

The 576th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
THURSDAY, April 16, 2020 – 4:00 p.m.

Web Conference

OVERALL AGENDA

1. Call to Order and Introductions
 - a. Introductions Information Item
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Minutes of the March 19, 2020 Board Meeting Action Item
 - d. Approve April 2020 Bills Action Item
2. Consent Agenda Action Item
 - a. March Month End Report
 - b. MATBUS Transit Authority Study Contract Amendment
 - c. 76th Avenue South Corridor Study Contract Amendment
 - d. Northwest Metro Transportation Plan Contract Amendment
 - e. Metro COG First Quarter Report
 - f. Engagement of Brady Martz to conduct Metro COG's 2019 Financial Audit
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2019-2020 UPWP Amendment #6 Action Item
 - c. Veterans Boulevard Consultant Selection Action Item
 - d. FTA Section 5310/5339 ND Transit Application Action Item
 - e. DTA Scope of Work/ATAC Master Agreement Addendum Action Item
 - f. Electronic Voting Policy and Procedure Discussion Item
4. Additional Business Information Item
5. Adjourn

For Public Participation, please use our conference call-in: +1 312 626 6799

Meeting ID: 756 918 118

Password: 542944

Email questions and comments to metrocog@fmmetrocog.org either before or during the meeting. Our staff will be monitoring this email address and will vocalize your questions to the Policy Board.

REMINDER: The next Metro COG Policy Board Meeting will be held **Thursday, May 21, 2020**. Tentatively, the meeting is planned to occur in the Metro COG Conference Room at 4:00 p.m., but a remote meeting alternative may be used if social distancing measures remain in effect.

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 1c, Attachment 1

**575th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, March 19, 2020 – 4:00 pm
Metro COG Conference Room**

Members Present:

Duane	Breitling	Cass County Commission
David	Fenelon	Horace City Council
Eric	Gjerdevig	West Fargo City Commission
Tony	Grindberg	Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Steve	Jesme	Dilworth City Council
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
Sara	Watson Curry	Moorhead City

Members Absent:

Tony	Gehrig	Fargo City Commission
Johnathan	Judd	Moorhead City Council
John	Strand	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	Metro COG

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

The meeting was called to order at 4:00 pm, on March 19, 2020 by Chair Olson, noting a quorum was present, and recognizing that most members were attending via conference call. Introductions were made via roll call by Ms. Leach.

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 March 19, 2020 Policy Board Meeting.

Mr. Breitling moved, seconded by Ms. Watson Curry

MOTION, passed.12-0

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Olson asked for approval of the Minutes of the February 20, 2020 Meeting.

MOTION: Approve the February 20, 2020 Policy Board Meeting Minutes.

Mr. Breitling moved, seconded by Mr. Gunkelman.
MOTION, passed. 12-0
Motion carried unanimously.

1d. Monthly Bills, approved

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

MOTION: Approve the March 2020 Bills List.
Ms. Mongeau moved, seconded by Mr. Gjerdevig
MOTION, passed. 12-0
Motion carried unanimously.

2. CONSENT AGENDA

Chair Olson asked for approval of Item a on the Consent Agenda.

a. February Month End Report

MOTION: Approve Item a on the Consent Agenda.
Mr. Grindberg moved, seconded by Mr. Fenelon.
MOTION, passed. 12-0
Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

No MOTION

3b. Personnel Policy Updates

Ms. Gray presented updates and revisions to the Personnel Policies, as guided by the Executive Committee. The changes included Articles VII and VIII, regarding Time and Leave. Ms. Gray went through the proposed revisions with the board so they understood the changes being made.

Ms. Gray noted that these policy revisions were reviewed by both Jenna Wilm (West Fargo Human Resources Director), and John Shockley and one of his colleagues at Ohnstad Twichell (agency attorney).

MOTION: Approve the proposed updates to the Metro COG Personnel Policies, Article III – TIME and Article VIII – LEAVE, and authorize the Executive Director to update the format and table of contents and make other grammatical and formatting changes as necessary, provided they do not change the meaning and intent of the language as presented.
Mr. Piepkorn moved, seconded by Ms. Watson Curry.
MOTION, passed. 12-0
Motion carried unanimously.

3c. COVID-19 Health Emergency Policy and Operational Procedures

Ms. Gray presented an emergency policy and operational procedures in response to the COVID-19 nationwide pandemic. The policy outlines office procedures on working remotely and how to handle the day-to-day activities to maintain agency operations. Ms. Gray noted that staff have been preparing to work remotely starting the following Monday, March 23, 2020. Key staff members will also be stopping by the office for mail and ensuring agency functionality and operation.

MOTION: Approve Metro COG's COVID-19 Pandemic Health Emergency Policy and Procedures, allowing revisions to be made in response to the evolving pandemic response, as approved by the Policy Board Chair and Vice Chair.

Ms. Mongeau moved, seconded by Mr. Gunkleman.

MOTION, passed. 12-0

Motion carried unanimously.

3d. Metro COG Property Insurance

Ms. Gray presented a revision to the Metro COG agency property insurance, after an internal audit found that the agency was under-insured after the remodel and installment of new furnishings.

MOTION: Authorize the Executive Director to increase Metro COG's property insurance coverage from \$102,000 to \$300,000.

Mr. Gunkelman moved, seconded by Mr. Hendrickson.

MOTION, passed. 12-0

Motion carried unanimously.

4. Additional Business

No additional business.

5. Adjourn

MOTION: Adjourn the 575th Meeting of the FM Metro COG Policy Board

Mr. Breitling moved, seconded by Mr. Jesme.

MOTION, passed. 12-0

Motion carried unanimously.

The 575th Meeting of the FM Metro COG Policy Board held Thursday, March 19, 2020 was adjourned at 4:35 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD April 16, 2020, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Assistant

To: Policy Board Members
From: Michael Maddox, AICP
Date: April 10, 2020
Re: **MATBUS Transit Authority Study – Contract Extension**

The MATBUS Transit Authority Study contract was approved by the Policy Board on January 17, 2019. Metro COG gave the consultant the notice to proceed in February 2019 and the project was subsequently kicked off in March of 2019.

Due to the sensitive nature of the project, specifically making sure that both the City of Moorhead and the City of Fargo have ample time and opportunity to discuss issues with the organizational structure and funding of MATBUS, the project was expected to progress slowly. This is now exacerbated by the outbreak of the COVID-19 Pandemic and the resulting demands on City Administration and MATBUS staff from both cities. Metro COG staff also interjected a round of stakeholder interviews with MATBUS staff and elected leaders to make sure that all issues were being addressed.

Metro COG is asking that the MATBUS Transit Authority Study be extended in order to give the consultant adequate time to finish the project. The project is at a phase where the consultant can start pulling all of the information together quickly, as the committees governing the Plan's development are all up to speed and on the same page.

SRF Consulting Group and Metro COG have agreed to extend the project to September 30, 2020. It is expected that the consultant substantially complete the plan, conduct all public engagement required, and go through the proper review process before this date.

At their regularly scheduled meeting of April 9, 2020, the Transportation Technical Committee recommended Policy Board approval of Amendment #1 to the MATBUS Transit Authority Study Contract.

Requested Action: Approval of Amendment #1 of the MATBUS Transit Authority Study Contract.

Amendment to the MATBUS Transit Authority Study

Amendment No. 1

Background

The MATBUS Transit Authority Study was approved by the Policy Board at the January 2019 meeting. Subsequently, the project began in March 2019. The project originally had a timeframe of one-year from the start of the project (March 2019). However, it was expected that delays in the project may occur to the sensitive and political nature of the study, which required the participating jurisdictions to work out issues related to the funding and organizational structure of MATBUS. This was exacerbated by the outbreak of the COVID-19 Pandemic.

Subsequently, the Client and the Consultant have agreed to extend the project to September 30, 2020, at which time the contract will expire. It is expected that the consultant complete all remaining tasks in the original scope of work located with the contract.

Description of Modifications

The Client and the Consultant both agree to extend the MATBUS Transit Authority Study schedule until September 30, 2020. This agreement shall have the following stipulations:

- The Client expects the Consultant to deliver all remaining project tasks in a timely manner, with enough time for the Technical Advisory Committee (TAC) and the Policy Advisory Committee (PAC) to review and approve the plan's contents.
- The Consultant will complete all public engagement to the satisfaction of the TAC and PAC, and shall alter such public engagement approach in respect to the current Center for Disease Control's guidance on curtailing the spread of the COVID-19 Pandemic. This shall include digital outreach efforts deemed acceptable by the TAC and PAC.
- Upon completion of the plan, the consultant will take it through all necessary approval processes deemed necessary by the TAC and PAC (at a minimum shall include the Metro COG approval process) before the expiration of the contract.

This amendment to the MATBUS Transit Authority Study is solely to extend the project schedule. The project fee is to remain the same and no additional funds will be made available in the future without prior consent of the Metro COG TTC and Policy Board through a formal contract amendment.

Agreement

The Consultant and the Client hereby agree to modify the above-referenced Modifications as set forth in this Amendment. All provisions of the original contract not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____.

CONSULTANT: SRF Consulting Group

Client: Fargo Moorhead Metro COG

Joseph Kapper (Project Manager)

Brad Olson (Policy Board Chair)

Bill Troe (Principal-in-Charge)

Cynthia R. Gray (Executive Director)

Dated this ____ day of _____, 20__

Dated this ____ day of _____, 20__



To: Policy Board Members
From: Michael Maddox, AICP
Date: April 10, 2020
Re: **76th Ave South Corridor Study – Contract Extension**

In July 2019, Metro COG amended the contract for the 76th Avenue South Corridor Study to include an analysis of the impact of a 64th Avenue South interchange on the future traffic projections for 76th Avenue South. This was due to a strong interest by the Fargo City Commission to prioritize a future interchange at 64th Avenue S and I-29 as a short-term project in the Metropolitan Transportation Plan. More recently, the North Dakota Department of Transportation corresponded with the City of Fargo laying out a plan for moving towards a 64th Avenue S/I-29 interchange project, potentially scheduled for 2025, as a follow-up to the grade separation project currently under design.

The 76th Avenue S Corridor Study amendment included modeling three scenarios utilizing Metro COG's Travel Demand Model (TDM). Due to complications in retrieving the TDM, developing updated socioeconomic data, and running the TDM scenarios, the timeframe of the project was delayed.

This delay in the project is now exacerbated by the COVID-19 social distancing guidelines. We anticipate that this will result in some inefficiencies and delays in the project particularly with respect to public engagement. The project team will need to rely more heavily on the use of non-traditional public outreach techniques to ensure that we have adequately informed and involved the public and affected stakeholders in the project alternatives and study outcomes.

Stantec is asking that the 76th Avenue South Corridor Study contract be extended to expire September 30, 2020. Metro COG staff have discussed with Stantec that the expectation would be that the project is substantially completed by August 2020. The extension to September 2020 would give a leeway period in case future delays occur. Metro COG staff have discussed with Stantec that an additional contract extension would not be favorable, and that Metro COG staff expects that the scope of work be completed within the new project timeframe. This includes all aspects of the scope of work, public engagement, and the approval process.

At their regular meeting of April 9, 2020, the Transportation Technical Committee recommended Policy Board approval of Contract Amendment #2.

Requested Action: Approval of Contract Amendment #2 to the 76th Avenue South Corridor Study.



PROFESSIONAL SERVICES AGREEMENT CHANGE ORDER

Change Order # 2 Date 31 March 2020

"Stantec" Stantec Consulting Services Inc.
Stantec Project # 193804378
2632 47th Street South, Suite 103, Fargo, ND 58104
Ph: (701) 566-6020
email: peggy.harter@stantec.com

Client Fargo Moorhead Metropolitan Council of Governments
Client Project # 2018-218
One North 2nd Street, Suite 232, Fargo, ND 58102
Ph: (701) 232-3242
email: maddox@fmmetrocog.org

Project Name and Location: 76th Avenue South Corridor Study

In accordance with the original Professional Services Agreement dated 10 October 2018 and Change Orders thereto, the Agreement changes as detailed below are hereby authorized.

Change Order #2 is only a change to the project schedule due to delays with the Travel Demand Modeling tasks that were added during Change Order #1. No scope or fee changes are associated with Change Order #2.

	Total fees this Change Order			\$	-
	Original agreement amount			\$	174,914.22
	Change Order Number	1		\$	28,965.65
	Change Order Number			\$	-
	Change Order Number			\$	-
	Change Order Number			\$	-
	Total Agreement			\$	203,879.87

Effect on Schedule: This change order moves out the project completion date to September 30, 2020.

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

Stantec Consulting Services Inc.

Fargo Moorhead Metropolitan Council of Governments

Peggy Harter, Senior Associate

Print Name and Title

Print Name and Title

Signature

Signature

Date Signed:

March 31, 2020

Date Signed:

To: Policy Board
From: Adam Altenburg, AICP
Date: April 10, 2020
Re: **Northwest Metro Transportation Plan Contract Extension**

In March 2019, Metro COG contracted with KLJ for the completion of the Northwest Metro Transportation Plan. The initial schedule indicated substantial completion of the project by March 2020. However, in early fall of 2019, Metro COG asked the consultant if it would be a problem for them, from a workload perspective, to slow down the pace of work on the project from October through December to ensure that Metro COG did not exceed Consolidated Planning Grant (CPG) funds as budgeted for fiscal year 2019 in the Unified Planning Work Program (UPWP).

The shift in workload was acceptable to the consultant. It was acknowledged that this could affect the project schedule.

The project was also partially delayed in late 2019 by the completion and delivery of Metro COG's Travel Demand Model (TDM), developed as part of the Metropolitan Transportation Plan (MTP).

KLJ has proposed extending the Northwest Metro Transportation Plan to September 2020. The revised schedule calls for a draft plan to be completed in August 2020, with adoption, final billing, and document delivery in September 2020. Metro COG is asking that the contract with KLJ be amended to include the new extended project delivery schedule.

At their regularly scheduled meeting of April 9, 2020, the Transportation Technical Committee recommended Policy Board approval of the schedule amendment.

Requested Action: Approve the updated schedule and amend the contract to reflect the new timetable for completion of the Northwest Metro Transportation Plan.

AMENDMENT TO ENGINEER-OWNER AGREEMENT

Amendment No. 1
KLJ Project 1813-02659
Metro COG Project 2019-002

Background Data

- a. Effective Date of Engineer-Owner Agreement: March 18, 2019
- b. Engineer: Kadmas Lee & Jackson
- c. Owner: Fargo-Moorhead Metropolitan Council of Governments (Metro COG)
- d. Project: Northwest Metro Transportation Plan
- e. This Part of the Project: _____

Nature of Amendment (check all that apply)

- ☐ Additional services to be performed by Engineer
- ☐ Modifications to services of Engineer
- ☐ Modifications to responsibilities of Owner
- ☐ Modifications to payment to Engineer
- ☒ Modifications to time(s) for rendering Services

Description of Modifications

Due to request by Metro COG to slow work over the 4th quarter of 2019, the project completion date is being extended to 9/30/2020.

Agreement Summary

a. Original agreement amount:	\$250,000
b. Net change for prior amendments:	\$0
c. This amendment amount:	\$0
d. Adjusted Agreement amount:	\$250,000

Engineer and Owner hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is March 19, 2020.

ENGINEER: Kadrmas Lee & Jackson, Inc.

OWNER: Fargo-Moorhead Metropolitan Council of
Governments

By: Mark Anderson

By: Cynthia Gray

Title: Vice President of Environment & Public Works

Title: Executive Director

Date Signed: _____

Date Signed: _____

Schedule (Revised)

- Schedule revised to reflect Sept to December work stoppage.

SCHEDULE

	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Land Use Concepts			Methods Development	Concept Development				Work Stoppage					Concept Refinement						
Transportation Elements			Existing Conditions							Transportation Modeling and Sensitivity Testing				Infrastructure Needs and Implementation					
SRC		#1		#2								#3		#4	#5		#6		
Stakeholders		#1													#2		#3		
Public Input Meetings				#1													#2		
Plan Development																		Draft Plan	Final Plan



Unified Planning Work Program

Progress Report: January 1, 2020 to March 31, 2020

Approved: ##

This progress report provides a brief description and overview of the various planning activities completed by Fargo-Moorhead Metropolitan Council of Governments (Metro COG) from January 1, 2020 to March 31, 2020, in accordance with the approved Unified Planning Work Program (UPWP). Included in this report:

- Planning activities completed during this period with the percent complete for each activity; and
- A budget summary identifying the activity, the total activity budget, the amount of activity budget spent through March 31, 2020, and the percent of the budget spent

For more information regarding the information presented,
please contact the Fargo-Moorhead Metropolitan Council of Governments

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1 – 2nd Street North
Case Plaza, Suite 232
Fargo, ND 58102-5807*

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2020 Staff Activities by UPWP Work Element

(January 1, 2020 through March 31, 2020)

100 Policy and Administrative Forum

2020 Budget	Amount Billed	Percent Billed
\$56,450.10	\$	%

101 Metro COG Policy Board

Status: 25% Complete

- Prepared for and attended Policy Board Meetings
- Attended staff meetings regarding development of Policy Board agendas
- Participated in miscellaneous Policy Board/committee coordination discussions about agenda items
- Prepared agenda and packet materials for Policy Board meetings
- Recorded and prepared minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Updated Policy Board membership and contact information as necessary

102 Metro COG Executive Committee

Status: 25% Complete

- Prepared agenda and packet materials for Executive Committee
- Prepared for and participated in Executive Committee meetings
- Recorded and prepared minutes
- Recorded voting actions and outcomes

103 Transportation Technical Committee (TTC)

Status: 25% Complete

- Prepared for and attended TTC meetings
- Attended staff meetings regarding development of TTC agendas
- Participated in miscellaneous Policy Board/committee coordination discussions about agenda items
- Prepared agenda and packet materials for Policy Board meetings

- Recorded and prepared minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Updated Policy Board members and information as necessary

104 Federal, State, and Local Committee Meetings

Status: 25% Complete

- Provided several agenda items to NDDOT and Bismarck-Mandan MPO Director for the Spring MPO Director's meeting
- Attended the kick-off meeting for the Statewide Transportation Plan in Bismarck
- Participated in a meeting with MnDOT regarding the statewide multimodal plan (SMTP)
- Participated in a quarterly MPO Director meeting with MnDOT and Minnesota MPOs
- Attended ATP meeting in Fergus Falls
- Attended City of Fargo Public Works Project Evaluation Committee (PWPEC) meeting
- Attended and prepared for FM Diversion Authority Land Management Subcommittee meetings
- Attended Metro Flood Diversion Authority meetings
- MN ATP 4 TAP evaluation committee meeting
-

200 Contracted Planning Services

2020 Budget	Amount Billed	Percent Billed
\$95,559.58	\$	%

203 ATAC Intersection Traffic Data Reporting

Status: 20% Complete

- Progress call with ATAC

207 US 10/75 Corridor Study

Status: 90% Complete

- Staff worked with the consultant to amend the timeline of the project to be completed in May 2020. Two draft versions of the plan were submitted to the SRC and reviewed. Staff set up and attended a SRC meeting where MnDOT, Metro COG, and the City of Moorhead discussed issues plan elements as well as to coordinate this project with the 11th Street Grade Separation

Study that is currently in the design process. The project is near completion with the final report and final public engagement remaining.

208 Fargo Safe Routes to School Study

Status: 100% Complete

- Staff worked with the consultant to finish the project, including GIS data clean-up and distribution to City of Fargo staff, Fargo Public School staff, and West Fargo Public school staff, and final plan presentations to Fargo Public Schools, Fargo Planning Commission, Fargo City Commission, TTC, and Policy Board.

209 Regional Bikeway Gap Analysis

Status: 100% Complete

- Staff worked with the consultant to finish the project, including preparation and presentation of final plan at City of Fargo Public Works Engineering Planning Committee (PWPEC), review of final invoicing, and project closeout.

210 76th Avenue Corridor Study

Status: 60% Complete

- Staff worked with the consultant to set up the 2045 Travel Demand Model to test the impact of a 64th Ave S interchange on the 76th Avenue S study corridor. The consultant ran two model network scenarios and is developing options for the third and final modeling scenario. Metro COG staff and the consultant worked on developing an access plan for the corridor alternatives. SRC #4 was conducted this quarter, which solidified access management and visioning for the corridor alternatives.

211 Horace Comprehensive and Transportation Plan

Status: 100% Complete

- Staff worked with the consultant to attend to miscellaneous contracted planning management service needs for the Horace Comprehensive and Transportation Plan, including a group work session to strategize about the transportation element of the draft plan.

212 MATBUS Transit Authority Study

Status: 60% Complete

- MATBUS Transit Authority Study: Staff conducted biweekly progress calls and formulated an approach to completing the remaining scope of work for the project. The consultant presented staff with some of the results of the outreach to other peer “authority” transit systems. An online SRC meeting was conducted to share the results of efforts completed to this point. Staff worked with the consultant to draft an approach to estimating future transit funding needs to be used to estimate the amount of money that may need to be generated locally to support transit operations in the future.

213 Office Remodel and Furniture Update

Status: 98% Complete

- Considered additional light fixture for reception area
- Using local funds, purchased refrigerator, microwave and vacuum cleaner for office
- Coordinated internally and worked with ReadITech and FM Electric to complete audio-visual set-up, which was necessary to get large conference room fully connected and functional
- Coordinated with Christianson's for delivery and installation of office furniture
- Coordinated with Case Plaza building management for mounting of White Boards in collaboration area, offices and conference rooms.

214 9th Street Corridor Study

Status: 99% Complete

- Attended to miscellaneous contracted planning management service needs for the West Fargo 9th Street Corridor Study

215 Northwest Metro Transportation Plan

Status: 63% Complete

- Attended to miscellaneous contracted planning management service needs for the Northwest Metro Transportation Plan, including a Study Review Committee meeting.

216 Fargo-Moorhead Diversion Recreation Plan

Status: 58% Complete

- Attended to miscellaneous contracted planning management service needs for the Fargo-Moorhead Diversion Recreation Plan

217 Veterans Boulevard Corridor Feasibility Study

Status: 0% Complete

- Staff developed the scope of work and request for proposals (RFP) for the Veterans Boulevard Corridor Feasibility Study, and reviewed three consultant proposals received before the submittal deadline on March 18th. Staff also coordinated with local government participants to schedule consultant interviews.

218 MATBUS Transit Development Plan

Status: 1% Complete

- Staff developed the scope of work and RFP for the TDP. Staff then coordinated with MATBUS on conducting consultant interviews, selecting a consultant, and executing a contract for services with the selected consultant. The project was kicked off at the end of March during a conference call with MATBUS, Metro COG, and consultant staff. Staff has directed coordinated with the consultant on how the TDP and the Authority Study will overlap since the same consultant was selected.

219 Moorhead 17th Street North Corridor Study

Status: 0% Complete

- Staff developed the scope of work and RFP for the Moorhead 17th Street N study. In addition, staff reviewed consultant proposals received before the submittal deadline on January 24th, coordinated with selection panel to shortlist from seven consultants to four consultants, prepared for and participated in four consultant interviews. Staff reviewed and provided comments on draft project public engagement plan, and coordinated with the consultant team on background information for the corridor. Staff participated in the project kick-off, and updated the project website in preparation for posting of public engagement material on the website

220 Dynamic Traffic Assignment

Status: 0% Complete

- Received draft scope of work from the Advanced Traffic Analysis Center (ATAC) at NDSU

221 Advanced Traffic Assignment Performance Measure (ATSPM) - Fargo

Status: 25% Complete

- No activities recorded in the first quarter

222 Moorhead Intersection Data Collection

Status: 2% Complete

- Discussed traffic counting camera setup, which will now be delayed until the fall of 2020 due to reduced traffic volumes as a result of the COVID-19 pandemic.

300 Federal Transportation Planning and Documentation

2020 Budget	Amount Billed	Percent Billed
\$102,043.57	\$	%

301 Transportation Improvement Plan (TIP)

Status: 25% Complete

- TAP coordination in both MN and ND
- Reviewed applications for Urban Grant (UGP), Urban Road, and Regional Road program solicitations of the NDDOT
- Prepared for and presented information regarding the prioritization of project applications received for the UGP, Urban Road, and Regional Road programs
- Prepared and submitted applications for UGP, Urban Road, and Regional Road programs with subsequent prioritization to the NDDOT by their submittal deadline of January 31st
- Participated in MnDOT ATP District 4 meeting on February 7th
- Processed administrative adjustment #1 to the 2020-2023 TIP on March 5th
- Assisted with FHWA annual audit questionnaire regarding TIP process and specific coordination with MnDOT and OTAT

302 Unified Planning Work Program (UPWP)

Status: 25% Complete

- Began working on the draft 2021-2022 budget and UPWP
- Monitored consultant project budgets and staff efforts based on projects in the approved 2019-2020 UPWP

303 Public Participation

Status: 25% Complete

- Prepared materials and assisted with West Fargo 9th Street Public Input Meeting on January 20
- Presented to Horace Planning and Zoning Commission on January 28

- Assisted with Horace Comprehensive and Transportation Plan Open House on February 27
- Developed remote meeting process to ensure public access to Metro COG TTC and Policy Board meetings during COVID-19 shelter-in-place orders.
- Requested and reviewed Metro COG website updates to improve upon public access to Metro COG projects
- Discussed Public Participation Plan updates that are needed to improve consistency with recently adopted Title VI and LEP Plans
- Mysidewalk.com training/presentation via webinar to determine if subscription would benefit Metro COG's public participation opportunities

304 Congestion Management Process

Status: 25% Complete

- No activities recorded in the first quarter

305 Federal and State Rules, Regulations, Comprehension, and Maintenance

Status: 15% Complete

- Arranged for and conducted conference call with Green Bay, Wisconsin MPO Director to discuss TMA transition
- Completed FHWA questionnaire regarding MnDOT / MPO Coordination

306 Civil Rights/Title VI/LEP/Environmental Justice

Status: 45% Complete

- Reviewed Title VI and Environmental Justice requirements
- Reviewed miscellaneous demographic information for the FM metropolitan area
- Final coordination of Title VI Plan and LEP Plan update
- Brought updated Title VI and LEP Plans to TTC and Policy Board for adoption

307 2045 LRTP Implementation

Status: 25% Complete

- Staff disseminated the new MTP as well as used the information in guiding local decisions. Staff worked with the transit provider on MTP flexible funding for bus replacements. Staff also closed out the contract by having the consultant integrate the local approvals into the document and printing of the final plan.
- Coordinated with HDR on the update of Title VI maps for low-income population areas in the 2045 MTP (Metro Grow)

- Prepared letter to Moorhead Traffic Engineer stating Metro COG's support for not conducting a Work Zone Safety and Mobility analysis for Moorhead's 11th Street Railroad Grade Separation project
- Reviewed previous MTPs to ensure consistency with the Horace Comprehensive and Transportation Plan

308 2020 Census Coordination and Technical Assistance

Status: 25% Complete

- Reviewed the feedback and proposed Block Group and Tract boundaries for the Census Participant Statistical Area Program (PSAP)
- Coordinated with Census Bureau staff to determine the best approach to additional PSAP Verification phase revisions
- Conducted and submitted PSAP Verification phase revisions to the Census Bureau
- Reviewed ND census reports

400 Technical Transportation Data and Analysis

2020 Budget	Amount Billed	Percent Billed
\$83,584.90	\$	%

401 Performance Measures

Status: 25% Complete

- Reviewed 2020 PM 1 – Safety data
- Developed Memorandums of Understanding for NDDOT and MnDOT
- Developed, reviewed and edited staff reports and Resolutions of Adoption for TTC and Policy Board
- Proposed, drafted, and presented PM 1 – Safety targets for 2020 to TTC and Policy Board in February
- Emailed PDFs of signed Resolutions of Adoption to NDDOT and MnDOT for 2020 PM1 targets on 2/21/2020
- Reviewed and submitted comments regarding 2021 proposed PM1 – Safety targets for MnDOT
- Review and concurrence on the PM1 actions required for this year

402 Federal Functional Classification Update

Status: 25% Complete

- Worked with staff to interpret comments from NDDOT regarding pending Federal Functional Classification Update
- Coordinated with NDDOT on Functional Class update response

403 Travel Demand Model (TDM) Maintenance and Operations

Status: 25% Complete

- No activities recorded in the first quarter

404 Freight and Goods Movement

Status: 25% Complete

- Participated in the Greater Fargo-Moorhead Economic Development Corporation (GFMEDC) Shovel-Ready Site identification program by attending a kick-off meeting and discussing data that Metro COG can provide to help inform this program from a freight and transportation infrastructure perspective

405 FM Metro Profile

Status: 25% Complete

- No activities recorded in the first quarter

406 Metropolitan Traffic Counting Program

Status: 25% Complete

- Phone call with traffic counting vendor
- Responded to real estate agent regarding traffic counts
- Analyzed local interstate traffic volume trends

407 Metropolitan Technical Assistance

Status: 25% Complete

- Met with City of Fargo to discuss future planning study needs.
- Coordinated purchase of Streetlight platform and shared information with ATAC and Grand Forks – East Grand Forks MPO
- Met with Dilworth-Glyndon school superintendent and Dilworth City Administrator to discuss future SRTS study for the schools in Dilworth and Glyndon
- Met with Safe Kids staff at Sanford Health regarding their SRTS efforts to identify opportunities for collaboration
- Correspondence regarding snow removal on Hwy 10 in Dilworth and resulting lack of sidewalk access
- Assisted with miscellaneous needs per local jurisdictional requests

408 ITS/Traffic Operations Technical Assistance

Status: 25% Complete

- Participated in ND Traffic Operations Roundtable
- Attended ND Traffic Operations Roundtable in Bismarck

409 GIS

Status: 25% Complete

- Updated low-income population areas in GIS 2013-2017 ACS data for 2019 MSA low-income threshold
- Reviewed and participated in the 2020 LiDAR / Aerial Imagery consultant selection and interviews
- Coordinated and attended the Metropolitan GIS Committee meeting on February 25, 2020
- Conducted GIS data requests
- Collaborated internally on the development of a new GIS drive and file system setup and changes to file management structures for GIS data and potentially limiting access to ensure management of data layers.
- Collaborated on the approach to bike facility data collection and documentation in GIS
- Assisted with GIS analyses for the Fargo-Moorhead Diversion Recreation Plan

500 Transit Planning

2020 Budget	Amount Billed	Percent Billed
\$19,694.10	\$	%

501 Transit Technical Assistance

Status: 25% Complete

- Staff worked with MATBUS on various tasks, especially coordinating information exchange between the Cities of Moorhead and Fargo. MATBUS worked with Metro COG staff on coordinating a response to the Covid-19 Pandemic. Staff also worked with MATBUS on coordinating bus purchasing using the STBGP flexible federal funding source.
- Participated in NDDOT Transit webinar
- Section 5311/5339 grant coordination
- Assisted with miscellaneous transit needs per requests from MATBUS

502 MAT Coordinating Board

Status: 25% Complete

- Prepared for and attended MAT board meetings
- Prepared agenda and packet materials
- Recorded and prepared minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Updated MAT board members and information as necessary

600 Bicycle and Pedestrian Planning

2020 Budget	Amount Billed	Percent Billed
\$49,159.40	\$	%

601 Bicycle/Pedestrian Activities and Technical Assistance

Status: 25% Complete

- Dilworth SRTS / DGF SRTS discussion, timeline development, project coordination
- Organized and facilitated the Bicycle and Pedestrian Committee Meeting on 1/29
- Attended the City of Fargo Trail Committee Meeting on 3/10
- Coordinated with Dilworth regarding Safe Kids Grant
- Attended City of Fargo Trail and Open Space meeting on January 14
- Bike map app coordination
- Bicycle & Pedestrian Committee meeting coordination
- Streets Alive meeting on February 19th
- Public inquiry regarding new bike rack locations

602 Bicycle/Pedestrian Counts and Analysis

Status: 25% Complete

- Collected bike/ped count data
- Coordination with MnDOT bike/ped counter
- Provided information about downtown area bike/ped counts to Kilbourne Group
- Discussion with St. Cloud MPO regarding bike/ped counting processes

- Compiled data from 2019 counts
- Trained intern on bicycle & pedestrian counts
- Assisted in the collection, analysis, and review of bike/ped count data
- Assisted in the deployment and maintenance of bike/ped count data
- Repaired malfunctioning bike/ped counters
- Coordinated maintenance at MnDOT's bike/ped counter located near the northeast corner of the HWY 75 and I-94 interchange

603 Heartland Trail Extension

Status: 25% Complete

- Update map for Heartland Trail alignment
- Heartland Trail coordination
- Prepared Heartland Trail Task Force meeting agenda and packet materials and facilitated meeting on January 15
- Prepared Heartland Trail Task Force meeting minutes
- Provided Heartland Trail information to the Forum of Fargo-Moorhead upon request
- Prepared Heartland Trail Task Force meeting agenda and packet materials and facilitated meeting on February 27
- Attended Heartland Trail meeting in Detroit Lakes March 5th
- Updated Metro COG website to update information about the Heartland Trail and emailed interested citizens with the link to the updated information

604 Bicycle Safety Education

Status: 25% Complete

- Worked with Transportation Planner to strategize leadership transition for Bike FM
- Prepared for, facilitated, and attended Bike FM meeting
- Updates to BIKE FM webpage
- BIKE FM coordination

700 Local Planning Assistance

2020 Budget	Amount Billed	Percent Billed
\$44,398.20	\$	%

701 Agency Outreach

Status: 25% Complete

- Attended Cass Clay Community Land Trust Board meetings
- Attended meetings of Fargo's Public Works Project Evaluation Committee
- Prepared and made presentation about transportation planning at the annual meeting of the League of Women Voters of the Red River Valley
- Attended local city council, planning commission meetings, and other miscellaneous local board/committee meetings
- Assisted with miscellaneous agency outreach needs regarding Metro COG planning projects

703 Local Planning Assistance

Status: 25% Complete

- Participated in Moorhead's "Connections to the Riverfront" planning session for the Downtown Moorhead Masterplan
- Reviewed and completed miscellaneous planning needs and requirements for internal Metro COG planning projects
- Assisted with questions regarding current planning projects
- Assisted local governments with long-range and transportation planning efforts

800 General Administration

2020 Budget	Amount Billed	Percent Billed
\$214,494.50	\$	%

801 General Administration, Management, IT, Secretarial, and Leave

Status: 25% Complete

- Received and recorded invoices, checks, and correspondence; submitted to Christy Eickoff for accounting/payroll
- Mailed invoices, invoice payments, correspondence, etc.
- Prepared purchase orders for office supply procurement, kept rolling total of dollars spent

- Secured rental car for various staff needs
- Worked on updating and organizing Metro COG files, both paper and digital
- Ordered office supplies and maintained inventory
- Prepared and authorized payroll through Payroll Professionals
- Updated payroll as necessary
- Maintained and authorized Discovery Benefits payments
- Submitted updates and prepared authorizations for Discovery Benefits for 2020
- Created and shared various Doodle Polls
- Prepared for, attended and participated in weekly Staff Meetings
- Submitted finalized timesheets to Christy Eickoff/Payroll Professionals
- Prepared and submitted bi-weekly timesheets for approval
- Scanned approved timesheets
- Calculated and updated current leave balances, submitted to Payroll Professionals
- Attended to various IT issues; act as agency liaison with ReadITech
- Finalized and submitted 2019 Final Report to MnDOT
- Worked on 2020 Quarterly Report Template
- Started 2020 Q1 report
- Updated and consolidated full agency inventory, made labels for all new items – started labeling inventory
- Prepared agency for full work-from-home deployment – purchased laptop, additional VPN licensing, optimized server and firewall for remote workability
- W4 update
- Maternity leave/FMLA paperwork
- Office and team management
- Conducted two annual performance evaluations
- Coordination with BCBS ND for a Healthy Blue presentation – all staff participated
- Coordination with The Village Employee Assistance Program for a presentation by Jara Enger about EAP services – all staff participated
- Review and approval of timesheets and leave requests
- Reviewed monthly reimbursement packets for submittal to NDDOT and coordinated with NDDOT regarding questions and comments
- Began pursuit of optional life and disability insurance (met with rep from Colonial Life Insurance)
- Prepared intern job description and held interviews for an intern, after which a job offer was made and arrangements to begin work were made

- Updates to Metro COG's Personnel Policies in the areas of Time and Leave, coordination with HR specialist and attorney for review of draft policies, and review with Executive Committee and Policy Board. Distributed draft policies to staff for input, comments and questions, and responded to questions. Researched donation of leave policies and incorporated into the revisions
- Several IT and staff coordination efforts to prepare all staff for working from home during COVID-19 shelter in place order (MN) and closure of public facilities in Fargo, ND
- Strategized internally about creating an easily searchable reference list and digital library of final documents of past planning studies

802 Financial Budgeting and Tracking

Status: 25% Complete

- Prepared, reviewed and submitted monthly NDDOT Reimbursement requests
- Amended and resubmitted monthly NDDOT reimbursement requests as needed after coordination with NDDOT reviewers
- Tracked reimbursements
- Reviewed and approved invoices from vendors and consultants
- Reviewed 2019 year-end financials and monthly reports for Jan-March 2020
- Researched options for funds coming out of mature CDs. Brought options to Executive Committee and Policy Board for approval and transferred funds to business savings account at a different financial institution
- Met with new Policy Board Vice Chair to update signatures on checking account and money market account

803 Professional Development, Education, and Training

Status: 25% Complete

- Attended the Eggs & Issues: Career Centers in the Region on 1/7
- Completed Basic training for StreetLight Insight Training
- Attended in-person the StreetLight Insight Training at MnDOT on 1/22
- StreetLight Insight Training webinar for continued training on 2/18 and 3/18
- Transit training webinar
- Talking HPMS #1 webinar by FHWA for Performance Measures 2 and 3
- Talking HPMS #2 webinar by FHWA for Performance Measures 2 and 3
- Researched training opportunities
- Miovision webinar
- Webinar – 'Working from Home'

- Participated in various other webinars including USDOT, Strong Towns, National Complete Streets Coalition, and First Fridays: Food in the Time of COVID-19
- Creating Accessible Documents webinar
- Guide to HSA benefits webinar
- COBRA benefits webinar
- Participated in AASHTO EJ COP webinar on January 27
- Participated in Epidemiological and Economic Modeling webinar on March 30

900 Publications, Public Information, and Communications

2020 Budget	Amount Billed	Percent Billed
\$13,431.50	\$	%

901 Metro COG Newsletter

Status: 0% Complete

- No activities reported in the first quarter

902 Website and Social Media

Status: 25% Complete

- Updated website with current Policy Board, TTC, and MAT Coordinating Board packets
- Updated Metro COG Facebook account as necessary
- Updated Metro COG website as necessary
- Uploaded files to new website
- Update and Maintain Website calendar as necessary
- Released Request for Proposals on website, with supplemental and subsequent information
- Reviewed status of projects on website and reminded staff to update project information
- Updated project pages on Metro COG website
- Updated the general directory of Metro COG stakeholders for MailChimp campaigns
- Shared information regarding City of Fargo's Core Neighborhoods Plan

1000 Community Planning and Technical Assistance

2020 Budget	Amount Billed	Percent Billed
\$7,761.55	\$	%

2020-1001 Cass-Clay Food Systems

Status: 25% Complete

- Prepared the agenda and packet materials for the January and March Cass Clay Food Commission meeting
- Transcribed minutes from the Cass Clay Food Commission meetings
- Prepared for and participated in miscellaneous steering committee meetings

2020-1002 Hawley Zoning and Subdivision Ordinances

Status: 95% Complete

- Staff worked on the subdivision ordinance and definitions section of the zoning ordinance in the first quarter. Staff also drafted a new PUD Zoning District as well as integrating the PUD process into the subdivision ordinance
- Developed and updated draft subdivision permits
- Developed draft subdivision ordinance and created a new process for PUD subdivisions
- Conducted research and provided resources for applicable State Laws such as the 60-day rule and other applicable Minnesota State Laws for subdivision regulations

2020-1003 Casselton Comprehensive Plan

Status: 100 % Complete

- Project completed in 2019



To: Policy Board Members
From: Cindy Gray, Executive Director
Date: April 10, 2020
Re: **Engagement of Brady Martz to conduct Metro COG's 2019 Financial Audit**

In late 2017, Metro COG carried out a selection process for Auditing Services for the years 2017, 2018 and 2019 in order to engage a qualified auditor for the purpose of meeting federal requirements of the Single Audit Act of 1984 and following the provisions of Uniform Guidance in 2 CFR 200, Subpart F and all current supplements. The selected firm was Brady Martz. Representatives of Brady Martz have completed Metro COG's audit for the past two years, and have again scheduled the 2019 audit for late May, 2020. They have submitted the attached engagement letter for review and approval (Attachment 1).

Based upon the approved price proposal in the contract, the fee for services will be \$11,000. Additional fees could be incurred at a rate of \$115 per hour if unanticipated efforts or services are needed as part of the audit. This could include the addition of new federal programs, changes in accounting methods or practices, poor financial results, or changes in key accounting personnel, for example, as described in Brady Martz's cost proposal which was approved with their contract (Attachment 2).

The contract resulting from the 2017 selection process includes the ability to extend Metro COG's contract with Brady Martz for up to two additional years (2020 and 2021 audits). Upon completion of the 2019 audit, I plan to request an updated cost proposal from Brady Martz for completion of the 2020 and 2021 audits and will bring this forward for Executive Committee and Policy Board consideration. At that time, the Board can decide if they are comfortable contracting with Brady Martz for two additional years of auditing.

Requested Action: Approve the engagement letter with Brady Martz for completion of Metro COG's 2019 financial audit.



April 3, 2020

Cindy Gray
Executive Director
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza Suite 232
One 2nd Street North
Fargo, ND 58102-4807

We are pleased to confirm our understanding of the services we are to provide Fargo-Moorhead Metropolitan Council of Governments for the year ended December 31, 2019. We will audit the financial statements of the governmental activities and general fund which collectively comprise the basic financial statements, of Fargo-Moorhead Metropolitan Council of Governments as of and for the year ended December 31, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Fargo-Moorhead Metropolitan Council of Governments' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Fargo-Moorhead Metropolitan Council of Governments' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance – General Fund Budget and Actual

We have also been engaged to report on supplementary information other than RSI that accompanies Fargo-Moorhead Metropolitan Council of Government's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Governing Board of Fargo-Moorhead Metropolitan Council of Governments. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Fargo-Moorhead Metropolitan Council of Government's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Fargo-Moorhead Metropolitan Council of Government's major programs. The purpose of these procedures will be to express an opinion on Fargo-Moorhead Metropolitan Council of Government's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will perform the following nonaudit services:

1. Proposition of journal entries necessary to present the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. Assistance with the drafting of your financial statements, schedule of expenditures of federal awards, and related notes in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you.
3. Assistance with preparing the depreciation schedule, using capital asset lives and methods provided by Fargo-Moorhead Metropolitan Council of Governments.
4. Assistance with preparation of the data collection form.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the nonaudit services and that you have reviewed and approved the nonaudit services and accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating Cindy Gray, Executive Director, who possesses suitable skill, knowledge, or experience; to evaluate the adequacy and results of those services; and accept responsibility for them.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Fargo-Moorhead Metropolitan Council of Governments; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Brady, Martz & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Federal Highway Administration or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Brady, Martz & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Organization. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately May 25, 2020. Brian Opsahl is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be as outlined in our proposal dated October 13, 2017. Our fee estimate is based to a large extent on the quality, timeliness, and accuracy of the requested supporting documentation that you and your staff will prepare for the audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our fee estimate is based to a large extent on the quality, timeliness, and accuracy of the requested supporting documentation that you and your staff will prepare for the audit. It is also based on the number and complexity of proposed audit adjustments that may be required to bring your financial statements in compliance with GAAP. We will prepare a detailed list of expected supporting audit documentation which you will need to prepare before we will be able to begin the audit(s). The supporting audit documentation will need to be completed and submitted to us by the corresponding due dates noted on the list.

Our fee estimate does not include any accounting assistance required to assist you in properly preparing the required supporting audit documentation listed in the "Prepared by Client (PBC) audit documentation" letter. Also, it does not include additional time required to reconcile the supporting audit documentation to appropriate detail and/or to the general ledger. Additional time will be billed at our standard rates.

The original fee estimate assumes that the supporting audit documentation will be completed prior to the requested due dates and will meet the following criteria:

- All audit documentation will be completely and accurately prepared by you and your staff by the corresponding due date.
- Minimal (less than 10) year-end proposed adjusting and/or passed journal entries.
- No unanticipated issues which would change the scope of our work, (i.e., new complex accounting issues, new debt issuances, major construction projects, new GAAP departures, change in accounting methods or practices, poor financial results which would cause a going concern issue to be addressed, changes in key accounting personnel, the engagement would start on time, etc.)
- No additional major funds from the prior year; if additional funds are required to be audited, an additional fee will be charged per fund based off of additional time spent and billed at our standard rates.
- Significant accounting issues are resolved prior to audit.
- Start date is as scheduled.

We appreciate the opportunity to be of service to Fargo-Moorhead Metropolitan Council of Governments and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

A handwritten signature in black ink that reads "Brady Martz". The signature is fluid and cursive, with the first name "Brady" and last name "Martz" clearly distinguishable.

Brian Opsahl, CPA
Brady, Martz & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Fargo-Moorhead Metropolitan Council of Governments.

Management Signature: _____

Title: _____

Governance Signature: _____

Title: _____

AUDIT FEE PROPOSAL

FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

Mr. William A. Christian, Executive Director
 Fargo-Moorhead Metropolitan Council of Governments
 Case Plaza, Suite 232
 One 2nd Street North
 Fargo, ND 58102-4807

PRICE PROPOSAL

Our price proposal to provide audit services for Fargo-Moorhead Metropolitan Council of Governments is as follows:

	For the Years Ending December 31,		
	2017	2018	2019
Audit Services	\$ 7,800	\$ 8,000	\$ 8,250

The above proposed fees include all costs associated with the audit, including travel costs for one day of on-site field work. The fee assumes the presentation of the financial statements to the Governing Board will be conducted via conference call and will not require travel costs.

Our fee estimate is based to a large extent on the quality, timeliness, and accuracy of the requested supporting documentation that you and your staff will prepare for the audit. It is also based on the number and complexity of proposed audit adjustments that may be required to bring your financial statements in compliance with GAAP. We will prepare a detailed list of expected supporting audit documentation which you will need to prepare before we will be able to begin the audit. The supporting audit documentation will need to be completed and submitted to us by the corresponding due dates noted on the list.

Our fee estimate does not include any accounting assistance required to assist you in properly preparing the required supporting audit documentation listed in the "Prepared by Client (PBC) audit documentation" letter. Also, it does not include additional time required to reconcile the supporting audit documentation to appropriate detail and/or to the general ledger.

AUDIT FEE PROPOSAL

FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

The fee estimate assumes that the supporting audit documentation will be completed prior to the requested due dates and will meet the following criteria:

- All audit documentation will be complete and accurately prepared by you and your staff by the corresponding due date.
- Minimal (less than 10) year-end proposed adjusting and/or passed journal entries.
- No unanticipated issues which would change the scope of our work, (i.e., new complex accounting issues, new GAAP departures, change in accounting methods or practices, poor financial results which would cause a going concern issue to be addressed, changes in key accounting personnel, the engagement would start on time, etc.)
- Significant accounting issues are resolved prior to audit.

The above fee estimate is based upon the Council not receiving Federal Awards subject to the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, similar to the prior year. If due to a change in the Federal funding, the Council expends \$750,000 or more of federal awards, an additional fee of \$2,750 will be charged per major federal program."

If significant additional time is necessary, we will discuss it with you before proceeding and charge a flat hourly rate of \$115 per hour for additional services provided.

BRADY, MARTZ & ASSOCIATES, P.C.

By 
Brian Opsahl, CPA

To: Policy Board Members
From: Cindy Gray, Executive Director
Date: April 10, 2020
Re: **UPWP Amendment #6, Veterans Boulevard Corridor Extension Study**

The purpose of this requested action is to approve a UPWP amendment that increases the budget for the Veterans Boulevard Corridor Extension Study from \$150,000 as approved in the 2019-2020 UPWP, to \$180,000. This is an increase of \$30,000 of which \$24,000 consists of federal CPG funds and \$6,000 consists of local funds. The local match for the project is split between the City of Fargo (60%) and the City of Horace (40%). The breakdown of the local match was determined by the percentage of adjacency to the corridor.

Metro COG staff considered the scope of work in light of issues associated with the corridor and several recently completed and on-going efforts in the vicinity, and believe that this budget amendment is warranted. At a minimum, those issues and efforts include:

- The need to conduct more detailed traffic analysis in the existing portion of the corridor north of 52nd Avenue S,
- The need to address on-going planning for a regional stormwater masterplan,
- The need to consider an updated land use analysis in the vicinity of the stormwater masterplan (being done by others),
- Fargo's desire to consider access to Deer Creek Addition from a potential extension of Veteran's Boulevard, and
- The need to consider potential changes brought about by the recently completed Horace Comprehensive Plan.

As some of you may recall, we have a small amount of flexibility in our 2020 budget, allowing for a change of this magnitude. With this amendment added to the prior five amendments, my calculations indicate that Metro COG will be very slightly over the threshold of ten percent of our originally approved bi-annual UPWP budget (approximately 10.3%). Therefore, I will be coordinating with Wayne Zacher of NDDOT to process this and prior amendments through NDDOT and FHWA for approval.

At their regular meeting of April 9, 2020, the Transportation Technical Committee recommended Policy Board approval of the proposed UPWP Amendment #6.

Requested Action: Approve UPWP Amendment #6 to add \$30,000 to the budget for the Veterans Boulevard Corridor Extension Study.

To: Metro COG Policy Board
From: Dan Farnsworth, Transportation Planner
Date: April 10, 2020
Re: **Veterans Boulevard Corridor Extension Study Consultant Selection**

In February, the Metro COG Policy Board approved the request for proposals (RFP) for the Veterans Boulevard Corridor Extension Study being led by Metro COG. The Study has a budgeted amount of \$180,000 (\$144,000 from Federal CPG funds and \$36,000 from local funds provided by the cities of Fargo and Horace).

The deadline for consulting teams to submit proposals was March 18th. Metro COG received proposals from three consulting teams - KLJ (sub: SRF), Stantec, and WSB (sub: Houston Engineering)). Metro COG and the consultant selection panel met on the Thursday April 2nd to interview and select one of the three consulting teams.

Upon interviews with the three firms, KLJ (with SRF as a sub consultant) was the highest ranked firm. KLJ's cost proposal came in at \$180,000.00, which is the budgeted amount for the project.

At their regularly scheduled meeting of April 9, 2020, the Transportation Technical Committee recommended Policy Board approval of entering into a contract with KLJ for the Veterans Boulevard Corridor Extension Study.

Requested Action:

Approval of Metro COG entering into a contract with KLJ for the Veterans Boulevard Corridor Extension Study.

To: Metro COG Policy Board
From: Dan Farnsworth, Transportation Planner
Date: April 10, 2020
Re: **FTA Section 5310/5339 ND Transit Grant Application**

The North Dakota Department of Transportation (NDDOT) recently solicited applications for annual transit grants under FTA Section 5310 and Section 5339. Section 5310 provides funding for transit projects that improve mobility for the elderly and persons with disabilities while Section 5339 provides funding for transit projects that involve replacement of buses, improvements to bus facilities, and more. Awarded projects are funded with up to 80% Federal funds and a required 20% local match.

All applicants with projects within Metro COG's planning area are required to submit their applications to Metro COG for review and prioritization (if necessary). The only applicant that submitted an application was the City of Fargo.

Below are the FTA Section 5310 and 5339 projects Metro COG has received. The 5310 and 5339 applications will be submitted to NDDOT before the May 1st, 2020 deadline.

Section 5310 – Urban

- Metro Mobility Manager
 - Total cost: \$103,640 (\$82,912 Federal / \$20,728 local)

Section 5339 – Urban

- Informational kiosks for transfer and terminal locations
 - Total cost: \$210,000 (\$168,000 Federal / \$42,000 local)
- Miscellaneous equipment for Metro Transit Garage
 - Total cost: \$300,000 (\$240,000 Federal / \$60,000 local)

At their regularly scheduled meeting of April 9, 2020, the Transportation Technical Committee recommended Policy Board approval of the FTA Section 5310 and 5339 grant applications as described.

Requested Action: Approval of the FTA Section 5310 and 5339 Transit Grant Applications as shown above.

PRELIMINARY ASSESSMENT/APPLICATION FOR CAPITAL ASSISTANCE
SECTION 5310 GRANT SFY 2021

City of Fargo	070265871	1
AGENCY NAME/DBA (both)	DUNS#	Congressional District
City of Fargo		
LEAD TRANSIT AGENCY IN REGION: _____		

1. Applicant Agency or Organization:

- a. Legal name of agency _____ City of Fargo _____
- b. Address _____ 650 23rd Ave N, Fargo ND 58102 _____

- c. Telephone number: 701-476-6737 Fax number: 701-241-8558
- d. Project Director or Supervisor _____ Julie Bommelman _____
- e. E-mail/Internet address: _____ jbommelman@fargond.gov _____

2. Name of geographic area(s) to be served:

- a. Cities and/or Counties served _____ Cass _____

3. Types of transportation service to be provided: (% of use) – *application is for Mobility Management only, no vehicle requests*

- a. Scheduled, fixed route _____
- b. Scheduled, non-fixed route _____
- c. Demand responsive _____
- d. Other (specify) _____

4. Please check the Vehicle or other equipment requested: N/A

Vehicle Type and Estimated Value

Local Match Source

Minivan _____

Cutaway _____

Bus _____

Other _____

5. Vehicle is intended to:

- a. Replace existing service _____
- b. Expand existing service _____
- c. Start new service _____

6. If vehicle is intended to replace existing service, indicate the following of the vehicle to be replaced/rehabilitated:

Complete VIN# _____ Years Owned _____

Make _____ Model _____ Year _____

Current Mileage _____ Date _____ Condition _____

Capacity _____ Lift Equipped _____ Ramp _____

7. Estimated number of days per month the requested transportation service will be offered:

(1 month = 30 days) _____ Estimated hours per day _____

8. Estimate the number of one-way trips per month, by county (for vehicle being replaced, not total fleet):

	County	County	County	Total
	_____	_____	_____	_____
a. Elderly	_____	_____	_____	_____
b. Disabled	_____	_____	_____	_____
c. Minorities	_____	_____	_____	_____
d. Other	_____	_____	_____	_____

e. Total _____

9. Identify the clientele category your agency will serve:

a. Elderly: _____

b. Disabled: _____

c. Minorities: Black _____ Hispanic _____
Asian _____ American Indian/Alaskan _____

d. Low Income: _____

e. Other specific client groups (specify) _____

10. Explain the type of services you provide and people you work with: (Use more sheets if necessary)

a. Describe the benefits for the service and its riders: _____

b. Have you contacted any transit providers in your region about providing this type of service: _____

11. Agency Description: (Use more sheets if necessary)

a. Describe current transportation services: _____

b. How will the proposed vehicle fit into these services: _____

c. Will the proposed vehicle be used for other services such as "Meals on Wheels"? If yes, please describe: _____

d. Describe your current agency fleet, giving number of Section 5310, 5311, 5339 and agency vehicles, as well as average age and mileage and accessibility of each:

Grant

Average Age

Mileage

Accessibility

5339	_____	_____	_____
5310	_____	_____	_____
5311	_____	_____	_____
Agency Total	_____	_____	_____

12. Describe any transportation services of other providers in the area you are proposing to serve:

13. Discuss how you plan to coordinate services with other agencies serving the elderly and persons with disabilities and with other programs such as Section 5311, etc. Discuss efforts to coordinate with other providers, especially taxi companies:

Applicant Signature

Date

Lead Transit Agency in Region Signature

Date

Comments from Lead Transit Agency in Region -

*Please complete a separate application for each vehicle requested.

**You must return this form to the active transit provider in your region who will submit this application on your behalf.

A request from an applicant for a single vehicle serving more than one (1) county can be applied for on a single form. EVERY section of the form should be addressed.

Section 5310 – Grant Application – Additional Project

Non-Vehicle Project Request

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

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

MAT Paratransit eligible riders are functionally unable to use the fixed route bus as verified by a professional familiar with the applicant's condition. Metro Senior Ride serves people over age 60. Many riders are eligible for both services. The FM Metro Area is a regional medical center and hub for human services including the VA Health Care System. The senior population has increased substantially resulting in multiple new senior housing developments. Transportation options for populations needing specialized transportation is provided largely by MAT Paratransit and Metro Senior Ride in the metropolitan area.

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

☒ **Yes**

☐ **No**

MAT Paratransit must meet demand for service according to the ADA and Metro Senior Ride is able to impact demand for Paratransit by offering the same rides for the same fare to ambulatory people over age 60. People over age 60 needing lift equipped transportation use Paratransit. Transit usage in the community benefits everyone by removing vehicles from the roads, thereby reducing individual carbon footprints and reducing dependence on foreign oil. People with disabilities and elderly ride and benefit from transit. Transit enhancing their ability to reach medical, educational, and employment destinations. This contributes to the economic vitality of a community and a healthy choice for all. The goal of the Metro Mobility Management Project is to promote the development and maintenance of a network of transportation services and alternatives beyond requirements of the ADA for persons with disabilities. Accomplishments of the project are establishing the Transportation Coordinating Committee (later renamed Network), developing www.fmrideresource.com to promote community transportation options, an extensive survey of human service providers and people who use transit to identify transportation needs, development of a Metro Mobility Study, monthly Train the Trainer Workshops put on by the Mobility Manager, oversight of ADA paratransit and continually grow the opportunities to provide equal transportation options within the community for people with disabilities.

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

☒ **Yes**

☐ **No**

19. Total cost of this project.

Federal Funds Requested: \$82,912
Local Match Amount: \$20,728 Source(s) of Local Match: General fund, fares, advertising



FY2021 - Section 5339 Bus & Bus Facilities Grant Program	
Agency Name	City of Fargo
Agency Contact	Julie Bommelman Phone: 701-476-6737
DUNS #	070265871

Section 5339 – The Federal Transit Administration (FTA) Section 5339 (Bus & Bus Facilities Program) is a capital-only program and funds are limited to capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct or rehab bus-related facilities.

NDDOT will use Section 5339 funds for vehicle purchases, bus related facility construction, including garages and transfer stations. Section 5339 funds can also be used for new technology, safety and security items for transit and vehicle rehabilitation. **The federal share of eligible project costs may not exceed 80% of the cost of the project.**

The entire Section 5339 – Bus and Bus Facilities Grants is further explained in FTA Circular 9300.1B, located on the FTA website at

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf .

Please Note:

- Capital project requests will require a minimum of **20% Local Match**.
- **Farebox revenue cannot be used as Local Match.**
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Program.
- As with most Federal Assistance Programs, 5339 is designed as a reimbursement program. Your agency should be prepared to pay for your expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
- If you receive \$750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 subpart F.
- All applications are due **May 1, 2020, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, dkarel@nd.gov, jsmall@nd.gov or conelson@nd.gov.

GENERAL INFORMATION

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

The City of Fargo provides fixed route transportation services within Fargo and West Fargo, ND, and provides complimentary paratransit services within the entire metro area (the City of Moorhead contracts with the City of Fargo for para services). The ridership on fixed route doubled in 5 years to exceed 1.2M annually (Fargo and West Fargo only – Moorhead and Dilworth put us past 2M annually), paratransit is approximately 55,000 annually. The City of Fargo is the designated 5307 direct recipient of FTA grants in the area. There is a successful U-Pass and circulator program with North Dakota State University, coordination with several transportation providers in the area, and on-going efforts to evolve the agency and meet changing demands. Service was increased in July 2017 with the implementation of a new route to serve the expanding sw area of Fargo and West Fargo, including service to the newly built Sanford Hospital. There was a downtown circulator shared equally with the City of Moorhead designed to alleviate parking issues and encourage alternate means of transportation in the growing area of downtown - this service was discontinued once the parking demands decreased after completion of the new City Hall.

Services include fixed route and paratransit – hours of operation are 6:15 am to 11:15 pm M-F and 7:15 am to 11:15 pm Saturday – there is no fixed route service on Sunday, however, paratransit operates 2 vehicles 7:00 am to 5:00 pm. The City of Moorhead implemented paratransit on Sundays effective July 2017. Fares on fixed route are \$1.50 for adults, \$.75 for seniors, people with disabilities, and youth; fares on paratransit are \$3.00. We currently have 29 fixed route vehicles and 15 paratransit vehicles for services – peak VOMS are 25 on fixed route and 14 on paratransit; the spare ratio is tight. We serve Cass County and, through our agreement with the City of Moorhead to provide paratransit, we also serve Clay County. With the growth of the Cities, the demand for transit has grown – the current Transit Development Plan identified a need for increased service hours, Sunday fixed route service, realignment of existing routes, and service to various expansion areas. The plan to increase ridership is a multi-faceted marketing approach to include social media, print, radio and community outreach and events, and continuing the downtown employer sponsored bus pass program. Several of these initiatives were implemented in 2017 and have carried forward to 2020.

2. Provide a detailed explanation of how and why this request is important to your agency and how it will improve or provide for future service to citizens in the communities/counties you provide service to.

These requests are vital to our agency. Thanks to a grant from the State of ND, we have started updating the GTC which will greatly enhance the presentability of the facility to passengers and offer an updated, user friendly experience. One of the goals of the renovation is to open up the facility to feel less closed off and bring more light and vibrancy in; we also plan to update the seating, bathrooms, and several areas of the exterior. In addition, we plan to update the mechanical systems, roof, canopy, relocate dispatch and reconfigure the manner in which busses pull in and exit the GTC to improve safety and visibility. As an enhancement to our main transit hubs, including the GTC, we are asking for funds to implement informational kiosks which will provide real-time information on routes/buses plus anyone can access all the information needed to be able to utilize the transit services. Lastly, we are requesting funds for miscellaneous equipment/tools/facility repairs for the Metro Transit Garage (MTG) - we need to replace the electronic vehicle sensor system, various tools and replacing hoists which have been deteriorating and the integrity of the structures will be negatively impacted.

There are approximately 4000 households that do not have access to an automobile, there are on-going efforts to reduce congestion in the metro area (transit is a logical alternative when 1 bus can take up to 50 cars off the roads), and the college population in the area grows to approximately 20,000 additional people in the metro area

during the academic year, placing increased demands on roads/services. Transit contributes by providing public transportation for access to employment, medical, educational and other services for transit dependent and choice transit riders. As you are aware, the industry trend for the younger generations is focused more on quality of life and many members of that generation do not want to own a personal car and prefer transit.

The City of Fargo sincerely appreciates the opportunity to gain access to these capital funds for renovations at the GTC and the other miscellaneous support equipment. Existing FTA funds are currently being fully expended for operations and preventative maintenance, state aid is used for operations as well.

3. What percentage of change in ridership has your agency experienced in the SFY2020 reporting period? Provide a brief explanation of the reason for the change in ridership.

☐ Increase

☒ Decrease The flood efforts and the COVID-19 pandemic have had a tremendous impact on ridership decreases.

VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in the Black Cat System. Each vehicle must be a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in the Black Cat Transit Data Management System.

4. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year:

Make/Model:

Seating Capacity:

Lift/Ramp: ☐ Yes ☐ No

Gas/Diesel/Other:

5. What type of vehicle are you requesting?

☐ Replacement Vehicle

☐ Expansion Vehicle

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

a. Vehicle Information Number (VIN):

b. Vehicle Year:

c. Make/Model:

d. Current Mileage:

e. Vehicle In Service Date:

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

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

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

Request For Procurement (RFP)/Invitation For Bid (IFB) Issue Date:
Contract Award/Order Date:
Vehicle Deliver Date:
Final Payment Submitted to DOT:
9. Estimate the total cost of vehicle.
Federal Funds Requested:
Local Match Amount: Source(s) of Local Match:
10. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Global Resources.

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Expected Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - \$63,000 - \$78,300	6 - 9
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301 & 301B	Base price - \$47,083 – \$61,780	3 - 6
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - \$107,000 – 109,000	6 - 9
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - \$38,045 - \$38,125	1 - 4
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - \$96,720 - \$109,410	6 - 9
FTA Useful Life Standards		
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles	
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles	
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles	
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles	
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles	

TRANSIT FACILITY PROJECT

NOTE: This request MUST first be created as a project in the Black Cat Transit Data Management System.

REHABILITATION/RENOVATION OF A TRANSIT FACILITY
11. Do you currently have a transit facility?
<input type="checkbox"/> Yes <input type="checkbox"/> No
12. If yes, provide information on the current facility.

Federally Funded: ☐ Yes ☐ No ☐ Other

Year Constructed:

Square Footage:

Parking spots:

Has this facility been renovated in the past? ☐ Yes ☐ No If Yes - Describe

13. Give a detailed description and justification of the proposed project. Include the need for rehabilitation, improvements, or remodeling, necessary repair work, cost estimates, temporary or permanent repair, and other details that you deem relevant to assist NDDOT in making a project determination.

14. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. See sample timeline below, add or remove lines as needed.

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

Contract Award Date:

Project State Date:

Construction Completion Date:

Final Payment Submitted to DOT:

15. Has your Agency completed the FTA Region 8 Categorical Exclusion Worksheet for this project? The worksheet can be found in BlackCat Global Resources.

☐ Yes (Applicant must complete and attach the worksheet)

☐ No (Applicant must provide an explanation)

16. Has your agency completed and attached an Equity Analysis for this renovation? NOTE: An Equity Analysis must occur before the preferred site is selected.

☐ Yes

☐ No (Applicant must provide an explanation)

17. Your agency will be **required** to interview and hire an architect/consultant to design the plans and specifications and manage the bidding and construction of this building to meet FTA and NDDOT standards and requirements. Provide the dollar amount are you requesting.

Federal Funds Requested:

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

18. An Independent Cost Estimate (ICE) is required to show that the price is fair and reasonable? Explain your process for completing the ICE.

19. Are you proposing to use the value of land as match, in whole or part, for your project? If yes, please indicate whether this is an appraised value or estimate. Only the portion of land required for the project can be considered in this valuation.

☐ Yes

☐ No

☐ Appraised Value ☐ Estimate Value

20. Does the appraised value or estimate cover your entire match? If not, Identify other sources of local match for this project.

21. Has your agency held public meetings about this project? If yes, when and did the community support this project? Include documentation of all public meetings (agendas, advertisements, meeting minutes, comments, and list of attendees)
<input type="checkbox"/> Yes, and documents are attached. Meeting dates: <input type="checkbox"/> No (Applicant must provide an explanation)
22. Does your agency have a written Facility Maintenance Plan? Explain the procedures to ensure facility & equipment is inspected and maintained per manufacturer's warranty instructions on a regular scheduled basis as described in your Facility Maintenance and TAM Plans.
<input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation)
23. Are your facility and any maintenance records recorded in your TAM maintenance program as required by NDDOT? If No, please explain.
<input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation)
24. What is the condition (1(Poor) – 5 (Excellent) rating scale assessment) rating of your current facility?
25. Estimate total project cost?
Federal Funds Requested: Local Match Amount: Source(s) of Local Match:
26. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Global Resources.

PURCHASING A TRANSIT FACILITY

Complete this portion if you are requesting funding to purchase an existing transit facility.

27. If purchasing a facility, what is the asking price?
28. An Independent Cost Estimate (ICE) is required to show that the price is fair and reasonable? Explain your process for completing the ICE.
29. Justify why it is more cost effective to purchase this facility versus building a new one.
30. Describe the facility you are considering for purchase in detail. Provide purpose of facility (administration, storage, etc.), specifications, environmental assessments, drawings/plans, etc.
Year Constructed: Square Footage: Parking spots:
31. Are there any known environmental issues with the facility you are proposing to purchase? (e.g. underground fuel storage) If yes, please describe.

<input type="checkbox"/> Yes (Applicant must provide an explanation) <input type="checkbox"/> No
32. Will this facility require any renovation for use in your transit program? If yes, please describe these renovations in detail and specify whether these costs are figured into the above asking price.
<input type="checkbox"/> Yes (Applicant must provide an explanation and associated cost) <input type="checkbox"/> No
33. Has your agency held any public meetings about this project? If yes, when and did the community support this project? Include documentation of all public meetings (agendas, advertisements, meeting minutes, comments, and list of attendees)
<input type="checkbox"/> Yes, and documents are attached. Meeting dates: <input type="checkbox"/> No (Applicant must provide an explanation)
34. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. NOTE: If renovations are needed you will need to add that to the timeline. <u>See sample timeline below, add or remove lines as needed.</u>
Request for Proposal (RFP)/Invitation For Bids (IFB) Documents Date:
Purchase Date:
Project State Date:
Construction Completion Date:
Contract Completion:
Final Payment Submitted to DOT:
35. Estimate project cost including purchase and renovations.
Federal Funds Requested:
Local Match Amount: Source(s) of Local Match:
36. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

BUILDING A TRANSIT FACILITY

Complete this portion if you are requesting funding to build a new transit facility.

37. Describe in detail the need for a facility in your transit program.
38. Describe your proposed project in detail. Include a description of all the amenities you feel the project will need to meet your needs – e.g. purpose of facility, square footage, office space, number of vehicles it will hold, wash bays, etc. Keep in mind, this facility should be designed to meet your current needs with a reasonable projection of your future needs.
39. Has your Agency completed the FTA Region 8 Categorical Exclusion Worksheet for this project?
<input type="checkbox"/> Yes (Applicant must complete and attach the worksheet) <input type="checkbox"/> No (Applicant must provide an explanation)
40. Has your agency completed and attached an Equity Analysis for this renovation? NOTE: An Equity Analysis must occur before the preferred site is selected.

<input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation)
41. Do you have preliminary design plans for this project? If you do, please include a copy with this application.
<input type="checkbox"/> Yes <input type="checkbox"/> No
42. Your agency will be required to interview and hire an architect/consultant to design the plans and specifications and manage the bidding and construction of this building to meet FTA and NDDOT standards and requirements. Provide the dollar amount are you requesting.
Federal Funds Requested: Local Match Amount: Source(s) of Local Match:
43. Are you proposing to use the value of land as match, in whole or part, for your project? If yes, please indicate whether this is an appraised value or estimate. Only the portion of land required for the project can be considered in this valuation
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Appraised Value <input type="checkbox"/> Estimate Value
44. Does the appraised value or estimate cover your entire match? If not, identify other sources of match for this project.
<input type="checkbox"/> Yes <input type="checkbox"/> No
45. Has your agency held any public meetings about this project? If yes, when and did the community support this project? Include documentation of all public meetings (agendas, advertisements, meeting minutes, comments, and list of attendees).
<input type="checkbox"/> Yes, and documents are attached. Meeting dates: <input type="checkbox"/> No (Applicant must provide an explanation)
46. Have you looked at options to scale the building back in case the construction costs come in over budget?
<input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation)
47. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. <u>See sample timeline below, add or remove lines as needed.</u>
Request For Proposal (RFP)/Invitation for Bid (IFB) Issue Date:
Contract Award Date:
Project State Date:
Construction Completion Date:
Contract Completion:
Final Payment Submitted to DOT:
48. Estimate total project cost?
Federal Funds Requested: Local Match Amount: Source(s) of Local Match:

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

EQUIPMENT & MISCELLANEOUS CAPITAL PROJECTS

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

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

50. Describe your proposed project(s) in detail.

Description: Informational kiosks will be deployed throughout the main transfer and passenger terminal locations. The kiosks will offer customer facing information such as routes, time of routes, live-feed/real-time information and will be interactive so customers will be able to fully utilize the transit system.

Quantity: 6

Purpose: Provide the most up to date, relevant information customers need at high boarding/transfer locations.

51. How does this project(s) enhance your transportation program?

Customers will be receiving instantaneous information regarding the transit system, which will be very beneficial for travel, time-efficiencies, overall updates on any detours, special events or service delays.

52. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.

☐ Yes

☒ No (Applicant must provide an explanation) The most recent information was obtained from internet and will be put into an ICE document once research is completed.

53. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Global Resources.

☐ Yes

☒ No (Applicant must provide an explanation) N/A

54. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?

☐ Yes

☒ No (Applicant must provide an explanation) N/A

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

Request For Proposal (RFP)/Invitation For Bid (IFB) Issue Date: September 1, 2020

Contract Award Date:	September 30, 2020
Deliver/Installation Date:	January/February 2021
Contract Completion:	March 15, 2021
Final Payment Submitted to DOT:	April 15, 2021
56. Estimated cost for the project?	
	\$210,000

EQUIPMENT & MISCELLANEOUS CAPITAL PROJECTS

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

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

50. Describe your proposed project(s) in detail.

Description: Miscellaneous support equipment will be for the Metro Transit Garage/Shop – equipment will include replacing large overhead door operational control units, tools,

Quantity: 1 lump sum

Purpose: The overhead door controls are original to the facility (2006) and do not deploy consistently upon the buses getting close, an updated/upgraded system will help enhance safety as we have had a variety of collisions between door/bus; tools will be a variety for the shop/building, a variety of Metro Transit Garage (MTG) maintenance including replacing the hoists originally installed with building, however, there have been recent concerns with the integrity of the structures.

51. How does this project(s) enhance your transportation program?

Drivers will have another tool to assist with safety and help preventing collisions, tools for shop and building will enhance the abilities of our technicians and building maintenance staff maintain vehicles and the facility at the expected high standards.

52. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.

☐ Yes

☒ No (Applicant must provide an explanation) The most recent information was obtained from internet and will be put into an ICE document once research is completed.

53. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13),

see SFN 60212 located in the BlackCat Global Resources.

- ☐ Yes
☒ No (Applicant must provide an explanation) N/A

54. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?

- ☐ Yes
☒ No (Applicant must provide an explanation) N/A

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

Request For Proposal (RFP)/Invitation For Bid (IFB) Issue Date: September 1, 2020

Contract Award Date: September 30, 2020

Deliver/Installation Date: January/February 2021

Contract Completion: March 15, 2021

Final Payment Submitted to DOT: April 15, 2021

56. Estimated cost for the project?

\$200,000

Local Match & Total Funding Request

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

Local match listed here cannot be already targeted as match for a FY2021 5311 or 5310 applications.

Farebox revenue cannot be used as Local Match.

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

This project ranking should match your prioritization in BlackCat.

Ranking	Project	Federal Cost of Project	Local Match Needed	Sources of Local Match*
1	Informational Kiosks	\$168,000	\$42,000	General fund, farebox revenue, advertising sales

2	Misc. Support Equipment	\$240,000	\$60,000	General fund, farebox revenue, advertising sales
3				
4				
5				

Application Checklist and Signature Page

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

Section 5339 Applicants must submit the following (check when complete):

	Completed 5339 Application;
	Document(s) showing sources of local match funds – Signed letters from source(s) of local match, State Aid Contract, mill levy, city funds, etc.;
	Certify and upload the FTA Certifications and Assurances Signature Pages in BlackCat;
	Update vehicle information, mileage and condition in BlackCat Inventory;
	Complete and include the FTA Categorical Exclusion Worksheet (if applicable);
	Complete and include the NDDOT ITS Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
	Update Transit Board Members information in BlackCat;
	Certify and upload a current Authorizing Resolution form;
	Update any complete Preliminary Assessment/Application for Capital Assistance forms(s) (if applicable);
	The following documents MUST be current and uploaded into BlackCat Resources: 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, Cost Allocation Plan, Cognizant Agency Letter (if applicable), and TAM Plan.

I hereby certify that as a person authorized to sign for
City of Fargo

Transit Agency Name

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

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed

maintenance schedules as stipulated by the manufacturer; and

4. The transit agency agrees to meet the applicable federal and state requirements.

Signature of Authorized Representative

Date

To: Policy Board
From: Cindy Gray, Executive Director
Date: April 10, 2020
Re: **Dynamic Traffic Assignment Model – ATAC Proposed Scope of Work**

As part of the UPWP Amendment 3, approved in 2019, Metro COG included the preparation of a Dynamic Traffic Assignment (DTA) model for completion by NDSU's Advanced Traffic Analysis Center (ATAC) in 2020. The project budget is \$30,000. In response to this UPWP item, Diomo Motuba, PhD has been reviewing the DTA model options and the level of effort needed to complete this for the metro area. He has confirmed that the budgeted amount should be sufficient for the development of the DTA model.

The attached scope of work (Attachment 1) outlines the value and applications of a DTA model, and describes the approach that ATAC will take to prepare the model. Deliverables, including the model and a tutorial for users are included in the deliverables.

Several Metro COG staff and local planning and engineering staff members participated in a DTA training provided by FHWA in May of 2019. After learning of the value that a DTA model could provide in preparing for construction closures, detours, floods, or other events that result in abrupt changes to the flow of traffic, participants felt that a DTA model could provide value to the community, allowing us to manage expectations of the traveling public, better prepare for and manage "back of queue" situations, and generally enable transportation professionals to provide a better experience for the traveling public. FHWA was very encouraging in this regard. Representatives of the FHWA Resource Center offered assistance to ATAC and provided very positive feedback, stating that the level of information ATAC already has for the FM area is very conducive to the set-up of a DTA model.

Attachment 2 is Addendum #5 to the master agreement between Metro COG and the NDSU Upper Great Plains Transportation Institute's Advanced Traffic Analysis Center (ATAC).

Requested Action: Approve the Dynamic Traffic Assignment model scope of work as proposed by ATAC and Master Agreement Addendum #5.



To: Cindy Gray, FM Metro COG

From: Bradley Wentz, UGPTI/ATAC

Re: FM#5 DTA Model Development for FM Metro COG

Date: March, 2020

Background

Travel Demand Models are one of the main tools used to model the transportation system to evaluate the impact of changes in land use, demographics, transportation system and the regional performance of the transportation system. Travel demand Models (TDM) use static assignment techniques that are time invariant and are more appropriate when looking at system-wide impacts. The transportation assignment algorithms in static TDMs use a volume delay function (VDF) to estimate congestion on each link and hence the amount of trips that will use each link. The inflow to each link is always equal to the outflow of the link. The implication is that the volume on a link may exceed the physical capacity of the link represented by the volume-to-capacity ratio. The capacities in TDM do not typically reflect the maximum flow rates and are usually defined as the corresponding level of service. Thus, it is possible to have $V/C > 0$ meaning the demand exceeds capacity and congestion occurs. Thus these models may actually represent the trips desiring to traverse a link than the actual flow. The potential limitations of using VDFS are as follows

- V/C greater than 1.0 may not have intuitive traffic meaning;
- VDFs assume First in First Out hence do not account for overtaking;
- Lanes on the roadway are not distinguished in VDFs; and
- VDFs assume inflow is equal to outflow, therefore there is no accumulation of traffic on the link. Congestion spillback is not represented in these models.

Additionally, static models may not adequately account for congestion management strategies such as HOV/HOT lanes, ITS applications like traveler information systems and ramp metering.

It is worth noting that despite these shortcomings, TDM with static assignments have a lot of advantages and uses. They provide information that helps identify issues, review effectiveness of alternatives, solve large scale problems and provide ~~an~~ equilibrium solutions that are representative of the transportation system from a macro or system-wide perspective. They address longer time frames and are very useful and adequate for long range planning applications. They are however inadequate in analyzing congestion at a fine-grain temporal level. Dynamic Traffic Assignment (DTA) models are mesoscopic models and increasingly being used to account for the shortcomings of static TDMs especially for shorter temporal time frames.

DTA models provide more detailed analysis of time and cost measures ~~in a~~ using a time-dependent demand. DTA models have several advantages over static TDMs as they address time-related traffic congestion, buildup, spillback, and oversaturated conditions by applying time-dependent flows. DTA models correct for some of the shortcomings of the static TDM. Additionally, the potential uses of DTA models are far

more extensive than static TDM. For example, the FHWA states that DTA models can be applied for the following type of studies

- Bottleneck removal and additional capacity studies
- Active Transportation and Demand Management (ATDM)
- Integrated Corridor Management (ICM)
- Incident management and diversions
- Special events
- Work zone impacts
- Pricing, managed lanes, reversible lanes and tolling projects
- Improved public transportation
- Real-time applications
- Demand management strategies
- Other ITS and operational strategies

Additionally, they could be used for project staging. For example, evaluating the impacts of having several transportation construction projects going on at the same time in the FM Metro Area.

Purpose of Study

The purpose of this study is to develop a and calibrate a DTA model for the FM Metro COG that will be incorporated into Metro COGs travel demand modeling framework. The DTA developed will be provided to consultants as part of the TDM model output developed by ATAC.

Project Tasks

UGPTI has outlined the project tasks as follows:

1. Scoping and Software Identification
UGPTI will perform research on the different DTA software capabilities and identify the optimal software option; develop data collection plan, calibration and validation methodology and performance measurements.
2. Data Collection/Base Model
UGPTI will collaborate with Metro COG to update and collect data where necessary including: Network data, signal timing data, O-D matrices, traffic count data, and travel time data. Worth noting that most of this data is already available. UGPTI will use Streetlight data extensively to fill some of the data gaps.
 - The base network will be the 2015 TDM Network. The network already has all the attributes that are typically included in a DTA network – geometry (lanes, turn lanes), true link shape and length, speeds, counts, capacities.
 - Streetlight data and NPMRDS data will be used to obtain travel time data to include in the model.
 - ATAC has signal timing data that will be incorporated into the DTA model for all base 2015 intersections. Signal timing data will be updated for future years.
3. Model Development -Calibration and Validation
UGPTI will develop the model within a DTA software, calibrate and validate the model using nationally accepted standards. The ODs, route choices and

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the traffic assignments will be calibrated to real world conditions by adjusting the model input parameters. The performance measurement criteria will be finalized during the model development and calibration.

- Streetlight data will be used to calibrate and validate ODs.
- Traffic count data will be used to validate volumes
- Streetlight data will be used to calibrate and validate speeds and travel times.

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4. Alternative Scenario Analysis

UGPTI staff will perform several alternative analyses to reflect past and future planned projects in the metro area. A maximum of 25 scenarios will be analyzed by UGPTI. UGPTI and Metro COG will identify the scenarios and alternatives that will be analyzed.

5. Documentation and Model Delivery

UGPTI will provide documentation describing in detail the different project tasks. Additionally, UGPTI will provide a tutorial document to facilitate the use of the model by consultants and Metro COG. The final model including all the alternatives analysis will be delivered to Metro COG. UGPTI will house the model and provide to consultants as needed.

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Major Milestones and Deadlines

The major milestones for this project and their deadlines are:

Milestone	Deadline
Kick-off	April-May 2020
Data Collection and Plan	May-June 2020
Base Model Input	June-July 2020
Base Model Calibration and Validation	August-September 2020
Alternative Analysis	October 2020
Documentation	November 2020
Model Delivery	January 2021

Deliverables

Deliverables in this project will consist of the following:

- Report and Tutorial
- Model and all modeling files.

North Dakota MPO Planning Support Program Master Agreement

Fargo Moorhead Metro COG Addendum #4 to the Master Agreement

Upon execution by the parties below, this Addendum and any attachments shall become attached to and incorporated into the 'North Dakota MPO Planning Support Program Master Agreement' between 'Fargo Moorhead Metro COG ' and North Dakota State University.

1. **Project Title:** Traffic Data Collection & Signal Timing Optimization for City of Moorhead
2. **Effective Dates:** April, 2020 through January 31st, 2021
3. **Statement of Work:** UGPTI will assist the City of Moorhead in their 2020 traffic data collection as well as 2021 traffic signal retiming/optimization, progression design, and Synchro traffic model updates, calibrate and validate a Dynamic Traffic Assignment model for the Metro COG using the Base 2015 Travel Demand Model Output. The model will include 25 Alternative Analysis of past and future projects as determined by UGPTI and Metro COG. The DTA will become part of the modelling process for updating Metro COGs TDM.
4. **Principal Investigator:** Kshitij Sharma-Diomo Motuba
5. **Desired Deliverables:**
 1. Updated base Synchro traffic model Documentation and Tutorial for the DTA model development and alternative scenario Analysis.
 2. Model Output with all modeling files.
 - 1-3. UGPTI will provide models to consultants when requested.
UGPTI will provide the COG and the City of Moorhead with an updated base Synchro traffic model
 2. Optimized base Synchro traffic model
UGPTI will provide the COG and the City of Moorhead with an optimized base Synchro traffic model.
 3. Raw Counts to the City of Moorhead and FM Metro COG after the data collection task.

~~6. Contract Amount:~~ \$ 1229,504,215

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AUTHORIZATION:

Fargo Moorhead Metro COG

North Dakota State University

Authorized Signature

Authorized Signature

Name and Title Date

Name and Title Date

BUDGET:

Project Title: Traffic Data Collection & Signal Timing
Optimization for City of Moorhead

Cost Item	Amount
Staff Salaries	\$ 11,331
Benefits	\$ 4,176
Grad Student Salaries	\$ 4,855
Undergrad Student Salaries	\$ -
Benefits	\$ 243
Operating	\$ -
Total direct costs	\$ 20,604
NDSU overhead (43.2%)	\$ 8,901
Total project cost	\$ 29,504

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Cost Item	Amount
Staff Salaries	\$ 1,765
–Benefits	\$ 724
Grad Student Salaries	\$ –
Undergrad Student Salaries	\$ 5,753
–Benefits	\$ 288
Operating	\$ –
Total direct costs	\$ 8,530
NDSU overhead (43.2%)	\$ 3,685
Total project cost	\$ 12,215

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