

The 585th Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments

THURSDAY, January 21, 2021 – 4:00 p.m.
Fargo, North Dakota
OVERALL AGENDA

1. Call to Order and Introductions
 - a. Introductions Information Item
 - b. Election of Metro COG Policy Board Officers Action Item
 - c. Approve Order and Contents of the Overall Agenda Action Item
 - d. Approve Minutes of the December 15, 2020 Board Meeting Action Item
 - e. Approve January 2021 Bills Action Item
2. Consent Agenda Action Item
 - a. December End of Month Report
 - b. 2020 Annual Report
 - c. Metro GROW: 2045 MTP Amendment #1
 - d. 2021-2024 TIP Amendment #1
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2021 FM Metro Area-Wide Traffic Count Request for Proposals Action Item
 - c. Metro Profile Information Item
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Policy Board Meeting will be held Thursday, February 18, 2021 at 4:00 p.m.

Due to ongoing public health concerns related to COVID-19, Metro COG is encouraging citizens to provide their comments for consent agenda and regular agenda items on the January 21 agenda via email to leach@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 8:00 a.m. on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

For Public Participation, please REGISTER with the following link:

https://us02web.zoom.us/webinar/register/WN_A9qLB1KNR7y7LpGk0rPpSQ

Red Action Items require roll call votes.

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

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

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

PLANNING ORGANIZATION SERVING

FARGO, WEST FARGO, HORACE, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

Agenda Item 1d, Attachment 1

**584th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Tuesday, December 15, 2020 – 4:00 pm
Metro COG Conference Room**

Members Present:

Duane	Breitling	Cass County Commission
David	Fenelon	Horace City Council
Amanda	George	West Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Steve	Jesme	Dilworth City Council
Johnathan	Judd	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Arlette	Preston	Fargo City Commission
John	Strand	Fargo City Commission
Scott	Stofferahn	Fargo Planning Commission (alt for Rocky Schneider)
Sara	Watson Curry	Moorhead City Council

Members Absent:

Tony	Gehrig	Fargo City Commission
Chuck	Hendrickson	Moorhead City Council
Rocky	Schneider	Fargo Planning Commission (alternate present)
Maranda	Tasa	Fargo Planning Commission

Others Present:

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

1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 4:00 pm, on November 15, 2020 by Chair Olson, noting a quorum was present. Introductions were made.

1b. Approve Order and Contents of Overall Agenda, approved

Chair Olson asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the December 15, 2020 Policy Board Meeting.

Mr. Gunkelman moved, seconded by Mr. Stofferahn

MOTION, passed. 13-0

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Olson asked for approval of the Minutes of the November 17, 2020 Meeting.

MOTION: Approve the November 17, 2020 Policy Board Meeting Minutes.
Mr. Stofferahn moved, seconded by Ms. Preston
MOTION, passed. 13-0
Motion carried unanimously.

1d. Monthly Bills, approved

Chair Olson asked for approval of the December 2020 Bills as listed on Attachment 1d.

MOTION: Approve the December 2020 Bills List.
Mr. Strand moved, seconded by Mr. Breitling
MOTION, passed. 13-0
Motion carried unanimously.

2. CONSENT AGENDA

Chair Olson asked for approval of Items a-g on the Consent Agenda.

- a. November Month End Report
- b. Section 5310 Transit Grant Application
- c. Savanna Leach Promotion
- d. ATAC Contract Amendment
- e. MATBUS Safety Plan/Safety Performance Measures
- f. NDDOT 2021-2022 Contract
- g. Metro COG 2021 Meeting Schedule

MOTION: Approve Items a-g on the Consent Agenda.
Ms. Mongeau moved, seconded by Ms. Watson Curry
MOTION, passed. 13-0
Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. Urban Solicitation and Prioritization

Mr. Champa presented the Urban Solicitation and Prioritization. Metro COG received one application for NDDOT Urban Grant Program, consisting of the City of Fargo's 2nd Street Bicycle and Pedestrian Bridge project just south of City Hall.

Chair Olson asked why the City of Fargo applied for this in 2020, but ended up turning down the funding. Mr. Champa said that the City of Fargo did not received all funding requested, so they turned down the funds offered in 2020 to reapply in an effort to seek full funding through the 2021 selection process.

MOTION: Approve the 2nd Street bicycle and pedestrian bridge project for the NDDOT Urban Grant Program solicitation and subsequent submittal of proper project application materials to NDDOT by the December 31, 2020 deadline.
Mr. Piepkorn moved, seconded by Ms. Preston.
MOTION, passed. 13-0
Motion carried unanimously.

3c. Urban Roads Program Solicitation & Prioritization

Mr. Champa presented the Urban Roads Program Solicitation and Prioritization. Metro COG received eight (8) requests, and were prioritized by the TTC as follows:

1. 9th Street NE from Main Ave E to 12th Ave NE (West Fargo)
2. 9th Street E/Veteran's Boulevard Signals from 13th Ave E to 40th Ave E (West Fargo)
3. Bicycle and Pedestrian Bridge over the Red River at 40th Avenue S River (Fargo)
4. Sheyenne Street Reconstruction from 40th Ave S to 52nd Ave S (West Fargo).
5. Striping Replacement Project (Fargo)
6. 17th Avenue S from 38th St S to 42nd St S (Fargo)
7. 25th Street S from 32nd Ave S to Rose Creek Bridge (Fargo)
8. 45th Street from 16th Ave N to 32nd Ave S, Main Avenue from 25th St to 45th St
9. 7th Avenue N from 25th St to I-29 (Fargo)

Ms. Gray noted that the 9th Street E/Veteran's Blvd signal project will also apply for HSIP funding.

MOTION: Approve the prioritized list of projects, as prioritized by the TTC, for the NDDOT Urban Roads Program solicitations and subsequent submittal of proper project application materials to the NDDOT by the December 31, 2020 deadline.

Ms. George moved, seconded by Mr. Fenelon.

MOTION, passed. 13-0

Motion carried unanimously.

3d. Transportation Alternatives Grant Application Rankings

Mr. Farnsworth presented the Transportation Alternatives Grant Application Rankings. The projects were prioritized by the Metropolitan Bicycle and Pedestrian Committee and the Transportation Technical Committee (TTC) as follows:

North Dakota Urban TA

- Priority 1* - tie (45 points): City of Fargo – Bison Village Shared Use Path
- Priority 1 – tie (45 points): City of West Fargo – Edgewood / The Lights Shared Use Path
- Priority 3 (40 points): City of West Fargo – Scheels Soccer Complex / Elmwood Park Shared Use Path

- Priority 4* (35 points): City of Fargo – River Drive Shared Use Path
- Priority 5* – tie (30 points): City of Fargo – Deer Creek/Drain 27 Shared Use Path
- Priority 5 –tie (30 points): City of Horace (Sponsor: Cass Co.) – Center Ave Multi-Modal Improvements
- Priority 5 –tie (30 points): City of Horace (Sponsor: Cass Co.) – County Road 17 Shared-Use Path
- Priority 8* (25 points): City of Fargo – Drain 53 Shared Use Path

*The City of Fargo has requested that the City's project prioritization be acknowledged as part of the submittal to NDDOT, and submitted as follows:

- Priority 1: Deer Creek/Drain 27 Shared Use Path
- Priority 2: Bison Village Shared Use Path
- Priority 3: Drain 53 Shared Use Path
- Priority 4: River Drive Shared Use Path

Minnesota Urban TA

- Priority 1 (35 points): City of Moorhead – Bicycle & Pedestrian Bridge at Bluestem Center for the Arts
- Priority 2 (20 points): City of Dilworth (Sponsor: Clay Co.) – 7th St NE Multi Use Trail Extension (Safe Routes to School project)

Minnesota Rural TA

- Priority 1 (45 points): City of Barnesville (Sponsor: Clay Co.) – Hwy 34/13th St Shared Use Path

Mr. Gunkelman asked why the City of Fargo's prioritization differs from the TTC's prioritization. Mr. Farnsworth explained that the Bicycle & Pedestrian Committee has worked hard on scoring criteria over the years, and that all metro area jurisdictions are represented on this Committee. The Committee used these agreed upon technical scoring criteria to evaluate and rank these projects as a metro-wide group, which included representation from the City of Fargo. The City of Fargo's prioritization preference will be noted in the full application to the NDDOT. Ms. Gray said Metro COG recognizes that each jurisdiction may have separate reasons as to why they rank their own projects differently.

MOTION: Approve the Transportation Alternatives grant application project prioritization and scoring as vetted through the Metropolitan Bicycle & Pedestrian Committee and the Transportation Technical Committee.

Ms. Watson Curry moved, seconded by Mr. Gunkelman.

MOTION, passed. 13-0

Motion carried unanimously.

3e. 2019-2020 UPWP Amendment #6 / 3f. 2021-2022 UPWP Amendment #1

Ms. Gray presented Amendment #6 to the 2019-2020 UPWP, and subsequent Amendment #1 to the 2021-2022 UPWP. Due to change in staff, Metro COG has about \$49,630 in unspent funds. Amendment #1 proposes an adjustment to staff hour allocations (as is normal for end-of-year closeout), and the carryover and use of the unused funds to add \$20,000 to the Fargo Transportation Plan project, \$20,000 to the Bicycle & Pedestrian Plan Update, and carry over and reserve approximately \$9,630 for agency expenses which will be determined in 2021. Ms. Gray also explained that, due to the pandemic, there were several categories of overhead costs that are under budget, and she is requesting Policy Board approval to use those funds for a backup hardware upgrade, and the purchase of EcoCounters for bicycle and pedestrian counting efforts. Ms. Gray reminded the board that, based on this agency's past experience, it is important to reallocate funds to other purposes rather than left them as unspent, due to the potential for the funds to be rescinded and reallocated.

MOTION: Approve the proposed Amendment #6 of the 2019-2020 UPWP and Amendment #1 of the 2021-2022 UPWP as discussed.

Ms. Watson Curry moved, seconded by Ms. George.

MOTION, passed. 13-0

Motion carried unanimously.

3g. 2021 Annual Salary Adjustments

Ms. Gray presented a two percent (2%) salary adjustment for 2021 (formerly known as Cost of Living Adjustment – COLA). Ms. Gray stated that she met with the Executive Committee to discuss their respective jurisdictions' annual salary adjustments and to discuss their recommendation to the Policy Board for Metro COG. After discussion, the Executive Committee recommended a two percent increase to the Policy Board. Ms. Gray noted that the 2021-2022 UWPW budgeted for up to a three percent (3%) adjustment.

Ms. George said that she was not comfortable approving the staff COLA, as it was higher than the Cities of West Fargo and Fargo, and did not want to burden tax-payers in terms of jurisdictional dues. Ms. George added that she plans to vote against the motion, as it differs from her jurisdiction.

Ms. Mongeau said that Clay County is implementing a COLA for their employees, which is part of a two-year plan to get County salaries consistent with the market, and said that there was a long discussion at the Executive Committee on this subject. She also reiterated that Metro COG's 2021 budget reflects a 3% COLA.

Ms. Gray also reiterated that the FHWA and NDDOT are putting pressure on the agency to spend allocated funds, as unused funding has been an issue in the past.

Mr. Strand asked if Metro COG has ever done a comparative wage study. Ms. Gray said that the agency itself has not done a study in recent years to her

knowledge, but has relied on the City of Fargo's studies, as Metro COG usually follows their pay scale.

MOTION: Approve the two percent (2%) increase in the 2021 salary scale as recommended by the Executive Committee.

Mr. Strand moved, seconded by Mr. Fenelon

MOTION, passed. (11-2) (Mr. Breitling and Ms. George voted Nay)

Motion carried.

3h. Fargo Transportation Plan Request for Proposals

Mr. Maddox presented the Fargo Transportation Plan Request for Proposals (RFP). Ms. Preston said that the City of Fargo also plans to study return on investment (ROI) on infrastructure and land use, and asked if the Transportation Plan includes this. Mr. Maddox said that the City of Fargo will specify the project parameters after a consultant is chosen.

MOTION: Approve the Fargo Transportation Plan RFP and its subsequent release and distribution to prospective consultants.

Ms. Preston moved, seconded by Mr. Gunkelman.

MOTION, passed. 13-0

Motion carried unanimously.

3i. Summary of Benefits

Ms. Gray presented the annual summary of benefits provided to Metro COG staff.

4. Additional Business

Ms. Gray noted that it was Mr. Breitling and Ms. Watson Curry's last meeting as Metro COG Policy Board members. Chair Olson thanked them for their service on the board.

Mr. Fenelon said that there was a petition for the recall of both himself and another Horace councilmember. The recall election is tentatively scheduled for March 2021. Ms. Gray suggested that should Mr. Fenelon lose his seat, perhaps Mr. Jesme (2021 Vice Chair) take over as Board Chair.

5. Adjourn

MOTION: Adjourn the 584th Meeting of the FM Metro COG Policy Board

Ms. Watson Curry moved, seconded by Mr. Fenelon.

MOTION, passed. 13-0

Motion carried unanimously.

The 584th Meeting of the FM Metro COG Policy Board held Tuesday, December 15, 2020 was adjourned at 5:23 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD January 21, 2020, 4:00 P.M.

Respectfully Submitted,

Savanna Leach, Executive Assistant

To: Policy Board
From: Michael Maddox, AICP, Sr. Transportation Planner
Date: January 15, 2021
Re: **Amendment #1 to Metro COG's Metropolitan Transportation Plan: MetroGROW**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a virtual public meeting to present a proposed amendment to its Metropolitan Transportation Plan (MTP) entitled MetroGROW on Tuesday, December 22, 2020 from Noon to 1:00 p.m. (see Public Notice, **Attachment 1**). The meeting consisted of a short presentation followed by an open discussion period where attendees could ask questions.

The purpose of the amendment is to substitute a project in the near term element of the MTP with a project proposed for federal funding in FY2025 by the City of Fargo. A description of both the project being added and the project being retracted can be found attached to this memorandum (**Attachment 2**).

Following the public open house, the TTC and Policy Board were polled in an on-line doodle poll to determine if both bodies approve of Amendment #1 to the MTP. After obtaining an adequate number of votes which constituted a quorum of the TTC and Policy Board, it was determined that both bodies unanimously supported the amendment (**Attachment 3**). This allowed us to proceed with this Urban Roads application for the project that was added to the MTP; however, to formalize the amendment, Metro COG will bring this forward to the TTC and Policy Board for an in-person vote at the January TTC and Policy Board meetings.

The public was notified on Wednesday, December 16, 2020 via a legal notice published in The Forum, Metro COG's stated newspaper of record. This process is in conformance with Metro COG's adopted Public Participation Plan (PPP). No comments were received either at the public meeting, or by the comment date (December 31st).

At their meeting of January 14, 2021, the Transportation Technical Committee recommended approval of Amendment #1 to the MTP.

Requested Action: Approve Amendment #1 to the MTP, as shown in Attachment 2.

AFFIDAVIT OF PUBLICATION

STATE OF NORTH DAKOTA

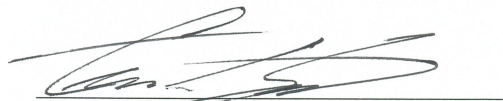
ss.

COUNTY OF CASS

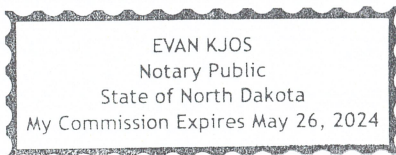
Kris Adamson, *The Forum*, being duly sworn, states as follows:

1. I am the designated agent of The Forum, under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.
2. The newspaper listed on the exhibit published the advertisement of: **Public Notice; (1) time: December 16, 2020**, as required by law or ordinance.
3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

Dated this 16th day of December 2020.



Notary Public



Virtual Public Meeting: Metro GROW - Metro COG 2045 Metropolitan Transportation Plan Amendment #1

Notice is hereby given that the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is holding a virtual public open house to amend its Metropolitan Transportation Plan (MTP) entitled: Metro GROW. The purpose of this public meeting is to gather input on proposed changes to the projects listed in the near-term element of the MTP by substituting projects proposed for federal funding. The virtual public open house will occur on **Tuesday, December 22, 2020 from 12:00 p.m. (noon) to 1:00 p.m. via Zoom Video Communications**. For meeting registration and call-in information please visit the Metro COG webpage: <http://fmmetrocog.org/meetings-events/metropolitan-transportation-plan-amendment-public-meeting?occurrenceID=1213>

The proposed project substitutions will be presented at the virtual open house for review and comment. Subsequently, the Metro COG TTC and Policy Board will act upon MTP Amendment #1 by means of a virtual poll after the virtual public meeting. All input received will be made available to the TTC and Policy Board prior to the virtual poll. The poll will serve as a formal action. The results will be presented and affirmed at Metro COG's January TTC and Policy Board meetings.

The virtual meeting will start with a short presentation on the reasoning for and elements of Amendment #1. The virtual open house will be recorded and posted on the Metro COG webpage, <http://fmmetrocog.org/meetings-events/metropolitan-transportation-plan-amendment-public-meeting?occurrenceID=1213>. Upon conclusion of the meeting, the website listed above will be updated with the recorded open house video, final amended elements of the MTP, and comment submission form(s) for people who wish to learn more about the TIP or provide feedback on the document.

For more information of Metro COG's MTP, please see Metro COG website: <http://fmmetrocog.org/resources/metropolitan-transportation-plan>. The plan was adopted in 2019 and is Metro COG's guiding document. The MTP has a 25 year planning horizon and plans for all modes of surface transportation in the Fargo Moorhead region. As it pertains to the proposed amendment, it also sets forth regional transportation priorities for funding, including local, state, and federal sources. For more information, please contact Michael Maddox, Senior Transportation Planner with all questions regarding the MTP and/or the proposed amendment by contacting him by phone: 701-532-5104 or email: maddox@fmmetrocog.org.

Metro COG is committed to ensuring all individuals regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, or income status have access to Metro COG's programs and services. Meetings will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Savanna Leach, Executive Assistant at (701) 532-5101 or leach@fmmetrocog.org at least five days in advance of the meeting of any special accommodations are required for any member of the public to be able to participate in the meeting.

- Existing table in the MTP. The 19th Avenue North project, proposed to be retracted, circled in red.

TABLE 12.3: SHORT TERM (2023-2025) ROADWAY PROJECTS BY JURISDICTION

Project ID	Corridor	From	To	Project Type	Project Jurisdiction	Cost Estimate (2019)	Short Term (2023-2025) Costs	STBG Funds	Local Funds*
Minnesota Projects									
58*	34th St	I-94	12th Ave S	Corridor Management/ Preservation*	Moorhead	\$3,300,000	\$4,010,000	\$1,888,710	\$2,121,290
R128	S 30th Ave	S 14th St	S 20th St	Preservation	Moorhead	\$1,868,000	\$2,610,000	\$1,229,310	\$1,380,690
North Dakota Projects									
19	Sheyenne St	40th Ave S	52nd Ave S	Roadway Widening to 3-lane Urban Street	West Fargo	\$7,725,000	\$9,400,000	\$7,520,000	\$1,880,000
88	I-29	at 64th Ave S		Interchange	Fargo/NDDOT	\$18,000,000	\$21,900,000	\$12,797,000	\$9,103,000
R16	19th Ave N	I-29	Dakota Dr N	Preservation	Fargo	\$5,000,000	\$6,080,000	\$4,864,000	\$1,216,000
R17	19th Ave N	Dakota Dr N	18th St N	Preservation	Fargo	\$4,200,000	\$5,110,000	\$4,088,000	\$1,022,000
R27	32nd Ave S	25th St	University	Preservation	Fargo	\$7,900,000	\$9,610,000	\$6,688,000	\$2,922,000
Total							\$58,720,000	\$39,075,020	\$19,644,980
Minnesota							\$6,620,000	\$3,118,020	\$3,501,980
North Dakota							\$52,100,000	\$35,957,000	\$16,143,000

*Note that this category includes State matching funds on eligible projects

- New project to be added into the above table

TABLE 12.3: SHORT TERM (2023-2025) ROADWAY PROJECTS BY JURISDICTION

Project ID	Corridor	From	To	Project Type	Project Jurisdiction	Cost Estimate (2019)	Short Term (2023-2025) Costs	STBG Funds	Local Funds*
-	17 th Ave S	38 th St S	42 nd St S	Preservation	Fargo	\$4,000,000 (2025)	-	\$3,000,000	\$1,000,000

Metropolitan Transportation Plan Amendment #1

TTC - Quorum 8			
Name	Jurisdiction	Yes	No
Brit Stevens	NDSU/Higher Ed	x	
Jonathan Atkins	Moorhead	x	
Aaron Nelson	Fargo	x	
Matt Jacobson	Clay County	x	
Grace Puppe	Cass County	x	
Jeremy Gorden	Fargo	x	
Jason Benson	Cass County	x	
Robin Huston	Moorhead	x	
Kim Lipetzky	Fargo/Bike Ped	x	
Lori Van Beek	Moorhead/Transit	x	
Cindy Gray	Metro COG	x	
Russ Sahr	Horace	x	
Peyton Mastera	Dilworth	x	
Mary Safgren	MnDOT D4	x	

14

Policy Board - Quorum 9			
Name	Jurisdiction	Yes	No
Brad Olson	West Fargo	x	
David Fenelon	Horace	x	
Shiloh Wahl	MnDOT D4	x	
Rocky Schneider	Fargo	x	
Jenny Mongeau	Clay County	x	
Steve Jesme	Dilworth	x	
John Gunkelman	Fargo	x	
Chuck Hendrickson	Moorhead	x	
Johnathan Judd	Moorhead	x	
Dave Piepkorn	Fargo	x	

10

*Shiloh Wahl is an ex-officio member, and not a voting member

To: Policy Board
From: Luke Champa
Date: 01/15/2021
Re: **2021-2024 Transportation Improvement Program (TIP) Amendment #1**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a virtual public hearing via Zoom Video Communications on Thursday, January 14, 2021 at 10:00 a.m., during the regularly scheduled Transportation Technical Committee meeting, to consider public comments regarding a proposed amendment to the 2021-2024 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2021-2024 TIP reflects new or updated federally funded projects within the Metropolitan Planning Area (MPA) and reflects the recently approved Minnesota and North Dakota State Transportation Improvement Programs (STIP).

A public notice was published in the Forum of Fargo-Moorhead on Wednesday, January 6, 2021, advertising the public meeting, how to request more information, and detailed public comment information such as where to send written comments regarding the proposed amendment. The public notice advertised that the public meeting would occur at 10:00 AM on January 14, 2021 during the Transportation Technical Committee (TTC) meeting, and stated that public comments will be accepted until 12:00 p.m. (noon) on Thursday, January 21, 2021 or at the subsequent Policy Board meeting. There were no public comments received at the public hearing and as of the writing of this memo, no written comments have been received.

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

1. **Modification of Project 3200035:** City of West Fargo shared use path construction along Drain 45 project year changed from 2020 (ALOP) to 2021. The total project cost increased 34.4% from \$387,000 to \$520,000 of which the Federal Transportation Alternatives (TA) funding stayed the same \$232,000, and the local funding increased 85.8% from \$155,000 to \$288,000.
2. **Modification of Project 3204001:** City of West Fargo rehabilitation at 9th Street structure over I-94 project year changed from 2020 (ALOP) to 2021. The total project cost decreased 68.1% from \$482,000 to \$154,000 of which the Federal STBGP-U funding decreased 64.4% from \$390,082 to \$139,000, and the local funding decreased 83.7% from \$91,918 to \$15,000.
3. **Addition of Project 9211001:** North Dakota Department of Transportation (NDDOT) statewide intelligent transportation system (ITS) improvement project to update dynamic message signs (2021). The total project cost is \$25,052 of which \$20,275 is

funded through Federal Interstate Maintenance (IM) funds, and \$4,777 through State funds.

4. **Modification of Project 9190021:** NDDOT safety project for turn lanes, signals, and pavement marking at the 38th St and I-29 ramp (2021). The total project cost increased 56.5% from \$361,000 to \$565,000 of which the Federal Highway Safety Improvement Program (HSIP) funding increased 56.5% from \$324,900 to \$508,500, and the State funding increased 56.5% from \$36,100 to \$56,500.
5. **Removal of Project 9210008:** NDDOT mill and overlay on ND 10E from ND 18 E to the Raymond interchange (2023) project was bid in early 2020 and will be constructed in 2021 with 100% State funds therefore, the project is being removed from the TIP.
6. **Modification of Project 9170019:** NDDOT concrete pavement repair on I-29N from Main Ave to N Fargo Interchange (2021). The total project cost increased 41% from \$674,000 to \$950,000 of which the Federal IM funding increased 40.9% from \$607,000 to \$855,000, and the State funding increased 41.8% from \$67,000 to \$95,000.
7. **Modification of Project 9170020:** NDDOT concrete pavement repair on I-29S from Main Ave to N Fargo Interchange (2021). The total project cost increased 41% from \$674,000 to \$950,000 of which the Federal IM funding increased 40.9% from \$607,000 to \$855,000, and the State funding increased 41.8% from \$67,000 to \$95,000.
8. **Modification of Project 9200012:** NDDOT high tension cable median guardrail on I-94 from W of Main Ave to the 42nd St grade separation (previous project limits were from W of Main Ave to W of Veterans Blvd) (2021). The total project cost increased 80.5% from \$1,180,000 to \$2,130,000 of which the Federal HSIP funding increased 80.5% from \$1,062,000 to \$1,917,000, and the State funding increased 80.5% from \$118,000 to \$213,000.
9. **Modification of Project 9210007:** NDDOT hot bituminous pave, concrete median barrier on I-94 from 42nd St to I-29 (2021). The total project cost increased 364% from \$525,000 to \$1,914,000 of which the Federal HSIP funding increased 364% from \$473,000 to \$1,723,000, and the State funding increased 367% from \$52,000 to \$191,000.
10. **Modification of Project 9200022:** NDDOT median cross-overs on I-94W 6 miles east of ND 18 project year changed from 2020 (ALOP) to 2021. The total project decreased 8.1% from \$911,000 to \$837,000 of which Federal IM funding decreased 8.1% from \$820,000 to \$753,300, and the State funding decreased 8% from \$91,000 to \$83,700.

11. **Modification of Project 9210006:** NDDOT high tension cable median guardrail on I-94 from Valley City District to West Fargo (2022). The total project cost increased 0.4% from \$5,978,000 to \$6,000,000 of which the Federal HSIP funding increased 0.4% from \$5,380,000 to \$5,400,000, and the State funding increased 0.3% from \$598,000 to \$600,000.
12. **Modification of Project 9182611:** NDDOT *Illustrative* project for structure, grade raise, PCC paving, drainage improvements, and median cross overs on I-29 S of the Metro Area at the Red River Diversion (2021). Total project cost has been updated and a range is provided to reflect base and alternative bids estimated between \$45,000,000 - \$64,000,000. Project is included in the TIP for informational purposes only.
13. **Addition of Project 1211002:** Cass County hot mix asphalt paving, paved shoulders, and minor grading and seeding on CR 10 from ND 18 to CR 11 (2021). The total project cost is \$3,100,000 of which \$2,500,000 is funded by Federal Non National Highway System – County Rural Project (Non NHS-CS) funds and \$600,000 through local funds.
14. **Addition of Project 1211003:** Cass County hot mix asphalt mill and overlay on CR 11 from CR 22 to CR 4 (2021). The total project cost is \$1,700,000 of which \$1,400,000 is funded by Federal Non NHS-CS funds and \$300,000 through local funds.
15. **Modification of Project 2190038:** Clay County *Advance Construction (AC)* bituminous mill and overlay on CSAH 31 from S County Line to CSAH 10 (2022). Total project cost increased 36.9% from \$1,260,000 to \$1,725,000 of which Federal Surface Transportation Block Grant Program – Regional (STBGP-R) funding stayed the same \$741,260 and the local funding increased 89.6% from \$518,740 to \$983,740. The AC payback in 2023 with Federal STBGP-R funding stayed the same \$840,000 however the AC project total cost increased 22.1% from \$2,100,000 to \$2,565,000.

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

If public comments are received prior to the Policy Board meeting, they will be shared with Policy Board members during the meeting.

At their January 14, 2021 meeting, the Transportation Technical Committee recommended approval of the proposed amendments to the 2021-2024 TIP.

Requested Action: Approve Amendment #1 of the Metro COG 2021-2024 Transportation Improvement Program (TIP).

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
					From	To						
Amendment 1												
Moorhead Transit												
Fargo Transit												
City of Fargo												
City of Moorhead												
City of West Fargo												
City of West Fargo	3200035 22578	2020 2021	Drain 45		13th Ave E	7th Ave E	Construction of a Multi-Use Path along Drain 45	Bike/Ped	\$ 387,000 \$ 520,000	TA		\$ 232,000
											Local	\$ 155,000 \$ 288,000
City of West Fargo	3204001 22601 8011	2020 2021	I-94 2 W of I-29		9th St & I-94		Deck Spall Repairs, Sleeper Slab with Roadway Panels, Roadway Expansion Joints, Concrete Pavement Repair	Rehabilitation	\$ 482,000 \$ 154,000	STBGP-U		\$ 390,082 \$ 139,000
											Local	\$ 91,918 \$ 15,000
North Dakota Department of Transportation												
NDDOT	9211001	2021	DMS on I-94E (RP 342.8) DMS on I-29N (RP 59.5)		Statewide		Statewide intelligent transportation system improvement project to update dynamic message signs (2 locations within the MPA - see locations to the left)	ITS	\$ 25,052	IM		\$ 20,275 \$ 4,777

[illegible]

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
					From	To						
NDDOT	9210006 22886 8111	2022	I-94	27.9	Valley City District (D2)	West Fargo	High Tension Cable Median Guardrail	Safety	\$ 5,978,000 \$ 6,000,000	HSIP		\$ 5,380,000 \$ 5,400,000 \$ 598,000 \$ 600,000
NDDOT	9182611 22656 8033	2021	I-29 S of Metro	6.5	At Red River Diversion		FM Metro Area Diversion: Structure, grade raise, PCC paving, drainage improvements, median x-overs *Cost range reflects base and alternative bids	Reconstruction	*\$45,000,000 - \$ 64,000,000 Illustrative			*\$45,000,000- \$ 64,000,000
Cass County												
Cass County	1211002 23075 0930	2021	CR 10	6.94	ND 18	CR 11	Hot Mix Asphalt Paving, paved shoulders, minor grading and seeding	Rehabilitation	\$ 3,100,000	Non NHS-SC	Local	\$ 2,500,000 \$ 600,000
Cass County	1211003 23075 0941	2021	CR 11	5.98	CR 22	CR 4	Hot Mix Ashpalt Mill and Overlay	Rehabilitation	\$ 1,700,000	Non NHS-SC	Local	\$ 1,400,000 \$ 300,000
Minnesota Department of Transportation												
Clay County												
Clay County	2190038 014-631-024	2022	CSAH 31	9.5	S County Line	CSAH 10	***AC***Bituminous Mill and Overlay (AC Payback 2023, AC Total = 840,000 for a project total of 2,100,000) See project 2200014 (AC Payback 2023, AC Total = 840,000 for a project total of 2,565,000) See project 2200014	Rehabilitation	\$ 1,260,000 \$ 1,725,000	STBGP-R	Local	\$ 741,260 \$ 518,740 \$ 983,740

To: Metro COG Policy Board
From: Dan Farnsworth, Transportation Planner
Date: January 15, 2021
Re: **2021 Fargo-Moorhead Metro Area-Wide Traffic Counts RFP**

Every five years Metro COG retains consultant services for F-M Metro area-wide traffic counts. The purposes of these counts is for developing a data set to which the regional travel demand model can be calibrated. The counts are also used for other purposes such as: corridor studies, jurisdictional needs, traffic requests by the public, and more.

The last F-M Metro area-wide counts were conducted in 2015. While these new counts will be six years apart from the 2021 counts, it was decided that the counts should take place in 2021 versus 2020, to correlate with the timing of NDDOT's traffic counting effort in the eastern portion of the state. While unintended, this turned out to be advantageous due to the unusually low traffic volumes in much of 2020 as a result of the pandemic.

Attached is the draft RFP for the 2021 Fargo-Moorhead Metro Area-Wide Traffic Counts. The project budget is \$130,000 with counts at 515 locations. The number of counts may be subject to change (see this memo's last paragraphs for more details). It is planned that these counts would begin in early-May and be completed in mid-October.

The development of this RFP was coordinated with NDDOT since NDDOT will also be conducting counts in the area in 2021. NDDOT's counts greatly assist Metro COG's counting efforts as this will provide for a greater array of count locations throughout F-M Metro Area.

In developing this RFP Metro COG has also been in discussions with MnDOT. Since it is uncertain whether or not MnDOT will be conducting counts in 2021, this RFP assumes MnDOT will not be counting in 2021 and this project will take on the MnDOT count locations that were counted in 2015. However Metro COG will continue to communicate with MnDOT in hopes that MnDOT may count some locations. If MnDOT chooses to count in 2021 the number of counts in this project will be lessened and key count locations can be reallocated from general vehicle counts to vehicle classification (truck) counts.

At their meeting of January 14, 2021, the Transportation Technical Committee recommended approval of the 2021 Fargo-Moorhead Metro Area-Wide Traffic Counts RFP.

Requested Action:
Approve the 2021 Fargo-Moorhead Metro Area-Wide Traffic Counts RFP.

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2021-211

2021 Fargo-Moorhead Metro Area-Wide Traffic Counts

January, 2021

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:

2021 Fargo-Moorhead Metro Area-Wide Traffic Counts

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 **\$130,000**.

Interested firms can request a full copy of the RFP by telephoning 701.532.5100, or by e-mail: metrocog@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 F) with their submittal of information.

All proposals received by **4:30 pm (Central Time) on Monday February 15, 2021** at Metro COG's office will be given equal consideration. Proposals received after 4:30 pm (Central Time) on February 15, 2021 will not be considered. Respondents must submit seven (7) print copies and one (1) PDF copy of the proposal. The full length of each proposal shall 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 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
701-532-5106

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 701.532.5100 or leach@fmmetrocog.org.

Request for Proposals (RFP)

2021 Fargo-Moorhead Metro Area-Wide Traffic Counts

TABLE OF CONTENTS

I.	Agency Overview	4
II.	Background Information	4
III.	Scope of Work and Performance Tasks	5
IV.	Implementation Schedule	8
V.	Evaluation and Selection Process.....	9
VI.	Proposal Content	10
VII.	Submittal Information	11
VIII.	General RFP Requirement	11
IX.	Contractual Information	13
X.	Payments.....	13
XI.	Federal and State Funds	14
XII.	Title VI Assurances	14
XIII.	Termination Provisions.....	15
XIV.	Limitation on Consultant	16
XV.	Conflict of Interest.....	16
XVI.	Insurance.....	16
XVII.	Risk Management	16
	Exhibit A – Cost Proposal Form	19
	Exhibit B – Debarment of Suspension Certification.....	20
	Exhibit C – Certification of Restriction on Lobbying	21
	Exhibit D – Map of Count Locations	22
	Exhibit E – Sample Traffic Data Entry Table	25
	Exhibit F – Standard Form 330	26

Request for Proposals (RFP)

2021 Fargo-Moorhead Metro Area-Wide Traffic Counts

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 needs of a regional nature. Metro COG represents eleven cities and two counties that comprise the Metro COG region in these efforts.

II BACKGROUND INFORMATION

Every five years Metro COG conducts and coordinates area-wide traffic counts for the purpose of developing a data set to which the regional travel demand model can be calibrated. In addition, these counts serve other purposes as well. Each traffic count covers at least a 48-hour period with some counts being vehicle classification counts (heavy vehicle counts) while others are standard ADT counts.

The Fargo-Moorhead Metro area-wide counts are often conducted in conjunction with the North Dakota Department of Transportation (NDDOT) and/or the Minnesota Department of Transportation (MnDOT). In 2021 NDDOT plans to conduct counts in the area, however, as of the development of this RFP, MnDOT was not anticipated to conduct counts within Metro COG's planning area. NDDOT will conduct counts on many Collector streets, Arterial streets, and interstates in Fargo and West Fargo, as well as other parts of Cass County. Meanwhile, counts conducted as part of this project, and reflected in this RFP, will focus on local roadways and other roadways necessary for transportation planning efforts and the update of the regional travel demand model.

Metro COG and Metro COG's member jurisdictions desire counts at additional locations beyond those provided by the DOTs. These counts will be used for transportation planning purposes such as corridor planning studies, regional traffic analysis, and more. Metro COG also needs additional counts conducted at specific locations for use in accurately calibrating the base year of our travel demand model. A consultant is being sought to conduct these additional counts for which Metro COG is responsible. The Consultant will be responsible for collecting a minimum of 48-hour traffic count data at about 515 locations across the Fargo-Moorhead Metropolitan Area.

III SCOPE OF WORK AND PERFORMANCE TASKS

Historically the Fargo-Moorhead area-wide traffic counts have been collected using road-tube automated traffic counters on the moderate and low volume roadways while the higher volume roadways (such as urban interstate) have been collected using less intrusive devices. The Consultant is welcome to propose various counting methods and equipment that has proven to provide accurate traffic count data.

Below are tasks the Consultant is expected to complete as part of this project:

Task 1 – Project Management and Coordination

The Consultant will be required to manage the study and coordinate with any subconsultants, as well as bear responsibility for all documentation and equipment needs. The Consultant will identify a project lead from their team to act as the direct point of contact for Metro COG's project manager.

The Consultant should expect monthly progress meetings with Metro COG to discuss the status of the project, seek any guidance, clarification, or information, and discuss any issues or concerns regarding the project. The Consultant should expect additional meetings with Metro COG on an as-needed basis. It's anticipated that these meetings will occur remotely, either via phone or video-based.

Additionally, the Consultant should expect to prepare monthly progress reports, submit adequate documentation of any and all travel and expense receipts, and prepare and submit invoices on a monthly basis. When submitting progress reports, the Consultant will be required to outline the following:

- Performed work during the reporting period
- Upcoming tasks
- Upcoming milestones
- Status of scope and schedule
- Any issues to be aware of

All invoices, travel and expense receipts, and progress reports, are due to Metro COG's project manager no later than the 2nd Thursday of each month. This is to ensure invoices are processed in a timely fashion.

Task 2 – Traffic Collection Preparation

The Consultant shall determine which locations they plan to count prior to each deployment and shall determine whether or not there are any events, closures or any other activities that may interfere with the counting equipment or may hinder the reliability of the counts. The Consultant can work with the Metro COG project manager in determining such events, closure or other activities. The Consultant shall also notify the proper maintenance jurisdiction of the subject roadway at least 2 working days prior to each counter deployment so that the proper maintenance crews are aware of the

presence of the counting equipment when performing their work.

Upon arrival at each count location, the Consultant's technicians should assess the area to determine if there are temporary conditions that may impact the count data. In such cases, the location may need to be rescheduled. If the Consultant has any questions regarding the impact of certain events/closures on desired traffic counts, the Consultant may ask the Metro COG contact.

The Consultant shall determine if any permits are necessary to perform the work and shall obtain any permits necessary prior to beginning work. Any costs associated with permits will be the responsibility of the Consultant.

At all times the Consultant's technicians in the field will be responsible for determining the relative level of safety for deploying traffic counters. If a technician feels unsafe at any time, they should not deploy traffic counters. The Consultant is strongly encouraged to schedule technicians so that counter deployment can occur during non-peak hour travel times and only during daylight hours. The Consultant's technicians will be responsible for wearing all appropriate personal safety equipment, and for deploying appropriate signage and traffic control devices (e.g., cones, etc.) to alert motorists to their presence. Metro COG strongly recommends that all technicians work in teams of no less than two persons, where one person can act as flagger and spotter for the person deploying the traffic counter (see MUTCD for appropriate flagging techniques).

Task 3 – Traffic Data Collection

The Consultant will be responsible for safely and accurately collecting 48-hour (minimum) traffic count data at approximately 515 locations across the Fargo-Moorhead Metropolitan Area. Vehicle class (truck) count data will be required at specific locations, however class data will be optional at the remainder of the locations. Trucks shall be considered vehicle classes 5 through 12. See Exhibit D for maps of the desired vehicle count locations and truck count locations.

Due to the uncertainty of school schedules as a result of COVID-19, the uncertainty of MnDOT counts at the time of this RFP's development, and other factors, the number of counts and the location of certain counts are subject to change. Such changes can be addressed as part of the contract negotiations or at another time throughout the process of the project.

Equipment

The Consultant may use whichever traffic data collection equipment best suits the roadway configuration and traffic conditions. For example tube counters may be desired on medium and low traffic volume roadways while non-intrusive counters such as radar or visual counters may be preferred on roadways where the traffic volume and number of lanes may be unsafe and less accurate than using tube counters.

2021 Fargo-Moorhead Metro Area-Wide Traffic Counts

The Consultant's proposal should identify the nature of the counting equipment proposed and explain the reliability and proven capability of the equipment to gather accurate, reliable data.

Count Locations and Count Timing

Exhibit D contains maps showing the 515 count locations where the Consultant shall collect traffic count data. These count locations are also available as GIS shapefiles and can be provided to the Consultant upon request.

Whenever possible the Consultant should avoid placing counters where turn lanes are present or any other locations where vehicles might be stopped such as near signalized intersections or railroad tracks. Also, placing counters in front of driveways should be avoided whenever possible.

The Consultant shall begin counts on the tentative start date of May 3, 2021. This date is dependent on favorable weather conditions and/or forecasts at that time. Occasional major spring flooding can also impact traffic patterns. The Consultant shall work with the Metro COG contact to determine the exact start date. The counts shall be completed by October 15, 2021. Traffic counts shall be collected on a Monday, Tuesday, Wednesday, and/or Thursday but shall not be conducted on any public holidays. These holidays include: Memorial Day, 4th of July, and Labor Day. Since the 4th of July falls on a Sunday in 2021, no counts should be conducted on Monday July 5th.

Counts within Metro COG's urbanized boundary (see maps for urbanized boundary) shall be counted while schools are in session. Counts outside of Metro COG's urbanized boundary can be counted in the summer when schools are out of session. If a count is located on the urbanized boundary line, it can be considered outside of the urbanized boundary. Counts within the specified proximity to the three local colleges/universities shall be counted while the colleges/universities are in session. Below is a schedule of the count windows for specific parts of the Fargo-Moorhead Metro Area, including the colleges/universities. Counts for the various geographies of the Fargo-Moorhead Area shall be conducted within these time windows:

- Within urbanized boundary:
 - Within Fargo, Horace (within urbanized area) and West Fargo city limits:
 - May 3 – May 25
 - Aug 27 – Oct 15
 - If within NDSU buffer: May 3 – May 7, Aug 23 – Oct 15
 - Within Moorhead city limits:
 - May 3 – May 29
 - Sept 6 – Oct 15
 - If within Concordia and MSUM buffer: Aug 26 – Oct 15
 - Within Dilworth city limits:
 - May 3 – May 18
 - Sept 7 – Oct 15
- Outside of urbanized boundary: June, July, August

Task 4 – Providing of Count Data

The Consultant will collect a minimum of 48 continuous hours of traffic data and will provide the data to Metro COG in a Microsoft Excel spreadsheet which Metro COG will provide (see Exhibit E). The spreadsheet will ask for date & time of counts, location information (street, location description, and GPS coordinates), counter information, first 24-hour traffic count, second 24-hour traffic count, truck counts (when applicable), and more. Please note certain columns in the spreadsheet will be completed by Metro COG either as count results are being provided or upon completion of all Consultant counts.

The Consultant shall provide Metro COG with the most current spreadsheet once every seven (7) days for Metro COG's review. Metro COG will review all the latest traffic count data in the spreadsheet and will work with the Consultant to identify possible inaccuracies in recorded count data, and will cooperatively develop a list of re-count locations if necessary.

Once all locations have been counted, the Consultant shall provide Metro COG with the completed spreadsheet of all traffic data information and Metro COG will review all data in the spreadsheet. Metro COG will work with the Consultant to identify possible inaccuracies in recorded count data and will cooperatively develop a list of re-count locations (if necessary). Any recounts will be at the expense of the Consultant.

Upon collection of all traffic count data, the Consultant shall provide Metro COG with a GIS shapefile consisting of count information with a point at each specific count location. The points shall be shown in North American Datum (NAD) 1983, UTM Zone 14N, feet. The GIS shapefile will include attributes collected by the Consultant as well as attributes provided by Metro COG. The attributes of each count location shall be identical to the columns in the final spreadsheet.

Once completed with the project all count information shall become the property of Metro COG. The Consultant shall not keep or sell any of the traffic data without prior permission from Metro COG.

IV IMPLEMENTATION SCHEDULE

1) Consultant Selection

Advertise for Consultant Proposals	approximately 1/22/2021
Due Date for Proposal Submittals (by 4:30pm)	2/15/2021
Review Proposals/Identify Finalists	2/16/2021 – 2/19/2021
Interview Finalists	between 2/24/2021 – 3/4/2021
Metro COG Board Approval/Consultant Notice	3/18/2021
Contract Negotiations	3/22/2021 – 4/2/2021
Signed Contract	Immediately after contract negotiations
Notice to Proceed	One day following a signed contract

2) Project Development (Major Milestones)

Begin project (weather-dependent)	5/3/2021
Submittal of most recent count data to Metro COG	every 7 days
Progress meetings/reports, invoice submittals	every month
Final day of collecting count data	10/15/2021
Final count data provided to Metro COG/Project completion	11/30/2021
All invoices for project to be received by Metro COG	12/9/2021

V EVALUATION AND SELECTION PROCESS

Selection Committee. The Client will establish a selection committee to select a Consultant. The committee will likely consist of Metro COG staff as well as staff from local jurisdictions.

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

- 20% - Understanding of project objectives
- 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 virtual 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 **March 18th, 2021** 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, 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.
 - j) The nature of the counting equipment proposed and details of the reliability

Request for Proposals (RFP)

2021 Fargo-Moorhead Metro Area-Wide Traffic Counts

and proven capability of the equipment to gather accurate, reliable data.

- 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 – Map of Count Locations
Exhibit E – Sample Traffic Data Entry Table
Exhibit F - 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

Proposals shall be received by **4:30 pm (Central Time) on February 15, 2021** at the Metro COG office. 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 fifteen (15) double sided pages for a total of thirty (30) pages; including any supporting material, charts or tables.

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

2021 Fargo-Moorhead Metro Area-Wide Traffic Counts

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 firm's 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 F - 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.fmmetrocog.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:
- 6) Withholding of payments to the Consultant under the contract until the Consultant complies; or
- 7) Cancellation, termination, or suspension of the contract, in whole or in part.
- 8) **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

2021 Fargo-Moorhead Metro Area-Wide Traffic Counts

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.

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 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

Request for Proposals (RFP)

2021 Fargo-Moorhead Metro Area-Wide Traffic Counts

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 - Map of Count Locations

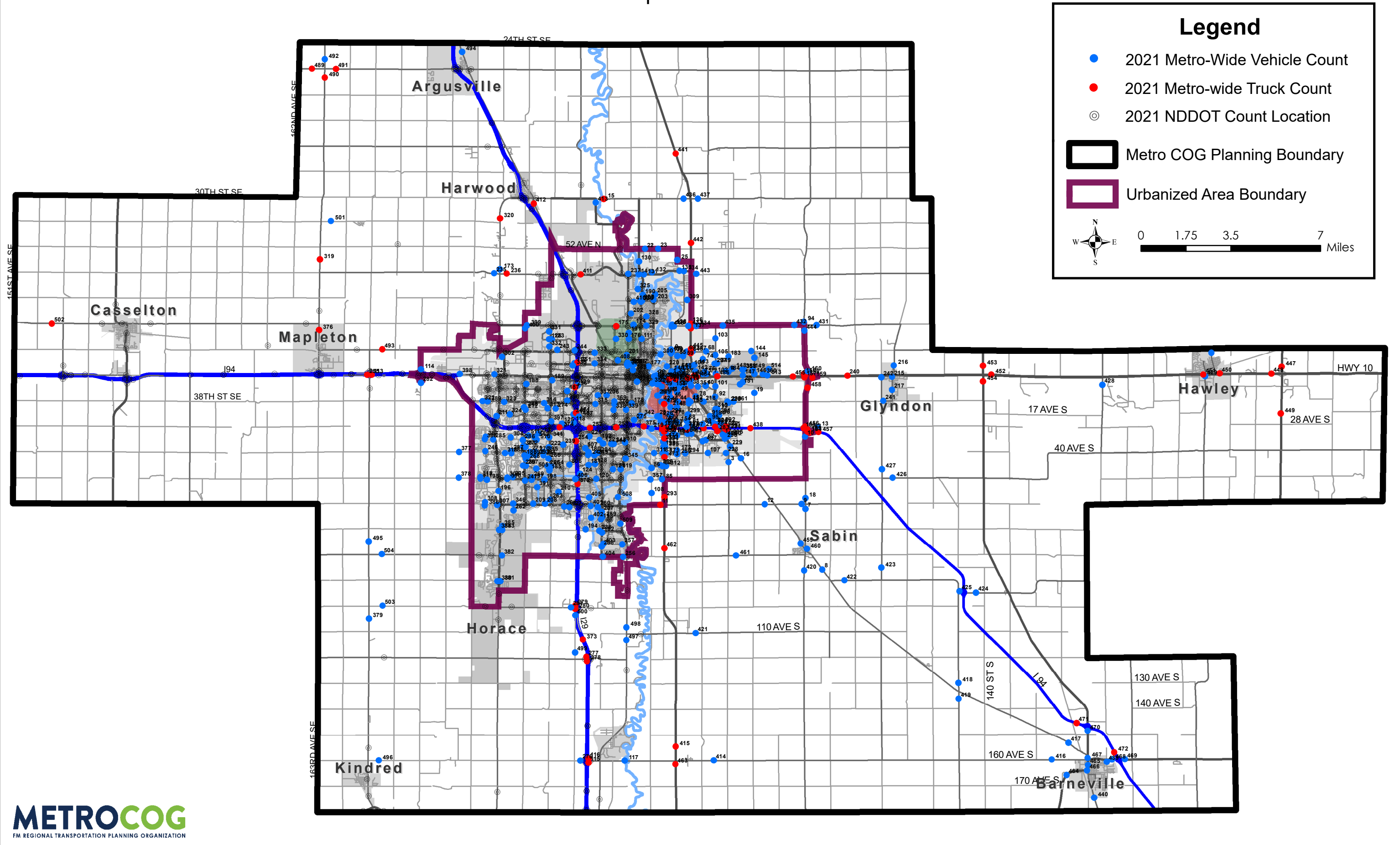


Exhibit D - Map of Count Locations

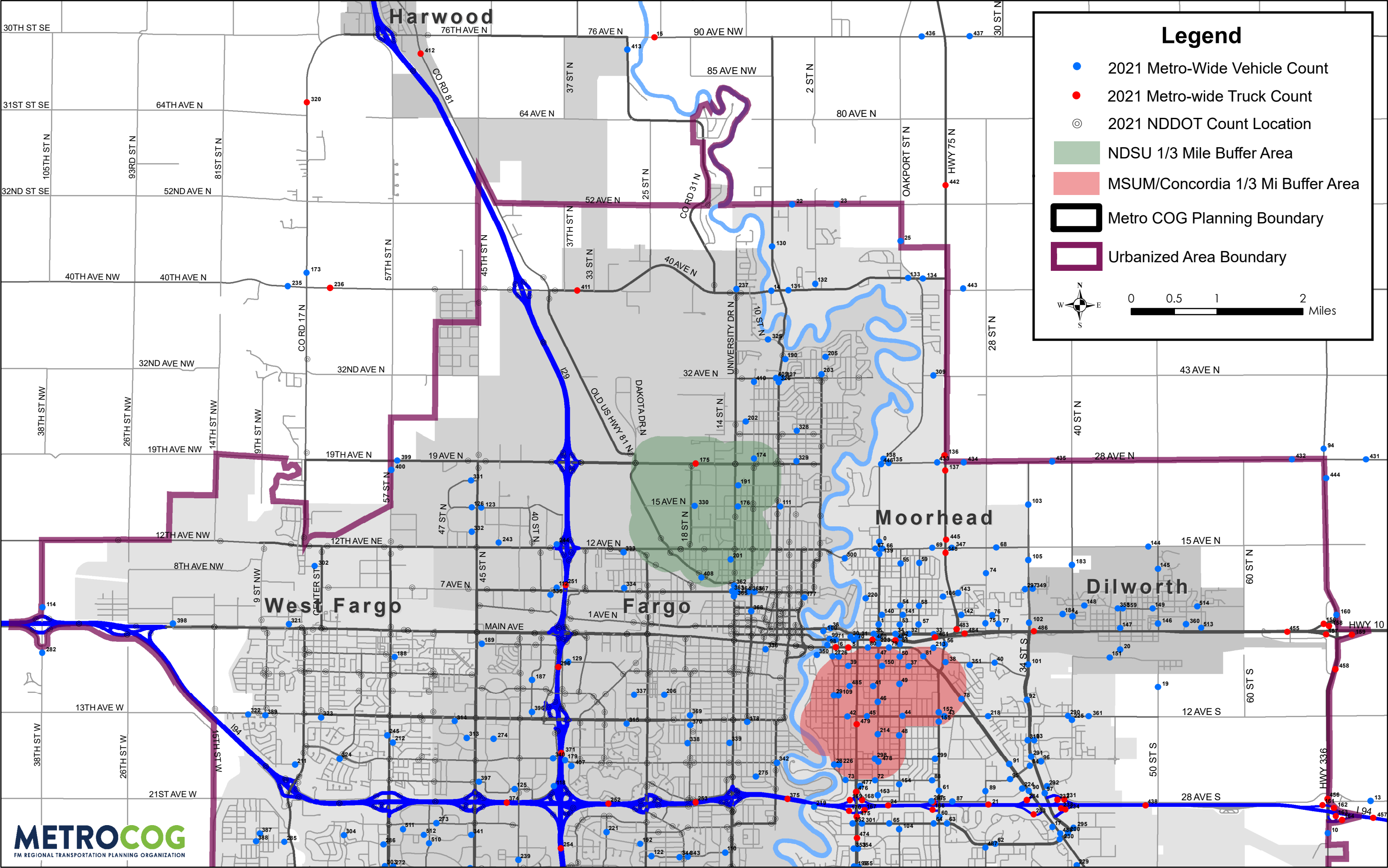


Exhibit D - Map of Count Locations

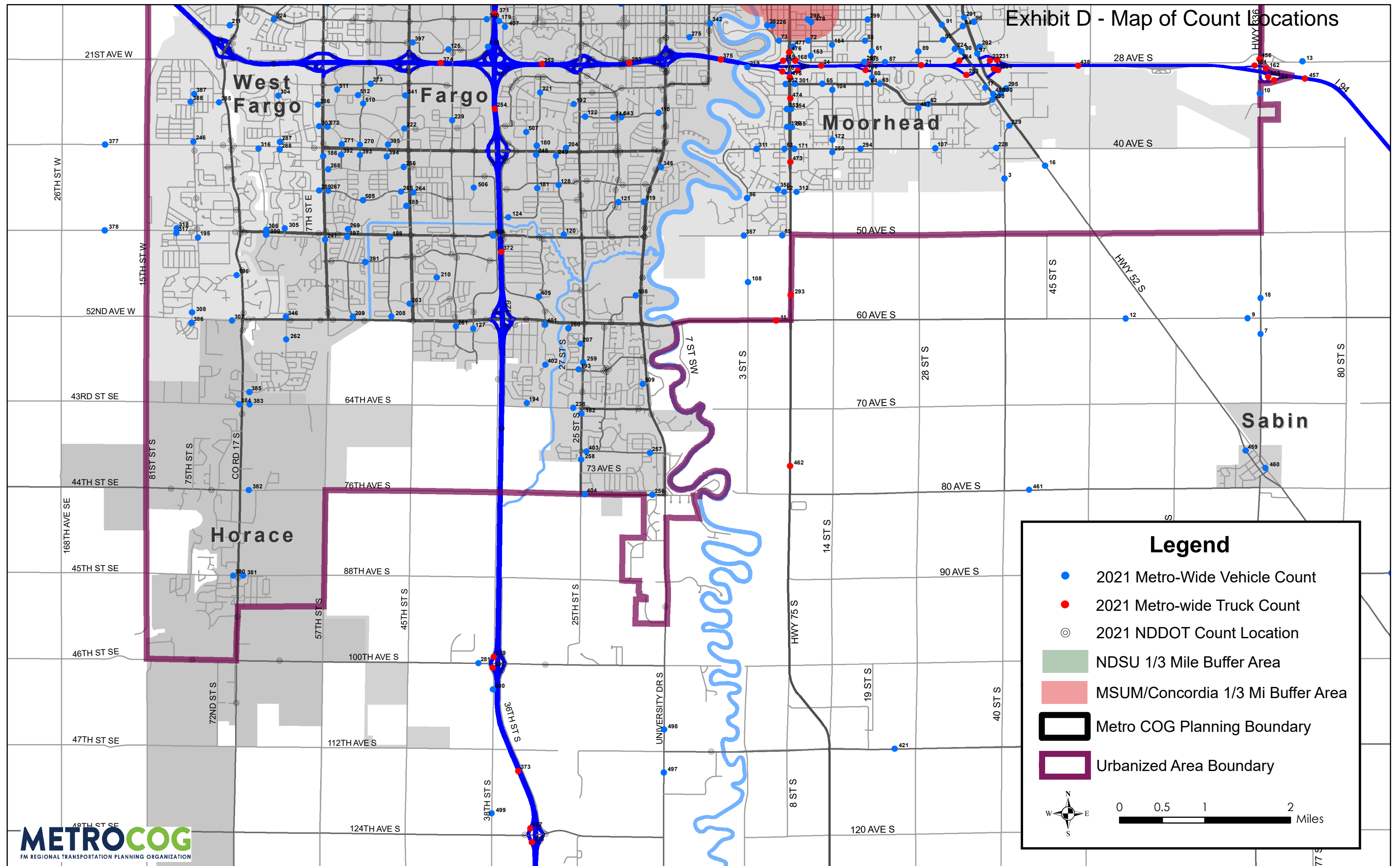


Exhibit E - Sample Traffic Data Entry Table

2021 Fargo-Moorhead Metro Area-Wide Traffic Counts

Indicates Examples
Columns to be completed by Metro COG

[illegible]

ARCHITECT-ENGINEER QUALIFICATIONSOMB 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
		E13	Environmental Testing and Analysis
B01	Barracks; Dormitories	F01	Fallout Shelters; Blast-Resistant Design
B02	Bridges	F02	Field Houses; Gyms; Stadiums
C01	Cartography	F03	Fire Protection
C02	Cemeteries (<i>Planning & Relocation</i>)	F04	Fisheries; Fish ladders
C03	Charting: Nautical and Aeronautical	F05	Forensic Engineering
C04	Chemical Processing & Storage	F06	Forestry & Forest products
C05	Child Care/Development Facilities	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C06	Churches; Chapels	G02	Gas Systems (Propane; Natural, Etc.)
C07	Coastal Engineering	G03	Geodetic Surveying: Ground and Air-borne
C08	Codes; Standards; Ordinances	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C09	Cold Storage; Refrigeration and Fast Freeze	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C10	Commercial Building (<i>low rise</i>) ; Shopping Centers	G06	Graphic Design
C11	Community Facilities	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C12	Communications Systems; TV; Microwave	H02	Hazardous Materials Handling and Storage
C13	Computer Facilities; Computer Service	H03	Hazardous, Toxic, Radioactive Waste Remediation
C14	Conservation and Resource Management	H04	Heating; Ventilating; Air Conditioning
C15	Construction Management	H05	Health Systems Planning
C16	Construction Surveying	H06	Highrise; Air-Rights-Type Buildings
C17	Corrosion Control; Cathodic Protection; Electrolysis	H07	Highways; Streets; Airfield Paving; Parking Lots
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H08	Historical Preservation
C19	Cryogenic Facilities	H09	Hospital & Medical Facilities
D01	Dams (<i>Concrete; Arch</i>)	H10	Hotels; Motels
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D03	Desalinization (<i>Process & Facilities</i>)	H12	Hydraulics & Pneumatics
D04	Design-Build - Preparation of Requests for Proposals	H13	Hydrographic Surveying
D05	Digital Elevation and Terrain Model Development		
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)						
	PRIME	J-V	PARTNER	SUBCON-TRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
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 <i>(City and State)</i>			
16. EDUCATION <i>(Degree and Specialization)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<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 <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">PROFESSIONAL SERVICES</td> <td style="width: 50%; border: none;">CONSTRUCTION <i>(If applicable)</i></td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
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

[illegible]

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	

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME			3. YEAR ESTABLISHED	4. UNIQUE ENTITY IDENTIFIER
2b. STREET			5. OWNERSHIP	
2c. CITY			a. TYPE	
2d. STATE		2e. ZIP CODE	b. SMALL BUSINESS STATUS	
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM (If Block 2a is a Branch Office)	
6b. TELEPHONE NUMBER		6c. E-MAIL ADDRESS		
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

[illegible]

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work		1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work		2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work		3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
c. NAME AND TITLE	