

# Grand Forks - East Grand Forks Metropolitan Planning Organization

## Agenda

### TECHNICAL ADVISORY COMMITTEE MEETING WEDNESDAY, JULY 11<sup>TH</sup>, 2018 – 1:30 P.M. EAST GRAND FORKS CITY HALL TRAINING CONFERENCE ROOM

#### MEMBERS

Kadrmass/Lang _____	Laesch/Konickson _____	West _____
Ellis _____	Johnson/Hanson _____	Magnuson _____
Bail/Emery _____	Kuharenko/Williams/Yavarow _____	Sanders _____
Gengler/Halford _____	Bergman/Rood _____	Christianson _____
Riesinger/Audette _____		

1. CALL TO ORDER
2. CALL OF ROLL
3. DETERMINATION OF A QUORUM
4. MATTER OF APPROVAL OF THE JUNE 13<sup>TH</sup>, 2018, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE
5. MATTER OF PROPOSED AMENDMENT TO THE ANNUAL ELEMENT OF THE FY2018-2021 T.I.P ..... HAUGEN
  - a. Minnesota Side
6. MATTER OF DRAFT RFP FOR Mn220 NORTH CORRIDOR STUDY ..... VIAFARA
7. MATTER OF DRAFT RFP FOR THE GRAND FORKS DOWNTOWN TRANSPORTATION PLAN STUDY ..... HAUGEN
8. MATTER OF 2045 STREET/HIGHWAY ELEMENT UPDATE .....KIMLEY HORN/WSB
  - a. Universe Of Projects
  - b. Financial Plan Draft
  - c. River Crossing Analysis
9. OTHER BUSINESS
  - a. 2018 Annual Work Program Project Update
  - b. Reschedule August 8<sup>th</sup> TAC Meeting To August 15<sup>th</sup>.
10. 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, June 13<sup>th</sup>, 2018  
East Grand Forks City Hall Training Conference Room**

**CALL TO ORDER**

Earl Haugen Chairman, called the June 13<sup>th</sup>, 2018, meeting of the MPO Technical Advisory Committee to order at 1:33 p.m.

**CALL OF ROLL**

On a Call of Roll the following members were present: Darren Laesch, MnDOT; Michael Johnson, NDDOT-Bismarck; David Kuharenko, Grand Forks Engineering; Ryan Brooks, Grand Forks Planning; Jesse Kadrmas, NDDOT-Local District; Steve Emery, East Grand Forks Consulting Engineer; Nancy Ellis, East Grand Forks Planning; Jane Williams, Grand Forks Engineering; Ali Rood, Cities Area Transit; and Ryan Riesinger, Grand Forks Airport Authority.

Absent were: Dustin Lang, Brad Gengler, Stephanie Halford, Brad Bail, Lane Magnuson, Richard Audette, Paul Konickson, Dale Bergman, Stacey Hanson, Nick West, Mike Yavarow, Lars Christianson, and Rich Sanders.

Guest(s) present were: Scott Mareck, WSB & Associates; Bobbi Retzlaff, MnDOT; Mike Bittner, KLJ; Meredith Richards, Grand Forks Community Development; and Al Grasser, Grand Forks Engineering.

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

**DETERMINATION OF A QUORUM**

Haugen declared a quorum was present.

**INTRODUCTIONS**

Haugen asked that, for the benefit of those in the audience today, could everyone please state their name and the organization they represent.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

**MATTER OF APPROVAL OF THE MAY 9<sup>TH</sup>, 2018, MINUTES OF THE TECHNICAL  
ADVISORY COMMITTEE**

***MOVED BY BROOKS, SECONDED BY KUHARENKO, TO APPROVE THE MAY 9<sup>TH</sup>,  
2018, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, AS SUBMITTED.***

***MOTION CARRIED UNANIMOUSLY.***

**MATTER OF UPWP AMENDMENT #5**

Haugen reported that we are trying to accomplish two principle things with this agenda item:

- 1) The first one is, at one time during our discussions on the Washington Street Underpass project, we decided to set aside funds to assist in the project development for the project, but a couple of weeks ago the NDDOT requested we not pursue that study which freed up those funds we had identified for that project. He stated that MnDOT identified a request to do an update on a 2007 Study that was done on Minnesota 220 North, so we would like to amend the work program to move the funds for the Washington Street Underpass Study to the Minnesota 220 North Study Update. He added that MnDOT has also indicated that they would provide the 20% match for that project.
- 2) The second one revisits the Downtown Grand Forks Planning Transportation effort. He said that there has been some communication of the MPO, now that the City has hired a consulting firm, RDG, undertaking some of the work for this project. He explained that as part of that communication they are trying to get the MPO to include it in the work program, and they have resurrected the old amendment that was tabled back in April.

Haugen commented that, if you will recall, in April we had an intersection study at Gateway Drive and Washington Street that we added more funding to the budget, but in the end we did not swap out the actual work, and you will see this later in the proposed scope of work. He added that since the packet was sent out there has been some addition communication with the City of Grand Forks on not really wanting to swap out and so the intersection study, so the proposal hasn't been changed in the packet, so he would ask that someone from the City of Grand Forks please give us a little more information on what their desires are on this.

Brooks responded that he will talk about the Downtown Planning Study. He explained that they were down to a kind of parking study that they feel they need to have done, but the Skewed Intersection Study he thinks is still desired by their Engineering Department. He stated that, timing wise and budgetarily, he doesn't know if there is enough money to do both, but if there is enough to do the downtown planning they could certainly fit it in, but he is thinking that he probably won't have much time to work on it very much or have the scope of work done so he was thinking that it maybe could slide to 2019. He said, though, that if there is funding available, and you want to put it in late in 2018, they could certainly do it but he does know that

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

the Engineering Department do want to keep the skewed intersection study in as well as it is a priority for them right now.

Haugen commented that the communication that was taking place last week was about a \$120,000 worth of transportation planning goes to Downtown Grand Forks, being identified as something that the MPO might want to undertake. He added that the request was to not swap out the Skewed Intersection study, so he offered that they could start both projects because we aren't going to finish either one this year, but we would then finish them next year, and next year we would program them, so he doesn't know how that fits. He said that the skewed intersection study, again, as he mentioned was at a different dollar amount, but right now he thinks the consultant cost on that is \$110,000 to \$120,000 so we could split that money up and free up the funds as the whole study wasn't going to be \$110,000 for the intersection study so we could certainly start both, and what they are doing on the work program is not the detailed study of what we are actually going out for with that scope and cost and selection, it's setting the stage, the foundation so that we can go to the next step and have our State and Federal partners agree that that is appropriate to do that type of work with planning dollars. He referred to a table of projects and stated that he doesn't know where we are at, possibly eliminate the strikeouts and, referring to a table of projects, determine how to split the funding.

Kuharenko said that last month we ended up, he believes, pushing forward Amendment #4, correct; and that increased our revenue. Haugen responded that we did that in April. Kuharenko apologized for the error, and said, then, that in April we ended up moving that forward, and he thinks it was like \$126,000 in available revenue, and something like half of that was going to be going towards the Long Range Transportation Plan consultant for a bridge study, and the other half was probably going to be going to the Downtown Study, so right now, as it stands, we should have about \$60,000 available, is that right. Haugen responded that the funds are sitting in the highlighted line item on the table. He explained that it was put into that line item and didn't change the scope of work but did change the funding. He said that they took the \$60,000 and added it to what was already there. Kuharenko said that he thought that back in April we didn't make that change because it would have removed the skewed intersection. Haugen responded that, again, they didn't change the intersection study language they adjusted its budget.

Brooks said, then, that the skewed study is still in the work program under 300.20 as well. Haugen responded that it is. He commented that right now the official work program has the skewed intersection study in it. He added that the proposed amendment was just swapping out the text and not changing the budget amount, and then what is being offered is to not strike out the text but just split our budget for the 2018 dollars and then in 2019 finish off both studies. He said that he is still unclear of what the City of Grand Forks' downtown planning request is, parking will certainly be a part of it, but what additional work will be desired. He stated that the list that he was asked to look at was around \$120,000 of work, and that was sort of what he was led to believe was the scope that was of interest for the MPO to undertake; if we just split this in half we can finish up the rest, if we do this, we can finish up the rest when we work on the 2019-2020 Work Program as to what the final allocation toward each individual project will be, but what this does it to get us to the next step, and that step would be for the Intersection Study doing the RFP, the detailed scope of work, going through the qualification based selection process and

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

for the Downtown Plan it gets it in the budget so the next step would be the same thing depending on what the scope of work is. This step is already taken care of and we can progress to the next one in a more timely fashion.

Haugen stated that the initial thing that is going on is to swap out the underpass study, which the State says they don't want us to do, so that frees up that budget amount and that line item; MnDOT and East Grand Forks says their Central Avenue/220 North Corridor Study should be updated and we have the ability to do that with this; and so what we do with the Washington/Gateway Intersection and the Downtown Transportation Plan is; initially the thought was that we would swap one out for the other, but now the proposal is to split the monies and start both and then finish them both next year.

Haugen referred to a project table and went over the changes being proposed. He then gave a brief history on the Skewed Intersection project as well.

Grasser asked, for someone that doesn't know all these numbers and things intimately, he finds the discussion and the tracking history a little bit hard to follow, so he was wondering if on the staff reports it would be possible to give a small summary of what Amendment 1 accomplished and/or changed, what Amendment 2 accomplished and/or changed, etc., so that we have a historical record that we can look at to track what has occurred.

Brooks commented that as long as Engineering is okay with moving the Skewed Intersection Study to 2018 and finish it in 2019; the MnDOT stuff seems good to him. He added that we would then come back with a scope of work once they nail it down, and that still has to come through for approval. Haugen responded that the RFP and all that stuff would have to be approved, and then it will come back through once we have the consultant selected and the negotiated scope of work, so you can still say no at that point.

Laesch reported present.

Williams asked if what Mr. Brooks is saying is that we would put the downtown study on hold and leave it as a placeholder, then. Brooks responded that what he is suggesting is that we would just leave the skewed intersection study in as being done in 2018 and 2019, and the downtown study, as he understands, would be done in 2018 and 2019 as well. Haugen stated that that is correct. He explained that the writing wouldn't change for either, the strikeout would change and a couple of other minor changes would occur, but the main change would be that we would split the funding into two with the downtown plan taking half and the skewed intersection study would take the other half and then when we do the 2020/2021 budget we would figure out the finishing touches on both. He added that the 220 North study would have a completion date of the end of June, and the transportation stuff we could go as late as December if necessary; we couldn't with the Central plan, but you said you might want it done sooner than that. Laesch responded that he thinks that they are going to talk about the scope a little bit this next month and figure out what they want done and then set the timeline, but he would think that having a completion date in 12-months would be sufficient.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

Grasser stated that he thinks that for the skewed intersection on their side there isn't anything terribly urgent on there; he wants to be sure that we don't try to push projects and interject projects such that it has an impact on the ability to deliver the Long Range Transportation Plan. He said that we have a lot of stuff going on here and the completion date for the Long Range Transportation Plan is coming up so he thinks that we need to make sure that they aren't asking the MPO to deliver stuff that is going to impact that schedule.

Haugen commented that most of the work for these two projects would be to get the RFP out, waiting for the response, and making the consultant selections. He said that by that time the transportation plan is hopefully in the approval stages and we are cleaning up loose ends and not creating new studies or requiring amendments, so from a staff perspective with all this timing releasing pressure and focus on this one. He added that we are showing that we are spending all of our funds that are given to us, which he knows is a keen interest for both North Dakota and Minnesota, but particularly Federal Highway.

Kuharenko asked what the skewed intersection study was originally programmed for. Haugen responded that the consultant costs were somewhere around \$55,000 to \$60,000.

***MOVED BY BROOKS, SECONDED BY KUHARENKO, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE AMENDMENT 5 TO THE 2018 UNIFIED PLANNING WORK PROGRAM SUBJECT TO REMOVAL OF THE WASHINGTON STREET UNDERPASS STUDY; PROGRAMMING THE MNDOT 220 NORTH STUDY; SPLITTING THE FUNDING FOR THE SKEWED INTERSECTION STUDY AND THE DOWNTOWN TRANSPORTATION IN HALF; PROGRAMMING THE WORK FOR THE SKEWED INTERSECTION STUDY AND THE DOWNTOWN TRANSPORTATION STUDY TO BE DONE IN 2018 AND 2019; AND TO DETERMINE THE DOWNTOWN TRANSPORTATION PLAN STUDY SCOPE OF WORK AND COORDINATING IT WITH CITY STAFF.***

Laesch asked for clarification as to whether the dollar amount that they talked about for the MnDOT 220 North Study remain the same. Haugen responded that it did; \$70,000 for a consultant.

***Voting Aye: Kadrmas, Ellis, Brooks, Riesinger, Johnson, Kuharenko, Laesch, Emery, and Rood.***

***Voting Nay: None.***

***Abstain: None.***

***Absent: Bail, Hanson, Gengler, Halford, Bergman, Audette, Konickson, Magnuson, Lang, Yavarow, West, Sanders and Christianson.***

**MATTER OF PROPOSED AMENDMENT TO FY2018 ANNUAL ELEMENT OF THE 2018-2021 T.I.P.**

Haugen reported that this used to be very simple T.I.P. amendments, but now with the new performance measures and different timelines, etc., it has gotten a bit more complicated. He

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

explained that the reason it is late getting on the agenda is because we just received further guidance from Federal Highway, and in fact even today we were getting clarifications of what is going on.

Haugen stated that in the past, if you recall, on the Minnesota side it was clear that if you did a T.I.P. amendment it didn't trigger a plan amendment; on the North Dakota side we had some differing guidance, and this was a North Dakota T.I.P. thing so we had to shake out what, beside a T.I.P. amendment, what other things did it entail with all the timelines being triggered, etc. He said that the guidance we received is that since it is FTA it doesn't trigger the prior interpretation of a plan amendment; so now we know we have to do a T.I.P. amendment, and in the past these T.I.P. amendments were just like you see in the packet, going to the project listing, make the minor changes, and process that; still as of today we aren't sure if our text in our T.I.P. needs to be amended to include a write-up on safety performance. He added that, clearly, if this were federal highway it would require that, but FTA is still trying to get clarification from their headquarters on whether or not it triggers anything on their end. He said that in the meantime all you are seeing is the old T.I.P. amendment type of process.

Haugen commented that this all came about because of an old grant for the Veterans, a statewide grant that Grand Forks was leading, and at the end of the grant process there were still some dollars remaining. He stated that the equipment that Grand Forks has for vehicle location notification, etc. is no longer adequate, and this money is available and needs to be spent or turned back, so the scope or work was really just changing the word "rural" to "urban", but that simple amendment has triggered a lot of this other discussion, but the actual change to the T.I.P., as far as funding is that the total cost is \$140,000 with \$99,400 in federal funding.

Haugen stated that we are still unsure as to what the language of a safety performance measure will entail if we have to do it. He added that his understanding is that this T.I.P. amendment needs to be processed in June, and between now and the MPO Board meeting it might come through as this or it might come through with that additional safety measure writeup, and you all have that from past TAC meetings as to what the guidance is.

Haugen said that, as you will notice, the public notice is identifying that the actual opportunity for the public to make formal comment is at the MPO Executive Policy Board meeting next Wednesday, with written comments being taken prior to that, so whatever action we take today will be subject to public input received, but staff is recommending approval.

***MOVED BY ELLIS, SECONDED BY KUHARENKO, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE FY2018 NORTH DAKOTA SIDE T.I.P. AMENDMENT, SUBJECT TO PUBLIC INPUT.***

***Voting Aye: Kadrmas, Ellis, Brooks, Riesinger, Johnson, Kuharenko, Laesch, Emery, and Rood.***

***Voting Nay: None.***

***Abstain: None.***

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

*Absent: Bail, Hanson, Gengler, Halford, Bergman, Audette, Konickson, Magnuson, Lang, Yavarow, West, Sanders and Christianson.*

Haugen commented that, just as a follow-up to this starting perhaps as early as next month, and certainly in August we will be doing a plan amendment to the transit projects. He said that the biggest one, of course is their huge 5339 bus barn renovation grant, that needs to be amended into the plan and also the T.I.P. so at that time we certainly will be amending our plan to address the safety performance write-up for that so that when we do the T.I.P. amendment we will also have the safety performance writeup with that T.I.P. amendment.

He stated that perhaps the lesson now is from this point forward we will be having all T.I.P. amendments and plan amendments now having to address, for now temporary safety performance, and by the end of this fall all the other performance measures.

**MATTER OF 2045 STREET/HIGHWAY ELEMENT UPDATE**

Haugen reported that we wanted to devote most of our time today going through particularly the Universe List of Projects and Revenue. He said that Scott Mareck is here to walk us through this update.

Mareck referred to a power point presentation (a copy of which is included in the file and available upon request) and commented that this plan has been under development since last May so they are a little over twelve months into it and they have another six or so months to go before final approval, but today he wants to give an update on the process and timeline; the Universe of Projects, which is kind of the full gamut of any and all projects that could potentially make it into the plan; the Financial Forecast, which they are pretty close to having a final draft; a supplementary Red River Crossing Analysis they are working on; and then the next steps and timeline. He reiterated that this is the overall schedule, getting back to late spring early summer of 2017 through now, and gave a brief overview of the timeline and what they have accomplished to date.

Presentation continued.

Grasser stated that when the presentation was made at the Planning and Zoning Commission meeting the word “discretionary” seemed to cause some confusion for the commissioners. He said that they view the use of that word as being money that we can allocate anywhere we want, so he doesn’t know if the word “discretionary” is the right one to use in there to portray that it is, and he thinks it is essentially a project need that we can’t find funding for; and he isn’t sure what the right description is but if it caused confusion at Planning and Zoning, it might not be the right word to use. Mareck responded that one way that people describe that is illustrative. Grasser said that that might be better as “discretionary” caused confusion. Mareck stated that he doesn’t think that they are necessarily “married” to using that term, so if there is a better term that works for everyone they are open to changing it. Haugen commented that the challenge is that we view illustrative as a budgeted category of things and that isn’t what this is doing, this is just saying that the projects are categorized in this fashion with no budget assigned to them just cost



**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

estimates assigned to them, so the word “illustrative” also then implies there has been a budgeting decision that they are beyond fiscal constraint, so “illustrative” is not probably the appropriate term either. Grasser suggested that maybe just putting an asterisk or something by them.

Laesch asked for an example of a discretionary project. Mareck responded that one of the big ones we have been talking about is the South End River Crossing; we have three or four different alternatives that we are evaluating that are in the \$25 to \$50 million dollar range, depending upon what comes out of those phases. Haugen cited other examples as well, adding that it isn't just all tied up in interchanges and underpasses and river crossings, there are some existing roadways that are identified as candidates for reconstruction if financing were to become available. Grasser asked if we should be carrying the North End Bypass project. Haugen responded that the MPO Executive Policy Board keeps wanting to continue including it as something, not so much that we are actually pursuing funding, locating, or costing out, but as a reminder that it is maybe a long range wish.

Mareck reported that these projects are broken down into the various funding categories including the T.I.P., which is an existing program; existing and committed network, which is basically a local program funded with local funds; Safety program, which are a lot of your intersection improvements or safety type improvements and operational type activities. Williams asked to go back to the T.I.P. slide and asked what dates are being shown, is it 2015 to something. Haugen responded that it is certainly 2018 to 2022, but it might include some 2017 projects as well. Kuharenko commented that he thinks one correction might be on 32<sup>nd</sup> Avenue, as that project incorporates the intersections for the interchange ramps and he believes that also goes out to South 20<sup>th</sup> Street as he doesn't believe they are doing any work at 17<sup>th</sup> or at Washington. Haugen stated that the project termini is Washington to I-29.

Mareck continued going over the funding categories to include State of Good Repair, which is your pavement rehab projects like mill and overlays, full reconstruction, and bridge preservation rehab projects. Haugen pointed out that this map doesn't reflect the latest Grand Forks list. Kuharenko asked if it was based off of the old 2040 Plan. Haugen responded it was. Mareck added, though, that they do have the Grand Forks projects in their Excel table, they just weren't reflected on this map.

Mareck stated that the last category is discretionary or illustrative or whatever you want to call it which includes all the other projects that have been identified but not included in any of the other categories.

Mareck commented that the next step after we finalize this kind of mega project list is to do what is called an alternatives analysis. He explained that what that does is it takes the financial forecasts, basically your checkbook with how much money you have to spend, and breaks it up into a number of sub-pots; so you have six to eight different programming categories that will each have a dollar amount assigned to them, and so they will take that big project list and assign each of those projects to one of those funding categories that have a finite amount of funds in them, then they will assume a local match, and once they go through that exercise and allocate

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

all the funds then that will ultimately be your financially constrained plan. He added that the philosophical guidance that will help you, along with your own input to decide where to invest those project dollars is based upon your performance measures, so again that is looking at pavement, safety, capacity, multi-modal, looking at all your different transportation investment areas, there is a performance metrics that they've developed, however they aren't going to get into that today, but there are performance metrics that have been developed and there is guidance from the DOTs and FHWA along with some local input on that as well, but those performance measures will help you identify where to invest those project dollars.

Mareck stated that after they come up with an overall subset of the Universe of Projects that you want them to consider as the financially constrained formal MPO plan, they will work with ATAC and have them run the travel demand model so we can have sort of a network performance output on how that subset of projects will result in improved congestion on your overall system.

Williams asked if Mr. Haugen could refresh her memory on the 17<sup>th</sup> Avenue South overpass; they went back and forth saying there will never be one, but it is in the 2040 plan right now correct. Haugen responded that it is not in the 2040 plan. Williams said, then, that this would be an addition. Haugen commented that it is, again, one of those things that is an identified project that has not ever been absolute in a recent plan. He added that an interchange at 17<sup>th</sup> was in a plan several iterations ago, but the current plan does not show it or recommend it. Johnson stated that he thinks the I-29 Study said that it wouldn't provide any benefit to any of the other cross-roads, therefore that should not drive it need but there may be potential other needs for linkage in the future.

Laesch commented that in regard to splitting out the projects in the investment categories; a lot of their projects are going address your state of good repair, safety, and multi-modal all in one project; are you making some assumptions as far as splitting out each project or does the whole project go into one of those categories. Haugen responded that there are going to be some projects that address multiple things, but there are also some funding categories that can only address that specific funding category and safety might be one of the prime examples of where those projects are really going to stand alone as addressing only a safety need. He pointed out that as you will see we have different funding amounts on each side of the river; and one side there may not be very many projects and in the budget they are small scale, but on the other side there might be more opportunity because we have \$7 million plus on one corridor on the North Dakota side addressing just safety issues. Mareck agreed, adding that some funding programs are flexible, where you can use the program to address a variety of different needs where others; like the HSIP, which is exclusively for safety operations; your main street program will be more for your downtown, multi-modal transit, street scape types of improvements; so everything kind of depends upon the program you are talking about how the funds can be used, but as they understand there is a requirement to do a financial constraint based upon the program, so each of those programs has a different color of money, it is not all green, its purple, yellow, etc. so it does create a little bit of inflexibility, but we can work through that.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

Mareck stated that today we are going to go over what they think is a finalized draft of the overall revenue forecast. He referred to a slide listing those revenue sources distributed by both State DOTs and went over them briefly.

Mareck commented that the main issue they just learned about in the last week was that NDDOT has decided to not assume that Fargo will become a TMA, at least for this existing planning horizon, however that could change during this horizon, but for now we are going to assume that there will not be a 30% reduction in federal funds for the GF/EGF MPO Plan.

Presentation continued.

Mareck reported that kind of a new wrinkle that they are being asked to add into the financial plans is operational revenue. He explained that this has not been required, they understand, in previous plans so it is something that is kind of a work in progress. He stated that they will fill in the information as it becomes available and they know it may be a little challenging to come up with some of these numbers, but as they understand it there will be some flexibility in what they are able to show, but the hope is that over time we will be able to fully populate the operation side as well as the capital side to show what those future revenues will be.

Mareck referred to slides listing the North Dakota and Minnesota totals in forecasted revenues and stated that this is where the rubber hits the road. He reiterated that we were talking earlier about all the different silos and different colors of money and pointed that that these next two slides list those funding sources for both States.

Grasser asked, in regard to how you are categorizing dollars, if we have, let's say a federal project of \$1 million dollars what are you programming in that as the expected City match, City project cost. Haugen responded that we are using an assumed 80% if it is fundable with federal aid dollars and 20% would be the match amount. Grasser commented that, internally, when they look at a federal project, when they are figuring out the total cost and matches, they are usually more at a 70/30 or 60/40 split by the time they get through all of the project development phases and all those different things, so they will account for the expenditure somewhere in the line of, we look like we have more dollars for match than they really do. Haugen responded that as we get into the allocation of this project and this time band we will be working with not just the federal aid projects, but now with the sales tax you will be doing some project on the federal aid network without federal aid involved, so at that point we can start identifying how much we think will be covered by this revenue source versus how much will be covered by that revenue source, so we are starting out with the generic 80/20 split, but we can get project specific on some of the key projects, but he doesn't know that we have to through every project, especially the outer years.

Mareck added that the plan is really kind of meant to be a 30,000 elevation snapshot of just a best guess at this time; we don't know how all these numbers are going to shake out; but Mr. Grasser is right that there are circumstances where you will end up providing more local funds than we are showing in the plan; but if you know if there are certain projects that you know for sure it will be more than the 20% you can let us know and we can show that, but we are just

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

trying to use the minimum amount required by federal law, which is 20%, and use that as a guide. Grasser commented that in those concepts though, if we are spending to a 30,000 level; which he agrees we should have, we might use a 70/30 maybe. He said that they know every single project that they have, that probably isn't on a state highway, is going to cost them more than 80/20; it is only a question of whether it is 70/30 or 65/35, but he thinks by default on that you assume something greater than the 20% local share; and he agrees he would rather not do it on a project by project basis, but to use that argument he would say 20% is probably not an accurate analysis either. Haugen responded that they will canvas each individual jurisdiction to see how they want to approach this; Grand Forks might want to use the 70/30 split, and that is fine so they will start, from there you will get an e-mail soon; and that might be comfortable when 80/20 is assumed in North Dakota, so they will try to get a sense, but they will certainly going to spend more effort on the short-term and maybe half of the mid-term projects than the long-term projects.

Mareck continued, summarizing that they have identified roughly about \$900 million in need in the Universe of Project list in current dollars; so keep in mind that if there is a significant change in any of our revenue assumptions during the life of the plan it is required that the MPO then revisit this assumption, so, for instance NDDOT tells us that we do not have to assume that FM/COG is a TMA, and that we will have to cut back our federal funds by 30%, that would be considered a significant change in our assumption so we would have to go back and ratchet down that financially constrained plan to illustrate that change. He added that if there would also happen to be a change in congress with the allocation of federal funds that come into the States of Minnesota and North Dakota, that would obviously have a trickle-down effect to local jurisdictions and the MPOs. He cited things like the FAST-ACT expiring in a couple of years, which is during the time-frame of this plan; and right now the Federal Highway Trust Fund doesn't have enough funding coming in to keep up with the revenue going out so unless they come up with a way to fix that discrepancy, there could potentially be a reduction in federal funds coming from Congress to the States; so these would be examples of a need to go back to revisit the plan and make some adjustments.

Grasser commented that at the national level there has been some discussion about changing the federal formula from 80/20 to 20/80, is that something that could actually happen. Mareck responded that that would certainly turn everything upside down if that were to happen; it would be a brand new world so hopefully that doesn't happen, but they would have to deal with it if it did.

Mareck stated that it is assumed that it is reasonable to use the current established rule as we know it today, and lets assume that that is reasonable, so no one is going to question us for using the current legislative landscapes at the State or Federal level, and that is basically what we have to go by right now so that is what they are using at this point in time.

Haugen commented that the flip to 20/80 has been discussed, particularly at the Executive Branch level. He added that even the BUILD program that is out on the street right now, there is still 100% funding for rural properties, so the 20/80 is still far from law, but for now since we

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

have to do this by the end of the year, it is reasonable to forecast that it isn't going to arrive in January, but if it radically change we are mandated to radically revisit our plan.

Grasser stated that he isn't sure this is right place to ask this question, but on the Universe of Projects; and he knows that Mr. Haugen submitted the Universe of Projects on the Urban Grant, and one of the things that has been desired by our local politicians was that we had to bury some of the underground utilities in the alleys, and things like that, is kind of portrayed in some of the mutual concepts of that program, and now we are getting direction that those aren't qualified federal, and he gets it that we would kind of determine qualified federal but is there the potential that we would be interjecting some other non-Federal sources in there that would make those he is trying to figure out if it is right to excluded from the Universe of Projects, but he isn't sure that they can include it either, so he is trying to figure out where to go with that Universe of Projects thing. Johnson responded that in terms of just burying the utilities for essentially an aesthetic reason that wouldn't be a federal expense from the current funding that we have available. He added that we can put federal aid on utilities if we are in fact mitigating, in-kind, so if we were doing a project say downtown and we impacted an above ground utility we can pay for it and put it back above ground, but if the utility company wants to bury it they pay the additional cost to bury it, so you're right, that would not be something that they would be able to fund as of right now. He said that the NDDOT is, to his knowledge, still the only agency that has an active program for funding for the Main Street Initiative right now; there are other departments that are working on things that maybe could potentially bring some additional funding to the table for those elements, or there maybe is the opportunity this next legislative session for some sort of State revenue to provide the ability to do those types of things, but right now they don't have a funding mechanism in place. Grasser said that he is wonder if they remove them from one set of books but then keep them in mind for another set of books. Johnson responded that he thinks that would probably be a good idea, to keep them out there as another element and concept the City wants to pursue as part of the overall Main Street Initiative that may be currently unfunded.

Haugen said that in the spreadsheet available they have identified, perhaps, some projects that you've already identified as being replacements for those ten utility relocates; adding that they haven't changed the dollar value; and it seemed to be a one-for-one change, there aren't as many projects but the dollar values are fairly close.

Mereck stated that the last thing he wants to touch on briefly is the addendum that is being worked on for the Long Range Plan to do an update of a previous river crossing study.

Mereck reported that ATAC has rerun the Elks Drive location, explaining that it is a very minor variation of the 24<sup>th</sup> Avenue modeling; and added that they also did 17<sup>th</sup> Avenue as well.

Mereck reiterated that he is with WSB, and they are working with Kimley-Horn, who is actually the prime on this overall plan; and they were not able to be here today so he is filling in for some of the commentary that they would be doing.

Mereck reported that the travel demand modeling has been completed and they are doing some micro-simulation models of intersections and the Kimley-Horn team is working with the Army

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

Corps and coordinating with them on some slip-plain locations that have been identified and are doing a very high level preliminary engineering review of the river crossings and Lidar files have been obtained and in the end they will have a high level travel demand modeling and traffic analysis of the immediate intersections east and west of the river crossings. He added that they will also be looking at a very high level of pavements for each of these corridors and also providing a planning level cost estimate updated to current dollars for each of those river crossings.

Haugen commented that the next thing on the schedule will be this last bullet where we will be trying to assemble a group of elected officials and others just to walk through what the 47<sup>th</sup> Avenue Road Authority on the Minnesota side processing, adding that if the Township can do it that would be awesome, but they are struggling to figure out how they can, so we need to find a surrogate, and that is what the June meeting will be trying to do, just to help identify what all that entails. He added that in July we will get the full analyses for all five crossings.

Mareck went over the timeline for the plan and stated that they will be seeking approval of the final plan in December.

Mareck referred to the project list and asked if anyone wanted to go through it in detail. Haugen stated that we can do that now if anyone wishes. He added that it is critical that we have we have this list kind of buttoned up so we aren't lingering next month and still questioning why projects aren't the list or why projects are on the list.

Williams asked where the written list for the Universe of Projects is located. Mareck responded that Mr. Haugen has it on the computer and can pull it up if desired. Haugen added that the list is available on the MPO website for review as well.

Haugen referred to slides illustrating the list of projects and pointed out that there are project categories; there is the T.I.P. list of projects, the existing plus committee list of projects, the safety plan identified list of projects, the Urban Grant or Mainstreet list of projects. He said that on the Minnesota side it would be the Main Street Urban Grant. He pointed out that the ones in yellow are highlighting that they are projects that are not eligible for the Urban Grant Program, and says that there are some projects further down on the list that are identified as replacements or surrogates. He added that there is also a list of State of Good Repair projects, and the ones that have these are the ones that could be replacements for the Urban Grant project. He pointed out that the last part of the list are the discretionary projects.

Grasser said that when they gave staff their list there were actually two lists; one was the classified streets and he is wondering if we were to receive to federal funding for certain project they would be essentially reconstruction on most of them, but if they are going to end up doing them as local, how do you reconcile those two lists. Mareck responded that what they did, for now, and they are looking for input, is that if there two numbers; a larger number and a smaller number, for financial constraint reasons they assume the worst case scenario. He explained that they do this because if you show the lower cost and then come back and want to do the higher cost, you would have to do a plan amendment because it would be outside the financial

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

constraint, so if you are going to have the bigger cost in the plan, and end up doing something smaller for whatever reason you might still have to coordinate with the MPO and let them know, but you might be able to avoid a plan amendment because the smaller amount would be a subset of the bigger amount.

Haugen referred to the list and stated that they are identifying them as all reconstructions, and the dollar amount represents that higher value. Mareck said that if anyone knows for certain that a project will not be a reconstruction project, please let them know and they can change it; but if you want to have the option to do either he would recommend sticking with the higher cost number. Grasser responded that he thinks that the ones that maybe wouldn't be a reconstruction project would be ones like a street that they built in the last five years, that may need some maintenance activities by the time we get to 2045, so that is what he is referring to. He added, though, that almost all of the older streets would most likely be a reconstruction project.

Haugen commented that he would anticipate that, just as they had to do with the Grand Forks District's list last time, where they had some reconstruction projects identified, to get it fiscally constrained it pushed some beyond the life of the plan and a lot of these reconstruction projects will be pushed beyond the life of the plan as well; but still identified as perhaps the ultimate project you would like to see done, but we have the option if you, for whatever reason, would decide two years or a month from now that Cherry Street should no longer be reconstructed and should be a mill and overlay, and should be considered in a fiscally constrained plan; the only way we could do it is squeeze it in at the mill and overlay cost and that is still available as an option to us, but right now we just put in the most costly project when we had those two options. Grasser asked if that suggests that if they do a mill and overlay with local money that we have to go through amendments every time we do one of those projects. Haugen responded that we are trying to identify state of good repair on the Federal Aid system and so, yes, for the first five years that would be a way to show that they are being maintained otherwise they aren't being shown as having a project that is impacting the Federal Aid system, bringing them up to a state of good repair.

Haugen reported that the one list had the reconstruction extension of Columbia and South Washington, that was placed in discretionary because you had a state of good repair project identified, and you had it listed as illustrative, so that was the only project out of your list that they did place in the discretionary list otherwise all the rest are either in the Urban Grant or the State of Good Repair for now. Kuharenko asked if that was the reconstruction project for those two. Haugen responded it was.

Haugen stated that if they have not received any changes by Friday, they will consider this list good to go and will use it in the plan.

Kadrmass commented that he hasn't had a chance to talk to Mr. Noehre but he wanted to ask about the segment on Highway 2 from 55<sup>th</sup> to 69<sup>th</sup>. He said that you have discretionary, you have from 55<sup>th</sup> to 69<sup>th</sup> for the rural to urban section upgrade, and then on the MPO T.I.P. you have reconstruct from 69<sup>th</sup> to the Air Force Base, so what is happening between 55<sup>th</sup> and 69<sup>th</sup> in

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, June 13<sup>th</sup>, 2018**

the timeframe to the discretionary project. Haugen responded that there is nothing identified. Kadrmas said that he just wants to make sure we don't forget about that one.

Haugen said that he was just going to talk briefly about the additional revenue that we are identifying now that we didn't in 2040, the main funding sources. He explained that they are, obviously the new sales tax in Grand Forks is one contribution; Minnesota DOT, in the old plan we didn't identify any work being done in our study area now there are a lot of identified projects with corresponding revenue programmed to it; and then to a much lesser level we are now including county revenues, so other than inflation and more revenue coming in, generally those would be the three things that really have shifted to a larger dollar amount.

Information only.

**OTHER BUSINESS**

a. 2018 Annual Work Program Project Update

Haugen reported that the monthly work program update is included in the packet for your review.

b. NDDOT Draft 2019-2023 S.T.I.P.

Haugen reported that the NDDOT released their Draft 2019-2023 S.T.I.P. He commented that the only program that hasn't announced an award are the FTA 5339 and 5310, otherwise all of the other programs have announced their awards. Johnson commented that one other one would be the Urban Grant Program.

Kuharenko commented that adding to that, they did receive notification from the NDDOT that they were awarded TA funding for 17<sup>th</sup> Avenue North. He said it wasn't the full amount but it was about \$205,000 or \$208,000. He said that this will be going to the City Council for their approval to accept the funding.

**ADJOURNMENT**

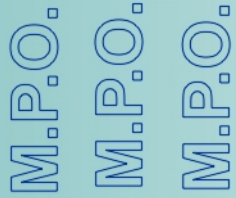
***MOVED BY ELLIS, SECONDED BY BROOKS, TO ADJOURN THE JUNE 13<sup>TH</sup>, 2018,  
TECHNICAL ADVISORY COMMITTEE MEETING AT 2:59 P.M.***

***MOTION CARRIED UNANIMOUSLY.***

Respectfully submitted by,

Peggy McNelis,  
Office Manager





## Grand Forks - East Grand Forks Metropolitan Planning Organization

### **MPO Staff Report** **Technical Advisory Committee: July 11, 2018** **MPO Executive Board: July 18, 2018**

**RECOMMENDED ACTION: Recommend the approval of FY2018 MN Side TIP amendment to the MPO Executive Board.**

Matter of the Public Hearing on FY2018 MN Side TIP Amendment.

**Background:** After the MPO adopts a four year TIP, amendments may need to be process when a project cost estimate changes significantly or the scope of the project changes or federal programs have announced funding awards.

MnDOT has some remaining funds from the SAFETEA-LU Safe Routes to School Program. These funds need to be spent ASAP. MnDOT solicited possible projects through their State Aid Office. The possible projects ideally were “shovel ready” to meet the timeline restrictions. MnDOT District 2 has identified that three projects for East Grand Forks that are currently being funded with NWATP City Sub-Target funds could be great candidate projects. The proposed TIP amendment is to switch the federal funding source to these SAFETEA-LU Safe Routes to School program funds. The MPO is vetting this proposed amendment with some knowledge that the project may not be selected within MnDOT’s process; however, to keep the possibility alive, the MPO is scheduling the amendment for its July 18<sup>th</sup> Board meeting. If information changes between now and then, the agenda item can be removed.

This TIP amendment impacts FHWA funds. Safety Performance Measures for FHWA are effective May2018. Therefore, this amendment does trigger the write-up in the TIP on performance measures, particularly for Safety; but it does not trigger a Plan amendment.

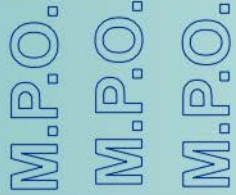
The attached proposed project amendment shows the new modified project. Also attached is the public hearing notice (being held at the Board meeting) that was published concerning this proposed amendment.

#### **Findings and Analysis:**

- Project modifications have been identified.
- The proposed project is consistent with the MPO Long Range Transportation Plan.
- A Public Hearing is scheduled for July 18th at the Board meeting; written comments are being accepted until 11:00 am, July 18th.
- These amended project does not impact funds in the TIP so fiscal constraint is maintained.

**Support Materials:**

- Copy of Public Hearing Notice.
- Copy of Amendment



## Grand Forks - East Grand Forks Metropolitan Planning Organization

### **PUBLIC HEARING**

The Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO) will hold a public hearing on proposed amendment to the MPO’s 2018-2021 North Dakota side Transportation Improvement Program (TIP). The TIP lists all transportation improvement projects needing federal action programmed to be completed between the years 2018 to 2021. The TIP also incorporates the local transit operator’s Program of Projects (POP). The hearing will be held in Training Room of East Grand Forks City Hall, 600 DeMers Ave, East Grand Forks MN. The hearing will begin at 12:00 PM on July 18, 2018. The public is encouraged to attend.

A copy of the proposed amendment is available for review and comment weekdays between 8:00 a.m. and 5:00 p.m. at the MPO Offices in Grand Forks City Hall and East Grand Forks City Hall. Comments on the proposed amendment can be submitted to either MPO office until 11:00 AM on June 18th.

For further information, contact Mr. Earl Haugen at 701/746/2660. The GF-EGFMPO will make every reasonable accommodation to provide an accessible meeting facility for all persons. Appropriate provisions for the hearing and visually challenged or persons with limited English Proficiency (LEP) will be made if the meeting conductors are notified 5 days prior to the meeting date, if possible. To request language interpretation, an auxiliary aid or service (i.e., sign language interpreter, accessible parking, or materials in alternative format) contact Earl Haugen of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888. Materials can be provided in alternative formats: large print, Braille, cassette tape, or on computer disk for people with disabilities or with LEP by Earl Haugen of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.

(Please publish ASAP)

(Please submit bill to MPO 746-2660)

**GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION**

**TRANSPORTATION IMPROVEMENT PROGRAM**

**FY2018-FY2021**

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES				
										2018	2019	2020	2021		
	PROJECT NUMBER	RESPONSIBLE AGENCY		CLASSIFICATION	TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations	CONSTR.	TOTAL			
										P.E.					
PROJECT TYPE	FUNDING STATUS	FUNDING SOURCE					TOTAL								
East Grand Forks #7	East Grand Forks	Rhinehart Dr	reconstruct the segment of Rhinehart Drive between Bygland Dr and 6th St SE. Includes a sidewalk. Amended to reduce the length and cost  Project # 119-129-002 covers several projects as individually listed	REMARKS: Other is Municipal State Aid											
	East Grand Forks	Collector		Amended February 2018					Operations						
	Reconstruction	Discretionary		TOTAL	FEDERAL	STATE	OTHER	LOCAL	P.E.	19.00					
				102.00	66.50		35.50		R.O.W.						
				NWATP City Sub-Target					CONSTR.	83.00					
									TOTAL	102.00					
East Grand Forks #8	East Grand Forks	Bygland Dr.	construct/install pedestrian safety improvement at the intersection with 13th St SE.  Project # 119-129-002 covers several projects as individually listed	REMARKS: Other is Municipal State Aid											
	East Grand Forks	Minor Arterial		Amended July 2018					Operations						
	Safety	Discretionary		TOTAL	FEDERAL	STATE	OTHER	LOCAL	P.E.	57.00					
				282.00	180.00		102.00		R.O.W.						
				SAFETEA-LU Safe Routes to School					CONSTR.	225.00					
									TOTAL	282.00					
East Grand Forks #9	East Grand Forks	Greenway Bvl	install sidewalk/safe route to school along Greenway Bvl and modify the median to allow more vehicular access  Project # 119-129-002 covers several projects as individually listed	REMARKS: Other is Municipal State Aid											
	East Grand Forks	Collector		Amended July 2018					Operations						
	Construction	Discretionary		TOTAL	FEDERAL	STATE	OTHER	LOCAL	P.E.	64.00					
				364.00	237.00		127.00		R.O.W.						
				SAFETEA-LU Safe Routes to School					CONSTR.	300.00					
									TOTAL	364.00					



**GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION**

**TRANSPORTATION IMPROVEMENT PROGRAM**

**FY2018-FY2021**

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS)					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES							
	RESPONSIBLE AGENCY	CLASSIFICATION		AND SOURCE OF FUNDING						2018	2019	2020	2021					
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations									
				FUNDING SOURCE					CONSTR.									
										TOTAL								
East Grand Forks #12a	East Grand Forks	17th Str NW	Upgrade right of way facilities along 17th Str. NW between River Road and Central Ave.	REMARKS:														
	East Grand Forks	Major Collector		Amended July 2018														
	Construction	Discretionary		TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.									
				271.00	172.60		98.40		CONSTR.	56.00								
										TOTAL	215.00							
										TOTAL	271.00							
										SAFETEA-LU Safe Routes to School								
			Intentionally left blank	REMARKS:														
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.									
									CONSTR.									
										TOTAL								
			Intentionally left blank	REMARKS:														
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.									
									CONSTR.									
										TOTAL								

## **Performance Base Planning and Programming and TIP**

MAP-21 and FAST ACT requires incorporation of performance based planning and programming in the development of the Grand Forks – East Grand Forks Metropolitan Planning Organization’s (Forks MPO) Transportation Improvement Program (TIP). The requirement in these US Laws defined that the TIP shall include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance measures by linking them with the investment priorities.

There is allowed a phase in period for the required performance base measures and targets. As of May, 2018, the only required performance measures (PM) to have the description of anticipated effect are those related to the five Safety measures. The performance goal, as stated from a national perspective, is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. Therefore, this section of the TIP will address them. The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in fatalities and serious injuries on all public roads. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance. The Safety PM Final Rule supports the data-driven performance focus on the HSIP. The Safety PM Final Rule establishes five performance measures

As a bi-state mpo, the Forks MPO has an option to adopt state adopted targets or establish its own targets. In regards to the Safety PM, there are five specific measures that must be considered to carry out the HSIP.

1. Number of fatalities
2. Fatalities per 100 million vehicle miles traveled
3. Number of serious injuries
4. Serious injuries per 100 million vehicle miles traveled
5. Number of non-motorized fatalities and non-motorized serious injuries.

If the Forks MPO were to adopt each respective state targets, the Forks MPO would have a total of ten targets: two sets of these five Safety targets. The Forks MPO also has an option to adopt its own respective Safety target that is specific to the Forks MPO. One additional option is to adopt the state targets for some of the five measures and adopt an mpo target for the other measures of the five. Forks MPO did establish targets in coordination with the State, to the maximum extent practicable. The adopted targets are reported to the State DOT, which must be able to provide the targets to FHWA, upon request. Close coordination between and among states and mpos are envisioned from a national level to allow close working, integrated efforts to improve safety. Although the Forks MPO may adopt its own targets, the Forks MPO will continue to plan and program projects so that the projects contribute to the accomplishment of MnDOT’s and NDDOT’s safety targets as well.

In February, 2018, after close coordination with both states and including several discussions occurring at numerous MPO Technical Advisory Committees (TAC) and Executive Board meetings, the Forks MPO adopted five Safety PM targets specific to the MPO study area (see Table 1). The general purpose of the Forks MPO is to establish a uniform transportation plan and program for planning investments in the transportation system. Further, one overall transportation plan covering the entire metropolitan area, including area for future growth, establishes the goals, objectives, and standards to achieve the plan. The Forks MPO believed that adopting two state level targets eroded the overall uniform planning efforts. Minnesota and North Dakota are dramatically different in their respective transportation

systems use and crash dynamics. Instead of having significantly different targets that treats one part of the Forks MPO differently from the other, the Forks MPO focused on establishing targets that maintain true uniformity within the metropolitan area.

TABLE 1

<b><u>Performance Measure</u></b>	<b><u>Target</u></b>
Number of Fatalities	3 or fewer (decline in trend)
Rate of Fatalities	0.673 per VMT (decline in trend)
Number of Serious Injuries	18 or fewer (decline in trend)
Rate of Serious Injuries	5.933 per VMT (decline in trend)
Number of Nonmotorized Fatalities and Serious Injuries.	3 or fewer (decline in trend)

As an example of how different each state target is: for the number of fatalities, Minnesota set a target of 375 fatalities statewide whereas North Dakota set a target of 138. The Forks MPO area specific target is set at three (3).

As the Safety PM is an annual target setting requirement, the Forks MPO has identified methods to assist in achieving target setting. For number of fatalities, total serious injuries, and the fatal and serious injuries for non-motorized crashes, the coordinated effort with each state will be to collect the most recent year of crash data within the Forks MPO planning area annually with the update of the TIP. This is an annual data request to NDDOT and MnDOT respective groups.

Vehicle miles traveled (VMT) within the Forks MPO metropolitan planning area will be collected from the most recent calibrated Travel Demand Model. This data is updated every five years as part of the Metropolitan Transportation Plan update and will be a constant in the TIP calculations for this measurement between MTP updates. This information is used to establish the rate of fatalities and rate of serious injuries.

The current metropolitan transportation plan is the 2040 Plan. It was developed and adopted under the guidance available for the MAP-21 ACT. The established measures specific to Safety were not finalized until several years after the 2040 Plan was adopted. In that Plan, the Forks MPO did establish performance targets regarding safety. Safety is one of the explicit goals of the 2040 Plan. Many objectives were adopted to support the Safety Goal. In addition, standards were approved that assist in reaching the objectives and overall goal.

These measures and targets were developed prior to the final federal required measures and target setting process. Therefore, an exact comparison cannot be made. The Forks MPO is currently updating the 2040 Plan. Under this process, the new Plan will implement the now promulgated required national performance measures. Particular attention is being done to integrate the various safety plans being promulgated by respective agencies.

As stated previously, the national safety performance effort is to achieve a significant reduction in fatalities and serious injuries. The predominant program that Congress has created to achieve this reduction is the Highway Safety Improvement Program. Most notably, each state has an adopted Strategic Highway Safety Plan. Safety emphasis areas are identified within each and specific strategies



are adopted. Also, each state has prepared more localized strategic safety plans. In Minnesota, these are at each MnDOT District level and each county. For North Dakota, there are focused on the county and major urban city levels. These more local plans rely wholly on the state level emphasis areas and strategies, yet provide that local context with an eye towards local implementation.

A concern with these safety plans, particularly on the Minnesota side, has been the lack of Forks MPO (any greater MN mpos) inclusion in the safety planning process. The most recent Minnesota Strategic Highway Safety Plan has greatly improved the engagement of mpos in its development. However, as each respective District and/or County Safety plans are updated, at least the experience of the Forks MPO, has been a lack of engagement.

Further, the Minnesota process for programming funds from the Highway safety Improvement Program has historically neglected the active engagement of the mpos. Routinely, MnDOT solicits, vets and programs projects without any involvement of the mpos. Efforts are underway to vastly improve this process.

The Forks MPO regularly completes corridor specific studies. Safety is often one of the leading issues that create the need for the more in-depth analysis of the corridors transportation system. As a standard operating practice, the Forks MPO conducts these studies through the lens of the needs of all users regardless of mode dominance. Lately, some specific studies on the Minnesota has led to adopting future improvement projects that will likely be programmed during the next TIP cycle.

The Forks MPO has a project selection process adopted to assist it in planning and programming projects. Each possible project is reviewed through several criteria pertinent for the projects likely funding source. Safety is also considered, requesting the project sponsor to indicate whether the proposed projects are furthering the respective safety plans that exists.

For this current TIP, on the Minnesota side, the HSIP program has not been implemented into the Forks MPO programming process. Further, the method of distribution of federal funds, including those programs in addition to the HSIP, creates an irregular financial source to affect a safety improvement. The Forks MPO has been actively pursuing modifications to the Minnesota HSIP process. Some progress has been recognized and further improvements are being cooperatively developed.

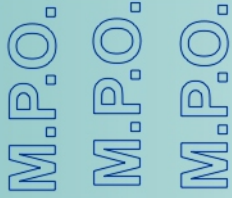
MnDOT has little investments planned in the Forks MPO area under the 2040 Plan; let alone safety specific projects. Therefore, little is programmed. For East Grand Forks, opportunities for federal funding occurs every fourth year. 2018 happens to be the year that East Grand Forks enjoys the “every fourth year of federal funds”. The identified projects are focusing on improving non-motorized travel. This is expected to have a positive impact on that particular safety target.

Locally generated revenue, together with Mn State Aid, are used to make some safety improvements within the Forks MPO area. Most of these projects are not required to be identified in the TIP. The Forks MPO does work with local staff in identifying needed improvements utilizing these funds. For future TIPs, these projects may need to be displayed for informational purposes to assist the Forks MPO achieving its safety targets.

In conclusion, the Forks MPO understands that they are in the early stages of developing a fully compliant performance based MTP and TIP. This amendment to the TIP serves to codify existing baseline Safety PMs in the TIP, as cooperatively developed with NDDOT and MnDOT. Through the current MTP

update process, the Forks MPO will fully integrate Safety PM into their prioritization methodology for projects based on the performance measures and targets.

As multiple years of data is collected for the performance measures and their targets, the Forks MPO will be able to see if the performance of their transportation system is moving in the right direction to meet the desired targets. Adjustments can be made to the strategies to meet the performance targets if the desired results are not being met.



# Grand Forks - East Grand Forks Metropolitan Planning Organization

## **MPO Staff Report** **Technical Advisory Committee: July 11 10, 2018** **MPO Executive Board: July 18, 2018**

**RECOMMENDED ACTION: Approval of the RFP for the Mn 220N Corridor Study**

Matter of the RFP for Mn 220N Corridor Study.

### **Background:**

Our Work Program has identified that the MPO will conduct a study of a segment of Mn 220N on the northerly edge of East Grand Forks. The Study is being coordinated with MnDOT and is taking advantage of the PEL process.

Attached is proposed scope of work. The proposed work activity will be to retain a consultant to conduct an analysis of the segment of Mn 220N between its intersection with DeMers/9<sup>th</sup> St and with one mile north of 23<sup>rd</sup> St. Included in the scope will be the provision of 3D animation of the alternative concepts to assist in the understanding of the alternatives.

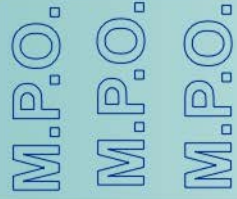
The MPO would release an RFP and hire consultant assistance with this study. The estimated consultant cost is \$70,000.

### **ANALYSIS AND FINDINGS OF FACT:**

- RFP will utilize the NDDOT Qualification Based Selection Process.

### **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**

### **Mn 220N Corridor Study**

In East Grand Forks, MN

**July 2018**

**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:

Mn 220N Corridor Study

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 \$60,000 dollars.

All proposals received by **August 31, 2018**, 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 **August 31, 2018** at noon (Grand Forks local time). Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to:

**Jairo Viafara**  
**Senior Planner**  
**Grand Forks – East Grand Forks MPO**  
**600 DeMers Ave.**  
**East Grand Forks, Minnesota 56721**  
[jairo.viafara@theforksmpo.org](mailto:jairo.viafara@theforksmpo.org)  
Phone: 701/746/2660

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

**Table of Contents**

I. Purpose of Request.....4

II. General Instructions.....4

III. Preliminary Project Schedule .....9

IV. RFP Evaluation Criteria and Process .....9

V. Terms and Conditions.....10

VI. Proposal Format and Content.....10

VII. Background and Scope of Work.....12

VIII. Information Available for Consultant.....15

IX. Map of Project Area .....16

Appendix A                      Attachments 1 and 2

Appendix B                      Cost Proposal Form

**REQUEST FOR PROPOSALS FOR  
TRANSPORTATION PLANNING SERVICES**

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**I. PURPOSE OF REQUEST**

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

**MN 220N CORRIDOR STUDY**

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:*

**Jairo Viafara  
Senior Planner  
GF/EGF MPO  
600 DeMers Ave  
East Grand Forks, MN 56721**

**Phone: 701/746-2660  
FAX: 701/787-3755  
e-mail: [jairo.viafara@theforksmpo.org](mailto:jairo.viafara@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:  
Mn 220N Corridor Study  
Firm's Name  
GF/EGF MPO**

**All proposals must be received by noon August 31, 2018** 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:

- MnDOT District 2 Planning Engineer
- Polk County Engineer
- 1 staff from City of East Grand Forks Engineering Department
- MPO Senior Planner
- 1 staff from City of East Grand Forks Public Works Department

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 members, 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, 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.

**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	July 18, 2018
Receive Proposals	August 31, 2018
Selection Committee Activity:	
Review Proposals	September 4-7, 2018
Proposal Interviews	September 7, 10-11, 2018
Select Finalist	September 12, 2018
Contract Negotiations Completed	September 19, 2018
MPO Policy Board Approval of Consultant Selection and Contract	September 19, 2018

## **B. Project Development**

Notice to Proceed	September 28, 2018
Draft Report Submittal	April 30, 2019
Final Report Submittal	May 31, 2019

## **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 US 2 and US Bus 2 Study, 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/construction projects 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 study area is comprised of roughly 2 miles of US 2 on the northerly edge of the city of East Grand Forks and the county of Polk in Minnesota. The study area project limits are approximately from the intersection of 140<sup>th</sup> St SW (township road/north levee) on the north of Mn220N south along Mn220N (Central Ave) to its transition at 9<sup>th</sup> St NE to DeMers Ave. The study area contains nine (9) existing intersection varying in size, geometry and spacing. Generally, the study area will focus on the right-of-way between the frontage roads associated with Mn200N with the exception of the street segments south of US2 and north of 23<sup>rd</sup> St.. Attached is a map identifying the specific study area to be considered.

Following will be the existing intersections and the intersecting roadways within the study area:

- Intersection of Mn200N and 140<sup>th</sup> St SW
- Intersection of Mn200N and 23<sup>rd</sup> St
- Intersection of Mn220N and 20<sup>th</sup> St
- Intersection of Mn220N and 17<sup>th</sup> St
- Intersection of Mn220N and 15<sup>th</sup> St
- Intersection of Mn220N and 14<sup>th</sup> St
- Intersection of Mn200N and US2
- Intersection of Central Ave and 10<sup>th</sup> St
- Intersection of Central Ave/DeMers and 9<sup>th</sup> St

The study area includes a number of challenges and considerations when considering a future transportation system. The comprehensive impacts from the future development, particularly in the north side of the metro area, are just beginning to materialize and the corridor and its intersections are expected to experience increased traffic. A corridor study was completed in 2007 and should be referenced. An update to the Metropolitan Transportation Plan is in progress, there are forecasted capacity problems at a few of the existing intersections. One the northerly end of the study corridor, the first half mile north of 23<sup>rd</sup> St would be the area of more interest as this is an area the City of East Grand Forks has shown future growth occurring by 2045. The southerly end is just past the intersection of Central Ave and 9<sup>th</sup> St with DeMers Ave.

MnDOT did complete a District Safety Plan that identified the US 2 and Mn220N intersection as having a safety issue. This will be a key intersection and a major reason for the update to the 2007 Study. Southbound to westbound right turns have a history of contributing to crashes at this intersection. Other crash characteristics can be gleaned from the crash data available from MnDOT at this intersection. MnDOT strongly desires to have outcomes from this Study progress towards a programmed solution to the intersection issues.

## **B. OBJECTIVE**

The objective of this effort is to identify and address current and projected transportation issues associated with the study area. Ultimately, the intent of this effort will be to develop a document which will provide recommendations for future transportation facility needs along US 2 and its crossroads.

The Minnesota Department of Transportation (MnDOT) has asked the MPO to undertake this study in their current 2018 Unified Planning Work Program (UPWP) to address a variety of transportation related concerns associated with the study area.

## **C. SCOPE OF WORK**

The consultant will be responsible for the necessary activities, including (but not limited to) support by appropriate decision making bodies, data collection, traffic operational analyses, safety analysis, preliminary geometric designs, warrant analysis, social and environmental impacts, right-of-way needs, access control, coordination with related projects and jurisdictions, responses to review comments, preliminary cost estimates, and federal planning compliance.

The following activities and sub tasks are the minimum scope of work requirements that the consultant must address in the preparation of the application:

**i. General Considerations**

- 1) Future Land Use
  - a. Future land use has been identified for significant portions of the study area based on the East Grand Forks Future Land Use Plan. This Plan was adopted in 2016.
  - b. Review the recommended future land uses and validate that the uses are still appropriate for the study area and provide recommendations as appropriate
- 2) Multi-modal connectivity in the study area
  - a. This should include consideration of future arterial and collector roadways and bicycle/pedestrian, and transit facilities.
- 3) Planning level cost estimates for future recommended transportation alternatives

**ii. Specific Scope of Services**

The Planning and Environmental Linkage (PEL) process (particularly as provided in Appendix A of 23 CFR 450 – Linking the Transportation Planning and NEPA Processes) is based on the need to streamline decision-making, improve project delivery, to include environmental considerations in the transportation planning process, and to better link planning with NEPA. Accordingly, the MPO, working with FHWA and the Federal Transit Administration (FTA), has been working with state and local transportation agencies for the past several years to reduce the duplication of work between transportation planning and NEPA and to reduce potential delays in project delivery as projects move from planning to project design and development. The need for a project to meet fiscal-constraint requirements before the NEPA process can begin is an opportunity for the PEL process to provide initial evaluation of a project without identified construction funding. FHWA has promulgated the Planning/Environmental Linkage Questionnaire. The questionnaire was used as a guide in the development of the identified scope of services.

The PEL process will be used to identify project-specific benefits, issues, concerns, and opportunities at the planning stage, often before project funding has been allocated, at a level of detail and documentation appropriate for use in a later NEPA process. PEL will be used to establish project purpose and need, analyze alternatives, and evaluate environmental impacts and mitigation, all within a framework that can be used in a future NEPA process. In an effort to stream line the process and minimize confusion from members of the public, it is hoped that the following items identified in this scope of work can be conducted in a manner consistent with the PEL process so as to eliminate the need for duplicating this effort and to expedite the process for the development of future transportation facilities.

**iii. Purpose and Need:** From Appendix A of 23 CFR 450, The MPO’s transportation planning process is the primary source of the project purpose and need. The purpose and need will utilize the transportation planning process by referencing the multi-modal Goals and objectives from the transportation planning process with referencing the financial plan. The use of these planning-level goals and choices must be appropriately explained for subsequent use during NEPA scoping and in the NEPA document.

- 1) Purpose of the proposed action
- 2) Need for the proposed action



**iv. Existing project conditions and proposed alternatives**

- 1) Project construction history
- 2) Functional (arterial, collector, etc.) and funding (NHS, Urban, etc.) classification
- 3) Geometry
- 4) Typical Section
- 5) Pavement Conditions
- 6) Traffic Operations and Data
- 7) Structures
- 8) Right-of-Way
- 9) Access Control
- 10) Lighting
- 11) Utilities
- 12) Parking
- 13) Railroad Crossings
- 14) Sidewalks, Multi-use Trails, and Shared-use Paths (ADA)
- 15) Pedestrian crossings enhancements
- 16) Landscaping/hardscaping to enhance the corridor between the frontage roads with a keen interest in attention to improving the human scale environment.
- 17) Transit Facilities
- 18) Proposed improvements unique to each build alternative

**v. Environmental Impacts:** The baseline information should rely heavily on information already available from agencies responsible for environmental resources (e.g., US Fish and Wildlife Service). Baseline information is typically collected utilizing geographic information systems (GIS) data, combined with a site visit of the study area. The analysis should be of sufficient detail to screen out “fatal flaws” associated with design alternatives. The resource information should also consider, build from, and be consistent with other environmental studies that have been completed or are nearing completion in the study area. The environmental overview should not only provide the existing conditions required for evaluating potential environmental consequences, it should also be a strong resource for developing alternatives that will avoid or minimize impacts. The more complete the description, the more accurately constraints on development of alternatives and potential impacts can be assessed. Information gathered in this step is intended to assist with future project-related NEPA clearance. Typically, the information included in the PEL study does not contain the level of information or analysis required for a NEPA-level of study and would be supplemented during the actual NEPA process.

- 1) Land Use
- 2) Prime and Unique Farmlands
- 3) Social
- 4) Relocations
- 5) Economics
- 6) Pedestrians/Bicyclists
- 7) Air Quality
- 8) Noise
- 9) Water Quality
- 10) Wetlands
- 11) Water body modification, wildlife, and invasive plant species

- 12) Floodplain
- 13) State Scenic River
- 14) Threatened and Endangered Species
- 15) Cultural Resources (limited to consultation with appropriate resource agencies and file search activity)
- 16) Hazardous Waste
- 17) Visual
- 18) Energy
- 19) Trees
- 20) Temporary Construction (traffic control, phasing, detours, alternative routes, air, noise, and/or water quality impacts)
- 21) Low income and minority living areas
- 22) Section 4(f) and 6(f) involvement

#### **vi. Study Documentation**

The corridor study should include at a minimum the following documentation:

- 1) Existing and Future Conditions Technical Memorandum
  - a. Shall report on all of the existing conditions that may be required in a future environmental document (elements identified in the scope of work)
- 2) Traffic Analysis Technical Memorandum.
  - a. Shall include a full traffic analysis on existing year volumes and future planning year volumes for 2030 and 2045 based upon the 2045 Long Range Transportation Plan.
  - b. Crash analysis can rely on the two Safety Plans that have reviewed this segment of the Mn220N corridor. Additional data analysis may be necessary.
- 3) Issues Technical Memorandum
  - a. Shall summarize issues identified within the first two technical memos and issues identified during the public input process. The issues technical memo shall also develop a purpose and need statement for the project.
- 4) Alternative Development Technical Memorandum
  - a. The corridor study should identify a reasonable range of alternatives. The study can reduce the total number of alternatives to be considered in a future NEPA phase by documenting how and why an alternative does not meet the purpose and need of the project, as identified in the plan.
  - b. ATAC may be requested to provide the necessary travel demand forecasts based upon the various alternatives selected to have 2030 and 2045 volumes forecasted.
  - c. Shall include a reasonably detailed description of each alternative developed for the project. It should also include a preliminary design layout for each technically feasible alternative.
  - d. In an effort to provide visualization of alternative concepts, 3D animation is desired. This animation has been used successfully in other MPO studies to convey a better understanding of what may be less familiar alternatives to the local users.
- 5) Alternative Evaluation Technical Memorandum
  - a. Shall include sufficient details to assist with the evaluation of each developed alternative. The list of information that must be included is shown below. Additional information on other items may be included if deemed essential to support the removal of alternatives from further consideration. The alternative

- evaluation technical memorandum can also identify if any of the developed alternatives do not meet the purpose and need or are deemed technically infeasible and will not be carried into the NEPA phase.
- b. Cost Estimate for each alternative. All project cost summaries and tables will identify the following:
    - 1) Base year of construction costs
    - 2) include engineering and what percentage
    - 3) include land acquisition costs and if so what basis
    - 4) include utility relocation costs and if so what basis.
  - c. Readily identifiable planning level impacts for each alternative (e.g. Right of way, utilities, environmental impacts, et al.).
  - d. Improvements resulting from each alternative – how does each alternative improve corridor issues and support the purpose and need for the project (e.g. crash reduction factors, level of service analysis, etc.).
- 6) Public Input Summary Memorandum
- a. Shall summarize the public input meeting(s) that were completed during the corridor study phase. This should include details regarding how the meeting was advertised and comments to ensure that the meetings were conducted in compliance with the environmental requirements.
- 7) Implementation Plan Technical Memorandum
- a. Shall identify milestones and phases for the project including timelines for initiation of the NEPA document, Right-of-Way acquisition, project construction year, etc. The implementation plan shall also identify the intended funding for each technically feasible alternative for the project. It could include how local entities plan to fund their share of the project.
  - b. Shall lay out a two phased approach to the implementation process.
  - c. Recommendations at the intersections for the short term should be developed as a Phase I. Subsequent phases will include long term improvements to the intersection and the US 2 corridor as a whole.

#### **D. Public Involvement Process**

Public Participation will be consistent with the “GF-EGF MPO Public Participation Plan” (adopted July 2013) and Title VI/Non-Discrimination Plan (adopted July 2012). The use of visual aids such as but not limited to pictures, maps, diagrams, charts, and/or other graphic displays, as well as the use, of electronic media such as e-mail, social networking media, and/or the internet is strongly encouraged in the public participation process.

A Steering Committee will be formed to assist the MPO and selected consultant is completing this Study. Membership will have to be controlled with members being officially recognized by the MPO. While the Steering Committee meetings will be open to the general public; committee decisions will need to be made by the official roster of the committee. Membership of the Steering Committee could include representatives from:

MnDOT District #2  
FHWA-ND Division  
NDDOT Local Government  
City of East Grand Forks  
NW Community and Technical College

Couple of Businesses in the vicinity of the Study Area.

In addition to five Steering Committee meetings, the following are the minimum recommended public involvement efforts the consultant should consider for budget purposes:

- 1) One (1) general public meeting at the initial stages of the Study to present current issues and future issues
- 2) One (1) general public meeting to present concepts of alternatives
- 3) One (1) general public meeting to present recommended alternative during a meeting of the East Grand Forks City Council working session.

Innovation and creativity is encouraged throughout the development of the Mn220N Study especially in the public participation process. This is particularly appropriate in methods of attracting public audiences, obtaining meaningful public input and in the planning of jurisdictional meetings and public meetings to minimize costs.

The consultant is encouraged to consider the use of on-line surveys, community access television, e-mail lists, polling systems, press releases, and social networking media if appropriate to enhance the public involvement process and encourage EJ population participation. The development and maintenance of an user friendly up-to-date project web-site should be used.

The location of public meeting will consider mobility challenged individuals including but not limited to individuals with disabilities and/or individuals without adequate access to automobiles. Unconventional meeting locations should be considered to attract members of the public. The Mn220N Study will document all questions, comments, or concerns obtained through the public involvement process, as well as, identify how the questions, comments, or concerns were addressed and/or incorporated into the document.

#### **E. Consultant Responsibilities**

- i. Develop a preliminary Mn220N Study with recommendations for improved safety, traffic operations, street and multimodal improvements for the study area. The study will address safety, deficiencies and/or excess capacity, capital improvement programming (cost, funding sources, and timing), and operational improvements.
- ii. Develop a final Mn220N Study and provide final copies for review by the Steering Committee and the MPO.

#### **F. Project Deliverables**

The final product will show recommendations for future Mn220N Study.

1. A draft plan for preliminary approval by noon, May 22, 2019 (10 full draft copies)
2. A draft for final approval by noon, June 30, 2019 (25 full copies)

By July 31, 2019, 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.

#### **G. Estimated Project Budget**

This project has a not-to-exceed budget of \$70,000. Consultants submitting proposals are asked to use their audited DOT rates when completing their Cost Proposal Form (See Appendix B).

### **VIII. INFORMATION AVAILABLE FOR CONSULTANT**

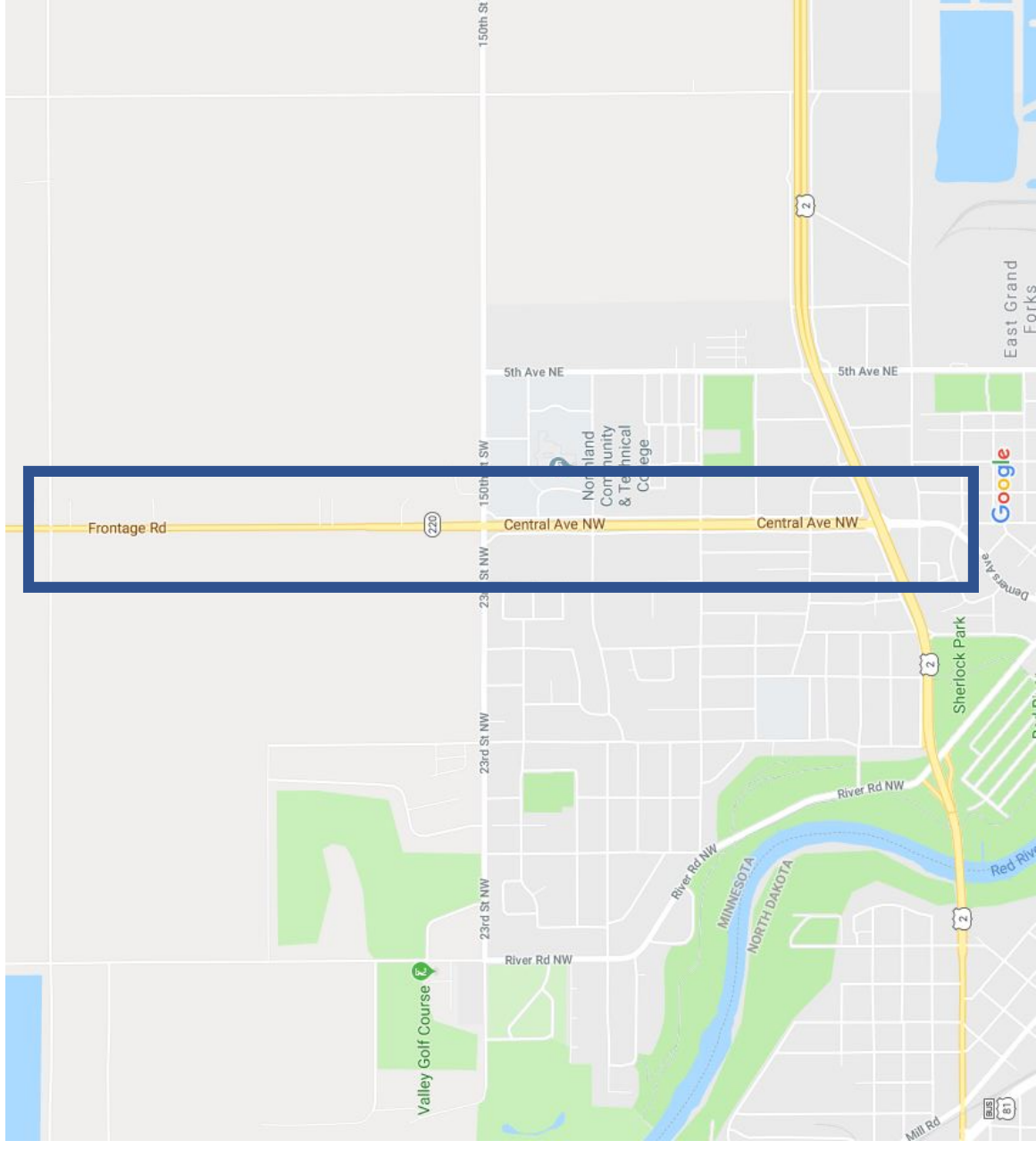
#### **A. General Information**

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

- 2045 Land Use Plans
- Grand Forks/East Grand Forks 2045 Long Range Transportation Plan Update
- East Grand Forks Land Development Code
- MnDOT Ground Counts and historical ground counts
- MPO staff Captured Turning Movement Count Data being taken in fall
- Digital Municipal/State Infrastructure Information (paving, underground utilities, overhead utilities, zoning and land use)
- Digital property ownership
- Latest Transportation Improvement Program of Projects
- 2007 Study Document and Appendix
- 2015 Aerial Photo
- Polk County Safety Plan
- MnDOT District Safety Plan

### **IX. MAP OF PROJECT AREA – next page**

# Mn220N Corridor Study Area



**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.**

\_\_\_\_\_  
(Signature of Authorized Official)

Date

\_\_\_\_\_  
(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**

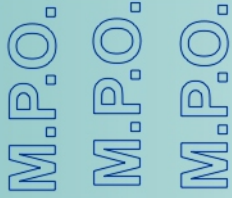
**(Include completed cost form from Appendix C in a separate sealed envelope - labeled "SEALED COST FORM - Vendor Name" and submit with technical proposal as part of overall RFP response.)**

**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*  
**Bygland Road Study**

<b>1. Direct Labor</b>	<b>Hours</b>	<b>X</b>	<b>Rate</b>	<b>=</b>	<b>Total</b>
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					
<b>Total Cost</b>					



# Grand Forks - East Grand Forks Metropolitan Planning Organization

## **MPO Staff Report** **Technical Advisory Committee: July 11 10, 2018** **MPO Executive Board: July 18, 2018**

**RECOMMENDED ACTION: Approval of the RFP for the Downtown Transportation Plan**

Matter of the RFP for Downtown Transportation Plan.

### **Background:**

Our Work Program has identified that the MPO will conduct a study of a downtown transportation. The Study is being coordinated with consultants developing a Downtown Action Plan and is including elements that cross over into East Grand Forks.

Attached is proposed scope of work. The proposed work activity will be to retain a consultant to conduct an analysis of several key elements of downtown transportation: parking, one way pairs, connection to UND, and multi-modal traffic management

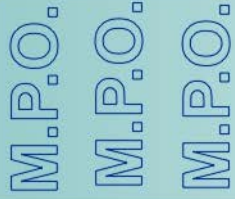
The MPO would release an RFP and hire consultant assistance with this study. The estimated consultant cost is \$110,000. The work will begin in 2018 and conclude in 2019.

### **ANALYSIS AND FINDINGS OF FACT:**

- RFP will utilize the NDDOT Qualification Based Selection Process.

### **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**

## **Downtown Transportation Plan**

Grand Forks and East Grand Forks

July 2018

**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:

Downtown Transportation Plan

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 \$110,000 dollars.

All proposals received by **August 13, 2018**, 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 **August 13, 2018** 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](mailto: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.

**Table of Contents**

I. Purpose of Request.....4

II. General Instructions.....4

III. Preliminary Project Schedule .....9

IV. RFP Evaluation Criteria and Process .....9

V. Terms and Conditions.....10

VI. Proposal Format and Content.....10

VII. Background and Scope of Work.....12

VIII. Information Available for Consultant.....15

IX. Map of Project Area .....16

Appendix A                      Attachments 1 and 2

Appendix B                      Cost Proposal Form

**REQUEST FOR PROPOSALS FOR  
TRANSPORTATION PLANNING SERVICES**

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**I. PURPOSE OF REQUEST**

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

**DOWNTOWN TRANSPORTATION PLAN**

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:  
Downtown Transportation Plan  
Firm's Name  
GF/EGF MPO**

**All proposals must be received by noon August 13, 2018** 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:

- NDDOT GF District Engineer
- 1 staff from City of Grand Forks Community Development Department
- 1 staff from City of Grand Forks Engineering Department
- 1 staff from City of Grand Forks Planning Department
- MPO Executive Director
- 1 staff from City of East Grand Forks

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 members, 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, 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.

**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	July 18, 2018
Receive Proposals	August 13, 2018
Selection Committee Activity:	
Review Proposals	August 13-15, 2018
Proposal Interviews	August 15-17, 2018
Select Finalist	August 17, 2018
Contract Negotiations Completed	August 22, 2018
MPO Policy Board Approval of Consultant Selection and Contract	August 22, 2018

## **B. Project Development**

Notice to Proceed	August 30, 2018
Draft Report Submittal	May 31, 2019
Final Report Submittal	June 30, 2019

## **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 US 2 and US Bus 2 Study, 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/construction projects 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:** In June 2018, the City of Grand Forks hired a consultant to develop a Downtown Action Plan. The DAP is meant to develop and coordinate technical elements – Parks & Open Space Plan, Streetscape & Wayfinding Plan, Design Guidelines, Redevelopment Strategy – that will support and implement the vision of the Mayor's Vibrancy Initiative and the principles of Governor Burgum's Main Street ND Initiative ([www.grandforksgov.com/vibrant](http://www.grandforksgov.com/vibrant), [www.mainstreetnd.com](http://www.mainstreetnd.com)). The MPO is now seeking a qualified firm to perform transportation planning activities to support the Downtown Action Plan.

## B. SCOPE OF WORK

The selected firm will work with the Downtown Action Plan consultant, staff and steering committee as well as MPO staff to ensure collaboration and coordination across both efforts. While other options may be requested as the planning processes progress, following are minimum deliverables:

1. Parking Study Update: Update inventory and demand data in light of existing and anticipated conditions. Include recommendations with cost estimates about smart parking apps vs mechanical controls in parking ramps, as well as other technology opportunities related to downtown parking, event management, signal control, etc. Reference Rich & Assoc. study and discuss status of recommendations.  
<https://theforksmpo.files.wordpress.com/2017/02/gfdowntownparkingstudysept2011.pdf>
2. 3rd & 4th Street Analysis: Collect data and develop recommendations/alternatives with cost estimates regarding a) eliminating the one-way pair on N. 3rd & 4th between University Avenue & Gateway Drive; b) conflicts/congestion among ride-hailing services, taxis and “fun buses” at bar closing time; c) vacating S. 3rd Street between Gertrude & Minnesota Avenues in conjunction with redevelopment of the WTP site.
3. University Avenue Corridor: Strengthening the connection between UND and downtown Grand Forks along this corridor has been a long-term goal. Examine the downtown plans being developed by the City and the campus plans being developed by UND to evaluate conditions and needs between these two sections as they relate to parking, transit, bike-ped and vehicular traffic.
4. Downtown Traffic Management: NDDOT and the City of Grand Forks are reconstructing DeMers Ave between 6<sup>th</sup> St and the Sorlie Bridge. One part of the Downtown Action Plan is to identify the streetscape that will be completed with the street reconstruction. The Traffic Operations Study identified that keeping DeMers Ave as a two lane street with left turn lanes will not meet the future forecasted volumes. Managing traffic will be key. Mode conversion; diverting Downtown bound traffic off DeMers as soon as it reaches downtown, traffic signal coordination (possible adaptive traffic signal control) with MnDOT traffic signals, defined bike network, transit circular (possible autonomous) are all items that need to be studied to assist in managing traffic in and through downtown.

## C. Public Involvement Process

Public Participation will be consistent with the “GF-EGF MPO Public Participation Plan” (adopted July 2013) and Title VI/Non-Discrimination Plan (adopted July 2017). The use of visual aids such as but not limited to pictures, maps, diagrams, charts, and/or other graphic displays, as well as the use, of electronic media such as e-mail, social networking media, and/or the internet is strongly encouraged in the public participation process.

A Steering Committee will be formed to assist the MPO and selected consultant is completing this Study. Membership of the Steering Committee could include representatives from:

- NDDOT Grand Forks District
- City of Grand Forks
- City of East Grand Forks

Downtown Development Association  
Member from DAP Steering Committee.

In addition to five Steering Committee meetings, the following are the minimum recommended public involvement efforts the consultant should consider for budget purposes:

- 1) One (1) general public meeting at the initial stages of the Study to present current issues and future issues
- 2) One (1) general public meeting to present concepts of alternatives
- 3) One (1) general public meeting to present recommended alternative during a meeting of the East Grand Forks City Council working session.

Innovation and creativity is encouraged throughout the development of the Downtown Transportation Plan especially in the public participation process. This is particularly appropriate in methods of attracting public audiences, obtaining meaningful public input and in the planning of jurisdictional meetings and public meetings to minimize costs.

The consultant is encouraged to consider the use of on-line surveys, community access television, e-mail lists, polling systems, press releases, and social networking media if appropriate to enhance the public involvement process and encourage EJ population participation. The development and maintenance of a user friendly up-to-date project web-site should be used.

The location of public meeting will consider mobility challenged individuals including but not limited to individuals with disabilities and/or individuals without adequate access to automobiles. Unconventional meeting locations should be considered to attract members of the public. The Downtown Transportation Plan will document all questions, comments, or concerns obtained through the public involvement process, as well as, identify how the questions, comments, or concerns were addressed and/or incorporated into the document.

#### **E. Consultant Responsibilities**

- i. Develop a preliminary Downtown Transportation Plan with recommendations for improved safety, traffic operations, street and multimodal improvements for the study area. The study will address safety, deficiencies and/or excess capacity, capital improvement programming (cost, funding sources, and timing), and operational improvements.
- ii. Develop a final Downtown Transportation Plan and provide final copies for review by the Steering Committee and the MPO.

#### **F. Project Deliverables**

The final product will show recommendations for Downtown Transportation Plan.

1. A draft plan for preliminary approval by noon, May 31, 2019 (10 full draft copies)
2. A draft for final approval by noon, June 30, 2019 (25 full copies)

By July 31, 2019, 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.

### **G. Estimated Project Budget**

This project has a not-to-exceed budget of \$110,000. Consultants submitting proposals are asked to use their audited DOT rates when completing their Cost Proposal Form (See Appendix B).

### **H. 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 are available for the project:

- 2045 Land Use Plans
- DeMers Reconstruction Traffic Operations Study
- Grand Forks/East Grand Forks 2045 Long Range Transportation Plan Update
- Grand Forks Land Development Code
- State DOT Ground Counts and historical ground counts
- Video Traffic Counting Tool via ATAC
- Digital Municipal/State Infrastructure Information (paving, underground utilities, overhead utilities, zoning and land use)
- Digital property ownership
- Latest Transportation Improvement Program of Projects
- 2015 Aerial Photo
- Local Road Safety Plan
- NDDOT Safety Plan

## **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.**

\_\_\_\_\_  
(Signature of Authorized Official)

Date

\_\_\_\_\_  
(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*  
**Bygland Road Study**

<b>1. Direct Labor</b>	<b>Hours</b>	<b>X</b>	<b>Rate</b>	<b>=</b>	<b>Total</b>
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					
<b>Total Cost</b>					



# Streets + Highways Plan Update

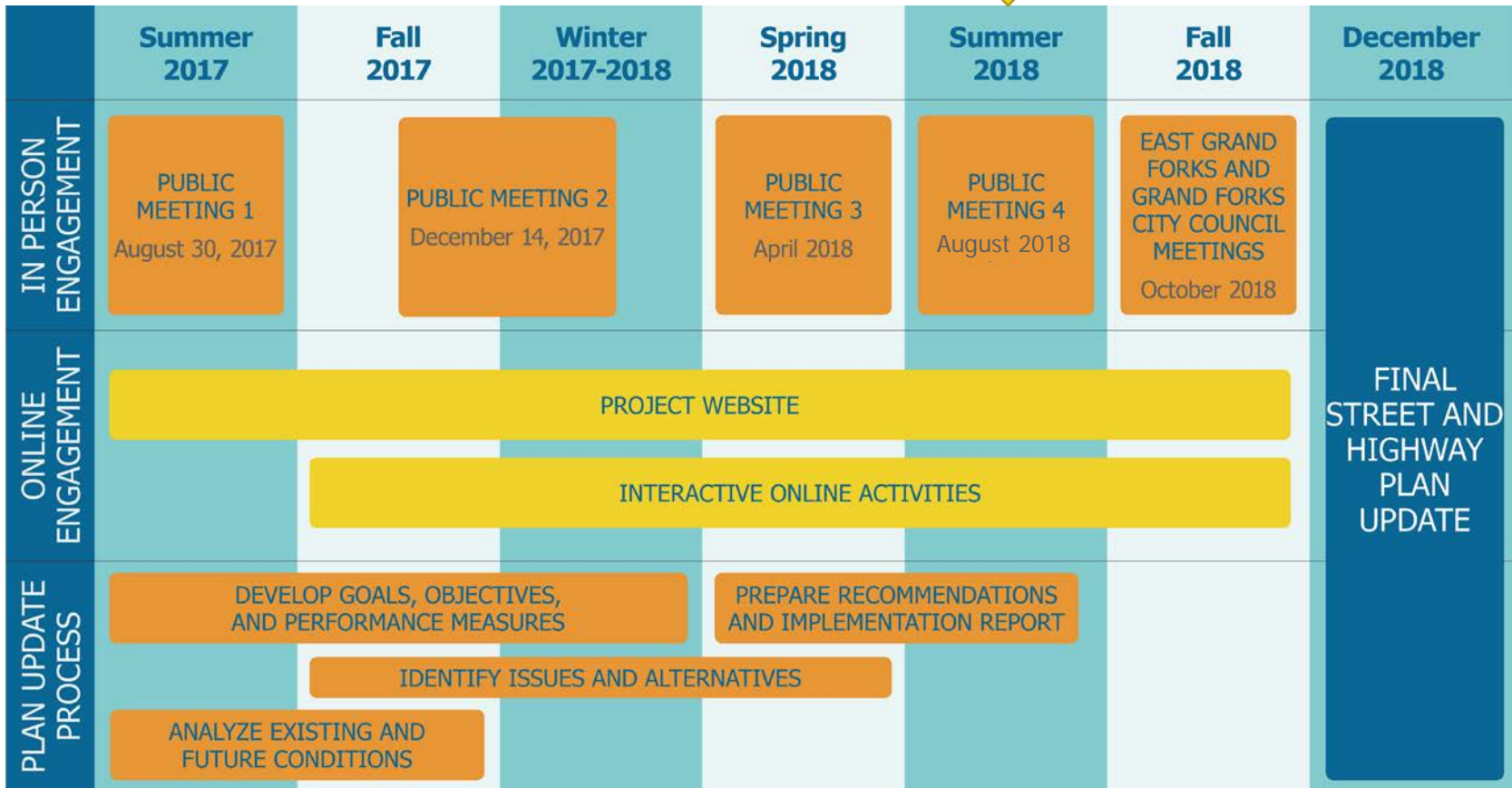
*July 11, 2018*

Kimley»»Horn

# Agenda

- Update process and timeline
- Universe of Projects
- Final Revenue Forecasts
- Goals, Objectives, Performance Measures and Targets
- River Crossing Analysis
- Next steps and timeline

# Plan Update Schedule: Where We Are





# Universe of Projects

# Universe of Alternatives Status

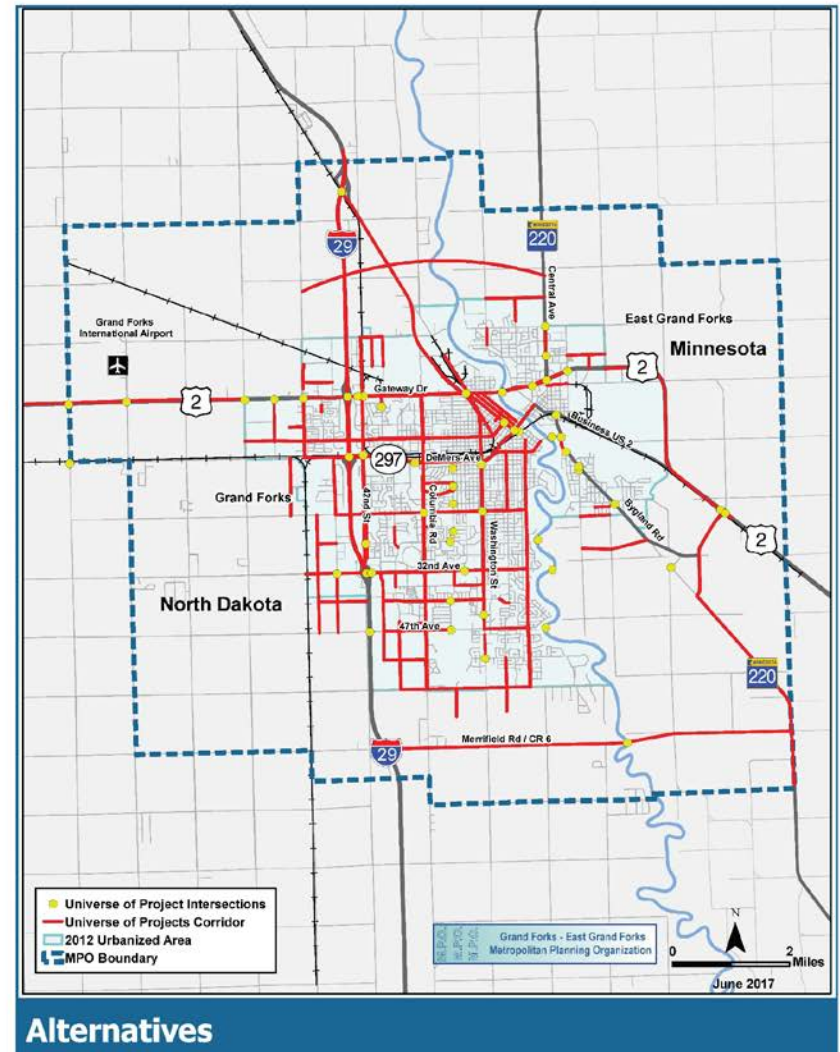
- Universe of Projects
  - List is nearly complete
  - Some sales tax projects identified as programmed
- Left To Do
  - Identify river crossing project costs
  - Identify main street program project costs
  - Assign Time Bands (short-range, mid-range and long-range)
  - Inflate Project Costs (4% North Dakota; 4.4% Minnesota)

# Range of Alternatives

## 2030/2045 Plan Universe of Project Needs:

Project Type	Current Cost	Percent of Total
MPO Transportation Improvement Program	\$76,672,035	9%
Existing + Committed Network	\$72,704,000	8%
Safety/Operations*	\$17,944,936	2%
Multimodal Projects, Streetscape Projects, and Studies	\$31,000,000	4%
State of Good Repair	\$305,426,750	35%
Discretionary	\$363,474,742	42%
<b>TOTAL</b>	<b>\$867,222,463</b>	<b>100%</b>

As of June 28, 2018



# Alternatives Analysis: Next Steps

- Consider performance measures/financial constraint and funding categories to select a subset of the Universe of Projects for 2030/2045 Plan
  - Safety/Operations
  - Multimodal/Main Street
  - State of Good Repair
  - Discretionary/Other
- Run travel demand model of Preferred 2030/2045 “Build Alternative”
  - i.e., Constrained capacity expansion projects

Special TAC Meeting towards end of July

# Final Revenue Forecasts

# Revenue Forecast Development Process

- Feb 20
  - Reviewed initial DRAFT
- March-April
  - Refined assumptions through interviews with
    - NDDOT, MnDOT
    - Polk County
    - Grand Forks, East Grand Forks
- May 9
  - Review DRAFT revenue forecasts
- June 13
  - Finalize revenue forecasts
- July 11
  - Review revenue forecasts for August public meeting

# Revenue Sources

## Federal distributed by State DOTs

- Highway Safety Improvement Program (HSIP)
- North Dakota
  - Interstate Program
  - Urban Regional Roads Program
  - Urban Local Roads Program
  - Urban Grant Program (Main Street)
  - County Program
- Minnesota
  - NWATP City Sub-Target
  - NWATP County Sub-Target
  - Statewide Performance Program
  - District Risk Management Program
- Other (National Highway Performance Program, National Highway Freight Program, Competitive Programs)

# Key Changes – Federal by State

- Fargo is projected to become a Transportation Management Area (TMA) in 2022
  - May reduce Urban Regional funding availability by 30%
  - NDDOT Directive to NOT consider for this MTP
    - May have to revisit MTP financial plan after 2020 Census
- Main Street Initiative
  - \$4.6M/yr available statewide in FY2019 and 2020
  - Use most recent ACS data to divide among 13 urban areas
    - Watford City is expected to become an urban area in 2020
- Including Highway Safety Improvement Program funding for ND and MN for the first time
  - Adds about \$555,000/yr 2018\$



# Financial Plan

- Establish a baseline annual average revenue by source
  - Using 2018 as base.
- Use existing TIP for first 4 years of financial plan
  - 2018-2022
- Begin forecast at 2023 and grow each at rate identified
- Use the following timebands
  - Short = 2023 – 2028 (next 5 years of annual TIPs)
  - Mid = 2029 – 2037 (end of GF sales tax)
  - Long = 2038 – 2045 (end of MTP horizon)

# Federal distributed by State DOTs

Source	North Dakota	ND Inflation	Minnesota	MN Inflation
HSIP	\$530,604/yr (2018\$)	+2%/yr	\$25,550/yr (2016\$)	+2.2%/yr (but not for 2018-2022)
North Dakota Interstate Program	\$320,000/yr (2018\$)	+2%/yr	Not applicable	--
Urban Regional	\$2.8M/yr (2018\$)	+2%/yr		--
Urban Local	2018 - \$2,458,000 2019 - \$2,540,000 2020 - \$2,628,000 2021 - \$2,687,000	+2%/yr	Not applicable	--
Main Street Initiative	\$600,000 (2018\$)	--	Not applicable	--
Statewide Performance Program (SPP)	Not applicable	--	\$1M/yr (2018\$)	+2.2%/yr (but not for 2018-2022)
District Risk Management Program	Not applicable	--	\$1M/yr (2018\$)	+2.2%/yr (but not for 2018-2022)
City Sub-Target (Surface Transportation Block Grant Program)	See Urban Local and Main Street Initiatives	--	\$860,000/4 yrs (2018\$)  Assigned to 2018 and every fourth year thereafter	+2.2%/yr (but not for 2018-2022)
Other (NHPP, NHFP, Competitive Programs)	\$80,000/yr (2018\$, GF Co)	+2%/yr		+2.2%/yr (but not for 2018-2022)

# Revenue Sources

## State distributed by State DOTs

- North Dakota
  - Federal match
  - One-time legislative funding (in past)
  - ND Bank loan program
- Minnesota
  - Federal match
  - State trunk highway program
  - Local bridge bonding program
  - Competitive programs such as Corridors of Commerce, Transportation Economic Development, Local Road Improvement Program

# State Distributed by State DOTs

Source	North Dakota	ND Inflation	Minnesota	MN Inflation
State	Assumed 10% match to federal  \$390,000/yr (2018\$)	+2%/yr	\$90,000/yr (2018\$)  \$306,919/4 yrs (2018\$) to match NWATP\$	2.2%/yr (to keep pace with federal match)

# Revenue Sources

## State and Local distributed by Locals

### ■ County

- North Dakota
  - Gas tax allocation
  - County property tax
- Minnesota
  - County State Aid
  - County property tax
  - County sales tax

### ■ City

- Grand Forks
  - Existing sales tax
  - NEW sales tax
  - Gas tax allocation
  - City property tax
  - Special assessments
- East Grand Forks
  - Municipal State Aid
  - Special assessments

# Key Changes – State/Local by Locals

- Grand Forks will increase for 20 years due to additional sales tax (up to \$2.35M/year in 2018\$)
  - Adds about ~\$45M (year of expenditure\$) 2023-2037

# State and Local distributed by Locals DRAFT for Discussion (all \$ in Base Year)

Source	North Dakota	ND Inflation	Minnesota	MN Inflation
County	\$25,000/yr (2018\$)	2%/yr	\$100,000/yr (2018\$)	1.9%/yr

# State and Local distributed by Locals

## DRAFT for Discussion (all \$ in Base Year)

Source	North Dakota	ND Inflation	Minnesota	MN Inflation
City	<p>Existing Sales and Use Tax: \$2.5M/yr in 2018\$</p> <p>NEW Sales Tax: \$2.35M/yr in 2018\$ (sunsets 12/31/2037)</p>	+2%/yr	<p>\$314,469/yr in 2018\$</p> <ul style="list-style-type: none"> <li>• Municipal State Aid</li> <li>• Loan payback already subtracted</li> </ul>	+1.9%/yr



# Revenue Sources and Amounts Operations

- North Dakota
  - NDDOT
  - Grand Forks County
  - City of Grand Forks - \$4.7M/yr 2018\$
- Minnesota
  - MnDOT
  - Polk County
    - State Aid Maintenance
    - Other local sources
  - City of East Grand Forks
    - State Aid Maintenance: \$274,568/yr 2018\$
    - Other local sources

# ND-side Totals in Forecast Revenues

- HSIP = \$17 M in fed
- Interstate = \$10 M in fed
- Urban Regional = \$89 M in fed
- Urban Local = \$80.5 M in fed
- Urban (Main St.) = \$19 M in fed
- County = \$2.5 M in fed
- NDDOT match = \$12.5 M
- County Match = \$0.8 M
- City Match plus = \$126 M (sales, new sales, SIG transfer)

# MN-side Totals in Forecasted Revenues

- HSIP = \$0.77 M in fed
- Statewide Performance = \$30 M in fed
- District Risk= \$30 M in fed
- City Sub-Target= \$6 M in fed
- MNDOT match = \$5 M
- County = \$3 M
- City = \$10 M

# TOTAL Forecasted Revenues

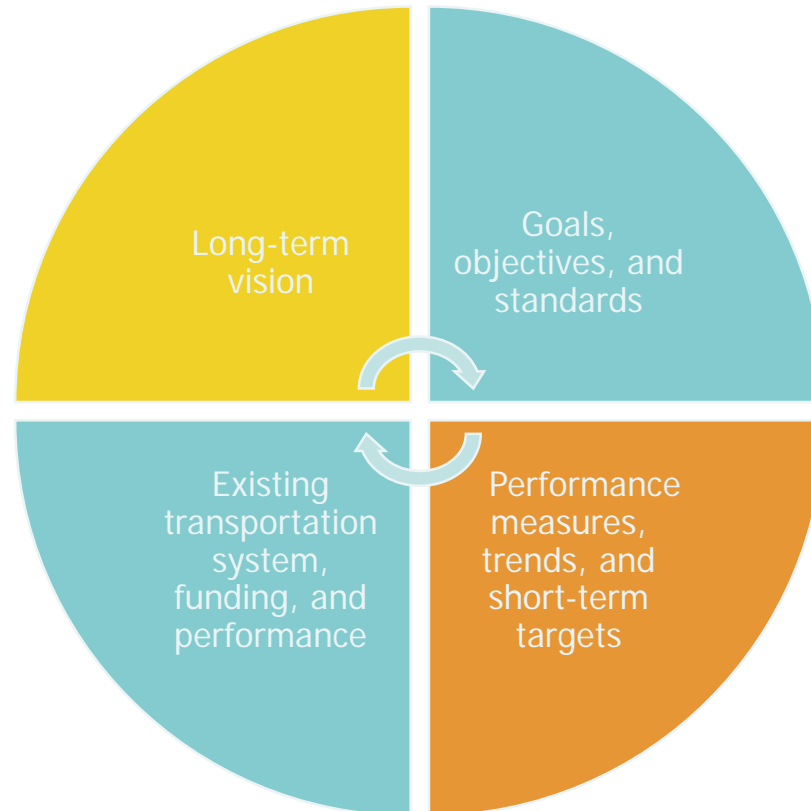
- All revenues = \$443 M 2023-2045
  - Reported in year of expenditure dollars
  - No BUILD, Corridor of Commerce, etc.
- May have to revisit after 2020 Census
  - FM COG may become TMA
- May have to revisit after FAST reauthorization
- May have to revisit after State Legislative Action
  - ND Legacy Fund as an example
  - MN new revenue??

# Goals, Objectives, Performance Measures and Targets

# Goals, Objectives, Performance Measures and Targets Update Process

- November 2017
  - DRAFT goal, objective, and strategy statements
    - Resiliency and Tourism
  - Potential safety targets, continued discussion
- December 2017
  - DRAFT goal, objective, and strategy statements
    - All goal areas
  - Potential safety targets, continued discussion
- February 2018
  - Finalized goal, objective, and strategy statements
  - Reviewed recommended safety targets; Policy board adopted
- July 2018
  - Review draft pavement and bridge targets
- August 2018
  - Review draft travel time reliability targets

# Tools for performance-based planning



# Pavement and Bridge Targets

- Must adopt 6 targets; Can adopt up to 12 targets; Or a number between
  - 6 targets would mean just for MPO Area
  - 12 Targets would mean just both state targets
  - Can choose to adopt combinations of MPO and state targets
- Next slides present the targets adopted for each state



# Pavement Targets

- Percent of Interstate pavement in good condition
- Percent of Interstate pavement in poor condition
- Percent of non-Interstate NHS pavement in good condition
- Percent of non-Interstate NHS pavement in poor condition

# Percent of Interstate pavement in good condition

## *Pavement Targets*

	North Dakota	Minnesota	GF-EGF MPO
State Targets	75.6%	Not applicable in Grand Forks-East Grand Forks MPO area	<i>Uniform data not yet available</i>

# Percent of Interstate pavement in poor condition

## *Pavement Targets*

	North Dakota	Minnesota	GF-EGF MPO
State Targets	3%	Not applicable in Grand Forks-East Grand Forks MPO area	<i>Uniform data not yet available</i>

# Percent of non-Interstate NHS pavement in good condition

## *Pavement Targets*

	North Dakota	Minnesota	GF-EGF MPO
State Targets	58.3%	Two-year target: 50% Four-year target: 50%	<i>Uniform data not yet available</i>

# Percent of non-Interstate NHS pavement in poor condition

## *Pavement Targets*

	North Dakota	Minnesota	GF-EGF MPO
State Targets	3%	Two-year target: 4% Four-year target: 4%	<i>Uniform data not yet available</i>

# Bridge Targets

- Percent of NHS Bridges in good condition
- Percent of NHS bridges in poor condition

# Percent of NHS Bridges in good condition

## *Bridge Targets*

	North Dakota	Minnesota	GF-EGF MPO
State Targets	60%	Two-year target: 50% Four-year target: 50%	<i>Uniform data not yet available</i>

# Percent of NHS Bridges in poor condition

## *Bridge Targets*

	North Dakota	Minnesota	GF-EGF MPO
State Targets	4%	Two-year target: 4% Four-year target: 4%	<i>Uniform data not yet available</i>



# River Crossing Analysis

# River Crossing Analysis: Scope of Work

- Review transportation impacts of 5 river crossing locations
- Improve local traffic and connectivity
- Use 2045 travel demand model
- Review impacts on:
  - Existing crossings
  - Neighborhoods
  - Local and regional roadway network
- Compare impacts of each crossing



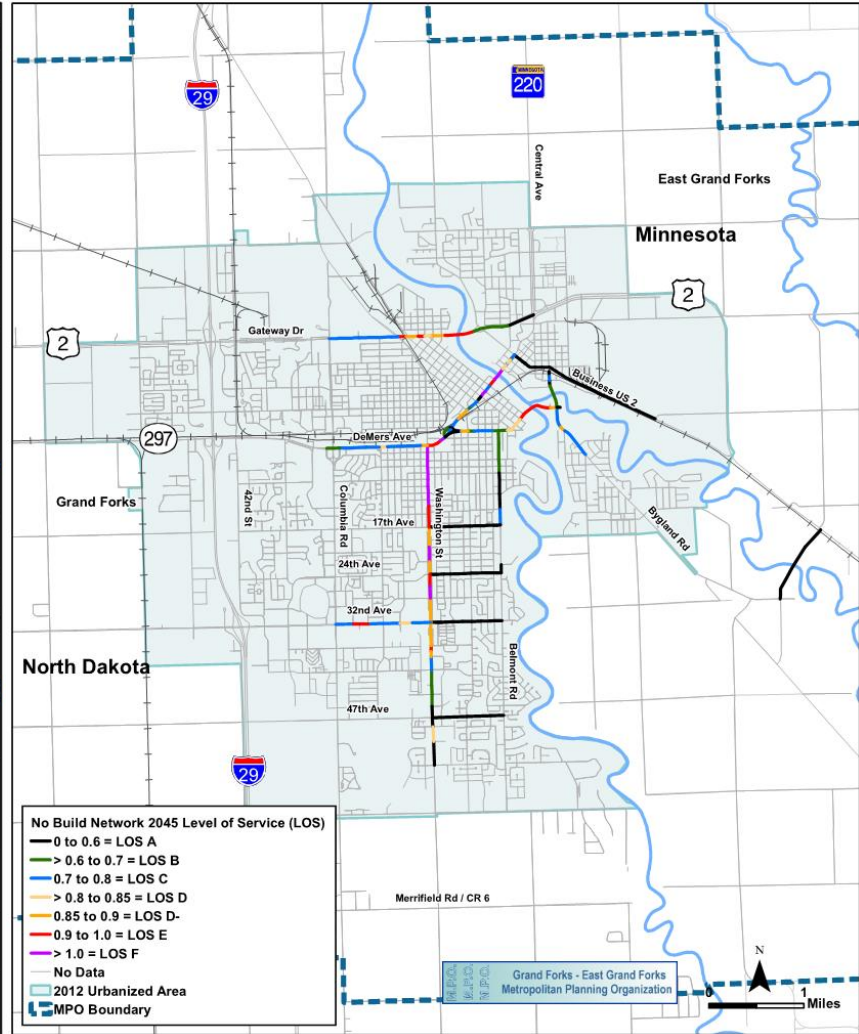
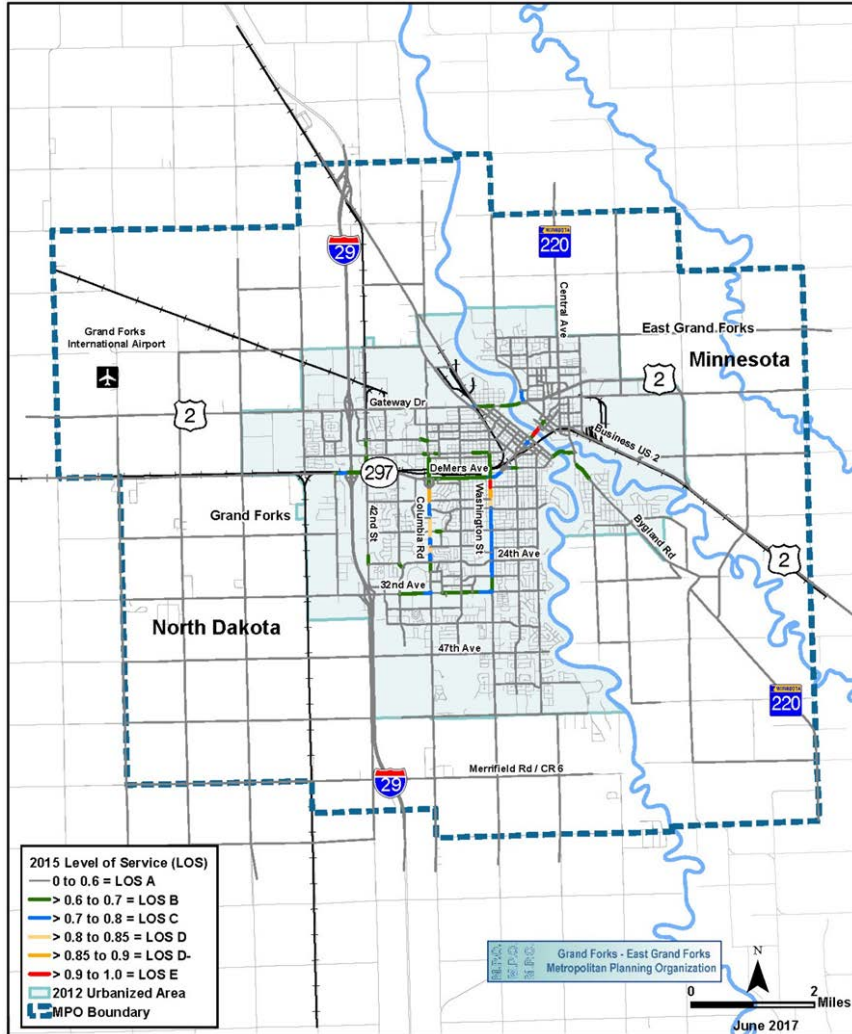
# River Crossing Modeling Assumptions

- All proposed river crossing bridges are two-lane bridges
- All connections on each side are to two-lane roads
- No additional thru lane capacity was added
- No new connections were made to I-29 to the west
- No new connections were made to US 2 to the east

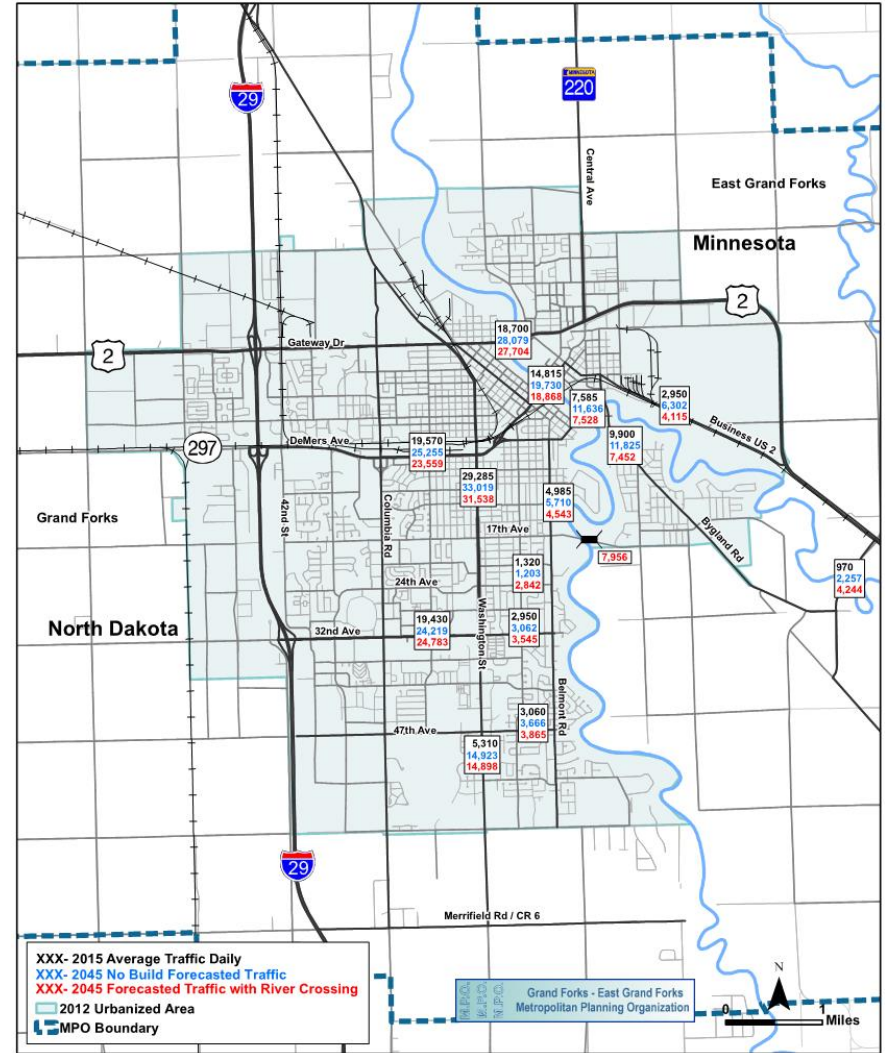
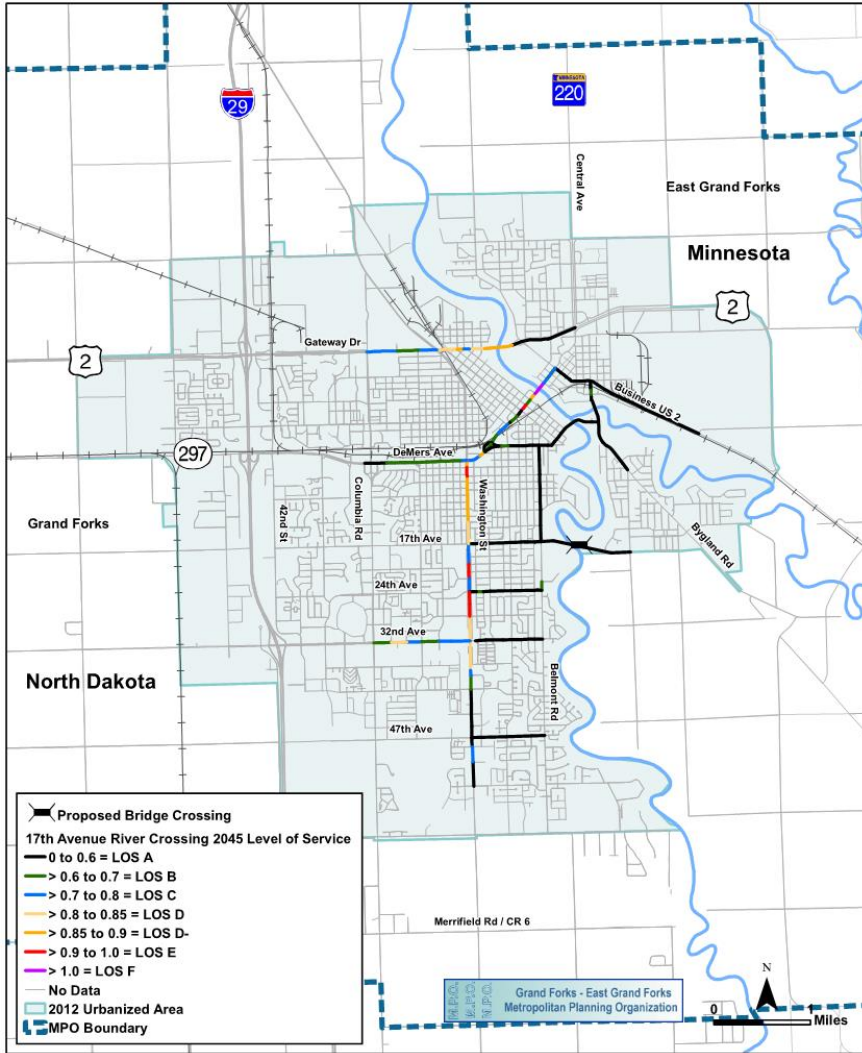
# River Crossing Analysis

- Present link daily volumes and LOS
- Present draft intersection LOS from Synchro analysis
- Present initial alignment concepts
- Report on meeting held June 27 to discuss how Minnesota 47<sup>th</sup> Ave S connection may occur

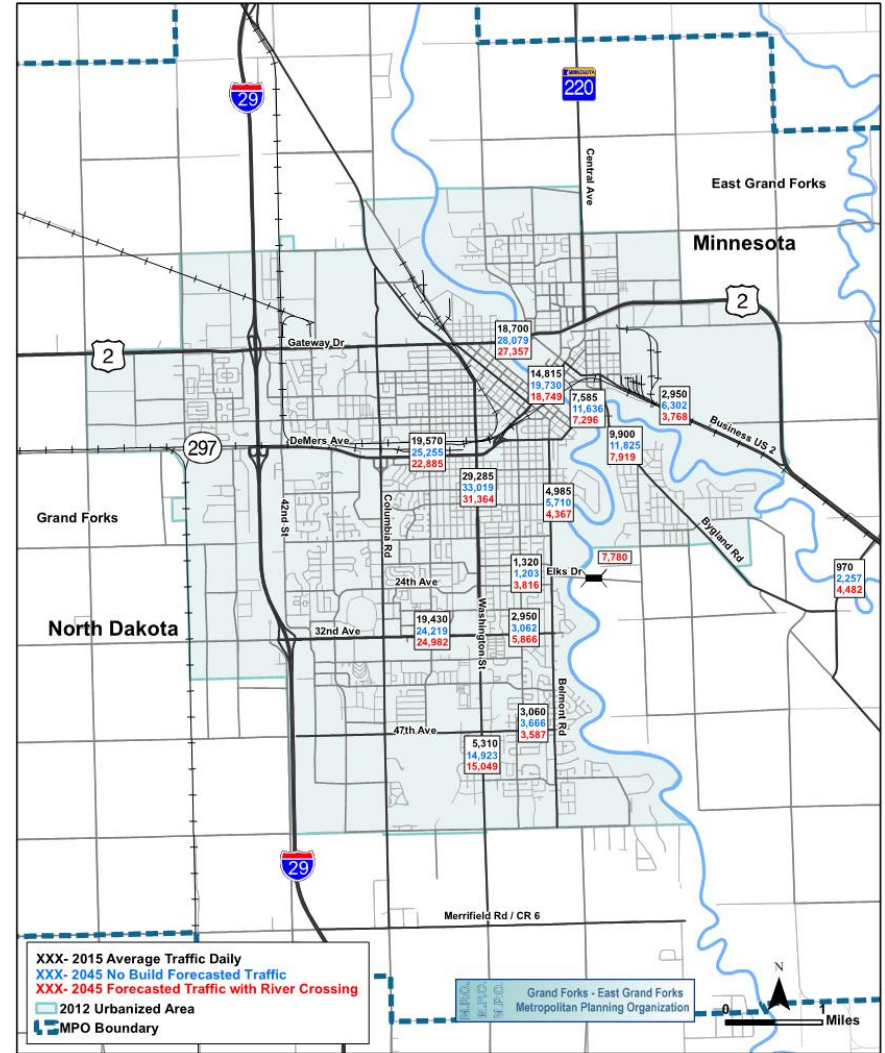
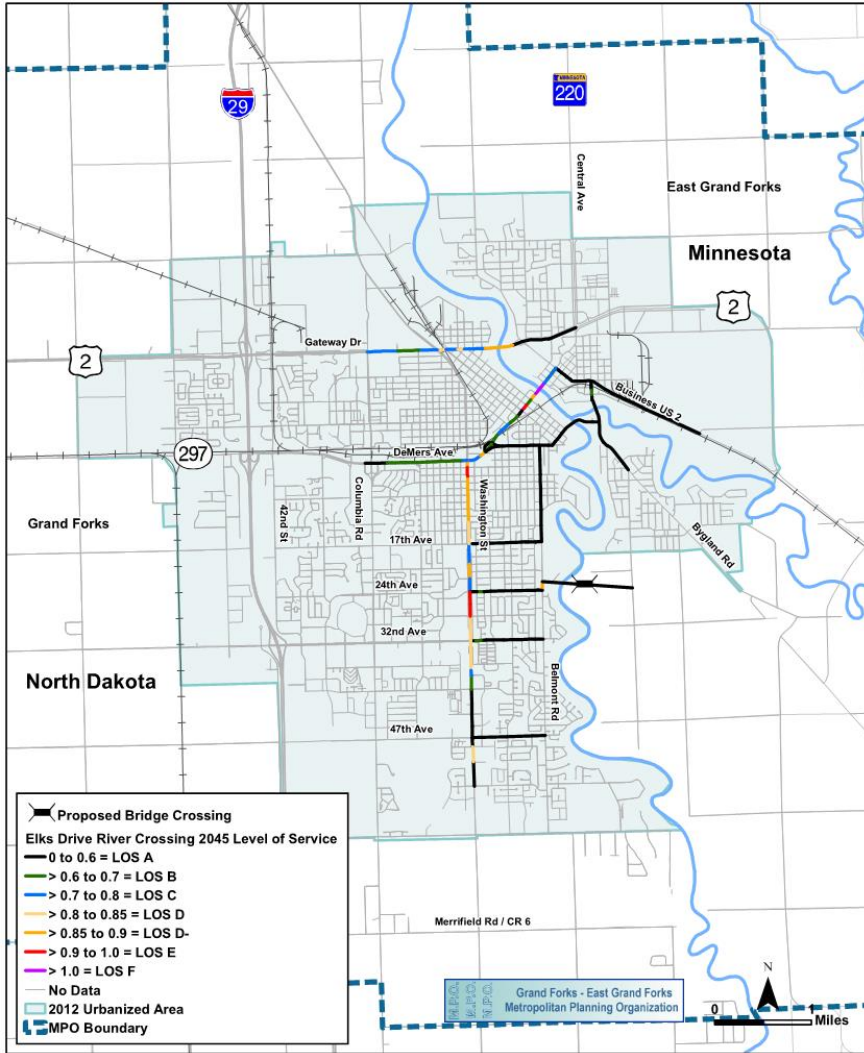
# River Crossing – Link LOS



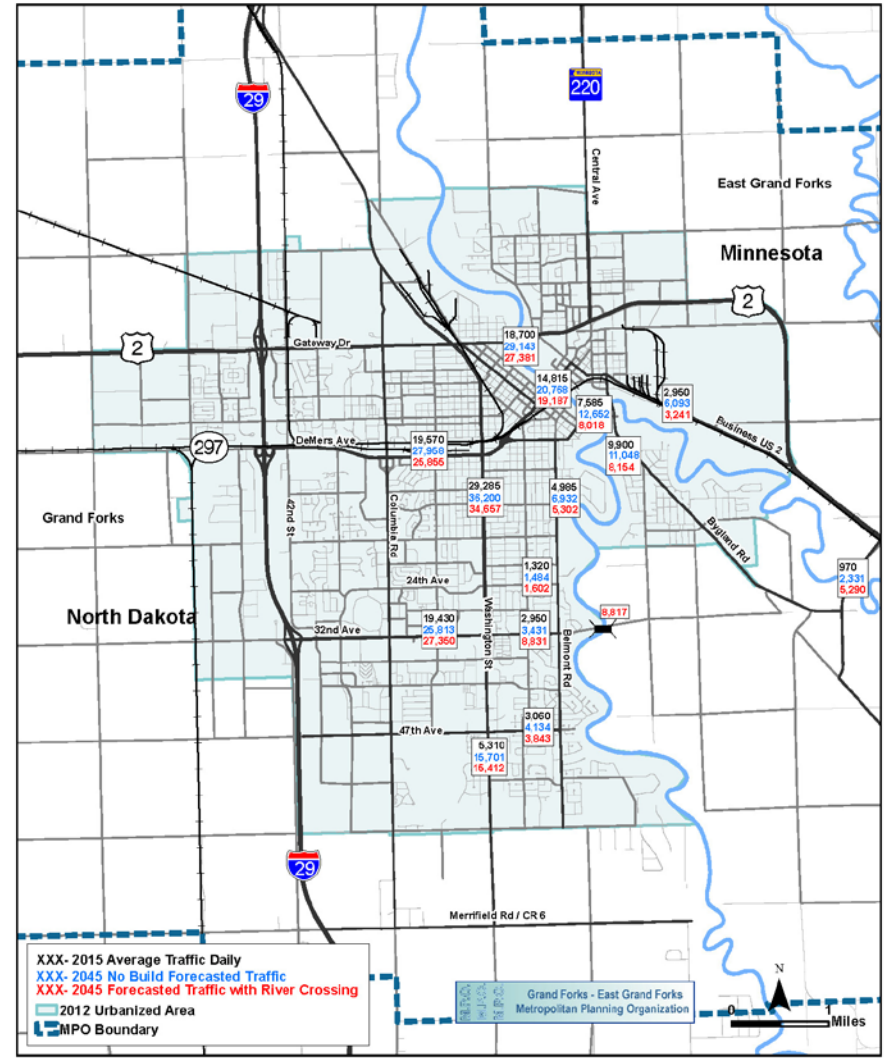
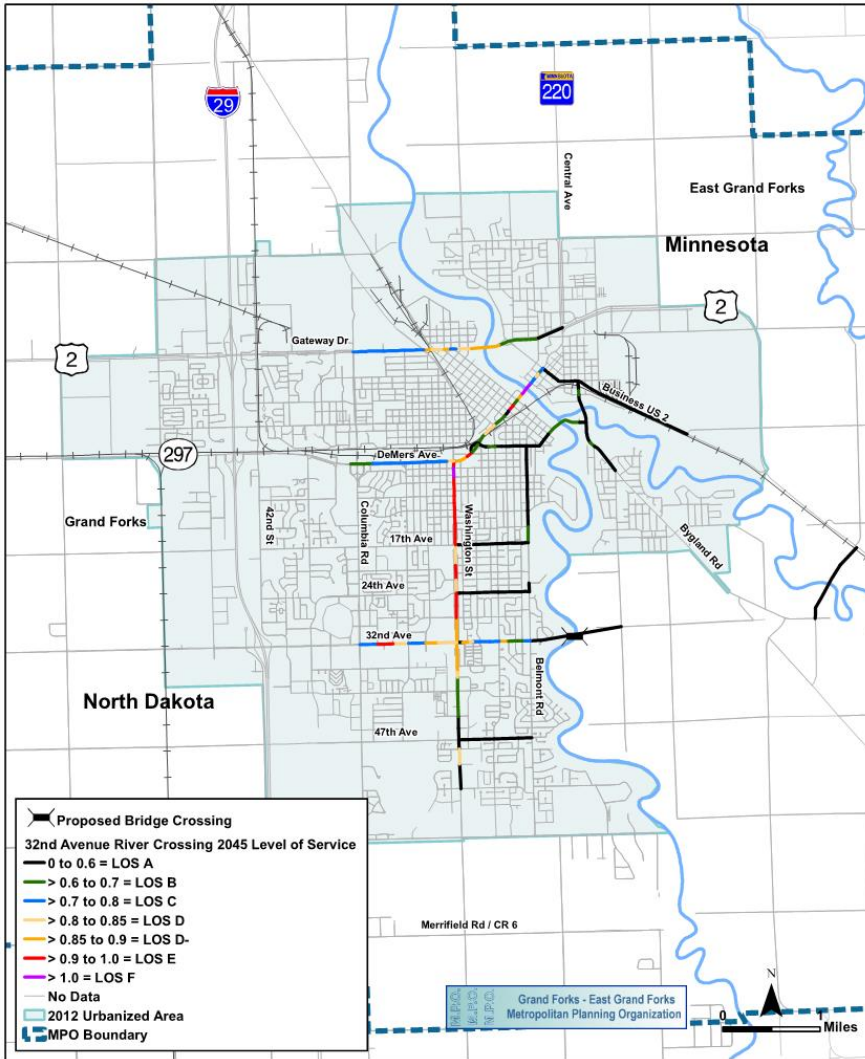
# 17th Ave. S River Crossing – Link LOS



# Elks Drive River Crossing – Link LOS

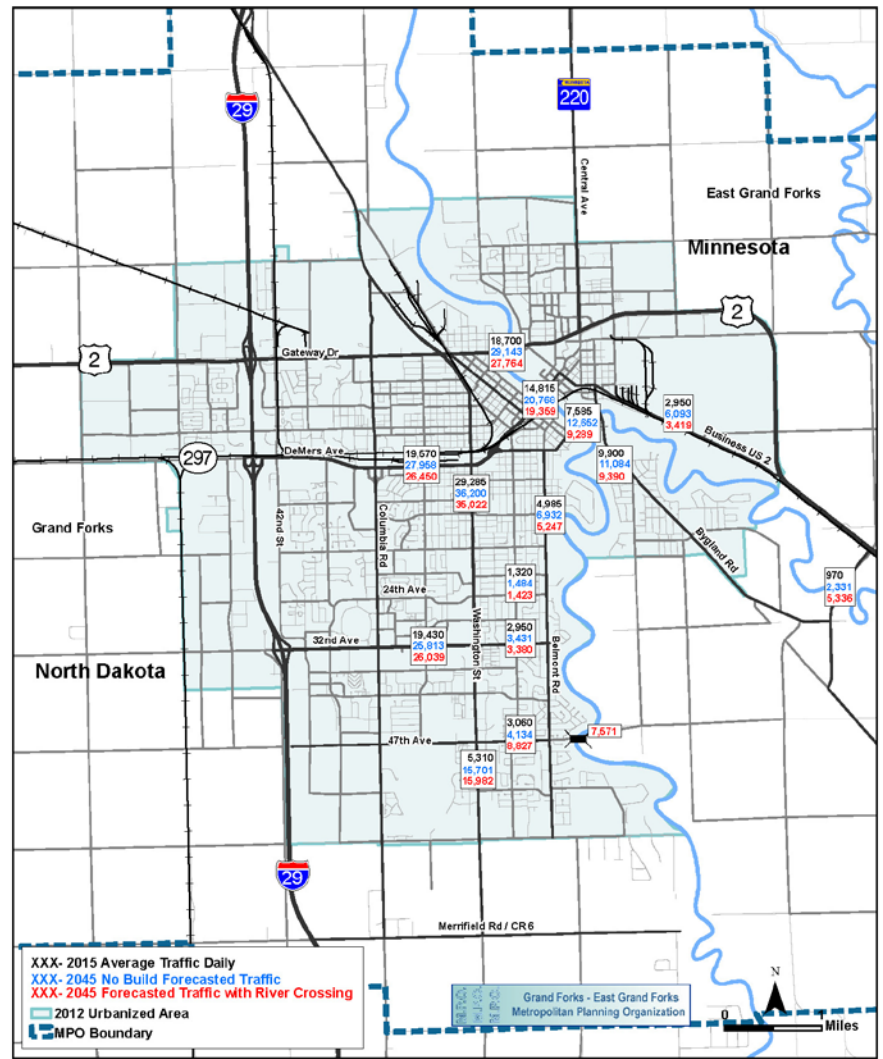
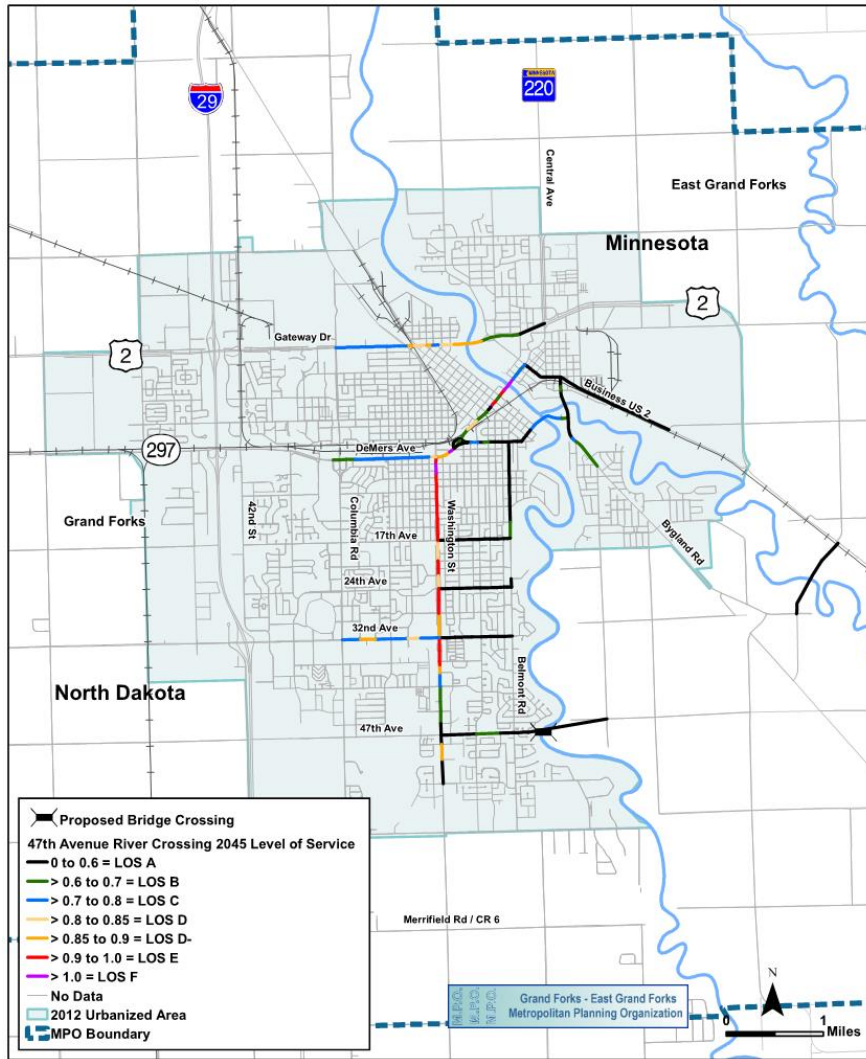


# 32nd Ave. S River Crossing – Link LOS

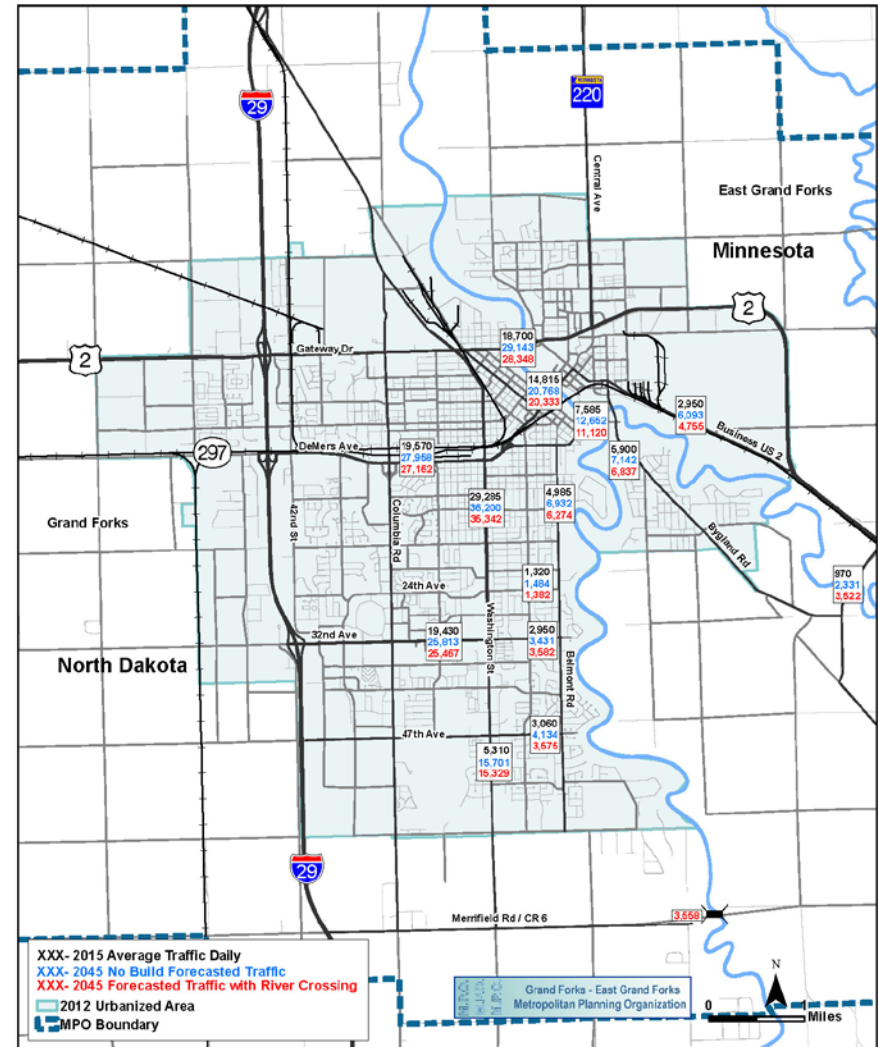
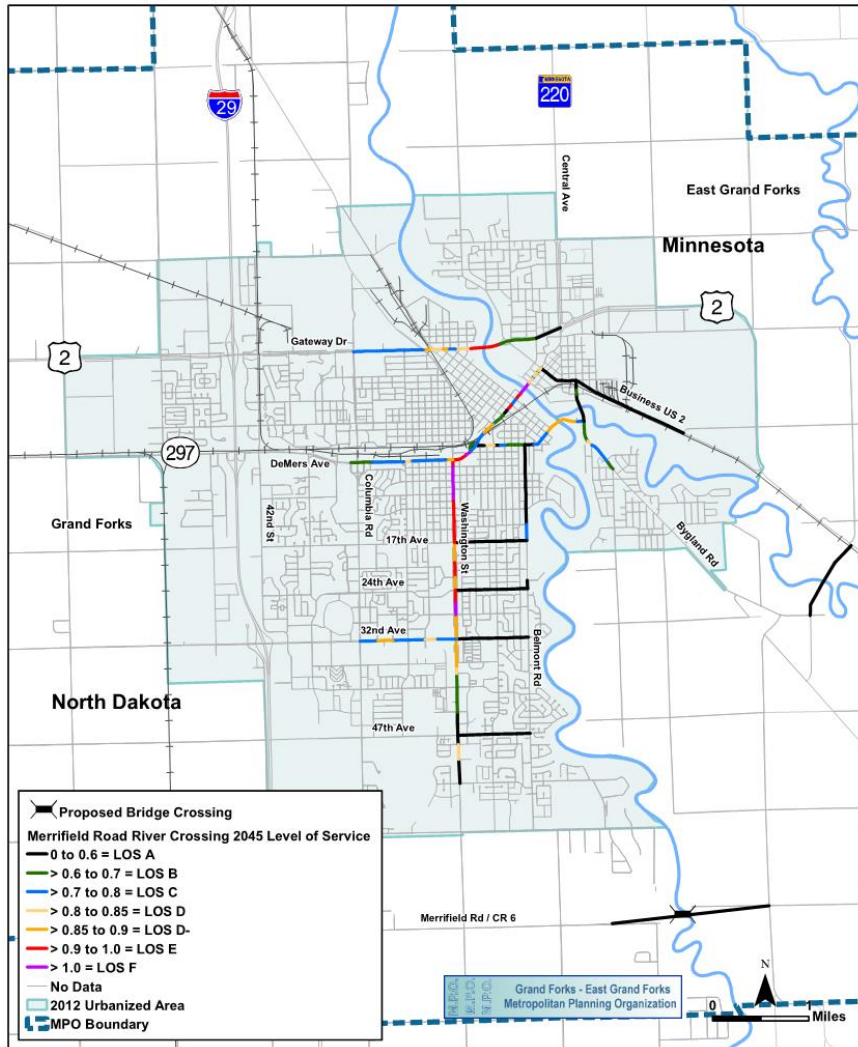




# 47th Ave. S River Crossing – Link LOS



# Merrifield (GF#6 and Polk #58) River Crossing – Link LOS



# River Crossing – Link LOS

- Point Bridge operates better under 17th, Elks Drive and 32nd Avenue crossing scenarios
- Gateway Drive operates better under all crossing scenarios except Merrifield Road
- Washington Street operates better under 17th Avenue and Elks Drive crossing scenarios although all scenarios have segments with undesirable operations
- Belmont Road operates better under all crossing scenarios based on link LOS but Belmont Road / 4th Avenue intersection LOS shows mitigation is required under Merrifield crossing scenario

## 2045 Traffic Demand on Roadway Segments

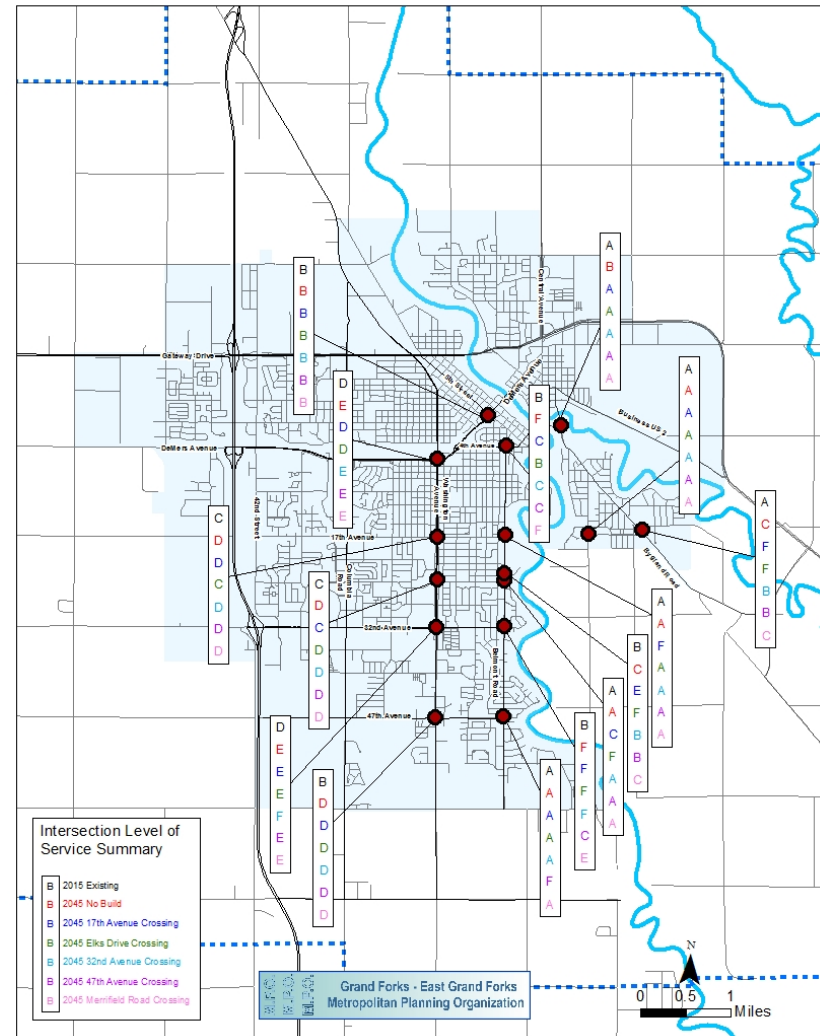
- 17th Avenue S (2-lane today) ~3,000 and ~10,000 vpd just west of Belmont and east of Washington Street, respectively (under 17th crossing scenario)
- 24th Avenue S (2-lane today) ~4,000 and ~7,500 vpd just west of Belmont and east of Washington, respectively (under Elks crossing scenario)
- 32nd Avenue S (mostly 2-lane today) ~10,500 and ~13,000 vpd just west of Belmont and east of Washington, respectively (under 32nd crossing scenario)
- 47th Avenue S (3-lane today) ~8,000 and ~9,000 vpd just west of Belmont and east of Washington, respectively (under 47th crossing scenario)

# Roadway Planning Capacities

- 2-lane urban roadway capacity is ~8,000 - 10,000 vpd
  - 17th Avenue is at high end of capacity threshold on the west end without conversion to 3-lane on west end (east end is fine)
  - 24th Avenue demand is under low end of capacity threshold throughout
- 3-lane urban roadway capacity is ~14,000 – 17,000 vpd
  - 32nd Avenue requires 3-lane section
    - Between Cherry and Washington restriping required
    - Between Cherry and Belmont minor widening may be required (additional as-built and design standard input needed – appears 3-11 foot lanes would fit)
    - East of Belmont widening is required
  - 47nd Avenue requires a 3-lane section
    - Between Washington and Belmont no changes are required
    - East of Belmont a 3-lane section could be added with restriping only

# River Crossing – Intersection LOS

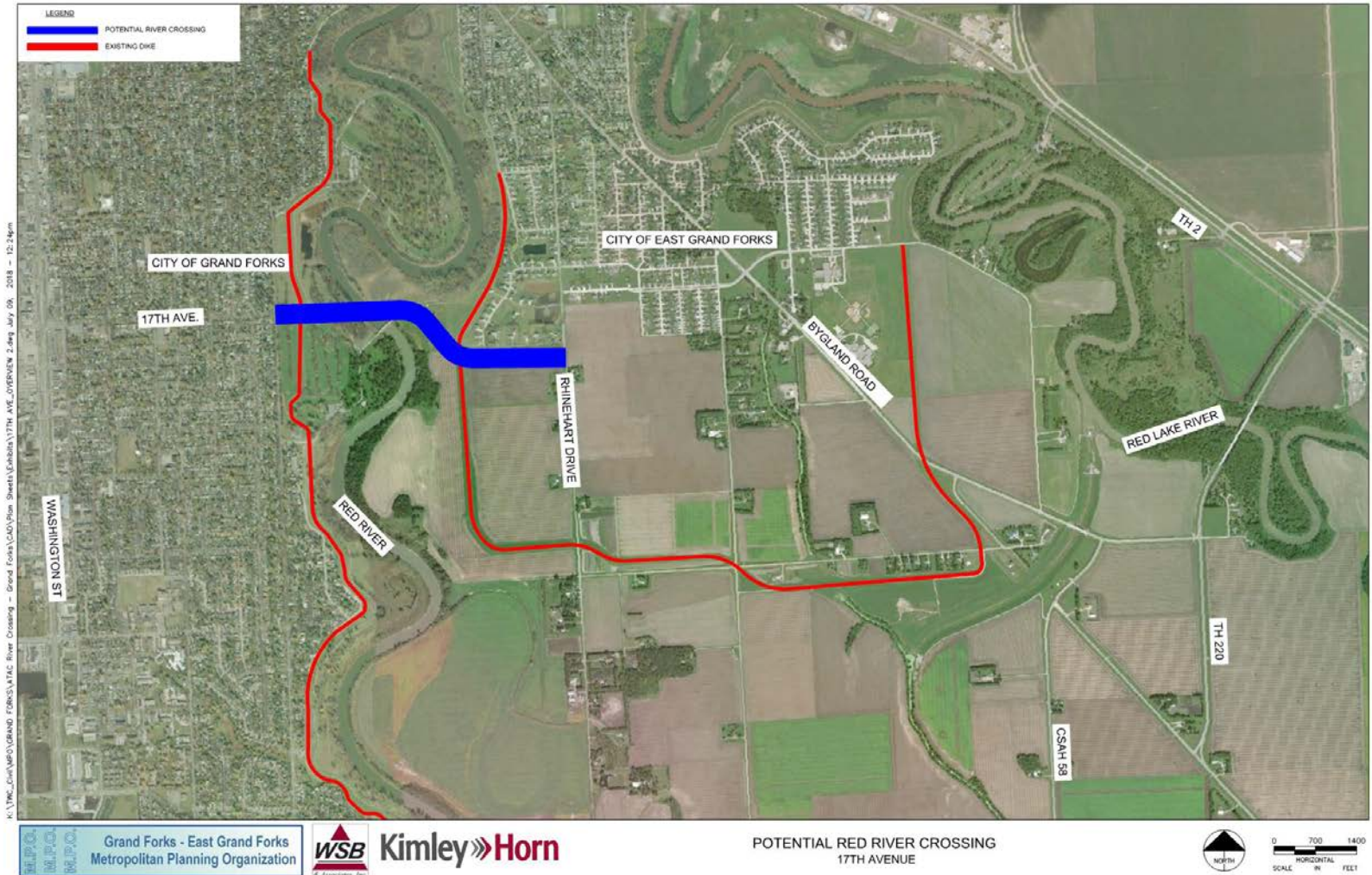
- Exhibit shows intersection LOS under each crossing scenario
- Expanded list from prior analysis



# River Crossing – Intersection LOS

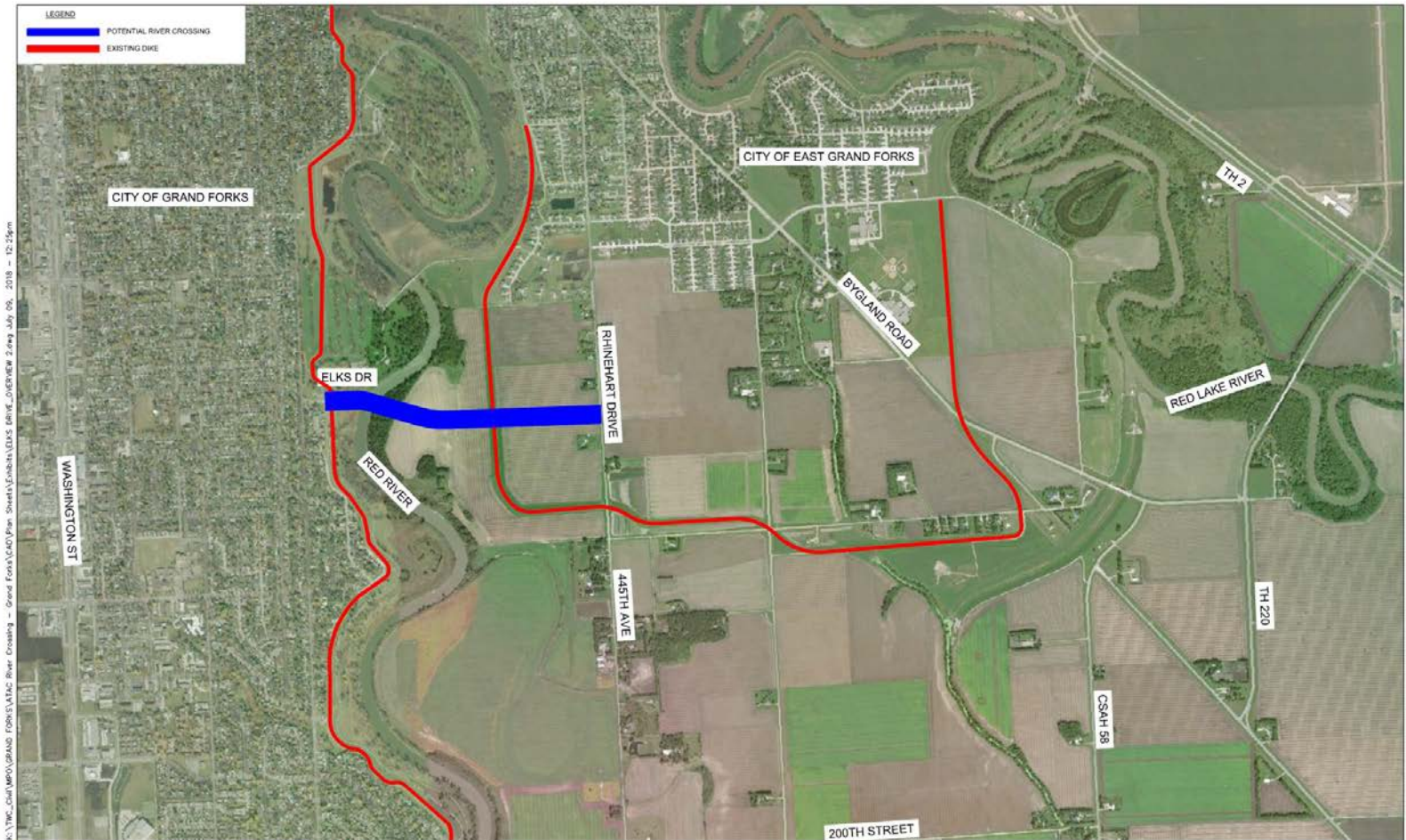
Intersection	Existing Control	2045 Unmitigated LOS	Proposed Control	Mitigated LOS	Mitigation Summary
Demers Avenue at S Washington	Traffic Signal	E	Traffic Signal	N/A	Additional lanes are required and that is not very feasible given existing right-of-way using a conventional intersection improvement. CFI option showed benefit in 2013 analysis.
S Washington at 32nd Avenue	Traffic Signal	F	Traffic Signal	N/A	Additional lanes are required and that is not very feasible given existing right-of-way.
4th Avenue at Belmont Road	All-Way Stop	F	Mini-Roundabout / Traffic Signal	B	Based on a high-level volume analysis, a mini-roundabout is also anticipated to operate at an acceptable LOS. Also could convert to a signal.
17th Avenue at Belmont Road	Two-Way Stop	F	Traffic Signal	C	Convert to a signal.
Greenway Blvd / Bygland Rd / 13th	Two-Way Stop	F	Conventional Roundabout / Traffic Signal	B	A conventional single lane roundabout would also result in acceptable operations. Also could convert to a signal.
24th Avenue at Belmont Road	Two-Way Stop	F	Traffic Signal	B	Convert to a signal.
Elks Drive at Belmont Road	Two-Way Stop	F	Traffic Signal	B	Convert to a signal. The WB approach also requires a left turn lane and a right turn lane. Right-of-way will need to be acquired to accommodate the WB approach widening.
32nd Avenue at Belmont Road	All-Way Stop	F	Traffic Signal	D	Convert to a signal. Avoided adding left turn lanes because downstream widening would be required to avoid skew for through traffic through intersection.
47th Avenue at Belmont Road	Two-Way Stop	F	Traffic Signal	B	Convert to a signal and add a left turn lane on the NB/SB/WB approaches. Widening and urban street cross section will be required on the NB approach.

# Draft River Crossing Alignments 17th Avenue S





# Draft River Crossing Alignments Elks Drive



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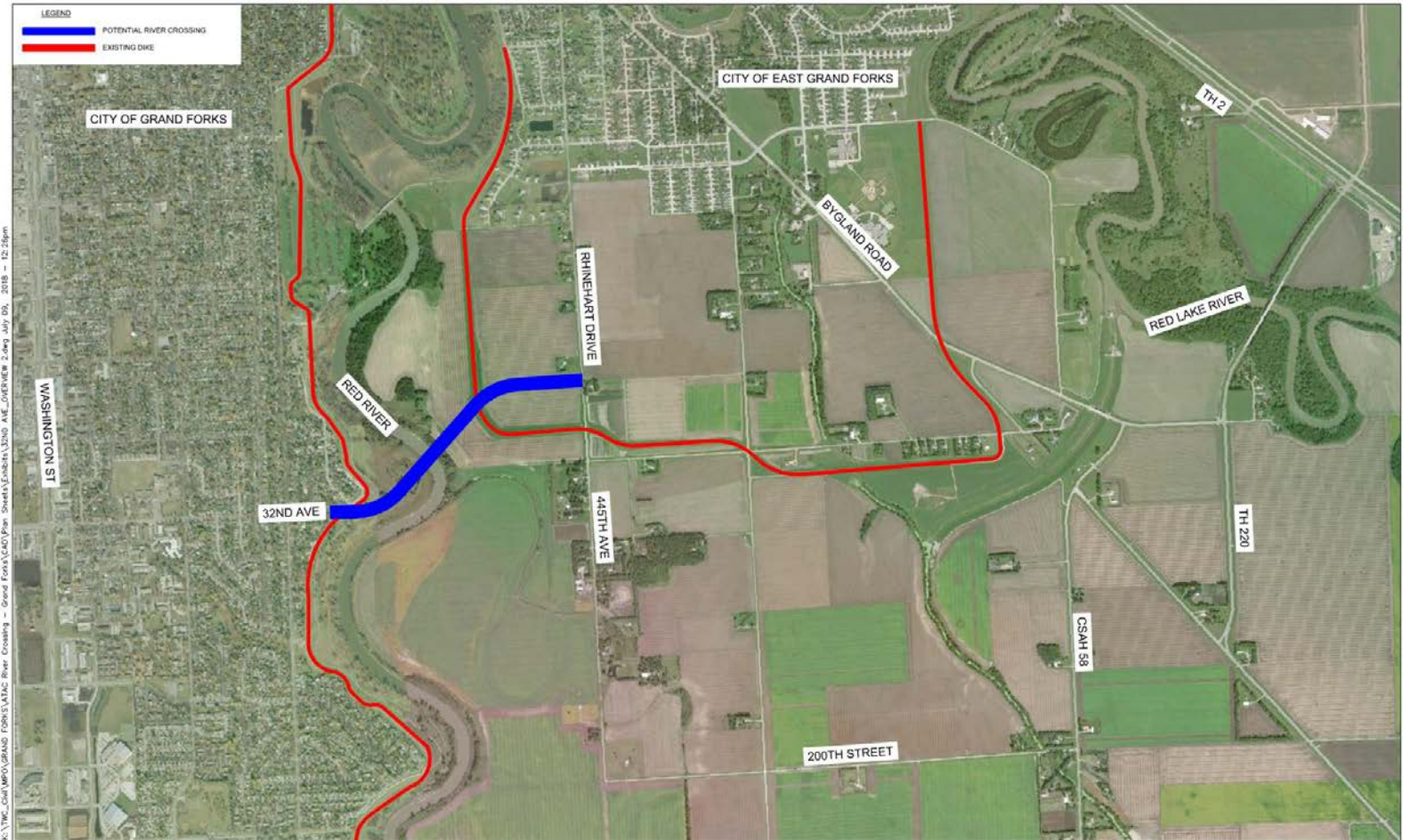
Grand Forks - East Grand Forks  
Metropolitan Planning Organization

**Kimley** Horn

POTENTIAL RED RIVER CROSSING  
ELKS DRIVE



# Draft River Crossing Alignments 32<sup>nd</sup> Avenue S



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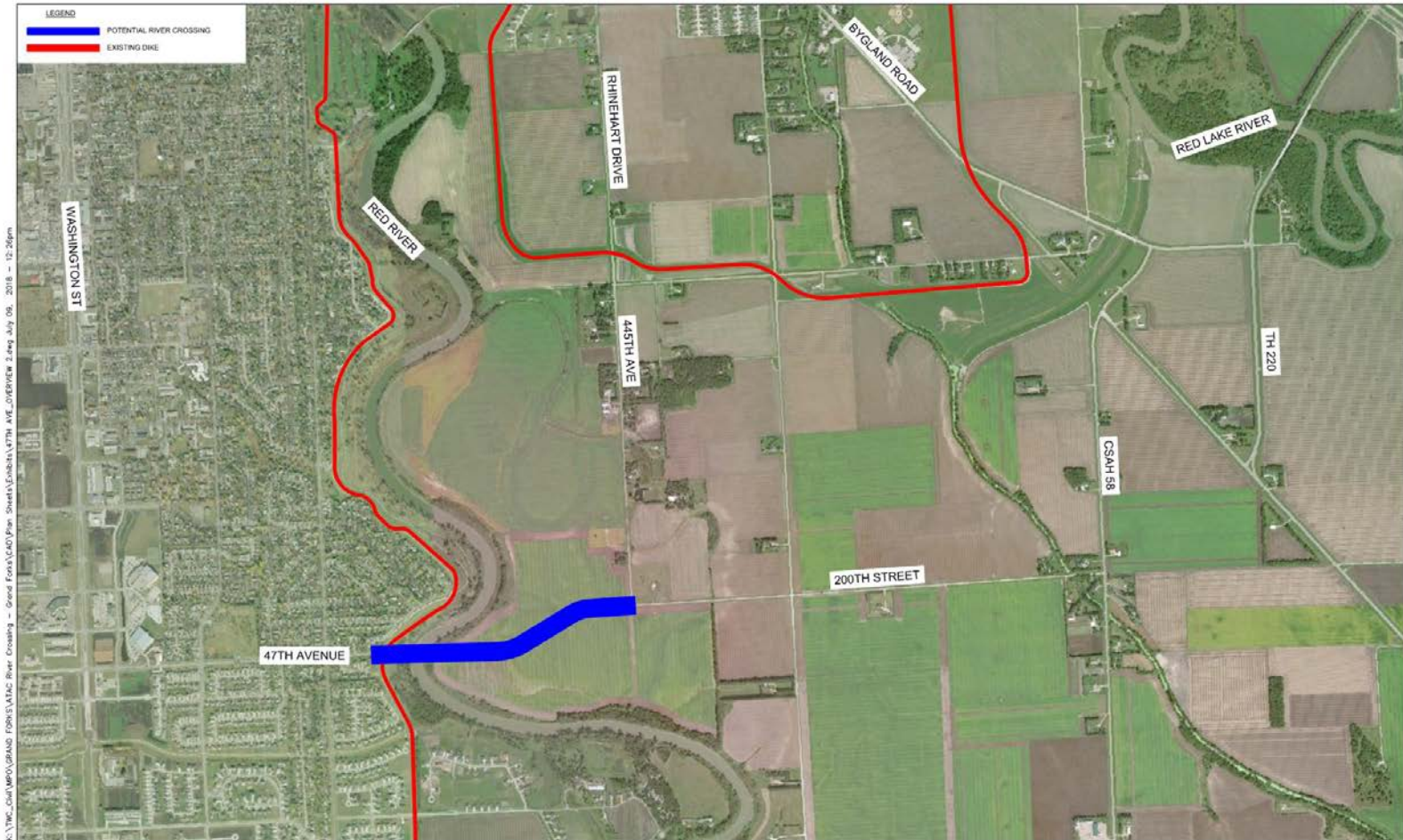
Grand Forks - East Grand Forks  
Metropolitan Planning Organization

**WSB** Kimley **Horn**

POTENTIAL RED RIVER CROSSING  
32ND AVENUE



# Draft River Crossing Alignments 47th Avenue S



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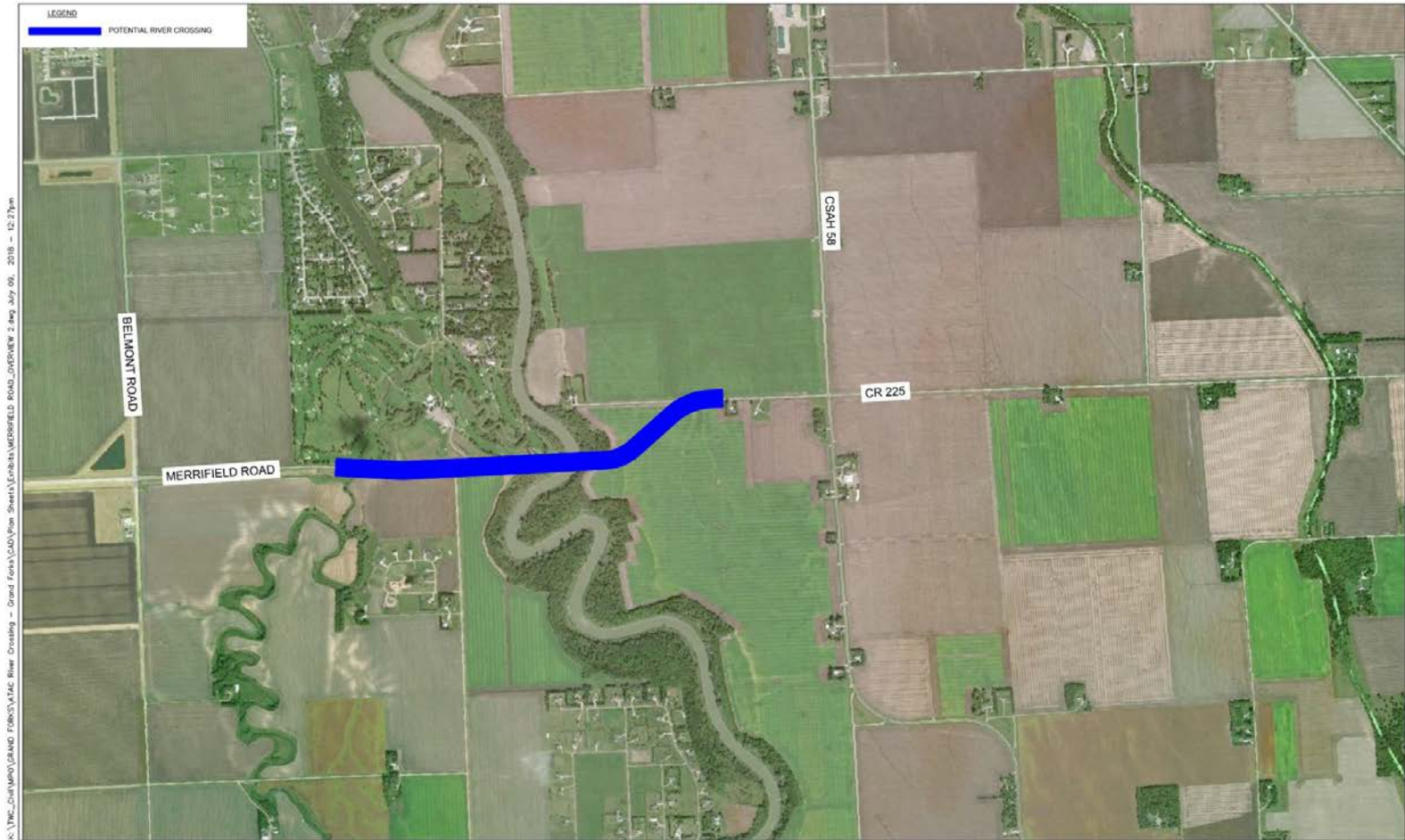
Grand Forks - East Grand Forks  
Metropolitan Planning Organization

**Kimley** **Horn**

POTENTIAL RED RIVER CROSSING  
47TH AVENUE / 200TH STREET



# Draft River Crossing Alignments Merrifield Road



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Grand Forks - East Grand Forks  
Metropolitan Planning Organization

**Kimley** **Horn**

POTENTIAL RED RIVER CROSSING  
MERRIFIELD ROAD



# 47<sup>th</sup> MN Jurisdiction Meeting

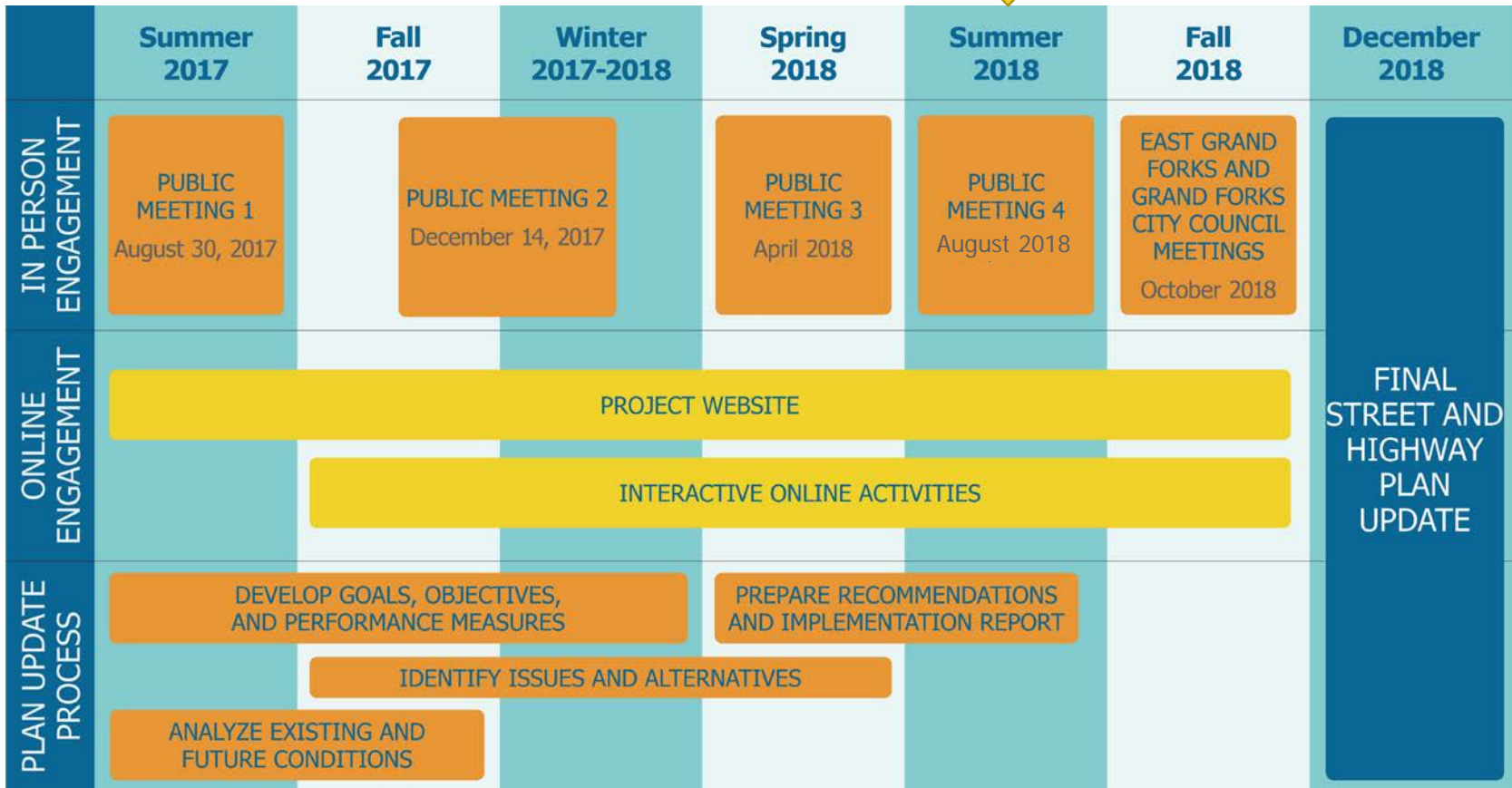


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# Future Bridge Next Steps

- Developing cost estimates and updating basic evaluation matrices
- Determine other potential improvements (improve some segments of in-place facilities) in addition to river crossings and intersection improvements here and incorporate into cost estimate
- Comparison matrices and planning level estimates will be completed within next 3 weeks

# Plan Update Schedule: Where We Are



**TABLE OF CONTENTS- UPDATE JULY, 2018**

**MPO UNIFIED PLANNING WORK PROGRAM -UPDATE , 2018**

<b>CODE</b>	<b>AREA</b>	<b>TASK</b>	<b>%</b>	<b>COMPLETION DATE</b>
<b>300</b>	<b>PLANNING AND IMPLEMENTATION</b>	<b>ACTIVITIES</b>		
	<b>2045 Street &amp; Highway Plan</b>	Draft Financial Plan prepared & distributed to stakeholders for comments. Continued working on River Crossing Study.	60%	Dec, 2018
<b>300</b>	<b>Plan Update (Travel Demand Model)</b>	Based model is complete. The 2030 & 2045 E+C (Existing and Committed Network) Model has been completed.	65%	Dec, 2018
<b>300</b>	<b>Bicycle and Pedestrian Planning Element (Update)</b>	In cooperation with MPO Intern: Prepared edits & reviews to Part IV & Part V Bicycle and Pedestrian Element: Assessed Connectivity on Bicycle and Pedestrian Network; assessed proposed on-road facilities; prepared maps and appraised Proposed on-road future facilities. Submitted Part IV for the consideration of members Bicycle & Pedestrian Advisory Committee.	85%	August, 2018
<b>300</b>	<b>Corridor Planning</b>	Every three years the MPO takes an Aerial Photo of the Study Area. The imagery has been flown and is being processed.	70%	Dec, 2018
		Downtown Grand Forks Transportation Plan: Consulting RDG, has been hired. Consultant is undertaking some of the initial work for this project effort.	10%	
<b>300</b>	<b>Traffic Count Program</b>	Vision Camera Data Collection & Traffic Analysis Enhancements Preliminary data quality audits being performed after delayed start due to factors including server replacement.	10%	
	<b>Near South Neighborhood</b>	Final report submitted.	95%	
<b>300.5</b>	<b>SPECIAL STUDIES</b>	EGF ADA: A crew is in process of doing the evaluation of the sidewalks in East Grand Forks.	25%	Dec. 2018
		Mn 220N Corridor Study, East Grand Forks: Work Program has identified that the MPO will conduct a study of a segment of Mn 220N on the northerly edge of East Grand Forks. Proposed scope of work has been produced. Draft Request for Qualifications.	3%	May, 2019
<b>300.6</b>	<b>PLAN MONITORING, REVIEW AND EVALUATION</b>			