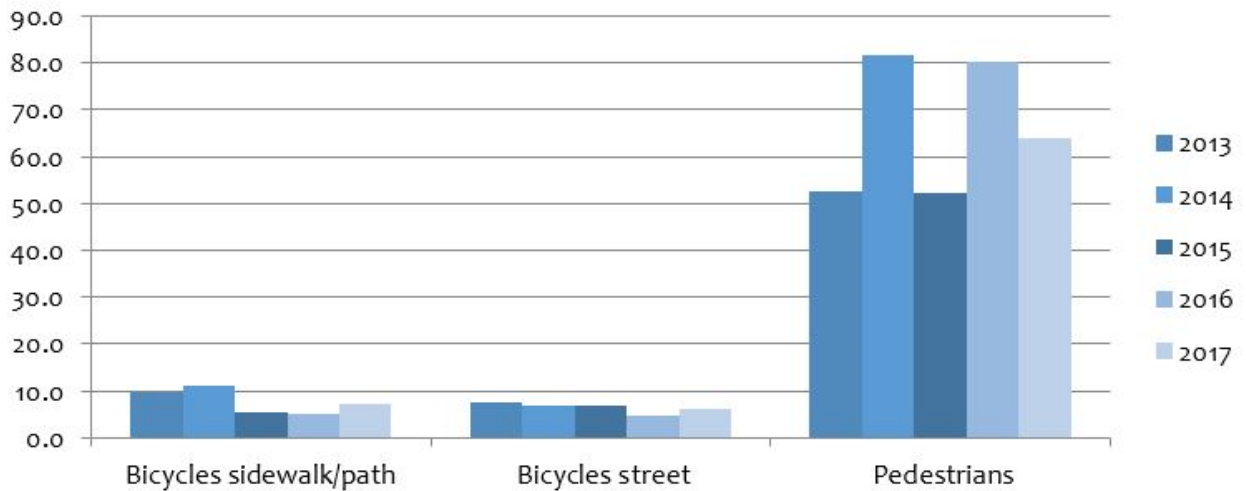
Counts per hours



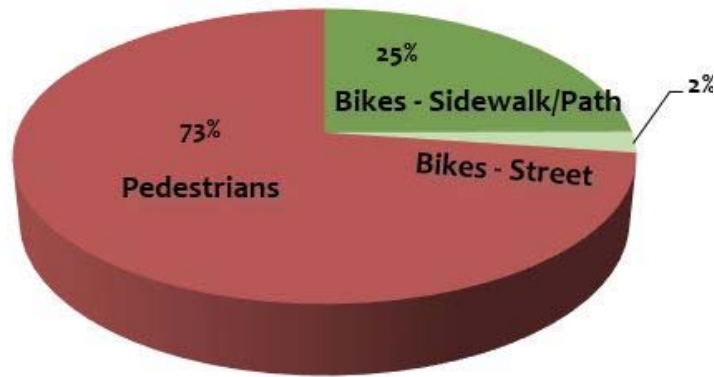
Fargo—Broadway at RR tracks (between NP Ave & Main Ave)



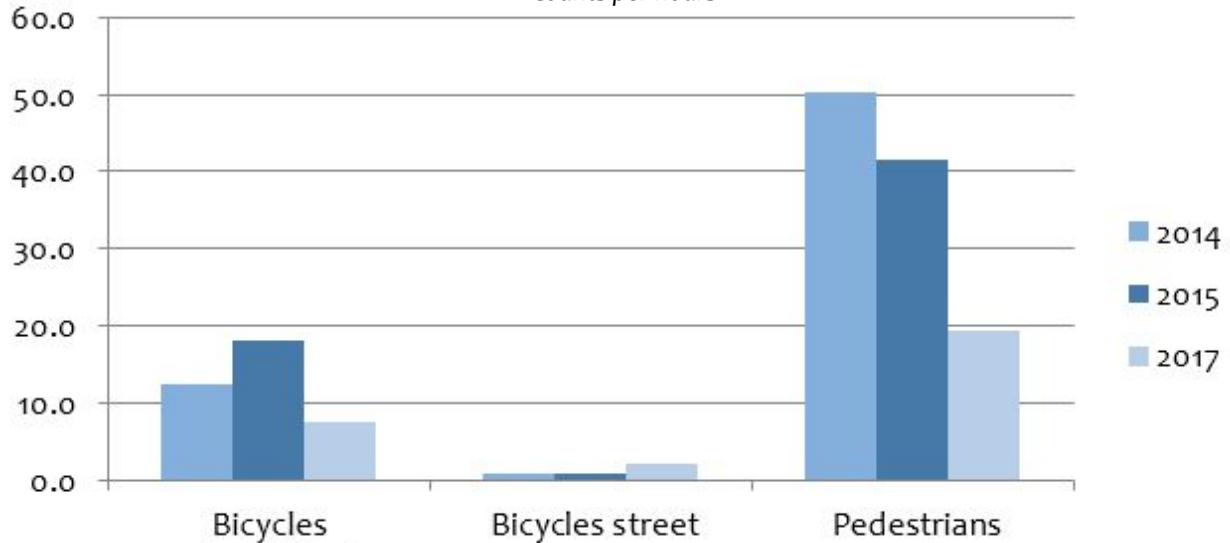
Counts per hours



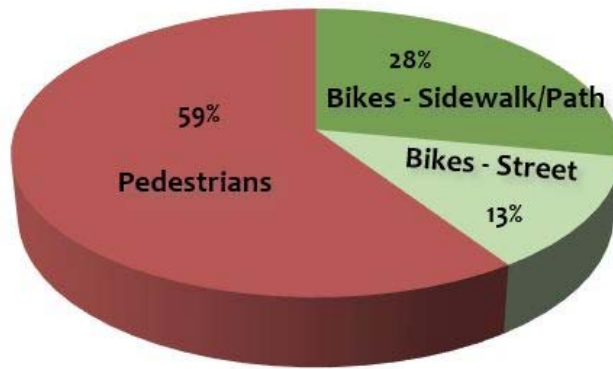
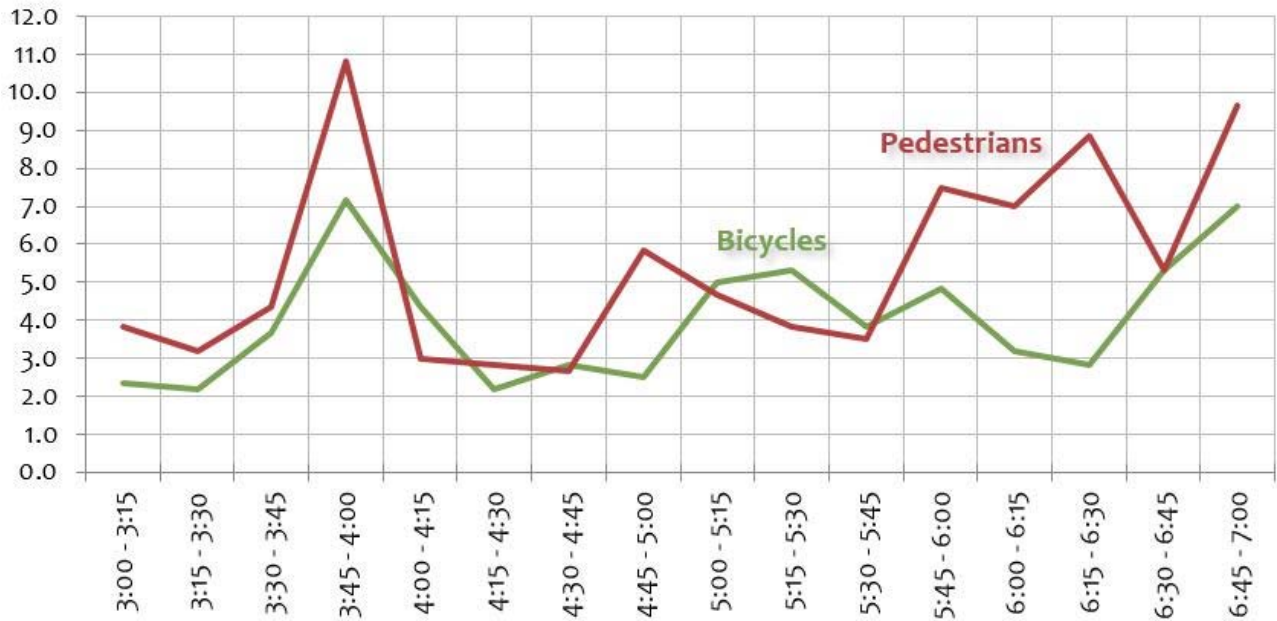
Fargo—12th Ave N just west of University Dr.



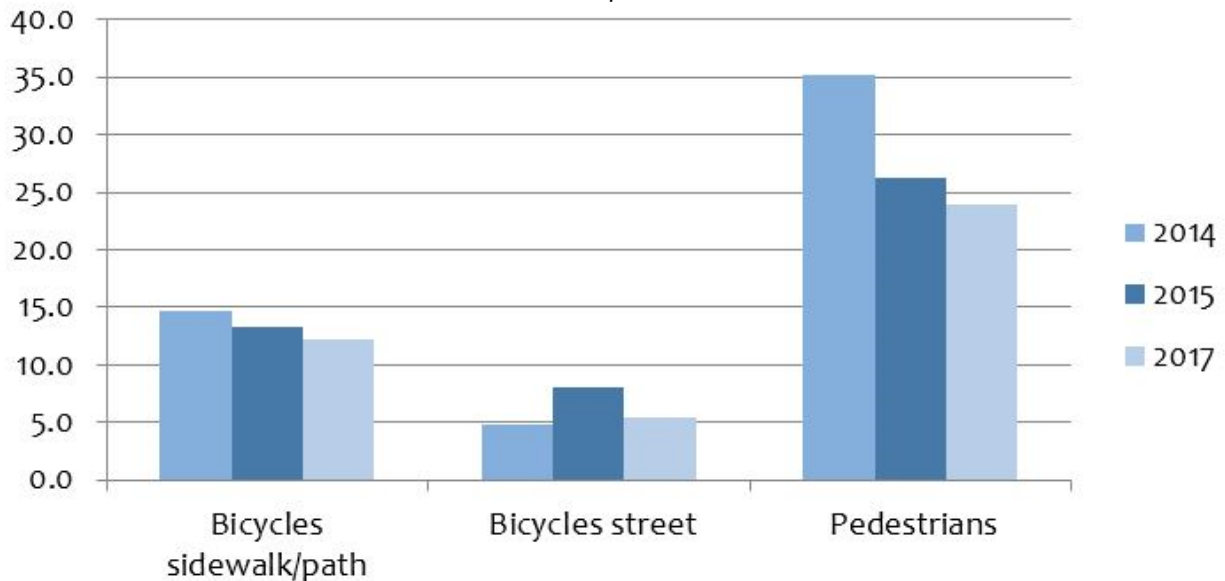
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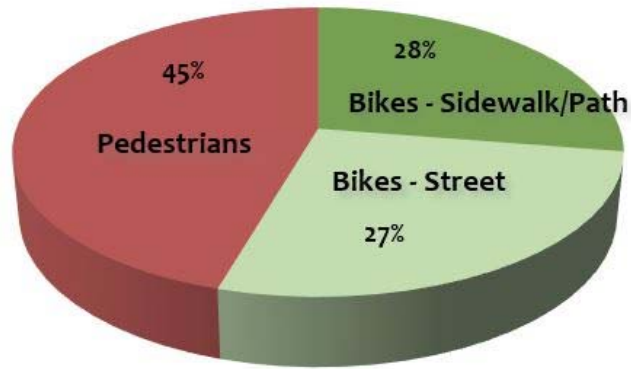
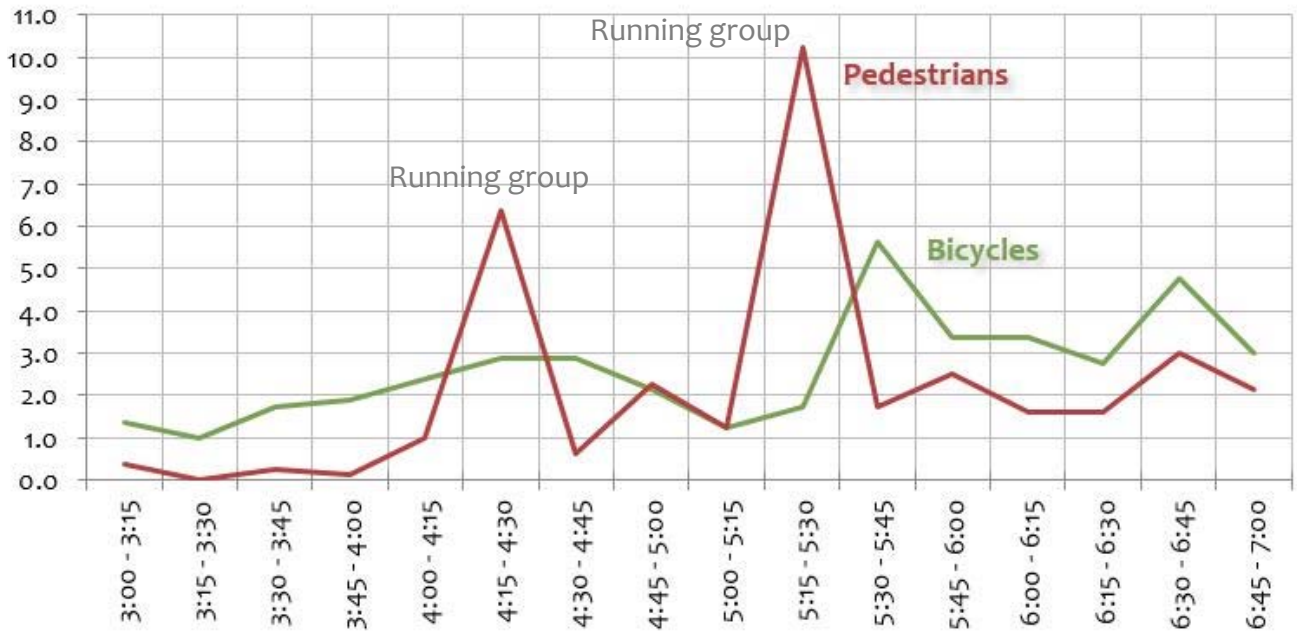
Fargo—University Dr just north of 12th Ave N



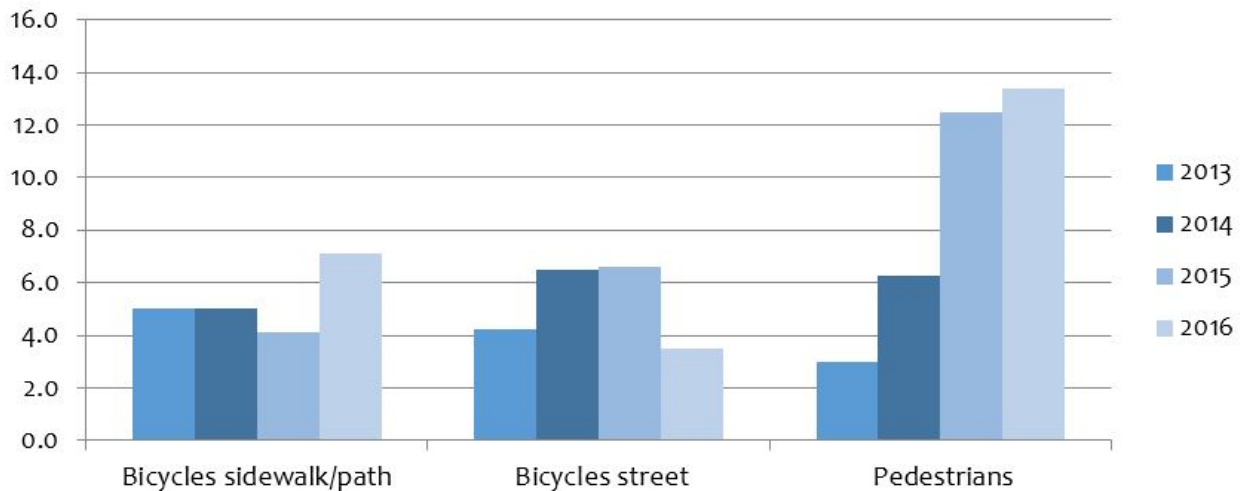
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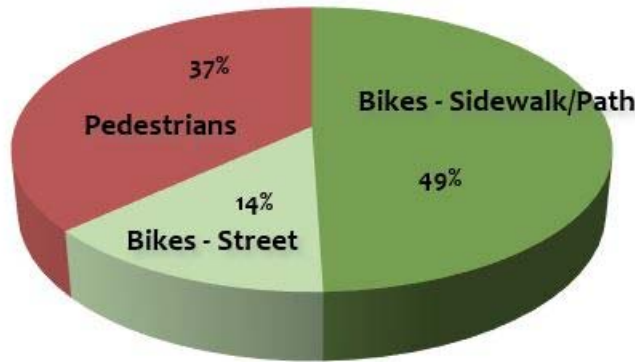
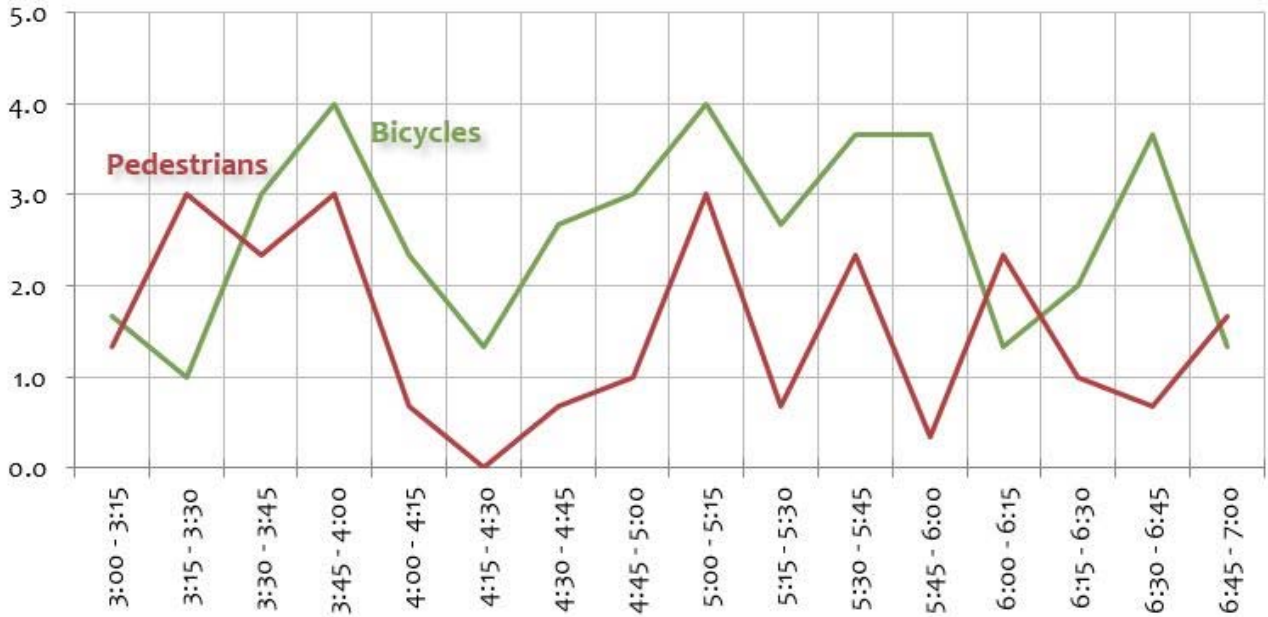
Fargo/Moorhead—12th Ave N/15th Ave N Bridge over Red River



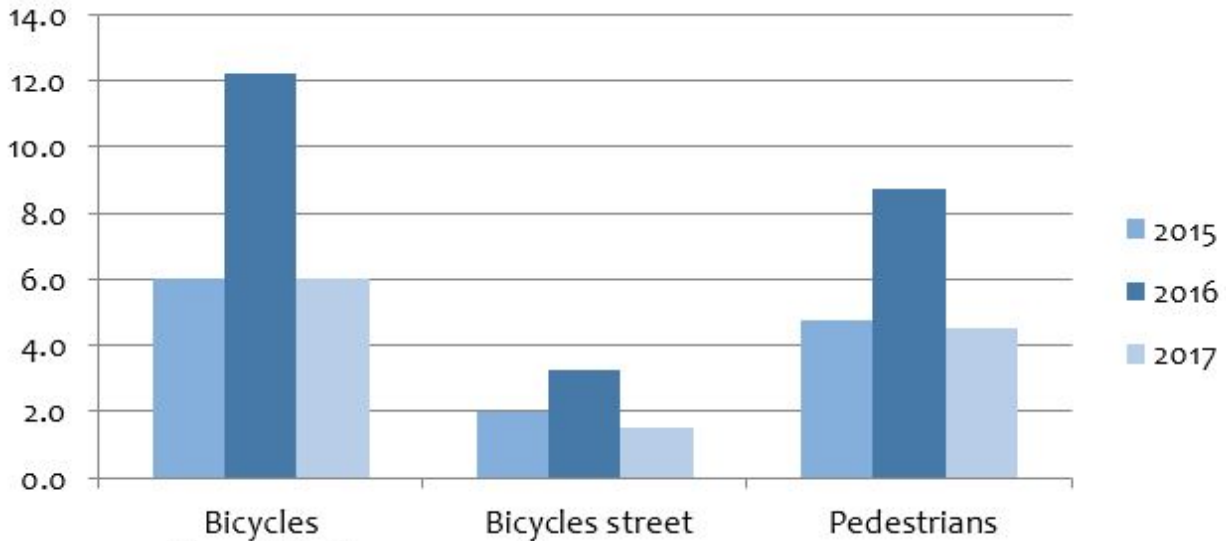
Counts per hours



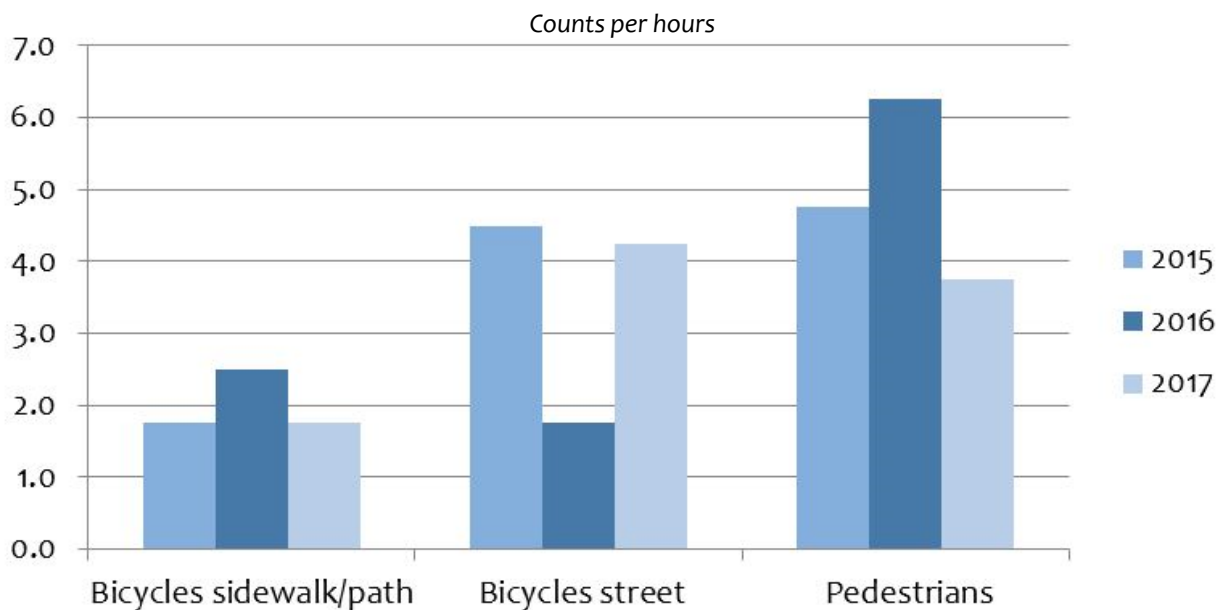
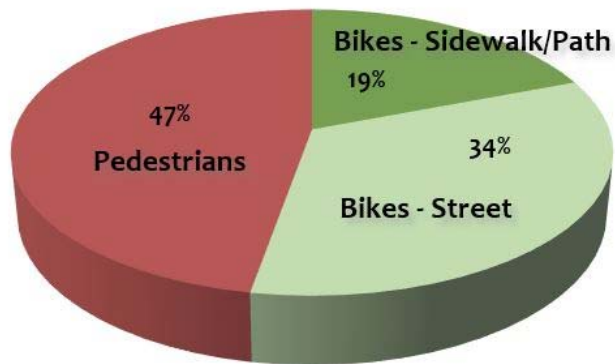
Fargo/ Moorhead—NP Ave/Center Ave bridge over Red River



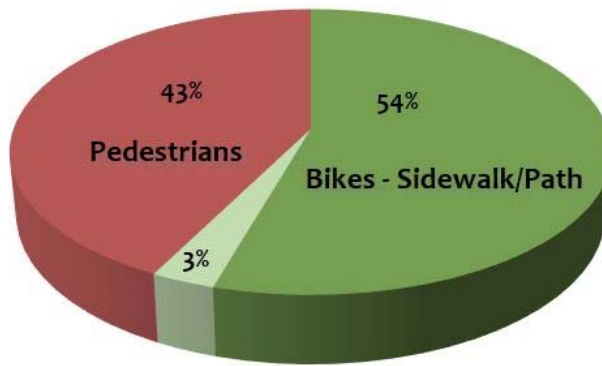
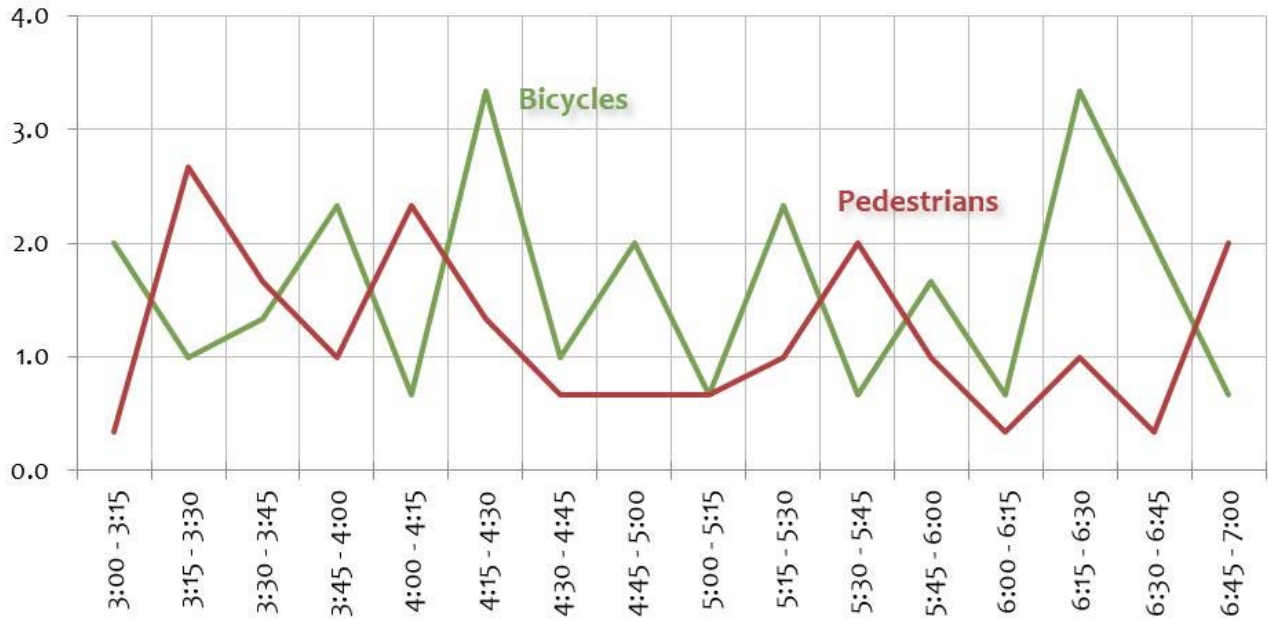
Counts per hours



Moorhead—4th St just south of Center Ave

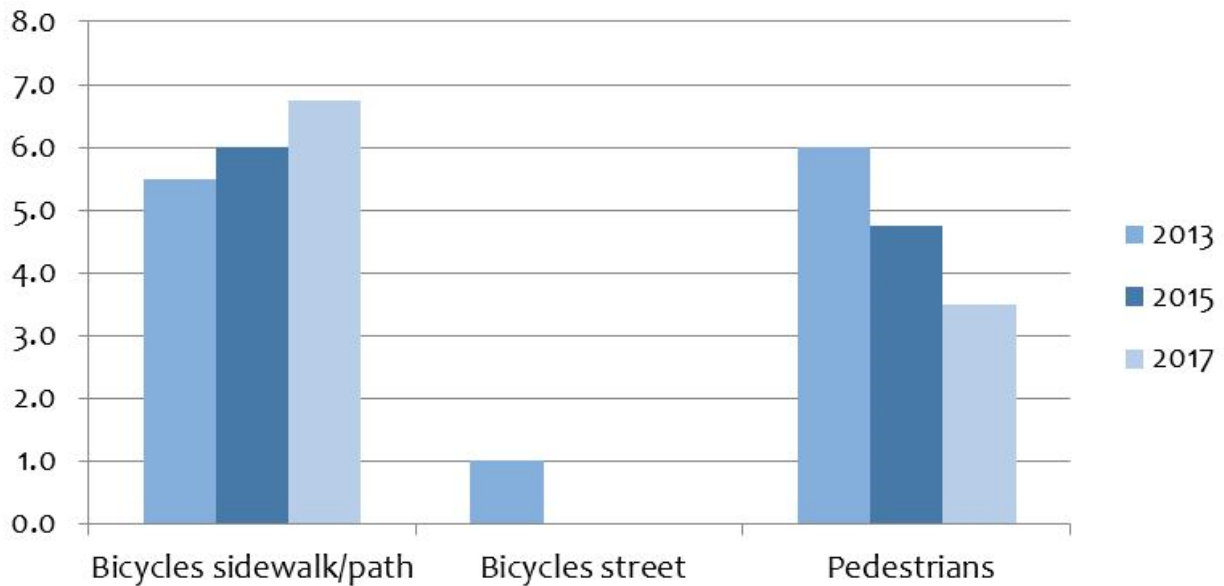


Moorhead—8th St over I-94

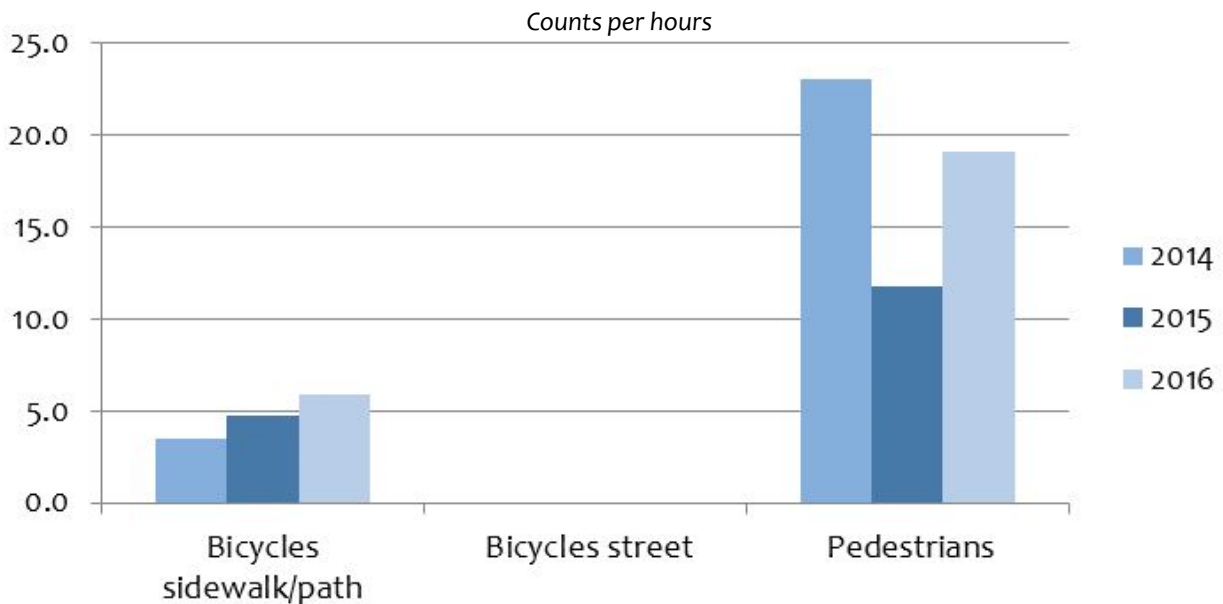
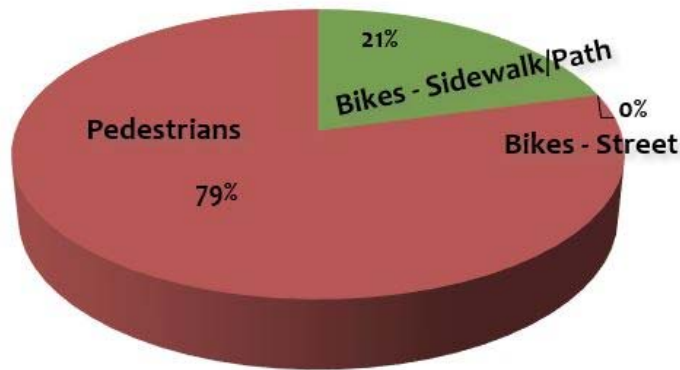
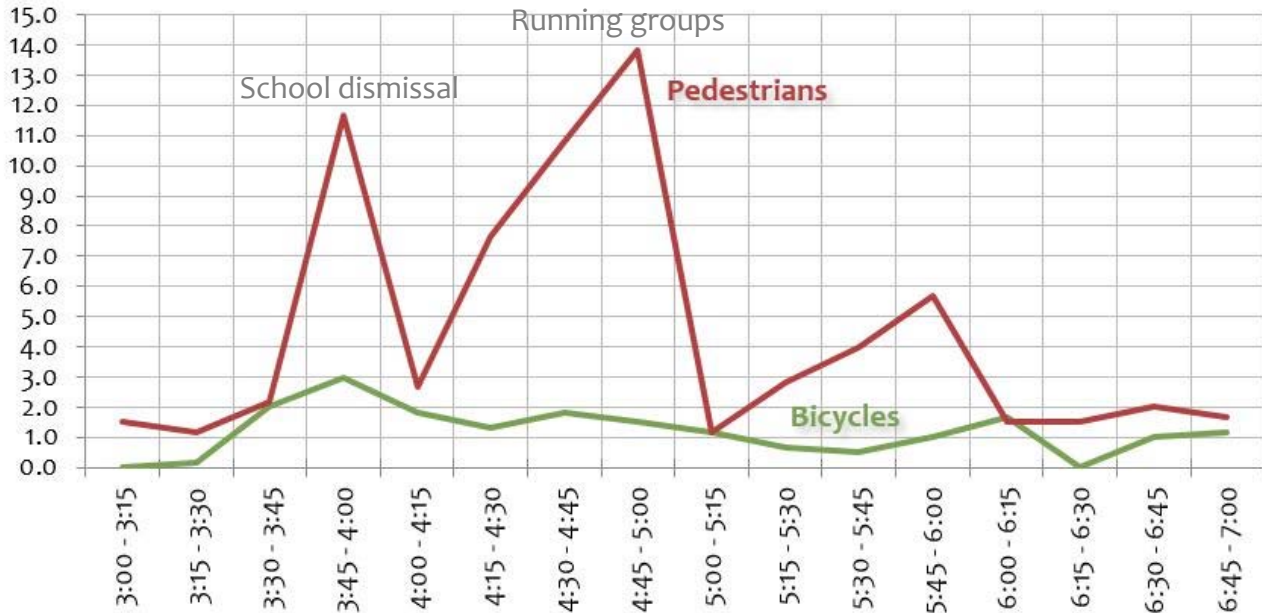


Bikes - Street

Counts per hours



West Fargo—9th St just south of 17th Ave E



West Fargo—17th Ave E just west of 9th St

