

Grand Forks - East Grand Forks Metropolitan Planning Organization

Agenda

TECHNICAL ADVISORY COMMITTEE MEETING WEDNESDAY, FEBRUARY 8TH, 2017 – 1:30 P.M. EAST GRAND FORKS CITY HALL TRAINING ROOM

MEMBERS

Noehre/Lang _____	Laesch/Konickson__	West _____
Ellis _____	Johnson/Hanson _____	Magnuson _____
Bail/Emery _____	Kuharenko/Williams/Yavarow _____	Sanders _____
Gengler/Brooks _____	Bergman/Rood _____	
Riesinger/Audette _____	Christianson _____	

1. CALL TO ORDER
2. CALL OF ROLL
3. DETERMINATION OF A QUORUM
4. MATTER OF APPROVAL OF THE JANUARY 11TH, 2017, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE
5. MATTER OF UPDATE ON SORLIE/KENNEDY BRIDGE PROJECTS HAUGEN
6. MATTER OF DRAFT SCOPE OF WORK FOR NEAR SOUTHSIDE TRAFFIC STUDY HAUGEN
7. MATTER OF DRAFT RFP FOR STREET/HIGHWAY ELEMENT OF THE 2045 LONG RANGE TRANSPORTATION PLAN HAUGEN
8. MATTER OF UPDATE ON U.S. #2/U.S. BUSINESS #2 STUDY HAUGEN
9. MATTER OF UPDATE ON O/D DATA PURCHASE KOUBA
10. MATTER OF UPDATE ON THE I-29 STUDY HAUGEN
11. OTHER BUSINESS
 - a. 2017 Annual Work Program Project Update
 - b. Transit Performance Targets
12. ADJOURNMENT

ANY INDIVIDUAL REQUIRING A SPECIAL ACCOMMODATION TO ALLOW ACCESS OR PARTICIPATION AT THIS MEETING IS ASKED TO NOTIFY EARL HAUGEN, MPO EXECUTIVE DIRECTOR AT (701) 746-2660 OF HIS/HER NEEDS FIVE (5) DAYS PRIOR TO THE MEETING. ALSO, MATERIALS CAN BE PROVIDED IN ALTERNATIVE FORMATS: LARGE PRINT, BRAILLE, CASSETTE TAPE, OR ON COMPUTER DISK FOR PEOPLE WITH DISABILITIES OR WITH LIMITED ENGLISH PROFICIENCY (LEP) BY CONTACTING THE MPO EXECUTIVE DIRECTOR (701) 746-2667 FIVE (5) DAYS PRIOR TO THE MEETING.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, January 11th, 2017
East Grand Forks City Hall Training Conference Room**

CALL TO ORDER

Teri Kouba, in Chairman Haugen's absence, called the January 11th, 2017, meeting of the MPO Technical Advisory Committee to order at 1:36 p.m.

CALL OF ROLL

On a Call of Roll the following members were present: Michael Johnson, NDDOT-Bismarck; Darren Laesch, MnDOT-District 2; David Kuharenko, Grand Forks Engineering; Dale Bergman, Grand Forks Cities Area Transit; Nick West, Grand Forks County Engineer; Nancy Ellis, East Grand Forks Planning; Ryan Riesinger, Grand Forks Airport Authority; Jane Williams, Grand Forks Engineering; and Brad Bail, East Grand Forks Consulting Engineer.

Staff present: Earl Haugen, GF/EGF MPO Executive Director; Jairo Viafara, GF/EGF MPO Senior Planner; Teri Kouba, GF/EGF MPO Senior Planner; and Peggy McNelis, Office Manager.

Guest(s) present: Al Grasser, Grand Forks Engineering; Mike Bittner, KLJ Engineering; and Wade Kline, KLJ Engineering.

DETERMINATION OF A QUORUM

Kouba declared a quorum was present.

MATTER OF APPROVAL OF THE DECEMBER 14TH, 2016, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE

Kuharenko referred to Page 4 of the minutes and pointed out that the 5th paragraph, 4th line, should say 40th instead of 42nd.

MOVED BY KUHARENKO, SECONDED BY ELLIS, TO APPROVE THE DECEMBER 14TH, 2016, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, SUBJECT TO THE CORRECTION AS NOTED.

MOTION CARRIED UNANIMOUSLY.

MATTER OF UPDATE ON SORLIE/KENNEDY BRIDGE PROJECTS

Kennedy Bridge

Laesch reported that he doesn't have anything really new to report. He said that they are still working on finalizing the contract for the project. Williams asked who got the award. Laesch responded that a firm from Milwaukee submitted the winning proposal. He added that they have not worked with them before, but they submitted the best proposal.

Information only.

Sorlie Bridge

Kuharenko reported that he talked to Mike Yavarow to get an update on the Sorlie, and he said that a new controller should be here tomorrow. He added that the new controller will be supplementing the existing controller, and he doesn't know much more about that.

Information only.

MATTER OF 2018-2021 T.I.P. CANDIDATE PROJECTS – MINNESOTA SIDE

a. FTA 5339 Capital Grant Program

Kouba reported that for the FTA 5339 Capital Grant Program Minnesota does things a little bit different than North Dakota, they don't solicit for projects. She said that they actually request their projects through their application process for transit providers, so they will be making their project choices at that time.

Viafara reported that he has a presentation (a copy of which is included in the file and available upon request) that he would like to go over briefly.

Presentation ensued.

b. TA Program

Viafara stated that the City of East Grand Forks submitted two projects:

- 1) Infrastructure – Sidewalk Extension on 20th Avenue S.E. and 13th Street S.E./Safe Routes to School.
- 2) Non-Infrastructure - Safe Routes to School East Grand Forks Educational Program that targets improving driver behavior when they drop off and pick up the children.

c. ATP Sub-Targets

Viafara explained that federal funding is given to the State, and they in-turn subdivide it to seven regions, plus two metro areas, and we belong to Region 2.

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Viafara said that the ATP develops a Transportation Improvement Program annually; they assign the funding; they go through the selection process; and finally they develop a four year State Transportation Improvement Program (STIP).

Viafara reported that the counties are expected to contribute 74% and the cities are expected to contribute 26% of the overall project costs. He stated that currently the amount of funding that is available for us as sub-target, is \$3.5 million, so that is the amount of funding that will be distributed for all the projects that are being considered.

d. Recreational Trails

Viafara stated that there isn't any information for discussion on Recreational Trails at this time.

Laesch commented that he would like to add that the ATP sub-targets are for road and bridge projects in our region. He added that this is cost shared between the eleven counties in the northwest and four cities; East Grand Forks, Thief River Falls, Crookston, and Bemidji. He said that each city takes a turn receiving the city portion of the funds, and East Grand Forks is scheduled to get it in 2018.

Laesch stated that as far as the TAP funds go, they receive \$400,000 each year for TAP projects. He said that this last cycle, they didn't use all the funding from the previous cycle, so we actually have \$930,000 available for projects, and the ATP is expecting seven applications, and they are hoping they can award two-thirds of those projects.

MOVED BY BAIL, SECONDED BY KUHARENKO, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE TAP PROJECTS AS BEING CONSISTENT WITH OUR LONG RANGE TRANSPORTATION PLAN, AND IN THE PRIORITY IDENTIFIED.

Laesch asked if this for both TAP projects. Ellis responded that they actually combined the two projects. She explained that there were two letters of intent; one for non-infrastructure and one for infrastructure; but it was suggested by the MPO that we combine the two because they need each other. She added that another thing is that their non-infrastructure programs run through Safe Kids and they cannot apply on their own, it would have to come through the City, and they are already in the process of contracting with them to do work that they previously had been awarded funding for, so in order for them to do the non-infrastructure work it was thought that if the City has to apply for both we might as well apply for them in one application.

Voting Aye: Johnson, Kuharenko, Bail, Bergman, Ellis, Riesinger, Laesch, and West.

Voting Nay: None.

Abstain: None.

Absent: Christianson, Magnuson, Noehre, Gengler, and Sanders.

MATTER OF AMENDMENT TO THE 2017-2020 T.I.P.

a. Public Hearing

MOVED BY ELLIS, SECONDED BY WEST, TO OPEN THE PUBLIC HEARING.

MOTION CARRIED UNANIMOUSLY.

There was no one present for discussion.

MOVED BY WEST, SECONDED BY JOHNSON, TO CLOSE THE PUBLIC HEARING.

MOTION CARRIED UNANIMOUSLY.

Viafara reported that there are two project amendments. He referred to the tables included in the packet, and pointed out that the first project is a Grand Forks County project in which federal funds have been awarded to complete a mill and overlay to a segment of Grand Forks County 6 (Merrifield Road) between Grand Forks County #5 and Grand Forks County #17. He added that because these are newly awarded federal funds it will not impact fiscal constraint.

Viafara stated that the second project is to move a preventative maintenance project on North Washington Street that was programmed in FY2018 to F2017. He added that the scope of work also changed from a slurry seal to a chip seal, however the cost estimate and funding sources do not change, and thus does not impact fiscal constraint.

West said that he would like to comment on the County project. He stated that he did send the numbers to Mr. Haugen, as far as the dollar amounts, as he sees that he just has placeholders for the project as he didn't have those final numbers. Viafara asked if the numbers would increase by more than 25%. West responded that what happened is that the County has decided to advance federal aid up to three and a half years, and this project was the last one added which is why it is so late in being amended, and he just got the numbers a couple of days ago. Viafara explained that he asks this because there is a requirement that if the project costs go over 25% we have to readvertise the project. West responded that the costs do not increase by over 25%.

Kuharenko asked, since this is an advance construction with payback, does that change how it would typically be laid out in our T.I.P.; where it is showing the expenditure in 2017, but the project was in 2016, and then we are paying the funds back in 2018 and 2019, so because it is different than all of the other projects, is it shown appropriately. Johnson responded that it is. Kouba added that this is when the money is being spent.

West commented that 90% of the project is outside the MPO area; and this is just one segment of 35-miles that are being done, so you are just getting a snippet of a bigger project. Kuharenko said that his question is more in the line of, it is shown in 2017, but we are getting a payback in 2018 and 2019, so is it shown properly, and it appears it is.

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Williams asked how the S.T.I.P. lists this. Johnson responded that it probably doesn't list it at all. He explained that County projects are usually lumped together at the back end unless they reach a really large dollar amount.

MOVED BY ELLIS, SECONDED BY BAIL, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE AMENDMENTS TO THE 2017-2020 T.I.P., AS SUBMITTED.

Voting Aye: Johnson, Kuharenko, Bail, Bergman, Ellis, Riesinger, Laesch, and West.

Voting Nay: None.

Abstain: None.

Absent: Christianson, Magnuson, Noehre, Gengler, and Sanders.

MATTER OF I-29 TRAFFIC OPERATIONS STUDY UPDATE

Mike Bittner, KLJ, was present for a presentation on the I-29 Traffic Operations Study. A copy of the presentation is included in the file and available upon request.

Presentation ensued.

Grasser asked if this presentation was going to be given to the MPO Executive Policy Board meeting next Wednesday. Bittner responded that he was not asked to. Grasser commented that he thinks it might be good if they saw it, and actually, he would leave the decision up to Mr. Vein or somebody, but he thinks it would be good for their City Council to see this. He said that it touches on a number of things that kind of keep popping up with the City relative to Merrifield, 47th, and what is more important the interchange or the underpass, and you are touching on a lot of things that kind of just keep popping up on them that would be beneficial to be discussed in a holistic approach, so he will bring this up to Mr. Vein, but he sees value with having this discussion at maybe a Committee of the Whole or working session, as well as having as a lead-in to a public input meeting so they can get some discussion going. Bittner responded that that makes sense, and added that they did talk about this after the macro alternatives, so there is a lot of information that he didn't keep in there so he agrees that it might be worthwhile to sit down and talk about what information they should show and what they don't need to if the decision is to do this so they can concentrate the meeting on what is most important to everyone.

Viafara referred to a couple of slides that showed the addition of traffic signals and asked what the purpose of those signals was. Bittner responded that they just can't get acceptable traffic operations without those traffic signals at those particular locations. He added that based on the traffic they are forecasting, they do forecast warrants to be met and so those signals allow them to maintain that acceptable level of service at those locations.

Laesch commented that it seemed like a lot of the alternatives of roundabouts didn't operate as well as a signal, and he has always been taught that that was the opposite, that you actually got more capacity with a roundabout. He asked if Mr. Bittner could highlight why that isn't the case. Bittner responded that it definitely isn't a general statement that that is always the case; it just has a lot to do with the traffic volumes and patterns that they are seeing. He explained that with

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the traffic signal, for example, they can start looking at double left turn lanes and coordinating the signals through the tightly spaced interchange location; and roundabout interchanges are very effective at lower volumes because you don't have to worry about the cueing between the two, but he can't tell at what volumes that occurs because it is so pattern related. He stated that given their context and their modeling they found that at these locations and patterns it just wasn't as effective.

Kuharenko asked about the Steering Committee's thought that the future 38th Street was too close to that access, so are you looking at either realigning 38th Street or are you looking more at an access at 34th. Bittner responded that they talked about both, and the thought was at least 1,000 feet, so they could probably push it out, but they will look at both options further, but most feel that 34th is a long ways away, and probably isn't realistic for that area because it is a half mile. He explained that they looked at it on Google Earth to see where it should be and most everyone felt that we just have to push this out a little bit. He said that you see that often at interchanges where there is a push-out, and with the open field they would have the ability to do this. He added that they basically just didn't want to end up with what we are seeing at 32nd with that west frontage road being so close, and that is kind of what they are laying out there, so they are learning from that mistake in order to add efficient operations in the future.

Grasser asked how long it might take before there is a consensus on what the distance should be at 38th. Bittner responded that their guidance at this point has been to not do anymore micro level analysis, and that is why they haven't fixed the graphic. He said that there is some DOT guidance that they utilized and he thinks it is 1,000 feet. Johnson commented that they tied it back to the Access Management Manual, and when you are on the upstream side of entering a ramp, it is somewhere around 900 feet is where the closest intersection should be, and it may be longer for a signalized one. Grasser stated that that is going to be pretty important as they have development that is pushing on both sides of that, so they need to change some mind sets here. Johnson agreed, adding that you won't find a lot of interchanges in North Dakota that even meet that criteria, but that shouldn't be used as a guidance to say let's do it again because they are having major issues across the state at every interchange that has these too close, the farther the better, and in reality that might be why 34th is perfect, it's a half mile away. He said that 47th is going to be a major arterial and you need to keep it at a higher speed so you have to have signals every half mile. Grasser commented that 34th is going to be difficult because that is a street that aligns with the school, and they are always getting some pretty extreme views on how to handle safety issues there, and if you start mixing school traffic with what would otherwise be business and whatnot, the pedestrian aspect is going to go up, so he has some concerns with safety. Johnson stated that this was just a proclamation looking at Google Earth as a generic statement, maximizing those distances as much as possible is the ultimate message.

Bittner commented that, just to give you some kind of context they are looking at about 600 feet to 39th right there he believes, so they are pretty close on the west side, but as soon as they get the green light they can make those adjustments so you can see what it looks like and provide comments on what you think about those potential alignments.

Bittner asked if Mr. Johnson had heard anything on the status of the study going forward. Johnson responded that they should know by the end of this week or early next week.

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West asked is there are any strong opinions on the campground as far as definitely not impacting it, or maybe impacting it. Williams responded that it is for sale. West said, though, that the thing is is that it is used, a lot. Grasser commented that the catch with that is going to be political because of exactly what you are saying, it is a Four-F so it doesn't have those protections and can be acquired, but as a community we are going to say, where do we put those folks, and he can see that being a concern. Bittner said that it would be a relocate and not a purchase.

West commented that long term he would rather see it straight. Grasser agreed especially from the discussion that they had here and the operational aspects of it, and that is why he thinks there would be some value if the City Council starts thinking about what some of these things might look like even though the decisions aren't finalized, we need to start seeing from a perspective what the most likely scenario will be. Bittner added that he also thinks that if you add an interchange and commercialize the rest of that interchange, which is the land use plan, that campground is going to go away, and then you have an interchange that doesn't operate as well because you made the decision to save a campground that is no longer there, so that is an important consideration, particularly when you consider the number one concern is mainline operations, and the previous alternative he showed had better mainline operations so it is good to get these discussion going.

Grasser reported that, this is a minor detail, but we should probably also show that somewhere along the line we are going to end up having to enlarge that box culvert onto the interstate to take the water from drain #9 at Merrifield.

Information only.

OTHER BUSINESS

- a. 2016 Annual Work Program Project Update

Kouba stated that the updated monthly progress table was included for your information.

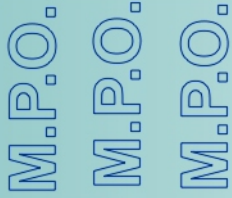
ADJOURNMENT

***MOVED BY ELLIS, SECONDED BY WEST, TO ADJOURN THE JANUARY 11TH, 2017
MEETING OF THE TECHNICAL ADVISORY COMMITTEE AT 2:36 P.M.***

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by,

Peggy McNelis,
Office Manager



Grand Forks - East Grand Forks Metropolitan Planning Organization

MPO Staff Report

Technical Advisory Committee: February 8, 2017

MPO Executive Board: February 15, 2017

RECOMMENDED ACTION: Update on the Kennedy and Sorlie Bridge Projects

Matter of the Kennedy and Sorlie Bridges.

Background:

Sorlie: Oral Update as available

Kennedy: Contract awarded Zenith Tech, Inc. out of Waukesha, WI in the amount of \$15,662,619.76. The amount programmed in the TIP is \$18M.

The Contractor has submitted a preliminary schedule but there are some minor staging changes that have been proposed so detour times worked out and the schedule will change. Here's a very basic list of when major work will take place:

- 2017: Temporary pier construction, demo south half of deck, permanent pier construction, replace south half of the deck.
- 2018: Demo north half of deck, construct north half of the deck and shared use path, painting, lighting. Deck should be open to 4 lanes over the 2018/2019 winter.
- 2019 (spring): Deck planning and silane treatment (short duration with temp traffic control - open to 1 lane in each direction)

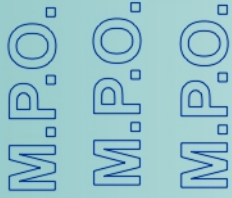
MnDOT is planning on having an open house on March 1st at the East Grand Forks City Hall. There won't be any formal presentation but MnDOT will have layouts and be able to answer questions that the public may have.

ANALYSIS AND FINDINGS OF FACT:

- None

SUPPORT MATERIALS:

- NONE



Grand Forks - East Grand Forks Metropolitan Planning Organization

MPO Staff Report

Technical Advisory Committee: February 8, 2017

MPO Executive Board: February 15, 2017

RECOMMENDED ACTION: Near Southside Neighborhood Traffic Study

Matter of the Near Southside Neighborhood Traffic Study

Background:

The 2017 Work Program includes an activity to assist the City of Grand forks and Near Southside Neighborhood Association study traffic patterns in, around and through the near southside. Some of the focus is on how to slow traffic down and whether techniques of slowing traffic down displace traffic significantly to just shift the issue to another street.

Attached is a draft scope of work for this Study. The draft suggests that ATAC be retained to assist with the bulk of the work, including modeling potential traffic shifts. ATAC is not staffed to provide conceptual design for the varying techniques to calm traffic. The MPO is requesting consideration from NDDOT to allow the MPO to reimburse the City for a qualified consultant the City previously procured through qualifications based selection.

The draft has been circulated to various agencies for review. The feedback to date has been incorporated into the attached draft.

ANALYSIS AND FINDINGS OF FACT:

- None

SUPPORT MATERIALS:

- draft Scope of Work

DRAFT SCOPE of WORK

Re: Near Southside Historical Neighborhood Study.

Background

The Grand Forks-East Grand Forks Metropolitan Planning Organization (MPO), working with the City of Grand Forks and the Near Southside Neighborhood Association, has requested the Advanced Traffic Analysis Center (ATAC) to look into possible traffic calming countermeasures in the Near Southside Historical neighborhood. The limits of the area under consideration are 1st Ave S in the north, 17th Ave S in the south (might be truncated to 13th if converting one way pairs is not pursued), Red River in the east, and Cherry St in the west. See map on next page.

Working with a Steering Committee, the MPO, City and ATAC staff will undertake the activities identified below. Further, another consultant will be retained to develop conceptual design elements, as identified below, needed to complete this Study.

Purpose

The purpose of this study is to identify countermeasures intended to calm traffic, primarily aimed at reducing the perceived speeding issue. These countermeasures would also, therefore, improve safety, overall traffic flow, and optimize intersections, while considering all modes of transportation within the identified study area. ATAC will work with local staff and/or another consultant(s) on developing conceptual designs of calming techniques, i.e., roundabouts, curb bulb-out design, chokers, crosswalks, etc. Of particular interest is to implement temporary measures using inexpensive means and materials to “test” several techniques to evaluate how the specific technique impacts traffic.

Project Tasks

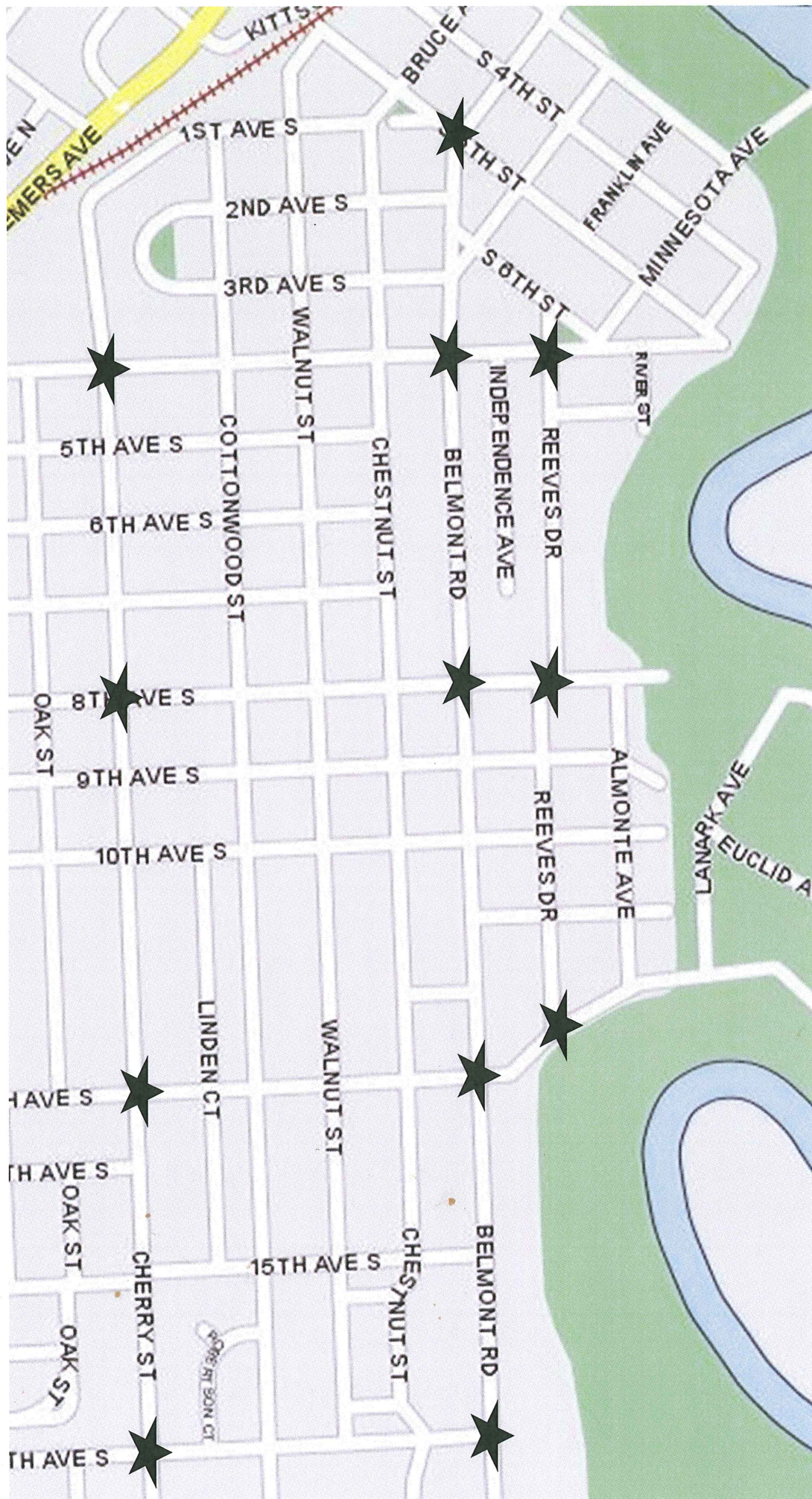
This project requires active participation from the City of Grand Forks, the MPO and also the citizens concerned. For this study, the tasks are outlined as follows:

1. Review previously completed studies
Previously completed studies would be reviewed for aspects affecting traffic operations, traffic safety, and traffic growth within the area. Area capital improvements (included in the current LRTP) that impact this area will be identified.

MPO/City staff would prepare an existing conditions map depicting land use, zoning, roadway geometrics (pavement/sidewalk widths, lane assignments etc.), traffic control devices, and parking.

Also, data needs/sources will be determined and if necessary, future data collection efforts will be scheduled.

2. Perform crash analysis
Corridor crash analysis will be performed using collision diagrams based on past 3 years of crashes. Historical crash data may be used for trend analysis. Countermeasures to mitigate specific crash types will be provided.



3. Identify Intersection issues

Intersections within the subarea will be analyzed on a case to case basis. Up to three intersections will be analyzed and possible solutions will be provided. Previously identified intersections include: 5th/Belmont/Division intersection; 4th/Reeves intersection; 4th/Belmont intersection; and Reeves/8th intersection. Also see map on previous page.

Another consultant would be retained to assist in developing these concepts. This means the retained consultant would be developing the conceptual details of how the intersections geometries could be re-designed. (I will be asking NDDOT if the MPO can reimburse a consultant already retained by the City to complete this assignment. Reason being is that it takes several months for the MPO to issue a RFP until it can finally authorize a consultant to start work. If this is possible, it can better use the time)

ATAC would be responsible for analyzing the operational impacts of the recommended design as developed by the retained consultant.

4. Analyze motorized/non-motorized traffic operations and needs within the corridor

The improvements identified in previous tasks will be then analyzed on a planning level using appropriate analysis tools. This would involve using existing regional Travel Demand Model, if the Steering Committee decides this work is necessary. An important task of ATAC is to provide the Steering Committee with information identifying the abilities and limitations of this modeling efforts. This would be done to understand and estimate how traffic might re-route based on the conversions.

The MPO is about to purchase origin-destination data that will provide some insight on the movement of vehicles within and through this neighborhood. One of the concerns expressed by the neighborhood is the amount of traffic as being “just through” traffic rather than traffic originating within or destined to the neighborhood. This will help inform on what traffic is being impacted by possible modifications within this area.

Up to six scenarios in the forecast models including Current (latest available model), 2025 and 2040 will be run and impacts/capacity deficiencies of each of the scenario will be documented. This will include analysis of any traffic external to the study area and will assist in understanding what impacts temporary traffic calming techniques might have on traffic within the neighborhood and/or scenarios involving one-way to two-way (or vice versa) conversions. This effort includes working with the retained consultant in identifying the constraints any traffic calming techniques may have on the modeling parameters.

5. Final report and public meetings

Final report comprising of analysis results, recommendations, and possible solutions will be created. Steering Committee meetings will be held throughout the study process. Attendance by ATAC staff and retained consultant staff will be done as necessary; not every Steering Committee

may need to have their presence. In addition, up to two public input meetings arranged by the MPO will be attended by ATAC staff and retained consultant staff.

Major Milestones and Deadlines

The major milestones for this project and their deadlines are :

Milestone	Deadline
Kick-off	February 15, 2017
Task 1	March 31, 2017
Task 2	July 14, 2017
Task 3	September 15, 2017
Task 4	October 27, 2017
Draft report	November 17, 2017
Final report and public meetings	December 15, 2017

Resources Required

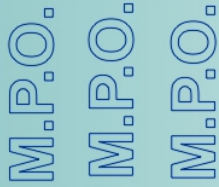
ATAC would require the following:

- Active participation and input from the MPO and City of Grand Forks.
- Models, reports, and data collected during previously completed projects within the region as they may pertain to the current study area.
- All traffic crash reports (2012- 2016) from within the study area as well as within a 150' buffer around the study area.
- Traffic counts, turning movement counts, pedestrian counts collected within the study area intersections such as
 - 4th Ave S @ Cherry St
 - 4th Ave S @ Belmont Rd
 - 4th Ave S @ Minnesota Ave
 - Minnesota Ave @ S 6th St
 - Minnesota Ave @ S 3rd St
- Other data as may be requested by ATAC.

Deliverables

Deliverables in this project will consist of the following:

- Final report & public meeting participation
ATAC will provide the MPO with a final report as per tasks identified above. ATAC staff will also attend public meetings as outlined.
- Travel Demand Model runs
ATAC will provide the MPO with models/scenarios run during this project.
- Collision diagrams
ATAC will provide the MPO with collision diagrams of up to past 3 years of crashes.
- Other models/worksheets
ATAC will provide models/worksheets as completed during this project.



Grand Forks - East Grand Forks Metropolitan Planning Organization

MPO Staff Report **Technical Advisory Committee: February 8, 2017** **MPO Executive February 15, 2017**

RECOMMENDED ACTION: Information on the Origin/Destination Data Acquisition.

Matter of information on the Origin/Destination Data Acquisition.

Background: Every five years, the travel demand model is updated in preparation for updating the Long Range Transportation Plan: Street and Highway Element. As part of the update of the model, origin/destination data needs to be acquired to help calibrate the model.

In years past, we have done an vehicle intercept survey at the three bridges over the Red River. During this survey, we would have random drivers pull over to be asked where they came from and where they were going. This took time, effort, and inconvenienced drivers. With today's technology, we can get better information with phone location. Data on where phones are throughout the day, and at what time of day, can give us a better idea of home, work or other trips. This will also give us an internal city movement of people.

Working with NDDOT and the two other North Dakota MPOs, an RFP was sent out in December. The GF-GF MPO TAC and Executive Board reviewed the draft of the RFP before it was sent out. At the same time, the Executive Board authorized staff to participate in the selection process and contract approval. The proposals were due on January 13th. Interviews were done on January 25th. Only one proposal was received that fulfilled the requirements of the RFP. Contract negotiations have been completed and we are currently working on the contract language. Once approved by NDDOT, the data will be sent to ATAC.

Findings and Analysis:

- Information only.

Support Materials:

- AirSage Proposal

Proposal for

Origin - Destination Data for North Dakota Travel Demand Modeling

Submitted to:

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG), the Bismarck- Mandan MPO, and the Grand Forks-East Grand Forks MPO, in cooperation with the North Dakota Department of Transportation (NDDOT)


Submitted By:



The power of where and when

Company Name: AirSage, Inc.
Mailing Address: 1330 Spring Street NW, Suite 400
City & Zip Code: Atlanta, GA 30309
Phone/Toll-Free No.: Office: 404-809-3001 – BK Cell: 770-329-0863
Fax No.: 678-397-0029
E-Mail Address: bking@airsage.com
Contact Person: Bill King

Proposal submitted by AirSage, Inc.

By: 
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The Fargo-Moorhead Metropolitan Council of Governments (Metro COG), the Bismarck- Mandan MPO, and the Grand Forks-East Grand Forks MPO, in cooperation with the North Dakota Department of Transportation (NDDOT) (collectively referred to as the Client), request proposals from qualified firms to provide origin-destination data for the three MPO areas in North Dakota. The Client intends that this data will 1.) integrate with Travel Demand Models, 2.) calibrate modeled trip assignment, 3.) verify accuracy of forecasted trip generation within transportation analysis zones (TAZs) under various policy and planning scenarios, and 4.) show travel patterns for further transportation planning or operations analysis.

This proposal includes Exhibit A - Debarment and Suspension Certification

This proposal includes Exhibit B - Certification of Restriction on Lobbying

References are included as Appendix A

All invoices shall be submitted by April 1, 2017.

AirSage, Inc. has been located at the current address on 1330 Spring Street since March of 2012. However, AirSage pioneered the transformation of wireless network signaling data into powerful mobility information soon after their founding in 2000. Early research led to unique developments that enable AirSage to provide more accurate location information, ubiquitous population analytics, and time-of-day movement patterns of people.

Today, AirSage has the widest coverage of any location based service provider in the country. We collect and analyze real-time mobile signals to produce over fifteen billion anonymous locations every day. By turning every mobile device (cell phones, tablets, PDAs, etc.) into a mobile data sensor AirSage provides unmatched scale and accuracy, while fully protecting user privacy.

AirSage data will integrate directly with each MPO's TDM, provide origin and destination for all locations external to the model infrastructure, provide detailed data for trip distribution calibration, and prove useful for additional planning or operations-analysis activities.

AirSage data will be provided as a GIS Shapefile as well as analytical OD trip matrices in Microsoft Excel format. Data shall reference three separate TAZ regions as delineated by Fargo-Moorhead Metro COG, Bismarck-Mandan MPO, and Grand Forks-East Grand Forks MPO; and additional areas as the Client deems necessary.

The requested origin – destination data shall represent one full month of choice within the 2015 calendar year, which is the base year of the TDMs being developed by the Client. While the Client desires to obtain data with minimal development charges and at an economic cost, it reserves the right to select a different month of choice for each data set.

AirSage will be able to provide the data products no later than March 10, 2017 under the following conditions: the client must provide the shapefiles for data retrieval process and identify the date ranges of interest by February 20, 2017.

AirSage shall provide statistically valid origin – destination data sourced by movement of cellular devices. The datasets shall contain information that allows Client staff or Client consultant to easily utilize data to the enhancement of the TDM. AirSage shall provide three separate O-D data sets, one for each MPO.

The Client shall provide TAZ regions for each MPO include internal TAZs (either TAZs within an MPO’s jurisdictional boundary which are established through MPO planning processes OR major corridors/roadways within an MPO) AND external TAZs (including portions of Canada, and/or Eastern, Southern and Western regions of the United States). Preliminary TAZ counts and OD pairs are outlined in the following Table. The Client understands and anticipates that the number of TAZs requested/received for each data set may alter slightly during contract negotiations.

Table 1: Preliminary TAZ Request

Data Set	Internal TAZ	External TAZ	Approximate TAZs Requested	Approximate OD Pairs Requested (per Data Set)
FM COG	105	25	130	1690
GF/EGF MPO	65	25	90	810
BMMPO	55	20	75	562

The dataset is a Trip Matrix of the number of people and types of trips between two specific locations or Traffic Analysis Zones (TAZ’s) Where TAZ’s are less than the AirSage minimum width of 500 meters some trips will be cross assigned. Data will be delivered in the CSV file format (Comma delimited ASCII text file) that is importable into many database programs. This dataset is commonly imported into Travel modeling software (TransCAD, Cube, or others)

Special Note: Data shall be supplied free of restrictions for use or dissemination.

Pricing shall be as detailed in Appendix D separate sealed envelope.

Basic Dataset Specifications:

Product	Trip Matrix
# of Zones	Varies
# of Months Covered per Report	1
# of Reports *	1
Population Covered	Varies
Long Distance Trip Filter	No

Trip Purpose Attributes

3-Class (Home-based Work, Home-based Other, Other-based Other)	Yes
9-Class (HBW, HBO, WBO, WBH, WBW, HBH, OBO, OBH, OBW)	No
Total	3

Internal & External Zones Options:

Internal Zones Only – All zones treated the same.	Yes
Internal & External (Include all I-I, E-E and E-I-E trips) Residents of External Zones are “Visitors”	No
Internal & External (Include only I-I and E-I-E Trips)	No

Residence Class Attributes

2-Categories (Residents, Visitors)	Yes
6-Categories (Res Worker, Home Worker, In-Commuter, Out-Commuter, Short-Term Vis, Lg-Term Vis) <i>Requires Int/Ext Zone option</i>	No
Total	2

Day Aggregation Options:

Average Weekdays (T-Th)	Yes
Average Weekend Day (Sat-Sun)	No
Average Full Week (Sun-Sat)	No
Total Weekdays (M-F)	No
Total Weekends (Sat-Sun)	No
Total Full Week (Sun-Sat)	No
Avg. Specific Day of Week*	No
All Individual Days* (enter #)	0
Total Specific Day(s)* (enter #)	0
Total	1

Demographic Attributes

Bundle includes the 3 below:	Optional
Annual Household Income (census bins) (Or customer-specific bins*)	
Age (census bins) (Or customer-specific bins*)	
Autos (census bins) (Or customer-specific bins*)	

Day Part Aggregations (3 hr min*)

Early AM	No
AM Peak (7am-10am)	Yes
Mid-Day	No
PM Peak (4pm-7pm)	Yes
Late PM	No
24 hour Total	yes

Optional Add-on Reports

Home-Work Matrix Report

County to County	No
Use Study Zones	No

Home Location Report

Home Locations Nationwide	Optional
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Origin - Destination Datasets and Methodology:

AirSage, an Atlanta based wireless information and data provider, has developed an approach to gathering data about population mobility throughout a region. AirSage analyzes anonymous location and movement of mobile devices, which is derived from wireless signaling data, to provide new insights into where populations, are, were, or will be, and how they move about over time and in response to special events or disruptions to the roadway network.

AirSage provides historic population location, movement, and traffic information derived from analysis of wireless (and in particular, cellular phone) signaling data. Combining patented and proprietary data collection and analysis technologies with signaling data from wireless carriers, AirSage has developed and deployed a secure data collection and reporting network with over 100 million mobile “sensors” (mobile devices) that provide unprecedented visibility into where groups of people are, where they were, where they are likely to be, and how they move from one area to another.

AirSage’s WiSE (Wireless Signal Extraction) technology extracts data from wireless carrier networks, as generated by devices in the normal course of operation. Mobile devices frequently communicate with the network through control channel messages, both during use and when the device is in idle mode. The frequency and nature of the signaling data varies based on the network equipment used to provide cellular service to the area. The WiSE technology anonymizes the data stream (ensuring user privacy) and performs multiple stages of analysis to monitor the location and movement of the mobile devices (and thus the population of mobile users).

AirSage uses a modular, multi-step methodology to derive useful information and analytics from wireless signaling data provided by its wireless carrier partners. The core components of the data collection, processing, and delivery process is outlined below.

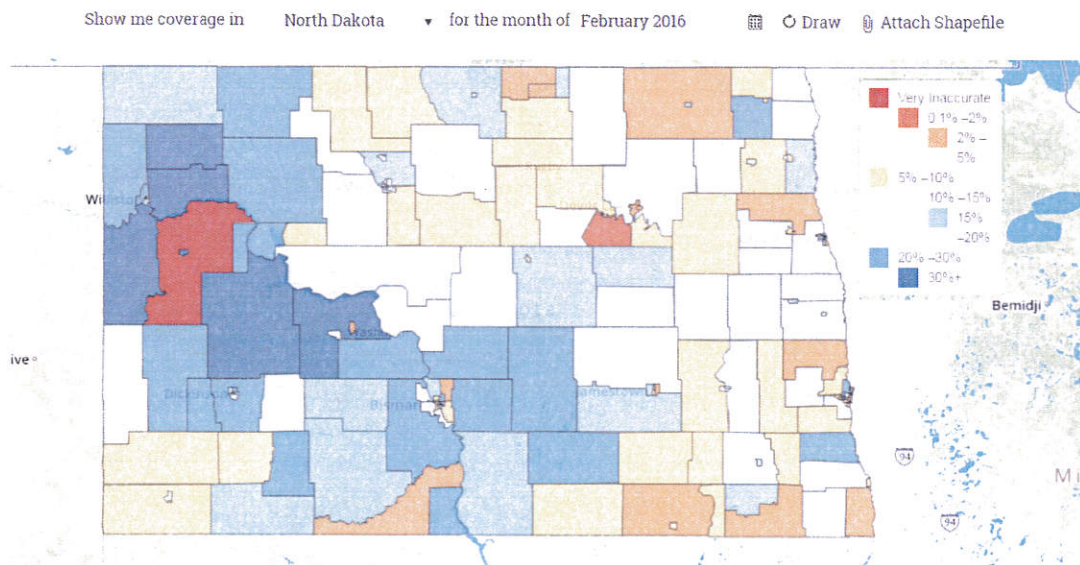
Device Location Processing: Time-stamped locations (latitude/longitude) are generated for each mobile device (e.g. a cellphone), utilizing the network signaling data generated each time a mobile device interacts with the mobile network. Interaction with the network comes in many forms including sending and receiving text messages or receiving updates or streaming data to/from mobile devices. “Processed Sightings” are created using this information in addition to factoring in the quality of the device and removing any static that might occur within the network that has the potential to obscure the data.

Activity Pattern Analysis: All of the “Device Locations” (Home, Work, etc.) for a device are determined over the course of four to six weeks. The data are run through a series of pattern recognition and statistical clustering algorithms to determine repeated and irregular trip patterns and primary activity locations for a device. These patterns and locations are used to classify trip purpose.

Activity Point Generation: Each Device Location is then combined with other recent sightings and known activity locations to further refine the location, determine if the device is moving or stationary, and calculate additional attributes to create individual “Activity Points.” At the most basic level, activity points may be classified as being Home, Work, or Other locations. Home locations are those locations where mobile users spend the majority of their nights. Nighttime is defined between 9:01pm and 6:00 am. Work locations are similarly determined by looking at where subscribers spend the majority of their days between 9:00 am and 5:00 pm. These activity points are then combined to create “Trip Legs” which eventually allow for an overall network of travel behaviors to be established.

Population Synthesis: Using the observed sample devices, the movements for a full population is synthesized. There are two main factors that go into the expansion process: penetration rates and device quality. Penetration rates, simply put, is the ratio of number of resident devices observed by AirSage in a given census tract to the 2010 census population. Currently expansion is performed to census tract but will shift to a more detailed census block group level in a future release. Device quality refers to the number of daily sightings observed for each device. This factor feeds a model which adjusts for the probability of missing trips due to limited visibility of some devices.

Airsage Data Coverage Explorer: Percentage of unique AirSage devices based on population (higher the better)



Trip Analysis: Each trip is analyzed and classified into various interesting categories such as resident class of subscriber, trip purpose, time of day and day of week. Each of these is explained in detail in the next section.

Data Aggregation and Packaging: For each project a unique study area is defined by the Client before the data collection process begins. This area is then further subdivided into analysis zones (TAZ). The trip ends (Activity Points) are assigned to these zones. All of the trip ends within those zones are also assigned a purpose and time of day during which they took place. The number of trip ends are totaled to determine the total

number of trips that took place within each zone. All of this data is then packaged in the form of an O-D Matrix and distributed to clients so that they may use our results to perform their own internal analysis.

Resident Classes: Typically, subscribers are classified as residents, and visitors. Residents have a home location within the study area.

Trip Purpose: Trip purpose is classified as 3-class. These are standard definitions of what is used in the travel demand modeling industry – HBW, HBO and NHB. H indicates 'Home' end, W indicates 'Work' end and O indicates 'Other' end. Trips are classified this way when it is certain that the subscriber has left the origin and made a short trip but the destination location is not exactly captured (for example, jogging in the neighborhood, visiting a very close grocery store, walk to lunch while at work etc.). For modeling purposes, it is suggested to use HH in HBO and WW in NHB categories.

Time of day: Each trip is grouped by trip start time by the hour of the day. This is aggregated into custom categories for time of day analysis. Standard time of day groups used internally are: 6 AM to 10 AM, 3 PM to 7 PM and Total for 24 Hours.

Day of week: Each trip is also identified by the day of the week travel was made. This allows for interesting analysis of travel variation by each weekday or weekend day. The proposed datasets will be Average weekday (Tues-Thurs) for a month to be determined by the Client

External Analysis: External zones are included in the study area to account for external-internal travel. The size of the external zones required for an accurate analysis depends on the network coverage and travel sheds (interstate, highway locations). In general, a 30 to 45 minute travel time buffer is created around study area to form the external zones. The first time a device coming into the study area is seen in these external zones, an origin trip end is identified. Subsequent end points are connected to this origin. This helps to identify all External – Internal, Internal-External and External-External travel in the region.

Long Distance Filtering (Optional and Not Included): In certain cases, long distance trips would be of more interest for the study purposes. For example, high speed rail studies, statewide travel demand models and other intercity travel models would be interested in figuring out the long distance trips made between the cities. Without this filter being applied, a trip going from city "A", stopping at a rest area in between and then proceeding to city "B" would be counted as two separate trips. While we want to capture all kinds of trips in an urban travel model, such intermediate stops hide the true amount of travel between two cities. To address this issue, AirSage has come up with a methodology to define long distance trip legs.

Appendix A – Project References

Account Name	Primary Contact	Contact: Phone	Opportunity Name	Close Date
Kimley Horn - Tallahassee, Fla	Ryan Wetherell	(850) 553-3509	Trip Matrix - US98 Destin - JIRA 5627	4/7/2016
Georgia Tech - School of Civil & Environmental Engineering	Randall Guensler	(404) 894-0405	Trip Matrix - DOE/GT	3/25/2016
CDM Smith - Chicago	Laszlo Medgyesy	(630) 434-8111	Trip Matrix - I-10 Mobile River Bridge - JIRA	3/11/2016
Clary Consulting, LLC	Lowell Clary	(850) 212-7772	Trip matrix - Clary Consulting - West Orlando, FL - JIRA 5479	12/7/2015
CDM Smith - Chicago	Laszlo Medgyesy	(630) 434-8111	Trip Matrix - Alabama US-98/SR-158 - JIRA	11/30/2015
Steer Davies & Gleave - DC	Jon Pagan	(617) 391-2314	Trip Matrix - Pocahontas Parkway II	10/14/2015
Ohio State University	Harvey Miller	-	Trip Matrix - OKI RFP 2014-16	9/22/2015
Tindale-Oliver & Associates, Inc. - Tampa	Steve Infanti	813-224-8862	Trip Matrix - Broward County MPO - JIRA 5284	8/26/2015
H Fox Associates	Dan Bassford	4.41159E+11	Trip Matrix - H Fox - Chicago	8/18/2015
Cintra US	Andres Rios	(512) 371-4894	SubZoneTrip Matrix III- Georgetown to San	8/12/2015
CJW Transportation Consultants	Jonathan Staats	(417) 889-3400	Joplin Missouri LRTP PO # 5296	8/3/2015
Fehr & Peers - Roseville	Mike Wallace	(925) 930-7100 ext: 2112	Trip Matrix - Colma BART Station Parking	7/10/2015
Cintra US	Andres Rios	(512) 371-4894	SubZoneTrip Matrix II - Georgetown to San	7/2/2015
Parsons Brinckerhoff - Raleigh, NC	Leta Huntsinger	(919) 836-4086	Trip Matrix - Hickory MPO, NC- JIRA 5342	6/29/2015
CH2M Hill - Johns Creek	Nick O'Day	(678) 512-3202	Select Zone - Tech Park - Johns Creek, GA	6/24/2015
Parsons Brinckerhoff - Raleigh, NC	Rhett Fussell	(919) 836-4075	Trip Matrix - Nashville to Clarksville Transit	6/23/2015
Michael Baker International	Jessica Belowich	(412) 269-6441	Trip Matrix - Pocahontas Parkway, VA	6/16/2015
Kittelson & Associates, Inc - Orlando	Alexander Trauger	(407) 481-5672 Ext. 324	Trip matrix - MetroPlan - 4/14 and 4/15 -	6/15/2015
The Corradino Group	Ken Kaltenbach	(502) 587-7221	Trip Matrix - NE Kentucky	6/15/2015
HDR Engineering, Inc. - Omaha	Jason Carbee	(402) 399-1370	Trip Matrix - Morgantown, WV	5/15/2015
Kittelson & Associates, Inc - Orlando	Mary Raulerson	(407) 373-1305	Trip Matrix - Orlando Transit	4/16/2015
Olsson & Associates	Clyde Prem	(402) 938-2463	Trip Matrix - Grand Island, Nebraska Jira	3/31/2015
CDM Smith - Chicago	Krishna Satti	(203) 865-2191	Trip Matrix - Hampton Roads TPO JIRA 5074	3/20/2015
SRF Consulting Group, Inc.	Cindy Gray	(763) 475-0010	Trip Matrix - Williston ND	2/5/2015

WORK PLAN AND SCOPE

TASK 1.0 – PROJECT MANAGEMENT AND BACKGROUND

PROJECT KICKOFF AND CONFIRMATION OF BACKGROUND DATA

Within the first month following the notice to proceed, the KLJ/Kimley-Horn team will coordinate Operator Workshop #1. Operator Workshop #1 will serve as a kickoff meeting and will include a review of collected background information along with review of the TDP's goals and objectives, the study process, timeline and schedule for all public involvement including future SRC meetings and agendas to be held throughout the study's duration. As part of the Operator Workshop #1, the status of the transit rider survey will be discussed and reviewed.

The kickoff meeting will provide CAT and the GF-EGF MPO a chance to clarify any preliminary issues to be addressed by the TDP update. To facilitate seamless development of the Existing Conditions Report, the first kickoff meeting will allow the KLJ/Kimley-Horn team, CAT and the GF-EGF MPO to achieve consensus on available data sets and will more clearly outline coordination efforts for the remainder of the planning process.

ONGOING PROJECT MANAGEMENT

Project management tasks include both ongoing communication with CAT and the GF-EGF MPO. At the kickoff meeting, a schedule and methodology for continuing communications with CAT and the GF-EGF MPO will be established. We suggest a bi-weekly phone conference to make sure all parties involved are aware of the project status and deliverables. The KLJ/Kimley-Horn team will also prepare regular status reports and tracking and review of billing. This task provides the resources to manage all team members as well as conduct all administrative duties necessary for making sure the project remains on schedule and within budget.

TASK 2.0 – DATA COLLECTION AND ANALYSIS OF EXISTING CONDITIONS

With the notice to proceed, the KLJ/Kimley-Horn team will collect and review relevant data and reports provided by CAT and GF-EGF MPO regarding CAT operations and other metropolitan planning products that will influence the TDP update. The KLJ/Kimley-Horn team will summarize all relevant reports and transit-related studies and documents undertaken since development of the 2012-2016 TDP, along with relevant data undertaken prior to the adoption of the 2012-2016 TDP that may impact development of the current TDP. We will utilize the recently completed and successful MPO Long-Range Transportation Plan (LRTP) to make sure the 2017-2021 TDP fits within the overall context of the LRTP. However, much has changed since the LRTP was last adopted by the MPO, so the TDP update is an opportunity to set a fresh course for the CAT system prior to the start of the imminent update of the next LRTP.





The KLJ/Kimley-Horn team will provide a summary of existing conditions and the operating environment including transit history, operations, ridership trends and finances of transit services in the Grand Forks-East Grand Forks area.

Per the RFP, The KLJ/Kimley-Horn team will compile the following data into a cohesive Existing Conditions Report for CAT and GF-EGF MPO:

- » Service area, hours of operation and level of service by route
- » Number of passengers and passenger trips by route
- » Financial Systems Overview
- » Assessment of existing facilities and capital assets
- » Summary of programmed or pending replacements and expansion
- » Technology advances, including automatic vehicle location (AVL) and automatic voice announcements (AVA)
- » Transit management structure and organization, including a summary overview of existing staffing levels
- » Summary of current marketing efforts

While most of the Existing Conditions Report data will originate from the GF-EGF MPO or CAT, the KLJ/Kimley-Horn team will document existing demographics, land use and travel patterns as they relate to transit services. All existing conditions, including socio-economic demographics, will be analyzed with respect to current and potential ridership and will form the basis for new or improved service considerations.

Several specific items will be included in the Existing Conditions Report:

- » **Bus Stop Level Ridership** – It is our understanding that boarding by bus stop is available for every route. We request that CAT provide us the geocoded bus stop file as well as ridership by stop. We believe the information is organized in tabular format. In order to create ridership graphics, we also request the geocoded bus stop locations, if available. This data will form the basis for evaluation of existing transit services, ridership by service and ridership patterns.
- » **Travel Demand Model Data** – The KLJ/Kimley-Horn team will build upon the analysis completed as part of the LRTP and examine 2025 and 2040 trip density analysis from GF-EGF MPO's travel demand model. The travel demand flows between TAZs should be examined for potential new service reflecting future travel demand patterns.
- » **On-Time Performance Data** – Any route level on-time performance data should be documented. Improvements have been made with Transit Signal Priority (TSP) and designated stops since the adoption of the last TDP. On time performance is still an issue.
- » **Service Area Versus Developed Area** – Current service areas will be analyzed in relation to areas within the Grand Forks-East Grand Forks Metropolitan area that are not currently served. Given rapid development in the study area, several commercial, residential and businesses are located outside of CAT's existing service area. Understanding these areas will be helpful to gathering public input early in the TDP Update.
- » **Current or Proposed Major Activity Centers** – The KLJ/Kimley-Horn team will develop a transit generator map. The transit generator map is a more refined understanding of where CAT service matters most in terms of accessing employment, housing and addressing travel demand management needs. It is our opinion that several major residential and employment generators are not adequately served. Development of a preliminary base line data will assist us in developing a better-served population.

TASK 3.0 – ISSUE IDENTIFICATION AND NEEDS ASSESSMENT

A number of key issues identified in the 2012-2016 TDP continue to impact existing transit services while additional issues have also emerged in the years since the last TDP was completed. The KLJ/Kimley-Horn team will use development of the Existing Conditions Report to generate input from the general public and CAT riders. Specific tasks to be undertaken in support of the Issue Identification and Needs Assessment will include the following components.

FIELD OBSERVATIONS

KLJ is familiar with the existing service area; however, conditions change quickly, and we will be prepared to accommodate new information. The KLJ/Kimley-Horn team will conduct a site reconnaissance of the study area to evaluate transit travel patterns, verify bus stop locations, identify landmarks and gain familiarity with the location of major employment centers, educational institutions, shopping centers and residential areas. The reconnaissance will assist us in developing strategies for services, facilities and policies.

We will study every fixed-route operated by CAT to achieve an understanding of ridership patterns, the areas served, associated capital facilities and the operational challenges faced by operators. We will also ride several routes in the system to gain first-hand knowledge of how passengers use the service. Following our fieldwork we will meet with GF-EGF MPO and CAT staff to discuss pertinent findings.



MARKET POTENTIAL ANALYSIS

The consultant team will review data collected early in the TDP update process to understand potential future market opportunities for CAT:

- » Document origin-destination travel patterns between TAZ and/or sub-zones by trip mode, purpose and density for both 2025 and 2040.
- » Produce origin-destination matrix and desire line maps, identifying current and potential transit service markets and corridors.
- » Through the public involvement process, specifically Public Input Meeting (PIM) #1 and Focus Groups, the KLJ/Kimley-Horn team will develop an understanding of potential new marketing demands and opportunities among key populations (such as large employers, mobility management partners and UND).

FIXED-ROUTE ASSESSMENT

The consultant team will conduct a detailed analysis of existing fixed-route operations in order to determine which of the existing services and policies are successful in promoting system goals and objectives and which are in need of remedial actions to improve efficiency and effectiveness of CAT transit services.

ROUTE LEVEL RIDERSHIP ANALYSIS

We anticipate receiving stop-level boarding tables from CAT for each route. We will display the boarding data graphically in a GIS format, showing individual bus stops along each route alignment and signifying the total passenger activity for each stop with markers of variable size, indicating activity ranges. Visual projections help illustrate underperforming street segments and neighborhoods that will be studied in more detail during subsequent project phases.

TRANSFERS

Based on a review of the transfer patterns, we will evaluate the transferring behavior of each route's riders, including the transfer rate of all route users and the most significant transfer route pairs. The information will be used to evaluate scheduled transfer connections between the most frequent route pair interchanges to investigate potential route interlining modifications and evaluate conditions and facilities provided for the required transfer.

SPAN AND FREQUENCY OF SERVICE

We will investigate the span and frequency of service of each route, comparing the quality of service with route ridership and cost characteristics. Where an apparent disconnect between level of service, operating costs and ridership occurs, we will evaluate service level and schedule modifications to better match the ridership and cost characteristics of the route within the parameters of service policies and standards.



PRODUCTIVITY, EFFICIENCY AND EFFECTIVENESS

Based on each route's ridership and cost characteristics, we will evaluate the productivity, efficiency and effectiveness of route operations. Traditional measures for this evaluation will include:

- » Riders per revenue mile and/or riders per revenue hour are typically used to evaluate ridership demand and productivity.
- » Cost per revenue hour is typically used to evaluate the service's cost efficiency. While the cost factor used is generally calculated from system-wide operations, the individual route operations can result in differing costs for differing routes and classes of service.
- » Cost per passenger is used to evaluate the cost-effectiveness of service, showing which routes provide the best return in terms of riders and passenger miles for each dollar invested in route operations.

The Existing Conditions Report will provide the basis for this analysis.

GEOGRAPHIC COVERAGE

The consultant team will compare the service area coverage of the fixed-route system with the spatial distributions of identified transit markets and with the locations of identified transit trip attractors. Where significant geographic areas are found to be un-served or under-served, we will recommend modifications in service coverage within the limitations of operating resources. We will evaluate the spacing between fixed routes and compare that with adopted standards and guidelines. Where necessary, we will recommend changes in route alignments or recommend the addition or elimination of services to better match geographic coverage with identified transit markets.

IDENTIFY SERVICE BARRIERS

The consultant team will identify any existing barriers to transit service usage. Barriers can be physical barriers (high-speed roadways, railroad crossings, rivers, lakes, fences or walls and steep hills or bluffs) or may be procedural or systemic (lack of language-specific information, inadequate information availability, rigid eligibility requirements, etc.)

IDENTIFY UNMET SERVICE NEEDS

Based on community input and development of the Existing Conditions Report, the KLJ/Kimley-Horn team will identify unmet transit service and capital facility needs in the Grand Forks-East Grand Forks Metropolitan area.

While it may not be possible to address all needs in the project recommendations, this will provide GF-EGF MPO and the consultant team an opportunity to recognize the unmet needs and to prioritize those needs prior to service and program options being identified.

TASK 4.0 – PUBLIC INVOLVEMENT

Public involvement provides a means to integrate the public’s perceptions and attitudes into future potential service options and alternatives for CAT. The public must understand from the beginning of the process that their input and feedback will assist in developing recommendations of the final approved TDP. The KLJ/Kimley-Horn team is familiar with GF-EGF MPO’s approved 2012 Public Participation Plan (PPP) and will use it to guide development of the overall TDP update. KLJ will use public involvement opportunities throughout the TDP update to achieve the following goals:

- » Develop momentum for the TDP update that can cascade support for CAT needs into the next update of the LRTP
- » Identify perceptions and knowledge about CAT
- » Educate the public about CAT and the opportunities and alternatives available for system growth
- » Measure changing levels of awareness and acceptance of CAT as a viable commuter option in the Grand Forks-East Grand Forks Metropolitan area
- » Promote CAT and the TDP update through the use of traditional and innovative social media

A successful public participation process requires the timely inclusion of public review and comment into the project methodology, findings and recommendations. Public involvement for TDP update development will include public meetings, workshops and surveys described in the paragraphs that follow.

SRC

SRC will consist of a broad range of local, state DOT and federal agency stakeholders. The KLJ-Kimley Horn team will meet with SRC four times between May and November 2016 to allow SRC opportunities to provide oversight and input into TDP development. While GF-EGF MPO will be responsible for scheduling meetings, developing agendas and recording minutes, the consultant team will work closely with GF-EGF MPO on coordination and distribution of materials.

FOCUS GROUP MEETINGS

In coordination with CAT and GF-EGF MPO, the KLJ-Kimley Horn team will coordinate and facilitate up to four 75-minute focus group meetings with key stakeholders and interested persons to discuss transit system needs and opportunities in the Grand Forks-East Grand Forks Metropolitan area. We anticipate the focus groups will be coordinated in close proximity with PIM #1. Given KLJ’s understanding of the project area, we will work smoothly with focus group participants to gather critical input regarding CAT needs and opportunities.

A benefit of a focus group setting is the ability to ask qualitative questions regarding service needs and improvements. A list of specific individuals identified to participate in the meetings will be developed by CAT and GF-EGF MPO. All information gathered from the meetings will be used in development of the Existing Conditions Report and issues identification.





OPERATOR WORKSHOPS

In order to solicit feedback about current operations and to identify transportation needs and potential scheduling efficiencies, input from CAT administration, MPO staff, dispatchers, drivers and MV Transit will be gathered and analyzed via three workshops:

- » Workshop #1 – Brainstorm System Deconstruct (Preliminary Project Kickoff)
- » Workshop #2 – Review Public Comments and Issues; Brainstorm System Reconstruct
- » Workshop #3 – Refine Public Comments on Reconstructed Systems Alternatives and Prepare Final Alignments

Operator workshops are critical screening opportunities to learn first-hand about how the system is working today and what changes may or may not work to improve CAT operations. In particular, a critical component of the TDP update process is operator input regarding enhanced services based upon their observations and interactions with riders who comment on service needs.

Additionally, drivers, dispatcher and supervisors can provide feedback on possible schedule improvements and identify operational issues affecting service delivery. The drivers will also be given the opportunity to provide feedback after the first set of recommendations has been created. KLJ will work closely with CAT to schedule operator workshops.

PUBLIC INPUT MEETINGS

The KLJ/Kimley-Horn team will facilitate three public meetings with the general public, ridership and key stakeholder groups.

PIM #1

PIM #1 will be held in early the TDP development process. Existing Conditions and a preliminary set of system needs and issues will have already been developed. Additionally, PIM #1 will correspond with the availability of the Transit Rider and College Study Transit Survey. It is proposed that both an open house daytime meeting venue be established along with a more formal evening meeting, ideally on one day. One of these meetings would be held in Grand Forks and the other in East Grand Forks.

PIM #2

PIM #2 would be held midway through the development of the TDP update and would be primed to gather input on system reconstruction options. Public input summaries from PIM #1 and a finalized set of system needs and issues would be formally presented as part of PIM #2. It is proposed that both an open house daytime meeting venue be established along with a more formal evening meeting, ideally on one day. One of these meetings would be held in Grand Forks and the other in East Grand Forks. The day/night locations would be a reversal of PIM #1.

PIM #3

PIM #3 presents the final Draft TDP and includes the recommended direction for the CAT system for the years 2017-2021. By the time of PIM #3, substantial operational, technical, political and public consensus building has been completed. PIM #3 will serve to galvanize, and more importantly publicize, the new direction for CAT.

TRANSIT RIDER AND COLLEGE STUDENT SURVEY

The KLJ/Kimley-Horn team will work with CAT and GF-EGF MPO to develop and administer a rider and college study survey to support TDP efforts for distribution in print and web format. The survey will be initiated prior to PIM #1 and shall run through the full PIM #1 comment period. KLJ/Kimley-Horn team will prepare a concise summary report from the survey results and tie it directly into Issues and Needs Identification element of the TDP. Most importantly, the survey will be structured to support the overall operational strategy agreed to by CAT and the GF-EGF as part of the Operator Workshop #1.

LOCAL APPROVALS

As requested by the RFP, the KLJ/Kimley Horn Team is committed to making sure the TDP moves through the final approvals process and is approved by both the City and GF-EGF MPO. Budget is included to be on-site for the preliminary approvals process outlined in the calendar through December of 2016 for the Planning Commission, City Council and MPO Executive Policy Board.

However, to maximize budget, we may look to use both CAT and MPO staff to present the Final document as noted in January 2017. It is our belief that by this phase of the process there will be no significant questions or concerns to address. Additionally, as partners through the process, both CAT and the MPO will be able to provide any final remarks on the TDP, and transmit any final needed changes or revisions back to KLJ.

CAT					
02/10/2016 02:28 PM					
		Arrivals		Status	
Route	From	Scheduled	Actual		
CAT Route 11	CAT Route 11	02:25 PM	2:26 PM	ARRIVED	
CAT Route 1	CAT Route 1	02:25 PM	2:28 PM	ON TIME	
CAT Route 3	CAT Route 3	02:25 PM	2:25 PM	ARRIVED	
CAT Route 6	CAT Route 6	02:25 PM	2:24 PM	ARRIVED	
CAT Route 5	CAT Route 5	02:25 PM	2:24 PM	ARRIVED	
		Departures		Status	
Route	To	Scheduled	Actual		
CAT Route 10	CAT Route 10	02:30 PM	2:26 PM	DEPARTED	
CAT Route 2	CAT Route 2 - Off Peak	02:30 PM	2:30 PM	ON TIME	
CAT Route 3	CAT Route 3	02:30 PM	2:25 PM	DEPARTED	
CAT Route 4	CAT Route 4	02:30 PM	2:25 PM	DEPARTED	
CAT Route 5	CAT Route 5	02:30 PM	2:24 PM	DEPARTED	

TASK 5.0 – OPERATIONAL ANALYSIS

KLJ understands the detailed needs of CAT and GF-EGF MPO regarding development of the 2017-2021 TDP Update include an exercise to deconstruct and then reconstruct the current fixed-route system to maximize current and projected revenues. As such, we are committed to developing a detailed operational action plan to address both system-wide and subarea level needs and issues.

As discussed in our Project Approach and Understanding, there is tremendous need to maximize service between several significant transit generators in the Grand Forks-East Grand Forks Metropolitan area. KLJ understands that CAT needs a system-wide assessment of existing and projected needs. We are also cognizant of a handful of subarea analyses where existing needs have been already identified by GF-EGF MPO and CAT, specifically addressing better access to recent and imminent housing and employment areas. KLJ will focus system-wide and also take a detailed look at specific subarea operational needs.

The KLJ/Kimley-Horn team will develop two distinct operating alternatives as part of the TDP Update, both of which are supported by the Financial Plan discussion in Task 8.0. The first alternative will be a one to five-year cost-constrained alternative that grows CAT service roughly in-line with existing and projected revenue. While cost constrained, this alternative will also represent our best collective effort to reconstruct the current CAT fixed route system.

The second operational alternative is an Unconstrained Vision Plan that will outline a broader, more robust vision for CAT, both in the one to five-year horizon, but also over the six to ten-year horizon. The Unconstrained Vision Plan makes sure CAT is able to retain a larger operational vision on top of what is likely fundable over the next 10 years.

FIXED-ROUTE ALTERNATIVES

Based on market research, route analysis, previously conducted route reconnaissance and our experience, a series of service and capital modification options will be developed, designed to improve productivity, efficiency and effectiveness to extend system services to new markets and to address identified unmet transit needs. The recommendations will include modifications to existing services and the addition of new services. Recommendations may also include identification of services or service delivery alternatives that better serve users based on goals and objectives, performance measures and other service parameters and operating guidelines identified by GF-EGF MPO and the KLJ/Kimley-Horn team.

Fixed-Route Network Options

Network options describe a variety of potential relationships between system services. The relationships include areas served, the target market each option is designed to serve and the way in which each type or class of service interfaces with other types or classes. The recommended CAT fixed-route system will likely be composed of operating sub-systems containing elements of a number of differing network types, grid, multi-center, trunk feeder, radial and circulator routes. The basic network designs are relevant to the fixed-route network and also define the interface between fixed-route operations and other service modes. The network framework is based upon the interrelationships identified between differing service areas, the markets and submarkets identified for public transportation services and the identified travel patterns of service area residents and employees. The recommended network will also consider capacity constraints at capital facilities and show the optimal method to provide connectivity between routes while minimizing the need for additional transit center bus bays.

Alignment and Schedule Options

The KLJ/Kimley Horn team will identify options that modify fixed-route services in an effort to improve mobility, reduce unit operating costs, improve ridership and productivity, provide more efficient and effective service and to improve schedule adherence. Route alignment and schedule recommendations will include an analysis of estimated impacts on ridership, revenues, schedule performance, operating and capital costs, connectivity with other services, accessibility and rider convenience.

Based upon the route and schedule analysis, changes may be recommended in the day-to-day operations of fixed-route services. Where appropriate, levels of service on individual routes will be increased or decreased, and schedules may be modified to better meet the work schedules of employers or to improve transfers between routes.

Opportunities will be identified to extend services to additional trip attractors, promote reverse-commute operations, assess lower-cost alternatives for routes with low-productivity, modify service levels or service modes or combine services to increase productivity. Opportunities will also be identified for the expansion of route-deviation or service routes that can be more cost-effective than purely fixed-route operations and which may allow a reduction in complementary paratransit services.

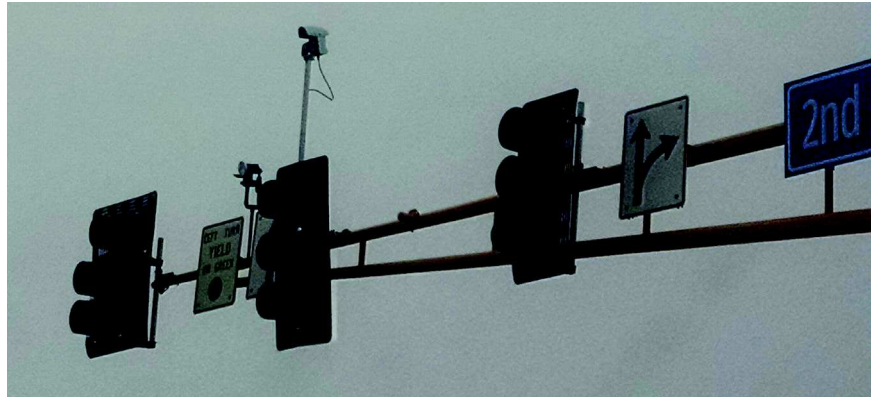
The transition to more of a service-based economy has continued to pressure agencies nationwide to operate seven days per week. Span of service, particularly the need of providing Sunday service, will be assessed in this task. If the need is identified, cost-effective service delivery mechanisms will be recommended.

The results of the analysis will be summarized in the Operational Alternatives Analysis report. Areas of likely interest include:

- » Efficiency and effectiveness of paratransit services
- » Major paratransit destinations
- » Ability to transition some riders to the fixed-route system
- » Demand by hour of day
- » Integrating rural providers into assisting with urban paratransit trips
- » Expanding general public paratransit service to select areas
- » Serving Sunday service needs using general public paratransit
- » Coordination with social service agencies or other non-profits in the provision of transportation services

ASSESSMENT OF TRANSIT SIGNAL PRIORITY

The KLJ/Kimley-Horn team will evaluate and assess the utility of the current Transit Signal Priority (TSP) system currently used by CAT and the City of Grand Forks. Having been in place for several years, the program is likely due for a review and assessment.

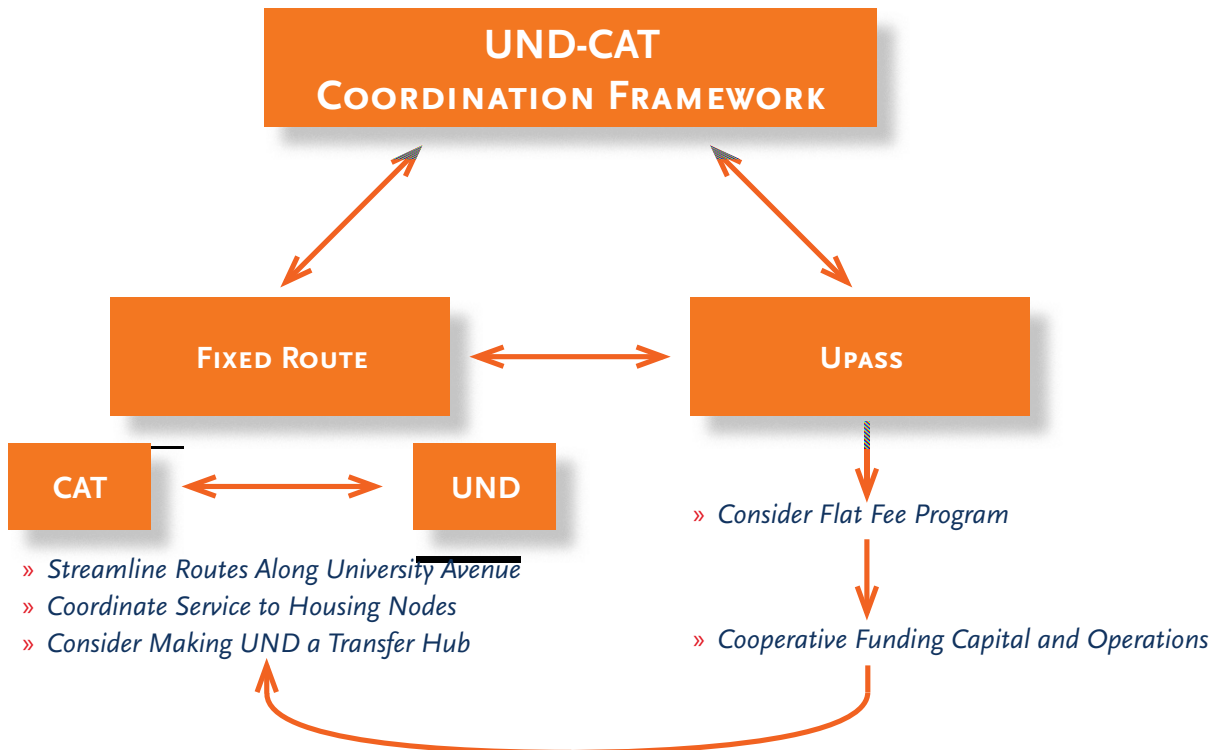


UND – CAT FRAMEWORK FOR COORDINATION

The previous TDP developed substantial analysis regarding on-campus routes for UND. Currently, UND is looking at significantly modifying its current on-campus routes to better maximize parking and student demand. The scope of the current TDP update does not include the same robust evaluation. Nonetheless, the TDP can serve to coordinate revised CAT fixed routes with UND on-campus routes. More importantly, the KLJ/Kimley-Horn team will look to establish a new operational framework for increased coordination in both operational and capital needs of CAT and UND.

While not the final solution or answer, the UND-CAT Framework sets a new chapter in facilitating greater levels of communication and cooperation between the two significant transportation providers. The UND-CAT Framework is brokered as the TDP unfolds through ongoing coordination both formal and informal.

UND-CAT COORDINATION FRAMEWORK



Transit Capital Needs Assessment

The capital needs assessment will focus on bus replacement and expansion needs, signage, shelters, facility size and other elements necessary to improve customers' transit experience. The analysis is broken into several sub-elements outlined below.

Transit Vehicle Needs

Under Moving Ahead for Progress in the 21st Century (MAP-21) and now the FAST Act, capital funds for transit capital have been reduced, and the process for securing FTA Section 5339 funds has become more competitive through both MnDOT and NDDOT. The KLJ/Kimley-Horn team will develop an updated replacement schedule for the CAT rolling stock fleet including both fixed-route and paratransit. The replacement schedule will also account for needs associated with service hour or service area increases as part of both the cost-constrained and cost-unconstrained vision plan.

The transit vehicle needs assessment will dovetail into the TDP update's overall financial element to make sure symmetry with investment programming is developed through the GF-EGF MPO TIP, coordinated with both NDDOT and MnDOT.

FLEET VEHICLE INVENTORY AND REPLACEMENT SCHEDULE

FIXED ROUTE			
Vehicle #	Year/Age	Age	Programmed Replacement
976	1997	19	2016
31	2003	13	2016
42	2004	12	n/a
91	2009	7	2016
103	2010	6	n/a
104	2010	6	n/a
105	2010	6	n/a
106	2010	6	n/a
112	2011	5	n/a
113	2011	5	2016
114	2011	5	2016
Average Age (years)		8.2	
Average Age (Following 2016 Replacements)		4.9	

DEMAND RESPONSE			
Vehicle #	Year/Age	Age	Programmed Replacement
107	2010	6	2016
108	2010	6	2016
109	2010	6	2016
121	2012	4	2016
141	2014	2	2017
142	2014	2	2018
151	2015	1	2019
152	2015	1	2020
153	2015	1	2020
154	2015	1	2020
Average Age (years)		3.0	
Average Age (Following 2016 Replacements)		1.5	

CITIES AREA TRANSIT MAINTENANCE AND STORAGE FACILITY

The current CAT maintenance facility is in dire need of upgrade and expansion. In our opinion, this is CAT's number one capital priority. The KLJ/Kimley-Horn team will work with CAT and its architect EAPC to facilitate coordination of the projected future rolling stock estimates for CAT. The KLJ/Kimley-Horn team will coordinate with CAT to make sure future financial needs related to CAT storage and maintenance facility are integrated into the overall TDP financial plan.

Transfer Locations and Shelter Needs

The KLJ/Kimley-Horn team will aggregate boardings by stop to create a list of high ridership bus stop locations without shelters. The locations will be prioritized for future stop improvements. The KLJ/Kimley-Horn team will review options for new or expand system transfer points to reflect potential changes to the overall CAT fixed-route system. Current major transfer points need to be coordinated with business such as Altru, Columbia Mall and possibly UND. Transfer and terminal needs related to other intercity transportation providers will also be considered.



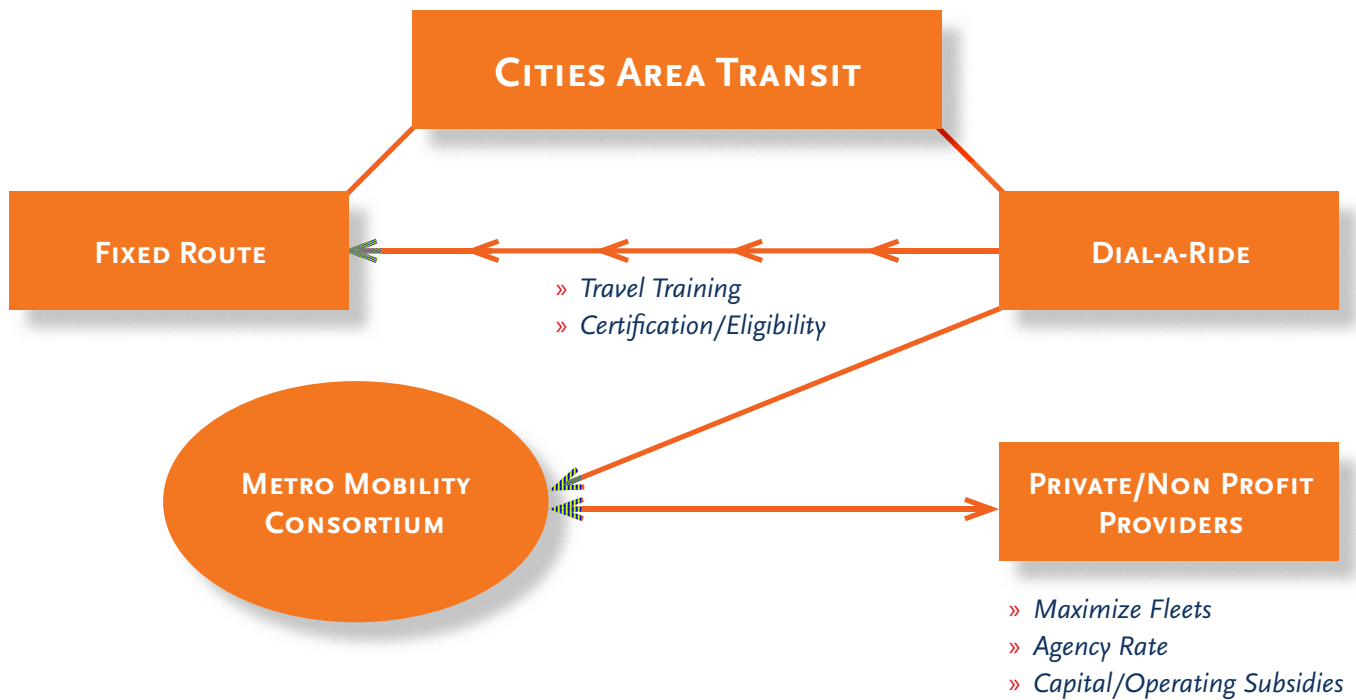
TASK 6.0 – MOBILITY MANAGEMENT FRAMEWORK

Under MAP-21 and again under the FAST Act, many of the requirements for a Coordinated Human Service Public Transportation Plan brought about under the 2005 SAFETEA-LU have been lifted. The KLJ/Kimley-Horn team recognizes CAT has an established and effective mobility manager and mobility management program. Accordingly, the KLJ/Kimley-Horn team will work closely with CAT and other significant specialized providers to develop a Mobility Management Strategy as part of the TDP update. The Mobility Management Strategy will work in tandem with the overall CAT fixed-route operational plan and will be a detailed programmatic action plan as opposed to the more cumbersome and less impactful Coordinated Human Services Public Transportation Plan.

KLJ will build upon the existing mobility management architecture currently in place to outline a meaningful strategy to address niche service needs in the Grand Forks-East Grand Forks Metropolitan area. The KLJ team proposes to develop an inventory and opportunity matrix of existing and future capital and operational coordination between CAT (fixed-route, senior and paratransit) services and other significant transportation providers and service agencies. The Mobility Management Framework will respond to the following identified needs:

- » Prepare a global understanding of the transportation needs for individuals with disabilities, elderly adults and persons with limited income, with a close look at needs not currently or effectively met by the fixed-route system
- » Provide an assessment of existing services provided by smaller providers and related service agencies, with a focus on opportunities to coordinate between providers and with ongoing or future CAT programs and services
- » Identify opportunities to improve service between CAT and smaller agencies and service providers, including opportunities for better coordination between area agencies through innovative capital and operational investments that support mobility management programming
- » Develop specific programmatic recommendations to provide an achievable mobility management framework and action plan for CAT and cooperating area agencies

MOBILITY MANAGEMENT FRAMEWORK



PARATRANSIT ANALYSIS AND SENIOR RIDE ANALYSIS

The task gathers information needed to review the effectiveness and efficiency of demand response paratransit services operated by CAT and Valley Senior Services.

Currently, CAT operates a complementary ADA Paratransit system and senior dial-a-ride program. Together, the two services address a large amount of niche mobility management transportation needs in the Grand Forks-East Grand Forks Metropolitan area.

The analysis will examine:

- » Who patronizes the ADA and Senior Ride services; specifically, our analysis will determine what proportion of users are likely eligible under ADA and what portion is the general public and/or senior trips
- » The most common travel patterns for paratransit trips and senior-ride trips
- » Demographic characteristics associated with CAT Paratransit and Senior Ride patrons
- » Whether CAT service policies, procedures and practices for persons with disabilities are being met or exceeded in accordance with ADA standards
- » Whether CAT Dial-a-ride services are being offered in the most cost-effective manner possible

We will work with CAT Paratransit staff to gather system performance indicators. This will include information about number of trips, time of day they occurred, whether the rider is disabled, points of origin and destination and the number of revenue hours and revenue miles used to meet the trips. Additional information to be gathered will include:

- » Service fares and service area
- » Eligibility and certification process for ADA passengers
- » Reservation, scheduling, dispatch and trip logging functions
- » Policies and procedures related to driver operations and labor contracts
- » Vehicle operations, maintenance and subsequent record-keeping practices
- » Partnerships with local social service and other organizations

TASK 7.0 – TRANSIT ASSET MANAGEMENT

Nationally, the goal of improved transit asset management is to implement a strategic approach for assessing needs and prioritizing investments for bringing transit systems into a state of good repair. The Federal Transit Administration's (FTA) ultimate goal is to assist and position transit agencies to jump-start the cultural change from a find-and-fix approach to maintenance/asset management to a predict-and-prevent approach that reduces cost and improves safety and reliability. To achieve this goal, FTA is in the process of establishing the following guidance:

- » Defining a state of good repair
- » Setting objective standards for measuring the condition of capital assets (including equipment, rolling stock, infrastructure and facilities)
- » Establishing performance measures for state of good repair under which all FTA grantees will be required to set targets

Federal guidelines will require each designated recipient of the FTA formula funding to report on:

- » The condition of their system
- » Any change in condition since the last report
- » Targets set for the state-of-good-repair performance measures
- » Progress towards meeting those targets

To comply with FTA guidance, CAT will need to use inventory and condition data and well-defined objectives to provide a systematic process for improving resource allocation decision-making. Undertaking asset management for any transit agency can be a meticulous process requiring a detailed inventory of all assets, their age and condition. As part of TDP development, the KLJ/Kimley-Horn team will:

- » Assess the current asset management practice at CAT
- » Present an asset management framework and business model that defines and communicates best practices of similar agencies around the country
- » Assist CAT in developing measurable goals and objectives for providing a systematic process for inventorying and assessing assets
- » Provide guidance for developing an FTA-compliant, high-level condition assessment for advancing asset management and guiding resource allocation decision-making within CAT



TASK 8.0 – REVENUE AND INVESTMENT PLAN

KLJ will work closely with CAT, GF-EGF MPO, MnDOT and NDDOT to develop a five and 10-year estimate of reasonable revenue estimates to operate CAT. The financial plan would be developed in respect to general fund contributions to CAT, existing and projected farebox revenue and other significant system contributions. The financial plan will also respect projected state and federal funds reasonably expected to be available through the GF-EGF MPO TIP process and through both MnDOT and NDDOT.

ONE TO FIVE-YEAR CONSTRAINED PLAN

The KLJ/Kimley-Horn team will develop a cost-constrained service plan based on an agreed-to set of revenue projections developed in cooperation with CAT, GF-EGF MPO, MnDOT and NDDOT. The Constrained Plan will result in a constrained plan of service improvements that are reasonably understood as supportable based on existing and project revenue streams over the next five years (2017-2021). The cost-constrained plan will follow revenues and cost assumptions developed in cooperation with GF-EGF MPO, MnDOT and NDDOT.

As part of the Constrained Plan, several low-cost operational modifications will be recommended that serve to improve operational efficiency or respond to public or technical input. The Constrained Plan will also outline new routes or expansion of existing routes (hours of operations, headways, etc.) that would service to respond to the changing conditions in the Grand Forks-East Grand Forks Metropolitan area.

The Financial Plan will identify vehicle and facility needs to support the recommended service alternative. Based on the inventory of capital equipment, the KLJ/Kimley-Horn team will recommend a vehicle replacement and expansion schedule that responds to the recommended service alternative. We will also identify other capital needs required to support the plan. Considering availability of capital funding sources, we will recommend capital projects that are necessary for short-term implementation and others that could be phased in when funds become available.

The Financial Plan will be based on agreed-upon funding levels that can support the recommended service plan. It will be compared and contrasted to alternative funding scenarios to demonstrate the differences in service levels, delivery options and other considerations. Enhanced services will be prioritized and assigned a cost, so if funding becomes available, there is a list of desired improvements that could be implemented.

The task will begin by projecting operating costs based on the recommended service plan for the recommended service alternative. The initial projections will be based on CAT's current cost structure. We will work closely with GF-EGF MPO and agree on basic parameters at the start of this task.

We will develop a financial plan that will present operating and capital cost projections in each of the following categories:

- » Operating costs by service category
- » Capital costs for all projects
- » Availability of capital funds and local match
- » Availability of operating funds and passenger revenues by service category
- » Potential availability of new funding sources, including operating revenues and discretionary capital revenues

Once a recommended service alternative is selected and a final service plan is developed, the KLJ/Kimley-Horn team will develop a detailed implementation plan, including:

- » Service concept and route-specific plan
- » Operations and capital funding requirements
- » Funding plan including any new funds sources
- » Timelines for implementation, phasing and expected issues
- » Performance monitoring systems and planning tools to support plan implementation

UNCONSTRAINED VISION PLAN

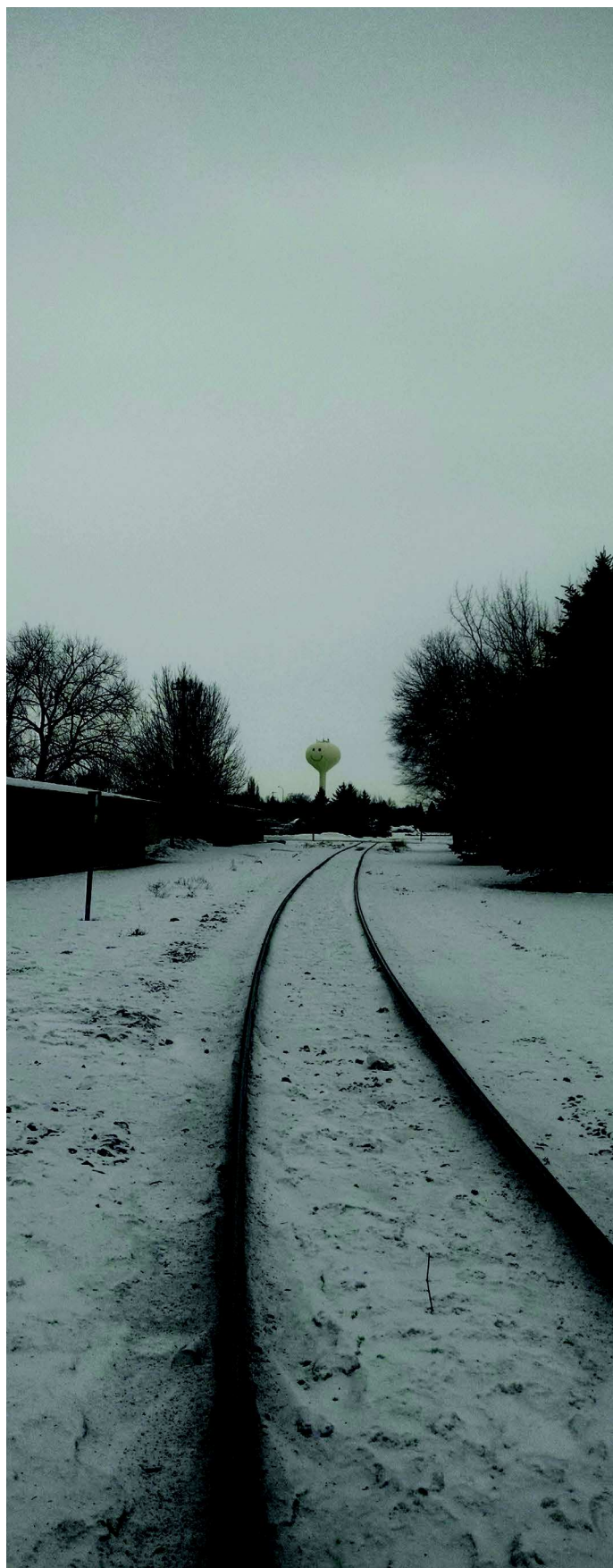
The KLJ/Kimley-Horn team will develop an Unconstrained Vision Plan, which provides CAT and GF-EGF MPO an operational understanding of needed, however unconstrained, service options to meet existing and projected demands. The Vision Plan is constructed with the understanding that increased funding will be needed; however, its value is to identify desired service levels that may be achievable in a longer term horizon or if substantial new revenue was injected into CAT. The Vision Plan builds momentum for meaningful consideration for CAT needs as part of the next LRTP update and looks to make sure CAT has a detailed operational vision that matches what is developed for larger surface transportation infrastructure of the Grand Forks-East Grand Forks Metropolitan area.

TASK 9.0 – SYSTEM GOALS, OBJECTIVES AND PERFORMANCE MEASURES

The FAST Act continues initiatives set by MAP-21 for a renewed focus on performance measures in all transportation aspects. With respect to transit, the FAST Act specifically addresses transit agencies receiving federal assistance and requires agencies to develop performance targets for state-of-good-repair. The KLJ/Kimley-Horn team has specific experience developing such targets for other transit agencies and will facilitate the same for the GF-EGF MPO and CAT. The KLJ/Kimley-Horn team will review the agency's existing standards, their consistency with agency priorities and the extent of their current application. The efforts will result in establishment of a performance evaluation methodology or set of revised performance standards to review service changes and route performance on an ongoing basis. The performance standards are intended to make sure future service changes improve system efficiency and effectiveness.

The KLJ/Kimley-Horn team will link system goals, objectives and performance measures back to those started with the current TDP, but refine the more condensed set of meaningful system goals, objectives and performance measures.

To prepare CAT and GF-EGF MPO for upcoming guidance from the Federal Highway Administration (FHWA)/FTA on performance measures, we will work with SRC to develop an agreed-to set of system performance measures.

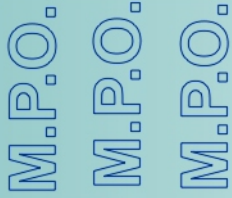


TASK 10.0 – DELIVERABLES

As part of the Grand Forks-East Grand Forks Metropolitan Area Transit Development Plan Update, the KLJ/Kimley-Horn team will provide the following deliverables:

- » Early Stage to Middle Stage Interim Deliverables
 - > Public Input Summary
 - > Existing Conditions Report
 - > Issue Identification/Needs Assessment
- » Mid-Range Interim Submittals
 - > Draft Operational Alternatives Development and Analysis
 - > Transit Asset Management Plan
 - > Financial Plan and Analysis
 - > System Goals, Objectives and Performance Measures
- » Final Deliverables (inclusive of earlier deliverable)
 - > Draft Transit Development Plan
 - > Final Transit Development Plan prepared for adoption





Grand Forks - East Grand Forks Metropolitan Planning Organization

MPO Staff Report

Technical Advisory Committee: February 8, 2017

MPO Executive Board: February 15, 2017

RECOMMENDED ACTION: Recommend Approval of Draft RFP for Street/Highway Plan Element of the 2045 Metropolitan Transportation Plan

Matter of Recommend Approval of Draft RFP for Street/Highway Element of the 2045 Metropolitan Transportation Plan

Background:

The 2017 Work Program includes an activity to begin the formal process of updating the Street/Highway Element to the planning horizon of 2045. This Element is then combined with the Bike/Ped Element and the transit Development element to create the multi-modal long range transportation plan. As you know, the Bike/Ped and the Transit Elements are currently being updated to 2045 and will be considered for adoption this mid year.

The Work Program does carry this project over into FY2018. A consultant was attached to this activity to assist. The budget for the Street/Highway Element consultant is \$300,000 over this two year period. In order to retain the consultant, the MPO must issue a RFP through the NDDOT Qualifications Based Selection Process. Hence the draft RFP.

A challenge for this update is that it will have to be fully compliant with the FAST Act. The primary challenge is addressing what this all entails for the performance based planning and programming requirement. FAST requires a Metropolitan Systems Performance Report. Many of the final regulations regarding performance measures and targets are yet to be fully in effect. The last two rules were published; however, the new Administration has placed a temporary hold on the effective date of these rules.

We know that any action by the MPO on the MTP and/or TIP considered after the end of May 2018, must be FAST compliant. Our current, regular five (5) year cycle of updating is due at the end of December 2018. There are some known performance measure and target dates. For instance, Safety has a due date of February 2018 for the MPO to adopt targets for the five (5) safety measures.

The draft RFP identifies several reports that would be processed in a typical sequence of the traditional planning process. Some sections of these reports may not be complete until the different performance measures and targets are processed. Close cooperation with State DOTs is required which adds further uncertainty to dates when completion can be achieved. The RFP identifies a possible date for authorization for the consultant to start. The next date in the RFP is when the first full draft of the Street/Highway Element is due. The absence of dates for each individual

report is deliberate; the intent is to allow the maximum amount of time to allow the planning process to be fully vetted yet providing a specific due date of a complete draft.

ATAC will be the travel demand forecast modeling agency for this effort. Work has already began on their scope of work. The two future timeframes that volumes will be forecasted are 2030 and 2045. This is similar to how we have done this in the past. These two time periods provides some sense of the urgency of certain issues when compared to each other.

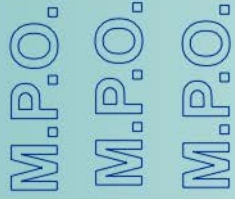
The draft has been circulated to various agencies for review. The feedback to date has been incorporated into the attached draft.

ANALYSIS AND FINDINGS OF FACT:

- None

SUPPORT MATERIALS:

- draft RFP



Grand Forks - East Grand Forks Metropolitan Planning Organization

Grand Forks – East Grand Forks Metropolitan Planning Organization

Request for Proposals for Transportation Planning Services

Street/Highway Plan Update

Element of Metropolitan Transportation Plan

February 2017

**REQUEST FOR PROPOSALS
FOR
TRANSPORTATION PLANNING SERVICES**

The Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO) requests proposals from qualified consultants for the following project:

Street/Highway Plan Update

Qualifications based selection criteria will be used to analyze technical submittals from responding consultants. Upon completion of technical ranking, the MPO will enter into contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposal of the top ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any or all submittals. This project has a not to exceed budget of \$300,000 dollars over a two year period.

All proposals received by **March 31, 2017** at Noon at the MPO Office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Respondents must submit ten (10) copies of the proposal. The full length of each proposal should not exceed twenty-five (25) double-sided pages, including any supporting material, charts, or tables. MPO will not accept spiral bound proposals; consultants are encouraged to prepare proposals in a format that will ensure for efficient disposal, and are encouraged to use materials that are easily recycled. **Electronic proposals are preferred** in Microsoft Word or Adobe Acrobat format, however they must be easily reproducible by MPO in black-and-white. A sealed cost proposal must still be provided in hard copy by noted due date. Submittals must be received no later than **March 31st** at noon (Grand Forks local time). Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to:

Earl Haugen
Executive Director
Grand Forks – East Grand Forks MPO
600 DeMers Ave.
East Grand Forks, Minnesota 56721
earl.haugen@theforksmpo.org
Phone: 701/746/2657

Fax versions will not be accepted as substitutions for hard copies of proposals. Once submitted, the proposals become the property of MPO.

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Appendix A Attachments 1 and 2

Appendix B Cost Proposal Form

**REQUEST FOR PROPOSALS FOR
TRANSPORTATION PLANNING SERVICES**

I. PURPOSE OF REQUEST

The MPO requests proposals from the qualified consultants for the following project:

STREET/HIGHWAY PLAN UPDATE

The purpose of this Request for Proposals (RFP) is to provide interested consulting firms with enough information about the professional services desired by the MPO.

A selection committee will rank submittals from responding consultants. Upon completion of the ranking, the MPO will enter into contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposals of the top ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any and all submittals.

II. GENERAL INSTRUCTIONS

A. Any questions or comments regarding this proposal should be submitted to:

**Earl Haugen
Executive Director
GF/EGF MPO
600 DeMers Ave
East Grand Forks, MN 56721**

Phone: 701/746-2660

FAX: 701/787-3755

e-mail: earl.haugen@theforksmpo.org

B. Proposals shall be submitted to:

**GF/EGF MPO
600 DeMers Ave
East Grand Forks, MN 56721**

C. All proposals must be clearly identified and marked as follows:

**Proposal For:
Street/Highway Plan Update
Firm's Name
GF/EGF MPO**

All proposals must be received by noon March 31, 2017 at which time the technical proposals will be opened for review. Cost proposals will remain sealed in a secure place until technical ranking is complete and contract negotiations begin. Ten (10) copies of the technical proposal must be provided. One copy of the cost proposal shall be submitted in a separate, sealed, and clearly marked envelope.

D. Selection Committee

The technical proposals will be reviewed by the Selection Committee, which may include staff from local municipalities and multi-jurisdictional bodies as follows:

- Technical Advisory Committee

Once the written proposals are received, the Selection Committee will meet to rank the proposals. An interview will be scheduled with the firms that submit the top three ranked proposals. This 40 minute interview will provide an opportunity for the selection committee members to ask questions of the submitting firms and get clarification on any information in the proposal that may not be clear. Firms chosen for interviews will be expected to make presentations, and should prepare one. The interviews may be conducted in person at the MPO Offices. Firms may be asked to verbally expand upon particular points in their written proposal and should be prepared to do so.

E. Respondent Qualifications

Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the ones required. Each respondent may also be required to show that he/she has satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent who is engaged in any work that would impair his/her ability to perform or finance this work.

No proposal will be accepted from, nor will a subcontract be awarded to, any respondent who is in arrears to MPO or its representative governments, upon any debt or contract; who is in default, as surety or otherwise, upon any obligation to the local partners; or who is deemed to be irresponsible or unreliable by the local representatives.

F. Disadvantaged Business Enterprise

In the performance of this agreement, the contractor shall cooperate with MPO in meeting its goals with regard to the maximum utilization of disadvantaged business enterprises, and will use its best efforts to ensure that such business enterprises shall have the maximum practical opportunities to compete for subcontract work under this agreement.

1. Policy

It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this Agreement.

2. DBE Obligation

The MPO and contractor agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under or pursuant to this Agreement. In this regard, the contractor shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. The contractor shall not discriminate on the basis of race, creed, color, national origin, age, or sex in the award and performance of DOT-assisted contracts.

G. Equal Employment Opportunity

In connection with this proposal and any subsequent contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. The consultant will take action to ensure that its employees are fairly treated during employment without regard to their race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rate of pay or other forms of compensation; and selection for training, including internship and/or apprenticeship. The consultant further agrees to insert a similar provision in all subcontracts, except subcontract for standard commercial supplies or raw materials. The consultant will furnish all necessary information and reports and will

permit access to its books, records, and accounts by the MPO and/or its representatives including state and federal agencies, for purposes of investigation to ascertain compliance with non-discrimination provisions or any resultant contract.

H. *Ownership, Publication, Reproduction, and Use of Materials*

All work products of the contractor which result from this contract are the exclusive property of MPO, local partners, and its federal/state grantor agencies. No material produced in whole or part under this agreement shall, during the life of this agreement, be subject to copyright in the United States or in any other country. Permission and approval must be obtained from the MPO before any report, handbook, cassettes, manual, interim data, or results are published. Draft copies of all deliverables must be prepared by the consultant and reviewed and approved by the MPO before publication. The consultant, subject to the approval by the MPO, shall have the authority to publish, disclose, distribute, and otherwise use in whole and part, any reports, data, or other materials prepared under this agreement.

I. *Records, Access, and Audits*

The consultant shall maintain complete and accurate records with respect to allowable costs incurred and manpower expended under this contract. All such records shall be maintained on a generally accepted accounting basis and shall be clearly identified and readily accessible. The consultant shall provide free access to the representatives of MPO, the US Department of Transportation, and the Comptroller General of the United States at all proper times to such data and records, and their right to inspect and audit all data and records of the Consultant relating to his performance under the contract; and to make transcripts there from as necessary to allow inspection of all work data, documents, proceedings, and activities related to this contract for a period of three (3) years from the date of the final payment under this contract.

J. *Conflicts of Interest*

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

K. *Eligibility of Proposer, Non-procurement, Debarment and Suspension Certification; and Restriction on Lobbying*

The consultant is advised that his or her signature on this contract certifies that the company/agency will comply with all provisions of this agreement, as well as applicable federal and state laws, regulations, and procedures. Moreover the consultant affirms its compliance with the federal Debarment and Suspension Certification and the Federal Restrictions on Lobbying.

L. *Subcontracting*

The contractor may, with prior approval from the MPO, subcontract as necessary to accomplish the contract objectives. Subcontracts shall contain all applicable provisions of this agreement, and copies of the subcontract must be filed with the MPO.

M. *Assignments*

The contractor shall not assign or transfer the contractor's interest in this agreement without the express written consent of the MPO.

N. Procurement - Property Management

The contractor shall adhere to 49 CFR 18.36 when procuring services, supplies, or equipment, and to the applicable provisions of 49 CFR 18.32 and FHWA Safety Grant Management Manual, Transmittal 14, October 5, 1995 Property Management Standards, which are incorporated into this agreement by reference, and are available from the North Dakota Department of Transportation.

O. Termination

The right is reserved by either party to terminate this agreement with or without cause at any time if the recipient does not comply with the provisions of this agreement or its attachments.

If the MPO terminates this agreement, it reserves the right to take such action as it deems necessary and appropriate to protect the interests of the MPO, and its state/federal grantor agencies. Such action may include refusing to make any additional reimbursements of funds and requiring the return of all or part of any funds that have already been disbursed.

P. Amendments

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

Q. Civil Rights

The contractor will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 STAT. 252), the regulation of the Federal Department of Transportation, 49 CFT, Part 21, and Executive Order 11246.

The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin. The contractor shall take affirmative action to insure that applicants are employed and that employees are treated during their employment without regard to their race, religion, color, sex, age, handicap, or national origin. Such actions shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Furthermore, the contractor agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

R. Civil Rights - Noncompliance

If the contractor fails to comply with the federal or state civil rights requirements of this contract, sanctions may be imposed by the FHWA or the NDDOT as may be appropriate, including, but not limited to:

1. Withholding of payments to the contractor under the contract until the contractor complies, or
2. Cancellation, termination, or suspension of the contract, in whole or in part.

S. Energy Efficiency

The contractor shall comply with the standards and policies relating to energy efficiency which are contained in the North Dakota Energy Conservation Plan issues in compliance with the Energy Policy & Conservation Act, Public Law 94-163, and Executive Order 11912.

T. Handicapped

The contractor shall ensure that no qualified handicapped individual, as defined in 29 USE 706(7) and 49 CFR Part 27 shall, solely by reason of this handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from the assistance under this agreement.

U. EPA Clean Act and Clean Water Acts

The contractor shall comply with the Clean Air Act, 42 U.S.C. 1857; the Clean Water Act, 33 U.S.C. 1251; EPA regulations under 40 CFR Part 15, which prohibits the use of nonexempt federal contracts, grants, or loans of

facilities included on the EPA List of Violating Facilities, and Executive Order 11738.

V. *Successors in Interest*

The provisions of this agreement shall be binding upon and shall ensure to the benefit of the parties hereby, and their respective successors and assigns.

W. *Waivers*

The failure of the MPO or its local state/federal grantors to enforce any provisions of this contract shall not constitute a waiver by the MPO or its state/federal grantors of that or any other provision.

X. *Notice*

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

Y. *Hold Harmless*

The contractor shall save and hold harmless the MPO, its officer, agents, employees, and member units of government, and the State of North Dakota and Minnesota and the NDDOT and MnDOT, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the contractor or its subcontractors, agents, or employees under this agreement. It is hereby understood and agreed that any and all employees of the contractor and all other persons employed by the contractor in the performance of any of the services required or provided for under this agreement shall not be considered employees of the MPO, its member units of government, the NDDOT, or the MnDOT and that any and all claims that may arise under the Worker's Compensation Act on behalf of said employees while so engaged and any and all claims by any third parties as a consequence of any act or omission on the part of said contractor's employees while so engaged in any of the services to be rendered under this agreement by the contractor shall in no way be the obligation or responsibility of the MPO or its member units of government.

Z. *Compliance with Federal Regulations*

The contractor is advised that his or her signature on this contract certifies that its firm will comply with all provisions of this agreement as well as applicable federal and state laws, regulation, and procedures. Moreover, the contractor affirms its compliance with the federal Debarment and Suspension Certification and the federal Restrictions on Lobbying.

III. PRELIMINARY PROJECT SCHEDULE

A. Consultant Selection

Advertise RFP to Qualified Firms	February 15, 2017
Receive Proposals	March 31, 2017
Selection Committee Activity:	
Review Proposals	April 3-7, 2017
Proposal Interviews	April 10-13, 2017
Select Finalist	April 14, 2017
Contract Negotiations Completed	April 18, 2017
MPO Policy Board Approval of Consultant Selection and Contract	April 19, 2017

B. Project Development

Notice to Proceed	May 1, 2017
First full Draft Report Submittal	September 1, 2018

IV. RFP EVALUATION CRITERIA & PROCESS

The MPO in close coordination with members of the Steering Committee will evaluate the written proposals based on, but not limited to, the following criteria and their weights:

A. Understanding the Scope-of-Work and Proposed Project Approach (25 points)

1. Does the firm demonstrate an understanding of the study objectives?
2. What is the consultant's approach to performing the scope-of-work effectively and efficiently?
3. What is the proposed schedule for completing the study?
4. What is the firm's proposed public input plan?

B. Related Experience on Similar Projects (25 points)

1. How familiar is the firm with this kind of work?
2. Does the firm have a history of successfully completing similar kinds of studies?

C. Past Performance (15 points)

1. Does the firm routinely deliver desired products in a timely manner?
2. Does the consultant routinely demonstrate initiative, efficient use of time and resources, and reliability in completing their projects?

D. Expertise of the Technical and Professional Team Members Assigned to the Project (25 points)

1. What are the technical and professional skills of each team member?
2. What will be the assigned role each member will play?

E. Recent, Current, and Projected Workloads of Persons Working on the Project (10 points)

1. Can the team members devote the time and resources necessary to successfully complete this project?

Each proposal will be evaluated on the above criteria by the Selection Committee. After RFP review, the Committee will schedule oral interviews. The Committee will determine which firm would best provide the services requested by the RFP. The qualifying firm chosen by the Selection Committee will enter into a contract and fee negotiation based on the sealed cost proposal, submitted in a separate envelope.

The MPO is an Equal Opportunity Employer.

V. TERMS AND CONDITIONS

- A. The MPO reserves the right to reject any or all proposals, or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal.
- B. The MPO reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- C. Any proposal may be withdrawn up until the date and time set for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to the MPO the services set forth in the attached specifications, or until one or more of the proposals have been approved by the MPO Policy Board.
- D. If, through any cause, the firm shall fail to fulfill in timely and proper manner the obligations agreed to, the MPO shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the MPO and shall contain, as a minimum, applicable provisions of the Request for Qualifications. The MPO reserves the right to reject any agreement that does not conform to the Request for Qualification and any MPO requirements for agreements and contracts.
- F. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the MPO.

VI. PROPOSAL FORMAT AND CONTENT

Proposals shall include the following sections at a minimum:

1. Introduction and Executive Summary
2. Response to Administration Questions
3. Summary of Proposed Technical Process/Planning Process
4. Description of Similar Projects
5. Project Staff Information including breakdown of estimated staff hours by each staff class per task
6. References
7. DBE/MBE Participation
8. Sealed Cost Proposals (to be bound separately)

Detailed requirements and directions for preparation of each section are outlined below:

A. Introduction and Executive Summary

Provide the following information concerning your firm:

1. Firm name and business address, including telephone number, FAX number, and e-mail address, if available.
2. Year established (include former firm names and year established, if applicable)
3. Type of ownership and parent company, if any.
4. Project manager's name, mailing address, and telephone number, if different from Item 1. Project manager's experience.

In the Executive Summary, highlight the major facts and features of the proposal, including any conclusions, assumptions, and recommendations you desire to make.

B. Administrative Questions

Respond to each of the following questions, and please cite the question before each answer.

1. Identify the respondent's authorized negotiator.

Give name, title, address, and telephone number of the respondent's authorized negotiator. The person cited shall be empowered to make binding commitments for the respondent firm.
2. Provide workload and manpower summaries to define respondent's ability to meet project time line.

C. Summary of Proposed Technical Process

Discuss and clearly explain the methodology that your firm proposes to use to satisfactorily achieve the required services on this project. The respondent must document his/her clear understanding of the RFPs entire scope of work and project intent for the Street/Highway Plan Update, data requirements, public participation process, and alternative evaluation methodology. Include all aspects of technical analysis, projections, advanced technology and software, and public participation processes. Address any unique situations that may affect timely, satisfactory completion of this project.

D. Project Staff Information

Provide a complete project staff description in the form of a graphic organization chart, a staff summary that addresses individual roles and responsibilities, and resumes for all project participants. It is critical that

contractors commit to particular levels of individual staff members' time to be applied to work on this project. Variance from these commitments must be requested in writing from the MPO and reviewed/approved in terms of project schedule impact.

The completion of the scope of work in this agreement by the contractor must be done without any adverse effect in any way on other contracts that the contractor currently has in place with the MPO.

E. Similar Project Experience

Describe similar types of studies/plans completed or currently under contract.

F. References

Provide references of three clients for whom similar work has been completed.

G. DBE/MBE Participation

Present the consultant's efforts to involve DBE/MBE businesses in this project. If the consultant is a DBE/MBE, a statement indicating that the business is certified by the NDDOT or MNDOT as a DBE/MBE shall be included in the proposal. If the consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the subcontractor's certification by either the NDDOT or Mn/DOT shall be included. The percent of the total proposed cost to be completed by the DBE shall be shown.

H. Cost Proposals/Negotiations

1. Cost Proposals

Submit in a separate sealed envelope a cost proposal for the project work activities. Cost proposals will be separated from technical proposal and secured unopened until the technical evaluation process is completed. Only the cost proposal from the top ranked technical proposal will be opened during the negotiation process. Cost Proposals shall be based on hourly "not to exceed" amount. Cost proposals must be prepared using the format provided in Appendix B.

2. Contract Negotiations

The MPO will negotiate a price for the project after the Selection Committee completes its final ranking of the consultants. Negotiation will begin with the most qualified consultant, based on the opening of their sealed cost proposal. If the MPO is unable to negotiate a fair and reasonable contract for services with the highest ranking firm, negotiations will be formally terminated, and will begin with the next most qualified firm. This process will continue until a satisfactory contract has been negotiated.

The MPO reserves the right to reject any, or all, submittals.

VII. BACKGROUND AND SCOPE OF WORK

A. Background

The Grand Forks – East Grand Forks Metropolitan Planning Organization has a Metropolitan Transportation Plan that is comprised of three elements. The current Street and Highway Element of the 2040 MPO's Long Range Transportation Plan was essentially completed in 2012 and 2013. Although passage of MAP-21 was within this timeframe and performance management was instituted, these performance management were done prior to the issuance of any final rules and regulations. A major component of the 2045 Plan will entail assisting the MPO complete the required performance management requirements. The MPO is currently updating the Transit Element and Pedestrian/Bicycling Elements that the successful consultant will need to coordinate their work.

The City of Grand Forks has an adopted Green Grand Forks Plan that identifies strategies to address climate change. One key component is the base calculation of the City's carbon footprint. UND has developed a Climate Action Plan that has potential significant impacts to the transportation system.

The MPO recently assisted both Grand Forks and East Grand Forks update their respective land use plans to the year 2045. The work completed with these updates will provide the consultant with up to date information as to the expected areas of growth for the metropolitan area. The updated plans incorporated many “livability” and “ladders of opportunity” principles that will need to be strongly considered in the effort within this RFP.

Since the Street/Highway Element was adopted, corridor studies were completed with recommendations that should be the base alternatives to be considered. The studies completed are: I29 Study between N. Washington Interchange and Merrifield Overpass (PEL); US 2 between I29 and Airport Road; US 2 between Polk 83 and Mn220S (PEL); Bygland Road in “Point” area of East Grand Forks; Glasston RRxing Study between University Ave and US2; and Metro Freight Rail Access Study.

The State of Minnesota has adopted a 50 year vision for its transportation system and has completed an update to its statewide multi-modal plan. Also, MnDOT has updated Statewide Highway Investment Plan, Freight Plan and Rail Plan. The MnDOT District has updated their respective 10 year highway investment plan. Also, MnDOT published a Manufacturers’ Perspectives on Minnesota’s Transportation System: District #2 Northwestern Minnesota.

Respective Transportation Asset Management Plans exist for each State. New rules and regulations will require some updating of these; however, they should have very useful information to assist in the development of the Street/Highway Element Update.

The City of Grand Forks attempted to gain approval from its citizens to increase the local sales tax during the November election. The proposal included reserving some of the potential raised revenue to assist financing of some street network improvements. The vote was not in favor. The City is contemplating another sales tax vote during 2017. One item the City has intended to include as part of the vote educational material is more specifics on the transportation improvements that are being eyed to enjoy the added revenue. This information may be known by the time the consultant is retained

The MPO has Advanced Traffic Analysis Center (ATAC) retained as the travel demand forecasting modeler. The successful consultant will need to work closely with ATAC staff to ensure modeling efforts are complete and providing reliable results. ATAC will be producing a new base model with data reflecting 2015 Census and 2015 ground traffic coverage counts. MPO staff is working with ATAC staff to identify necessary updates to TAZ structure. Two upgrades to the model are anticipated: first, freight modeling will be incorporated; second, the data for origin and destination within and also external to internal trips is being purchased to reflect 2015 movements. MPO staff and ATAC staff will be updating the street network to reflect the network as it existed in fall of 2015. Each link in the network will be double checked to ensure the attributes for that link are updated. ATAC will also be developing up to 12 alternative projects to test their impact on future traffic generation and up to 5 grouping of alternatives so that a recommended set of alternatives can be defined.

B. Scope of Work

The requirements for inclusion of performance based planning and programming as currently in flux. Some details are promulgated: such as; 1)end of May 2018 full FAST act compliance of planning and programming decisions; and 2)the five Safety performance targets adopted by February 2018. Others, such as what required performance measures are and the timing of adopting the respective targets is unknown. One definite known is that the five year update requirement of the MTP must be completed by January 2019. The MPO has budgeted a significant amount of funds towards this activity as an attempt

to account for some of this uncertainty. It is the hope that the final agreed to scope does not need the amount budgeted.

FAST requires a Systems Performance Report that evaluates condition and performance of transportation system; reports on the progress achieved in meeting performance targets in comparison with the performance in previous reports; evaluates how preferred scenario has improved conditions and performance; and evaluate how local policies and investments have impacted costs necessary to achieve performance targets. It is believed that the following activities are the minimum scope of work requirements that the consultant must address in their preparation of the Systems Performance Report:

i. Goals, Objectives and Performance Measures Report –

This report will review our existing MTP goals statements and work through the MPO process to provide updates and review the existing document to identify existing performance measures, update them and introduce new performance measures.

Being a bi-state MPO creates an unique situation for the MPO in regards to these performance measures and targets. Although not all federal rules and regulations have been finalized, a common theme appears to be that a bi-state MPO can either adopt one set of targets covering a required measure or agreed to support each respective state's measure. While our metropolitan area is really one community, our two states are quite different in many ways that will be reflected in their targets.

The respective States will cooperative work with the MPO in developing these targets, the consultant's role will be to provide the MPO with support expertise on the development and significance of these shared, cooperative efforts. Additionally, the federal measures and targets primarily address the NHS system, the consultant will assist the MPO develop measures and targets for the remaining functional classified streets that are federal aid eligible. The one known exception to this generality are the Safety measures, which cover all roads regardless of functional classification.

The MPO has drafted text that attempts to integrate the Safety planning efforts that have been done either through each respective states Strategic Highway Safety Plans and the respective District/County Safety Plans or Local Road Improvement Programs. The consultant will help the MPO finalize that integration with this update to the 2045 MTP

Measures should also address how our MPO MTP will contribute to the success of the Green Grand Forks Plan and the UND Climate Action Plan.

ii. Existing Conditions Report: this report will reflect the current conditions of the street network within the MPO Study area. This includes LOS analysis, inventory of environmental features (both human and nature), particular data related to freight will be identified and analyzed to provide an update to a Freight section in the 2040 MTP. Traffic data collected in 2015 will be augmented by turning movement counts at all signalized intersection that will be collected this Spring. The MPO has a continuous traffic counting system in place at the majority of signalized intersections. The video detection cameras have been programmed to also count vehicles as they maneuver through the intersection. Much of this data has been collected since 2015 with additional intersections being added as signals are upgraded. The signalized intersections not included in the system will be manually counted by MPO resources. Congestion and/or travel reliability federal performance measure rules have been published. However, the new President has put a "hold" on these so it will be necessary to stay abreast of these requirements.

The analysis of pavement condition will be from data coming from our ICON pavement management data, completed in 2015. This data will be augmented by pavement data as provided by the respective states, counties and cities. North Dakota pavements were recently studied in three separate but very similar studies of the respective state system, the county system and the city system. These reports provide more data fields concerning the pavement than contained within the MPO's data.

The carbon footprint will need to be updated to reflect the new data. The methodology of calculating the footprint should be similar to that developed for the 2040 MTP or finalized federal regulations.

iii. Existing Plus Future Network Conditions Report:

This report will reflect the forecasted 2030 and 2045 traffic conditions of the street network within the MPO Study area. The modeled street network is the 2015 existing network with the programmed street network modifications that will be reasonably expected to exist in 2030 and in 2045. As previously stated, the City of Grand Forks is anticipating another attempt in 2017 for voter approval of an increase in sales tax. A significant amount of the increase is currently being targeted towards street network modifications. Close coordination will be necessary with the City as the most recent discussion has been about presenting a more specific list of street improvements that are being targeted with the potential increase and sales tax.

This Report includes LOS analysis, inventory of environmental features (both human and nature), particular data related to freight will be identified and analyzed. As previously identified, ATAC is the travel demand modeler and will deliver these two loaded network to the MPO and consultant. The consultant will need to become familiar with these files and provide a review of its results.

Congestion and/or travel reliability are subject to federal regulations. Final rules were published; however, the new President has placed a "hold" of these.

iv. Identification of Issues Report:

This report will identify the important issues that resulted from the Existing Conditions analysis and the issues identified through public participation efforts. These issues will be the basis from which the range of alternatives will be developed to address these issues.

v. Range of Alternatives Report:

This report will develop a range of alternatives to address the issues identified. The current recommended projects in the 2040 MTP should be the starting point of these alternatives. The above mentioned just completed studies will be the second starting point of alternatives as these studies may have modified the MTP projects. The alternatives must be developed enough as concepts to provide an estimate of impact and costs. The alternatives will need to be presented in a manner that is able to convey the concept to the public. The alternatives should be analyzed as stand-alone projects and as grouping of projects to allow the MPO to eventually narrow down the alternatives to the recommended plan.

Previously mentioned corridor studies included some that were conducted under the PEL process. These particular studies considered many alternatives that can be excluded from further consideration as

having been found not meeting the identified purpose and need statements for those corridors. The consultant should focus on areas/corridors that were not included in these PEL documents.

vi. Financial Plan Report:

This report will provide a history of the financial ability of the respective agencies have been provided for the past 10 years. This should include differentiating the financial inputs for maintenance and operations versus new construction, major rehabilitation/reconstruction, or other capacity improving projects completed. This report should be able to provide insight to the future reasonable expectation of revenues to finance the continued operation and maintenance and the potential range of alternatives. Integrating Safety revenue will be an added source of funding for consideration.

The current MTP primarily identified projects that essentially maintained a status of “good repair” to the system; this constituted the fiscally constrained recommendations. The respective Asset Management Plans should provide vital information regarding the fiscal requirements to maintain “good repair”. While it is not the need of this Report to identify every type of project, it is necessary to identify those individual projects that have a significant impact on the available financial resources. A beginning dollar threshold could be identifying all projects over \$5M; however, smaller value projects may need to be identified as necessary to show particular progress towards identified targets. Focus should certainly be given to the first 15 year time frame; this includes current TIP and respective investment plans.

A fiscally unconstrained recommended network is desired with an identified priority of these unfunded projects. All financial information will need to be adjusted for “year of expenditure” (YOE). Working through the MPO process, an agreed to base of revenue and any possible adjustment for future growth will be developed. This same process will be used to develop an agreed to rate of inflation for the estimated cost of projects. It is anticipated that the rate of growth in revenue will not keep pace with the rate of inflation.

vii. Recommend Future Network and Implementation Report:

This report will document the selected alternative concepts that will be recommended improvement to the network. The projects will be prioritized in order, using the current MTP time bands as an example. The recommended projects, as either stand-alone or as groupings of projects will need to be documented as to how progress towards a particular goal and performance measure is being achieved. The recommended projects should also identify any environmental impact (either human or nature) and some strategies to mitigate any negative impacts. These potential mitigation costs should be identified and included in the project costs.

C. Public Meetings

Public involvement and awareness is a key component to getting good information of the plan development process. The consultant should plan for a minimum of four public meetings to identify concerns and needs of businesses, regular users, and residents including pedestrian and bicycling needs. The meetings must be consistent with all applicable federal and state requirements for public involvement in a planning project of this nature. Moreover, the public input plan should make every reasonable effort to engage and solicit input from stakeholders and the traveling public at large. The consultant should propose methods, including examples of past or current efforts, that successfully utilized new and

emerging social medias such as website, twitter, facebook, blogs, webcasts, and the like.

The consultant will be responsible for providing meeting schedules, agenda, meeting minutes and support materials such as maps and graphics. The meetings should include a formal presentation of the plan, an opportunity for public verbal comment, but also there should be an informal time period where questions may be asked and written comments submitted. All public comments are to be recorded as they pertain to the plan.

Additionally, the consultant will utilize the MPO's Technical Advisory Committee to provide input and oversight throughout the study process. The Committee meets monthly, and will meet as needed, to provide input and guidance through the study process, particularly at key decision points in the study. The consultant will be responsible for providing all information (support information such as maps, etc.) to be discussed at the Committee one week prior to the meeting. The consultant will prepare clear and concise briefings to present to the Committee. The consultant should expect at least six on-site meetings with the Committee, which can be coordinated with public input meetings so as to make the most efficient use of any travel expenditures.

Finally, the consultant should budget for at least one local government presentation of the draft to the Grand Forks City Council, one local government presentation to East Grand Forks City Council, one presentation to the NDDOT Management in Bismarck and one presentation to the MnDOT Planning Management Group in St. Paul.

D. Consultant Responsibilities

- i. Develop a preliminary report with recommendations for improved traffic operations, street and multimodal improvements for the study area. The study will address deficiencies and/or excess capacity (existing, short-term and long-term), capital improvement programming (cost, funding sources, and timing), operational improvements, and alternative rate structures. Review and receive comment from the Committee prior to proceeding through the MPO process.
- ii. Develop a final report and provide final copies for review by the Committee, MnDOT, NDDOT, the MPO, the City of East Grand Forks and the City of Grand Forks.

E. Project Deliverables

The final product will show recommendations for future transportation system.

1. A first full draft report by noon, September 1, 2018 (10 full draft copies)
2. An approved final report December 31, 2018 (25 full copies)

One electronic copy of the approved final reports will be delivered to the Grand Forks-East Grand Forks MPO in PDF format. The electronic copies should be complete and in order such that additional copies of either document could be printed on-demand. In addition, electronic copies of any pertinent working papers and modeling software either during the project or at its conclusion will be delivered to the MPO.

F. Estimated Project Budget

The MPO has budgeted \$300,000 over two year period to compensate the selected consultant to complete the scope of work as identified.

G. Other Requirements

The consultant will update the Project Manager on an on-going basis, along with a written monthly progress report which will clearly reflect progress, timeliness, and budget expenditures. The monthly progress report will be required with the submission of each invoice.

VIII. INFORMATION AVAILABLE FOR CONSULTANT

A. General Information

The following resource data / information is available for the project:

2015 Aerial Photography

2045 Land Use Plans for Each City

Grand Forks/East Grand Forks Long Range Transportation 2040 Plan

2017 Traffic Turning Movement Count information and historical counts

2015 Ground Counts and historical ground counts

Digital Zoning and Land Use Maps

Digital Municipal Infrastructure Information

Paving Management Software Result

5 year crash data

Green Grand Forks Plan

UND Climate Action Plan

• Recent Corridor Studies

IX. MAP OF PROJECT AREA – next page

APPENDIX A
ATTACHMENTS 1 & 2

DEBARMENT OR SUSPENSION CERTIFICATION

The Participant, _____ (name of firm) certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph two (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause of default.

THE PARTICIPANT, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. 3801 ET SEQ. ARE APPLICABLE THERETO.

Date

(Signature of Authorized Official)

(Title of Authorized Official)

CERTIFICATION
OF
RESTRICTION ON LOBBYING

I _____, hereby certify
on behalf of

(Name and title of grantee official)

_____ that:

(Name of grantee)

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

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

Executed this _____ day of _____, _____

By _____
(Signature of Authorized Official)

(Title of authorized official)

APPENDIX B

COST PROPOSAL FORM

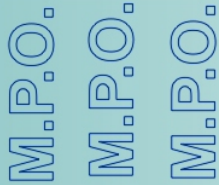
(Include completed cost form from Appendix C in a separate sealed envelope - labeled "SEALED COST FORM - Vendor Name" and submit with technical proposal as part of overall RFP response.)

COST PROPOSAL FORM

The cost estimated should be based on a not to exceed cost as negotiated in discussion with the most qualified contractor. Changes in the final contract amount and contract extensions are not anticipated.

REQUIRED BUDGET FORMAT
Please Use Audited DOT Rates Only
STREET/HIGHWAY ELEMENT

1. Direct Labor	Hours	X	Rate	=	Total
Name, Title, Function	0.00	X	0.00	=	0.00
		X			
		X			
		X			
2. Overhead					
3. General & Administrative Overhead					
4. Subcontractor Costs					
5. Materials and Supplies Costs					
6. Travel Costs					
7. Fixed Fee					
8. Miscellaneous Costs					
Total Cost					



Grand Forks - East Grand Forks Metropolitan Planning Organization

MPO Staff Report **Technical Advisory Committee: February 8, 2017** **MPO Executive Board: February 15, 2017**

RECOMMENDED ACTION: Update on the US 2/US Bus 2 Study.

Matter of Update on the US 2/Bus 2 Traffic Study.

Background: The UPWP was amended to include the activity of conducting a traffic study of a stretch of US 2 on the eastside of East Grand Forks. The intent of the study is to assist in developing potential safety projects that could be incorporated into a future proposed resurfacing project along this stretch of US 2. Some recommendations could also be stand-alone safety projects funded outside the resurfacing project.

SRF has been retained to assist in the Study. An “kick-off” meeting with the formed Steering Committee was held in mid-January. The presentation from that meeting is attached. The first general public input meeting is scheduled for Tuesday, February 7th in the Rotunda of East Grand Forks City Hall starting at 5:30 pm. The second Steering Committee is scheduled for Wednesday, February 8th in the Training Room of East Grand Forks City Hall starting at 8:00 am.

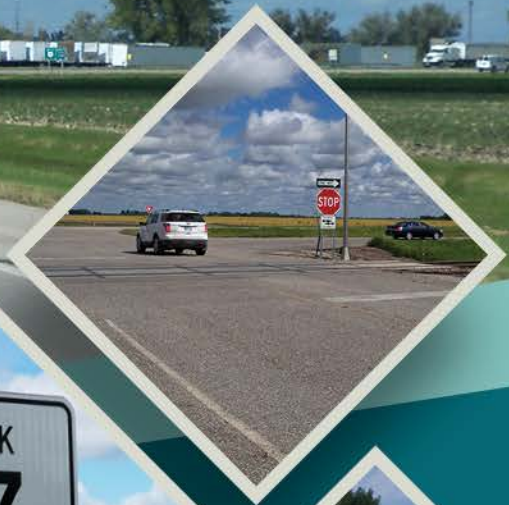
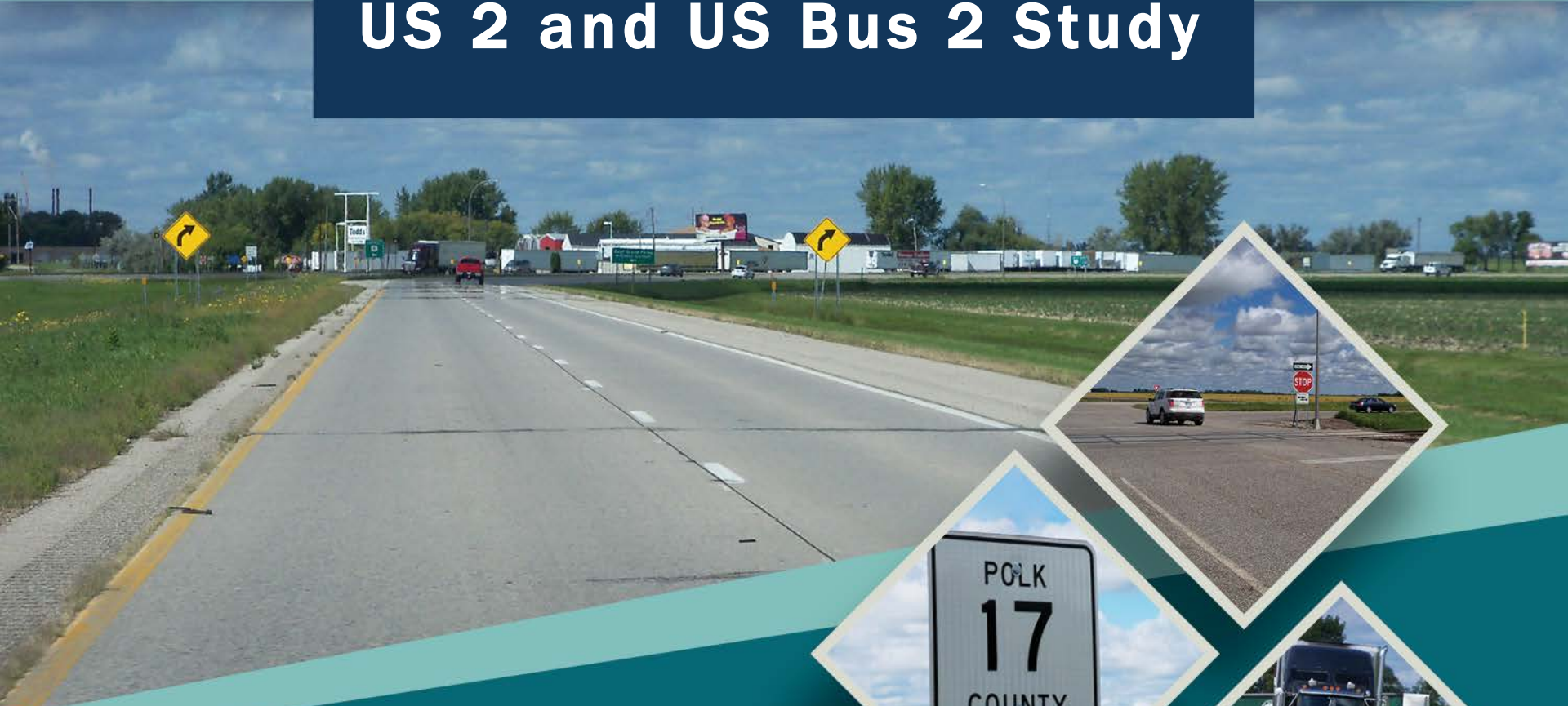
Findings and Analysis:

- This activity was added to the UPWP.
- Safety issues have arisen on this stretch of US 2.
- MnDOT has a potential resurfacing project and are considering adding safety improvements to the project.
- MnDOT has agreed to provide the local match to the Study
- SRF has been retained to assist with the Study

Support Materials:

- Powerpoint from 1st Steering Committee meeting.

GRAND FORKS-EAST GRAND FORKS MPO
US 2 and US Bus 2 Study



Steering Committee Kick-Off

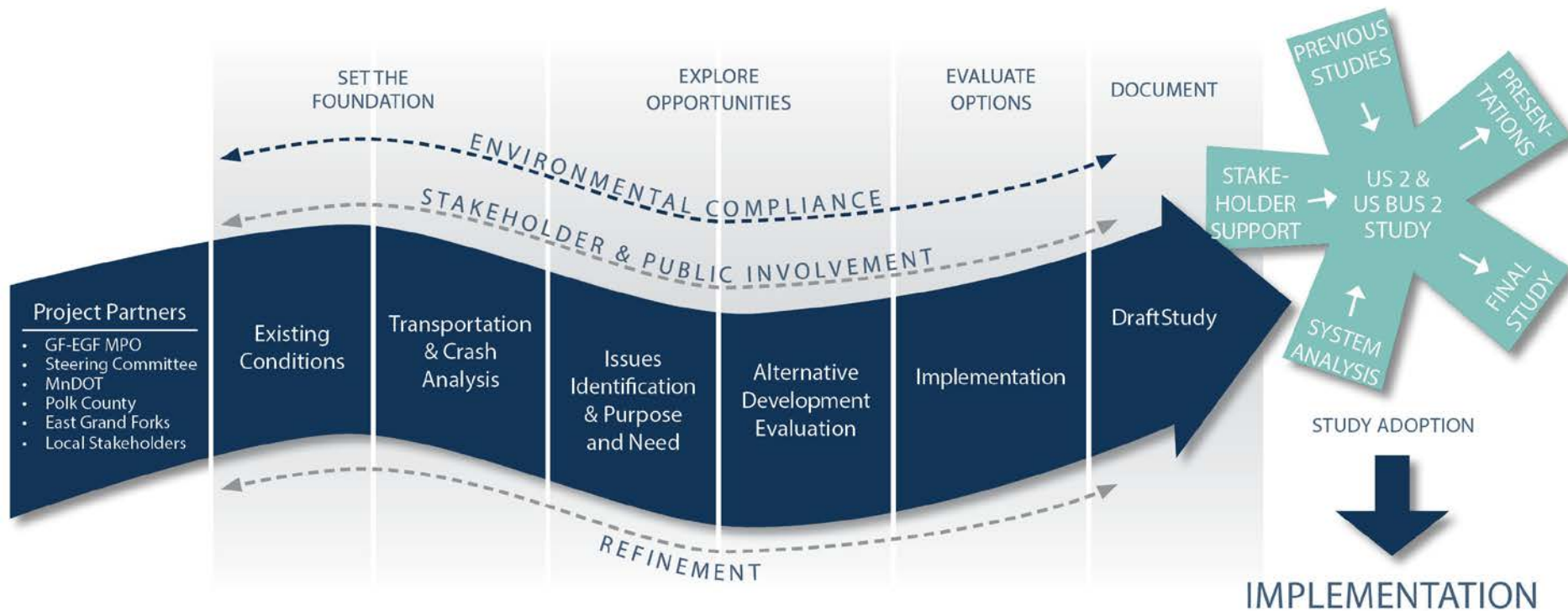
January 19, 2017
10:00am - 12:00pm



Agenda

- Introductions
- Steering Committee Roles/Responsibilities
- Project Overview
 - Existing Conditions
 - Alternative Development/Analysis
- Public Process
 - Public Involvement Meeting #1
- Next Steps

Study Overview



- Planned Maintenance Project (2021 timeframe)



Steering Committee

- Roles
 - Approximately five (5) meetings throughout process
 - Involvement in alternative/project development
 - Review materials prior to public presentation

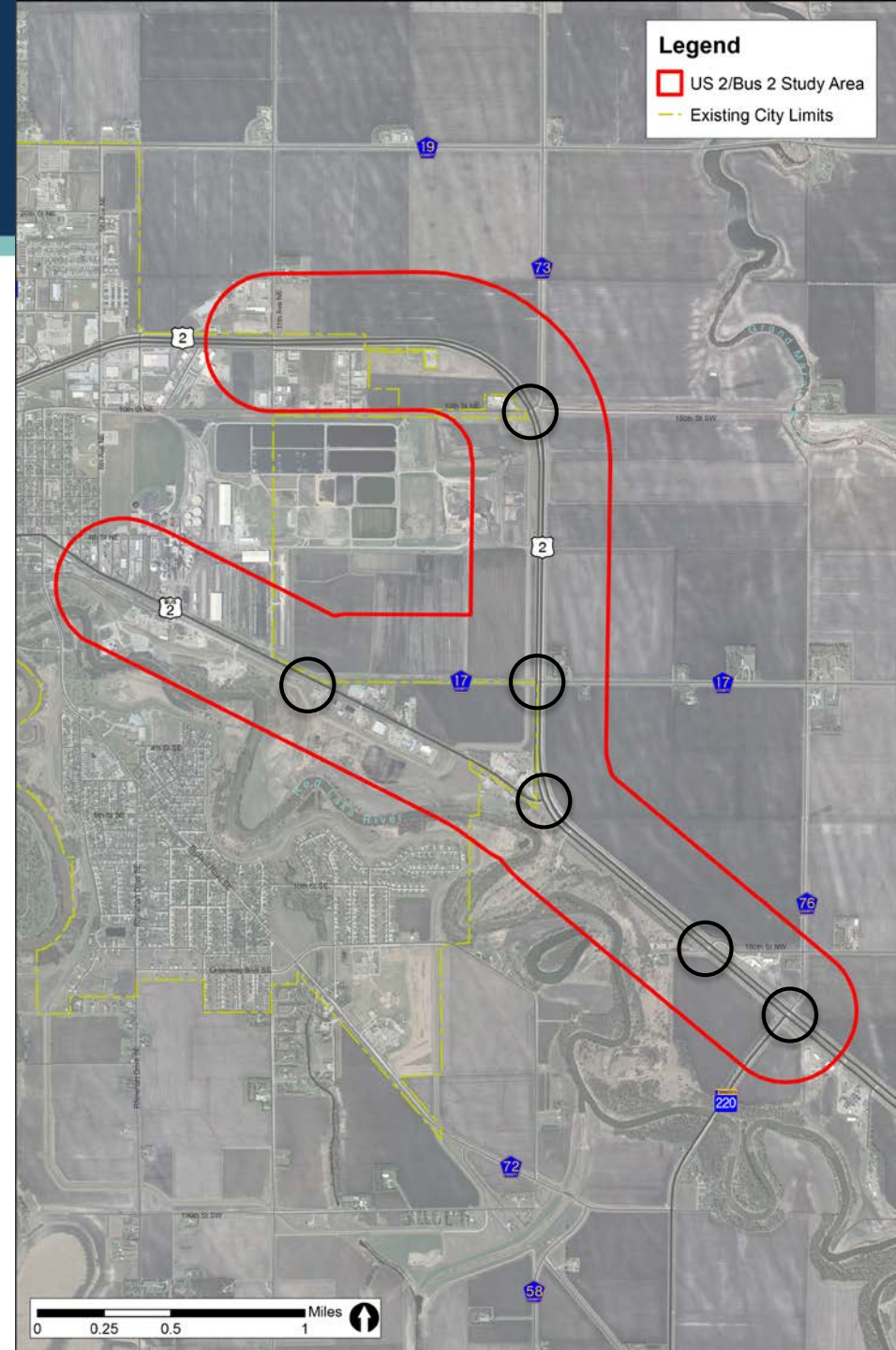
- Responsibilities
 - Participate in meetings and material review
 - Provide insight into issues and alternatives
 - Be an advocate for the findings



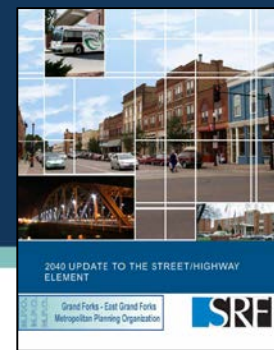
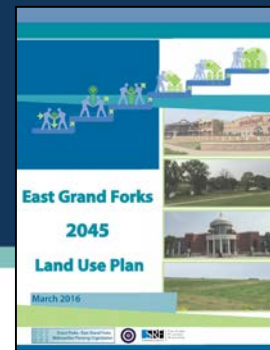
Project Overview

- Study Intersections

- US 2 and 10th Street/CR 73
- US 2 and CR 17
- US Bus 2 and CR 17
- US 2 and US Bus 2
- US 2 and 180th Street
- US 2 and MN 220 South/CR 76

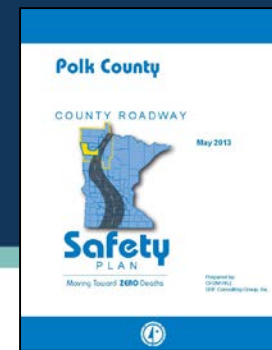


Project Area History



- East Grand Forks 2045 Land Use Plan Update (2016)
 - Provides a future vision for growth into 2045
 - Recommends future commercial and industrial growth within study area
- GF-EGF Freight Rail Access Study (2014)
 - Analyzed the freight access opportunities/challenges for parcels within the study area
- 2040 Long Range Transportation Plan (2013)
 - Outlines “State of Good Repair” expenditures for US 2
 - Illustrative project identified for signalization at US 2 and TH 220 with new bridge connection (post-2040)

Project Area History



- MnDOT District 2 Safety Plan (2016)
 - Site analysis to determine high-crash locations, including a systematic risk assessment
 - Identified high-crash intersection listing, including US 2 at US Bus 2
 - Suggested project identified such as upgrade signs/markings and close median(s)
- Polk County Safety Plan (2013)
 - Overall goal to reduce crashes by documenting at-risk locations and identifying effective safety improvement strategies.
 - Identified US 2 at CR 17 and US 2 at MN Highway 220/CR 76 as High Priority Intersections.

What do we know?


- Previously Identified Improvements
 - Lighting, Signage and Pavement Markings, Access and Median Modifications, Traffic Control (RCUTs)

CSAH 76 & USTH-2 MNTH-220

Agency: Polk County

Intersection Data

Configuration: X
 Configuration (2): Divided
 True Mile: 0.00
 Urban/Rural: Rural
 County: Polk
 ATP: 2
 Entering ADT: 5795
 Traffic Control Device: Stop
 Street Lights: No
 Flashers: No
 Major ADT: 5300
 Minor ADT: 495



Crash Data
 2007-2011 MnCMAT Crash Data 5 years

	Total	Angle	K+A
Crashes	10	1	0
Rate (per MVM)	0.9	0.1	0.0

Ranking Criteria

	Value	Critical	Risk Ranking
Skew	No	Yes	
On/Near Curve	Yes	Yes	*
Development	No	Yes	
Near RR Crossing	Yes	Yes	*
Distance from previous STOP	No	Yes	
Volume Ratio	0.09	0.2 - 0.8	
Total Crashes	10	>0	***

Short List of Strategies Considered

Description	Unit Cost	Units	Cost	Notes
Roundabout	\$1,000,000 per intersection	0	\$0.00	
Directional Median	\$750,000 per intersection	1	\$750,000.00	
Mainline Dynamic Warning Sign	\$50,000 per intersection	0	\$0.00	
Installing Street Lights	\$6,000 per street light	2	\$12,000.00	
Upgrade Stop Sign	\$350 per sign	2	\$700.00	
Upgrade Junction Sign	\$350 per sign	2	\$700.00	
Upgrade Stop Ahead Sign	\$450 per sign	2	\$900.00	*Due to the railroad crossing, a 48"
Ground In Stop Ahead Marking	\$700 per marking	2	\$1,400.00	stop sign is recommended on the
Ground In Stop Bar	\$400 per marking	2	\$800.00	approach with the crossing to increase
Review Signs and CST	\$2,450 per intersection	0	\$0.00	sign visibility.
			\$766,500.00	

Signs and Markings and Street Light project costs vary by the number of minor legs associated with the intersection.
 *Polk County has elected to use ground in stop ahead markings and stop bars.

Implementation Cost

Federal Funds	\$689,850
Local Match (10% of Total project cost)	\$76,650
Total Project Cost	\$766,500

Page: 24
 Intersection ID: 76.01
 Date: 5/3/2013





How is this study different?

- Review intersection conditions
 - Crash History
 - Existing Geometry
 - Existing/Future Traffic Volumes
- Develop/Analyze Intersection Improvement Alternatives
- Identify Potential Future Projects

What do we know.....Any Others?



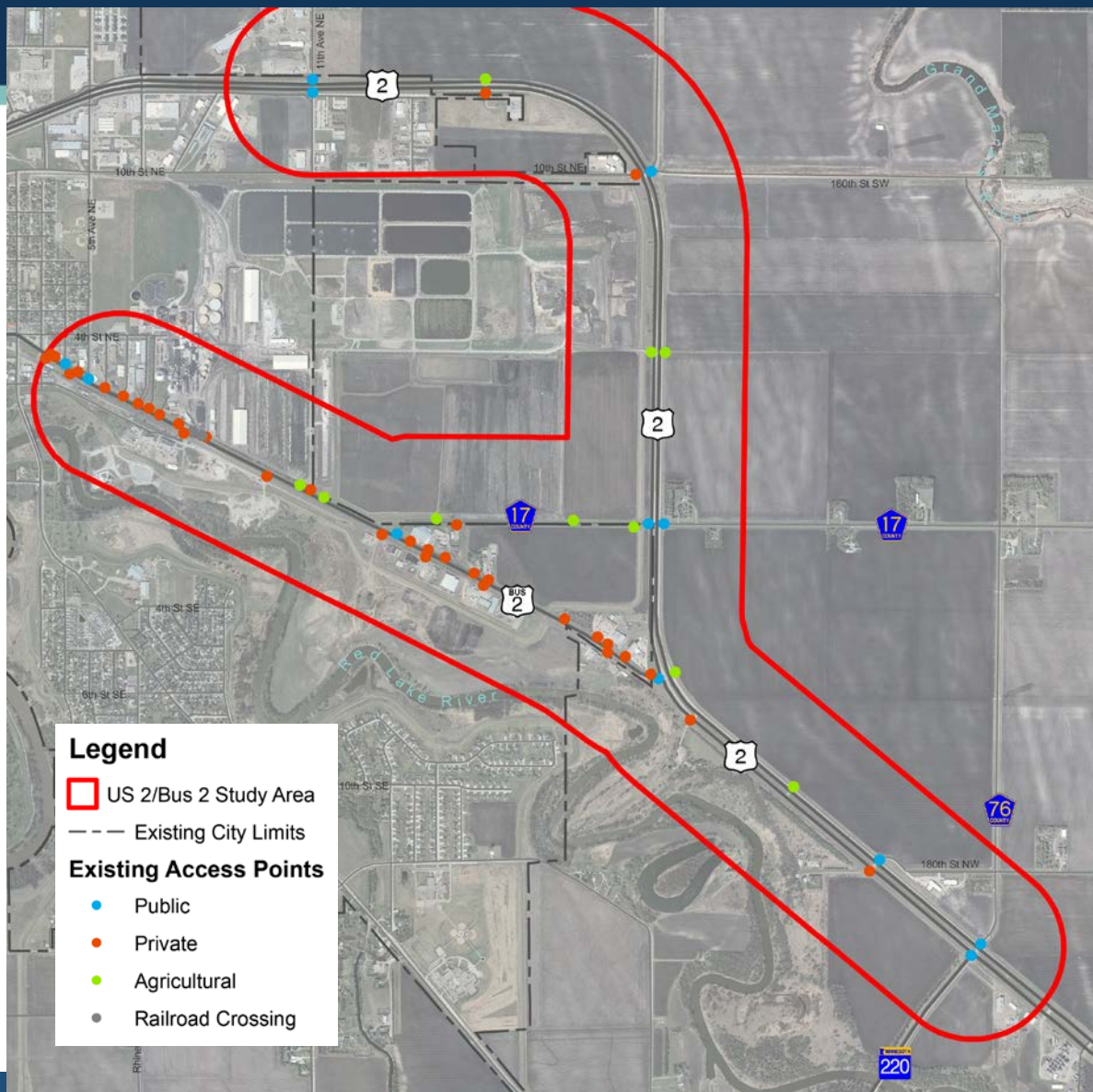


Geometric Review

- Turn Lane Lengths – Meet Design Standards
- Curves – Meet Design Standards
- Shoulders – 3 feet (Design Standard is 4 feet)

Existing Access

- Multiple public, private and agricultural access points





Study Area Safety Review

- Crash History (2013-2015)
 - Crash Frequency, Crash Severity, and Crash Type
 - Other Factors/Conditions (weather, lighting, time of day)
- Compare Crash History to Roadways with Similar Characteristics
 - Traffic volumes, speed, character, etc.



2013 to 2015 Crash Analysis - Intersections

Intersection	ADT Volume	Expected Crash Rate	Actual Crash Rate	Critical Crash Rate	Severity Rate	Total Crashes	Total Severe Crashes
US 2 at 10th Street/CR 17	5,725	0.26	0.80	0.86	0.96	5	0
US 2 at CR 17	5,735	0.26	0.32	0.86	0.32	2	0
US 2 at US Bus 2	7,275	0.26	1.63	0.79	2.01	13	0
US 2 at 180th Street	7,163	0.26	0.00	0.79	0.00	0	0
US 2 at MN 220 South/ CR 76	6,863	0.26	1.73	0.81	2.13	13	0
US Bus 2 at CR 17	2,875	0.26	0.00	1.16	0.00	0	0

- Crash Rate < Expected Crash Rate
- Expected Crash Rate < Crash Rate < Critical Crash Rate
- Crash Rate > Critical Crash Rate





2011 to 2015 Crash Analysis – Intersections (UPDATED)

Intersection	ADT Volume	Expected Crash Rate	Actual Crash Rate	Critical Crash Rate	Severity Rate	Total Crashes	Total Severe Crashes
US 2 at 10th Street/CR 17	5,725	0.25	0.38	0.70	0.48	4	0
US 2 at CR 17	5,735	0.25	0.29	0.70	0.67	3	1
US 2 at US Bus 2	7,275	0.25	1.05	0.64	1.28	14	0
US 2 at 180th Street	7,163	0.25	0.00	0.64	0.00	0	0
US 2 at MN 220 South/ CR 76	6,863	0.25	0.32	0.65	0.40	4	0
US Bus 2 at CR 17	2,875	0.25	0.00	0.91	0.00	0	0

- Crash Rate < Expected Crash Rate
- Expected Crash Rate < Crash Rate < Critical Crash Rate
- Crash Rate > Critical Crash Rate





2013 to 2015 Crash Analysis

		US 2 at US Bus 2	US 2 at TH 220/CR 76
Number of Crashes	Total	13	13
	2013	5	5
	2014	2	7
	2015	6	1
Crash Type	Rear End	1	9
	Run-Off-Road	7	2
	Right-Angle	4	1
	Sideswipe	0	1
	Unknown	1	0
Direction of Most Occurred Crashes		Northbound (WB US 2)	Southbound (EB US 2)
% of Crashes in Snow or Wet Condition		60%	50%
% of Crashes During the Day		75%	75%

2013 to 2015 Crash Analysis - Segments

	Intersection	ADT Volume	Length (mi)	Expected Crash Rate	Actual Crash Rate	Critical Crash Rate	Total Crashes	Total Severe Crashes
US 2	West of CR 73	5,700	0.5	0.30	0.77	1.66	4	0
	CR 73 to CR 17	5,700	1.0	0.30	0.10	1.16	1	0
	CR 17 to Bus 2	4,950	0.4	0.30	1.94	2.05	7	0
	Bus 2 to 180th St	7,200	0.8	0.30	0.29	1.16	3	0
	180th St to CR 76	7,200	0.4	0.30	0.00	1.65	0	0
	East of CR 76	5,600	0.3	0.30	0.33	2.27	1	1
Bus 2	West of CR 17	2,950	0.5	0.31	0.37	2.49	1	0
	CR 17 to US 2	2,400	0.80	0.31	0.29	2.12	1	0

- Crash Rate < Expected Crash Rate
- Expected Crash Rate < Crash Rate < Critical Crash Rate
- Crash Rate > Critical Crash Rate

2011 to 2015 Crash Analysis – Segments (UPDATED)

	Intersection	ADT Volume	Length (mi)	Expected Crash Rate	Actual Crash Rate	Critical Crash Rate	Total Crashes	Total Severe Crashes
US 2	West of CR 73	5,700	0.4	0.29	1.68	1.87	7	0
	CR 73 to CR 17	5,700	1.0	0.29	0.19	1.15	2	0
	CR 17 to Bus 2	4,950	0.4	0.29	1.38	2.04	5	0
	Bus 2 to 180th St	7,200	0.8	0.29	0.29	1.15	3	0
	180th St to CR 76	7,200	0.4	0.29	0.00	1.64	0	0
	East of CR 76	5,600	0.4	0.29	0.98	1.89	4	1
Bus 2	West of CR 17	2,950	0.6	0.31	0.31	2.22	1	0
	CR 17 to US 2	2,400	0.9	0.31	0.25	1.98	1	0

- Crash Rate < Expected Crash Rate
- Expected Crash Rate < Crash Rate < Critical Crash Rate
- Crash Rate > Critical Crash Rate

2013 to 2015 Crash Analysis - Segments

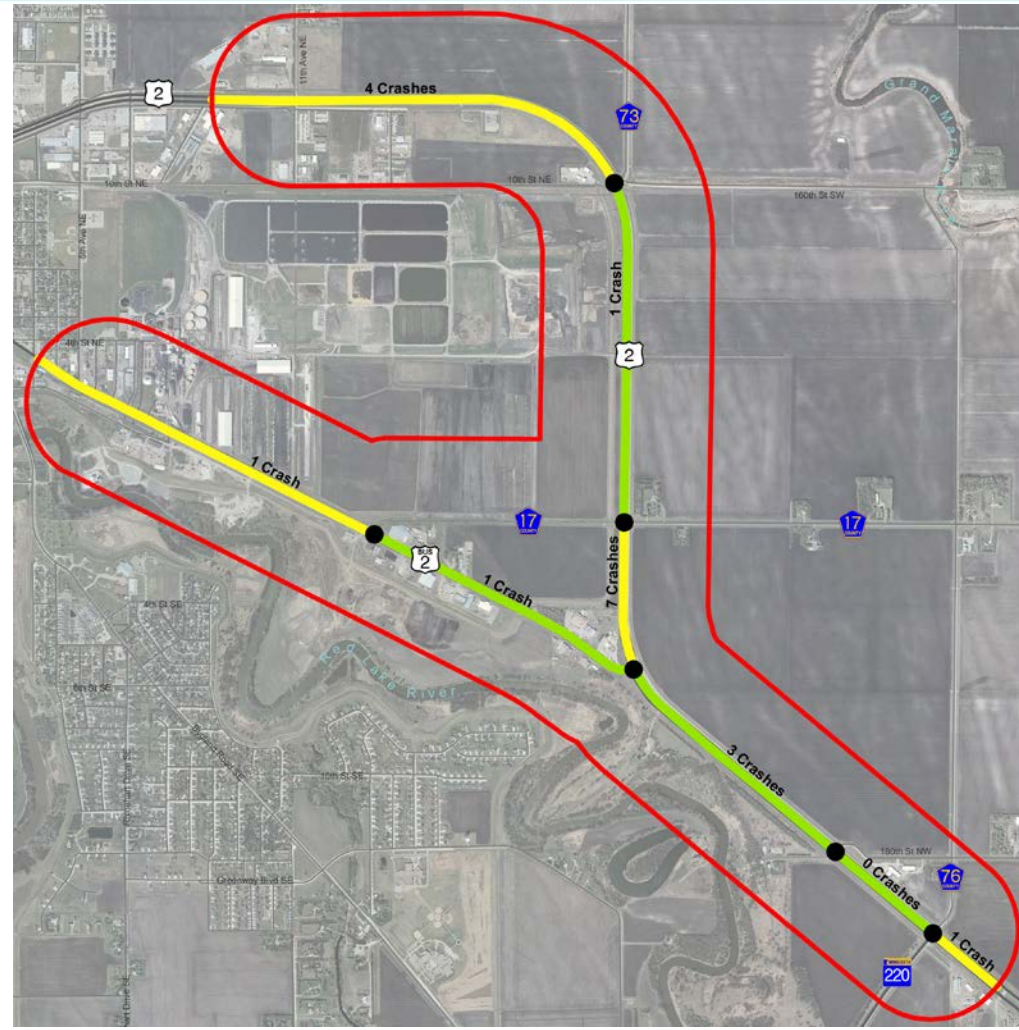


Intersection	Actual Crash Rate	Total Crashes	Total Severe Crashes
West of CR 73	0.77	4	0
CR 73 to CR 17	0.10	1	0
CR 17 to Bus 2	1.94	7	0
Bus 2 to 180th St	0.29	3	0
180th St to CR 76	0.00	0	0
East of CR 76	0.33	1	1
West of CR 17	0.37	1	0
CR 17 to US 2	0.29	1	0

US 2

Bus 2

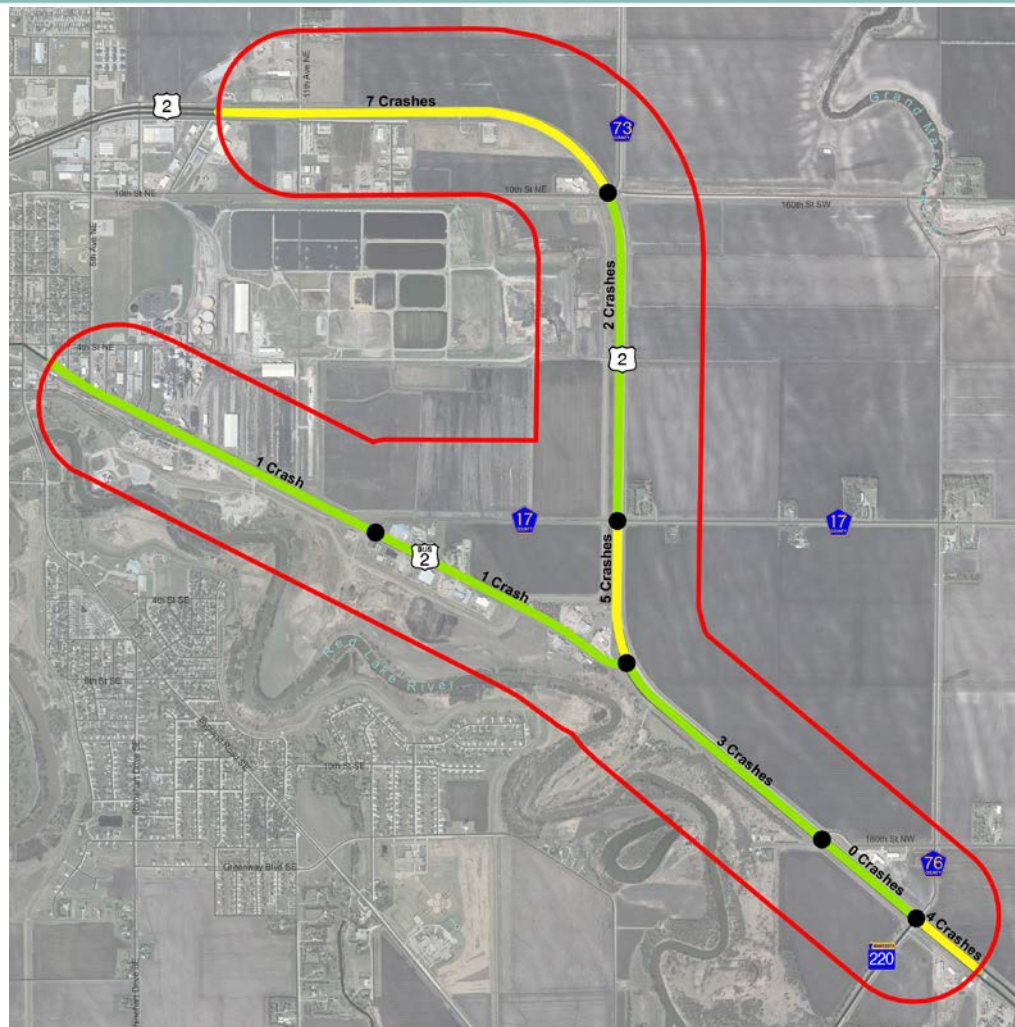
- Crash Rate < Expected Crash Rate
- Expected Crash Rate < Crash Rate < Critical Crash Rate
- Crash Rate > Critical Crash Rate



2011 to 2015 Crash Analysis – Segments (UPDATED)

Intersection	Actual Crash Rate	Total Crashes	Total Severe Crashes	
US 2	West of CR 73	1.68	7	0
	CR 73 to CR 17	0.19	2	0
	CR 17 to Bus 2	1.38	5	0
	Bus 2 to 180th St	0.29	3	0
	180th St to CR 76	0.00	0	0
	East of CR 76	0.98	4	1
Bus 2	West of CR 17	0.31	1	0
	CR 17 to US 2	0.25	1	0

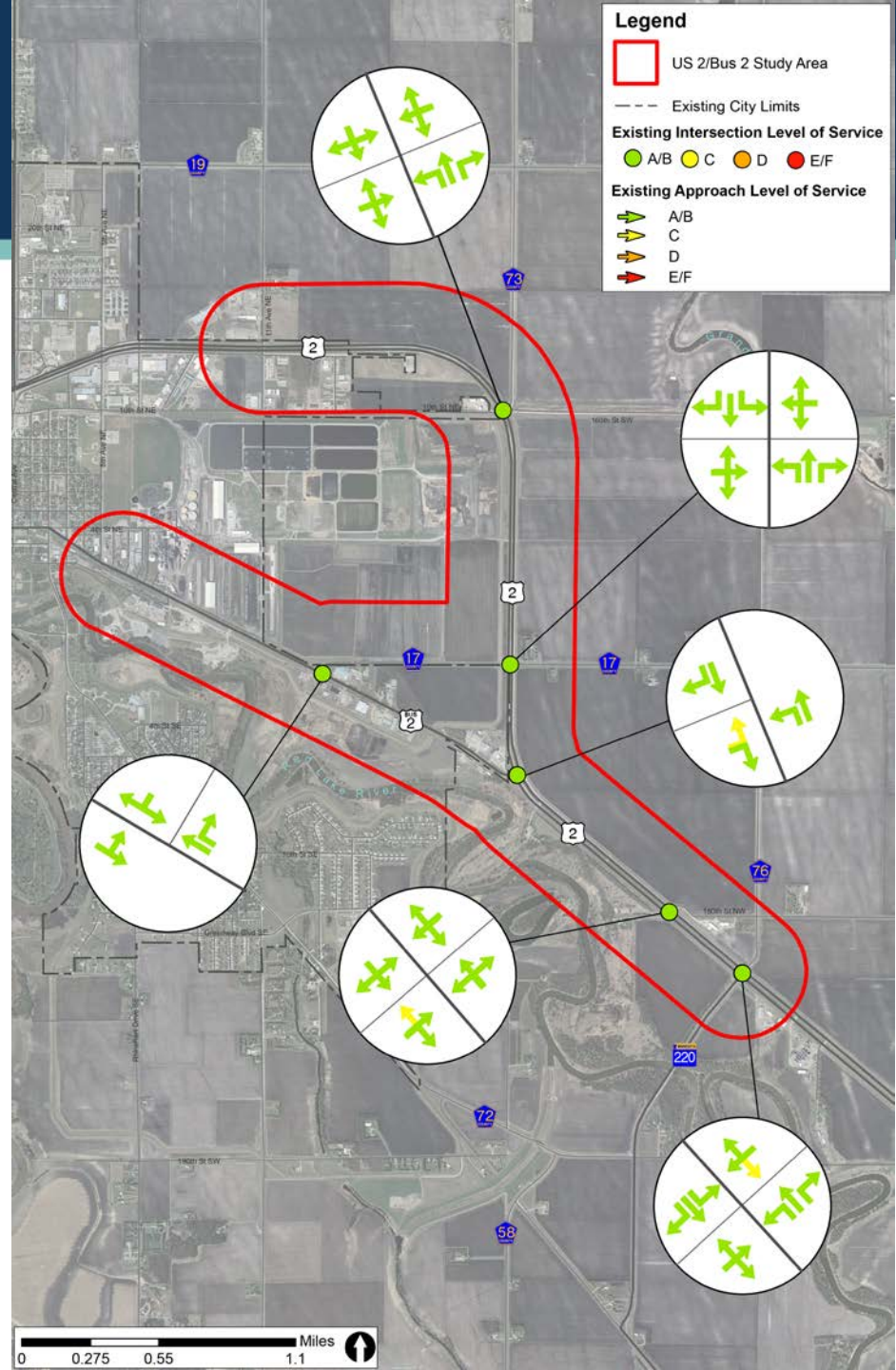
- Crash Rate < Expected Crash Rate
- Expected Crash Rate < Crash Rate < Critical Crash Rate
- Crash Rate > Critical Crash Rate





Existing Operations – AM (No Train)

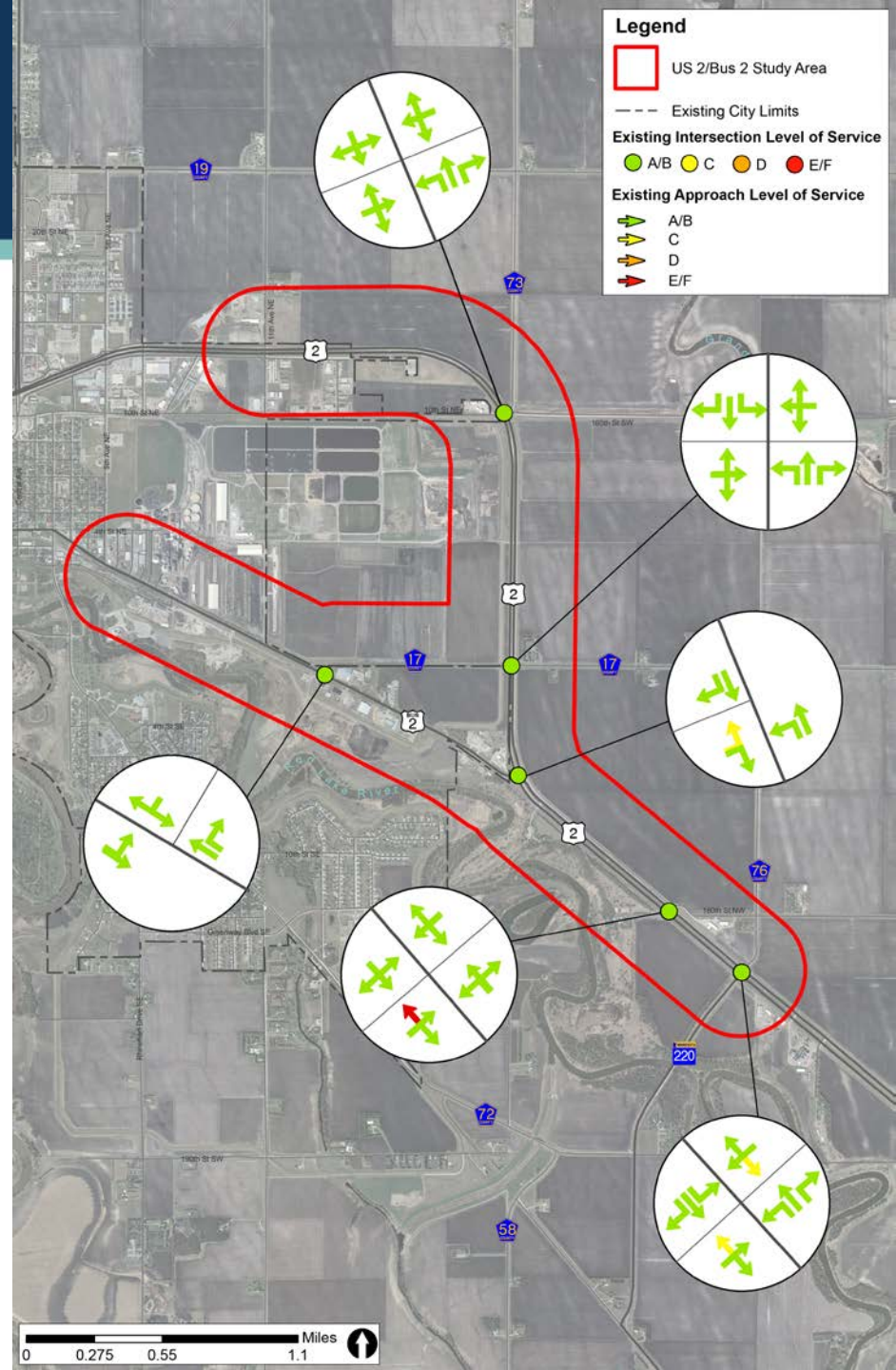
- Acceptable:
Overall Intersection LOS C or Better
- LOS A and B (Green)
- LOS C (Yellow)
- LOS D (Orange)
- LOS E and F (Red)





Existing Operations – AM (With Train)

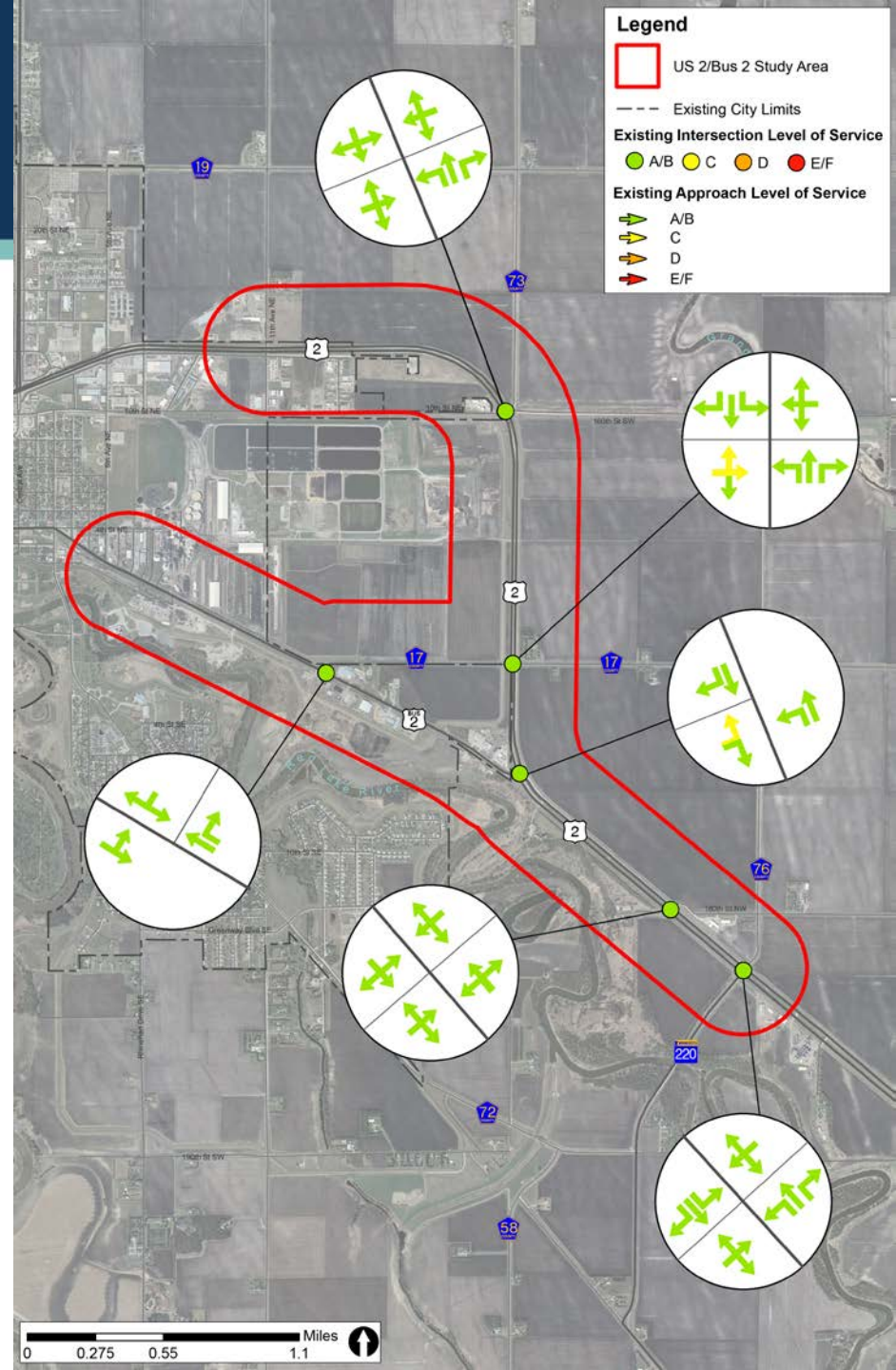
- Acceptable:
Overall Intersection LOS C or Better
- LOS A and B (Green)
- LOS C (Yellow)
- LOS D (Orange)
- LOS E and F (Red)





Existing Operations – PM (No Train)

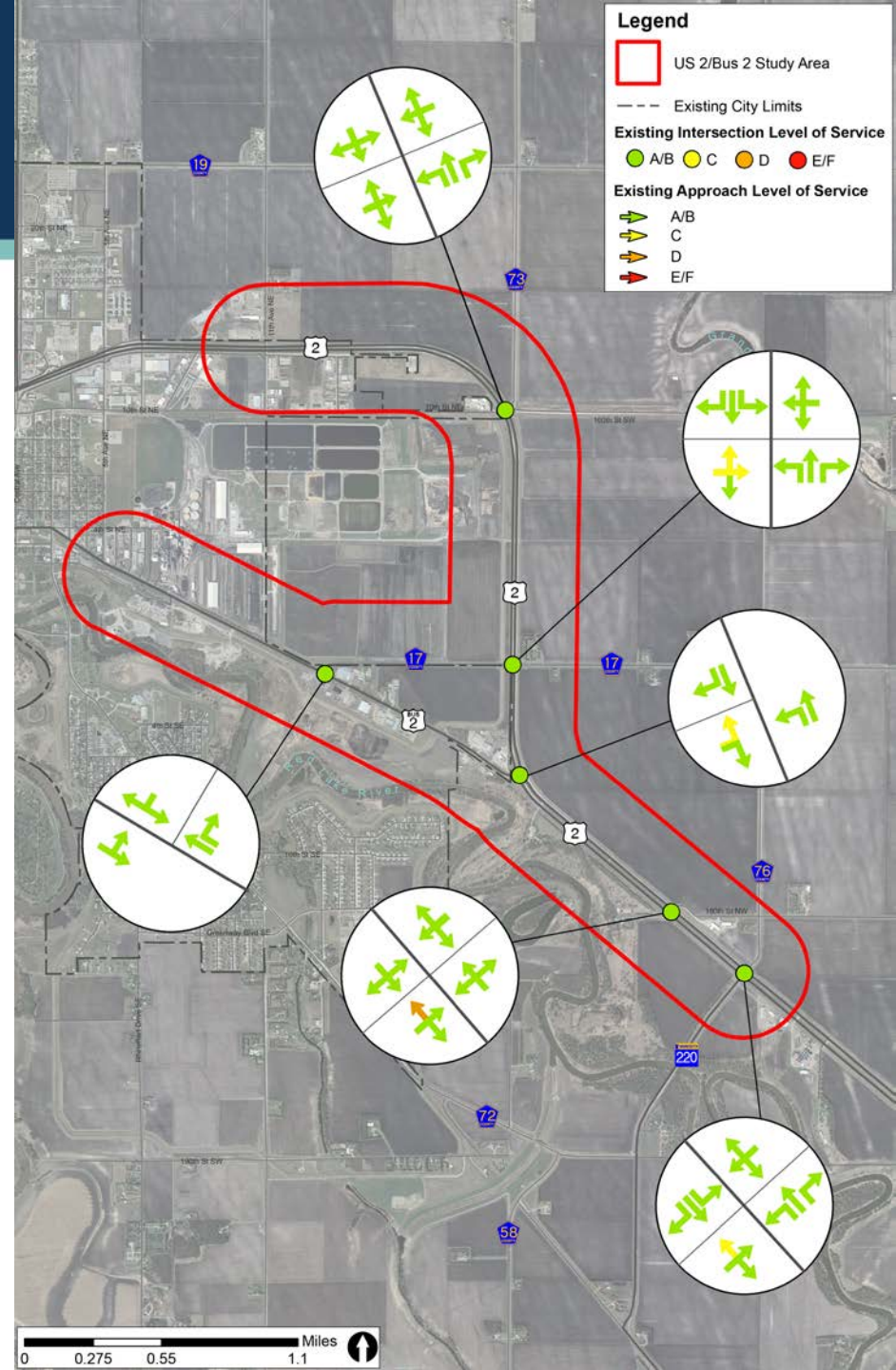
- Acceptable:
Overall Intersection LOS C or Better
- LOS A and B (Green)
- LOS C (Yellow)
- LOS D (Orange)
- LOS E and F (Red)





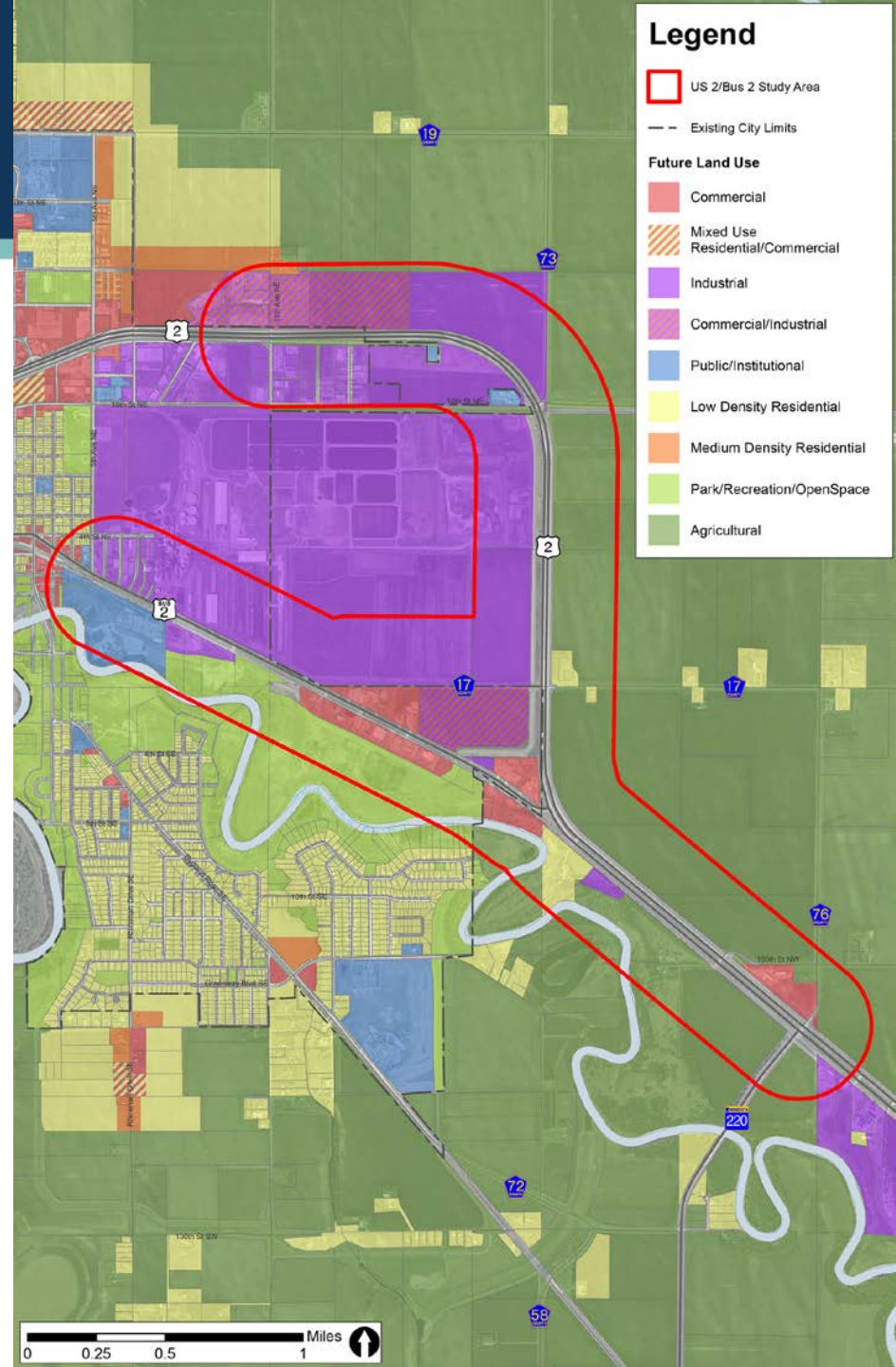
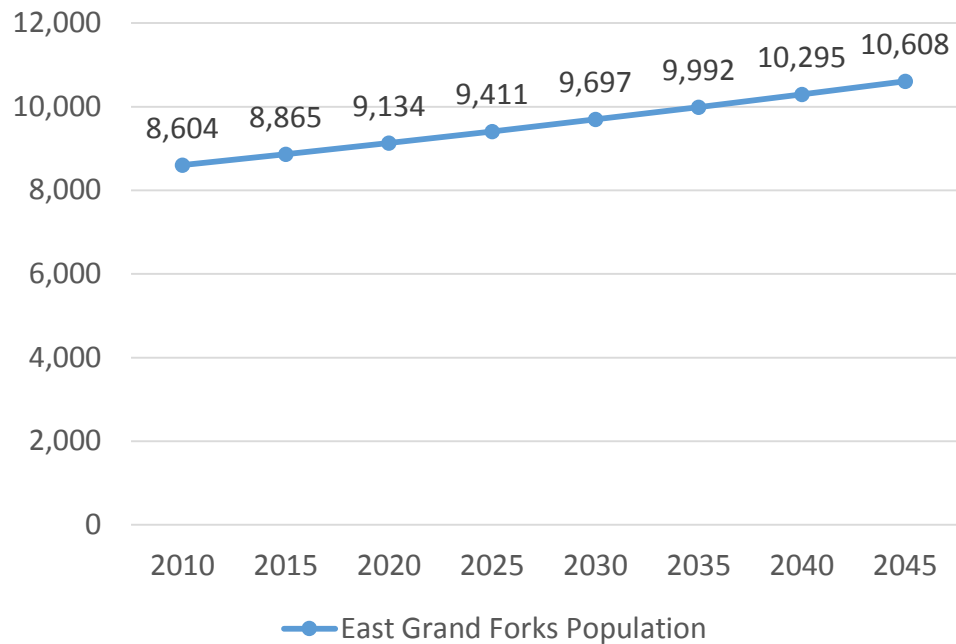
Existing Operations – PM (With Train)

- Acceptable:
Overall Intersection LOS C or Better
- LOS A and B (Green)
- LOS C (Yellow)
- LOS D (Orange)
- LOS E and F (Red)



Future Land Use

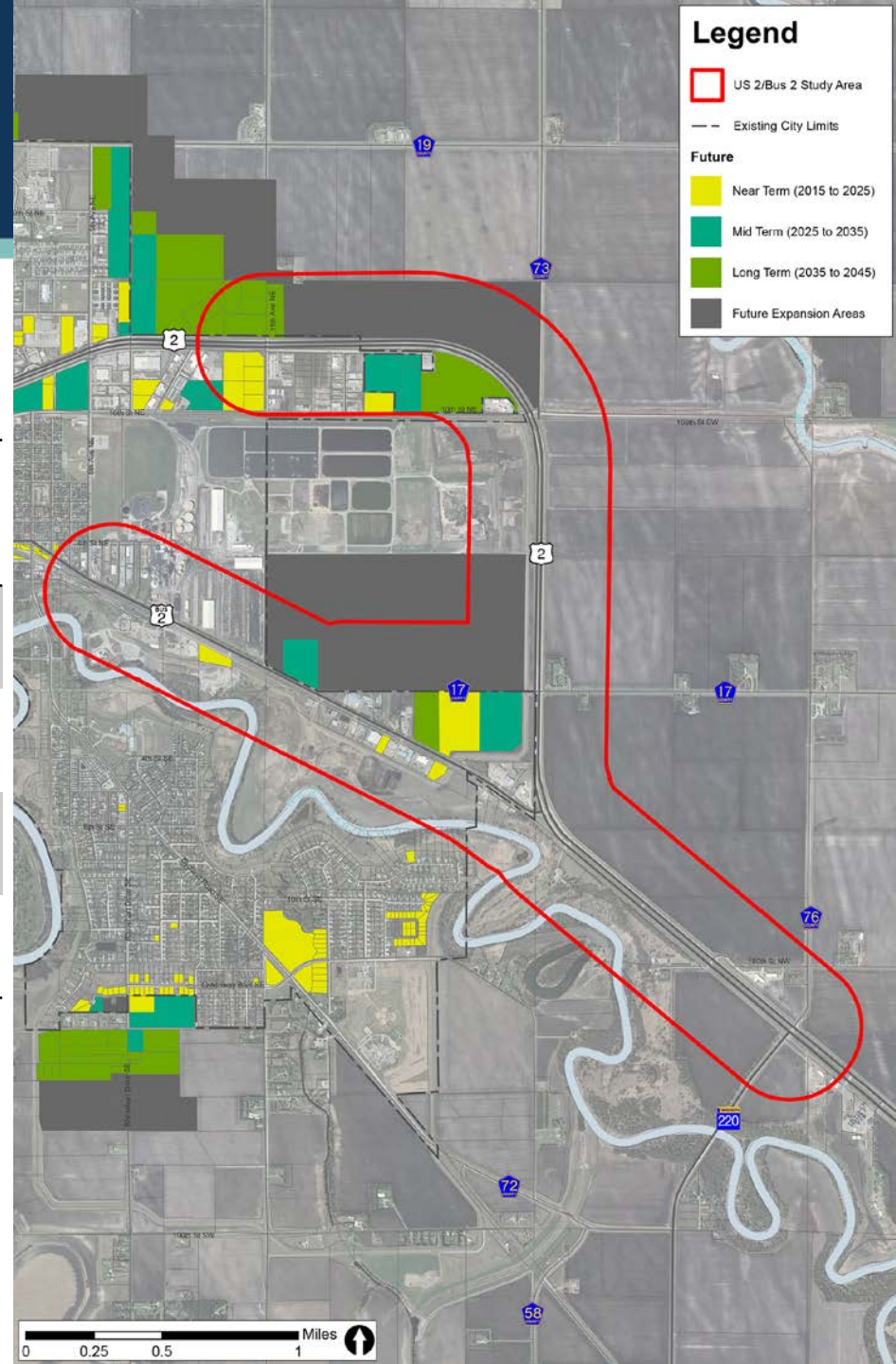
East Grand Forks Population



Future Land Use

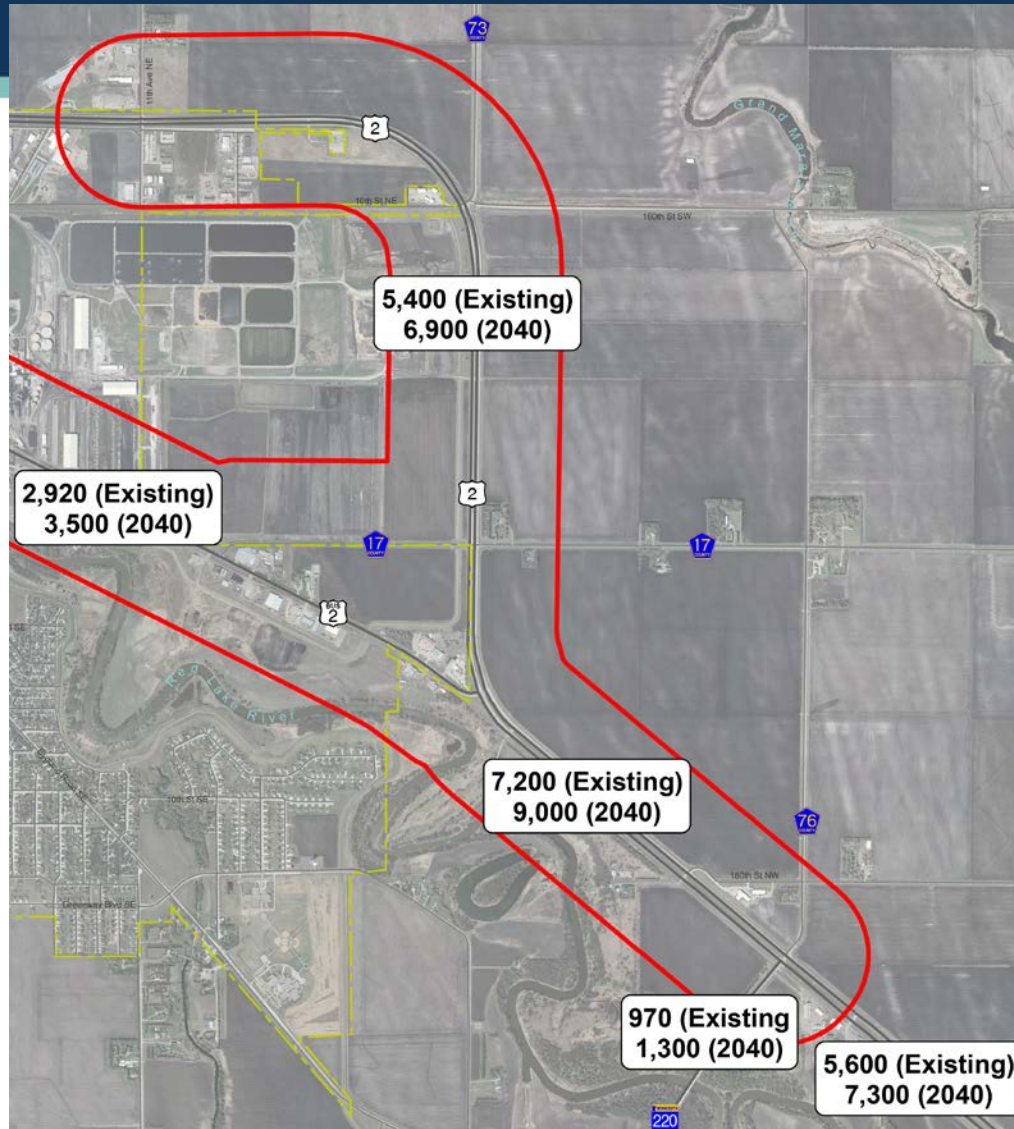
Legend

- US 2/Bus 2 Study Area
- Existing City Limits
- Future**
 - Near Term (2015 to 2025)
 - Mid Term (2025 to 2035)
 - Long Term (2035 to 2045)
 - Future Expansion Areas



	Additional Population	Additional Residential	Additional Commercial/Industrial
Near Term (2015-2025)	844 people	80 acres	69 acres
Mid Term (2025-2035)	922 people	87 acres	76 acres
Long Term (2035-2045)	1,009 people	95 acres	83 acres
Total	2,775 people	262 acres	228 acres

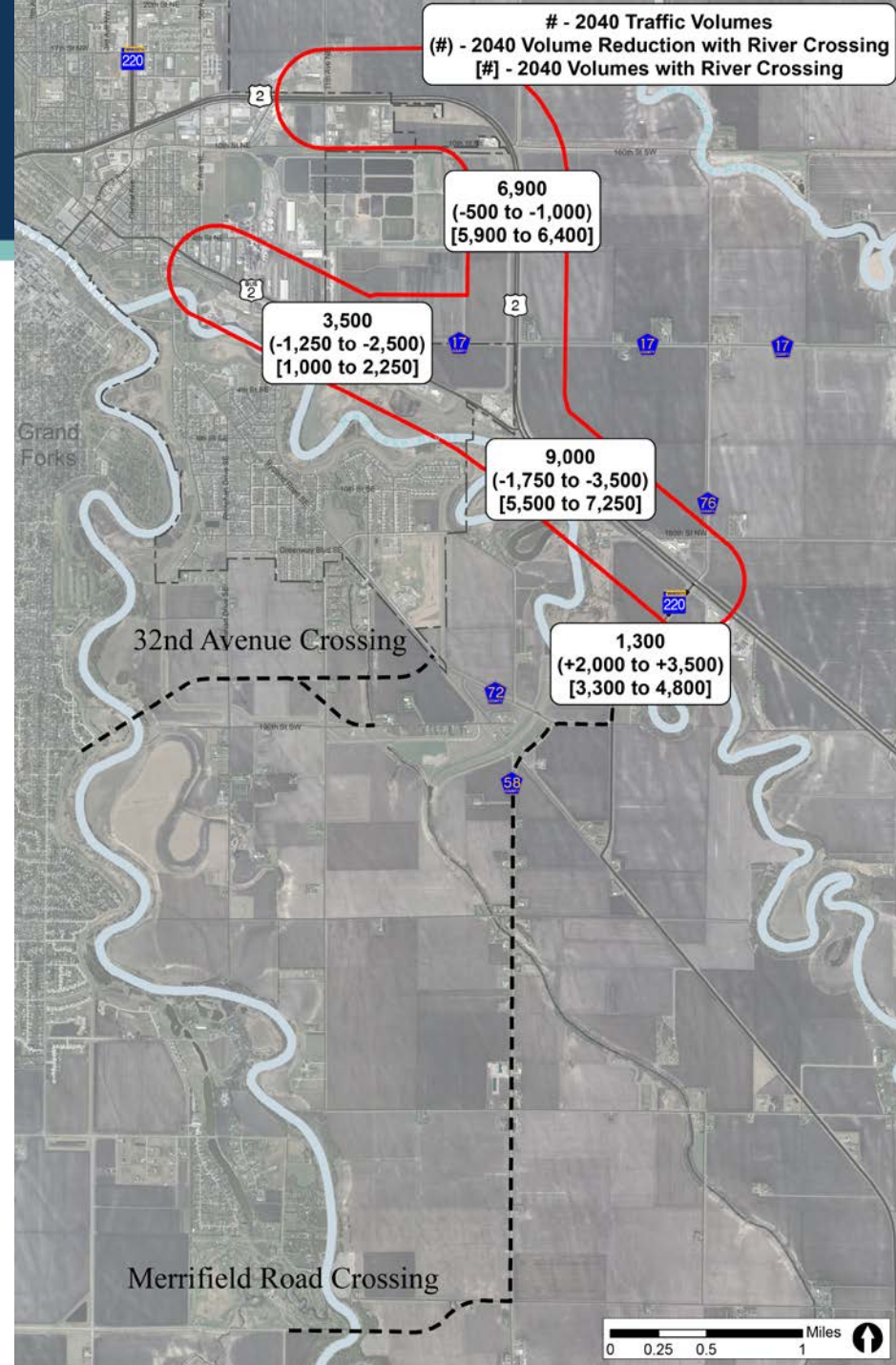
Future Traffic Volumes





Additional Scenarios

- New River Crossings
 - 32nd Avenue
 - Merrifield Road
 - Both





Alternative Development

Traffic Controls

Roadway Realignments



Access Modifications

New Connections

Intelligent Transportation Systems

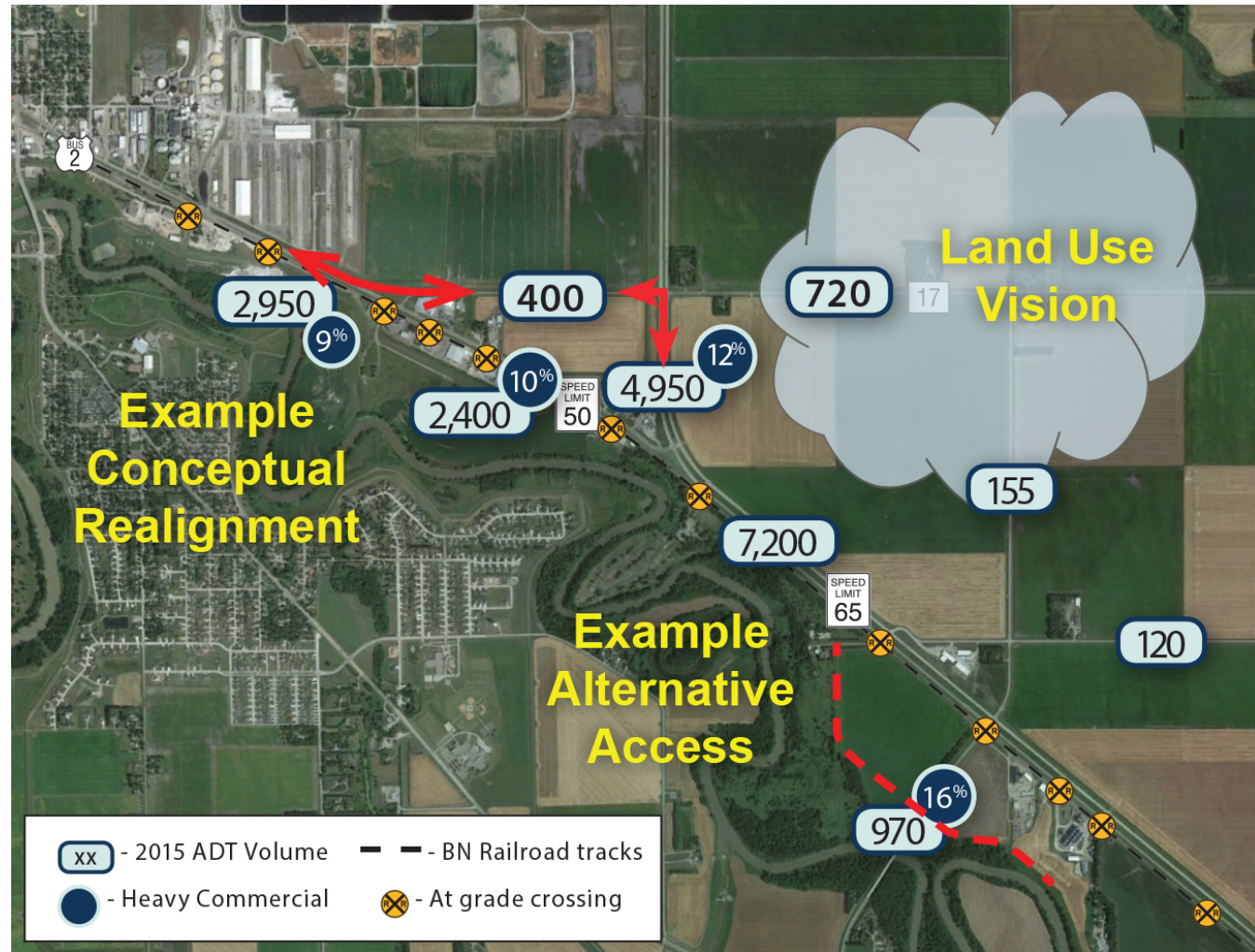


Wayfinding

Multi-Modal Facilities

Alternative Development

- Develop multiple alternatives for study area that will be vetted through the process.



Alternative Screening and Evaluation

- Relative to the Purpose and Need Statement
- Confirm Criteria with the Project Steering Committee
 - Traffic Operations
(LOS, Delay, Travel Speed and Time, Stops)
 - Safety Improvements
 - Environmental Impacts
(R/W, Access, Utility, etc.)
 - Preliminary Costs
 - Stakeholder Feedback

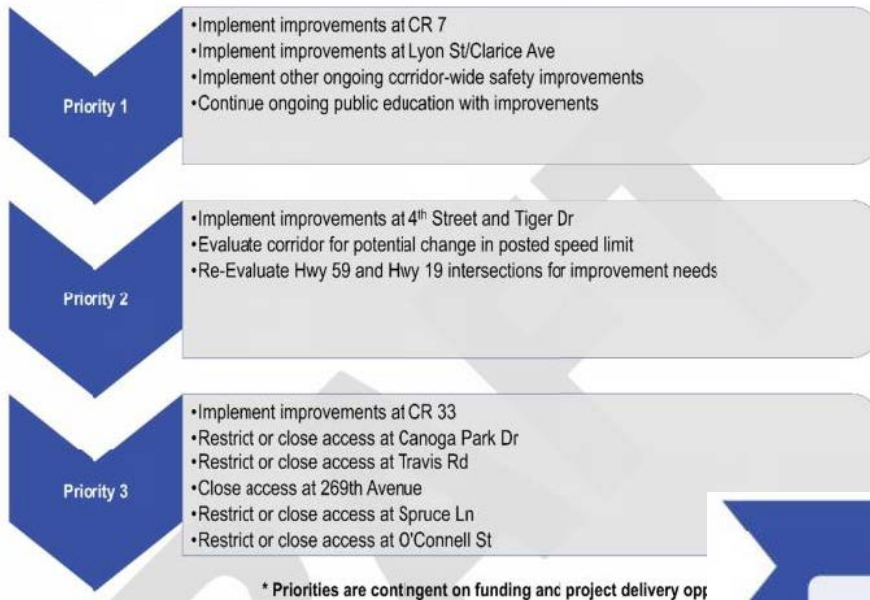


Corridor Plan	Reduces travel speeds along Hwy 23?	Improves safety at intersections?	Improve safety of access to, from and across Hwy 23?	Improves safety for pedestrians and bicyclists?	Estimated Project Cost
Corridor Improvement Plan A: Lower Posted Speed Limit	●	●	●	●	\$
Corridor Improvement Plan B: Grade-Separated Facility with Three Interchanges	●	●	●	●	\$\$\$\$\$
Corridor Improvement Plan C: J-Turns at CR 7, 4 th Street, Lyon St, and Tiger Dr	●	●	●	●	\$\$\$
Corridor Improvement Plan D: Roundabouts at 4 th Street, Lyon St, and Tiger Dr J-Turn at CR 7	●	●	●	●	\$\$\$
Corridor Improvement Plan E: Roundabouts at 4 th Street and Tiger Dr J-Turn at CR 7 and Lyon St	●	●	●	●	\$\$\$
Corridor Improvement Plan F: Roundabouts at CR 7 and Tiger Dr J-Turns at 4 th Street and Lyon St	●	●	●	●	\$\$\$
Corridor Improvement Plan G: Roundabouts at CR 7, 4 th Street, and Tiger Dr J-Turn at Lyon St	●	●	●	●	\$\$\$

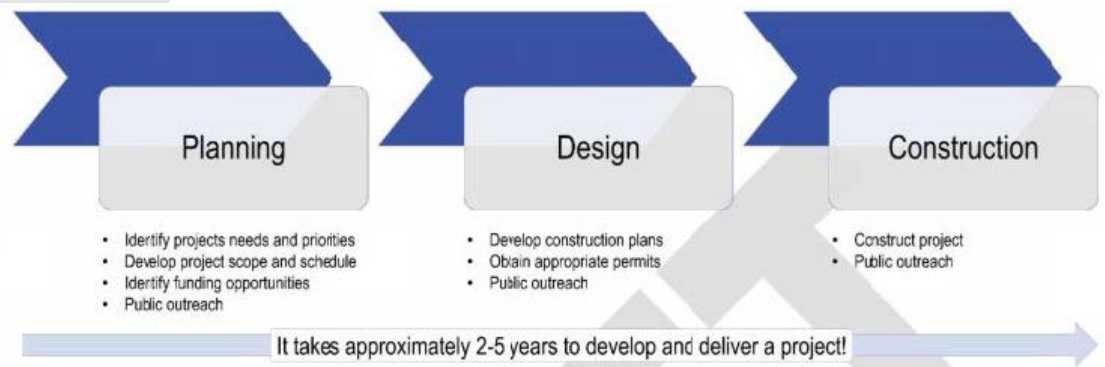
● Does not meet objective \$ - <\$5M
● Acceptably meets objective \$\$\$ - \$5M-\$10M
● Best meets objective \$\$\$\$\$ - \$10M-\$30M

Work Plan

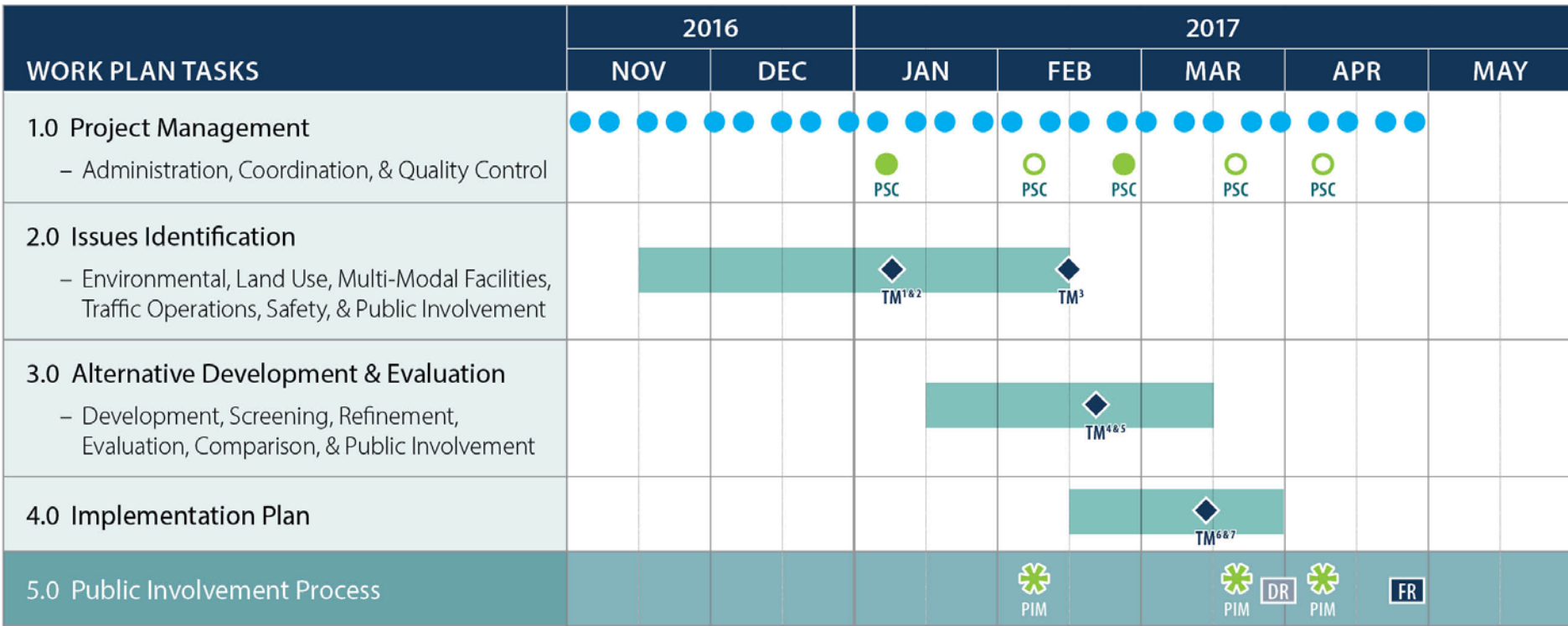
Implementation Plan



- Identify Milestones, Priority, and Funding Strategies
- Understand Maintenance Schedules
- Project Staging



Project Schedule








Key Deliverables:

- ◆ TM - Technical Memorandum
- Project Manager Coordination
- PSC - Project Steering Committee (● Go-to Meeting only)
- DR - Draft Report
- FR - Final Report
- ✱ PIM - Public Input Meeting



Public Process

WORK PLAN TASKS	2016		2017					
	NOV	DEC	JAN	FEB	MAR	APR	MAY	
5.0 Public Involvement Process				 PIM		 PIM 	 PIM 	

- Three Public Involvement Meetings
 - PIM 1 – Existing Conditions
 - PIM 2 – Alternative Analysis
 - PIM 3 (City Council Work Session) – Draft Report
- Individual Stakeholder Meetings



Public Information Meeting #1

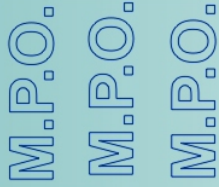
- Introduce the study's purpose, need and schedule
- Review existing and future issues
- Opportunity to comment on the study process and issues

Tuesday, February 7th – City Hall



Next Steps

- Complete Existing Conditions Review
- Steering Committee Meeting #2 (Options to Consider)
 - Morning of February 7th
 - Evening of February 7th (following Public Meeting)
 - Morning of February 8th
- Public Involvement Meeting #1
 - February 7th (following City Council hearing)



Grand Forks - East Grand Forks Metropolitan Planning Organization

MPO Staff Report **Technical Advisory Committee: January 11, 2017** **MPO Executive Board: January 18, 2017**

RECOMMENDED ACTION: Update on the I-29 Traffic Operations Study.

Matter of Update on the I-29 Traffic Operations Study.

Background: KLJ was retained for I-29 Traffic Operations Study. The Study Team has reviewed the Technical Memorandum regarding the results of the Micro-level Analysis of the individual interchange locations that remained after the Macro-level Analysis.

Issue Resolved

One concern about the Micro-level Analysis caused enough of a concern from FHWA-ND that they requested we halt all activities on this Study. The concern is that our drawings were showing a level of detail that maybe going beyond eligibility of planning funds. After a day of halting all activity, the Study was allowed to proceed with the remaining activities that were clearly planning eligible.

FHWA-ND and NDDOT held meetings in January to iron out differences in regard to the drawings. What has been agreed to is to allow the drawings as eligible with the caveat that a text box be added stating that the drawing represents a planning level concept only; that it is not a drawing for construction purposes. A representative from NDDOT will be able to update the TAC on the outcome of the meeting.

Presentations

Upcoming presentations and public meetings have been scheduled to provide the micro level analysis and solicit feedback. Presentations are scheduled for Feb 13th at the Grand Forks City Council Committee of the Whole; at the Grand Forks County Commission meeting on Feb 21st; and a public input meeting on Feb 16th at the Alerus Center.

Recap

To date, the I-29 Corridor study has identified recurring congestion expected by 2025 at Gateway Drive and DeMers Avenue and by 2040 at 32nd Avenue. This congestion spills onto interstate mainline creating friction and increasing crash potential. Past memorandums identified opportunities to improve geometry, access, traffic control and bicycle and pedestrian facilities at existing interchanges. The analysis completed also

found network-wide benefits associated with interchanges located at 47th Avenue and Merrifield Road/CR 6.

The most recent phase, the Micro-Level Analysis phase, focused on identifying, evaluating and refining alternatives at each existing interchange, potential new interchanges and on the I-29 roadway itself (also known as mainline). Improvements included reconfigurations, widening, traffic control, intelligent transportation systems, access control and others. Alternatives were presented to the steering committee made up of staff from the MPO, NDDOT, City of Grand Forks and Grand Forks County for evaluation and feedback. Early technical findings and feedback from the steering committee indicate the following;

- The North Washington Street Interchange has some opportunities for better access management and improve geometrics of the northbound ramps.
- The Gateway Drive Interchange still supports the Northeast Loop alternative, the first ranked alternative from the US 2 Study completed one year ago. It also found a grade separation of the Glasston Railline, east of 42nd Street, is important for effective operations at the interchange.
- The DeMers Avenue Interchange would benefit from traffic control and lane configuration improvements to accommodate daily recurring congestion. The 42nd Street Underpass would mitigate additional significant infrastructure improvements on the interstate system to accommodate impacts from train events.
- Based upon 2040 traffic forecasts, the 32nd Avenue Interchange operations cannot be satisfactorily improved without a 47th Avenue interchange. However, access revisions west of the interstate were found to be beneficial under all scenarios.
- A 47th Avenue interchange with an additional I-29 travel lane between the 32nd Avenue interchange and the 47th Avenue interchange ramps were found to provide the greatest benefit to mainline I-29 operations, when compared to other options. The interchange could be shifted south by 0.25 miles and minimize impacts to the campground. Any configuration would require at least 1,000 feet of space between the next intersections to improve interchange operations into the future.
- A Merrifield Road/CR 6 Interchange could be implemented by adding ramps only. Adding ramps would bring the need to improve traffic control at the intersection of Merrifield Road/CR 6 and Columbia Road by 2040.
- No significant capacity issues were identified on mainline I-29 once bottlenecks at the key interchanges of Gateway Drive, DeMers Avenue and 32nd Avenue were relieved.

Findings and Analysis:

- UPWP identified an activity to conduct an I-29 Traffic Operations Study

- The Steering Committee met a fourth time to go over the Micro-level Analysis Report.
- A question was raised about the level of detail the concept drawings entailed
- The FHWA-ND and NDDOT have resolved the situation.

Support Materials:

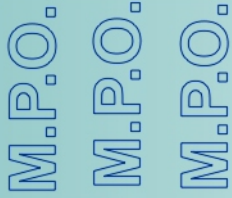
- Additional information at: www.drivei29.com

TABLE OF CONTENTS* UPDATE FEBRUARY, 2017

UNIFIED PLANNING WORK PROGRAM Schedule - 2015-2016

CODE	AREA	PROJECT SCHEDULE/TIMELINE		% COMPLETED	FISCAL YEAR	COMPLETION DATE
		Task(s)	ACTIVITY			
300.1	PLANNING AND IMPLEMENTATION		ACTIVITIES			
300.1	Plan Update	1	The model development is in the data collection and methodology development stage. Cleaning up & formatting data obtained to represent the employment centers. The data shows the type of employment and the number of employees by NAICS code.	25%	2106	16-Dec
300.1	Bicycle & Pedestrian Planning Element (Update) NEW	2-3-4-5	Continued Assessment of Existing Conditions & Needs: Received comments from Engineering and Greenway Trail Advisory Committee. The information collected in this step should determine the extent to which the existing transportation system currently meets the needs of bicyclists and pedestrians. The comments serve to determine current conditions and capacities and to identify gaps or deficiencies in terms of accommodating potential and existing bicycle and pedestrian travel. Continued the preparation of goals, objectives and performance Standards. Requested and received input from key stakeholders. Will meet with staff from Engineering and Planning to further refine current draft document.	55%	2016	May-16
300.1	Transit Development Planning Element (Update) NEW	3	Conducted 2nd round of public input in December, 2016. A proposed new route structure was shared with the public and CAT riders. Public comments were due 12/23/2016. Comments are currently being reviewing and updates are being made to the proposed routes based on both public and technical stakeholder feedback. Additional draft elements of the TDP will be distributed to the MPO and CAT for consideration the third week of January. SRC #3 is tentatively anticipated for mid-February. A final round of input and jurisdictional approvals is still pending for February/March. Project is 70% complete and on track for completion in March.	70%	2016	Feb-17
300.2	CORRIDOR PLANNING					
300.2	Traffic Count Program	Ongoing	A no-cost extension has been recently approved by the MPO as intersections are offline		2015	31-May-15
300.2	Corridor Preservation	Ongoing	Ongoing		2015	Ongoing
300.2	Bygland Road Study				2015	30-Nov-15
300.2	32nd Signal Timing				2015	31-Dec-15
300.3	TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ANNUAL				2016	
300.4	LAND USE PLAN		ACTIVITIES			
300.4	Grand Forks 2045 Land Use Plan Update			99%	2015-16	31-Aug-16
300.4	East Grand Forks 2045 Land Use Plan Update				2015	31-Mar-16
300.5	SPECIAL STUDIES		ACTIVITIES			
	Aerial Photo				2015	
300.5	MAP-21/FAST (2015)		Ongoing		2015	Ongoing
300.5	I-29 Traffic Operations Study	1	In January, the consulting team began work on the final technical memorandum for the project Implementation Plan. In February 16, 2017, consulting team will be making presentation to Grand Forks City Council. It will also be hosting a public input meeting. Consulting team has approximately completed 78% of the technical analysis (7/9 deliverables), finished 71% of the stakeholder involvement plan (5/7) Steering Committee Meetings), and accomplished 33% of public engagement activities (1/3 public input meetings).	See %	2015	7/30/2016 (Work extended to 2017)
300.5	School Safety Study	6B	The Discovery Elementary Safe Routes to School Report was submitted for consideration of the Technical Advisory Committee on November 16 and Executive Policy Board on November 23, 2016. The report was approved by the Executive Policy Board. Staff is currently preparing copies to distribute them to sponsoring state and federal agencies. .	100%	2015	1-Jul-16
300.6	PLAN MONITORING, REVIEW AND EVALUATION		ACTIVITIES			
300.7	GEOGRAPHIC INFORMATION SYSTEMS (GIS) DEVELOPMENT					
	Geographic Information Systems (GIS) Development	Ongoing	Ongoing in-house		2015	Ongoing
	Pavement Management Program	Completed			2015	Completed
	Glasston Subdivision Railroad Mitigation Study	Completed			2015	31-Dec-15

Note: Brief project update review for information only. It does not replace Project Reports.



Grand Forks - East Grand Forks Metropolitan Planning Organization

MPO Staff Report **Technical Advisory Committee: February 8, 2017** **MPO Executive Board: February 15, 2017**

RECOMMENDED ACTION: Transit State of Good Repair Performance Target

Matter of the Transit State of Good Repair Performance Target

Background:

AMPO provided a “Dear Colleague” letter from FTA that indicated that the Transit State of Good Repair performance target was due on January 1, 2017. The letter advised the MPOs that the 180 day clock of MPO adoption of performance target began.

The MPO has reached out to the local transit operators and both state DOTs to find out what the status of this “really is”. As of the writing of this report, no additional information has been provided. Hopefully, something will be available by the TAC meeting.

ANALYSIS AND FINDINGS OF FACT:

- None

SUPPORT MATERIALS:

- FTA “Dear Colleague” letter



U.S. Department
Of Transportation
**Federal Transit
Administration**

Headquarters

1200 New Jersey Avenue S.E.
Washington DC 20590

JAN 18 2017

Dear Colleague,

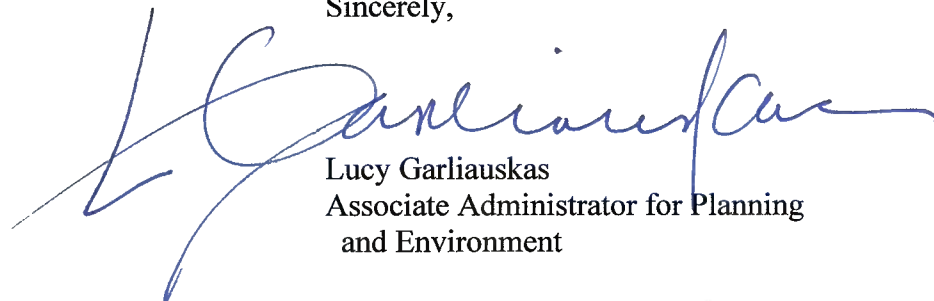
The Federal Transit Administration (FTA) continues to advance efforts to implement a performance based approach to planning. I am sending this letter to remind you of up-coming timeframes to meet requirements of the Transit Asset Management (TAM) Final Rule that became effective on October 1, 2016 and the Metropolitan and Statewide and Nonmetropolitan Transportation Planning Final Rule (Planning) that became effective on June 27, 2016.

The TAM Final Rule requires transit providers to set performance targets for state of good repair (SGR) by January 1, 2017. The Planning Rule requires each Metropolitan Planning Organization (MPO) to establish targets not later than 180 days after the date on which the relevant State or provider of public transportation establishes its performance targets. This is a reminder that transit providers must provide those performance targets to their respective MPOs so that the MPOs can establish their SGR targets before June 30 2017.

The Moving Ahead for Progress in the 21st Century Act of 2012 (MAP-21) required the FTA and the Federal Highway Administration (FHWA) to develop a performance-driven and outcome-based program that provides a greater level of transparency and accountability, improved project decisionmaking, and more efficient investment of Federal transportation funds. The Fixing America's Surface Transportation Act of 2015 (FAST Act) further affirmed the transition to performance management.

If you have any questions or need additional information, please contact Dwayne Weeks, Director of FTA's Planning Programs at (202) 493-0316 or Dwayne.Weeks@dot.gov.

Sincerely,



Lucy Garliauskas
Associate Administrator for Planning
and Environment