



**TECHNICAL ADVISORY COMMITTEE MEETING**  
**WEDNESDAY, JANUARY 13<sup>TH</sup>, 2021 – 1:30 P.M.**  
**East Grand Forks City Hall Training Room/Zoom**

**PLEASE NOTE:** Due to ongoing public health concerns related to COVID-19, and the fact that the East Grand Forks City Hall is not open to the public; the Grand Forks/East Grand Forks Metropolitan Planning Organization (GF/EGF MPO) is encouraging citizens to provide their comments for public hearing items via e-mail at [info@theforksmpo.org](mailto:info@theforksmpo.org). The comments will be sent to the Technical Advisory Committee members prior to the meeting and will be included in the minutes of the meeting. To ensure your comments are received and distributed prior to the meeting, please submit them by 5:00 p.m. one (1) business day prior to the meeting and reference the agenda item your comments addresses.

**MEMBERS**

Peterson/Kadrmaz \_\_\_\_\_  
 Ellis \_\_\_\_\_  
 Bail/Emery \_\_\_\_\_  
 Gengler/Halford \_\_\_\_\_  
 Riesinger \_\_\_\_\_

Mason/Hopkins \_\_\_\_\_  
 Zacher/Johnson \_\_\_\_\_  
 Kuharenko/Williams \_\_\_\_\_  
 Bergman \_\_\_\_\_

West \_\_\_\_\_  
 Magnuson \_\_\_\_\_  
 Sanders \_\_\_\_\_  
 Christianson \_\_\_\_\_

1. CALL TO ORDER
2. CALL OF ROLL
3. DETERMINATION OF A QUORUM
4. MATTER OF APPROVAL OF THE DECEMBER 9<sup>TH</sup>, 2020, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE
5. MATTER OF UPDATE ON NDDOT TRANSPORTATION CONNECTIONS .....NDDOT

**TECHNICAL ADVISORY COMMITTEE  
JANUARY 13<sup>TH</sup>, 2021 MEETING  
PAGE 2**

6. MATTER OF PROPOSED T.I.P. AMENDMENTS .....HAUGEN
  - a. Public Hearing at January 20<sup>th</sup> Board Meeting
  - b. Committee Action
  
7. MATTER OF AERIAL PHOTOGRAPHY RFQ..... KOUBA
  
8. MATTER OF CANDIDATE T.I.P. PROJECTS FOR MINNESOTA SIDE .....HAUGEN
  
9. MATTER OF DEFINITION OF “REGIONALLY SIGNIFICANT” .....HAUGEN
  
10. OTHER BUSINESS
  - a. 2021 Annual Work Program Project Update
  - b. Bridge Traffic Impact Study RFP Results
  
11. ADJOURNMENT

**INDIVIDUALS REQUIRING A SPECIAL ACCOMMODATION TO ALLOW ACCESS OR PARTICIPATION AT THIS MEETING ARE ASKED TO NOTIFY EARL HAUGEN, TITLE VI COORDINATOR, AT (701) 746-2660 OF HIS/HER NEEDS FIVE (5) DAYS PRIOR TO THE MEETING. IN ADDITION, MATERIALS FOR THIS MEETING 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 TITLE VI COORDINATOR AT (701) 746-2660**

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020  
Zoom Meeting**

**CALL TO ORDER**

Earl Haugen, Chairman, called the December 9<sup>th</sup>, 2020, meeting of the MPO Technical Advisory Committee to order at 1:32 p.m.

**CALL OF ROLL**

On a Call of Roll the following members were present via Zoom: David Kuharenko, Grand Forks Engineering; Steve Emery, EGF Consulting Engineer; Nick West, Grand Forks County Engineer; Jason Peterson, NDDOT-Grand Forks District; Stephanie Halford, Grand Forks Planning; Nancy Ellis, East Grand Forks Planning; Dale Bergman, Cities Area Transit; Wayne Zacher, NDDOT-Local Government; Ryan Riesinger, Airport Authority; and Jon Mason, MnDOT-District 2.

Absent: Steve Emery, Brad Bail, Ryan Brooks, Jesse Kadrmas, Michael Johnson, Lane Magnuson, Lars Christianson, Patrick Hopkins, and Rich Sanders.

Guest(s) present: Jane Williams, Grand Forks Engineering; Hally Turner and Scott Schaffer, MnDOT.

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

**DETERMINATION OF A QUORUM**

Haugen declared a quorum was present.

**MATTER OF APPROVAL OF THE NOVEMBER 12<sup>TH</sup>, 2020, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE**

***MOVED BY KUHARENKO, SECONDED BY PETERSON, TO APPROVE THE NOVEMBER 12<sup>TH</sup>, 2020 MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, AS PRESENTED.***

***MOTION CARRIED UNANIMOUSLY.***

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

**MATTER OF MNDOT STATEWIDE MULTIMODAL TRANSPORTATION PLAN  
UPDATE**

Haugen reported that the reason Ms. Turner and Mr. Schaffer are here today is because for the last several months we have been hearing from the NDDOT on an update to their Statewide Long Range Transportation Plan; as we have been going through those we have noted that MnDOT would be starting a similar process and that begins today, so to give Minnesota equal time we have invited Ms. Turner, and she invited Mr. Schaffer, to attend today's meeting to give us an update on the Minnesota Statewide Multimodal Transportation Plan.

Haugen pointed out that in the staff report it is noted that, again the similarities between the MPO's Metropolitan Transportation Plan and these planning documents, but also point out the differences, with the main difference being that we also have to consider North Dakota with our planning considerations, much more so than Minnesota does, however, whereas in North Dakota they have less reliance on fiscal constraint and specific project identification; MnDOT does identify projects through their planning process beyond the T.I.P. years., so with that he will turn the screen over to Ms. Turner and Mr. Schaffer for a brief presentation.

Presentation ensued (a copy of which is included in the file and available upon request).

Schaffer gave an overview of the plan, explaining that the Minnesota Go Vision guides all of their work, and it is the long-term vision for transportation in Minnesota. He said that they aim to deliver a multimodal transportation system that maximizes the health of people, the environment and our economy. He added that the vision answers what they are trying to achieve and how to get there, which is through a family of plans that include the Minnesota Go Vision, the SMTP, and their more detailed Modal and System Plan, which gets into more detail on how to implement the vision.

Schaffer commented that the SMTP broadly answers how they are going to achieve the Minnesota Go Vision, and the Modal and System Plans include planning for people walking, bicycling, taking transit, as well as those using freight, airports, and waterways and ports.

Schaffer stated that most of these plans are updated every five years; the Minnesota Go Vision is expected to be updated beginning in 2023. He added that the SMTP plan translates the Minnesota Go Vision into general policy direction for MnDOT and other transportation partners; the plan is for all users, all modes, and any jurisdiction that has a role in Minnesota's transportation system. He said that it was last updated in January 2017 and is due for an update every five years by Minnesota State Statute, but we are going to ask their Legislature for a six-month deadline this year due to the pandemic and other issues, so they expect to have a draft available for public comment in January 2022.

Schaffer gave a brief summary on previous updates; explaining that the engagement for the 2017 update was more innovative and included traditional engagement opportunities like those in the 2012 plan, but it also included information kiosks, popup events, on-demand presentation requests and social media and targeted on-line ads. He stated that through all those engagement

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

efforts they received more than 12,000 responses over eight months, and that brings us to this third update that we are working on now; and because the previous plans were broader in focus they wanted to go deeper and more targeted in the 2022 plan, so they want to explore more areas where they know more now than they did during previous SMTP updates, and this will set them up for an update of the Minnesota Go Vision and Guiding Principles for the next planning cycle.

Schaffer reported that two questions that were asked of the 12,000 respondents were: 1) How important is it for MnDOT to plan for different areas of change, and 2) Which specific trends are most important for MnDOT to plan for.

Schaffer referred to a slide and pointed out that it lists the top five priorities they found when they looked at responses overall: 1) Aging Infrastructure; 2) Urban and Rural Population Trends; 3) Climate Change; 4) Environmental Quality; and 5) Transportation Behavior. He went over these findings briefly.

Schaffer asked how this information reflects what you are hearing today. Haugen responded that something we probably don't hear much about up here would be the need for climate change, probably more skepticism about that issue up here. Schaffer said, then that would probably fall lower on the priority list, not in the top five then. Haugen agreed that may be the case.

Schaffer commented that they notice the if you pull apart the demographic data that different patterns emerge; in terms of what is the top priority, so they wanted to do some analysis on the longer open ended questions that they had asked, and because different groups ranked differently they did an analysis of what they heard in 2016 and dug into the open ended responses to see what they would have heard if they had really had equity in mind. He stated that what that means for the update they are working on is that they really want to ask about a couple of things; they want to ask people about access to jobs and services and other important destination they have, the way people are getting around, transportation options that people wish they had, and the experiences they have had using different transportation options, and public input opportunities to allow people to have their voice heard in the transportation decision making process.

Schaffer said that they are using this update process to understand where there are gaps, where they need to hear and understand more to fill in their gaps; where they need to dig deeper to have a more meaningful impact, and to understand where the conversations changed or where we know more now than they did five years ago so they are going to be selecting some focus areas to help answer those questions. He added that they do have a process for identifying those focus areas and went over that process briefly.

Schaffer then went over the project timeline, stating that once it is completed in the spring of 2022, they will work to implement it until the start of the next planning cycle.

Schaffer stated that their next steps are to collect comments for the Public Participation Plan, and to ask public and partners which transportation topics are of greatest concern, what topics do you want to see in those four to six focus areas, they have two surveys available for public comment,

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

one is more fun and visual for the public and the other is a more typical survey, but both are available for you to complete and to share with your communities. He said that there are several advisory committees guiding this effort and most will meet for the first time in early 2021 when they will need to finalize the background information and context, and that includes the about 30 trends that they are updating.

Schaffer commented that [www.minnesotago.org](http://www.minnesotago.org) has more information and Hally Turner is the project lead for this plan update.

Haugen reported that the Technical Advisory Committee should have received a Constant Contact e-mail from the MPO that include the link survey and the public participation plans, so you should have that in your e-mail inbox so if you haven't opened it please do so and please participate. He added that Ms. Kouba will be serving on one of the advisory committees, he thinks it is the Equity Committee.

Information only.

**MATTER OF 2021 SAFETY TARGETS**

Haugen reported that this item was tabled at our last Technical Advisory Committee meeting; part of the discussion we had then was what were the options available to Bi-State MPOs on setting targets, and interestingly enough that lead to the question going all the way to headquarters of Federal Highway to help clarify the slight nuances that are in the regulations, so attached at the end of the staff report is a table format that MnDOT put together to circulate among its MPOs, so if you are in to X, Y, and Z you can understand what options are available.

Haugen stated that in asking the questions he put it into a more familiar format, perhaps, for this particular MPO, and that is that there are essentially three options; the first two options, A and B, aren't really where the questions are, it is in option C where, under some targets there is the ability to have an MPO Target specific to one State but have a State Target in the other metropolitan area, and whether Safety or PM1 allows this option, and to what extent does PM 2 and PM 3 allow this option; so essentially in PM1 the option C or the third option is not available, so if you decide to adopt a State Target on one side of your Bi-State MPO you automatically have to adopt the State Target for the other side as well, and so there are five targets for Safety, so you go through that exercise for each of the five targets; or you can adopt an MPO Target that is for the whole metropolitan area.

Haugen commented that the subtle difference is under the PM 2 and PM 3, which are the Conditions and Reliability Targets, you do have more of a variety of options; in this instance we still have Option B, but in this we can adopt an MPO Target in one of the States of the Bi-States, and adopt a State Target for the other area of the Bi-State, and obviously you can do vice versa from the graphic that is shown. He said that PM 1 does not allow this.

Haugen stated that unique to this there is also a possibility, although he can't fathom quite why someone would go through all of the gyrations to determine this, but you could have an MPO

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

specific Target in one State and a different MPO specific Target in the other State, so that is under PM 2 and PM 3 another nuance option for them, but for Safety it is basically we adopt both State Targets for that target or we adopt an MPO Target for that target. He hopes this answers the questions that were raised last month.

Haugen said, then, back to the data in the staff report that was presented last month, crunching through the MPO specific data, MPO staff is recommending the adoption of MPO Targets for all five of these performance measures. He pointed out that they are identified in the red box, and are all showing a declining number, so our trend is going in the right direction from a safety point of view. He stated that one thing that we have wrestled with in the past is whether on, particularly the fatalities and the fatalities and number of serious injuries for non-motorized, we use any decimal point or go with whole numbers; we have our past three years identified, the first two years we went with whole numbers but last year for fatalities we did go with a decimal point, so that would be something the Technical Advisory Committee can determine if they wish.

Haugen commented that we also indicate what our Target was for 2019, and what the actual data crunch was for that specific five-year rolling data number, and you can see that we essentially did meet or exceed our Target with the one exception of fatalities for vehicle miles traveled, they are a little higher.

Kuharenko stated that on the number of fatalities per 100 million vehicle miles traveled, he noticed that the table a couple of pages ahead, it looks like looking at the crash per 100 million vehicle miles traveled and the fatalities that we have been seeing in North Dakota, the next five year timeframe of 2016 to 2020, and so unless vehicle miles traveled increases dramatically he would anticipate that that number will probably stay around that same amount, and yet in the proposed targets for that item we are showing a target of 4.538, and he is just worried that we are setting ourselves for failure by setting a target that we will most likely exceed just in the data we already have in the previous four years. Haugen responded that just looking at this our target in 2018 was 6.73 based off of the data shown here, then we went to .599 to .574 but now the data shows that it is .538, and he asked if Mr. Kuharenko is identifying that he thinks that because there have been more fatalities in 2020 that will change. Kuharenko responded that he thinks that between the greater than zero fatalities in 2020 that unless vehicle miles traveled goes up substantially to drop that ratio, he is thinking we are setting ourselves up for failure just by lowering that target. He said that if you look over the past three years that we have in that category we seem to be rising instead of decreasing and yet our targets have been decreasing over the past three years. Haugen responded that that is because it is five years of rolling data, so we have two years here in 2017 and 2018 we had unfortunate fatalities, and in 2018 and 2019 on both sides of the river, which is unusual.

Haugen commented that he isn't sure about the statement that we are setting ourselves up for failure, we are identifying targets based on the data crunch; we do this annually and, again, the MPO itself is not subject to any sanctions or penalties, it is at the State level where those things occur. Kuharenko said, then, that if we didn't meet our goal for the number of fatalities for our non-vehicle miles traveled, and we are reducing the target even though we are probably not going to attain it, what is the purpose of decreasing it, if it is not realistic. Haugen responded that

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

the methodology is the data crunch, we are using past crash histories, and we are looking at not just the past five years but a rolling five year of five year data to get these high years more level with the low years, so that is the methodology we have been using to set the targets, and so he isn't sure if we are anticipating that we will have more fatalities in the future, because if we are then we should probably work on understanding what is causing those fatalities and direct improvements to address those causes. He asked what Mr. Kuharenko would suggest as an alternative way to identify a target for fatalities. Kuharenko responded that in general, if we need to review these targets annually, and if us setting targets isn't necessarily having any impact on either State; if memory serves, it only becomes an issue if the individual States don't meet their targets, is that correct. Haugen responded that the penalties are there for individual Statewide, but what we are doing by setting our own MPO targets is forcing the States to more actively work with us on programming projects to address these targets. He stated that this has caused, on the Minnesota side, a revamping that is still on-going as to how the HSIP Program is being managed in the State of Minnesota so that has been one of the positive effects of setting an MPO Target instead of just defaulting to the Statewide Target. He explained that it led to a finding in the Minnesota S.T.I.P. document report pushed out by Minnesota Federal Highway, and now follow-up work being done, that it isn't a one day or a one-year fix of the HSIP Program, it is being implemented over a little bit of a timeframe, but that is the positive side of having a metropolitan target.

Kuharenko asked if we just have to review these targets annually, we don't necessarily have to change them annually. Haugen responded that they do not have to be changed, we can adopt the same targets as 2019. He explained that the methodology is supposedly driven by what the data is crunching out to be, but that is just a consideration, it doesn't have to just blindly march in what the number crunch is, we are just presenting what the number crunch values will be, and that is the methodology we have used in the past. He said that we have used a different value, a slightly higher one, for the non-motorized traffic in the past, and haven't used the exact number crunch.

***MOVED BY KUHARENKO, SECONDED BY HALFORD, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE KEEP THE 2020 TARGETS FOR 2021, AND MOVING FORWARD REVIEW THIS ANNUALLY, AND CONSIDER REVISING THE TARGETS ONCE EVERY TWO TO THREE YEARS TO COINCIDE WITH THE METROPOLITAN TRANSPORTATION PLAN UPDATE.***

Halford asked if the Technical Advisory Committee would make that decision or would you have like a small working group to decide when to change the targets. Kuharenko agreed that that is a good point. He said that he is assuming that we probably wouldn't need to get the whole Technical Advisory Committee involved with being shown the whole data crunch you were talking about, would it be more beneficial to have that done by a subcommittee; probably representatives from the DOT, City, and County. Haugen responded that that in essence is a lot of the Technical Advisory Committee members already. Kuharenko agreed that that is true. Zacher commented that he thought we had to take a look at these annually anyway. Haugen responded that we are doing it annually; what he understands the motion to be is that instead of



**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

automatically adopting a new target annually, we are limiting ourselves to only adopting new targets every other year or every third year, so if he understands this motion, this time next year we would be tying the hands of the Technical Advisory Committee and MPO to not adopting a new target but just reviewing what the target is, what the numbers are, but this motion would limit the ability to actually adopt a new target for 2022. Halford said, just have it as an agenda item to ask the Technical Advisory Committee if it should be changed or kept the same, and then that is the agenda item that comes every year as part of the update. Zacher commented that from the DOTs North Dakota side they have to ask the question every year, so whether we update it or adopt it, we have to ask the question every year, from his understanding. Kuharenko asked if that is for just reviewing the data or is that changing the targets. Zacher responded that they have the ability to change the targets if they see a need to, otherwise they can keep them status quo. Kuharenko said then, that from Mr. Zacher's point of view it would be better to just maintain the targets for 2020 and then bring it up next year for consideration of revisions of necessary. Zacher responded that he previously sent Mr. Haugen the targets that they were looking at setting, and if they chose to adopt those or not, or the MPO chooses to create their own, that is their decision, but he just needs to know and report back if the MPO is going to adopt what the State sets or are they going to adopt their own, that is really what he needs to report back. Haugen added that each year the data changes, therefore each State has adjusted their targets based on the data crunch, and so we are following that methodology, but just using MPO data instead of Statewide data.

Haugen reiterated that the motion made would be to not adopt a new target, to continue with our 2020 targets, and then he isn't sure if the mover and second still want to limit the ability to adopt a target next year if the data shows it or do they still want to maintain the motion as stated.

Kuharenko asked, again, if the only piece that Mr. Zacher needs to know is whether or not we have an MPO Target or are following the States targets, so he would be fine with leaving it with allowing for revisions every two or three years. Zacher stated that the thing to note, though, is that if the MPO chooses to set their own targets then the onus for the data collection and everything else, from his understanding, falls to the MPO to report back; if they adopt the States target then the State runs everything. He added that he shouldn't say just the data collection, it's the whole methodology and how the number was developed and that type of stuff, it is more than just picking a number out of the sky. Kuharenko said, then, with that in mind he would suppose that, if he is understanding what Mr. Zacher is saying is correct, if we end up having MPO specific targets that puts a lot more work on the MPO staff, what are the MPO staff's thoughts on that. Haugen responded that it actually doesn't, the State is still required to give us the data specific to the MPO area, so we get the data to the MPO specific area already, so it isn't that big of an onus.

***Voting Aye: Peterson, Ellis, Halford, Mason, Zacher, Kuharenko, Emery, West, Bergman, and Riesinger.***

***Voting Nay: None.***

***Abstain: None.***

***Absent: Noehre, Bail, Brooks, Emery, Christianson, Hopkins, Johnson, Magnuson, and Sanders.***

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

**SUSPEND AGENDA**

Haugen reported that Mr. Bergman has another meeting he has to go to so he has requested that the two FTA Items from the next agenda item be discussed at this time, therefore if there are no objections, he would like to suspend the agenda to do discuss those two items.

**MATTER OF 2022-2025 NORTH DAKOTA SIDE T.I.P. CANDIDATE PROJECTS**

- g. FTA 5310
- h. FTA 5339

Kouba reported that this is an annual solicitation for 2022 FTA Funds, so we are looking at our Transportation Development Plan for the schedule that we have for various items for capital purchases.

Kouba stated that the funding request from CAT for 5339 funds includes the following projects in priority order of:

- 1) Scheduling and Dispatching Software
- 2) Bus Shelter Replacement
- 3) Data Management System

Kouba said that the funding request from CAT for 5310 funds includes the following projects in priority order of:

- 1) Mobility Manager
- 2) Replacement of ADA Minivan

Kouba commented that for the 5310, that is what we had in our T.I.P.; for the 5339 we do have the bus shelter project in the T.I.P., but we also have buses, which, according to CAT's Transit Asset Management they have all the buses they need at this time, due to some of the other mid-year NDDOT solicitations from previous years.

Kouba stated that staff recommends forwarding a recommendation to the MPO Executive Policy Board that they approve the FTA 5339 and FTA 5310 Project Request in the priority given.

Bergman added, so everyone is clear on these requests, a month ago they ended up getting some capital funds, which was funding for strictly vehicles only on the bus side; they applied for the one bus that they did need a replacement for, but all the rest of the buses are fairly new and in fact they won't need any until 2022 or 2023, so these 5339 Funds are going to replace their Fare Transit Software that has been in service for ten years, the cost of it has increased outrageously, at an average of about 7% a year, and they found two other companies that have similar software and very little change would be needed to implement and our cost would drop about \$50,000 a year, and that does not include the annual fees going down as well. He stated that the Data Management Software, there are two different companies that offer it, and they take everything

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

that is separated out in excel spreadsheets, financials, fare collections numbers and they combine it all into a cash savings allowing us to have a much better way of tracking our routes, our ridership, and all the new targets we have to meet, they can provide it all on one dashboard.

***MOVED BY ELLIS, SECONDED BY BERGMAN, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE GRANT APPLICATIONS FOR THE 5339 AND 5310 PROGRAMS IN THE PRIORITY ORDER PRESENTED AND ADDRESS CAPITAL INVESTMENT SCHEDULE DURING NEXT YEAR'S TRANSIT DEVELOPMENT PLAN UPDATE.***

***Voting Aye: Peterson, Ellis, Halford, Mason, Zacher, Kuharenko, Emery, West, Bergman, and Riesinger.***

***Voting Nay: None.***

***Abstain: None.***

***Absent: Noehre, Bail, Brooks, Emery, Christianson, Hopkins, Johnson, Magnuson, and Sanders.***

**RESUME AGENDA**

**MATTER OF PROPOSED 2021 T.I.P. AMENDMENT – ND SIDE**

Haugen reported that included in the packet is the information received from the City of Grand Forks regarding their Urban Grant Project on North 3<sup>rd</sup> Street. He pointed out that it shows that the bids came in substantially higher than the cost estimate in the T.I.P. document, and it is over the 25% threshold, so because of that there is a need to do a T.I.P. amendment.

a. Public Hearing

Haugen said that they did advertise that a public hearing allowing the public the opportunity to provide comments on the amendment was posted in the local paper, as well as on the MPO website and social media; we did not receive any comments.

b. Committee Consideration

Haugen stated that this amendment does not affect the federal portion of the project; the cost increase is being resolved with additional local dollars provided to the project, so we went from a \$3.46 million to a \$4.72 million dollar project, but the federal amount stayed the same.

Kuharenko commented that the only thing he would mention is that this is the City's estimate, and the Consultant's Engineers final estimate is what this was based on.

Haugen stated that they did ask about how this affects fiscal constraint, and the City assures us that all the current T.I.P. projects are not affected by this \$1.some million dollars of added funds to this project; so the recommended action is for the Technical Advisory Committee forward a

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

recommendation to the Executive Policy Board that they approve this proposed FY2021 T.I.P. amendment.

***MOVED BY PETERSON, SECONDED BY KUHARENKO, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT ATHEY APPROVE THE PROPOSED FY2021 T.I.P. AMENDMENT, AS PRESENTED.***

Zacher stated that he would just suggest adding the PCN number, 22515, to the project.

***Voting Aye: Peterson, Ellis, Halford, Mason, Zacher, Kuharenko, Emery, West, and Riesinger.***

***Voting Nay: None.***

***Abstain: None.***

***Absent: Noehre, Bail, Brooks, Emery, Christianson, Hopkins, Johnson, Magnuson, Bergman, and Sanders.***

**MATTER OF 2022-2025 NORTH DAKOTA SIDE T.I.P. CONDIDATE PROJECTS**

Haugen commented that the new T.I.P. cycle has started. He said that prior to discussing 2022 through 2025; both States have just received approval of, and released their S.T.I.P. documents for 2021 through 2024, so now we are going through the process of comparing and contrasting the T.I.P. versus the S.T.I.P., so possibly in the next month you will see some actions needed to reconcile the two documents, but the focus today is on the next T.I.P., FY 2022 to FY 2025 essential years.

Haugen stated that, as we do every year, we have to remind ourselves what the MPO responsibility is; it is to ensure that projects are consistent with our plan, that the financial planning remains constrained, and then we also prioritize the projects. He referred to a map and pointed out that the areas in dark brown and light brown need to have projects submitted to us to go through this process.

Haugen said that the projects are any project that involve the decision of Federal Highway, Federal Transit, or any federally funded project that impacts transportation, and then eventually regional significant projects. He stated that the purpose today is to get the candidate projects for the federal funds, which is a continuous 12-month process.

Haugen reported that FAST was extended one year, so we are still doing this T.I.P. review under FAST but as FAST expires and reauthorization or continuation happens, just to let you know what we do today may be subject to change because of the reaction we would have to do with change in federal law.

Haugen stated that funding levels, we are under a continuing resolution that ends Friday, so we are hoping that Congress does appropriate funds for the rest of the year; and we are assuming that they will be following the authorization levels that existed in the past. He added that we are looking at North Dakota projects this month, next month most of our review will be on the

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

Minnesota side, but the following are the programs as noted in the Technical Advisory Committee agenda; each one is covering one of those 2022 to 2025 years.

Haugen commented that there were instructions released out on the North Dakota side for the Urban Roads and Regional Roads Program. He explained that there is a checklist and a set of instructions to try to help guide people submitting candidate projects as to what the expectations are with those projects. He gave a brief overview on the instructions and the guidelines that were provided.

a. Regional Roads

Haugen reported that, again, they are asking that if there have been any projects that have had some change to scope and/or costs, they be identified, but no new projects. He stated that there was one project that was being submitted with an updated scope of work and project cost; that is the Traffic Signal Rehabilitation on the Regional Road Network. He said that, as noted, it is currently programmed in 2024 as a pending project, so if funds are not actually available in 2024 it will automatically be funded in 2025, so that is why we can show it as being funded, that it will be programmed in the subsequent year.

Haugen commented that the scope of work changed, principally because when initially scoped it out there were still some other projects that weren't programmed yet, such as the HSIP project on 32<sup>nd</sup> Avenue; all the signals on 32<sup>nd</sup> were included in the original scope but they are now being done with the HSIP project so they are being removed from this project, and because this project has been pushed from the original request date out to 2024 or 2025, the year of expenditure needed to be updated, so the change in the scope and the cost estimate go from \$6.2 million to \$6.7, the federal amount from \$4.96 to \$5.33 million. He added that because this is pending, and we haven't fully programmed out 2025, it is still considered to be within fiscal constraint.

Haugen stated that there were three new projects submitted; again, the instructions were to not submit new projects as they don't meet the fiscal constraint and, therefore they aren't consistent with our Metropolitan Transportation Plan (MTP). He said that he did highlight what those three projects were; the first one was in 2023 to do some concrete panel replacement and a micro-seal on 32<sup>nd</sup> Avenue between I-29 and South Washington; the second was to seek funds for what is likely a new interchange at 47<sup>th</sup> Avenue South, in response to a NEPA project that is occurring in 2021, at a cost of \$51 million; and the third was a submittal for 2024 for the same project that was submitted last year, but not funded for 2024 and that is the reconstruction of South Washington from Hammerling to DeMers Avenue.

Haugen said that there was one project submitted for the new T.I.P. cycle year, 2025; it is on Gateway Drive, and when we look at our MTP table for the fiscally constrained projects, we do notice that we have split the project into two segments, but we also notice that there is an error in the table. He pointed out that the first two projects identified are on Gateway Drive between I-29 and Columbia Road and Columbia Road to the Red River; and they have kind of the same description, but then we also have the same segments shown a second time with similar

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

descriptions and cost estimates, so there must be an error in our listing of projects, we wouldn't have in the short term these projects done twice within that short timeframe.

Haugen stated that the project that was submitted did not split into two segments, it covered the whole I-29 to the Red River corridor. He added that there is a difference in the cost estimates; in our MTP when we combined the two segments, we get roughly a \$1.6 million cost estimate, the request is roughly \$4.5 million, so they aren't sure why there is this significant cost difference. He said that they also note that, based on some of our past studies, it does acknowledge Access Management potential, but he isn't seeing much information as far as the North Washington Skewed Intersection Study results, and particularly there was some great bike/ped improvements that were highlighted at those intersections, so we would make note of that.

Haugen said that on the North Dakota side we always ask, what might be your project in say 2026, and what was submitted was a North Washington reconstruction between 1<sup>st</sup> Avenue North and 8<sup>th</sup> Avenue. He added that we won't spend much time on this one because we aren't formally asked to comment on it, but we do note, and as their documentation shows, this is something that is identified in the mid-range and we are still operating in the T.I.P. cycles in the short-range.

Haugen summarized there is essentially an update to one project being done, there is a submittal of new candidate projects to consider that has some significant differences in the cost estimates for fiscal constraint concerns, and then we have three new projects that are being submitted during the years that we have no funds to commit to projects, so therefore those projects aren't consistent with our MTP.

Kuharenko stated that he has the MTP pulled up and with the discussion regarding the differences in cost estimates and having doubled up projects on Gateway Drive; one of the things, if you end up looking, he thinks it is actually just below where you have the table snipped, it actually splits U.S.#2 into east bound and west bound, so it is likely that those pairs of projects are east bound/west bound. Haugen pulled up the table Mr. Kuharenko was referring to and Kuharenko pointed out that REP 2-3 and REP 3-6, and said that those two are split into east bound and west bound, and so he is guessing that those pairs that are closer to the top of the table are likely east bound and west bound as well, but it just wasn't explained in the description. Haugen agreed that that could be the case, but when he looks back at the original table, this is basically how it was provided to us from the District; they actually included a specific year that they would do these projects, and so they didn't have it split by lane direction, but they did have this as the short range project, and then obviously there would be a need during a long range transportation process to also go back and redo this stretch at a later year, and so these are identified, in the original table, as long range projects; so it appears it is just an error in the document, and the second pair should actually be labeled as long range, and then we would have to make the adjustments for the cost estimates to reflect long range year of expenditure, so he understands where Mr. Kuharenko is coming from with trying to identify east bound and west bound, but the base data that we got didn't identify them by direction. He added that he also believes you will find that we don't have a follow-up pavement rehab on Gateway Drive in the

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

long range, which normally we would go in short range and then around 15 years we would program a follow-up project, based on a pavement maintenance cycle.

Haugen reported that included in the packet were just the projects that we felt were still consistent with the MTP, although the 2025 project does have a question on cost differences. He said that they didn't include all the information for the new projects for the years we weren't soliciting for; and then just to make sure all the loose ends were tied up, the City did submit a 2021 project, but that is already programmed, and we are only focusing on 2022 through 2025, possibly 2026; so, he didn't include the 2021 project.

Haugen said that we need to make a recommendation to the MPO Executive Policy Board as to are the project submitted consistent with the MTP and if so, how do we prioritize them. He stated that from a staff point of view we have one project that is being updated that is consistent; we have another project for the new T.I.P. year that, based on fiscal constraint, may or may not be consistent with our fiscal constraints.

Kuharenko commented from their side of things they have worked with the Local District putting this list of projects together, and they are looking forward to having them submitted to the DOT. He said that they are aware that the projects that they submitted, outside the solicitation, may or may not be selected, but that was a process that they worked on with the Local District so they would be interested in seeing that move forward.

Peterson asked what the process would be to try to get the MTP to match the current project request. Haugen responded that the short answer would be to amend the MTP; the hard answer would be is there funds reasonably available to include these projects into the MTP. He said that the smaller dollar value ones, maybe; the \$50 million dollar on possibly not. He added that typically we would be assuming normal processes that there isn't any new money available to consider new projects into the timebands, then would have to figure out a one for one slot, basically; take a project that is prioritized, that is of similar cost, and push that one out to bring a new project into its place, and we aren't aware of, nor has any State identified for us, that there is new funds available to program those projects.

Haugen reported that from a staff point of view it is challenging to say that these are consistent with our planning documents. He said that in hearing that the City and the Local District wish to move these forward, then, perhaps identifying them as illustrative projects would be the route to take.

Kuharenko asked if they list these as illustrative projects, how does that impact the possibility of these projects being funded. Zacher responded that he would have to go back and check everything. He added that it just seems that when you have a mid-term project that you are trying to leap-frog over a short-term project it isn't going to work well, and it is going to call into question the whole MTP, so he isn't sure how to answer this question.

Haugen stated that a motion, something to the effect that the Technical Advisory Committee recommends that the Regional Signal Rehab project as being consistent and acknowledge the

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

new scope of work and cost estimate; include the 2025 requested project as being consistent; and have the other three projects submitted as illustrative projects.

Kuharenko asked, for clarification, which one was listed in the mid-range again. Haugen responded that you were pointing out the mid-range projects for the west of I-29 as a way to maybe explain why there are two projects, but in this particular table there is no mid-range, there is a mid-range project identified for 32<sup>nd</sup> Avenue instead of a concrete panel replacement and micro-seal, there is a mid-range project for that segment of 32<sup>nd</sup> Avenue Reconstruction. He added that the 2024 project was not funded in 2024, typically we would see that as being a new candidate project for the next go around instead of trying to resubmit it in a year that it was not already programmed for, and then he would guess that knowing that the one signal rehab is already a pending project, meaning that it could easily move out of 2024; the cost has increased so it is going in the wrong direction as far as being fiscally constrained, you are adding more dollars to a project that is already pending in 2024. He said that another thing would be to have Fiscal Year 2024 changed to 2025 for the South Washington project between Hammerling and DeMers, and make that the project instead of the Gateway Drive one, for fiscal constraint we couldn't have two, but that would be another consideration.

Kuharenko asked Mr. Peterson if he would have any thoughts or concerns if they made those projects illustrative, from the 2022-2024 projects. Peterson said that, again, the term illustrative, is it in line with the pending terminology, remind him again what that means as far as that year and the term illustrative. Haugen responded that the distinction is pending means that if they aren't funded in a year they are automatically funded the following year; illustrative means that there are no known funds available and if they do get programmed we would have to go through a T.I.P. amendment process, and in this case if two of them get programmed we would also have to do a plan amendment. Peterson stated that he would like to visit a little bit with Mr. Noehre on this. He said that Mr. Noehre and himself had a little bit of conversation early but as far as getting them identified as illustrative didn't come up.

Kuharenko commented that one concept would be that we could always put forward a motion; and then would it be worthwhile for Mr. Peterson and Mr. Noehre to have conversation to what is agreeable and get that information to the MPO Executive Policy Board. Peterson responded that that would be fine.

***MOVED BY KUHARENKO, SECONDED BY PETERSON, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE URBAN REGIONAL ROAD CANDIDATE PROJECTS FOR THE FY2022-2025 T.I.P. AS BEING CONSISTENT WITH THE METROPOLITAN TRANSPORTATION PLAN, AND GIVE PRIORITY RANKING AS ASSIGNED; SUBJECT TO FURTHER INPUT FROM THE LOCAL DOT DISTRICT ON THEIR DESIRE AS TO HOW TO SUBMIT THE THREE NEW PROJECTS, AS IS OR ILLUSTRATIVE.***



**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

Haugen commented, then, that with this motion the Technical Advisory Committee is giving sole discretion to the Local District as to how to address three projects as being consistent with the plan, or being illustrative.

Zacher asked if once the District decides does that mean they are taking it to the Policy Board, or how does that work. Haugen responded that they would be communicating that to the MPO Staff, and we would ask them to have that decision made by noon Friday so it can be included in the Staff Report; so there will likely be two different motions presented to the MPO Board, what the Technical Advisory Committee and resulting District desire is and then staff would still suggest that the three projects be submitted as illustrative projects. He added that, again, our responsibility is to consider whether they are consisting with the MTP, and that includes the fiscal constraint component. He said that it is hard to understand how we can consider them to be consistent from a fiscal constraint point of view.

***Voting Aye: Peterson, Ellis, Halford, Mason, Kuharenko, Emery, West, and Riesinger.***

***Voting Nay: None.***

***Abstain: Zacher.***

***Absent: Noehre, Bail, Brooks, Emery, Christianson, Hopkins, Johnson, Magnuson, Bergman, and Sanders.***

b. Urban Roads

Haugen reported that, again, there are no new projects for 2022 through 2024, and while there weren't any new projects submitted if you have a project that needs to be updated because of a scope change and/or cost increase, that should be submitted.

Haugen said that the City did submit one project update, that is also on their Traffic Signal Rehab project. He stated that, again, some projects have been already programmed with other federal funds that had originally included signals, and the rehab ones can now be removed. He added that also the intent was to have these projects kind of paired one year after the next, with the Regional Projects being pushed out to 2024. He said that the City is also updating the cost estimate, but also is requesting that instead of being funded in the current 2022, it be moved to 2023, so again the concept of doing the local signals one year and following up with the regional signals the second year, can be done.

Haugen commented that the cost estimate, because of these changes and updating the scope, it went from \$3.1 million to \$3.33 million; the federal amount went from 2.28 to 3.36, so fiscal constraint is probably still there, and it is still in the short-term.

Haugen said that a thing to discuss on this project is the knowing that the 2024 project is pending, and we just increased the cost, and not knowing if there are any more funds on 2024, if it gets pushed to 2025, do we think we would also be requesting this project then gets pushed to 2024. Kuharenko responded that that is a possibility.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

Haugen stated that there weren't any other projects submitted during the current T.I.P. years; for the new T.I.P. year cycle there was one project submitted. He said that again, when we look at the MTP, we do note that North Columbia Road is identified as needing to have reconstruction and during the MTP process we prioritized the northern half of Columbia Road between 8<sup>th</sup> Avenue and Gateway Drive as a high priority and placed it in the short-term; the City is requesting that the mid-range project between University and 8<sup>th</sup> Avenue be moved ahead of the Northern segment project. He stated that we don't have any information as to why this switch is being requested, the application does show the MTP table with the mid-range project being highlighted but there is no mention of the one above it as being a short-range project. He added that we do note that the dollar values in the application and what is in the MTP is different as well, so it does have an impact on our fiscal constraint; probably in this project it might be leaving dollars on the table, we aren't quite sure. Kuharenko responded that, as the Technical Advisory Committee may know, these two projects are right next to each other in the MTP, and in addition since they are right next to each other as well and they are currently working on plans for the Southern segment of Columbia from the Overpass to University, it made more sense to bring this one forward. He added that in addition, there is actually a traffic signal at the intersection of 6<sup>th</sup> and Columbia, and if this project moves forward and receives funding, that signal could be pulled out of the Signal Rehabilitation Project because it would most likely be rehabilitated as part of this project, so it doesn't make sense to rehab a signal and then replace it a few years later.

Kuharenko stated that he knows that in general they ended up submitting this, as well as the other packets of information to the MPO on November 17<sup>th</sup>; he was hoping to kind of get these comments taken care of prior to the Technical Advisory Committee meeting which is part of the reason why they ended up submitting them so early, so it would have been beneficial to have gotten that information, or to have been able to answer these questions prior to the Technical Advisory Committee meeting. Haugen responded that in that conversation that we did have about these projects are that these are basically your marching orders, so would there wouldn't be much discussion on what information has changed, so that is where we are at on it.

Haugen reiterated that we do have two projects submitted; one is just a rehab of an existing programmed project, it is being asked to update the cost but also move it back a year, and we did discuss that there is a potential possibility that what happens on the regional side might affect this again. He added that there is another candidate project that is on North Columbia, and we do have two segments in the MTP, previously we prioritized the northern half versus the southern half, and there really isn't much of a prioritization from that point of view but it does make a difference in the fiscal constraint, so that is a concern.

***MOVED BY KUHARENKO, SECONDED BY ELLIS, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE URBAN ROAD CANDIDATE PROJECTS FOR THE FY202-2025 T.I.P. AS BEING CONSISTENT WITH THE METROPOLITAN TRANSPORTATION PLAN AND IN THE PRIORITY ORDER SUBMITTED.***

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

***Voting Aye: Peterson, Ellis, Halford, Mason, Kuharenko, Emery, and Riesinger.***

***Voting Nay: None.***

***Abstain: Zacher.***

***Absent: Noehre, Bail, Brooks, Emery, Christianson, Hopkins, West, Johnson, Magnuson, Bergman, and Sanders.***

c. Urban Grant

Haugen reported that, just to remind you, the Urban Grant Program is part of the Governor's Main Street Initiative; it focuses essentially on the downtown areas, and it was crafted out a couple of T.I.P. cycles ago taking federal funds away from the Regional Road, Urban Road, and some other programs to focus on Main Street areas, downtowns part of the Governor's overall revitalization of downtowns.

Haugen commented that during an MTP process, since this is a reasonably forecasted funding source, we try to identify what projects would be eligible for the funds. He stated that it was a new program, so we had no history of what level of funding to expect, we did nonetheless put together a table of projects identifying what we thought were the priority areas of roadways that need to be done. He said that we did successfully get several of our projects that were identified in the MTP already programmed, in fact our North 3<sup>rd</sup> Street, we had originally divided it into three segments and all three were funded in one shot. He added that we also, then, had one of our North 4<sup>th</sup> Street segments funded, as well, so in the new candidate year, this is not going out for a full T.I.P. funding cycle, sort of like the Transportation Alternative Cycle which is on any specific year in the T.I.P., for this program it is actually 2023.

Haugen stated that the City of Grand Forks did submit a candidate project; to do a mill and overlay of a variety of streets in the eligible area. He said that it is hard to discern that we are doing anything that is identified within the table that is in the MTP. He added that there is a segment on Kittson, and we have gone through both the Downtown Action Plan and the Downtown Transportation Study of multimodal facilities on Kittson, the proposal was to just do a mill and overlay of what is there, so that is the one candidate project that was submitted to the MPO. He added that, for the benefit of some of our newer Technical Advisory Committee members, the downtown area highlighted in yellow was established when this program was initially crafted out three or so years ago and is the area in which this program could fund projects to help revitalize the downtown area of Grand Forks.

Kuharenko commented that one of the reasons the City ended up submitting this project was that with the amount of reconstruction going on downtown between DeMers, 3<sup>rd</sup> Street, 4<sup>th</sup> Street, a mill and overlay on University; one of the things they have been hearing from local businesses is how all the construction that has been going on in the downtown has impacted them, and now how COVID has impacted them as well so one of the reasons why they ended up submitting this mill and overlay project was to get a project to rehabilitate existing streets as well as update the ADA Ramps to try to revitalize the area a little bit better while still having a relatively short-term impact on those local downtown business. He said that they also have a fair amount of redevelopment going on on South 4<sup>th</sup> Street, just south of DeMers Avenue, which has impacted a

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

number of those businesses as well, so that is some of the reasons why they ended up looking at this mill and overlay project in the downtown area.

***MOVED BY KUHARENKO, SECONDED BY HALFORD, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE URBAN GRANT CANDIDATE PROJECT FOR THE FY2022-2025 T.I.P. AS BEING CONSISTENT WITH THE METROPOLITAN TRANSPORTATION PLAN AND TO GIVE PRIORITY RANKING AS SUBMITTED.***

***Voting Aye: Peterson, Ellis, Halford, Mason, Kuharenko, Emery, Zacher, and Riesinger.***

***Voting Nay: None.***

***Abstain: None.***

***Absent: Noehre, Bail, Brooks, Emery, Christianson, Hopkins, West, Johnson, Magnuson, Bergman, and Sanders.***

d. Transportation Alternative

Haugen reported that actually two years are being solicited, FY2023 and 2024. He stated that one application was submitted for FY2024 so there isn't anything for FY2023.

Haugen commented that the FY2024 project is similar to what was submitted last year that was not funded and that is highlighted in green and is located along 32<sup>nd</sup> Avenue South west of the interchange, which is now being identified as being done with local funds only and will be done in FY2023.

Haugen stated that the application for the FY2024 project is to fund the conversion of roughly two-thirds of the gravel multi-use path along South 48<sup>th</sup> Street between 32<sup>nd</sup> Avenue South and 17<sup>th</sup> Avenue South, and is shown highlighted in red. He added that there is a cap on the North Dakota side for any individual TA project and that is at \$290,000.

Haugen reported that last year we noted that we really didn't address these gravel paths in our MTP; we did identify other segments priority and fiscally constrained, and we also discussed that we should do an amendment to our MTP Bike and Ped element to address these; with this project not getting funded the spark to go through that amendment process waned and we didn't follow up on it so, just as last year, if this project is forwarded and submitted and does get awarded, and even if it doesn't get awarded, we should probably consider going through that process of addressing how to treat these gravel paths in our MTP; and there is more than one throughout Grand Forks that perhaps might be something that is a higher priority than the projects that are already identified.

***MOVED BY KUHARENKO, SECONDED BY HALFORD, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE TRANSPORTATION ALTERNATIVE PROJECTS FOR THE FY2022-2025 T.I.P. AS BEING CONSISTENT WITH THE METROPOLITAN TRANSPORTATION***

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

***PLAN AND GIVE PRIORITY RANKING AS SUBMITTED; AND COMMIT TO DOING A PLAN AMENDMENT TO ADDRESS THE BIKE/PED ELEMENT FOR GRAVEL PATHS.***

***Voting Aye: Peterson, Ellis, Halford, Mason, Kuharenko, Emery, Zacher, and Riesinger.***

***Voting Nay: None.***

***Abstain: None.***

***Absent: Noehre, Bail, Brooks, Emery, Christianson, Hopkins, West, Johnson, Magnuson, Bergman, and Sanders.***

e. H.S.I.P

Haugen reported that, again, with our MTP we do identify projects, most of them are coming directly from the Grand Forks Local Road Safety Program Document, but we also, during the MTP, try to identify some additional potential safety projects to program. He said that we do note in our MTP that there aren't a lot of projects for the outer years identified, and that perhaps a lot of the projects that were in the Local Road Safety Program Document were already being addressed in the current T.I.P., or past T.I.P.s.

Haugen stated that two applications were submitted; the first is to do a road safety review of the Intersection of DeMers and Washington, we do have a lot of studies on this and it is continuing to show up as a crash location of concern. He added that typically a lot of the H.S.I.P. dollars are going towards actual concrete instead of planning, however H.S.I.P. funds have been used in the past, particularly the 32<sup>nd</sup> Avenue Corridor had a safety review done on it and that precipitated the H.S.I.P. project that is about to be awarded. He said that we do have some projects yet to be implemented at this particular intersection from the Local Road Safety Program Document, however the request is to look at it to see if there are more low hanging fruit or low cost or interim short-term improvements to address the crash issues. He said that we do have bigger long-term investment recommendations/alternatives identified; a continuous flow intersection, which was also a part of the Washington Street Corridor Study, so that is one of the requests.

Haugen commented that the other request is, as part of the continued support of School Safety in and around schools, we do have a request to install five speed minder signs. He said that included in the staff report is an example of what a speed minder sign is and a map that shows the proposed locations of the five signs.

***MOVED BY KUHARENKO, SECONDED BY ELLIS, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE H.S.I.P. CANDIDATE PROJECTS FOR THE FY2022-2025 T.I.P. AS BEING CONSISTENT WITH THE METROPOLITAN TRANSPORTATION PLAN AND TO GIVE PRIORITY RANKING AS SUBMITTED.***

***Voting Aye: Peterson, Ellis, Halford, Mason, Kuharenko, Emery, Zacher, and Riesinger.***

***Voting Nay: None.***

***Abstain: None.***

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

***Absent: Noehre, Bail, Brooks, Emery, Christianson, Hopkins, West, Johnson, Magnuson, Bergman, and Sanders.***

f. Railroad Crossings

Haugen reported that there is some uniqueness to this item in that there is no formal application needed to be filled out, rather there is sort of a request for typical information to be identified, so we don't have a formal application to show you, but we do have what was submitted. He stated that the request is to install railroad crossing signals at University Avenue and the Mill Spur. He said that they have the Mill Spur Railroad Crossing Study, where in addition to adding the basic traffic signals there are some other improvements that were identified. He stated that part of the request from the State was to identify near school or Safe Routes To School, and this crossing is also on two Safe Route To Schools with Valley Middle School being to the west and Wilder Elementary School being the school for students that have to safely cross the tracks to get to and from school, so with that that is the request.

Kuharenko commented that one of the main issues of this crossing was the existing driveway on the north side of University Avenue, the City has recently purchased that property of 1002 University Avenue in anticipation of this project.

***MOVED BY KUHARENKO, SECONDED BY HALFORD, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE H.S.I.P. RAILROAD CROSSING CANDIDATE PROJECTS FOR THE FY2022-2025 T.I.P. AS BEING CONSISTENT WITH THE METROPOLITAN TRANSPORTATION PLAN AND TO GIVE PRIORITY RANKING AS SUBMITTED.***

***Voting Aye: Peterson, Ellis, Halford, Mason, Kuharenko, Emery, Zacher, and Riesinger.***

***Voting Nay: None.***

***Abstain: None.***

***Absent: Noehre, Bail, Brooks, Emery, Christianson, Hopkins, West, Johnson, Magnuson, Bergman, and Sanders.***

**OTHER BUSINESS**

a. 2020 Annual Work Program Project Update

Haugen reported that Friday morning they are interviewing for the Grand Forks Land Use Plan; four proposals were received, so we still hope to be presenting to the December Executive Policy Board a potential contract and final scope of work.

Haugen stated that the East Grand Forks Land Use Plan is progressing; if you haven't visited the website, we encourage you to do so.

Haugen said that the Future Bridge Traffic Impact Study RFP was released, the deadline for that is December 30<sup>th</sup>, so in January we hope to have a contract for that project as well.

**PROCEEDINGS OF THE  
TECHNICAL ADVISORY COMMITTEE  
Wednesday, December 9<sup>th</sup>, 2020**

Haugen reported that last month we finalized the Downtown Transportation Study

b. NDDOT Transportation Connection Update

Haugen reported that the NDDOT requested this month not to do a presentation as they have some internal meetings, and with the holidays, they felt that it would be better to not do a presentation but did want to note that next month they may have a draft document for your consideration of the Statewide Long Range Transportation Plan for North Dakota.

**ADJOURNMENT**

***MOVED BY ELLIS, SECONDED BY PETERSON, TO ADJOURN THE DECEMBER 9<sup>TH</sup>,  
TECHNICAL ADVISORY COMMITTEE MEETING AT 3:31 P.M.***

***MOTION CARRIED UNANIMOUSLY.***

Respectfully submitted by,

Peggy McNelis, Office Manager



# **MPO Staff Report**

## **Technical Advisory Committee:**

**January 13, 2021**

## **MPO Executive Board:**

**January 20, 2021**

**RECOMMENDED ACTION: Update on NDDOT Statewide Long Range Transportation Plan.**

Matter of the Update for NDDOT Statewide Long Range Transportation Plan.

**Background:** The MPO staff has previously informed its MPO members of the NDDOT's updating its statewide transportation plan. NDDOT staff and consultants will be presenting before the MPO TAC and Board. **Attached is the presentation NDDOT has provided.**

From the NDDOT Press Release:

The North Dakota Department of Transportation (NDDOT) is launching Transportation Connection, a Long Range Transportation Plan that will look out more than 20 years into the future and help identify plausible scenarios for transportation in the state.

"Transportation Connection is our opportunity to make transportation easy, safe and accessible for everyone in the years to come. North Dakotans' voices and ideas are essential to its success. We want to hear from them directly," said Bill Panos, NDDOT Director.

The NDDOT will use online engagement opportunities, surveys, videos, social media and direct conversations to collect information to help shape the future of transportation in North Dakota. Due to the rapidly changing nature of the COVID-19 pandemic, the NDDOT will slowly introduce in person outreach as appropriate.

The tentative project timeline will be as follows:

- **Spring** – Stakeholder coordination and planning
- **Summer** – Public, tribal and stakeholder online meetings and surveys
- **Fall** – Needs assessment, plan preparation and scenario planning
- **Winter** – Plan development and implementation

NDDOT shall coordinate its planning with the MPO's transportation planning activities. NDDOT has indicated that this update will be a more extensive effort and will expand upon the new paradigms in transportation planning. Since this is the first update since the requirements of performance based planning and programming, the NDDOT will also address these new requirements into its document.

There are many similarities to the MPO planning process. There are two major differences that need to be pointed out. First, the Forks MPO must coordinate with two statewide long range transportation plan to craft a Metropolitan Transportation Plan. The results of these two state efforts requires the Forks MPO to meld together the similarities and differences between these two efforts. Some things the MPO addresses may not be incorporated at the same level within the NDDOT plan.

Second, the MPO has very specific fiscal planning and fiscal constraints on its plan. NDDOT is not required to had this same level of detail. Therefore, the NDDOT will not be project specific nor identify fiscal constraint issues. However, the NDDOT plan will include discussion of future



revenues, alternative funding sources, and potential future funding needs to meet customer expectations.

Further information can be found at: <http://www.transportationconnection.org>

MnDOT has also announced it will be updating its statewide long range transportation plan. Their effort has started later and is not yet to the same level as NDDOT. In the future, MnDOT will also be engaging the TAC and Board on its efforts.

At some point, the MPO staff has indicated to both states that it would be ideal if both state efforts could be discussed at the same TAC and Board meetings.

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

- The MPO and NDDOT must cooperatively work together in finalizing their respective transportation plans.
- A website specific to the NDDOT Statewide Transportation Plan update has been created.

### **SUPPORT MATERIALS:**

- NDDOT presentation.

# Transportation Connection

**MPO Update**

**January 2021**

# MPO Coordination

## May 2020

- Transportation Connection approach and development

## June 2020

- Plan development progress update

## July 2020

- Future opportunities, risks, and uncertainties in North Dakota

## August 2020

- Progress and outreach update

## September 2020

- Scenario planning for our transportation future

## October 2020

- Progress and outreach update

## November 2020

- Public priorities and issues
- How should we fund transportation?

## January 2021

- Transportation Connection strategic framework and draft plan

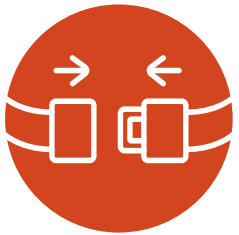


# Vision and Goals

## Our Vision

Delivering a safe, innovative, and connected future

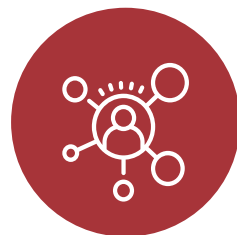
## Our Goals



**KEEPING  
YOU SAFE**



**CARING FOR  
WHAT WE HAVE**



**CONNECTING  
NORTH DAKOTA**

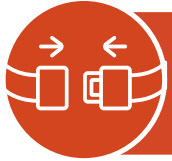


**HELPING YOU  
GET THERE**



**INVESTING FOR  
THE FUTURE**

# Transportation Connection: Strategies



## Keeping You Safe

- Implement data-driven and proven safety improvements for **all users**
- Provide comprehensive **safety education** and information with transportation partners
- Encourage adoption and implementation of **safety technologies**
- Deploy infrastructure technology with proven safety benefits
- Anticipate future risks and security threats
- Support effective emergency response and disaster mitigation efforts



## Caring For What We Have

- **Preserve the condition** of all transportation infrastructure to **serve critical functions**
- Focus on **routine and preventive maintenance activities** aligned with customer expectations
- **Reduce infrastructure risk** from extreme weather events
- Enhance maintenance activities that support future technology deployment

# Transportation Connection: Strategies



## Connecting North Dakota

- Connect people, businesses, and communities **across the state and to the world**
- Improve and expand **trade and commerce** transportation
- Enhance North Dakota's natural resources and expand recreational access to **natural places** for residents, businesses, and visitors
- Consider potential of infrastructure assets for **future travel alternatives and technology deployment**



## Helping You Get There

- Provide **travel reliability and performance** on state roads
- Improve access to and ease of **traveler services**
- Provide easier **transportation options and access** for all travelers
- Improve **access to and ease of traveler services**
- Expand availability of **travel and transportation information and resources**
- **Collaborate with transportation planning partners** at the tribal, Federal, state, regional, and local levels

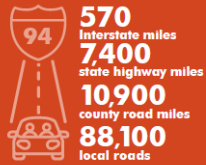


## Investing for Our Future

- Invest in **workforce, data, and technology**
- Focus on customers by **modernizing services, travel information, and business functions**
- Make **strategic operational and infrastructure** investments to increase efficiency, capacity, and performance
- Ensure **sustainable and responsible funding** for future transportation improvements that maximize return on investment
- Evaluate collaborative grant and partnership opportunities to advance community and economic transportation investments



# Drafting Transportation Connection

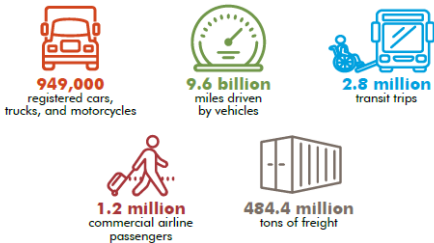


## North Dakota's Transportation System

We all rely on a transportation system of multiple, interconnected modes no matter where we're going or how we're getting there. Our state's transportation system includes Interstates, State Highways, County Roads, Local Streets, Sidewalks, Bike Paths, Bus Routes, Train Tracks, and Air Routes. NDDOT is directly responsible for the State Highway System, including Interstates, highways, and state routes. The state system carries over 60 percent of all daily traffic, but accounts for less than 10% of the roadway miles in North Dakota.

Imagine if these systems were not easily connected. What if your local street ended before the main road, or if you couldn't take a bus to the airport, or if you couldn't get on the Interstate? North Dakota's transportation system works together to get you where you want to go.

**This system carries a lot of people and goods every day of every year, including:**



We work for you. NDDOT's 982 employees work every day to preserve the state's 7,400 roadway miles and 1,700 state bridges, to keep our roadways clear of ice and snow, and to get you the real-time travel information and drivers services you depend on. NDDOT also provides support to airports, transit providers, and railroads as well as biking, walking, and safe routes to school infrastructure.

DRAFT PLAN 1/4/2021

## RURAL RENAISSANCE



Rural Areas become the communities of choice

## CITIES & CENTERS



Urban areas grow quickly and become the centers of the state

## SMART & CONNECTED



Innovations accelerate and we live in a tech-driven future

## GHOST TOWNS



Economic downturns greatly reduce the quality of life for North Dakotans

## Planning for Uncertainty

We don't know what the future will hold. But we recognize that North Dakota is changing. Between now and 2045, we may see shifts in the places we live, the jobs we work, and the ways we choose to get around. Innovations in transportation will change our vehicles, our infrastructure, our information, and NDDOT's business model.

Through this planning process, we explored different alternative futures for North Dakota. These scenarios looked at what might happen should the future bring renewed opportunities for rural communities, or continued growth in city centers, or rapid technological transformations in our daily lives.

### What is happening in North Dakota already?

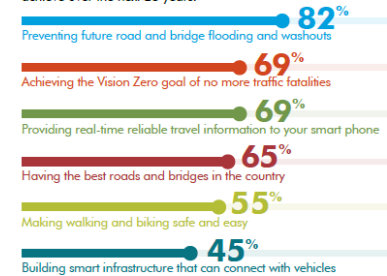


We can't predict exactly what will happen, but we can prepare. Transportation Connection provides a flexible framework to guide transportation decisions and investments that will shape North Dakota over the coming decades. NDDOT and our transportation planning partners will remain nimble, modernize how we operate, and invest in our data and our organizations in order to deliver a safe, innovative, and connected future.

DRAFT PLAN 1/4/2021

### What future opportunities excite you the most?

We heard from residents and businesses with great ideas and insights into North Dakota's transportation future. Transportation Connection sets an ambitious path to move our state forward and build our next generation transportation system. Here are some of the future opportunities you said we should be working to achieve over the next 25 years.

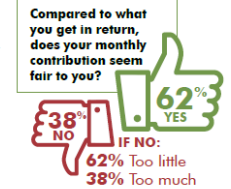


### How do we pay for transportation?

On average, we each pay \$28 every month to support North Dakota's transportation system – far less than most of us spend on internet or electricity. With the rising costs of services and construction, and more and more travelers on our roads, transportation funding does not stretch as far as it used to. Most residents understand our funding challenges and support finding ways to sustainably and responsibly fund transportation for the next generation.

DRAFT PLAN 1/4/2021

### QUESTION:



### Youth Opinions

The next generation of drivers in 2045 have not yet been born. How transportation of tomorrow will look and work will be very different than today. Hearing from our youngest drivers is important. We surveyed North Dakota school districts to understand what future challenges concern youth the most. What our newest travelers value will inform how we think about designing our future system.

### QUESTION:

What future transportation challenges in North Dakota concern you the most?





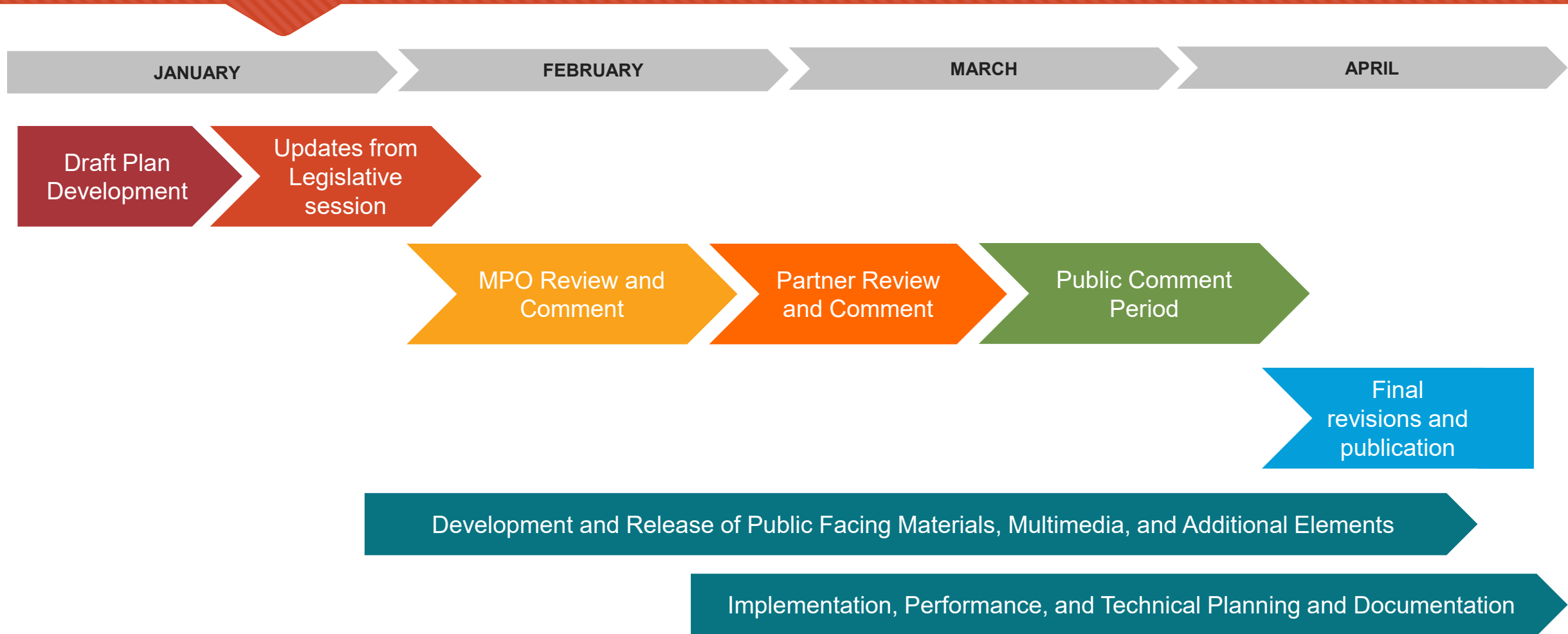
# Transportation Connection: Appendices and Multimedia Elements

- **Appendices**
  - Public outreach results
  - Tribal and multimodal
  - Scenarios and trends
  - Implementation Plan
    - Performance and progress reporting
    - Coordination and alignment reviews for public and private partners

The collage features three main elements:

- Video Player:** A video player window showing the CDOT logo and the text "TRANSPORTATION MATTERS". The video progress bar indicates 1:49 / 1:50.
- Public Outreach Graphic:** A graphic with three cartoon characters and their statements:
  - An elderly woman: "I will have safe access to doctor appointments and healthy food options."
  - A construction worker: "I will be able to do my job more easily and effectively."
  - A person in a wheelchair: "I will have various convenient ways to get places." and "More people in my communities will be able to..."
- ACCESS OHIO 2040 Graphic:** A graphic titled "ACCESS OHIO 2040" with the text "Ohio's future transportation needs." and "Click Play". It includes icons for a bus, a train, a road, and a ship.

# Transportation Connection Development



# Questions?

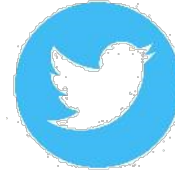
# How Can You Reach Us?



[www.dot.nd.gov/projects/lrtp/](http://www.dot.nd.gov/projects/lrtp/)



[www.facebook.com/TransportationConnection/](https://www.facebook.com/TransportationConnection/)



[www.twitter.com/ndlrtp](https://www.twitter.com/ndlrtp)



[www.instagram.com/transportationconnection/](https://www.instagram.com/transportationconnection/)

## ND Dept of Transportation

Stewart Milakovic | [smilakovic@nd.gov](mailto:smilakovic@nd.gov)

## Project Team

Evan Enarson | [eenarson@camsys.com](mailto:eenarson@camsys.com)



**MPO Staff Report**  
**Technical Advisory Committee:**  
**January 13, 2021**  
**MPO Executive Board:**  
**January 20, 2021**

**RECOMMENDED ACTION: Recommend the approval of FY2021 TIP amendments to the MPO Executive Board.**

Matter of the 2021 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.

Unfortunately, once the STIP is released, there are differences in project listings between the TIP and the STIP. Each year, the MPO initiates the necessary TIP adjustment to reconcile the differences between the TIP and STIP. Four TIP Amendments are being proposed; they are as shown on the attached project listings. Two consist of projects not identified during the TIP development/approval process yet did get included into the STIP. Two consist of significant changes to cost estimates.

The attached project listing also shows a administrative modification that is occurring to one project. The project had a healthy increase in cost once bids were revealed; however, the increase did not surpass the threshold to trigger an amendment.

A public hearing notice has been published and the proposed amendment available to review prior to the January meetings. The actual hearing will be held during the January Board meeting, January 20<sup>th</sup>.. Comments are able to be made up until just prior to the meeting; any comments submitted will be announced at the Board meeting.

**Findings and Analysis:**

- Project changes have been identified.
- The proposed project amendment is consistent with the MPO Metropolitan Transportation Plan.
- A Public Hearing is scheduled for January 20th at the Board meeting; written comments are being accepted until 11:00 am on January 20th.
- These amended project does add funds so its impact to the TIP remains fiscally constrained.

**Support Materials:**

- Copy of Public Hearing Notice.
- Copy of Proposed Amendments.



## **PUBLIC NOTICE**

The Grand Forks - East Grand Forks Metropolitan Planning Organization (MPO) will hold a public hearing on the proposed amendments to the MPO 2021 to 2024 Transportation Improvement Program (TIP). The TIP also incorporates the local transit operators' Program of Projects (POP). Due to the COVID-19 public health emergency, East Grand Forks City Hall is currently closed to the public. Members of the MPO Technical Advisory Committee will be attending this meeting electronically or telephonically. This meeting will be conducted with social distancing modifications consistent with the recommendations of the CDC. The hearing will be held at 12:00 PM on January 20th. The public, particularly special and private sector transportation providers, are encouraged to provide input via email.

The TIP potential amendments involve adding two previously unidentified projects to the Fiscal Year 2021 and changing the cost estimate of two existing programmed projects. A copy of the proposed amendments is available for review and comment at the MPO website [www.theforksmpo.org](http://www.theforksmpo.org). Written comments on the proposed amendment can be submitted to the email address [info@theforksmpo.org](mailto:info@theforksmpo.org) until noon on January 19th. All comments received prior to noon on the meeting day will be considered part of the record of the meeting as if personally presented. If substantial changes occur to the document due to comments received, the MPO will hold another public hearing on the changes.

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.



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

**TRANSPORTATION IMPROVEMENT PROGRAM**

**FISCAL YEARS 2021 - 2024**

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES					
	RESPONSIBLE AGENCY	CLASSIFICATION								2021	2022	2023	2024			
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS	REMARKS:	TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations	Capital	P.E.	R.O.W.	CONSTR.	TOTAL		
		FUNDING SOURCE					TOTAL									
Grand Forks #ND12b PCN 22786	Grand Forks	32nd Ave S	complete the environmental documentation required to determine the appropriate project to address congestion and level of service issues on Bus US 81/ 32nd Ave S between I29 and S. Washington St	Amended January 2021 to update cost												
	NDDOT	Principal Arterial														
	PE	Discretionary														
	Rural Interstate Program					TOTAL	3,000.00									
Grand Forks #ND12c PCN 22936	Grand Forks	I29	Intelligent Transportation System (ITS) improvements on Dynamic Message Sign (DMS) on I29 Northbound at mile marker 135.9	Amended January 2021 to update cost												
	NDDOT	Interstate														
	ITS	Discretionary														
	Rural Interstate Program					TOTAL	14.83	11.99	2.84		14.83					
			REMARKS:													
									Operations							
									Capital							
									P.E.							
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.							
									CONSTR.							
									TOTAL							





**MPO Staff Report**  
**Technical Advisory Committee:**  
**January 13, 2021**  
**MPO Executive Board:**  
**January 20, 2021**

**RECOMMENDED ACTION: Approve Request for Quotes (RFQ) for the Aerial Imagery Collection.**

**TAC RECOMMENDED ACTION:**

Matter of Approval of RFQ for the Collection of Aerial Imagery.

**Background:** The Collection of Aerial Imagery is a project that will allow the MPO and its partners to continue to have up-to-date GIS information. Collection of Aerial Imagery has been on a three (3) year cycle; and with the continued high growth in the Grand Forks/East Grand Forks area since 2018, this update has been highly requested.

The new imagery will help the MPO and the Cities of Grand Forks and East Grand Forks see where growth is occurring and will help with the visualization concepts for planning and building purposes. The project will have a budget not to exceed \$70,000.00.

When preparing the MPOs Annual Work Program the question of whether or not both City Engineers still desired that LiDAR be included in the RFQ was asked. Only the East Grand Forks Engineer responded that they would at the very least want it included as an option, at 100% City cost, so the option of LiDAR being done based on each City paying 100% of their cost of the LiDAR was included in the RFQ.

The RFQ will be advertised on January 21<sup>st</sup>, and contract approval will be requested on February 17<sup>th</sup>. The flight will take place between April 7<sup>th</sup> and May 28<sup>th</sup>, and the goal will be to have no snow on the ground, no leaves on the trees, and to hopefully have the river within its banks as this will allow us to see road widths, sidewalks, and other items in the right-of-way. The final deliverables will be due by November 19<sup>th</sup>.

**Findings and Analysis**

- UPWP identifies the Collection of Aerial Imagery.

**Support Materials:**

- Draft RFQ



Grand Forks - East Grand Forks

METROPOLITAN  
PLANNING ORGANIZATION

Digital Orthophotography

Grand Fork, ND and East Grand Forks, MN

Request for Quotes  
for  
Transportation Planning Services

January 2021

**REQUEST FOR QUOTES  
FOR  
TRANSPORTATION PLANNING SERVICES**

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

Digital Orthophotography for Grand Forks, ND and East Grand Forks, MN

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. The MPO reserves the right to reject any or all submittals. This project has a budget of \$70,000 dollars.

All quotes received by **February 11, 2021** at Noon at the MPO Office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Quotes should be emailed or shipped to ensure timely delivery to:

**Teri Kouba**  
**Senior Planner**  
**Grand Forks – East Grand Forks MPO**  
**600 DeMers Ave.**  
**East Grand Forks, Minnesota 56721**  
[teri.kouba@theforksmpo.org](mailto:teri.kouba@theforksmpo.org)  
Phone: 701-746-2660  
Cell: 701-610-6582

Once submitted, the quotes become the property of MPO.

## I. Requirements

### A. Selection Committee

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

- City of East Grand Forks IT
- City of East Grand Forks Engineer
- MPO
- City of Grand Forks Engineering Department
- City of Grand Forks GIS Services/IT Department

Once the written quotes are received, the Selection Committee will meet on **Feb. 16<sup>th</sup>, 2021** to rank the quotes. Firms may be asked to expand upon particular points in their written quotes and should be prepared to do so.

### B. 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.

### C. 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.

#### D. 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.

#### E. 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.

#### F. 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.

#### G. 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.

#### H. 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.

#### I. Assignments

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

#### J. Procurement- Property Management

The Contractor shall adhere to 2 CFR 200 when procuring services, supplies, or equipment, which are incorporated into this agreement by reference and are available from NDDOT.

#### K. 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.

#### L. 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.

#### M. 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 ensure 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.

#### N. 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.

#### O. 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.

#### P. 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.

#### Q. 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.

#### R. 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.

#### S. 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.

## T. 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.

## U. Hold Harmless

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

## V. 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.

## II. Preliminary Project Schedule

### A. Consultant Selection

Request Quotes from Pre-Qualified Firms	January 21, 2021
Receive Quotes	February 11, 2021
Selection Committee Activity:	
Review Quotes	February 16, 2021
Select Finalist	February 16, 2021
Contract Negotiations Completed	February 16, 2021
MPO Policy Board Approval of Consultant Selection and Contract	February 17, 2021

### B. Project Development



Notice to Proceed	February 18, 2021
Flight	April 7 - May 28, 2021
Final Deliverables	November 19, 2021

### III. Evaluation Criteria & Process

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

- A. Nature of the project (20% weighted score)
  - 1. Does the firm show an understanding of the scope of work?
- B. Proximity of consultant to project (10% weighted score)
- C. Past Performance (20% weighted score)
  - 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. Capability of consultant to produce the required services (25% weighted score)
  - 1. What are the technical and professional skills of each team member?
  - 2. What will be the assigned role each member will play?
- E. Ability to meet budget requirements (25% weighted score)
  - 1. Can the team members devote the time and resources necessary to successfully complete this project?

Each quote will be evaluated on the above criteria by the Selection Committee. The Committee will determine which firm would best provide the services requested. The qualifying firm chosen by the Selection Committee will enter into a contract and fee negotiation based on the cost proposal.

**The MPO is an Equal Opportunity Employer.**

### IV. Terms and Conditions

- A. The MPO reserves the right to reject any or all quotes, 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 quote may be withdrawn up until the date and time set for the opening of the quotes. Any quotes 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 quotes 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.

## V. Quote Format and Content

Quotes shall include the following sections at a minimum:

- A. Summary of Proposed Technical/Planning Process
- B. Description of Similar Projects
- C. Project Staff Information including breakdown of estimated staff hours by each staff class per tasks
- D. References
- E. DBE/MBE Participation
- F. Cost Quotes

## VI. Cost Quotes/Negotiations

### A. Cost Quotes

Submit a cost quote for the project work activities. Cost quotes will be separated from technical proposal. Cost Quotes shall be based on hourly “not to exceed” amount. Cost quotes must be prepared using the format provided in Appendix B. Attached to the Cost Quote the Certification of Indirect Rate Form also provided in Appendix B.

## B. 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. If the MPO is unable to negotiate a fair and reasonable contract for services with the highest-ranking firm, negotiations will be formally terminated, and will begin with the next most qualified firm. This process will continue until a satisfactory contract has been negotiated.

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

## VII. Background and Scope of Work

### A. Background

The Grand Forks-East Grand Forks metropolitan area is located along the North Dakota and Minnesota border about 75 miles south of the Canadian border. The City of Grand Forks is approximately 17 square miles in size, and the City of East Grand Forks is approximately 5 square miles in size. The MPO study area includes both cities and a four-mile radius around both cities. The proposed 144 square miles of coverage includes both cities and portions of the four-mile radius.

Over the years the MPO has made investments in its Geographic Information System and data. The MPO relies on ESRI ArcGIS and AutoCADD software to maintain and implement the Geographic Information System. Aerial photography has been an integral part of the GIS system for many years. Recent growth of the metropolitan area requires the aerial photo update.

The desired aerial photography is to be color and flown in Spring 2021 in snow-free, leaf-off conditions. The aerial photography specifications, including scanning/digital, should be adequate (scale, resolution, etc) to support production of other products desired by the MPO under this RFQ. The MPO is requesting a price for the color digital orthophotography with three inch pixel resolution in the urban area and six inch pixel ground resolution in the rest of the MPO area, or the equivalent, with desired horizontal accuracy approximately plus or minus one foot is intended to be used at a scale of 1"=100' for the 6 inch or the equivalent.

### B. Scope of Work

The proposed project involves three separate, but related components:

#### 1. Ground Control

The contractor will be responsible for determining usability of existing ground control and collecting any new ground control necessary to meet the photo specifications. The successful bidder may utilize the existing digital elevation model and GPS monuments established by the City of Grand Forks. The successful bidder may utilize the available LiDAR of the area as well.

#### 2. Aerial Photography Acquisition

The MPO wishes to obtain color aerial photography in early spring of 2021 to support and

upgrade the existing GIS base map. Respondents are asked to propose an approach to the photography acquisition that will best meet the needs of the MPO at a 3-inch pixel resolution in the urban area and 6-inch pixel resolution in the rural MPO area.

The proposed approach to aerial photography acquisition should outline the respondents intended flight plan including date and time of photography, flight height and resulting imagery resolution, flight lines, endlap and sidelap, planning aerial equipment and materials and quality control procedures. In addition, the respondents are expected to identify all products to be delivered to the MPO from this work component.

Specifications:

- Photographic coverage will be approximately 144 square miles of land. Approximately 34 square miles of urban area will be done at 3-inch pixel resolution. The geographic area of interest is depicted in section IX Map of Project Area.
- The respondents should identify what ground control is needed to support photography and describe how its acquisition should be coordinated with other control development work elements.
- The MPO requires aerial photography to be acquired after snow/lake ice out and before leaf-on conditions.
- Less than 5% cloud cover and/or shadows shall not appear in any of the images.
- In no case, shall the vendor resample from a larger pixel resolution to achieve the 6-inch and 3-inch pixel resolutions.
- The solar angle must be 30 degrees or more above the horizon at the time of exposure.
- National Map Accuracy Standard suitable for 1" = 100' scale mapping is to be used.

### 3. Digital Orthophoto Production

The third component involves the production of digital orthophotography from the existing and newly acquired ground control and aerial photography work components. Respondents shall provide a strategy for creating and delivering color digital orthophoto images with a 6-inch and 3-inch pixel ground resolution hybrid with desired horizontal accuracy approximately  $\pm 1$  foot intended to be used at a scale of 1" = 100' for the 6-inch.

Specifications:

- Quarter-section based digital orthophoto images that are georeferenced to the North Dakota State Plane Coordinate System (North Zone) based on NAD 83 datum in US Survey Ft.
- Orthophotography will be delivered for the entire area of aerial photo acquisition as described in component 2.
- Quarter-section digital images are to be edge matched with no pixel gaps between geographic partitions.
- Digital images are to be delivered in standard GeoTIFF and ECW file by quarter to be used with the MPO's GIS software environments. In addition, the MPO is requiring the delivery of mosaic imagery as a single Mr.SID compressed image file and a single ECW file.
- All digital imagery is to be generated by digital image or by scanning aerial photographs and processing the data within a digital environment. Scanned conventional hardcopy orthophotos will not be accepted.
- Color density matching of digital ortho images to create seamless mosaic. Respondents are expected to identify the quality assurances and checking

procedures that will be employed to guarantee proper tone balancing and overall image quality.

### C. Project Deliverables

- Samples of images before final delivery, to determine quality, acceptability, and fitness of products.
- Digital flight line maps on an external hard drive.
- Color digital orthophoto ECW and GeoTIFF files delivered by quarter section tiles on an external hard drive.
- One seamless MrSID and/or ECW digital image file of the entire fly-zone area on an external hard drive.
- FGDC compliant metadata (.xml and .txt format) for all deliverables.
- A final index map in digital and hardcopy format for every coverage tile of the digital orthophotography.
- Ground Control Survey Report, which includes a narrative describing procedures employed and results achieved. Any shapefiles created for ground control should be delivered.
- Final digital orthophoto accuracy report.

### D. Additional Options

It is the request of the MPO that the respondents to include the cost of LiDAR Bare Earth LAS for each urban area. The Grand Forks urban area is approximately 24.5 square miles. The East Grand Forks urban area is approximately 9.5 square miles. The addition of LiDAR will be an option for either City to accept the additional cost of this option.

### E. Estimated Project Budget

The MPO has a budget of \$70,000 to compensate the selected consultant to complete the scope of work as identified. Consultants submitting quotes are asked to use audited DOT rates when completing their Cost Proposal Form (See Appendix B).

## VIII. Information Available for Consultant

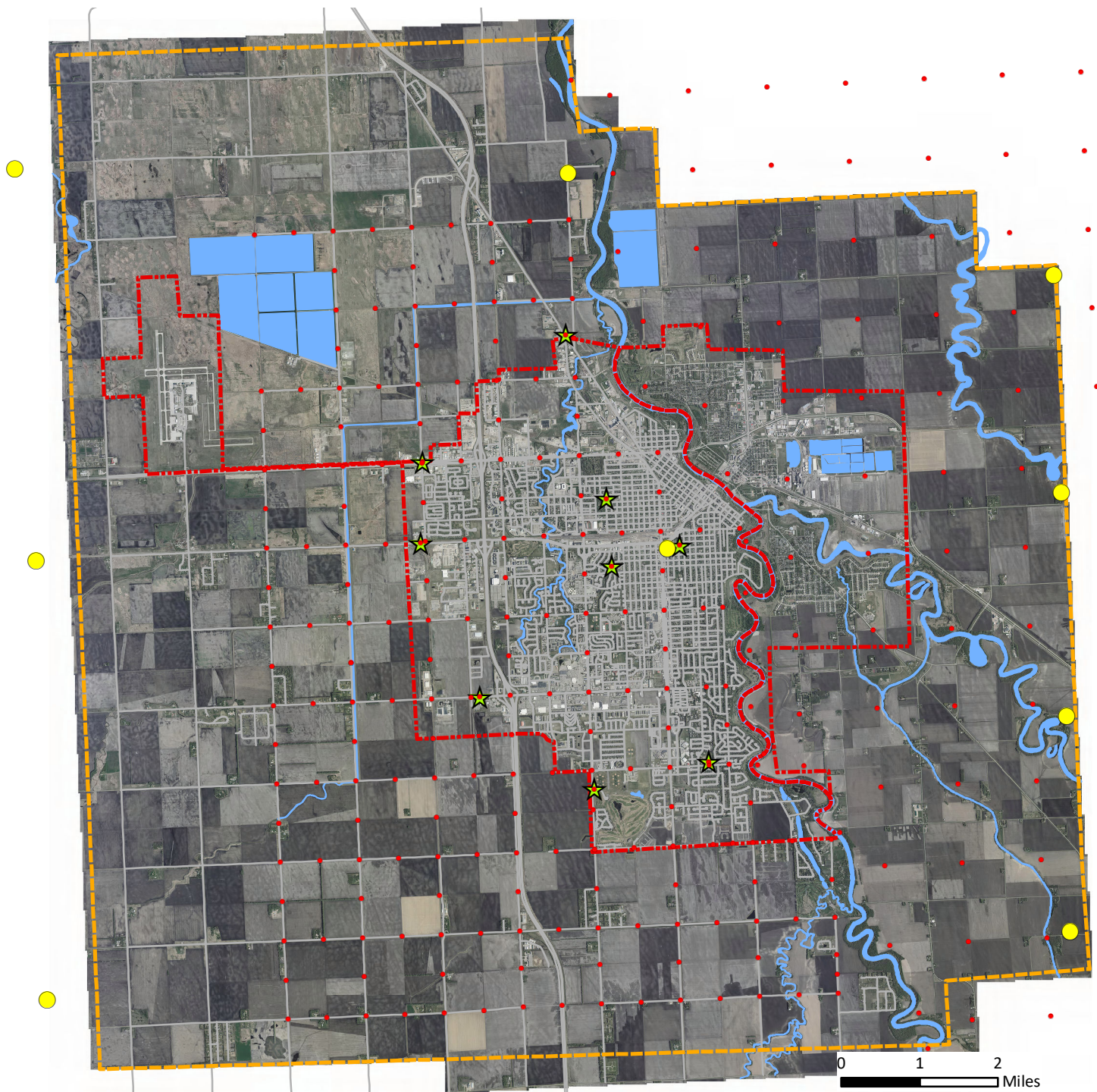
### A. Shapefiles

- Fly Zone
- Urban Areas
- GPS Monuments in Grand Forks
- PLSS 2000
- Any other relevant as requested



# IX. Map of Project Area

## 2021 Proposed Fly Zone for Grand Forks, ND & East Grand Forks, MN



- PLSS 2000
- 2006 Aerial Control Points
- ★ GPS Monuments
- Urban Area
- Proposed Fly Zone



**Appendix A**  
Attachments 1 & 2

**Government-Wide Debarment and Suspension (Non-procurement)**  
*49 CFR Part 29, Executive Orders 12549, 12689, and 31 U.S.C. 6101 (Contracts over \$25,000)*

**Background and Applicability**

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-355, 108 Stat. 3327).

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

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

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

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

**Suspension and Debarment**

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

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirements to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

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

**Contractor** \_\_\_\_\_

**Signature of Authorized Official** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Name & Title of Contractor’s Authorized Official** \_\_\_\_\_



**Certification of Restriction on Lobbying**

I \_\_\_\_\_, hereby certify on behalf of \_\_\_\_\_  
(Name & Title of grantee official) (Name of grantee)

that:

- (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 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 the 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 subawards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and 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 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)

**Cost Quote Form**

(Include completed cost form in a separate page labeled “Cost Form- Vender Name” and submit with technical proposal as part of overall response.)

**Cost Quote 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 contracted extensions are not anticipated.

**Required Budget Format**

*Please Use Audited DOT Rates Only*

<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		=	0
		X		=	0
		X		=	0
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>					

## Certification of Final Indirect Costs

**Firm Name:** \_\_\_\_\_

**Proposed Indirect Cost Rate:** \_\_\_\_\_

**Date of Proposal Preparation (mm/dd/yyyy):** \_\_\_\_\_

**Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy):** \_\_\_\_\_

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1. All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.
2. This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.

**Signature:** \_\_\_\_\_

**Name of Certifying Official (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date of Certification (mm/dd/yyyy):** \_\_\_\_\_



**MPO Staff Report**  
**Technical Advisory Committee:**  
**January 13, 2021**  
**MPO Executive Board:**  
**January 20, 2021**

**RECOMMENDED ACTION: Consider TA Candidate Project for the FY2022-2025 TIP as Being Consistent with the Metropolitan Transportation Plan and Give Priority Ranking**

**TAC RECOMMENDED ACTION:**

Matter of Transportation Alternative Candidate Projects for 2022-2025 TIP.

**Background:** The MPO and MnDOT formally solicited candidate projects for the 2022-25 TIP/STIP. The deadline for the MPO to provide candidate projects to NDDOT is December 31st. This TIP cycle, the solicitation is for two years: FY2024 and FY2025. In order for the MPO to give both the local agencies as much time as possible yet still allow MPO staff to “vet” the candidate projects, the project submittal deadline to the MPO was January 8th.

One application was submitted by the City of East Grand Forks on behalf of Safe Kids Grand Forks. It is for FY 2024 or FY2025. The candidate project is very similar to the programmed project currently in the TIP. It involves non-infrastructure activities revolving around the safe routes to school.

It differs in that it expands the area to be covered by including some local school districts outside the MPO area. It also involves purchasing bicycles with this request that wasn't included in its current award.

Object #18 under the MPO's 2045 MTP Safety Goal states: Continue supporting the development and sustainability of Safe Routes to School and related programs through funding, partnerships, model programs and other technical assistance.

The candidate project calculated 54 out of 100 in the Transportation Alternative scoring.

**Findings and Analysis:**

- The MPO must annually prepare a Transportation Improvement Program
- TIP eligible projects with the MPO Area must be submitted to the MPO for its consideration
- The projects submitted are being considered as being consistent with the Metropolitan Transportation Plan Safety Goal
- One project should be given high priority ranking.

**Support Materials:**

- Application



# Greater Minnesota Transportation Alternatives Solicitation

2020/21 Full Application

Funding in year 2025

# Transportation Alternatives Full Application

## General Information

---

### Notes:

- If the overall project contains ineligible elements, please mention the entire project in the brief project description but concentrate the application and budget on the elements that are eligible for the funding you are seeking.
- Sponsoring Agencies, if sponsoring for another project applicant, are advised to have dialog with the project applicant to ascertain the level of commitment by the applicant to follow through on delivery of the project, including the potential use of eminent domain.

### Project Information

**Name of project:** East Grand Forks & NW MN Safe Routes to School Program Coordination

**Project is located in which county(ies):** Polk County, Marshall County, Roseau County

**Brief project description:** Safe Kids Grand Forks would like to continue with SRTS activity coordination and add additional components to this program that will encourage walking / biking activities. Our primary focus area will be on East Grand Forks, MN but we will also coordinate and carry out programming in Crookston, Oslo, Roseau, Greenbush and Warroad, MN

**Project applicant:** Safe Kids Grand Forks – City of East Grand Forks, MN

### Contact Information

**Contact person (from applicant agency/organization):** Carma Hanson

**Mailing address:** 607 DeMers Avenue

**City:** East Grand Forks **State:** MN **Zip:** 56721

**Phone:** 701.739.1591 **Fax:** 218.773.2994 **Email:** chanson@altru.org

**Sponsoring agency (if different than applicant):** City of East Grand Forks

**Contact person (from sponsoring agency, if different than applicant):** Nancy Ellis

## Project Budget

---

Notes:

- Please identify what costs will be incurred to carry out the proposed project, using the following budget categories as a guideline. Where appropriate, break down your costs by units purchased. For example: number of acres, cubic yards of fill, etc. Attach additional sheets if necessary.
- Cost estimates are to be submitted in current year dollars<sup>1</sup>.

**Table A – Eligible Items**

Eligible work/construction item	Estimated quantity	Unit cost	Total cost
SRTS Coordination and Programming Salary (see additional budget detail further into this application)	530 Hours	\$32	\$16,960
SRTS Program Supply Costs (see additional budget detail further into this application)	N/A	N/A	\$16,167
Grant Administration Costs	40 hours	\$45	\$1800
Office Space / IT Services / Phones	12 months	\$400	\$4800
Bike storage facility space	10 months	\$200	\$2000
Total Costs			\$41,727

**Table B – Ineligible Items<sup>2</sup>**

Ineligible work/construction item	Estimated quantity	Unit cost	Total cost

<sup>1</sup> Grant recipients will need to provide a match based on the year of construction estimate developed when the grant is awarded.

<sup>2</sup> Includes Right of Way or Land Acquisition (e.g. appraisal fees, legal fees), Administrative Costs (e.g. preliminary and construction engineering and contingencies)

## Total Project Budget

1. Total cost of proposed project (Total Table A + Total Table B): \$41,727
2. Items not eligible for TA funding (Total Table B): \$ 0
3. Total eligible costs – recommended range \$100,000 to \$1 million<sup>3</sup> (Total Table A): \$41,527
4. Applicant’s contribution toward the eligible alternative project costs – minimum 20% match required: \$8600
5. Total amount requested in transportation alternatives funds (#3 minus #4): \$33,167

## ATP Project Evaluation

---

*Each ATP is responsible for developing this section of the TA application. This section should include the additional information and questions required in order to implement the specific project selection process and criteria developed by each ATP. The information requested in this section should be above and beyond what is already asked for in the previous pages of this document, not duplicated.*

---

<sup>3</sup> See the [ATP Project Evaluation section](#) of this document for any additional requirements related to project costs.



## MPO Project Evaluation

---

*For projects in MPO areas, the MPO may have its own ranking criteria. Each MPO is responsible for developing this section of the TA application. This section should include the additional information and questions required in order to implement the specific project selection process and criteria developed by each MPO. The information requested in this section should be above and beyond what is already asked for in the previous pages of this document, not duplicated.*

## Setup Scoring Categories & Factors

Score System



Max. Score

Max. Score

### Adjust Scoring Categories

Goals	Description	Weight	Points	Weight	Points
<input type="text" value="1"/>	<input type="text" value="Economic vitality Support the economic vitality through enhancing the economic competitiveness of the metropolitan area by giving people access to jobs, education services as well as giving business access to markets."/>	<input type="text" value="5"/> %	<input type="text" value="5"/> pts	<input type="text" value="3"/> %	<input type="text" value="3"/> pts
<input type="text" value="2"/>	<input type="text" value="Security Increase security of the transportation system for motorized and non-motorized uses."/>	<input type="text" value="5"/> %	<input type="text" value="5"/> pts	<input type="text" value="3"/> %	<input type="text" value="3"/> pts
<input type="text" value="3"/>	<input type="text" value="Accessibility and Mobility Increase the accessibility and mobility options for people and freight by providing more transportation choices."/>	<input type="text" value="10"/> %	<input type="text" value="10"/> pts	<input type="text" value="6"/> %	<input type="text" value="6"/> pts
<input type="text" value="4"/>	<input type="text" value="Environmental/Energy/QOL Protect and enhance the environment, promote energy conservation, and improve quality of life by valuing the unique qualities of all communities – whether urban, suburban, or rural."/>	<input type="text" value="10"/> %	<input type="text" value="10"/> pts	<input type="text" value="7"/> %	<input type="text" value="7"/> pts
<input type="text" value="5"/>	<input type="text" value="Integration and Connectivity Enhance the integration and connectivity of the transportation system, across and between modes for people and freight, and housing, particularly affordable housing located close to transit."/>	<input type="text" value="15"/> %	<input type="text" value="15"/> pts	<input type="text" value="5"/> %	<input type="text" value="5"/> pts
<input type="text" value="6"/>	<input type="text" value="Efficient System Management Promote efficient system management and operation by increasing collaboration among federal, state, local government to better target investments and improve accountability."/>	<input type="text" value="10"/> %	<input type="text" value="10"/> pts	<input type="text" value="3"/> %	<input type="text" value="3"/> pts
<input type="text" value="7"/>	<input type="text" value="System Preservation Emphasize the preservation of the existing transportation system by first targeting federal funds towards infrastructure to spur revitalization, promote urban landscapes and protect rural landscapes."/>	<input type="text" value="15"/> %	<input type="text" value="15"/> pts	<input type="text" value="5"/> %	<input type="text" value="5"/> pts
<input type="text" value="8"/>	<input type="text" value="Safety Increase safety of the transportation system for motorized and non-motorized uses."/>	<input type="text" value="15"/> %	<input type="text" value="15"/> pts	<input type="text" value="15"/> %	<input type="text" value="15"/> pts
<input type="text" value="9"/>	<input type="text" value="Resiliency and Reliability Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation."/>	<input type="text" value="10"/> %	<input type="text" value="10"/> pts	<input type="text" value="6"/> %	<input type="text" value="6"/> pts
<input type="text" value="10"/>	<input type="text" value="Tourism Enhance travel and tourism."/>	<input type="text" value="5"/> %	<input type="text" value="5"/> pts	<input type="text" value="1"/> %	<input type="text" value="1"/> pts
<b>TOTAL</b>		<input type="text" value="100"/> %	<input type="text" value="100"/> pts	<input type="text" value="54"/> %	<input type="text" value="54"/> pts

TIP SCORING SHEETS



0= No  
1= Yes

Transportation Alternative

Project Number

Project Name

MN Safe Routes to School - Northwest MN Service Area

MPO SCORING SHEET FOR EACH PROJECT

Goal 1	Economic Vitality		Expected Weight (%) : 5	
Support the economic vitality through enhancing the economic competitiveness of the metropolitan area by giving people access to jobs, education services as well as giving business access to markets.			Assign score 0 or 1	Achieved Weight (%)
Objectives	1	<b>Consistent with local, regional or state nonmotorized economic development plans</b>	1	1
	2	<b>Serves access to school, jobs, business and opportunities for nonmotorized users</b>	1	1
	<b>Advance smart growth objectives</b>		1	1
	3	<b>Improves connection to intermodal transportation system</b>	0	0
	4	<b>Attract/retain quality resident and commerce by providing efficient recreational trail system</b>	0	0
			Total	3

Goal 2	Security		Expected Weight (%) : 5	
Increase the security of the transportation system for motorized and non-motorized users			Assign score 0 or 1	Achieved Weight (%)
Objective	1	<b>Consistent with local/regional emergency and security planning system (ITS Regional Architecture)</b>	0	0.00
	2	<b>Provide necessary security training and equipment</b>	1	1.67
	3	<b>Coordinate with safety/security agencies to prevent harmful activities</b>	1	1.67
			Total	3

Goal 3	Accessibility and Mobility		Expected Weight (%) : 10	
Increase the accessibility and mobility options to people and freight by providing more nonmotorized choices			Assign score 0 or 1	Achieved Weight (%)
Objectives	1	<b>Provides acceptable LOS for facility as recommended in LRTP</b>	0	0.00
	2	<b>Provide a complete bicycling and pedestrian network that connects to schools, destinations and other transportation modes and facilities</b>	0	0
	3	<b>Improve existing infrastructure to address current needs in local neighborhoods/communities</b>	1	2
	4	<b>Provide easy access to Greenway Trail System and the Red River State Recreation Area</b>	1	2
	5	<b>Implements recommendations in ADA, railroad and pedestrian/bicycle ROW plans</b>	1	2
			Total	6

Goal 4	Environmental/Energy/QOL		Expected Weight (%) : 10	
Protect and enhance the environment, promote energy conservation, and improve quality of life.			Assign score 0 or 1	Achieved Weight (%)
Objectives	1	<i>Implements context sensitive solutions</i>	1	1.67
	2	<i>Address EJ analysis process</i>	0	0.00
	3	<i>Promote nonmotorized travel to reduce greenhouse gases</i>	1	1.67
	4	<i>Avoids or minimize impacts to wetlands or other natural habitats</i>	1	1.67
	5	<i>Seek to control sun-off pollution</i>	1	1.67
	6	<i>Incorporates innovative stormwater management techniques</i>	0	0.00
			Total	7

Goal 5	Integration and Connectivity		Expected Weight (%) : 15	
Enhance the integration and connectivity of the transportation system across and between modes for people and freight.			Assign score 0 or 1	Achieved Weight (%)
Objectives	1	<i>Invest in signage/signal techniques and routes to help pedestrian and bicyclist</i>	1	2.50
	2	<i>Maximize direct travel trips by improving pedestrian and bicycle network system between community and commercial destinations</i>	1	2.50
	3	<i>Improves the integration/connectivity between nonmotorized and motorized transportation system</i>	0	0.00
	4	<i>Improve sidewalks and walkways around transit stops, designated on-road and off-road bike routes</i>	0	0.00
	5	<i>Provides a connection to transit facilities or transit stops</i>	0	0.00
	6	<i>Support first and last mile connections to improve access to the transit for pedestrian and bicyclist</i>	0	0.00
			Total	5

Goal 6	Efficient System management		Expected Weight (%) : 10	
Promote efficient system management and operation.			Assign score 0 or 1	Achieved Weight (%)
objectives	1	<i>Provide an efficient and cost effective nonmotorized transport system</i>	0	0.00
	2	<i>Identify potential source of budget for year round maintenance</i>	0	0.00
	3	<i>Demonstrates commitment to year round maintenance</i>	1	1.67
	4	<i>Cooperate across jurisdictional boundaries to create an integrated transportation network.</i>	0	0.00
	5	<i>Demonstrates analysis of project risk in implementation</i>	0	0.00
	6	<i>Includes specific evaluation method to provide a measurement of effectiveness</i>	1	1.67
			Total	3.33333333

Goal 7	System Preservation		Expected Weight (%) : 15	
Emphasize the preservation of the existing transportation system.			Assign score 0 or 1	Achieved Weight (%)
Objectives	1	<i>Preserve, maintain and improve the existing safe school route, bicycle and sidewalk network systems</i>	1	2.50
	2	<i>Emphasizes system rehabilitation rather than expansion</i>	0	0.00
	3	<i>Incorporates new technologies</i>	1	2.50
	4	<i>Maintain and improve existing Greenway Trail System and the Red River State Recreation Area</i>	0	0.00
	5	<i>Incorporate cost-effective maintenance and preservation of the existing pavement</i>	0	0.00
	6	<i>Balance between railroad, ADA or pedestrian/bicycle ROW network systems</i>	0	0.00
			Total	5

Goal 8	Safety		Expected Weight (%) : 15	
Increase safety of the transportation system for motorized and nonmotorized uses.			Assign score 0 or 1	Achieved Weight (%)
Objectives	1	<i>Provide safety education components for pedestrian and bicyclist</i>	1	3.00
	2	<i>Enhances safe and well-designed route to school zones and college campuses</i>	1	3.00
	3	<i>Incorporates appropriate traffic control devices</i>	1	3.00
	4	<i>Enhances public safety for nonmotorized users</i>	1	3.00
	5	<i>Reduces frequency and severity of points of conflict between traffics/intersections and pedestrian/bicyclist</i>	1	3.00
			Total	15

Goal 9	Resiliency and Reliability		Expected Weight (%) : 10	
Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation			Assign score 0 or 1	Achieved Weight (%)
Objectives	1	<i>Achieve resiliency and reliability of transportation services/facilities to the current and future impacts of extreme weather</i>	0	0.00
	2	<i>Maintain on-time project performance and implementation</i>	1	2.00
	3	<i>Improve engagement of transportation system, across and between modes, partners and stakeholders</i>	1	2.00
	4	<i>Response efficiently to severe weather and other stresses on the nonmotorized transportation system</i>	0	0.00
	5	<i>Maintain sidewalks, school and bicycle routes promptly to ensure that pedestrian and bicycle facilities remain usable for all</i>	1	2.00
			Total	6

Goal 10	Travel & Tourism		Expected Weight (%) : 5	
Enhance travel and tourism.			Assign score 0 or 1	Achieved Weight (%)
objectives	1	<i>Establish partnerships to foster pedestrian and bicycle tourism activities within MPO</i>	1	1.00
	2	<i>Enhance safe and easy access to tourist spots, Greenway Trail System and the Red River State Recreation Area for nonmotorized travelers and tourists</i>	0	0.00
	3	<i>Conserve historical sites and recreational trails (bicycle/walking trails)</i>	0	0.00
	4	<i>Aquire/enhances scenic/historic properties</i>	0	0.00
	5	<i>Provides landscaping/streetscaping or similar amenities</i>	0	0.00
			Total	1

**RESOLUTION NO. 20 – 12 – 79**

**RESOLUTION ACCEPTING RESPONSIBILITY AS THE SPONSORING AGENCY**

Council Member DeMers, supported by Council Member Johnson, introduced the following resolution and moved its adoption:

BE IT RESOLVED, that the City of East Grand Forks act as sponsoring agency for a Safe Routes to School project identified as SafeKids East Grand Forks & NW MN Safe Routes to School Program Coordination (noninfrastructure Safe Routes to School programming and materials) and is seeking Transportation Alternatives Program (TAP) funding. The City of East Grand Forks has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED, that Nancy Ellis, Community Development Director, is hereby authorized to act as agent on behalf of this applicant.

*Voting Aye: Olstad, Grassel, DeMers, Vetter, Helms, Riopelle, and Johnson.*

*Voting Nay: None.*

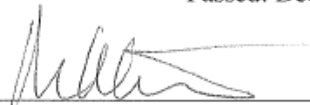
*Absent: None.*

The President declared the resolution passed.


Passed: December 15, 2020

Attest:

  
\_\_\_\_\_  
City Administrator/Clerk-Treasurer

  
\_\_\_\_\_  
President of the Council

I hereby approve the foregoing resolution this 15<sup>th</sup> day of December, 2020.

  
\_\_\_\_\_  
Mayor

## Resolution Agreeing to Maintain Facility

---

### Notes:

- A Resolution agreeing to maintain the facility for its useful life is also required for each project. The resolution must be approved by an eligible sponsoring agency. Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

This would not apply to our project.

## Signatures

---

Notes: Signatures are required from the following – project applicant; sponsoring agency engineer, if different than the project applicant; a representative of the local unit of government in which the project is located; and the MPO Executive Director, if the project is located in a MPO area.



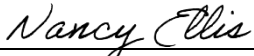
12.23.2020

Coordinator – Safe Kids Grand Forks

---

*(Applicant Signature)*

*(Date)*



*(Sponsoring Agency Signature)*

12/24/2020

*(Date)*



*(Local Unit of Government Signature)*

12/24/2020

*(Date)*

---

*(If in MPO area, signature of MPO Executive Director)*

*(Date)*



## Project Information

### 1. Amount of funding requested: \$41,727

Activity	Number of Occurrences	Number of Hours	Total Hours	Location
<b>Education Programming</b>				
Safety on Wheels Presentation to 3rd Grade Classes / Prep time for packets and Presentation	1	6	6	Fisher, MN
Safety on Wheels Presentation to 3rd Grade Classes / Prep time for packets and Presentation	1	8	8	Roseau, Warroad, Greenbush, MN
Safety on Wheels Presentation to 3rd Grade Classes / Prep time for packets and Presentation	1	6	6	Oslo, MN
Safety on Wheels Presentation to 3rd Grade Classes / Prep time for packets and Presentation	2	6	12	Crookston, MN - 2 elementary schools
Safety on Wheels Presentation to 3rd Grade Classes / Prep time for packets and Presentation	2	4	8	South Point Elementary
Safety on Wheels Bike Helmet Distributions	1	4	4	New Heights Elementary
"Getting to School Safely " Pedestrian Safety Presentations - Done in K - 5th grade with each classroom (1 gym class per session, x 2 staff/1 for bike and one for pedestrian, CPS and Bus safety covered by other volunteer folks)	4	8	32 hours per person x 2 people = 64 hours	South Point Elementary / New Heights Elementary
Back-to-School Open House Orientation (Parents and students)	2	4	8	South Point Elementary / New Heights Elementary
BTS Community Event (Parents, students, community members)	3 locations	8	3 locations x 8 hours x 3 people = 72 hours	Grocery Store locations in EGF, Crookston, Roseau
Safety Patrol Orientation and Coordination		20	20	South Point Elementary and regional schools

<b>Incentive and Encouragement Campaigns</b>				
Wheeling Wednesday Fall Event (6-8 weeks)	8	3	24	South Point Elementary
Wheeling Wednesday Spring Event (6-8 weeks)	8	3	24	South Point Elementary
Fire Up Your Feet Friday Coordination and Events	12	3	36	New Heights Elementary
Caught in the Crosswalk Incentive Program	4	2	8	South Point Elementary / New Heights Elementary
I Got Caught (Bike/Helmet Incentive Program) Coordination	1	8	8	South Point Elementary / New Heights Elementary / Crookston
Bike To School Day Coordination and Event	4 (2 spring - 2 fall)	4	16	South Point Elementary and regional schools
International Walk To School Day Coordination and Event	4 (2 spring - 2 fall)	4	16	South Point Elementary and regional schools
<b>Bike Fleet Management</b>				
Bike Fleet Coordination	20		20	South Point Elementary & Potentially Central Middle School
Bike Fleet / Gym Class Programming	20		20	South Point Elementary & Potentially Central Middle School
Teacher Training for Bike Fleet Education	4 staff	8	32	South Point Elementary & Potentially Central Middle School
<b>Program Communication</b>				
School Newsletter Material Preparation (Fall - BTS bike and pedestrian safety, Winter - winter pedestrian safety, Spring - bike safety, Summer - summer biking, wheeled sports and pedestrian safety)	4	1	4	South Point Elementary / New Heights Elementary / Regional Schools
Back-to-School PSA creation and distribution	1	2	2	South Point Elementary / New Heights Elementary / Regionally

BTS radio interviews	1	2	2	South Point Elementary / New Heights Elementary / Regionally
Winter walking safety radio interview	1	2	2	South Point Elementary / New Heights Elementary / Regionally
Spring biking safety radio interview	1	2	2	South Point Elementary / New Heights Elementary / Regionally
Safe Kids Grand Forks Quarterly Newsletter	4	2	8	South Point Elementary / New Heights Elementary / Regionally
Social media education/campaign/management	30	0.5	15	South Point Elementary / New Heights Elementary / Regionally

### Program Administration

Monthly MN Safe Routes to School Conference Calls	12	1	12	
School administration meetings / Planning			15	
National SRTS Monthly Training Sessions	12	1	12	
Monthly Reporting	12	1	12	
National SRTS Conference Attendance	4	8	32	
			530 Hours x \$32.00 (hourly salary + benefits)	\$16,960
Grant Administration Costs (In-kind)			40 hours x \$45	\$1800
Total Grant Administration				\$18,760

### Grant Supply Costs

Training supplies for Safety on Wheels	Printer certificates / forms / Flyers	\$1	200	\$200
Training supplies for Safety on Wheels	SOW Bike Books	\$1.25	200	\$250

Helmets for low-income clients	Bike helmet	\$12.00	30	\$360
Getting to School Safely Program Materials	Flyers / Props	\$100		\$100
BTS Open House Display Materials	Display and printed Materials	\$100	2	\$200
BTS Community Event	Event Supplies / FB Boosting	\$200		\$200
Safety Patrol Orientation Supplies	Snacks for the Patrollers	\$20		\$20
Safety Patrol	End of year thank you	\$15	12	\$180
Wheeling Wednesday Supplies	Granola bars, orange juice, fruit, or yogurt, etc.	\$50	16	\$800
Wheeling Wednesday Supplies	End of campaign prize Drawings	\$50	4	\$200
Fire Up Your Feet Friday	Granola bars, orange juice, fruit or yogurt, etc.	\$50	12	\$600
Fire Up Your Feet Friday	End of campaign prize Drawings	\$50	4	\$200
Caught in the Crosswalk Incentive Campaign	Incentive Items	\$120	4	\$480
Bike Fleet Supplies	Bicycles	\$120	30	\$3,600
Bike Fleet Supplies	Locks	\$12	30	\$360
Bike Fleet Supplies	Racks	\$500	4	\$2,000
Bike Fleet Supplies	Miscellaneous Supplies (tire pumps, etc.)	\$150		\$150
Back-to-School PSA	Radio Ads x 2 weeks	\$750		\$750

Back-to-School PSA	Television Ads x 2 Weeks	\$750		\$750
Social media content boost	Boost funds	\$200		\$200
Community Education	flyers / ads	\$500		\$500
Cones / vest / STOP paddles / No crossing Signs		\$750		\$500
Reflective items		\$1	1000	\$1,000
Mileage - Roseau / Warroad / Greenbush) x 2	(131 miles 1 way) x 2 trips = 525 miles	\$0.575	525	\$301.88
Mileage Crookston x 2	(25 miles 1 way) x 2 trips = 100 miles	\$0.575	100	\$57.50
Mileage - Oslo x 1	(27 miles 1 way) x 1 tips - 54 miles	\$0.575	54	\$31.05
Mileage - Fisher x 1	(14 miles 1 way) x 1 trip = 28 miles	\$0.575	28	\$16.10
National SRTS Conference	Conference Registration	\$500.000	1	\$500.00
National SRTS Conference	Airline Ticket	\$600	1	\$600.00
National SRTS Conference	Hotel	\$300	3	\$900.00
National SRTS Conference	Meals	\$40	4	\$160
Office Space (In-kind to include office, computer, phone, printer, etc.)	Office	\$400	12	\$4800
Bike fleet storage space	Storage space	\$200	10	\$2000
Total				\$22,967

Salary Total	\$18,760
Supply Total	\$22,967
Total Budget Request	\$41,727

We have secured unanimous support for the local match funding from the East Grand Forks City Council. We have already obtained support of the East Grand Forks Public Schools for the in-kind support of the bike fleet storage and from Altru Health System for the in-kind office support and grant administration costs. The procurement

Council but it is nice to know that we have their support should additional costs be needed.

**2. Project request type (capital, planning, both):** Planning

Project Plan to Include Additional SRTS Activities and Communities (Amended from when LOI was completed with new information highlighted in red.)

**Describe the work you want to do for which you are seeking support. Include a description of the project development activities for this project completed to date:**

Safe Kids Grand Forks has been involved in providing safe routes to school education and planning for East Grand Forks and their two elementary and one middle school for several years. We have also done extensive work in this area on the North Dakota side of the river, but the work of our coalition has expanded to include numerous new partners on the Minnesota side as well. As our coalition and capacity has grown, we have fostered new initiatives in the area of child passenger safety. Those partners have also translated into additional people to assist with and engage in pedestrian safety initiatives that could enhance the health and safety of students in our Minnesota service area (including northwest MN).

Much of our work focuses on education of students, parents and the community, creating for a safer environment to get kids to school whether they walk, bike or ride in a car or bus. With this grant funding, we will provide education via a variety of interventions (newsletters, back-to-school open houses, radio commercials, social media, television commercials, in-class education, etc.). This education will be enhanced with encouragement activities that promote the behavior we are looking for in those getting to and from school (crosswalk use, helmet use, etc.)

The funding will also provide support for supplies needed for the education and creation of a safer environment (cones, crossing guard and safety patrol supplies, etc.). **Added to this school district and community's SRTS plan will be the addition of a bike fleet to be used for bike-to-school and "Takin' It To the Streets" activities. This was added as many of the kids live too far from the schools to actually ride their bikes to school. We will purchase a bike fleet (30 bikes total) that will be used as part of the physical education program at the upper level elementary school and the middle school in East Grand Forks. Safe Kids Grand Forks has created a program called "Takin' It To the Streets". Through our "Safety on Wheels" program, students in third grade, receive a head injury and bike helmet presentation and distribution of helmets from Safe Kids Grand Forks. Following that education, a bike rodeo is conducted in the school's parking lot. The "Takin' It To the Streets" program is geared for 5<sup>th</sup> or 6<sup>th</sup> graders and is held during gym class. On day one of the program, Safe Kids provides a presentation on the benefits of biking, a review of how to properly fit and wear a helmet and instructions on the rules of the road. We discuss the differences/benefits of trail riding vs. street riding and prepare the students for a bike adventure the following day. Day two consists of a guided bike ride on a route that allows students to not only ride on the streets, but access trails and bike paths as well. Because of the large size of the EGF School District, many students are not be able to ride a bike to school to facilitate doing this without bike accessibility. Therefore, having access to a bike fleet will allow us to carry out this program as part of the physical education classes. Our plan is to purchase a bike fleet and share it amongst the elementary school and middle school students to be used in their gym classes.**



Over the years, Safe Kids Grand Forks has worked with the East Grand Forks School System, the MPO, the City Community Development Department and the City Engineering Department to create safer environments around the schools. This has included installation of sidewalks, pedestrian islands, improved signage, enhanced crosswalks and changes to roadways to include marked turn lanes, etc. While we are aware that engineering changes can greatly affect the safety of the area, we also know that education is critical to a comprehensive injury prevention program. Our hope is that this grant will continue to support our efforts in that area.

In addition to covering East Grand Forks with our injury prevention programming, we have expanded this grant request to include our additional coverage area and continue our work in Crookston, Fisher, Roseau, Warroad, Greenbush and Oslo, MN. In the past, time for this work was covered by the lead agency of Safe Kids Grand Forks which is Altru Health System. In 2020, the program was tasked with finding additional partners to assist with the on-going operational costs of Safe Kids Grand Forks' injury prevention work. Should funding for this work not be secured, the efforts we have started and hope to continue will be in jeopardy for northwest Minnesota.

Through this grant request, we will be able to provide the Safety on Wheels programming and back-to-school safety training for additional schools within our service area. This would include the bike helmet/head injury presentations and helmet distributions in schools in northwest Minnesota. We would also offer to provide back-to-school training that would include pedestrian safety, bike safety, bus safety and motor vehicle safety. With that training, we also provide support and recommendations for enhancing bike and pedestrian safety around the school environment. This often includes the initiation of crossing guard programs (adults), safety patrol programs (students) and other simple measures that can be taken around the school to make a safer environment. Currently, we are providing the Safety on Wheels programming in East Grand Forks, Fisher and Crookston and hope to be able to continue that work (see letters of support noting the benefit of this program to these schools) and also expand to schools in northwest MN to include some of the following that have expressed interest: Oslo, Roseau, Warren and Greenbush. We have tremendous partners in those communities from our Safe Kids work over the years and are eager to enhance that partnership to include pedestrian and bike safety as well.

**Describe how your project meets a transportation purpose:**

There are generally four ways in which kids get to and from school: walking, biking (or some other type of wheeled transportation), motor vehicles or on the bus. This project provides the education about the importance of safe behaviors in these transportation modes, especially the ones in which they have the most control over their decisions: walking/biking. Getting to and from school safely is important not only to the school district, but to parents and community. These on-going education and encouragement activities surrounding desired behaviors is an ever-present need as new students enter into the school system annually.



I would like to expand upon how our proposed work meets the four defined objectives articulate for the Greater Minnesota Transportation Alternatives Solicitation Statewide Program:

1. **Promote Projects Identified through a Planning Process**

---

Safe Kids Grand Forks has been in existence for nearly 30 years and we have extensive experience in working with injury prevention program creation, implementation and evaluation. Our member network consists of many partners that come to the table and say, “what can we do better together than any one of us could do alone?”. That team of folks sets out to plan strategies that we know are cost effective and proven to work, not only in our community but around the country. Our team works hard to stay current in the best practices and networks with others doing like-type projects so we can provide a quality plan.

Safe Kids Grand Forks actively participates in the transportation planning process that takes place within East Grand Forks and Grand Forks. We are fully involved as members of steering committees guiding the planning process. We also support this planning process by having sub-committees within our member network that regularly meet to keep abreast and engaged in the implementation and updating of these respective planning processes. Through this active participation, we are pleased that the GF-EGF Metropolitan Transportation Plan (MTP) specifically identifies in its financial plan that some of the future transportation alternatives funding be specifically set a side for non-infrastructure activities. The MTP is also adopted by the City of East Grand Forks as a component of the City’s Comprehensive Plan.

The work we are proposing in East Grand Forks and northwestern Minnesota has been put together with other players on our team (as articulated in the letters of support and expanded below).

In addition to the MPO's MTP and as mentioned in our Letter of Intent, some of this work is outlined in the following plans and is also a part of our Safe Kids Grand Forks Action Plan: 2018 City Sub Target Funds and Pedestrian Improvements, Bygland Road Study, New Heights, South Point and Central Middle School Safe Routes to School Studies, ADA Transition Plan (including work around our public and private Schools), EGF Public School's Facility Reconstruction Plan (New Heights, South Point and Central Middle School)

## 2. **Support Safe Routes to School**

---

As you can see from our proposed action steps, this plan is all about supporting the SRTS programming that has been funded in the past by other SRTS grants or the lead agency of Safe Kids Grand Forks, Altru Health System. While some programs have a completion date, we know that the school system has new students entering into it year after year. While we have done work to train others within the school system to carry out some of the pedestrian and wheeled sports work (safety patrollers, crossing guards, service club, etc.), we know that there is an element of coordination that is best served by our organization. We also know that the schools don't currently have the bandwidth to take on all the work that is being done by Safe Kids Grand Forks. Should the support of Safe Kids Grand Forks and this grant not be provided, many, if not most of these programming and injury prevention strategies would fall by the wayside for future kids in these schools around our region. We will continue to "train the trainer" and delegate projects as we are able, but also serve as a catalyst for many of these interventions to be launched and/or sustained.

## 3. **Serve a Transportation Purpose**

---

As noted previously, many of the students in the East Grand Forks School District live a considerable distance from the schools as there is only one K-2<sup>nd</sup> grade elementary school, one 3<sup>rd</sup> – 5<sup>th</sup> grade elementary school and one middle school for the entire community. That said, many kids arrive at the K-2 school by car or bus since they live too far to walk or bike. When they do transition to South Point (3<sup>rd</sup> – 5<sup>th</sup> grade), they are in a more residential neighborhood where walking and biking would be more feasible. However, they also have had little experience with getting to school in this manner so providing them with support for that would be part of our plan (Fire Up Your Feet Fridays, Wheeling Wednesdays, etc.).

We also know that in order to incorporate biking into the gym curriculum, the school would have to provide the bikes as many students live too far away to feasibly ride their bike to school for an activity such as this. There are also students that due to their financial status, are not able to afford a bike for their personal or school use. However, providing the bikes will allow the school to show kids how to ride bike on streets, trails and the Greenway paths. This in turn should open-up the opportunity for students to use this type of transportation as an option, not only for getting to and from school but in other facets of their life.

In the more rural schools we are connecting with (Crookston, Fisher, Roseau, Greenbush and Warroad), bike transportation is a vital part of how kids navigate their community, whether that be to school, gathering with

friends or to activities in the community. Having bike safety knowledge and awareness of helmet importance creates for a safer experience for the children and youth using this mode of transportation.

#### 4. **Ensure Project Delivery**

Safe Kids Grand Forks has been in existence for nearly 30 years and we have a long-standing reputation of being a “go-to” source for injury prevention programming and implementation. The Safe Kids Grand Forks Coordinator has extensive experience and has been with the team for 25 years and has a capable team working with her. The coalition also has a Pedestrian and Wheeled Sports Safety Subcommittee that assists with project planning and implementation. The funding that we are asking for will support work that we have a long-standing history of carrying out in both North Dakota and Minnesota. While many of these action steps will remain the same over time since they are proven effective (bike helmet use, etc.), our coalition is always working to bring about new and creative strategies to prevent injuries and death and to promote biking, walking and a healthy lifestyle.

While we won't rearticulate our history of delivering federally funded projects since that was done in the Letter of Intent, we will assure you that we have the team and expertise in place to carry out the outlined tasks of this proposal. We thank you for your consideration of this grant request and thank you in advance for placing your trust in our work and in our team. We have listed some of our planning partners below:

##### **Planning Partners:**

Earl Haugen – Executive Director, GF-EGF MPO has provided us with encouragement to apply and is aware of the LOI being submitted.

Nancy Ellis – EGF City Planner is a member of our coalition and has provided us with assistance in the LOI and planning for this grant application.

Dr. Jim Torkelson – Director of Operations, New Heights Elementary and South Point Elementary Schools, East Grand Forks, MN

Stephanie Halford – City Planner, Grand Forks and Chairperson for our Safe Kids Grand Forks Pedestrian and Wheeled Sports Safety Subcommittee

Julie Pederson – Principal, New Heights Elementary School, East Grand Forks, MN

Chad Grassel – Principal, South Point Elementary School, East Grand Forks, MN

Chris Trostad – Principal, Highland Elementary School, Crookston, MN

Josh Mailhot – Principal, Fisher Public School, Fisher, MN

## Letters of Support

---

See below letters from:

Fisher Elementary School – Fisher, MN

South Point Elementary School – East Grand Forks, MN

Highland Elementary School – Crookston, MN



# FISHER PUBLIC SCHOOL ISD 600

Home of the Knights



Our mission is to prepare all learners with the academic, social, and personal skills for lifelong success.

12.23.2020

Greater Minnesota Transportation Alternatives Funding Committee  
C/O MN DOT Areawide Transportation Partnership  
[3920 Highway 2](#) West  
Bemidji, MN 56601

To the Great MN Transportation Alternatives Funding Committee,

My name is Joshua Mailhot and I am the Principal at Fisher Elementary School in Fisher, ND. We are in close proximity to East Grand Forks and have had the opportunity to partner with Safe Kids Grand Forks in the past. For the last three years that I have been at Fisher School as Elementary Principal we have had Safe Kids of Grand Forks come to our school each Spring to teach our students about head injuries and how bicycle helmets can prevent them. After the presentation students are able to be fitted for a proper fitting bike helmet that will then be delivered to the school when it arrives.

This yearly presentation is one that students and parents look forward to. It would be great to have this project continue for many years to come and we look forward to an on-going partnership with this organization. We would like to offer this letter of support for their grant application being submitted to you and are grateful that they have included our school and students in this grant for consideration. I hope that you will look upon it with consideration.

Joshua Mailhot- Elementary Principal  
218-891-2834  
[mailhotj@fisher.k12.mn.us](mailto:mailhotj@fisher.k12.mn.us)



Home of the Ocean Wave

**SOUTH POINT ELEMENTARY SCHOOL**  
INDEPENDENT SCHOOL DISTRICT NO. 595  
EAST GRAND FORKS, MINNESOTA 56721



South Point  
Elementary School  
1900 13th Street SE  
East Grand Forks, MN 56721

Dr. Jim Torkelson, Principal  
Phone: 218.773.1149  
Fax: 218.773.4392  
jtorkelson@egf.k12.mn.us

January 6, 2021

Greater Minnesota Transportation Alternatives Funding Committee,

Thank you for giving us this opportunity to be a partner in applying for this grant. The East Grand Forks Public School District and specifically South Point Elementary School has greatly benefited from our partnership with Safe Kids. This partnership has provided safety programming for our students and our school community for many years. The parents in our community have grown to depend on our School District and Safe Kids to provide essential educational programming that is focused on student and pedestrian safety.

Over the past years we have worked together with Safe Kids on a variety of initiatives including, safety patrol training, the development of safe routes to school, and bike to school and walk to school incentive programs.

In addition to these important programs, Safe Kids, the School District, and partner community service groups have provided yearly "Safety on Wheels" training for all of the third graders in the School District. This programming includes presentations on Head Injury Prevention and the distribution and fitting of bike helmets along with bicycle and helmet safety education.

We see this grant opportunity as a culmination of the work that we have been instilling in our students for the past 10 years. One of our biggest barriers in providing comprehensive instruction is the need for all of our students and instructors to have access to bicycles. In the past, the success of our programming has been hampered because of a variety of limiting factors, from the location of our school being on the edge of town to the socio - economic condition of many of our students. Not all of our students have been able to fully participate in bike safety programming because they do not have access to a bicycle.

While all students participate in our safety instructional programming many students have very limited access to bicycles to practice and receive the adult guidance needed for their newly acquired skills and safety knowledge. The bicycles would give our students bike access and the opportunity to practice.

Our school is conveniently adjacent to Community bike paths which most of our students have never used.

District #595 is an equal opportunity affirmative action employer and is in compliance with Title IX of the Education Amendments of 1972



Home of the Green Wave

**SOUTH POINT ELEMENTARY SCHOOL**  
INDEPENDENT SCHOOL DISTRICT NO. 595  
EAST GRAND FORKS, MINNESOTA 56721



Dr. Jim Torkelson, Principal  
Phone: 218.773.1149  
Fax: 218.773.4392  
jtorkelson@egf.k12.mn.us

South Point  
Elementary School  
1900 13th Street SE  
East Grand Forks, MN 56721

Our goal would be to take classes on educational science and social studies field trips. These trips would provide students with practice opportunities and access to the Greenway's public bike paths and a healthy way to experience many civic and historical sites that would otherwise not be available to them. This grant would provide access for all students and incorporate learning with healthy living as life long skills.

Again, on behalf of our students and teachers I would like to thank you for giving us the opportunity to share our story with you.

Sincerely,

Dr. Jim Torkelson

District #595 is an equal opportunity affirmative action employer and is in compliance with Title IX of the Education Amendments of 1972.





## Crookston Public Schools

---

Chris Trostad, Principal - Highland Elem. School  
881 Central Ave. North  
Crookston, Minnesota 55716

VOICE: 218-281-6900  
FAX: 218-281-6166  
EMAIL: [christrostad@icd583.org](mailto:christrostad@icd583.org)

January 6, 2021

To Whom it May Concern:

I would like to take this opportunity to write this letter of support for Safe Kids of Grand Forks. Safe Kids of Grand Forks has provided training to our 3<sup>rd</sup> grade students each year on bike safety with their Safety on Wheels program. This has been well received and Safe Kids of Grand Forks delivers an excellent program. Their presentation has included bike safety and helmet use. Safe Kids of Grand Forks has also provided helmets at a reduced price (or free if needed) along with a helmet fitting for all grades at Highland Elementary School. The program has promoted kids getting to school and other activities safely on a bike.

I would please ask Greater Minnesota Transportation Alternatives Funding Committee to continue to fund the Safe Kids of Grand Forks so we can continue to provide the excellent training to keep students in our community safe. I am hoping to expand more training as a result of the excellent experience with the Safe Kids of Grand Forks Program.

Sincerely,

Chris Trostad  
Highland Elementary School Principal

*An Equal Opportunity Employer*



**MPO Staff Report**  
**Technical Advisory Committee:**  
**January 13, 2021**  
**MPO Executive Board:**  
**January 20, 2021**

**RECOMMENDED ACTION: Discussion on Definition of Regional Significant in Relation to TIP Projects**

**TAC RECOMMENDED ACTION:**

Matter of the Definition of Regionally Significant.

**Background:** With recent changes in FHWA-ND staff, renewed perspective of past practices has caused a reconsideration of how we define the term “regionally significant” in our Transportation Improvement Program. (TIP).

**THIS WILL COMPLETELY CHANGE THE DEFINITION YET HAVE LIMITED IMPACT ON TIP PROJECTS**

A TIP is required to include all phases of a transportation project. Examples of the various phases are: preliminary engineering, environment/NEPA, right-of-way, design, or construction). This is not the current practice with ND STIP nor our TIP. Although we have these phases identified in our document, see below, we frequently do not provide any information for the phases other than construction.

	Operations	
	Capital	
	P.E.	
LOCAL	R.O.W.	
	CONSTR.	
	TOTAL	

FHWA-ND has asked NDDOT and the 3 MPOs to work together to define projects that are “regional significant” so that the phases of the project would be identified in the TIP/STIP. This new definition will elevate high profile projects to have these phases identified for the individual project in each year that they are likely to take place. Projects that do not meet this new definition will be treated similar to how they are treated within the TIP with one exception. For at least the NDDOT projects that do not meet this definition, a “group” project listing for PE will

be identified in each TIP year. This might include other agency projects; that is to be worked out. The current practice is that this PE phase is grouped at the statewide level and shown just in the STIP. In the next TIP, we will have a group project listing for the PE phase that includes all the PE for all the projects that are not deemed “regionally significant” for that year.

We currently define the term to mean any wholly state and/or locally funded project that are important enough to our transportation network to be included in the TIP for information purposes. So you can see that we are substantially changing the definition – going from mere informational purpose to one of high profile to have each phase of project identified.

Per the MPO Planning and Programming Regulations, the definition of “regionally significant project” is: “means a transportation project (other than projects that may be grouped in the TIP or exempt projects as defined in EPA’s transportation conformity regulation) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments, such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area’s transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.” (23 CFR 450.104.)

To ease the burden so that not all TIP projects meet this definition, FHWA-ND is allowing a definition that would apply to only real high profile projects. The kind of projects being envisioned are new interchanges, adding new lanes to Interstate, building new roads. The kind of projects that are mill/overlays, multi-use trails, concrete panel replacements are not intended to be included into this definition.

The NDDOT and MPOs have had one meeting in which NDDOT introduce this topic. The 3 MPO staff had one meeting to discuss our mutual understanding of this directive. We all are still discovering what this directive means to each of us. It is likely that due to each MPO having unique circumstances that there might be three similar yet different definitions created.

### **Findings and Analysis:**

- NONE

### **Support Materials:**

- NONE.

**MPO UNIFIED PLANNING WORK PROGRAM -  
UPDATE , 2020**

**TABLE OF CONTENTS- UPDATE January, 2021**

**TRANSPORTATION PLAN UPDATE AND IMPLEMENTATION  
ACTIVITIES**

AREA	TASK	%	ORIGINAL COMPLETION DATE	PROJECTED COMPLETION DATE
Grand Forks Land Use Plan Update	The contract has been signed and the consultant has been authorized to start work as of January 5th.	22%	31-Dec-21	30-Mar-22
East Grand Forks Land Use Plan Update	The website has become live and includes a wikimapping engagement opportunity. A community profile is being finalized. The first public engagement opportunity is being scheduled. The second Steering Committee meeting was held.	50%	30-Jun-21	31-Dec-21
Future Bridge Traffic Impact Study	Five proposals were received. The Selection Committee narrowed down to three firms; the interviews will take place January 11th	13%	31-Dec-20	30-Dec-21
Aerial Photo	The RFQ is being vetted through the January MPO meetings	5%	30-Nov-21	30-Nov-21
Traffic Count Program	On-going	90%	On-going	