



**WEDNESDAY, JANUARY 12<sup>TH</sup>, 2022 – 1:30 P.M.**  
**East Grand Forks City Hall Training Room/Zoom**

**PLEASE NOTE:** Due to ongoing public health concerns related to COVID-19 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@theforksmppo.org](mailto:info@theforksmppo.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 \_\_\_\_\_  
 Brooks/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 8, 2021, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE
5. MATTER OF UPDATE ON FUTURE BRIDGE TRAFFIC IMPACT STUDY ..... ALLIANT
6. MATTER OF APPROVAL OF DRAFT RFP FOR BIKE/PED ELEMENT UPDATE .....HAUGEN

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- 7. MATTER OF TIP CONDIDATE PROJECTS ON MINNESOTA SIDE .....HAUGEN
- 8. MATTER OF FY2022 WORK PROGRAM.....HAUGEN
- 9. MATTER OF MPO EXECUTIVE DIRECTOR POSITION.....HAUGEN
- 10. OTHER BUSINESS
  - a. 2021 Annual Work Program Project Update
- 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 8<sup>th</sup>, 2021**

**CALL TO ORDER**

Earl Haugen, Chairman, called the December 8<sup>th</sup>, 2021, meeting of the MPO Technical Advisory Committee to order at 1:31 p.m.

**CALL OF ROLL**

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

Absent: Steve Emery, Ryan Brooks, Jesse Kadrmas, Michael Johnson, Lane Magnuson, Nels Christianson, Ryan Riesinger, and Patrick Hopkins.

Guest(s) present: Bobbi Retzlaff, FHWA-MN; Renae Tunison, FTA-Denver; Kristen Sperry, FHWA-ND; Anna Pierce, MnDOT-Central Office; Tim Burkhardt, Alliant Engineering; and Mike Kondziolka, Alliant Engineering.

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 10<sup>TH</sup> MINUTES OF THE TECHNICAL ADVISORY COMMITTEE**

***MOVED BY BERGMAN, SECONDED BY ELLIS, TO APPROVE THE NOVEMBER 10<sup>TH</sup>, 2021 MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, AS SUBMITTED.***

***MOTION CARRIED UNANIMOUSLY.***

**MATTER OF UPDATE ON FUTURE BRIDGE TRAFFIC IMPACT STUDY**

Haugen reported that included in the packet were some of the materials we will be going over today.

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Burkhardt commented that they do not have a presentation today so he will just give a few talking points and then take any questions you may have.

Burkhardt stated that it has been a month since we went through the presentation of our Draft Evaluation results comparing No-Build Elks Drive and 32<sup>nd</sup> Avenue Future Bridge options. He said they got some good feedback from the Technical Advisory Committee, which he expects anytime we roll out an evaluation like that, it is a complicated thing and so they are working through the best balance to share the information, especially as they are looking ahead to taking to the public.

Burkhardt said that you have seen the information in the form of the Revised Matrix; the next event coming up with that is the meeting of the Ad Hoc Group on Friday, December 10<sup>th</sup>, and then there will be a Public Open House next Thursday, December 16<sup>th</sup>, which you see will be both in person and on line, at East Grand Forks City Hall at 4:30 p.m. He stated that the focus, the main content is the same information of the evaluation results.

Burkhardt commented that they are in the process right now of preparing some display boards and there will also be a narrated power point that will be available in the room next door to the open house, and you can look at this information as a sort of average person on the street and interpret it or misinterpret it and so it is important that we have that narration as well as staffing at the open house and information on line to try to present the information.

Burkhardt stated that from a big picture his focus has been, and still is on sharing evaluation results, that as you know the study is not getting to a single recommendation or preferred alternative but at the same time it is intended to provide useful information, and he thinks it does, and let the results speak for themselves. He added that he thinks probably the preference between 32<sup>nd</sup> and Elks Drive is somewhat in the eye of the beholder, and that is okay, obviously there are ways to boil it down, particularly with the benefit cost that we shared with you last time, it shows that the 32<sup>nd</sup> new build option performs higher and that is really based on the basic traffic through system wide traffic numbers and time and cost.

Burkhardt said that he thinks we know there are concerns about traffic, traffic on certain streets and neighborhoods, traffic around the schools, and he expects that is where the conversation will be most both this Friday at the Ad Hoc meeting and again as we roll this out to the public, so they are prepared for that and we will hope for the best in terms of people understanding what it is that we have done and the next steps which he thinks to some extent the communication right now is aided by the fact that we are not trying to get a firm agreement on a solution, it gives things a little time to sort of percolate.

Haugen commented that just to remind you that the Ad Hoc Group meeting Friday morning starts at 8:00 in the Grand Forks City Hall Council Chambers. He said that both cities will be live streaming it on their Facebook pages and on their local TV channels and the video will be available for replay and there will be a Zoom link for Technical Advisory Committee members and others, and he sent an e-mail invite out to you asking if you wanted to participate, some have replied and as soon as that Zoom is available it will be sent to you on Thursday next week; and

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again we will be at East Grand Forks City Hall for the in-person event, but the online stuff will be available on the website for the study.

Burkhardt asked if anyone had any questions or discussion.

Kuharenko thanked Mr. Burkhardt for addressing the comments that we had last time; one question he has, and this may come up at the Ad Hoc Group meeting, and that is awhile back the schools did some walking surveys and he can't remember if that was ever incorporated into this study at all, or if there was worthwhile information that was gleaned from that, can you share any information you have from that. Burkhardt responded that he has seen that information but they didn't actively incorporate it into the results except to the extent that they do for the open house, they are still adjusting some of their display materials and they do have a display board specifically about school traffic, which in terms of that Safe Kids Grand Forks survey it just acknowledges that it was done and tries to frame it up as there are concerns today about traffic and safety around schools and that is partly something we know through those surveys, and there is a bullet on this draft information, that just says that those are issues that can be addressed independent of a bridge and then they sort of talk about and show the results the evaluation process that you've seen in terms of projecting the changes of traffic around the school; so indirectly, yes, but he does consider that, validation of existing concern but through the level of detail that we weren't getting to He added that he doesn't want to underestimate that issue, and their feet on the ground has a better sense then he does, and he is sure that that will be the hot topic going forward.

Information only.

**MATTER OF CANDIDATE PROJECTS FOR FY2023-2026 T.I.P.**

Haugen reported that included in the packet was a power point and the first few slides are slides that we show every year and what we are asked to address is if there are any changes in the current 2023-2025 programmed projects that we should be aware of and start working around, and then adding the new year and new projects to the T.I.P. He said that you should remember that our responsibility is to ensure consistency, make sure that fiscal constraint remains, and that we prioritize the projects. He added that this is the area where any project that happening, that affects the transportation system, is like the candidates and should be shown in the T.I.P. and it isn't just those inside either City, it goes out a way as well.

Haugen said that for the stated process it is a 12-month process that begins in December, adopt a T.I.P. in August, and then we start the next, big unknowns this time. He stated that we started the solicitation prior to the new Bipartisan Infrastructure Law Bill, and so there are now programs that were not solicited for, and there are also significant funding level changes with the new law that we did not solicit as we didn't know there would be more money in play.

Haugen commented that something to remember though is that there weren't a lot of structural changes to the basic transportation authorization, it still focuses on State of Good Repair and it still focuses on the street and highway system, there are penalties still imposed, performance

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based planning and programming is still required; another thing to recognize is that this is just the authorization, and while there are some things that won't require further appropriations, the bulk of the money will still require Congress to appropriate funds to the programs, and as many of us know the law affects the current 2022 funds, even though there is increased funding there is still a continuing resolution of 2021 levels taking place until January of February, so the increase in money hasn't been appropriated yet. He added that we also had debt ceiling limits and other items that are friends in congress are wrestling with and trying to make progress on, so what we do today is subject to change probably more so than it has been for quite a while, perhaps since FAST was adopted, and so with that challenge, particularly since the solicitation started, the new law became effective, new programs became effective, but we still were not really understanding how to react to it, so getting all of the priorities and paperwork submitted in time was a challenge for all of us and so that is one reason why you see more or less the brevity of the information; on a typical T.I.P. year at this time we would be including the full applications, but as you notice our packet was already over 100 and some pages and with the project submittals we would have doubled that easily, and so instead we are just trying to identify the basic information as it currently is presented to us.

Haugen stated that our needs are focusing all on the North Dakota side, and the one thing the slide includes, as you see towards the bottom, the railroad crossings; that information, there actually is not candidate project being submitted, however he left it on here because there is a candidate project in play and that is at the crossing of University Avenue and the Mill Spur, it was submitted previously and it is being worked through the process, even though it isn't currently included in the T.I.P., so it did not need to be resubmitted because it is already in the process, in the cue if you will, to try to get it programmed.

Haugen commented that we have technically not received word that we are not fiscally constrained, however we do know that our fiscal constraint is leaving a lot of dollars on the table in all of these years, and so we are pretty much saying that at this point there is going to be a lot of potential change in our current programmed projects, and before we even start going into the last year of the four year T.I.P., and on top of that we have new programs that are being formula driven so there will be decisions in North Dakota as to how to fund projects when some other programs the decision will be back at the national level on the competitive process. He said that the one thing they have been advising since the bill was announced is that you should review your currently programmed projects for possible advancement. He explained that as we all know once there is a large increase in the bank to be spent there does need to be projects identified to spend the money on, and one of the easiest ways to do that, because it takes time to get a project program project development to shovel ready, that some of the current projects are the easiest to get advanced to earlier years, and we do know that from our T.I.P. amendment last month, that NDDOT is doing that with a couple of their projects that are programmed in the 2024/2025 year of the T.I.P. to get them advanced to project development so that they can be enjoying the money sooner that will become available once appropriated.

Haugen stated that so far, for the current program, we have not received any changes to the projects that were there, but again just to announce that we do know the North Dakota is advancing the Regional Traffic Signals from 2024 program year and the 2025 32<sup>nd</sup> Avenue

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Pavement Project, and so the expectation would be that before we get done with this T.I.P. cycle in August there likely will be some amendments needed to get these project moved from 2024 and 2025 into a possible earlier year.

Haugen reported that on the regional side we did receive a couple of candidate projects on the North Dakota side for one year beyond the T.I.P. and so 2026 we do have two projects submitted as candidate projects. He said that the first one is addressing the congestion on 32<sup>nd</sup> Avenue, and part of a possible outcome for an interchange at 47<sup>th</sup> Avenue. He stated that the total project cost, from the scoping worksheet, was \$52.6 million. He said that one of the issues with the scoping worksheets is that it doesn't really ask the question of how much federal funds you are seeking, and so he has a question mark there, and it probably could have a question mark for all of these. He stated that normally an interchange is split 90/10, but the one thing he does know is that if it is an interchange this will be designated as a regionally significant project, so that means that all of the phasing or all of the project preliminary engineering; there will be right of way, utility relocates that will all have to be identified in the T.I.P. in the year that that phase will occur, and if it does ultimately get programmed, right now we do have an environmental document programmed in 2021 and that is taking place so some of that phasing is already showing up in the T.I.P. He asked, before we proceed any further, could someone share on what the share request would be for this project, is it at 90/10. Kuharenko responded that he would think that the share request on that one would be whatever it typically would be for that program, and if it is 90/10 then it would be 90/10 but he will have to pull up their documentation to see what else they may have if it is anything other than that.

Haugen commented that the second candidate project was on Gateway Drive, doing some pavement work between the Interstate and the Red River in both directions, and the total estimated cost is \$4.5 million and that is a Regional Primary Roadway so it would be an 80% Federal and 20% State funded, and zero local although there is probably going to be some axillary or incidental local costs while work is being done out there to do some things.

Haugen stated that both of those projects are in the Transportation Plan, one is an illustrative project, that is the Interchange or Congestion on 32<sup>nd</sup>, and the other is identified a project; and then for one year beyond there is the reconstruction of South Washington from 8<sup>th</sup> Avenue on the north half and then the south half from Hammerling to DeMers, those are Regional Secondary and so the split is 80/10/10 typically.

Haugen said that as they were trying to get all the candidate projects and prioritization identified, we still are trying to get information on the City's top priority of a 42<sup>nd</sup> Street Grade Separation, and then some information at least identifying that the wet corn facility north of town is priority, yet it still needs further negotiations. Kuharenko stated that they have had a number of e-mails going back and forth on this one, and he believes that Mr. Grasser is currently working on what their pre-recommendation regarding some of these details. He said that, also, just as a correction as well the South Washington Street Reconstruction from 1<sup>st</sup> to 8<sup>th</sup> he believes should actually be a 2026 project. He added that he did look at his previous records of what went through City Council and he believes he sent you the records of that staff report as well, and it is looking like we put in their staff report on the regional side and it was put in as an 80/10/10, so if that is not the case and it should be a 90/10 he would leave that at the discretion of the MPO. Haugen

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asked if that was for 47<sup>th</sup> Interchange. Kuharenko responded that was correct. Haugen asked if there was any discussion at the NDDOT level as to how they would like to see it. Zacher responded that he isn't sure yet as he is just getting back into the projects, but he knows that their upper management is aware of some of these, but other than that he doesn't know. Haugen stated that the Interstate Program; he guesses that Mr. Zacher perhaps would be asked to confirm how you really want to see this project move forward. He added that last year, when we were doing the T.I.P. amendment, we were using what was on the scoping worksheet and NDDOT preferred the verbiage of a 47<sup>th</sup> Avenue Interchange, so if it is an interchange then it is the State's policy that it would be 90% and then the 10% would be whether it affects or assists the State's system or if it is just a local benefit then the 10% would be either state or local, but 90 is the typical percent. Zacher responded that that is correct, but he just hasn't heard one way or the other. Haugen said, then, that unless someone objects, they will leave it at 90/10 with the 10% being local. He asked if they should just start calling it the 47<sup>th</sup> Avenue Interchange. Zacher responded that they haven't been calling it specifically 47<sup>th</sup> Avenue, they have been referring to as the new Grand Forks Interchange, that is how they refer to it. Haugen said, then, that they will leave the first project at 90/10, the second one is as submitted, and then which of the South Washington ones would we move up into 2026. Kuharenko responded that according to what he showed and what they submitted to you, it looks like it was Washington from 1<sup>st</sup> to 8<sup>th</sup>. Haugen asked that everyone, in their notes, would adjust the first 2027 South Washington Project up to 2026.

Haugen asked Mr. Kuharenko when we might get something on the City's first priority of 42<sup>nd</sup> Street. Kuharenko responded that they had a discussion this morning, and he believes there is discussion going on right now between the City and the DOT Local District regarding that and whether it should be a regional project or an urban project, or how it should be addressed appropriately. He added that he believes it is currently programmed in the Draft 2022-2025 S.T.I.P. in 2025 as a 100% locally funded project at a cost of \$45 million, and he believes they are looking at putting it in as a 80/10/10 split or an 80/20 split, but they are still working on those details. He said that they weren't originally going to submit a scope of work on this because it was listed in the S.T.I.P. already, so that is why they didn't include in the regular packet. Haugen stated, though, that it isn't programmed, it is an illustrative project in the T.I.P., and therefore it would be illustrative in the S.T.I.P., meaning it is still trying to find a funding source.

Haugen reported that on the Urban Roads Program, we discussed the joint effort between Grand Forks and East Grand Forks on the Point Bridge repainting project; the North Dakota side is submitting its candidate project and the cost is now \$2.4 million, which is almost double what we were identifying in the transportation plan and would expect next month when the Minnesota side projects are due that we would see the corresponding East Grand Forks for 2026, their 50%.

Haugen commented that in 2026 the City is also looking at South 48<sup>th</sup> Street Reconstruction. He said that he knows that the candidate project didn't start at 17<sup>th</sup> Avenue South, he put 17<sup>th</sup> Avenue South because we come, many times in the process, and Federal Highway has always said that we need to go from functional class to functional class even though the project work might not be functional class, functional class is the logical termini, so that is why it shows at 17<sup>th</sup>, although he believes the actual physical work would be either 10<sup>th</sup> or 11<sup>th</sup> Avenue.



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Kuharenko asked if this would cause a problem if we are expected to construct double the project for the same amount. Haugen responded it shouldn't. He explained that the last real time that we faced this was when work was done on South Washington from Hammerling to DeMers. He said that we also had it occur on the Congressional neighborhood area with a project there that we had to go to the next functionally classified roadway. He said that the logical termini is such, but then the description talks about the exact location of the work. Kuharenko asked Mr. Zacher if there were any issues that he would see doing this or is that typically how it would operate even though we are only going to 10<sup>th</sup> or 11<sup>th</sup>. Zacher responded that he isn't sure, but added that their project limits typically go to the logical termini, and he knows that we had that discussion fairly early on the 32<sup>nd</sup> Avenue Project, but he isn't sure because we did have the discussion earlier that if we were to give the actual physical limits for the project then it terminates correct; and didn't they have that conversation with Federal Highway before about it didn't make sense about their mainframe statements. Haugen responded that they did, and as he recalls it was left that Stacey Hanson was going to look into it further. Zacher responded that he believes that is correct, so as far as he is aware they are still working to try to come up with a resolution. Kuharenko stated that his concern is that if we leave it at 17<sup>th</sup>, even though that might be the logical termini, that we're proposing a project that is half the dollar amount we would need to do that full length, so do you see his concern that we are doing double the project. Zacher responded that he understands, but it should be clear once your environmental document goes through and identifies where the actual work is at. He said that he would see the potential issue as being more so the 17<sup>th</sup> to 10<sup>th</sup> might need to be reconstructed, not necessarily at this point but down the road at some point in the future if we have to identify 17<sup>th</sup> to DeMer again, but really, we would be constructing 17<sup>th</sup> again. Kuharenko said that this is part of his concern, that we have this project in here and then we would likely end up following it with South 48<sup>th</sup> Reconstruction from 10<sup>th</sup> or 11<sup>th</sup> down to 17<sup>th</sup> in a following year so then we are going to have two projects on a S.T.I.P. that are going to be a year apart that have the exact same description and the exact same termini. Zacher responded that they have had that in the past; typically, and it does take a little bit of research because the S.T.I.P. also shows the PCN numbers and he knows that it doesn't necessarily mean anything to those outside the DOT but when they are able to see that as different PCN numbers they are able to see that they are separate projects, different projects. Kuharenko asked again, then, if Mr. Zacher is saying that he doesn't see any problem with identifying it as DeMers to 17<sup>th</sup> but in their scope of work they identify it only as DeMers to 10<sup>th</sup> or 11<sup>th</sup>, and when they precede with that project they aren't going to get put into a position where they have to do DeMers all the way down to 17<sup>th</sup>. Zacher responded that he doesn't see anything, but he doesn't know if that is the correct answer, but from his point of view he doesn't see it causing any issues, but he would ask if Kristen Sperry has any issues with that. Sperry responded that she thinks that what you guys have been expressing is spot on. She said that they may forget, or the person who is authorizing it may have questions if they see the same project twice, but it is a quick phone call to the DOT to ask and to remind us that they are two separate projects. Haugen suggested that they could identify them as Phase I and Phase II, such as what we did when Columbia Road was being reconstructed. Sperry responded that that would work. Zacher said that for that program that wouldn't work real well. Kuharenko stated that that road is falling apart and they need to get it going one way or the other, whether they use federal funds or local funds, 48<sup>th</sup> Street needs some work out there.

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Haugen commented that for the Urban Program, otherwise known as Main Street Initiative Projects the City did submit two projects. He said that the way they are listed on the slide is the priority that the city submitted, so on previous slides the way they were listed would be the priority.

Haugen stated that the first project would be a roundabout at South 5<sup>th</sup> Street, Belmont and Division at a cost of \$1.6 million with an 80/20 split. He said that the second project is North 4<sup>th</sup> Street Reconstruction, from 1<sup>st</sup> to 2<sup>nd</sup> Avenue, at a cost of \$2.7 million with an 80/20 split.

Haugen said that the Transportation Alternative Program, the first year of project is 2025; in 2025 the City is submitting a project to convert the gravel path along South 48<sup>th</sup> Street to pavement at an estimated cost of \$500,000 at an 80/20 split. Kuharenko stated that he thinks that cost is actually \$530,000, not including ineligible or \$630,000 if we include the ineligible. Haugen said that \$530,000 would be what he would show as the eligible request.

Haugen reported that the Highway Safety Improvement Program (HSIP) had one request to modify the turn lanes at the intersection of 28<sup>th</sup> Avenue South with South Washington, at an estimated cost of \$280,000. He added that that is, again, a regional secondary roadway; the safety funds are financed at 90% and then the 10% local match is split 5%/5%. He added that as a reminder on the Highway Safety Improvement Program we all know that the NDDOT is leading a safety audit of DeMers and Washington with the hope that some solutions would be identified, projects that could be implemented from a safety point of view, so the HSIP program might have some additional projects coming out of that study.

Haugen stated that on the transit side, he will turn it over to Ms. Kouba and Mr. Bergman.

Kouba said that the MPO received correspondence from Cities Area Transit that they intended on submitting just a 5310 application. She stated that their main goal is to fund the Mobility Manager position and one ADA accessible mini-van.

Kouba stated that she did receive more official costs for those two items than what is presented in the staff report. She explained that the total cost of the Mobility Manager would be \$76,291, with a request of federal funds at \$62,632.00, and for the single ADA mini-van the cost would be \$61,880.00, with a federal request of \$52,598.00.

Kouba commented that these requests still have to go through the Grand Forks City Council, so staff is asking for a recommendation for approval in the priority order given pending approval from the Grand Forks City Council.

Halford asked when this would be going to City Council. Bergman responded that it will go to the Council Work Session on Monday, and for final approval on December 20<sup>th</sup>. Kouba commented that these applications are due by December 31<sup>st</sup>, so the MPO Executive Board will be asked to give approval subject to Council actions on December 20<sup>th</sup>.

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Haugen commented that they went through the slides and noted the changes on each individual slide, and also Ms. Kouba went through the staff report on the transit and identified the potential changes there, so with those changes staff is asking you to recommend approval of the transit projects as being consistent with the priority shown.

Kuharenko said that since we are still waiting on word on the 42<sup>nd</sup> Street Underpass, since we don't have the final information at this time, would it be appropriate to incorporate the 42<sup>nd</sup> Street Underpass as it is shown currently in the Draft S.T.I.P. until we have work to the contrary; that way it is incorporated in one way shape or form unless additional information comes in before now and when the MPO Executive Policy Board meets. Haugen responded that there is a difference between the Draft S.T.I.P. and the actual final MPO T.I.P. that was adopted, the actual T.I.P. is the governing document, and it is shown as 100% local cost. Kuharenko said, then, that our current T.I.P. that it is 100% local cost, but it is included in our T.I.P. Haugen responded that it is included as an illustrative project seeking federal funds. He said that he would suggest putting it in as a Regional project and see if the State will sign the document at the District Level, and if they aren't comfortable signing the Regional project then submit it as an Urban Project. Kuharenko said that part of his concern is that we have that project in the T.I.P. in one way shape or form, that is his concern at this point in time until they get clarification and figure out whether it will be a Regional Project or an Urban Project; that way they can get that information to the MPO, or whatever clarification they receive on it. Haugen responded that one key piece of information will be what is your federal request, because that is what this process is intended to identify, what your federal request is so we can't just leave it at 100% local. Kuharenko asked then should we remove it from the list, or what is your recommendation. Haugen responded that he recommends submitting it as a Regional application; the District has to sign the Regional application, if they don't sign it then you would have to submit it as an Urban request. Kuharenko said, though, that since they don't have that information what action should they be taking as a Technical Advisory Committee is what he is asking, should we be leaving it as an Illustrative 100% locally funded project or are you recommending that we submit it as a Regional Project even though we don't have a signature on that yet. Haugen responded that he would ask the Technical Advisory Committee to include in the motion to have the Regional request submitted, if not signed, then have an Urban Roads request submitted. Kuharenko asked if that works for the DOTs. Zacher responded that he doesn't have any issues with that conversation at this point because you would give both options of what would have to happen.

***MOVED BY KUHARENKO, SECONDED BY ELLIS, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE 2023-2026 NORTH DAKOTA SIDE T.I.P. CANDIDATE PROJECTS SUBJECT TO CHANGES AS DISCUSSED.***

***Voting Aye: Peterson, Ellis, Bail, Halford, Mason, Zacher, Kuharenko, Bergman, and West.***  
***Voting Nay: None.***  
***Abstaining: None.***  
***Absent: Kadrmas, Brooks, Emery, Johnson, Christianson, Hopkins, Riesinger, Sanders, and Magnuson.***

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Haugen said that after a glance at the staff reports that Grand Forks provided earlier this week, he is still asking for the spreadsheets that show the cost splits and such so he isn't just guessing off of the scoping worksheet. Kuharenko asked if Mr. Haugen could send him those forms. Haugen responded it would.

Kuharenko commented that, just as a general note, he knows that part of the reason they ended up submitting this after City Council approved it in the middle of November, to give you guys that time to make sure that you had a couple of weeks prior to your due date. He said that part of the reason why they do that is to give the MPO sufficient time to review these documents, that way we know we can catch any issues prior to them being discussed at TAC, kind of like what we ran into this time. He said that he hopes that in the future, when they provide these documents in advance like that that we might be able to take care of these issues prior to them coming up in the Technical Advisory Committee meetings themselves.

Haugen said that, just as a reminder, on the Minnesota side of the January due date for candidate projects.

**MATTER OF APPROVAL OF RFP FOR BIKE/PED ELEMENT UPDATE**

Haugen reported that this is the Draft RFP for the Bike/Ped Element Update. He said that, as you are all aware, we are on a cycle of every five years of updating our Metropolitan Transportation Plan, which has three basic core elements to it; Transit, Bike/Ped, and Street and Highway. He said that we currently have the Transit element underway, and we are now seeking a consultant to assist us with the Bike/Ped Element for the first time in quite a number of years, if not the first time ever at the local MPO level, and then next year we will be seeking an RFP for the Street and Highway Element as well.

Haugen stated that we identified some key emphasis areas, or add-ons, from previous work, those are bulleted in the staff report. He thanked for the help received from people reviewing the draft that was included in the packet, and then he also sent out a separate draft earlier this week that had some of the key dates identified in it. He said that he knows a couple things to highlight on these bullets; we kept a separate safe route to school map system for our bike/ped element, we are asking consultant assistance with our safe route to school map updates, and we also know that the new bill has allowed eligibility for high schools now, previously they were not eligible for safe routes. He said that they also know, particularly on the North Side, that they are now considering using some of their non-infrastructure safe route to school funds to solicit annual projects so we have to make sure that the bike/ped plan will have some connection to safe route non-infrastructure.

Haugen commented that another thing to note with the new bill is that there is language that talks about us having to spend at least a certain amount of our budget, we will be spending more than a 2.5%, but it is concerning complete street policies. He said that the law identifies some alternative ways on actually adopting a complete street policy by the MPO, the draft is written to

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allow consideration of three different options. He added that he thinks that is all the draft is addressing, not precluding one versus the other.

Haugen stated that in the draft, the date, if we have board approval on it, the possible earliest date he sees it being released through the North Dakota system would be December 17<sup>th</sup>. He said that the due date identified in the drafts he shared earlier this week, was January 26<sup>th</sup>, and that would allow the Selection Committee about a week to review, and if we get more than three proposals, we would then have the ability to rank based on pre-interview and identify the three that we would like to have interviews with on February 3<sup>rd</sup> and 4<sup>th</sup>, and then through the February vetting process the MPO Board meets February 16<sup>th</sup> and that is when they would authorize a contract and notice to proceed.

Haugen commented that the first draft is in early November and the final draft would be due in December 2022. He said that the estimated cost for the consultant is at \$120,000, and he would note that there are a couple of editorial comments that we received from both State DOTs; the one that really affects is Letter P, we used the word handicap, and that is no longer appropriate, and so we would need to change that to disabilities. He added that this was identified by both State DOTs, and as he mentioned to them there was a lot of limited access with his illness to make modifications and other things so that will all be cleaned up.

Haugen stated that with that staff is recommending release of the Draft RFP to the MPO Board for consideration.

Halford said that you commented that the DOT made some comments as well as some other people and you addressed what the DOT commented on and what you will be changing, what about the other edits and changes that were proposed, were those all addressed as well. Haugen responded he thinks they were all addressed, and were captured in the bullets that were included in the staff report and the draft RFP in the packet.

Kuharenko said he has a couple of questions on this; regarding that 2.5% of the budget for improving, he is assuming that would be for bike paths, sidewalks, that sort of thing, what all is included or can be included as part of that 2.5%. He said that he knows that as a City they have their Complete Streets policy, so he is trying to find out what the requirements are for this, what information we know, he knows we have already gotten some information but it is still limited as to what we know on this requirement; what other additional information do you have on that 2.5% and what it can be used for or what it needs to be used for, or if anyone else has any other information he would be open to hearing that as well. Haugen responded that we have later on in the agenda packet the AMPO summary. He said that we are required to do this, something to do with Complete Streets, and it is either adopt a Complete Street Policy or a Complete Street Standards, or a Complete Street Prioritization Plan, we are required to do that. Kuharenko said that he is also seeing “and other planned documents to achieve these goals”, so would the Bike and Ped Plan, for instance, be an example of one of those other planning documents. Haugen responded that it could well be, but the 2.5% is just the minimum, as he mentioned 2.5% doesn’t turn on the lights, pretty much. Kuharenko said that that is why he is looking at if this bike/ped element that we are currently proposing and saying to offer a consultant for \$120,000, does that

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meet this requirement, and do we necessarily need to have a Complete Street policy at the MPO level when we already have one, at least on the North Dakota side. He added that he doesn't know how East Grand Forks, what your thoughts are. Haugen commented that the RFP states that we will consider what this law is identifying, these four options, if you will. He said that as we learn the law, and as we go through the process and know what the public input is, we can conclude with maybe a similar document to what we currently have as a bike/ped plan, or something that is either a Complete Street Policy, Complete Street Standards, or Complete Streets Prioritization plan, or it can be the Bike/Ped Plan.

Ellis commented that she is willing to let the process work its way through and see where we are at. Bail stated that he agrees with what Ms. Ellis said, that we should let it work through the system, but he isn't sure if there is a great plan out there that has been working on at this moment.

Kuharenko said that he has a couple of other questions on the scope of work that you have for this as well. He stated that he knows that they ended up making some comments regarding the rail crossings; he thinks this is under #3 of the scope of work. He stated that in the past he knows we have had some issues this, particularly when we did a transportation type project on North 55<sup>th</sup> Street, that was supposed to connect all the way to DeMers, but because BNSF wasn't interested in allowing us a crossing there, and during our discussions they wanted a holistic plan for future crossings, cross enclosures, some of the things that he really wants to make sure we emphasis in this is that we get that discussion going, we establish that plan, so he would like to see a little bit stronger language in here, to get that coordination and get the rail crossing plan put together and established with the rail road so we can use this moving forward and we can implement, hopefully, what we have in the plan instead of running into problems during the design and implementation.

Kuharenko stated that regarding the advisory committee, the way he was reading this, which is Task 1, he really like the way how we have for the, and this is kind of a little bit more talking about that bridge traffic study where there was an Advisory Group, there was a Steering Committee, and then the Technical Advisory Committee. He said that the way how this is showing that Advisory Committee, it looks more like the Steering Committee and the Advisory Committee is all one; he would like to see a little bit more separation, and he would like to see separation similar to what we had on the Bridge Traffic Study, where you have an Advisory Committee, you have your steering committee, and then the Technical Advisory Committee. He said that when we last had this go through there was a lot of conversation that were had as to the high level desires from a number of stakeholders, and there was a number of issues that came up with those as to what we can actually execute and what we can actually maintain so he would like to see some separation between the Advisory Committee and the Steering Committee similar to what we had for the Bridge Traffic Study.

Kuharenko said that another thing, under that building public support, one of the concerns that he has with this plan is where we actually do it and implement it. He said that that we ran into a couple of different issues in the past when we tried to implement this plan where we would go out for public input and we get a lot of negative response, particularly from the adjacent property

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owners that they weren't aware of it, they weren't aware of this future plan, and they wholeheartedly against it; the most recent example of this is what happened over on University Avenue, we had the Transportation Alternative project that was part of the plan, we applied for TA funding, we got TA funding, we got the design, we were going out to approve plans and specs, we were that far along with City Council, and the adjacent property owners complained to City Council and the project was cancelled, the funding was turned back, so that is why he wants to make sure that it is particularly, and he understands some of your concerns for short and mid-range projects being developed, but he wants to make sure that for those short and mid-range projects that we have direct mailings going out to those adjacent property owners because those are the ones that are going to complain and those are the ones that are going to shut down a projects, so he wants to make sure we have their buy-in and he wants to make sure we have direct mailings going to them. He added that that is one thing he brought up time and time again on the Bridge Traffic Study that is still being worked on, and that didn't get included, and it didn't get included, and he is still worried that that is going to come back and cause some issues, so he would like to make sure that direct mailings will be included and it isn't just an after thought, and that we make sure that the consultants include that in their cost estimate for the project itself.

Kuharenko said that the last question he had in Section 8 of the General Information, it says that the following resource data and information are available for the project; it says 2050 Grand Forks Land Use Plan and 2025 East Grand Forks Land Use Plan, is that correct or is that supposed to be something else. Haugen responded that it is 2050 East Grand Forks Land Use Plan and it was corrected in the version that was sent earlier this week.

Haugen asked for a motion with those comments addressed. Kuharenko stated that he honestly would like to see a revised draft with those comments incorporated before moving it forward.

***MOVED BY KUHARENKO, SECONDED BY HALFORD, TO APPROVE TABLING THE DRAFT BICYCLE/PEDESTRIAN ELEMENT UPDATE RFP TO THE JANUARY TECHNICAL ADVISORY COMMITTEE MEETING IN ORDER TO PREPARE A REVISED DRAFT TO INCLUDE THE COMMENTS DISCUSSED.***

Kuharenko commented that one other thing he would like to see with this is, he knows in the past there was a timeline for the 2050 MTP Update, would you mind also including an updated version of that with the staff report next month. Haugen responded he would do that. He added that with the tabling of this item it would cause him to want to extend this into 2023 then for completion. He said that since we are tabling this for a month, consideration would be that it doesn't seem like we have strong issues to work out, simple redrafts of three areas perhaps is all, and we could do that before the Executive Policy Board meeting next week, before it even gets sent out at the end of this week, as an alternative. Halford asked if there is a reason why it needs to be done by December. Haugen responded that funding is one of the primary reasons, and then the Street and Highway Plan absorbs a lot of our effort and energy so to have both of them going into 2023 just exacerbates it, whereas if we get the Street and Highway going, likely at the earliest a consultant on board in May we don't have so much double overlap. Kuharenko said

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that he is still fine tabling it until next month to look at a revised version, unless anybody else has other thoughts.

Bergman and West left the meeting.

***Voting Aye:*** Peterson, Ellis, Bail, Halford, Mason, Zacher, and Kuharenko

***Voting Nay:*** None.

***Abstaining:*** None.

***Absent:*** Kadrmas, Bergman, West, Brooks, Emery, Johnson, Christianson, Hopkins, Riesinger, Sanders, and Magnuson.

**MATTER OF NEW REAUTHORIZATION/INFRASTRUCTURE INFORMATION  
DISCUSSION**

Haugen reported that we already alluded to this item; he included in the packet and he has sent out links previously to additional information. He said that this is what AMPO has provided to us; several pages and links to direct estimates of what the distribution will be, etc.

Haugen stated that this reauthorizes transportation, and it also authorizes a lot more funding to transportation and for other infrastructure. He said that as part of all of that increase there will be some, since it is an AMPO summary, it highlights the increases in planning dollars from the programs, so hopefully that helps us with our budget.

Haugen commented that individual agencies and all of their funding level, new programs, 90% of the money is going to be distributed via formula, but there are going to be some competitive programs that are new. He said that a couple things that is being emphasized is safety, particularly safety for vulnerable users, of resiliency, climate change, and equity are kind of the three things and we will see a lot of programs that are addressing those vulnerable users, bike/ped types, there are many different programs addressing them and they are creating new ones, some are formula driven and some will be competitive.

Haugen stated that for the actual planning, the only thing we haven't discussed already about Complete Streets would be an emphasis on housing connection coordination between transportation, but he thinks we are pretty good with that because we do the Land Use Plans for both Cities. He added that, as we have been discussing with Grand Forks' Land Use Plan and now with the Transit Plan, we are making sure that those documents also reflect coordination with housing.

Haugen said that fiscal constraint, that is a nuance in the law about fiscal constraint, it isn't the law itself currently, they are regulations, identifying fiscal constraint up through the first ten years, and not beyond the ten years. He stated that the law language you find that now to be beyond the first four years. He said that the regulation needs to be changed in order to make the change the law reflects. He added that it doesn't eliminate fiscal constraint, it just allows a slight bit more flexibility, particularly in the outer years.



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Haugen stated that other than that the other big information to share would be the investment in bridges. He said that we have a lot of bridges in our T.I.P. on the North Dakota side currently programmed, hopefully they can be reprogrammed to the bridge money and thus free up money for other activities.

Haugen commented that one of the nuances, talking again about bike/ped, if we looked at the railroad crossing information in here, he knows, particularly on the Minnesota side there has been little enthusiasm for making railroad crossings better for bike/ped crossings, the law changes, now the eligibility of the set-aside for railroad crossing improvements to actually address bike/ped needs with the railroad crossing money.

Halford asked if anyone knows when we will get more information or dates about some of these programs or grants, and for the part where it is going to be investing in bridges, is that just existing bridges or is that new bridges. Pierce responded that in talking with Federal Highway earlier today, they don't know, and we are going to hear more, so as soon as they hear they will let the MPO know and the local jurisdiction know, but this is all the information they have at this time.

Information only.

**OTHER BUSINESS**

- A. 2021 Annual Work Program Project Update
- 1) Aerial Photo Update
  - 2) Pavement Management Update
  - 3) Transit Development Program Update
  - 4) Grand Forks Land Use Plan Update
  - 5) East Grand Forks Land Use Plan Update

**ADJOURNMENT**

***MOVED BY ELLIS, SECONDED BY HALFORD, TO ADJOURN THE DECEMBER 8<sup>TH</sup>,  
2021 MEETING OF THE TECHNICAL ADVISORY COMMITTEE AT 2:53 P.M.***

Respectfully submitted by,

Peggy McNelis, Office Manager



**MPO Staff Report**  
**Technical Advisory Committee:**  
**January 12, 2021**  
**MPO Executive Board:**  
**January 19, 2021**

**RECOMMENDED ACTION: Update on Future Bridge Traffic Impact Study**

**TAC RECOMMENDED ACTION:**

Matter of the Update on Future Bridge Traffic Impact Study.

**Background:** The monthly update will focus on these items. The first is the results of the in-person part of the Open House held in December.

Second, the online portion of the Open House had a survey. As on Monday, January 3<sup>rd</sup>, there were 301 surveys completed. The Project Team will summarize the results and preliminarily identify if any comments may cause a need to re-access the study and hold another public comment opportunity.

Third, we are scheduling the last Ad Hoc meeting for later in January. A draft of the report will be distributed prior to this meeting for review and comment.

**Findings and Analysis:**

- NONE

**Support Materials:**

- Presentation

A light blue map of a city area, likely Washington, D.C., showing Gateway Drive and various streets. The map is overlaid with a semi-transparent white circle containing a bridge silhouette. The background is a solid teal color.

*Future Bridge Traffic Impact Study*

# TAC Meeting #10

JANUARY 12, 2022 (1:30 PM)

# Agenda

TIME	TOPIC
1:30	Welcome and Introductions (Earl Haugen/Tim Burkhardt)
1:35	Schedule, Tasks and Deliverables Update (Tim Burkhardt)
1:45	Public Open House Summary
2:00	Study Report and Next Steps
2:15	Other Discussion
2:30	Adjourn

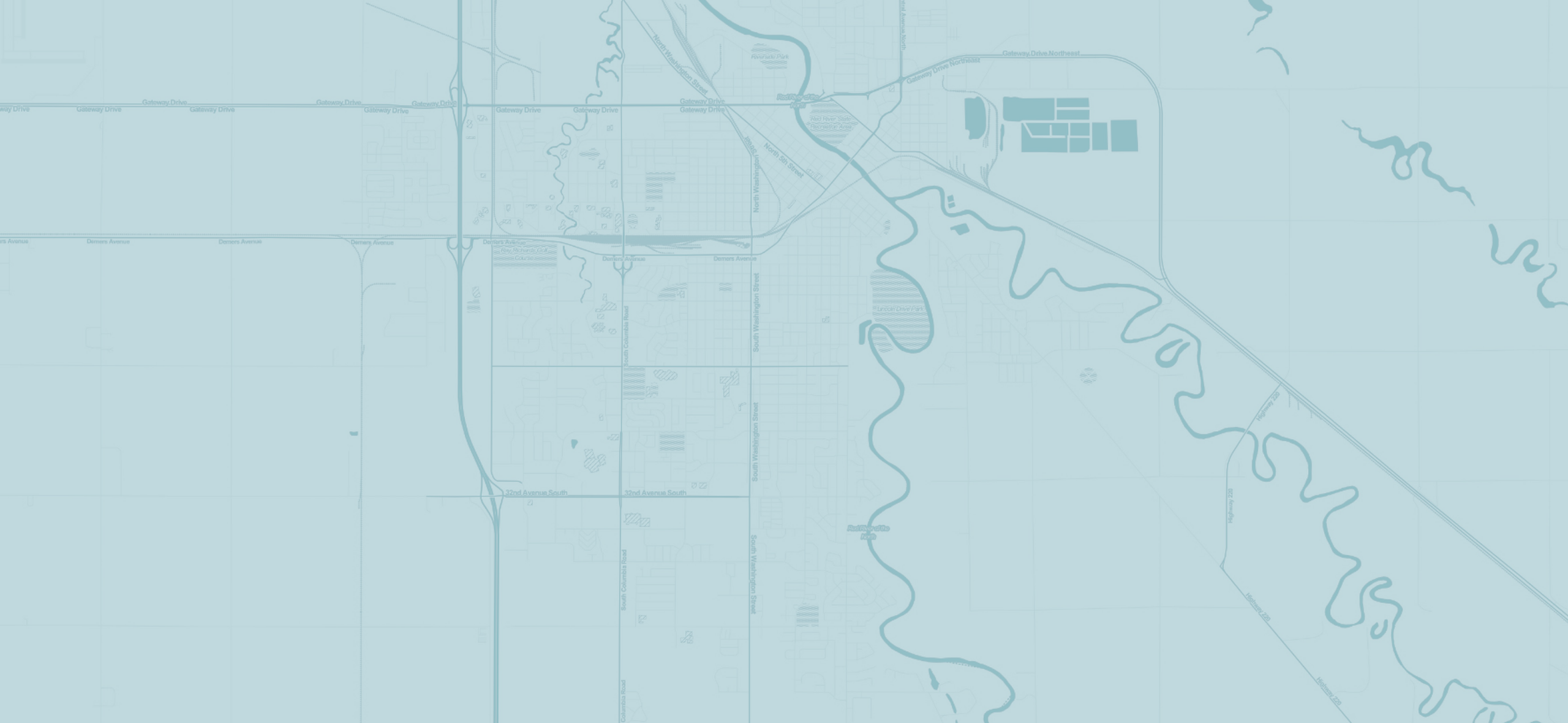
# Schedule Overview

Task	F	M	A	M	J	J	A	S	O	N	D	J
1. Project Management	█	█	█	█	█	█	█	█	█	█	█	█
2. Public Involvement	█	█	█	█	█	█	█	█	█	█	█	█
3. Existing/Future Conditions	█	█	█	█	█	█	█	█	█	█	█	█
4. Traffic Analysis	█	█	█	█	█	█	█	█	█	█	█	█
5. Issues and Needs	█	█	█	█	█	█	█	█	█	█	█	█
6. Alternatives Development	█	█	█	█	█	█	█	█	█	█	█	█
7. Alternatives Evaluation	█	█	█	█	█	█	█	█	█	█	█	█
8. Implementation Plan	█	█	█	█	█	█	█	█	█	█	█	█
9. Study Report	█	█	█	█	█	█	█	█	█	█	█	█



# Tasks & Deliverables Status

Task	Completed Deliverables	In Progress	Upcoming
1. Project Management	TAC Update Mtgs 1-9	Final TAC Update (1/12/21)	
2. Public Involvement	Public Involvement Plan Ad Hoc Group 1,2,3, 4, 5 Public Events #1 and 2	Maintain Web Site	Final Ad Hoc Mtg (Jan) Post report on web site
3. Existing and Future Conditions	Tech Memo #2		
4. Traffic Analysis	Tech Memo #3-A, 3-B, 3-C		
5. Issues and Needs	Tech Memo #4 (Purpose and Need)		
6. Alternatives Development	Alternatives Development and Evaluation (in report)		
7. Alternatives Evaluation			
9. Study Report		Draft Report	Final Report



*Recap - Public Open House #2 (Online & In Person)*



# Public Open House #2

## Purpose

- Share evaluation results
- Envision what a new bridge could look like
- Highlight pedestrian safety and traffic calming strategies around schools
- Get input on all three alternatives:
  - No New Bridge
  - New Bridge at Elks Drive
  - New Bridge at 32<sup>nd</sup> Avenue





# Public Open House #2

## What We Did

- Advertising

- Public notice (5 days in advance), MPO and project email list, Facebook Ad, Ask Ad Hoc members to share with respective organizations and groups

- Online (3 weeks)

- December 16 – January 6
- Host on project web site (Social Pinpoint)
- Video presentation, informational boards download, survey

- In Person Event

- Thursday, December 16, 4:30-6:30
- Hosted at East Grand Forks City Hall
- Boards set up in rotunda, recorded presentation in training room, staff available for questions

# Public Open House #2

## Participation

- In Person

- Low attendance
- 5 of 20 people who signed in were Ad Hoc/City Employee/Elected Official

- Online

- Good attendance

Participation	In Person	Online
Total Visits	20+	6,052
Unique Users	n/a	1,768 new (3,857 to date)
Survey Responses	13	354

*This table shows participation as of 10:30 a.m. on day of open house closing*



# Public Open House #2

## Discussion/Comments

- In Person Event

- Understanding of traffic forecasting and operational analysis, evaluation metrics and methodologies; why are we not studying a bridge farther south
- Economic development, whether benefits on both sides of the river were evaluated equally
- 32<sup>nd</sup> Avenue traffic increase, school crossing safety and traffic flow, residential street/driveway/access (most comments)

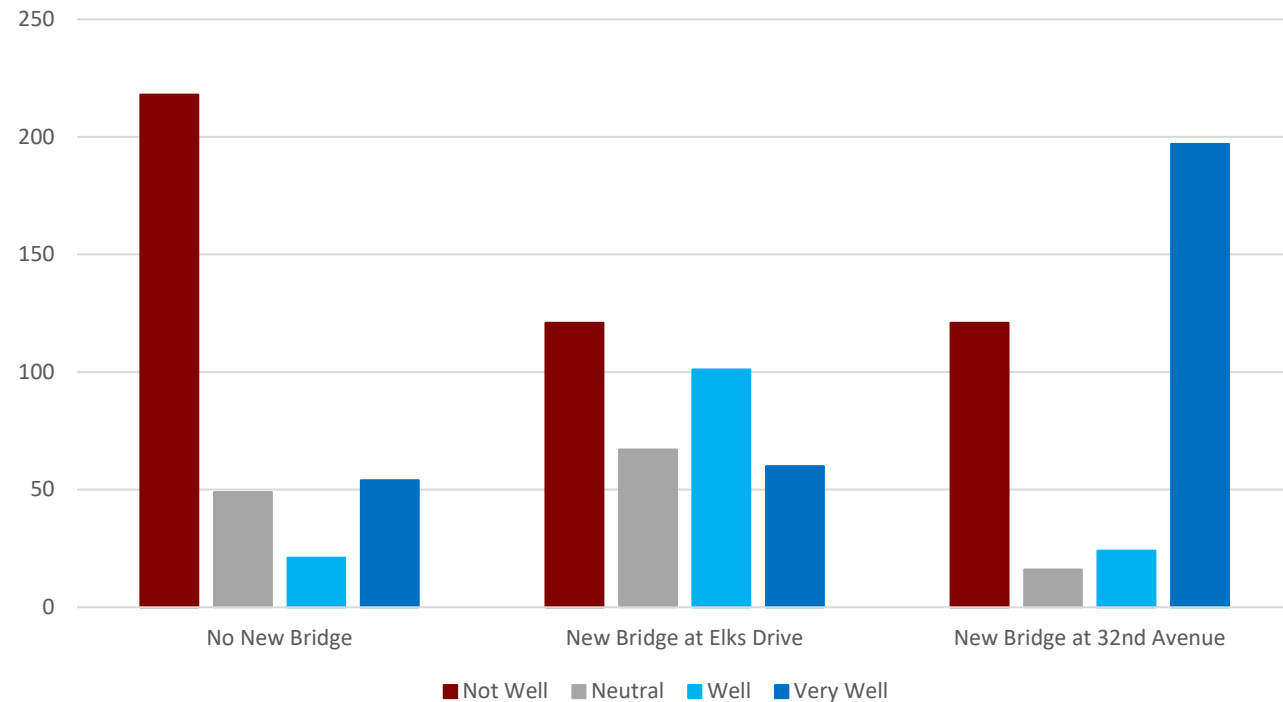
- Online (as of 1/6 AM)

- See summary of responses on the following slides
  - Note this data includes both in person and online, but online made up 97% of all responses

# Public Open House #2 – Survey Responses

## Q1 – How well do you feel each alternative meets the project purpose and need?

- **No New Bridge:** 64% of respondents\* feel that the No New Bridge option **does not meet** project purpose and need
- **Elks Drive:** Responses were split as to how well this corridor meets the purpose and need
- **32<sup>nd</sup> Avenue:** 62% of respondents\* feel that the 32<sup>nd</sup> Avenue Bridge alternative **meets** the project purpose and need **very well**



*This graph shows participation as of 10:30 a.m. on 1/6/22*

\***respondents** refers to people who answered the question (about 95% of survey respondents)

# Public Open House #2 – Survey Responses

## Q2 – What would you change, if anything, to improve the performance of each new bridge option?

### • Elks Drive Option

- 73 responses, but only 24 had suggestions for improvement or a question
- Improve traffic control at affected intersections – signal/roundabout (8)
- Increase elevation (4)
- Modify Grand Forks bridge approach (2)

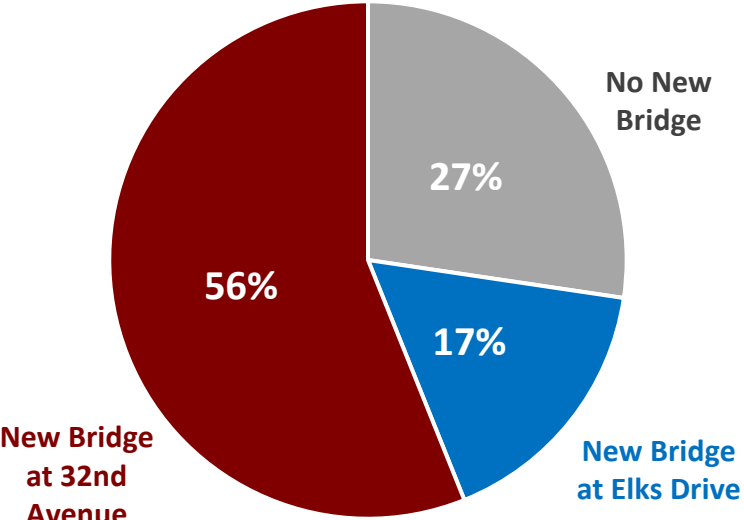
### • 32<sup>nd</sup> Avenue Option

- 103 responses, but only 37 had suggestions for improvement or a question
- Improve pedestrian safety and loading zones around schools (8)
- Improve traffic control at affected intersections – signal/roundabout (6)
- Increase elevation (5)
- Widen/add lanes (4)

*This list shows participation as of 10:30 a.m. on day of open house closing*

# Public Open House #2 – Survey Responses

Q3 – Which alternative do you prefer?



*This chart shows participation as of 10:30 a.m. on day of open house closing*

Q4 – Do you have any comments or questions on the bridge alternatives or the study?

- 157 responses
- Word cloud from online responses:

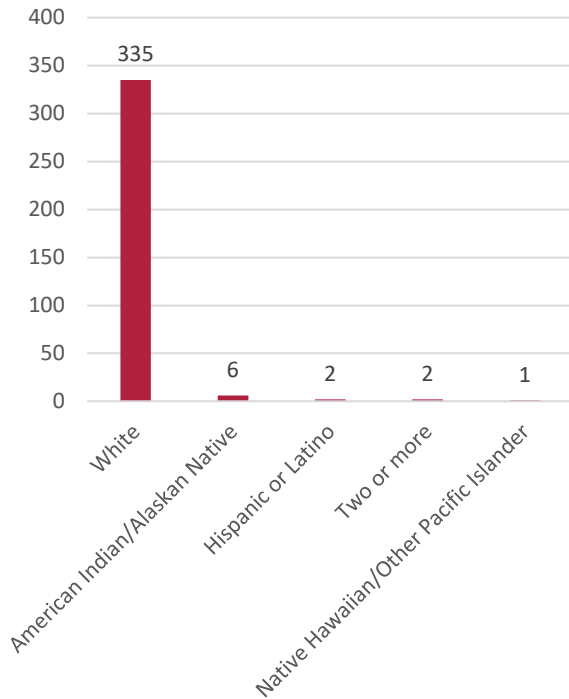
Written comments will be reviewed and summarized by 1/12/22



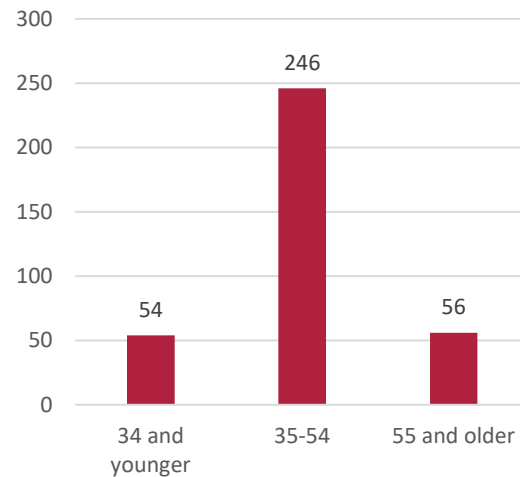
# Public Open House #2 – Survey Responses

## Demographics

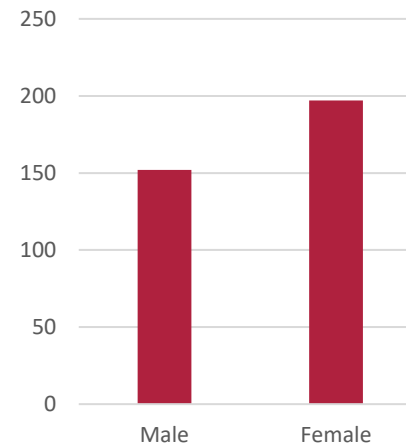
Race



Age



Gender

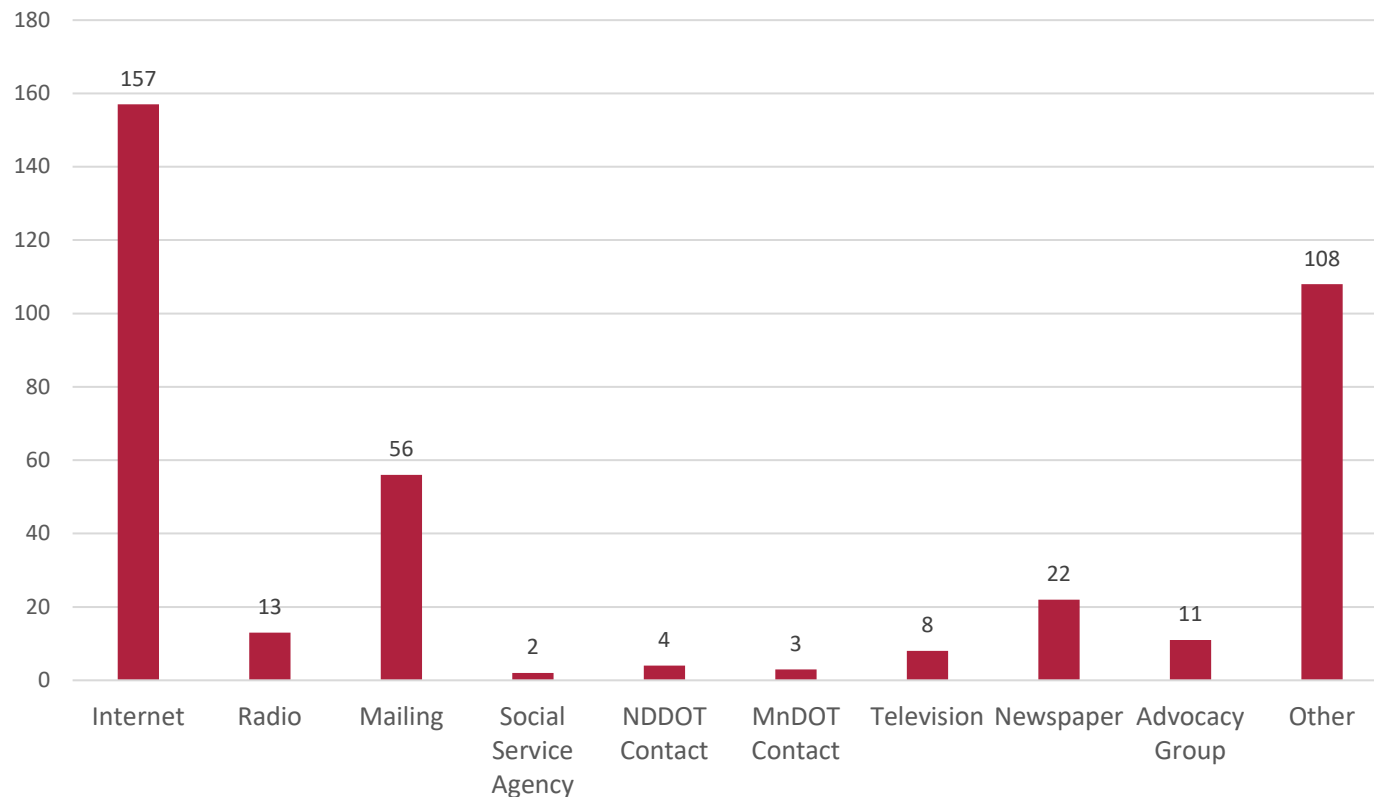


- Language spoken at home
  - all but 1 said English – they answered Romanian
- Disability
  - 7 yes
- Public Assistance
  - 7 yes
  - The same number for disability and public assistance is a coincidence

*These graphs shows participation as of 10:30 a.m. on day of open house closing*

# Public Open House #2 – Survey Responses

## How did they hear about the event?

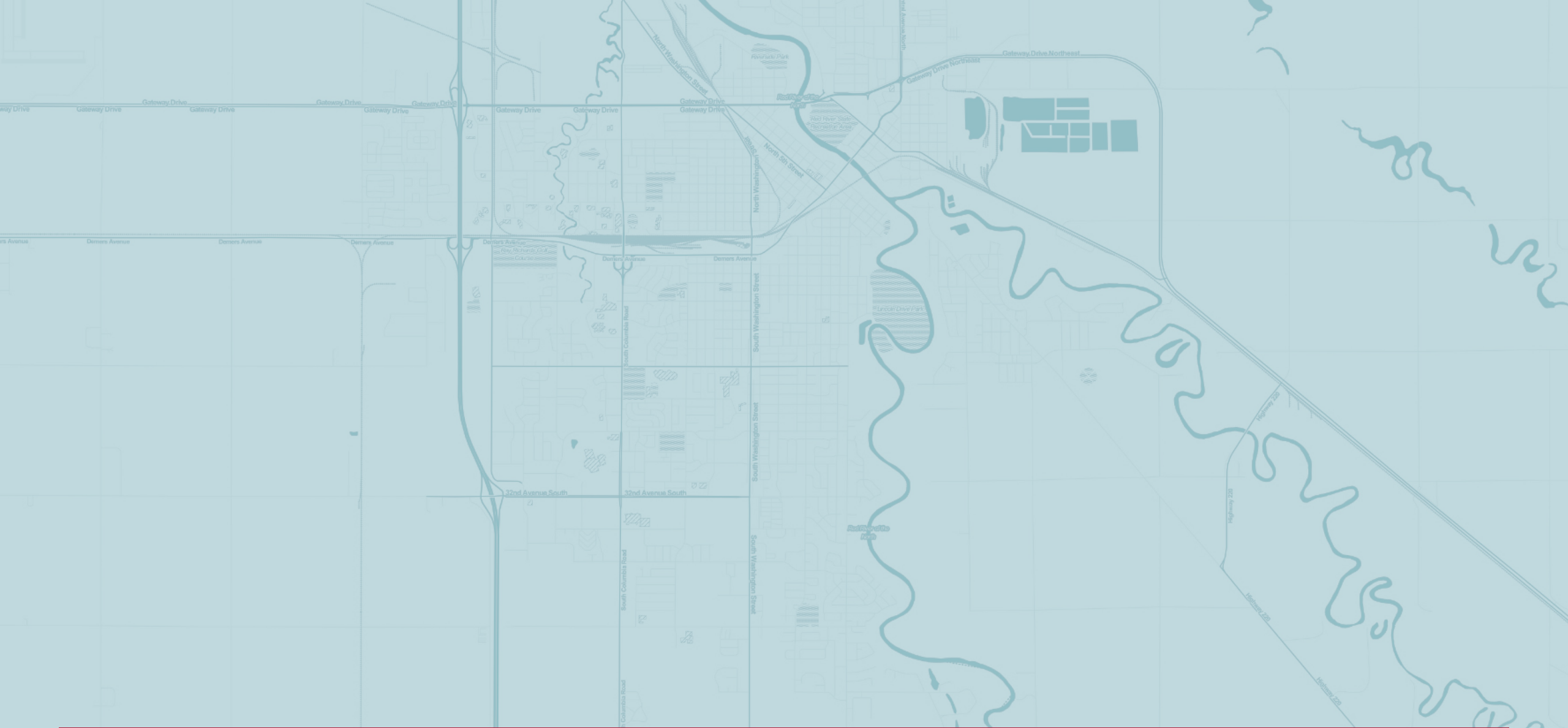


### Advocacy Group/Other:

- Email or other notification from school/school district/Safe Kids: **59**
- Other email (including MPO): **24**
- Social media: **9**
- Neighbors/neighborhood group: **8**
- Ad Hoc: **2**
- Greenway email/newsletter: **2**

*This graph shows participation as of 10:30 a.m. on day of open house closing*





*Study Report and Next Steps*



# Study Report

- Draft Report
  - To be shared with TAC (1/12 meeting) and Ad Hoc Group (mid-January meeting) for review and comment
  - Most material has been shared previously in form of Technical Memos
    - New material includes Executive Summary, Public Involvement Summary, Evaluation Summary
- Final Report
  - To be posted to project web site by 1/31



# Close-out/Next Steps

- Summarize Public Open House feedback
- Conduct Ad Hoc Meeting (mid January)
- Finalize Report and post to web site

[www.forks2forksbridge.com/info](http://www.forks2forksbridge.com/info)

Tim Burkhardt

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# **MPO Staff Report**

**Technical Advisory Committee:**  
January 12, 2021

**MPO Executive Board:**  
January 19, 2021

**RECOMMENDED ACTION: Approval of the Bicycle/Pedestrian Element Update to 2050 Request for Proposals (RFP).**

Matter of the approval of the Bicycle/Pedestrian Element update RFP.

**Background:** The MPO has begun the process to update our Metropolitan Transportation Plan every five years. We have completed the East Grand Forks Land Use Plan 2050; we currently are past the midpoint of updating the Grand Forks Land Use Plan 2050; and we are approximately 1/3 of the way towards updating the Transit Development Program. There are two remaining elements to the MTP. The Bicycle/Pedestrian Element is the subject of the attached RFP. The Street/Highway Element will begin in early 2022 with the release of an RFP. Completion date for an updated MTP to 2050 is January of 2024.

**TAC tabled action pending revisions to the draft RFP. The revisions focused on three areas: 1)the Advisory Committee; 2)desire more write-up on at grade railroad crossing issue; and 3)neighborhood communication, particularly direct mailings. The attached redraft attempts to address these items.**

Past Bike/Ped Elements have been done in-house. We agreed in our Work Program to retain a consultant to assist us for this update. Some new emphasis areas to highlight in this effort are:

- Increased public participation effort, particularly with potential impacted adjacent property owners on facilities identified for short term implementation
- Focus on working with railroad on improvements for bike/ped at the at-grade crossings
- Review and update the Safe routes to School maps with possibly the addition of one for each high school. Also, increase discussion on non-infrastructure activities towards SR2S.
- Ensuring maintenance of existing facilities is included
- Improving the scoring criteria to assist in prioritizing facility type and cost estimating.
- Review and consideration of existing Complete Street Policies with possibility of adopting an MPO wide Complete Streets Policy (new federal

law requires we spend at least 2.5% of our budget on improving these modals)

- Developing and establishing a working group of stakeholders to assist in the progression of the process, similar to how the Ad Hoc Group has worked with the Future Bridge Traffic Impact Study.

This RFP is set to be advertised on December 17<sup>th</sup>, with contract approval on February 16<sup>h</sup>. A draft of the plan is expected to be submitted by the consultant by November 2022 to be presented to the Public, Planning Commissions/City Councils, MPO TAC, and MPO Executive Board throughout the month of November. A copy will be sent to MNDOT, NDDOT, and FHWA for their input. The finalized plan will be submitted in December 2022 and go through the process again. The deadlines mentioned are for the consultant to get documents to the MPO. The complete printed document should be to the MPO by January 2023. There is a not to exceed consultant budget of \$120,000 for this project. The cost will be in 2022 Work Programs.

**Findings and Analysis:**

- A draft of the scope of work and RFP has been distributed to partnering agencies; feedback provided has been incorporated into the attached draft.
- The scope of work was submitted for review to the State DOTs and FHWA-ND.
- In the 2022 Work Program
- Staff recommends approval of the RFP.

**Support Materials:**

- Timeline for 2050 MTP Graphic from UPWP
- Draft Bicycle/Pedestrian element Update to 2050 RFP

# Timeline to 2050 MTP Update

Year Begin	Activity	Year Completion	Consultant
Jan. 1, 2019	ITS Reg. Arch.	Dec. 31, 2019	ATAC
Jan. 1, 2020	GF 2050 LU	Dec 31, 2021	YES
Jan. 1, 2020	EGF 2050 LU	Dec 31, 2021	YES
Jan. 1, 2021	Bike/Ped Update	Dec. 31, 2022	YES
Jan. 1, 2021	TDP Update	Dec. 31, 2022	YES
Jan. 1, 2022	2050 MTP Update	Jan. 31, 2024	YES

5 year cycle with the MTP ending on Jan 31 2024



Grand Forks - East Grand Forks

METROPOLITAN  
PLANNING ORGANIZATION

**Grand Forks – East Grand Forks  
Metropolitan Planning Organization**

**Request for Proposals  
for  
Transportation Planning Services**

**Bike/Ped Element Update**  
Grand Forks, ND & East Grand Forks, MN

**January 2022**



**REQUEST FOR PROPOSALS  
FOR  
TRANSPORTATION PLANNING SERVICES**

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

Bike/Ped Element Update

Qualifications based selection criteria will be used to analyze technical submittals from responding consultants. Upon completion of technical ranking, the MPO will enter into contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposal of the top ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any or all submittals. This project has a not to exceed budget of \$**120,000** dollars.

Interested firms should contact Earl Haugen, at the MPO, 600 DeMers Avenue, East Grand Forks, MN 56721. Contact can also be done via phone 701.746.2657 or by email: [earl.haugen@theforksmpo.org](mailto:earl.haugen@theforksmpo.org)

All proposals received by February 25, 2022, at Noon at the MPO Office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. The full length of each proposal should not exceed twenty-five (25) double-sided pages, including any supporting material, charts, or tables. Electronic proposals are preferred in Microsoft Word or Adobe Acrobat format; however they must be easily reproducible by MPO in black-and-white. If printed copies are sent, only six (6) should be sent and the MPO will not accept spiral bound proposals; consultants are encouraged to prepare proposals in a format that will ensure for efficient disposal, and are encouraged to use materials that are easily recycled. A sealed cost proposal must still be provided in hard copy by noted due date. Submittals must be received no later than February 25, 2022 at noon (Grand Forks local time). Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to:

**Earl Haugen**  
**Grand Forks – East Grand Forks MPO**  
**600 DeMers Avenue**  
**East Grand Forks, Minnesota 56721**  
[earl.haugen@theforksmpo.org](mailto:earl.haugen@theforksmpo.org)

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

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Appendix A                      Attachments 1 and 2

Appendix B                      Cost Proposal Form

**REQUEST FOR PROPOSALS FOR  
TRANSPORTATION PLANNING SERVICES**

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**I. PURPOSE OF REQUEST**

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

**Bike/Ped Element Update**

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

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

**II. GENERAL INSTRUCTIONS**

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

**Earl Haugen  
GF/EGF MPO  
600 DeMers Avenue  
East Grand Forks, MN 56721**

**Phone: 701/746-2657**  
**e-mail: [earl.haugen@theforksmpo.org](mailto:earl.haugen@theforksmpo.org)**

*B. Proposals shall be submitted to:*

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

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

**Proposal For:  
Bike/Ped Element Update  
Firm's Name  
GF/EGF MPO**

**All proposals must be received by noon February 25, 2022**, at which time the technical proposals will be opened for review. Cost proposals will remain sealed in a secure place until technical ranking is complete and contract negotiations begin. An electronic copy or six (6) copies of the technical proposal must be provided. One copy of the cost proposal shall be submitted in a separate, sealed, and clearly marked envelope.

#### **D. Selection Committee**

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

- City of Grand Forks Planning Department
- City of Grand Forks Engineering Department
- City of East Grand Forks Planning Department
- City of East Grand Forks Engineering Department
- NDDOT
- MnDOT
- Greenway Specialist
- Bicycle, Pedestrian and Greenway Users Group Representative
- MPO

Once the written proposals are received, the Selection Committee will rank the proposals. A 40 minute interview will be scheduled during the week of March 7<sup>th</sup> with the firms that submit the top three ranked proposals. This 40 minute interview will provide an opportunity for the selection committee members to ask questions of the submitting firms and get clarification on any information in the proposal that may not be clear. Firms chosen for interviews will be expected to make presentations, and should prepare one. The interviews will be conducted virtually. Firms may be asked to verbally expand upon particular points in their written proposal and should be prepared to do so.

#### **E. Respondent Qualifications**

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

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

#### **F. Disadvantaged Business Enterprise**

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

##### **1. Policy**

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

##### **2. DBE Obligation**

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

**G. *Equal Employment Opportunity***

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

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

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

**I. *Records, Access, and Audits***

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

**J. *Conflicts of Interest***

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

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

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

**L. *Subcontracting***

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

**M. *Assignments***

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

**N. *Procurement - Property Management***

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

**O. *Termination***

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

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

**P. *Amendments***

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

**Q. *Civil Rights***

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

The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin. The contractor shall take affirmative action to 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.

**R. *Civil Rights - Noncompliance***

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

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

**S. *Energy Efficiency***

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

**T. Disabled**

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

**U. EPA Clean Act and Clean Water Acts**

The contractor shall comply with the Clean Air Act, 42 U.S.C. 1857; the Clean Water Act, 33 U.S.C. 1251; EPA regulations under 40 CFR Part 15, which prohibits the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities, and Executive Order 11738.

**V. Successors in Interest**

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

**W. Waivers**

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

**X. Notice**

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

**Y. Hold Harmless**

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

**Z. Compliance with Federal Regulations**

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

**III. PRELIMINARY PROJECT SCHEDULE**

**A. Consultant Selection**

Advertise RFP to Qualified Firms	January 21, 2022
Receive Proposals	February 25, 2022
Selection Committee Activity:	
Review Proposals	Week of Feb 28th
Proposal Interviews	Week of March 7th
Select Finalist	Week of March 7th
Contract Negotiations Completed	Week of March 14th

MPO Policy Board Approval of Consultant Selection and Contract	March 16, 2022
<b>B. Project Development</b>	
Notice to Proceed	March 22, 2022
Draft Report Submittal	January 2023
Final Report Submittal	February 2023

#### IV. RFP EVALUATION CRITERIA & PROCESS

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

##### A. Understanding the Scope-of-Work and Proposed Project Approach (25% weighted score)

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

##### B. Related Experience on Similar Projects (25% weighted score)

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

##### C. Past Performance (15% 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. Expertise of the Technical and Professional Team Members Assigned to the Project (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. Recent, Current, and Projected Workloads of Persons Working on the Project (10% weighted score)

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

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

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

#### V. TERMS AND CONDITIONS

- A. The MPO reserves the right to reject any or all proposals, or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal.
- B. The MPO reserves the right to request clarification of information submitted and to request additional information of one or more applicants.



- C. Any proposal may be withdrawn up until the date and time set for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to the MPO the services set forth in the attached specifications, or until one or more of the proposals have been approved by the MPO Policy Board.
- D. If, through any cause, the firm shall fail to fulfill in timely and proper manner the obligations agreed to, the MPO shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the MPO and shall contain, as a minimum, applicable provisions of the Request for Qualifications. The MPO reserves the right to reject any agreement that does not conform to the Request for Qualification and any MPO requirements for agreements and contracts.
- F. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the MPO.

## VI. PROPOSAL FORMAT AND CONTENT

Proposals shall include the following sections at a minimum:

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

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

### A. Introduction and Executive Summary

Provide the following information concerning your firm:

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

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

### B. Administrative Questions

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

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

### C. Summary of Proposed Technical Process

Discuss and clearly explain the methodology that your firm proposes to use to satisfactorily achieve the required services on this project. The respondent must document his/her clear understanding of the RFPs entire scope of

work and project intent for Bike/Ped Element Update, data requirements, public participation process, and alternative evaluation methodology. Include all aspects of technical analysis, projections, advanced technology and software, and public participation processes. Address any unique situations that may affect timely, satisfactory completion of this project.

#### **D. Project Staff Information**

Provide a complete project staff description in the form of a graphic organization chart, a staff summary that addresses individual roles and responsibilities, and resumes for all project participants. Please provide staff information breakdown of estimated staff hours by each staff class per task. **It is critical that contractors commit to particular levels of individual staff members' time to be applied to work on this project.** Variance from these commitments must be requested in writing from the MPO and reviewed/approved in terms of project schedule impact.

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

#### **E. Similar Project Experience**

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

#### **F. References**

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

#### **G. DBE/MBE Participation**

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

#### **H. Cost Proposals/Negotiations**

##### **1. Cost Proposals**

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

##### **2. Contract Negotiations**

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

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

## VII. BACKGROUND AND SCOPE OF WORK

**Background:** The Grand Forks-East Grand Forks Bicycle & Pedestrian Element (2019) is a vital element of the 2045 Metropolitan Transportation Plan (MTP). This report describes the scope of proposed activities to be advanced by Advisory Committee and interested agencies- assisted by MPO's staff and consultant- to successfully update the Bicycle & Pedestrian Element of the 2045 MTP.

The Bicycle & Pedestrian Element (2019) was supported by the goals and objectives of the 2045 MTP; and by the Planning Factors outlined by BIL Act. BIL supports infrastructure-related and behavioral projects that will provide a safe environment for walking and biking. It encourages States, MPOs, and cities to continue promoting and adopting design criteria and standards that provide for the safe and adequate accommodation of pedestrians, bicyclists, and motorized users.

These provisions help ensure that newly designed and constructed walk and bicycle facilities offer better transportation options, improve public health, support retired Americans, advance economic development, reinvest in underserved communities, help kids get to and from school, and keep people safe while biking and walking. The plan abides by all local ordinances, state laws, federal guidance, and engineering standards regarding the safe movement of pedestrians and bicyclists.

The Bicycle & Pedestrian Plan sets the stage for the Planning Area's long term vision of a safe, accessible and connected bicycle and pedestrian network. The purpose of the Plan is to:

- Increase bicycle and walking trips whether for recreational or economic development objectives
- Improve and increase bicycle and walking trips to schools and parks
- Improve bicycle and pedestrian access to key local activity centers and destinations
- Promote bicycle and pedestrian activities as available, yet affordable transportation options
- Promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Foster accessibility and mobility
- Improve quality of life
- Foster bicyclist and pedestrian safety
- Assess current conditions, initiatives and opportunities
- Emphasize the preservation of the existing bicycle and pedestrian transportation system.

The Plan update is supported by near and long term objectives. One objective is to identify the areas that need improvements to existing on-street and off-street bicycle and pedestrian facilities. These are critical transportation access points that connect people to recreational and social opportunities, jobs and businesses.

Accessibility is critical; all must have access to work, social services and recreational activities. Hence, the plan update will create transportation options that allow for increased mobility, while enhancing the integration and connectivity of the transportation system, across and between modes, particularly, public transit

The Plan update strives to support connectivity to schools, transit network, business and recreational centers.

Hence, the plan will create transportation options that allow for increased mobility; while enhancing the integration and connectivity of the transportation system, across and between modes, particularly, public transit.

This objective will be pursued by linking bicycle and pedestrian activities to livability, ladders of opportunity, complete streets, and safe routes to school initiatives. The Plan's recommendations will have the potential to increase opportunities for physical activity for all residents by linking transportation to recreational venues.

To understand and meet the needs of all users, the plan update will, additionally, consider the following elements:

- Bicycling and walking trip characteristics
- Transportation priorities
- Safety considerations

- Particularly Safe Routes to School
- Barriers to bicycling and walking, with an emphasis on at grade crossings with railroad.
- Special populations needs; and
- Develop long, medium and short range list of potential projects and program's priorities
  - Integrate plan with other state, regional and local planning initiatives
  - Implement existing local, state and federal policies and guidelines
  - Identify high-priority TIP projects
  - Enhance interface with other transportation modes.
- Incorporate emerging technologies, practices, and service types
  - Ebikes as one example with consideration of where, if anywhere, to prohibit
- Financial constraints
- MUTCD, FHWA and other Standards
- AASHTO, NACTO and other guidance resources
- Impacts to existing neighborhoods

## A. SCOPE OF WORK

It is anticipated that the successful completion of the plan update project will require the minimum following deliverables:

- 1. Policy Review and Development.** Identify and develop general policies, goals and objectives, performance measures and targets for the plan. Review existing State laws, City ordinances, policies and codes.
- 2. Existing Facility Inventory.** Conduct an inventory and analysis of the existing off-road and on-road pathways, bike-ways, trails and other walking and bicycling facilities in the MPO planning area.
- 3. SRTS Components.** Update existing SRTS maps for each elementary and middle school in the MPO planning area. Optional task to develop SRTS mapping for each high school in the MPO planning area. Identify existing SRTS non-infrastructure activities. Identify ways to develop and/or expand the SRTS non-infrastructure activities. Assist local jurisdictions in analyzing and comprehending recent school walking surveys completed by local school districts and Safe Kids Grand Forks in 2021.
- 4. Evaluate Existing Bicycle/Pedestrian System.** Evaluate existing on-road and off-road facilities identified in item 2 based on crash data, pedestrian and bicyclist counts, surveys, inventory, street audits, secondary data sources, SRTS, and active transportation elements. Identify gaps or deficiencies in the current system. Consider elderly and individuals with disabilities, community expectations for street parking, etc. At grade railroad crossings have caused some differences of opinion trying to install proper crossings for bike/peds. All crossings have been surveyed. A recent transportation alternative project could not complete a crossing of the railroad that led to this needed effort. One reason was the project did not cross was the desire by the railroad to have a crossing closed as an exchange for improving bike/ped access at this crossing. Effort to facilitate discussions with railroad on improving or installing bike/ped facilities will be needed.
- 5. Comprehensive Network.** Develop a comprehensive network of off-road and on-road facilities to connect neighborhoods to key destinations within the planning area and to existing and planned systems in adjacent cities and counties. Identify potential links, as appropriate, such as existing and future roadways, pathways, trails, parks, open spaces and drainage ditches.
- 6. Prioritize Corridors.** Prioritize transportation corridors. Identify and recommend high-priority pedestrian-bicycle corridors that should be further reviewed and planning-level cost estimates developed.
- 7. Facility Type Guidelines.** Develop guidelines for selecting pedestrian and bicycle facilities based on roadway type. Optional Task: develop MPO planning area Complete Streets Policy.
- 8. Fiscal Constrained Project.** Develop planning level cost estimates for the projects identified in item 6. Develop a financial constrained funding plan for those projects that incorporates the MPO's TIP and identifies potential sources of funding for those projects. The financial plan must include recommendations of projects, estimated time frames and cost projection that are consistent with the needs of the cities of Grand Forks and East Grand Forks.
- 9. City Policy Recommendations.** Identify recommendations to amend, enhance, improve, or alter the existing pathway and trail

facilities within existing city of Grand Forks or city of East Grand Forks' policies.

**10. Final Report.** Develop a report documenting the information developed in items 1-9. Draft document will be submitted for review by members of the Technical Advisory Committee and the final report will be submitted for adoption to the Policy Board.

### Identify Stakeholders / Establish a Bike & Pedestrian Advisory Committee

The purpose of the Advisory Committee is to make recommendations to the appointed members of the Technical Advisory Committee, Planning Commissions, City Councils, and Executive Policy Board on the update to the Pedestrian and Bicycle Plan. The group will identify pedestrian and bicycle issues and needs; provide input on policy recommendations and proposed pedestrian and bicycle networks; and evaluate technical and financial constrained criteria for prioritizing project recommendations.

### Proposed Membership Roster for Advisory Committee

This roster is not exhaustive. Ideally, the proposed Plan Update shall be guided by a nine members working group

- 4 from the Grand Forks – East Grand Forks Bicycle, Pedestrian and Greenway User’s Group
- 1 from the Grand Forks-East Grand Forks Safe Kids
- 1 from the Coalition of Healthy Greater Grand Forks
- 1 from Options
- 1 from GF Planning Commission
- 1 from EGF Planning Commission

Staff from the FHWA-ND and NDDOT are also serving as members on the Committee yet are not counted as members for quorum purposes.

Staff support for this Committee can come from the following agencies:

- City of East Grand Forks Planning Dept. Staff
- City of East Grand Forks Engineering Dept. Staff
- City of East Grand Forks Public Works Dept.
- City of East Grand Forks Parks & Recreation Dept.
- City of Grand Forks Planning Dept. Staff
- City of Grand Forks Engineering Dept. Staff
- City of Grand Forks Public Works Dept.
- Grand Forks Park District
- Grand Forks Public Health Staff
- Cities Area Transit (CAT) staff
- MPO staff

### Advisory Committee Meetings

Members of the Advisory Committee will be asked to attend six (6) structured and facilitated meetings during the preparation of the training session and planning update process. Advisory Committee will provide the necessary guidance during the proposed meetings:

- 1) A meeting will include an introduction to the project, establish communication protocol, clarify tasks and finalize project schedule. The format of the meeting will be a question and answer session. The stakeholders will participate in a facilitated exercise to identify issues, goals and objectives to support training program. This Plan update will be prepared by the Advisory Committee –assisted by MPO staff.
- 2) A meeting will be held in conjunction with the proposed Visioning and Assessment phases of the project. Stakeholders will be asked to assess existing goals and objectives. Stakeholders will be asked to assess existing conditions & trends.

- 3) A meeting will be held toward the end of the existing conditions analysis. Stakeholders will contribute to identify network assets; the objective of the third meeting is to identify strategies and evaluation criteria. Stakeholders will be asked to identify problems, prioritize draft strategies and determine data needs for evaluation criteria.
- 4) A meeting will be a facilitated workshop with the purpose of reviewing design standards and identifying and selecting projects to meet the goals and objectives of the plan. This meeting will be held during the development of the draft plan and alternatives analysis phase.

As part of Task 2. Building Public Support for Plan Development, the following meetings are proposed:

- 5) A meeting will take place early in the project to provide information to the public regarding the scope of the plan; to gather input on issues and perceived problems in the bicycle and pedestrian system, origins, and destinations; and to review draft goals and objectives; and performance measures and targets.
- 6) A meeting will be held during the identification and selection of project phase and will emphasize consensus building exercises to finalize goals and objectives and to prioritize projects for inclusion into the plan

#### Building Public Support for Plan Development

Participation at Public Meetings shall be prepared under the guidance of Advisory Committee. Public Involvement activities will be advanced in accordance to the MPO Public Involvement Plan.

Two community meeting dates are planned at key points to solicit valuable public input. The purpose of first meeting is to provide information to the public regarding the scope of the project. The purpose of second meeting is to gather input on issues and perceived community concerns, including problems in the bicycle and pedestrian system.

In addition to the two general public meetings, focus neighborhood meetings will need to be scheduled with areas that have projects identified in the short and mid term phases of implementation. The effort is to start working early with the property owners and neighborhood to identify the most desirable facility as an effort to eliminate opposition to implementation after funding has been secured. A recent experience in Grand Forks happened when a long identify multi-use path was finally prioritized and received federal funding. Once project development began, strong opposition to installing the facility resulted in returning the federal funds. The consultant can propose methods best to generate interest to entice participation; methods can include direct mailings or other methods.

#### Project Kick Off and data exchange

The initial meeting will include an introduction to the project and a question and answer session. The stakeholders will participate in a facilitated exercise to identify issues and opportunities they see within the region regarding bicycle and pedestrian planning.

#### Visioning & Goal, Performance Measures and Targets

The Plan's comprehensive approach focuses on improving non-vehicular safety; it evaluates ways to enhance non-vehicular mobility and accessibility to improve economic and recreational activities and to help create a multimodal transportation system.

The Vision Statement will be prepared based on public input. In preparation of the Vision Statement, and Performance Measures and Targets, the Advisory Committee –assisted by MPO staff - will consider the following factors:

- Safety
- Creating bike/ped friendly environments
- Current walking and bicycling trends
- Developing a viable bicycle or pedestrian transportation system

- Enhancing the safety and health of users
- Promoting livability, equity, and recreational opportunities
- Promoting economic development and community vitality
- Accessibility and Connectivity
- Mobility and Efficiency
- Fiscally constrained
- Policy constraints

Resulting vision, goals, objectives and performance criteria should be developed in accordance to local, state and federal policies and guidelines. Among others, the process should consider the Planning Factors outlined by the Fixing America's Surface Transportation Act (2015).

#### Assessment of Existing Conditions & Needs

The objective is to collect and analyze baseline of information to support strategies and actions necessary to reach the vision and goal statements, performance measures and targets. The information collected in this step should determine the extent to which the existing transportation system meets the needs of bicyclists and pedestrians.

- Determination of current levels of use for bicycling and walking transportation trips; and current numbers of injuries and fatalities involving bicyclists and pedestrians.
- Evaluation of the existing transportation infrastructure (including on- and off-road facilities) to determine current conditions and capacities and to identify gaps or deficiencies in terms of accommodating potential and existing bicycle and pedestrian travel. Review and critique current Safe Routes to School maps.
- Determination of the capacities and the type and security level of bicycle parking offered at intermodal connections such as transit facilities and destination points.
- Identification of desired travel corridors for bicycle and pedestrian trips and required land acquisition, if any, for potential facilities
- Examination of existing land use and zoning, and the patterns of land use in the community.
- Planning, design standards, and agency policies and the extent to which they affect the accessibility of the transportation system for bicyclists and pedestrians, e.g., do they meet policies and design guidance issued by the American Association of State Highway and Transportation Officials (AASHTO) for bicycle and pedestrian facilities? And NACTO guidelines? Complete Streets or Active Transportation Guidelines? Federal, State and Local standards/requirement Identify costs to maintain existing bicycle and pedestrian network.
- State and local laws and regulations affecting the vision and goals, e.g., growth management and trip reduction laws, or constitutional restraints on expending highway funds on bicycle and pedestrian facilities. Is the plan consistent with Federal laws, State statute and Local ordinances?
- Availability of bike-on-bus access; including hours service is available, routes where available, and incentives and barriers to using the service (i.e., training, permit, or additional charges required).
- Identification of activities required to meet the vision and goals, performance measures and targets developed above. These activities or strategies could include:
  - Basis of the need for modifications to the transportation system through surveys, origin destination studies, public input, or other data collection techniques.
  - Suggested modifications to the existing transportation system of on- and off-road facilities to meet the vision and goal statements, and performance measures and targets.
  - Development of criteria to identify specific facility-related improvements.

- Research and list existing standards used to identify suggested changes to planning, design standards, and agency policies.
- Specification of education, encouragement, and law enforcement components to support facility development.
- Identification of non-construction activities such as mapping, parking facilities, etc., that are needed to reach the vision and goals, performance measures and targets developed above.

#### Identifying Opportunities and Constraints

- Identify opportunities to improve the connectivity of bicycle and pedestrian networks
- Identify opportunities to improve access with respect to mobility constrained and disadvantaged populations
- Summarize key constraints or challenges to improving biking and walking in the planning area.
- Help in analyzing and comprehending results from the recent school walk surveys.
- Constraints should also include existing street structure, financial constraints, etc.

#### Strategies & Recommendations

Provide a mechanism for evaluating the performance of the transportation system containing implemented projects against the performance of the original system.

- Develop evaluation criteria to systematically assess potential projects in support of achieving Plan goals identified previously.
- Provide recommendations and guidance for:
  - Facility improvements including on and off-road facilities, sidewalks, crosswalks, shared use paths and bicycle parking.
  - Development criteria and to identify specific facility-related improvements.
  - Research and list existing standards used and identify changes required to planning, design standards, and agency policies.
  - Updating the current Safe Routes to School maps to reflect improvements implemented since they were last updated in 2020, include consideration of mapping for high schools.
  - Recommend how to adjust any local ordinances to reflect recent e-bike legislation; facilitate discussion and recommendations on identifying locals where e-bike, if anywhere, use should be limited or prohibited.
  - Identify education, encouragement, and law enforcement components to support facility development.
  - Identify costs to maintain the existing bicycle and pedestrian network,

#### Documenting Findings & Aspirations

Using information gathered from the activities outlined above, stakeholder's meetings, public involvement activities, submit a draft report outlining the findings of the study.



The Advisory Committee will review the draft report before completion of the final report. The report will include all of the elements listed in the outline.

#### Review Draft Document

The Final Report's recommendations related to improving bikability and walkability of the Grand Forks-East Grand Forks Planning Area should acknowledge existing systems, services and awarded designations. As well, they should include completion of a bicycle and pedestrian plan update, and recommendation of a Complete Streets policy. These components provide recommendations for achieving higher level designations of Bicycle Friendly Community based on comments from previous applications and recommend pursuit of a Walk Friendly Community Designation. Throughout the development of the report, consideration must be given to policies that assist stakeholders and the MPO in:

- Creating awareness of plan recommendations, performance measures and targets
- Adopting policies
- Involving stakeholders
- Securing dedicated funding
- Developing program initiatives
- Coordinating infrastructure improvements

Adoption by Technical Advisory & Executive Policy Board Committees

Tentative Schedule for proposed presentations:

Draft Report-Comments:

Grand Forks Planning and Zoning Commission Meeting  
Technical Advisory Committee Meeting  
East Grand Forks Planning and Zoning Committee Meeting  
East Grand Forks City Council Meeting  
MPO Executive Policy Board Meeting  
Grand Forks City Council Meeting

Final Report -Adoption:

Grand Forks Planning and Zoning Commission Meeting  
East Grand Forks Planning and Zoning Commission Meeting  
Technical Advisory Committee Meeting  
Grand Forks City Council Meeting  
East Grand Forks City Council Meeting  
MPO Executive Policy Committee Meeting

## **B. Project Deliverables**

The final product will show recommendations for Bike/Ped Element in Grand Forks and East Grand Forks.

### **Bike/Ped Element Update**

- a. A draft final report by noon January 3, 2023
- b. The final bound report by February 28, 2023 (25 copies)

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

### **C. Estimated Project Budget**

This project has a not-to-exceed budget of \$120,000. Consultants submitting proposals are asked to use their audited DOT rates when completing their Cost Proposal Form (See Appendix B).

### **D. Other Requirements**

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

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

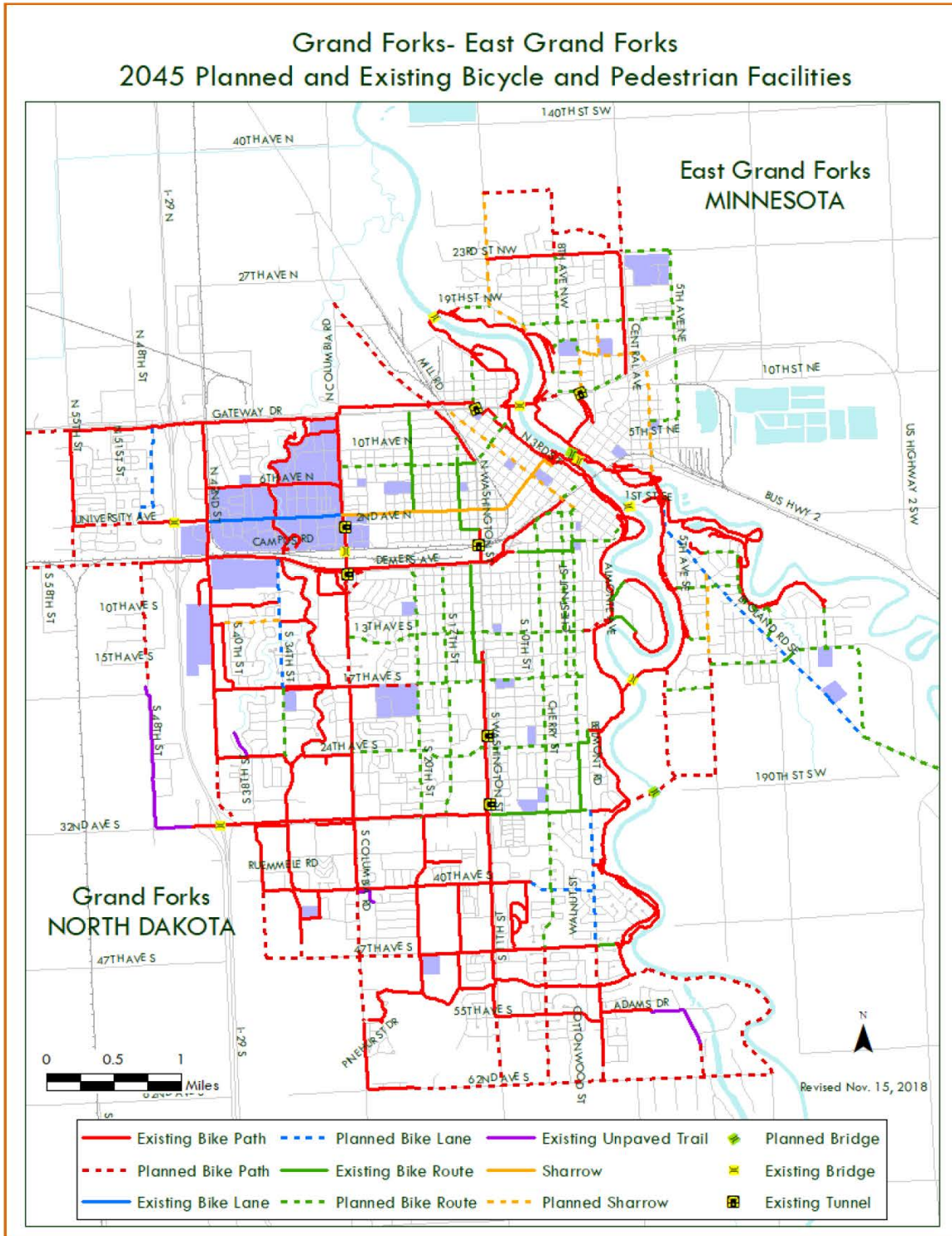
### **A. General Information**

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

- a) 2050 Grand Forks Land Use Plan and 2050 East Grand Forks Land Use Plan:
- b) Grand Forks/East Grand Forks 2045 Metropolitan Transportation Plan Update:  
<https://theforksmpo.com/metropolitan-transportation-plans-mtp/>
- c) GIS shapefile data
- d) 2020 Safe Routes to School maps
- e) At grade Railroad Crossings in Grand Forks and East Grand Forks survey
- f) GF-EGF MPO Public Participation Plan. *Access to plan via the GF-EGF MPO website [www.theforksmpo.org](http://www.theforksmpo.org)*
- g) Bike Share data

## **IX. MAP OF Current and Future Bike Facilities– next page**

3. Proposed 2045 Grand Forks-East Grand Forks Planned and Existing Bicycle and Pedestrian Facilities Map



**APPENDIX A**

**ATTACHMENTS 1 & 2**

**DEBARMENT OR SUSPENSION CERTIFICATION**

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

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

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

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

Date

\_\_\_\_\_  
(Title of Authorized Official)

CERTIFICATION  
OF  
RESTRICTION ON LOBBYING

I \_\_\_\_\_, hereby certify  
on behalf of

(Name and title of grantee official)

\_\_\_\_\_ that:

(Name of grantee)

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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

\_\_\_\_\_  
(Title of authorized official)

**APPENDIX B**

**COST PROPOSAL FORM**

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

**COST PROPOSAL FORM**

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

**REQUIRED BUDGET FORMAT**  
*Please Use Audited DOT Rates Only*

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

## Certification of Final Indirect Costs

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

Proposed Indirect Cost \_\_\_\_\_

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 12, 2021  
**MPO Executive Board:**  
January 19, 2021

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

**TAC RECOMMENDED ACTION:**

Matter of MN Side 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 MnDOT is January 21st. In order for the MPO to give 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 6th.

One application was submitted by the City of East Grand Forks for FY2026. The candidate project is their half share for the rehabilitation of the Point Bridge. The scope of work on the MN side also could included some asphalt pavement work on the approach to the bridge.

On the MN side, the policy is for federal funds to only go towards construction costs. Therefore, the total amount differs slightly from what is shown on the ND side since ND allows more participation of federal funds towards project development as well.

One item to consider in this is that the recent BIL Act should likely change the amount of federal funds anticipated for this fiscal year by adding more funds. Also, the recent BIL Act specifically allocates more funds towards bridges that this project would be a great candidate to receive funds. If that were to happen, the MPO and City may have to identify another project to utilize these ATP City Sub-target funds.

Transportation Alternative candidate projects were due in December and none were submitted. No County Projects were submitted. MnDOT projects are being identified and will be submitted soon.

**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.
- One project should be given high priority ranking.

**Support Materials:**

- Application



**PROJECT JUSTIFICATION**

.The Point Bridge was originally constructed in 1966 and has had multiple rehabilitation projects completed. The last rehabilitation project was completed in 2006 or approximately 15 years ago. The structure has reached a point in which rehabilitation project should be completed to extend the life of the structure. Also, on the east end of the bridge there is settlement occurring causing a dip in the pavement thus the need to completed a bituminous mill and overlay.

**Supporting Data**

	Existing	Proposed
<b>AADT:</b>	7250	12750
<b>HCADT:</b>	725	1275
<b>Lane Width:</b>	12	12
<b>Shldr. Width:</b>	3	3
<b>Shldr. Type:</b>		

	Existing	Proposed
<b>Surf. Type:</b>		
<b>Spring Load:</b>		
<b>PQI:</b>		
<b>Roadway Suff. Rating:</b>		
<b>Bridge Suff. Rating:</b>	Fair	

**Instructions:** Describe why this project is justified. Include major deficiencies to be corrected. Indicate age, mileage, and estimated service life of transit vehicles being replaced. Use additional pages or maps if needed. If using accident data to support purpose of the project, include number of accidents and the reduction that the proposed improvement is anticipated to prevent.



<b>PROJECT COSTS</b>					
	<b>FEDERAL FUNDS</b>	<b>STATE FUNDS</b>	<b>STATE AID FUNDS</b>	<b>LOCAL FUNDS</b>	<b>TOTAL</b>
<b>CONSTRUCTION COSTS</b>	860,000		290,000		1,150,000
<b>PRELIMINARY ENGINEERING</b>					0.00
<b>RIGHT-OF-WAY</b>					0.00
<b>OTHER NON-CONSTRUCTION COSTS</b>			39,000		39,000
<b>TOTAL PROJECT COST</b>	860,000		329,000		1,189,000
<b>TYPE OF FEDERAL FUNDS:</b>	NW City Subtarget				
<b>SOURCE OF MATCHING FUNDS:</b>	This represents 50% of the cost, ND side is paying other 50% with some Fed \$\$				

**BENEFITS (PLEASE DESCRIBE):**

Rehabilitation of the bridge and pavement surfaces will provide for increased longevity of the existing bridge and Pavements.

**CATEGORY / TYPE OF WORK**

**Category of Work:**    Preservation \_\_\_\_\_ (Select One)

- |                           |               |
|---------------------------|---------------|
| Safety                    | Non-Roadway   |
| Preservation              | Enhancements  |
| <b>Bridge Replacement</b> | Transit       |
| Major Investment          | Rail Crossing |

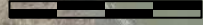
**Type of Work:**    Bridge Rehabilitation \_\_\_\_\_

- |                  |                       |                             |                     |
|------------------|-----------------------|-----------------------------|---------------------|
| <b>Examples:</b> | Grading               | Guard Rail                  | Surfacing           |
|                  | Resurfacing           | Signing                     | Widen Shoulders     |
|                  | Paving Shoulders      | Bikeway Improvement         | New Bridge          |
|                  | Bridge Rehabilitation | Rail Improvement            | Bridge Replacement  |
|                  | Rest Areas            | Transit Capital Improvement | Culvert Replacement |
|                  | Turn Lanes            | Transit Vehicle Replacement | Traffic Signals     |
|                  | Conc. Pavement Rehab. | Historic Preservation       | Lighting            |
|                  | Pedestrian Trail      | Landscaping                 | Waysides            |

**Instructions:**    Fill in the blank for Category of Work with one of the seven possible categories, Indicate the work type that best describes the project.



0 75 150



Scale in Feet

LEGEND



POINT BRIDGE REHABILITATION



MILL / OVERLAY

RED LAKE RIVER

RED RIVER OF THE NORTH

1ST STREET SE

**WIDSETH**  
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

DATE: 01/07/22  
SCALE: AS SHOWN  
DRAWN BY: RAB  
CHECKED BY: SRE  
JOB NUMBER: 2022-10054

CITY OF EAST GRAND FORKS

2026 POINT BRIDGE REHABILITATION

SHEET NO.  
**C1.0**

SHEET  
OF

1/7/2022 1:07 PM City of East Grand Forks 32358/2022-10054/CADD/Civil/2022-10054\_Point Bridge Rehab\_Ans.dwg

## Setup Scoring Categories & Factors

Score System Local Roads



Max. Score 100

Max. Score 100

### Scoring Categories

Expected
Achieved

	Goals	Description	Weight	Points	Weight	Points
1	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.	10 %	10 pts	8 %	8 pts
2	Security	Increase security of the transportation system for motorized and non-motorized uses.	5 %	5 pts	1 %	1 pts
3	Accessibility and Mobility	Increase the accessibility and mobility options for people and freight by providing more transportation choices.	10 %	10 pts	2 %	2 pts
4	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.	10 %	10 pts	5 %	5 pts
5	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.	10 %	10 pts	5 %	5 pts
6	Efficient System Management	Promote efficient system management and operation by increasing collaboration among federal, state, local government to better target investments and improve accountability.	10 %	10 pts	6 %	6 pts
7	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.	15 %	15 pts	12 %	12 pts
8	Safety	Increase safety of the transportation system for motorized and non-motorized uses.	15 %	15 pts	4 %	4 pts
9	Resiliency and Reliability	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	10 %	10 pts	6 %	6 pts
10	Tourism	Enhance travel and tourism.	5 %	5 pts	1 %	1 pts
<b>TOTAL</b>			<b>100 %</b>	<b>100 pts</b>	<b>51 %</b>	<b>51 pts</b>

TIP SCORING SHEETS

Local Roads



0= No
1= Yes

Project Number **S.P. 119-113**

Project Name **Point Bridge Rehabilitation**

MPO SCORING SHEET FOR EACH PROJECT

Goal 1	Economic Vitality	Expected Weight (%):	10
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	<i>Coordinate land use and transportation planning, programming, and investments between agencies to advance smart growth objectives</i>	
	1.1	1	1.67
	1.2	0	0.00
	2	1	1.67
	3	1	1.67
	4	1	1.67
5	1	1.67	
Total			8.33

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 (%)
Objectives	1	<i>Identify and maintain security of critical street system assets.</i>	
	1.1	0	0.00
	1.2	0	0.00
	1.3	1	0.71
	1.4	0	0.00
	2	<i>Support state and regional emergency, evacuation, and security plans.</i>	
	2.1	1	0.71
	2.2	0	0.00
	2.3	0	0.00
Total			1.43

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	0	0.00
	2	1	1.67
	3	0	0.00
	4	0	0.00
	5	0	0.00
	6	0	0.00
Total			1.67



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	<b><i>Avoid, minimize, and/or mitigate adverse social, environmental, and economic impacts resulting from existing or new transportation facilities.</i></b>		
	1.1	<b><i>Implements core context sensitive solutions</i></b>	<b>1</b>	1.67
	1.2	<b><i>Address EJ analysis process</i></b>	<b>1</b>	1.67
	1.3	<b><i>Avoids or minimize impacts to wetlands or other natural habitats or cultural/historic resources</i></b>	<b>0</b>	0.00
	1.4	<b><i>Incorporates innovative stormwater management techniques</i></b>	<b>0</b>	0.00
	2	<b><i>Maintain and improve quality of life along streets and highways.</i></b>	<b>1</b>	1.67
	3	<b><i>Maintain and improve regional air quality by promoting nonmotorized travel</i></b>	<b>0</b>	0.00
			Total	5.00

Goal 5	Integration and Connectivity		Expected Weight (%):	10
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	<b><i>Effectively coordinate transportation and land use by promoting the sustainability and livability principles, goals, and objectives from local land use plans.</i></b>		
	1.1	<b><i>Increase the use of multi-modal transportation by providing additional transit service and reducing bicycle/pedestrian network gaps.</i></b>	<b>0</b>	0.00
	1.2	<b><i>Promote transportation improvements that support access to a mix of employment opportunities (e.g. jobs and income levels).</i></b>	<b>1</b>	1.67
	2	<b><i>Provide an advanced and balanced mix of local, collector, and arterial streets to help meet local and regional travel needs</i></b>		
	2.1	<b><i>Invest in signage techniques to reduce excessive travel delays</i></b>	<b>0</b>	0.00
	2.2	<b><i>Maximize direct travel trips between major generators of metropolitan area</i></b>	<b>1</b>	1.67
	2.3	<b><i>Maintain and update street and highway functional classification consistent with FHWA guidelines</i></b>	<b>1</b>	1.67
	2.4	<b><i>Address last segment/link of corridor</i></b>	<b>0</b>	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	<b><i>Implement best practice programming and innovative financing alternatives</i></b>		
	1.1	<b><i>Identify potential source of budget for year-round maintenance</i></b>	<b>0</b>	0.00
	1.2	<b><i>Provide an efficient and cost-effective motorized transport system</i></b>	<b>1</b>	1.25
	1.3	<b><i>Improving operations without adding through capacity</i></b>	<b>1</b>	1.25
	2	<b><i>Involve all local partners in the transportation planning process.</i></b>	<b>1</b>	1.25
	3	<b><i>Cooperate across jurisdictional boundaries to create an integrated transportation network.</i></b>	<b>1</b>	1.25
	4	<b><i>Maintain and update the regional ITS architecture</i></b>		
	4.1	<b><i>Enhances interoperability among modal equipment and technologies</i></b>	<b>0</b>	0.00
	5	<b><i>Demonstrates analysis of project risk in implementation</i></b>	<b>1</b>	1.25
6	<b><i>Includes specific evaluation method to provide a measurement of effectiveness by collecting traffic data</i></b>	<b>0</b>	0.00	
			Total	6.25

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>Cost effectively preserve, maintain and improve the existing transportation network systems and capacity</i>		
	1.1	<i>Utilize pavement management system results</i>	1	3
	1.2	<i>Emphasizes system rehabilitation rather than expansion</i>	1	3
	1.3	<i>Incorporate cost-effective maintenance and technologies new to the MPO area</i>	1	3
	1.4	<i>Preserve railroad ROW or other existing ROW</i>	0	0
	2	<i>Identify sufficient funding for the program of projects included in GF/EGF MPO transportation plans.</i>	1	3
			Total	12

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>Address locations identified as high crash locations in LRTP and review crash data to improve roadway design and traffic control elements</i>	0	0
	2	<i>Reduce frequency and severity of crash and intersection conflicts through traffic control and operational improvements in urban areas</i>	0	0
	3	<i>Consistent with Strategic local street and Highway Safety Plan</i>		
	3.1	<i>Improve efficiency and effectiveness of aggressive driving/speed enforcement efforts</i>	0	0
	3.2	<i>Ensure that roadway design and traffic control elements support appropriate and safe speeds</i>	1	1.875
	3.3	<i>Improve sight distance at signalized and un-signalized intersections</i>	0	0
	3.4	<i>Improve the roadway and driving environment to better accommodate drivers' needs</i>	1	1.875
	3.5	<i>Improve Sight Distance and/or Visibility Between Motor Vehicles and Pedestrians/Bicyclists</i>	0	0
	4	<i>Enhances safe and well-designed route to school zones and college campuses</i>	0	0
			Total	3.75

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>Reduce street and highway system vulnerability to snow and storm water</i>		
	1.1	<i>Maintain passable streets and highways under all reasonable weather conditions.</i>	1	1.25
	1.2	<i>Strategically design and maintain the street and highway system to operate under all reasonable weather conditions.</i>	0	0
	1.3	<i>Assess and mitigate any possible impacts new roadway construction may have on high water events, including proximity to waterways, construction in w</i>	1	1.25
	2	<i>Support the region's resilience and travel reliability through efficient detour and evacuation routes</i>		
	2.1	<i>During river flood events, reroute traffic consistent with the Bridge Closure Management Plan, or revised to respond to significant, observed delays or cha</i>	1	1.25
	2.2	<i>Be trained in and use established alternate routes and intelligent transportation systems (ITS) to maintain street and highway operations during incidents</i>	0	0
	2.3	<i>Provide auxiliary power sources to operate traffic signals when mainline power is interrupted.</i>	0	0
	2.4	<i>Maintain on-time project performance and implementation</i>	1	1.25
	2.5	<i>Improve engagement of transportation system, across and between modes, partners and stakeholders</i>	1	1.25
			Total	6.25

Goal 10	<i>Travel &amp; Tourism</i>		Expected Weight (%):	5
Enhance travel and tourism.			Assign score 0 or 1	Achieved Weight (%)
Objectives	1	<i>Maintain convenient and intuitive street and highway access to major activity centers</i>		
	1.1	<i>Develop and use event traffic management plans for major activity centers such as the Alerus Center, Ralph Engelstad Arena, and Greater Grand Forks Gr</i>	0	0
	1.2	<i>Identify, coordinate, and communicate traffic plans for simultaneous events.</i>	0	0
	1.3	<i>Establish partnerships to foster tourism activities within MPO</i>	0	0
	2	<i>Enhance safe/easy access to tourist spots, major activity centers, Greenway Trail System and the Red River State Recreation Area</i>	1	1
	3	<i>Provides landscaping/streetscaping or similar amenities</i>	0	0
			Total	1



**MPO Staff Report**  
**Technical Advisory Committee:**  
**January 12, 2021**  
**MPO Executive Board:**  
**January 19, 2021**

**RECOMMENDED ACTION: FY2022 Work Program and New Planning Emphasis Areas**

Matter of the FY2022 Work Program and New Planning Emphasis Areas.

**Background:** The 2<sup>nd</sup> year of our UPWP has started. The bulk of the activities are dedicated towards the update to our Metropolitan Transportation Plan. We have the TDP underway, are hoping to release the RFP for the Bike/Ped and MPO staff is working on the Street/Highway RFP. Attached is the summary sheet showing the activities and where the anticipated funds are budgeted. As with other transportation funding, we anticipate that eventually an increase of around 30% in CPG could be anticipated for in FY2022. Increases beyond 2022 would be subject to the Minot becoming an urbanized area or not.

Attached is a letter identifying the Planning Emphasis Areas from our Federal Partners. Many of these items we have discussed at previous meetings. We are including them at this time to alert the TAC and Executive Board.

Future information will be shared by our Federal Partners regarding these and how we may need to adjust our Work Program.

**Findings and Analysis:**

- The FY2022 Work Program focuses on updating the MTP
- Many elements are underway or about to become underway.
- Potential increase in funding could cause amendments to the Work Program

**Support Materials:**

- Summary Page from FY2022 Work Program
- Federal Planning Emphasis Areas

**GRAND FORKS - EAST GRAND FORKS**

**Amendment #1**

**2022 ANNUAL WORK PROGRAM**

Activity	Funding Source			STAFF							
	FED/STATE	STATE LOCAL*	TOTAL	Ex. Dir FTE=1.0	Planner FTE=1.0	Planner FTE=1.0	Office Man FTE=1.0	Intern FTE=1.0	TOTAL Staff Hrs	Consultant Cost	
<b>100.0 PROGRAM ADMINISTRATION</b>											
100.1	General Administration	24,000	6,000	30,000	120	35	0	290		445	
100.2	UPWP Development	12,000	3,000	15,000	50	10	0	155		215	
100.3	Financial Management	12,000	3,000	15,000	25			225		250	
100.4	Facilities and Overhead	\$24,000	\$6,000	30,000							
<b>200.0 PROGRAM SUPPORT AND COORDINATION</b>											
200.1	Interagency Coordination	28,000	7,000	35,000	60	110	0	550		720	
200.2	Pub. Info. & Cit. Part.	12,000	3,000	15,000	100	20	0	135		255	
200.3	Education/Training & Travel	16,000	4,000	20,000	130	65	0	50		245	
200.4	Equipment	8,000	2,250	10,250							
<b>300.0 PLANNING AND IMPLEMENTATION</b>											
300.1	Transportation Plan Update & Imp.	404,000	101,000	505,000					0	0	420,000
	300.11 Street/Highway Element	240,000	60,000	300,000	500	300		75			\$260,000
	300.12 Bike/Ped Element	116,000	29,000	145,000	240	375		50			\$120,000
	300.13 Transit Development Plan	48,000	12,000	60,000							\$40,000
	ATAC	8,000	2,000	10,000							\$10,000
300.2	Corridor Planning	28,000	7,000	35,000							
	300.21 ATAC Traffic Count	24,000	6,000	30,000	40						\$25,000
	300.22 Corridor Preservation	4,000	1,000	5,000	40	55	0				
300.3	TIP and Annual Element	20,000	5,000	25,000	200	75	0	100	0	375	
300.4	Land Use Plan GF completion	44,000	11,000	55,000	50	30	0			80	\$45,000
300.5	Special Studies	0	0	0							
300.6	Plan Monitoring, Review & Evaluation	24,000	6,000	30,000							
	300.61 Performance Annual Rpt.	8,000	2,000	10,000	100	100	0	50	250	500	
	300.62 Data Collection	16,000	4,000	20,000	90	105	0	60	200	455	
300.7	GIS Development & Application	24,000	6,000	30,000	20	500	0	25	400	945	
<b>TOTAL</b>		<b>688,000</b>	<b>172,250</b>	<b>860,250</b>	<b>\$164,516</b>	<b>\$86,935</b>	<b>\$0</b>	<b>\$75,101</b>	<b>\$10,200</b>	<b>\$336,752</b>	<b>\$500,000</b>
					1765	1780	0	1765	850	6160	

\* Minnesota and North Dakota State Funding will be used for local match.



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

Office of the Administrator

1200 New Jersey Ave., SE  
Washington, D.C. 20590

Federal Transit  
Administration

December 30, 2021

**Attention:** FHWA Division Administrators  
FTA Regional Administrators

**Subject:** 2021 Planning Emphasis Areas for use in the development of Metropolitan and Statewide Planning and Research Work programs.

With continued focus on transportation planning the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Offices of Planning are jointly issuing updated Planning Emphasis Areas (PEAs). The PEAs are areas that FHWA and FTA field offices should emphasize when meeting with the metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program. We recognize the variability of work program development and update cycles, so we encourage field offices to incorporate these PEAs as programs are updated.

Please note that this letter is intended only to provide clarity regarding existing requirements. It is not binding and does not have the force and effect of law. All relevant statutes and regulations still apply.

Sincerely,

Nuria Fernandez  
Administrator  
Federal Transit Administration

Stephanie Pollack  
Deputy Administrator  
Federal Highway Administration

Enclosure

## **2021 Planning Emphasis Areas:**

### **Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future**

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Work Program work tasks could include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation ; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA’s [Sustainable Transportation](#) or FTA’s [Transit and Sustainability](#) Webpages for more information.

*(See [EO 14008](#) on “Tackling the Climate Crisis at Home and Abroad,” [EO 13990](#) on “Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis.” [EO 14030](#) on “Climate-Related Financial Risk,” See also [FHWA Order 5520](#) “Transportation System Preparedness and Resilience to Extreme Weather Events,” FTA’s “[Hazard Mitigation Cost Effectiveness Tool](#),” FTA’s “[Emergency Relief Manual](#),” and “[TCRP Document 70: Improving the Resilience of Transit Systems Threatened by Natural Disasters](#)”)*

### **Equity and Justice<sup>40</sup> in Transportation Planning**

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations.

[Executive Order 13985](#) (*Advancing Racial Equity and Support for Underserved Communities*) defines the term “equity” as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian

Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, [Executive Order 14008](#) and [M-21-28](#) provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

### **Complete Streets**

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2019 data, 62 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to creating complete travel networks for those without access to single-occupancy vehicles.



## **Public Involvement**

Early, effective, and continuous public involvement brings diverse viewpoints into the decisionmaking process. FHWA Division and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decisionmaking processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information on VPI is available [here](#).

## **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination**

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The [64,200-mile STRAHNET system](#) consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) [studies](#). These can be a useful resource in the State and MPO areas covered by these route analyses.

## **Federal Land Management Agency (FLMA) Coordination**

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands

Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.218(e)).

### **Planning and Environment Linkages (PEL)**

FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decisionmaking that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

### **Data in Transportation Planning**

To address the emerging topic areas of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decisionmaking at the State, MPO, regional, and local levels for all parties.



**MPO Staff Report**  
**Technical Advisory Committee:**  
**January 12, 2021**  
**MPO Executive Board:**  
**January 19, 2021**

**RECOMMENDED ACTION: Retirement of Executive Director**

Matter of the Executive Director Position.

**Background:** see attached

**Findings and Analysis:**

- See attached

**Support Materials:**

- See attached

Retirement

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From: Earl Haugen (earl.haugen@theforksmpo.org)

To: jeannie.elizabeth@gmail.com; kenvein@gmail.com; mdemers@egf.mn; cvetter@egf.mn; strandell@gra.midco.net; bob.rost@gfcounty.org; mjpowers64@gmail.com; agrasser@grandforksgov.com

Cc: peggy.mcnelis@theforksmpo.org

Date: Tuesday, January 4, 2022, 12:06 PM CST

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I chatted with Chair Mock this morning that I have submitted the attached notice of retirement. I have thoroughly enjoyed my many years with the Forks MPO. As you will see, my last day will be February 25th, which is a Friday.

Jeannie asked that I provide a quick snapshot of how to find the next Executive Director. This is a hire of the MPO Board; one of three permanent full time positions within the MPO. The MPO Board can rely on its Finance Committee to process the applicants/interview/make recommendation to full Board. The MPO can release a notice of employment opportunity for this position. The MPO can use its partners to share this opportunity; also, the MPO can use national organizations such as AMPO and APA through their free job boards. A job description exists; the position salary range is \$96,600 to \$120,600 to \$145,000 with an expected hiring range of \$96,600 up to \$105,000 (can certainly be more as warranted). This information will be on the January Board agenda for action.

I have been honored to serve in this position and deeply thank each and every one of you.

Happy New Year!

Earl Haugen

 retirement.pdf  
60.6kB

1 January, 2022

Jeannie Mock, Chair

MPO Board Members

Grand Forks – East Grand Forks Metropolitan Planning Organization

RE: Retirement

I wish to inform you that I have decided to retire from my position as the Executive Director of the Grand Forks – East Grand Forks Metropolitan Planning Organization. Per our employment contract, I am required to provide a 30 days notice; I offer that my last day of employment will be Friday, February 25 2022.

Your support and leadership throughout my years with the MPO have made this a very rewarding job. Since the Fall of 1997 when I became Executive Director, we have provided a successful planning and programming process for our metropolitan area. This has resulted in hundreds of millions of dollars in investments, guided a continued vigorous growth of our communities, and laid solid foundation for future success. You should be as proud as I am for this accomplishment.

Peggy and Teri, as well as numerous previous MPO employees, provide, and I fully expect will continue to provide, excellent work performance and professionalism. It has been a joy to work with them throughout the years. They have a strong understanding of the MPO operations and required work programs. I am confident they can provide guidance and support to the future Executive Director.

The purpose of the MPO is to create change. This change in the Executive Director's position is part of the process. A new transportation legislation with significant increases in funding opportunities will challenge all. Yet, I am confident that through the MPO Board's leadership, the future will remain bright.

I cannot thank you enough for all the support, leadership, and encouragement you have provided to me. It will always be treasured.

Sincerely



Earl Haugen

**MPO UNIFIED PLANNING WORK PROGRAM -UPDATE , 2021**

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

**TRANSPORTATION PLAN UPDATE AND IMPLEMENTATION  
ACTIVITIES**

AREA	TASK	%	ORIGINAL COMPLETION DATE	PROJECTED COMPLETION DATE
Grand Forks Land Use Plan Update	Website is: <a href="http://www.gf2050plan.com">www.gf2050plan.com</a>	82%	31-Dec-21	30-Mar-22
East Grand Forks Land Use Plan Update	website is: <a href="http://www.egfplan.org">www.egfplan.org</a> COMPLETED	100%	30-Jun-21	31-Dec-21
Future Bridge Traffic Impact Study	Website established: <a href="http://www.forks2forksbridge.com/info">www.forks2forksbridge.com/info</a> See agenda item.	88%	31-Dec-20	31-Jan-22
Pavement Management System Update	have the PCI extraction survey completed by mid month	75%	31-Dec-21	30-Mar-22
Transit Development Program TDP	Public Engagement Events have taken place; a draft Existing Condition Report has been reviewed by MPO staff	35%	31-Mar-22	31-Dec-22
Aerial Photo	COMPLETED	100%	30-Nov-21	30-Nov-21
Traffic Count Program	On-going	100%	On-going	