



WEDNESDAY, MARCH 9TH, 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@theforksmpo.org. The comments will be sent to the Technical Advisory Committee members prior to the meeting and will be included in the minutes of the meeting. To ensure your comments are received and distributed prior to the meeting, please submit them by 5:00 p.m. one (1) business day prior to the meeting and reference the agenda item your comments addresses.

MEMBERS

Palo/Peterson _____
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 FEBRUARY 9, 2021, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE
5. MATTER OF FY2022-2025 TIP AMENDMENT #3..... KOUBA
6. MATTER OF ANNUAL LISTING OF OBLIGATIONS..... KOUBA

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- 7. MATTER OF ATAC SCOPES OF WORK FOR MPO..... KOUBA
 - a. Travel Demand Model Update Scope of Work
 - b. Traffic Counting Program Scope of Work

- 8. MATTER OF 2050 STREET/HIGHWAY PLAN UPDATE RFP KOUBA

- 9. MATTER OF BIKE/PED RFP UPDATE KOUBA

- 10. OTHER BUSINESS
 - a. 2021 Annual Work Program Project Update
 - b. Agency Updates

- 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, February 9th, 2022**

CALL TO ORDER

Teri Kouba, Chairman, called the February 9th, 2022, meeting of the MPO Technical Advisory Committee to order at 1:34 p.m.

CALL OF ROLL

On a Call of Roll the following members were present: David Kuharenko, Grand Forks Engineering; Wayne Zacher, NDDOT-Local Government; Jason Peterson, NDDOT-Grand Forks; Steve Emery, East Grand Forks Engineering; Nancy Ellis, East Grand Forks Planning; and Nick West, Grand Forks County Engineer.

Members present via Zoom: Ryan Brooks, Grand Forks Planning; Jon Mason, MnDOT-District 2; Dale Bergman, Cities Area Transit; and Ryan Riesinger, Airport Authority.

Absent: Brad Bail, Jane Williams, Stephanie Halford, Jesse Kadrmas, Michael Johnson, Lane Magnuson, Nels Christianson, and Patrick Hopkins.

Guest(s) present: Kristen Sperry, FHWA-ND; Anna Pierce, MnDOT-Central Office; and George Palo, NDDOT- Grand Forks.

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

Kouba declared a quorum was present.

INTRODUCTIONS

Kouba asked that since we have some new faces here today, everyone please state their name and the agency they represent.

**MATTER OF APPROVAL OF THE JANUARY 12, 2022, MINUTES OF THE
TECHNICAL ADVISORY COMMITTEE**

Kuharenko stated that he had a quick clarification on Page 9, first paragraph where it shows the letter “S with questions marks next to the name “Jim”. He asked if he was correct that that should be “Jim Styron”. Haugen responded that that would be correct.

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MOVED BY KUHARENKO, SECONDED BY ELLIS, TO APPROVE THE JANUARY 12TH, 2022 MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, SUBJECT TO THE CORRECTION DISCUSSED.

MOTION CARRIED UNANIMOUSLY.

MATTER OF UPDATE ON FUTURE BRIDGE TRAFFIC IMPACT STUDY FINAL REPORT

Kouba reported that this item is just updating the Technical Advisory Committee on what happened at the January 26th MPO Executive Policy Board meeting. She stated that by the time the Executive Policy Board met there had been a final input meeting of the Ad Hoc Group, and the consultant was just inputting those last few comments and had shared them with the Executive Policy Board. She said that after getting that additional information from the Consultant they decided to move forward with approving the Future Bridge Traffic Impact Study Final Report.

Kuharenko asked if he could get a little more information on the upcoming presentations for FHWA and both DOTs at the MPO Executive Policy Board January 26th meeting. Kouba responded that there was discussion at the MPO Executive Policy Board Meeting on January 26th was that they wanted to know what the next steps should be because that would be on the Cities of Grand Forks and East Grands to move forward; any bridge construction or any other studies that they want done, so the Board wanted to talk to FHWA and the DOTs to find out what those things were, so they asked MPO Staff to move that forward and send an invitation to FHWA and the DOTs to attend the March 16th Board meeting, whether in person or via Zoom.

Kouba stated that the Final Report is available to review on the website.

Information only.

MATTER OF FY2022 TO FY2025 TIP AMENDMENT

Haugen reported that the NDDOT published its STIP document, and as frequently happens, there are some projects in the STIP that aren't in our TIP as well as some other difference that appear between the TIP and the STIP on some other things.

Haugen referred to the packet and commented that we are addressing things that needed to be done in 2022 so that bids can still be on schedule. He added that there are some other projects in the latter years of the STIP that we did not have to take immediate action on, so we aren't bringing those forward this month.

Haugen stated that we did publish a notice in the local newspaper and online ten days prior to today's meeting and had the amendments out for review and comment. He said that we did not receive any comments prior to noon today.

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Haugen reported that in the first project that we had highlighted, our normal way of designating things is that we use green highlights for administrative modifications, red for text and yellow highlights for amendments.

Haugen referred to the project tables included in the packet and stated that the first project would be to try to reconcile the total cost that is in the STIP versus the total cost that is in the TIP document. He said that in our TIP document we show a combination of construction costs plus what is listed or poised in here preliminary engineering whereas the STIP was just showing construction cost and not the \$90,000, and since then there has been a clarification as to what that PE actually represents, it is actually construction engineering not preliminary engineering so if you roll that back in to the total, and that is what the Feds would be asked to balance against except in this program the TAP is capped at a value so it isn't always true 80% match so in this case the request is to not modify to reflect the STIP but to keep it at the TIP level.

Kuharanko commented that the other reason he is recommending we don't change this project is because the bid opening is this Friday and in case there are additional changes, he wouldn't want to change this once and then possibly have to change it again at a future date. Haugen said that administrative modifications don't need to go through the public hearing process, so it is a little quicker and easier.

Haugen stated that the next ones are amendments. He said that these are projects that again appeared in the STIP and portions of them do touch within the MPA area and so as is normal NDDOT is asking us to put them into our TIP.

Haugen said that the first one is a chip seal out on US#2, it is a very lengthy project, but it does extend in towards 69th Street, so approximately the last three miles are in the metropolitan planning area. He stated that the total cost is not being broken down to just the three miles in the MPO area, but this is the cost that is reflected in the STIP document, so we are amending our TIP to bring this new project in.

Haugen reported that the second one is pavement markings across the district. He said that in the MPO area it is just on I-29 where we are going to have pavement markings. He added that, again, the total project cost is for the full project across the district, and it isn't being separate out.

Haugen said, so, not addressing the modification we do have the two amended projects into the TIP, and these are making our TIP reconciled with projects that are in the STIP already, and the dollar values match, so based on no public comment, staff is recommending that the Technical Advisory Committee also recommend adoption of the amendments to the TIP.

***MOVED BY KUHARENKO, SECONDED BY PETERSON, TO APPROVE FORWARDING
A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY
APPROVE THE FY2022 TIP AMENDMENTS, AS PRESENTED.***

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

MATTER OF FY2023 TO FY2026 TRANSIT CANDIDATE PROJECTS

Kouba reported that we have been working with East Grand Forks Transit and MnDOT Office of Transit on what some of their priorities are for the upcoming transit years in our FY2023 to FY2026 TIP.

Kouba referred to the table of projects, included in the packet, and pointed out that it lists the transit projects. She stated that most of those in FY2023 are Operating Assistance projects from MnDOT, Feds and Local Matches.

Kouba stated that there has been a change to FY2024 cost amount for the purchase of a bus, and it may still change one more time, we don't know yet because MnDOT is still in contract negotiations for their bus purchases, but the addition are the annual operational costs in FY2026 as well as a purchase of a bus. She said that the operational costs would be the first and second additions and the bus purchase would be the third addition.

Kouba said that staff is looking for a recommendation to approve the candidate projects in the order given.

MOVED BY ELLIS, SECONDED BY KUHARENKO, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE MINNESOTA SIDE CANDIDATE PROJECT FOR THE FY2023-2026 TIP AS BEING CONSISTENT WITH THE METROPOLITAN TRANSPORTATION PLAN AND TO GIVE THEM PRIORITY RANKING IN THE ORDER GIVEN.

Mason said that he is curious when you anticipate having the cost estimates for the operating systems for 26A and 26B at the bottom. Ellis responded that she has those figures. She said that 26A they have a cost of \$161,070.00; 26B for STIP total they have \$621,945.00 and for FTA they have \$135,000.00. Mason stated that he was just thinking that as the district incorporates the MPOs TIP into their Draft ATIP they will need to have those cost estimates, but we can coordinate more on that later. Ellis stated that she can forward the information to Mr. Mason right now as she has it from Voni Vegar, her Transit Manager.

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

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MATTER OF ADOPTION OF PM1 (SAFETY) TARGETS

Haugen reported that this is the last month of the 180 day we've had for the MPO to take action on the annual targets for safety on the highway side, and this is the staff report format you've seen on an annual basis for several years now.

Haugen stated that on the highway safety side there are two options for the MPO to consider; one is to adopt both States respective to their side of the MPO area as the MPO targets, again we can't adopt North Dakota for the whole MPO area, if we are going to adopt North Dakota we automatically have to adopt Minnesota when it comes to safety targets; the other option is actually what we have been doing and that is to a local MPO target for both sides of the MPO area.

Bergman and Riesinger joined the meeting via Zoom at 1:51 p.m.

Haugen commented that included in the staff report are the adopted State targets, the States had to adopt theirs by August, and then that 180 days kick in, so prior to last August some of these were reported on the NTSHA, three of these were adopted by the State in June.

Haugen pointed out that the table in the staff report show the numbers of fatalities for both Minnesota and North Dakota. He explained that the color scheme, the darker green would be the most current numbers, we have a history of all the past ones. He said that the first targets were adopted in 2018, and between last year and this year fatalities didn't increase on the Minnesota, and it decreased on the North Dakota side, so the trends positive in that way; same with serious injuries.

Haugen said that on the Grand Forks MPO area the color scheme is a little different, the first two years, 2018 and 2019 we adopted targets; in 2020 we also adopted targets, so those three years had targets that were new for that year but last year we had discussion of whether we would adopt what was proposed using the methodology, but ultimately the decision was to maintain the 2020 targets and see how the numbers shook out in subsequent years and so last year the proposed would have been this if we would have followed the previous three years, instead we went back to 2020 but using the same methodology these are the numbers that are coming up in the calculation so the first question for you today is do you want to adopt the State targets, if not then do you want to maintain the 2020 targets, or do you want to utilize the 2022 proposed targets. He pointed out that the 2022 targets are highlighted and show that they are a little different than the 2020 targets.

Peterson said that the 2022 are 1.96 or fewer. Haugen responded that that would be the proposed target based on the data. Peterson said, then, that that is the actual crash data and so forth, that is how the 1.96 was reached. Haugen responded that, again, in the 2020 targets we adopted last year the data stopped, it didn't include 2019 data, and now we are including 2020 data, so that is why the numbers in the 2022 target is different because they used different data sets. He added

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that this is a rolling five-year data set, so in the 2020 target we've already possibly dropped off two years of that data and added two years of that data into the calculations. He said that, again, except for fatalities in our local area, which did increase a little bit, most of the other data showed decreases and we lost, unfortunately, serious injury years as the five years keep rolling, so the numbers are going down. Peterson commented that it is a little bit confusing seeing that it up actually from most previous years even though our data was going down, our total fatalities. Haugen said that the last page in the staff report was the actual data, and for fatalities you can see the last three years we've been maintaining, unfortunately, four fatalities; the previous years we weren't except for one year, back in 2010, did we have that same number so now as we roll out zeros in the data and start adding the fours, then that number rises.

Pierce asked if there was any reduction seen in the VMT data. Haugen responded that the VMT is constant. He said that the only source they are able to get is through our model. He added that Minnesota does provide us with a number, but North Dakota has not been able to.

Haugen referred to the last table and stated that it is a comparison of what our target was for 2020, which we set a couple of years ago, and the actual data for 2020, and that is shown in the table, and then also previous years targets and actuals are shown as well. Kuharenko commented that looking at that table he is wondering if the numbers are accurate because he is looking at the MPO actuals, 2019 versus the MPO actuals 2020. Haugen responded that there is an error with the first number, 2020 should be 4 so that number is wrong. Kuharenko said that in looking at them they look like they are duplicating from 2019 to 2020 for the actuals, so you probably want to get that updated. Haugen responded that he would make those corrections. Peterson asked if those changes would change the projected 2022 target. Haugen responded that it wouldn't. He pointed out that on the first table the 4 for 2020 is factored in, but it isn't shown on the last table. He stated that he will have to check the numbers. He said that he knows there are four fatalities, based just on the next table with all of the individual data sets.

MOVED BY KUHARENKO, SECONDED BY BROOKS, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE MAINTAINING THE FY2020 TARGETS FOR THE FY2022 TARGETS.

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

Voting Nay: None.

Abstaining: None.

Absent: Kadrmas, Halford, Bail, Johnson, Christianson, Hopkins, Sanders, Williams, and Magnuson.

MATTER OF MPO EXECUTIVE DIRECTOR POSITION

Haugen reported that he is retiring at the end of February, February 25th is his last day. He stated that the Executive Board has established the job advertisement, the vacancy notice is out and about, the job description was modified a little bit, and that information is posted on the website.

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Haugen said that the MPO Executive Board decided to utilize the Grand Forks Human Resource staff to assist with the distribution of the notice, for the collection of any applications, to assist with arranging interviews; weaning down to a few select people for interviews, but the one thing they are asking from the Technical Advisory Committee is; they set up a selection committee and they are utilizing the format similar to how we do RFPs and select consultants in that there is a selection committee that reviews and vets, and makes a recommendation and the MPO Board decided they would have a four, consisting of two people from the board and two from the Technical Advisory Committee. He added that they also prefer the representative from the Technical Advisory Committee be a local staff and also one from each side of the river. He said that the two MPO Board members are Clarence Vetter and Ken Vein, and they are hoping that by having a smaller group and having local agencies that interviews and other things can happen quickly. He added that their intent or hope is that by their March meeting on the 16th, they will have a recommended person for the full board to hire, so the request before you today is to have discussion among yourselves and to have a motion appointing two local people from this body to serve on the selection committee.

Kuharenko stated that it was mentioned that the Grand Forks Human Resource Department was helping with the advertising, collecting and narrowing down the applicants; is there going to be any representation from the HR Department at the interview. He said that he knows that when you have an interview process there are questions you can't ask in an interview, so is there going to be any HR representation, is there going to be someone from HR, even they aren't a voting member. Haugen responded that that is something that the Executive Board is going to have a discussion on with HR folks at their meeting next week. He said that right now they have not indicated HR having a vote or any involvement in anything other than identifying those who are to be interviewed. He added that part of the discussion is how to conduct interviews, he thinks that that may be whether they ask for a presentation on a specific topic, which is fairly common to have. He said that they discussed having a wider public phase happen, and they decided to have it as a four-member interviewing committee and they still are figuring out how to vet the interviews so we will know more next Wednesday, in that regard.

MOVED BY BROOKS, SECONDED BY BERGMAN, TO APPROVE APPOINTING DAVID KUHARENKO AND NANCY ELLIS TO SERVE AS THE TECHNICAL ADVISORY COMMITTEE'S REPRESENTATIVES ON THE INTERVIEW COMMITTEE FOR HIRING OF THE EXECUTIVE DIRECTOR POSITION.

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

Voting Nay: None.

Abstaining: None.

Absent: Kadrmas, Halford, Bail, Johnson, Christianson, Hopkins, Sanders, Williams, and Magnuson.

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MATTER OF MN-60506 OR ND-0000GF02 BRIDGE

Kouba reported that as staff was working on the candidate project process, we discovered a slight discrepancy with the name for what is known to most as the Point Bridge, so we are trying to make sure we have consistency with TIPs and STIPs, especially descriptions as we have two different names. She stated that there is a sign on the Minnesota side of the bridge that states Minnesota Avenue Bridge, but there is nothing on the North Dakota side and each side has their own bridge numbering system, so we are looking for a path forward, looking to our Federal and State partners as to how we are going to move forward on a common understanding of what we should be describing this as.

Zacher commented that he did talk with their Bridge Division yesterday and they don't necessarily have a stance, it is a local bridge, so from their point of view it would probably be what the Cities want to call it. Peterson added that as far as the District is concerned; personally they have always called it the Point Bridge, not knowing that their isn't maybe an official name on the North Dakota side, but that is what they always referred to it as, but it isn't in their system because it isn't on a State Highway, it is considered a local bridge for them, so as far as the District is concerned they are fine with the name you mentioned or the Point Bridge.

Emery said that Brad Bail, who kind does a lot of the bridge inspections locally, looked it up and he said in the Minnesota Bridge inventory it is named the Minnesota Avenue Bridge, and that is what it is signed. Zacher stated that according to the plans they have that is what the original plans show as well, as the intercity bridge, but they don't really have an issue one way or the other, which is why they don't have anything on the North Dakota side in terms of signing, if the City of Grand Forks wanted to put something up they wouldn't fight it because, again, it is a local bridge.

Kouba asked if anyone from MnDOT could help guide us through this on the Minnesota side. Mason responded that similar to the conversation in the room, with it being a local bridge, it is sort of up to each side. He said that when he was reviewing this he was thinking about when a project gets authorized, the authorizing agent, whether that be the MnDOT or the NDDOT, whoever that person is, probably in their Central Office, potentially knows which bridge we are talking about since there are multiple bridges over the Red River, and some of them are at points, just to make sure they are clear and that the plan says what is in the TIP and the STIP so they are all matching to some degree; and he doesn't know how the MPO feels about being at least, potentially, maybe his suggestion would be to call it the Point Bridge, but then also include the bridge numbers so when that person is authorizing the project they look up the bridge number and they find that it is in fact this bridge. Ellis commented that that would work it will just look really confusing that we actually have a sign up that says Minnesota Avenue Bridge; except for the fact that nobody calls it that.

Zacher asked if there is a project coming up on it. He said that they don't have anything in their STIP for it on the North Dakota side, so he isn't sure if he was missing something or what. Kouba responded that there is, adding that it will be in the 2026 program year, so it is just entering our TIP process. She said that was when they discovered this, and she was trying to

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look for where it stated that it was called the Minnesota Avenue Bridge, and the only thing she got close to was surface connection or something like that, so she doesn't know where it came from, it was a surprise to her when she went across the bridge one day and it said Minnesota Avenue Bridge.

Kuharenko stated that he just pulled up the Grand Forks ordinances, because he knows they have a weight limit on that bridge, and the piece he found here actually calls it Minnesota Avenue, East of South 3rd Street, commonly known as the Point Bridge. Ellis said that they should remove the sign because it isn't even an Avenue, it would be a Street. Kouba commented that it is an Avenue on the Grand Forks side. Ellis said, though, the sign is on the Minnesota side, and it is a street.

West said that the County doesn't have any preference here, but as a native that has lived here his whole life, he has always known it as the Point Bridge and the press has always called it the Point Bridge, and most people would know it as the Point Bridge, so, he doesn't know, it is a tough one.

MOVED BY ELLIS, SECONDED BY KUHARENKO, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE CALLING THE MN-60506 OR ND0-0000GF02 BRIDGE THE POINT BRIDGE AND INCLUDE THE BRIDGE NUMBERS.

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

Voting Nay: None.

Abstaining: None.

Absent: Kadrmas, Halford, Bail, Johnson, Christianson, Hopkins, Sanders, Williams, and Magnuson.

MATTER OF AGENCY UPDATES

Kouba reported that the last item on our agenda is kind of a new one for everybody. She explained that she added it because we are an interagency planning organization, and we just want to offer the opportunity for everybody to interact and discuss items they are working on that might rise to the occasion of the MPO so the MPO can answer any questions or can make changes to various plans and things of that nature.

Kouba stated that the MPO has been working on projects trying to get some finished and trying to get bids to start others, and we have TIPS and STIPS and other things that need to be worked on, so we are just giving everyone an opportunity to share what they are doing as well.

Zacher commented that this isn't anything new, the other MPOs, at least Fargo does this quite often. He said that from the DOT Central Office standpoint they had the PM1 discussion today, and they are looking to have, they haven't set their PM2 or PM3 Targets yet, but the intent is to

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hold a discussion on those during the MPO Directors meeting coming up that is out right now for a review, so hopefully they will have those in the next month or so.

Peterson reported that there isn't anything from the District, but MPO staff can reach out to himself, Jesse, or now with George Palo coming onboard, he is an urban guy, so if you guys have any questions you need to ask feel free to do so, as has been the case in the past, to keep that relationship going. Kouba said that it is always good to keep the lines of communication open. Peterson added that everything that is included in the MPO boundaries has been discussed here recently so he doesn't think there is anything new to talk about today.

Mason stated that as far as the MnDOT District goes, as far as planning and programming, the biggest thing right now is getting the Area Transportation Improvement Program, they call it their ATIP, which is sort of the District's version of the Statewide TIP, so they are working with the local entities, including the MPO and their counties and cities throughout the area, on the program and making the adjustments as needed to the project costs and various things as they add to what they had in the 2023-2026 STIP. He said that over the next couple of months or so they will also be looking at updating their 10-year Capital Highway Investment Plan and making adjustments to the projects within that and their funding targets and adding another year to that as they try to plan out their investments to reach Minnesota's State Highway Investment Plan, and target funding for certain programs.

Pierce commented that statewide they will be meeting with Teri and Earl next Wednesday to go through updates to the Multimodal Transportation Plan, and what is happening with the Minnesota State Highway Investment Plan and the Transportation Asset Management Plan. She stated that for the Multimodal Transportation Plan they are in the process of going through the approval process for strategy, performance development and the document, hoping for public engagement to begin sometime in May, work through June but that might get pushed into July, but that is roughly the timeline on that. She added that MnSHIP is also being updated and doing some investment needs, they are working with their consultant to take a closer look at that since the investment needs are, many times referred to, overlooking at what we set for our budget investment as well, so they want to make sure that that is on par as well as potentially incorporating some of the IIJ or build funding opportunities, and then the Transportation Asset Management Plan is bid for completion by the end of the year, so they are going through a lot of that right now. She said that other statewide things, the global effort to increase TIP/STIP coordination between MnDOT and the MPOs as well as MnDOT's HQ with the district so she is hoping that you will see a little bit better coordination and more timely drafts. She stated that the HQ, she is hoping that they can have a draft of that to the Districts by April 1st and the final draft by April 15th to Central Office.

Sperry stated that the discussion on TIPs and STIPs brought up; Earl had showed that planning emphasis areas that Federal Highway set out are shared by AMPO and ASHTO; on one of those was National Defense Highway Network and coordination of MPOs with military facilities, and to make sure you are reaching out when you are vetting your TIPs and STIPs to see if there are any wants or needs; she doesn't know if the District does that or if that is done at a different level. Peterson asked if she was referring to the Grand Forks Air Force Base. Sperry responded

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she was. Peterson said that he knows they have conversations with the base, but he doesn't know as far as projects, he guesses priorities and he thinks that you talked about... Zacher said, though, the base itself is actually located outside the MPO area. Peterson responded that was correct, so it wouldn't be at the top of the TIP, maybe the STIP. Sperry said that if there were any projects that would impact or if there is coordination then if you guys pick the Highway #2 paving project, if you need to move stuff back and forth. Peterson agreed and said that those discussions do happen so when we know there is a project directly affecting the Base entrances and stuff we have those conversations, that he thinks even happens during the design process as well.

Sperry commented that there is an executive order that also came out that she just wanted to bring awareness to that when you are getting ready for projects, just to make sure that there is access to voting locations so everybody has equal access so if there is a project that is adjacent to your voting location that it wouldn't prohibit anyone from being able to get there, so that is something just to be cognizant of when you're planning projects.

Sperry stated that it is just kind of incorporating those planning emphasis areas, some of the bigger ones that we keep hear are Environmental Justice and Equity; Complete Streets, she knows you had discussion on it but it seems to come up more and more, having plans and being able to incorporate then is something to take into consideration when you are building projects. She said that there is a lot of initiatives, they haven't received information on some of those, there is going to be a lot of pots of money, but as we are under a continued resolution those pots aren't available yet so they haven't received a lot of information on it but as more information becomes available she will be sure to pass it on so that everyone has access to that information as well. She stated that she knows that they have updating and putting a lot of fact sheets on the Bipartisan Infrastructure page for Federal Highway in the White House Page, so usually there is a lot of information posted there. Peterson asked when the continuous resolution ends. Sperry responded that it ends February 18th. Kouba commented that the House just passed its version of the continuing resolution, and it is at the Senate right now. Sperry asked if it was just an extension again. Kouba responded that it is an extension to the current continuing resolution.

Kuharenko reported that they are working on projects, and they have a number of bid openings coming up. He said that the only other big thing that is going on in Grand Forks of any real note is Fufeng, a development for the wet corn facility on the north end of town, it is still going through City Council so more info to come, unfortunately he isn't overly attached to that process, for better or for worse, so he can't provide a whole lot of information, but it is in the process.

Brooks stated that he is a little bit more involved in the Fufeng development, but still not much to give an update on, but they are working on it. Kouba asked if there is anything coming through that would impact transportation. Brooks responded that the Land Use Plan update is on-going, but that will be coming to a future meeting, possibly in April.

Riesinger reported that they have quite a lot of airfield construction planned over the next six years or so in their FAA approved Capital Improvement Program. He said that they will be

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, February 9th, 2022**

reconstructing and extending their crossway runway and once that is complete, they will be reconstructing their primary runway. He said that that has been programmed and has been in their Master Plan that was approved a couple of years ago and ultimately an environmental assessment and land acquisition was completed in 2021, and now construction and that is why it is taking about six years in total to complete. He said that of note, though, they did break ground on the partial relocation of GF Co #5 on the west side of the airport and that was coordinated with Nick West, so that is the airport project that was state approved, and it is to make way for room at the end of their future extended runway. He said there are numerous other projects so all of those are large projects and will keep us quite busy over the next five plus years.

Bergman said that he isn't putting any more projects on his plate, but at the same time we have to do the NTD report, which has to be done by April; we just got another project a few minutes ago, we have to have a new TAM plan, and he will be working with the State; and he also has to have the DDB plan updated; and by the 6th their LEP plan updated, and this all has to be done by June 1st, so if you are looking for him...no. Ellis commented that we are short a few employees too, Dale, don't forget that. She added that Dale is retired, but not retired, so if anybody is interested, we could use a Cities Area Transit Superintendent, a Mobility Manager, Bus Maintenance Supervisor, and a couple of bus drivers. Bergman added that at the end of the year he will be looking at walking out the door himself.

Information only.

OTHER BUSINESS

A. 2021 Annual Work Program Project Update

Kouba said that our Transit Development Plan existing conditions report will be out soon for review. She stated that she is still waiting on the pavement management data. She explained that there were some issues with the data and connecting it properly, but they are working on getting the conditions done but there is a problem with getting it into their software, but they are still plugging away, and she will know soon if we need to extend their contract for time, not additional costs. She reported that they are still waiting on the Bike/Ped RFP submittals and she hopes to have a scope of work out in the next couple of weeks for the Street and Highway Element, so things are moving along.

Information only.

B. 2022 Flood Forecast

Kouba reported that our current flood forecast indicates we shouldn't have much of a flood event this year.

Information only.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, February 9th, 2022**

ADJOURNMENT

***MOVED BY ELLIS, SECONDED BY KUHARENKO, TO ADJOURN THE FEBRUARY 9TH,
2022 MEETING OF THE TECHNICAL ADVISORY COMMITTEE AT 2:36 P.M.***

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by,

Peggy McNelis, Office Manager



MPO Staff Report
Technical Advisory Committee:
March 9, 2022
MPO Executive Board:
March 16, 2022

RECOMMENDED ACTION: Recommend the FY2022 TIP Amendments to the MPO Executive Board Meeting subject to the public hearing.

TAC RECOMMENDED ACTION:

Matter of the 2022 TIP Amendment.

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

NDDOT applied for and received funds from RAISE program. The project is to prepare for a statewide Traffic Operations Center and to study making the I29 Corridor between the South Dakota border and the Canadian border a SMART corridor. The total project is \$1.1M with \$550,000 being federal funds. An RFP by NDDOT is expected to be release soon. Since this is new funding being awarded with some of the project within the MPO Study Area, the TIP needs to be amended to include this project. It does not negatively impact our financial plan.

Additional projects in the outer years (2023-25) of the TIP have differences when compared to the STIP. These differences will be reconciled during the preparation of the next TIP and STIP.

A public hearing is scheduled for March 9th; written comments are allowed up until noon that same date.

Findings and Analysis:

- Additional projects have been identified.
- The proposed project amendments are consistent with the Metropolitan Transportation Plan.
- A Public Hearing is scheduled for February 9th at the TAC meeting; written comments are being accepted until 12:00 pm on February 9th.
- These amended projects do add funds so its impact to the TIP remains fiscally constrained.

Support Materials:

- Copy of Public Hearing Notice.
- Copies of letter of support for application from local agencies.
- Copy of Proposed Amendment with Updated Change.



PUBLIC NOTICE

The Grand Forks - East Grand Forks Metropolitan Planning Organization (MPO) will hold a public hearing on the proposed amendment to the MPO 2022 to 2025 Transportation Improvement Program (TIP). The TIP also incorporates the local transit operators' Program of Projects (POP). The hearing will be held during a regular, monthly meeting of the MPO's Technical Advisory Committee (TAC). The meeting is held in the Training Room of East Grand Forks City Hall, 600 DeMers Ave, East Grand Forks, MN. Due to the COVID-19 public health emergency, some members of the MPO's TAC may be participating virtually. The hearing will be held at 1:30 PM on March 9th. The public, particularly special and private sector transportation providers, are encouraged to provide input via email.

A copy of the proposed amendment is available for review and comment at the MPO website www.theforksmpo.org. Written comments on the proposed amendment can be submitted to the email address info@theforksmpo.org until noon on March 9th. All comments received prior to noon on the meeting day will be considered part of the record of the meeting as if personally presented. If substantial changes occur to the document due to comments received, the MPO will hold another public hearing on the changes.

For further information, contact Ms. Teri Kouba at 701/746/2660. The GF-EGFMPO will make every reasonable accommodation to provide an accessible meeting facility for all persons. Appropriate provisions for the hearing and visually challenged or persons with limited English Proficiency (LEP) will be made if the meeting conductors are notified 5 days prior to the meeting date, if possible. To request language interpretation, an auxiliary aid or service (i.e., sign language interpreter, accessible parking, or materials in alternative format) contact Teri Kouba of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.

Materials can be provided in alternative formats: large print, Braille, cassette tape, or on computer disk for people with disabilities or with LEP by Teri Kouba of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022 - 2025

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING					STAGING	ANNUAL ELEMENT	FUTURE EXPENDITURES			
	RESPONSIBLE AGENCY	CLASSIFICATION								2022	2023	2024	2025	
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	Operations					
										Capital				
				FUNDING SOURCE					R.O.W.					
				CONSTR.										
				TOTAL										
Grand Forks #ND14a PCN 23513	Grand Forks	I29	Planning Study for Traffic Management Center and SMART corridor SMART stands for Safety, Mobility, Automated, Real time, Traffic Management. The TMC will manage Intelligent Transportation Systems (ITS) devices and sensors., expand roadway monitoring and condition reporting, and streamline the deployment of advanced technologies.	REMARKS: This incorporates the I29 Corridor extending between the South Dakota border and the Canadian Border For the portion of I29 within the Forks MPO area, Some components may be beyond just I29 corridor AMENDED March 2022 to add project										
	NDDOT	Interstate		Operations										
	ITS	Discretionary		Capital										
					P.E.									
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.					
				1,100.00	550.00	550.00			CONSTR.	1,100.00				
				RAISE Grant					TOTAL	1,100.00				
Grand Forks #ND14e			Intentionally left blank	REMARKS:										
				Operations										
				Capital										
				P.E.										
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.					
									CONSTR.					
				TOTAL										
Grand Forks #ND14			Intentionally left blank	REMARKS:										
				Operations										
				Capital										
				P.E.										
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	R.O.W.					
									CONSTR.					
				TOTAL										

July 2, 2021

The Honorable Pete Buttigieg
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Dear Secretary Buttigieg:

Subject: RAISE Funds for ND's TMC and SC Planning Project

Grand Forks County supports the North Dakota Department of Transportation's (NDDOT) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) planning grant application for ND's Transportation Management Center (TMC) and Smart Corridor (SC) Planning Project. This project would positively impact all areas of persistent poverty in ND, and more specifically would address several in the two largest cities in ND along the I-29 corridor.

High traffic events, such as our UND Hockey games, concerts and cultural events would typically cause traffic congestion on City and County roads. This plan would provide technical and logistical solutions to make that traffic move more efficiently and safely through the area. It can also help in cases of serious weather conditions, work zones and construction projects, or emergency evacuations.

This project would provide a roadmap to build an innovative statewide TMC in North Dakota that incorporates an SC along I-29 to better manage the state's network of Intelligent Transportation Systems (ITS) devices and sensors, expand roadway monitoring and condition reporting to a 24/7/365 schedule, and streamline the deployment of advanced technologies.

Grand Forks County asks the USDOT to support ND's Transportation Management Center (TMC) and Smart Corridor (SC) Planning Project for this round of RAISE funding.

Sincerely,



Nick West, PE
Grand Forks County Engineer

C: William T. Panos, Director, NDDOT

255 N. 4th St.
PO Box 5200
Grand Forks, ND 58206-5200



Allen R. Grasser, PE
City Engineer
(701) 746-2640
Fax#(701) 787-3744

June 21, 2021

The Honorable Pete Buttigieg
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Dear Secretary Buttigieg:

Subject: RAISE Funds for ND's TMC and SC Planning Project

The City of Grand Forks supports the North Dakota Department of Transportation's (NDDOT) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) planning grant application for ND's Transportation Management Center (TMC) and Smart Corridor (SC) Planning Project. The "Smart" in the SC stands for Safety, Mobility, Automated, Real-time Traffic management. Areas of persistent poverty is an important equity objective of the 2021 RAISE grant. This project positively impacts all areas of persistent poverty in ND, and more specifically addresses several in the two largest cities along the I-29 corridor.

High traffic events, such as UND hockey games, concerts and cultural events would typically cause traffic congestion on city and county roads. This plan will provide technical and logistical solutions to make that traffic move more efficiently and safely through the area. It can also help in cases of serious weather conditions, work zones and construction projects, or emergency evacuations.

This project will provide a roadmap to build an innovative statewide TMC in North Dakota that incorporates an SC along I-29 to better manage the state's network of Intelligent Transportation Systems (ITS) devices and sensors, expand roadway monitoring and condition reporting to a 24/7/365 schedule, and streamline the deployment of advanced technologies.

I hope you will consider NDDOT's application favorably and appreciate your consideration of this request for RAISE funding to support this planning project.

Sincerely,

Allen Grasser, PE
City Engineer

17/aek

C: William T. Panos, Director, NDDOT



MPO Staff Report
Technical Advisory Committee:
March 9, 2022
MPO Executive Board:
March 16, 2022

RECOMMENDED ACTION: Recommend the approval of FY2021 Annual Listing of Obligations

TAC RECOMMENDED ACTION:

Matter of the FY2021 Annual Listing of Obligations.

Background: As the title suggests, each year the MPO is required to prepare a document which compares the programmed funds to the actual obligation of funds. Each year, the TIP identifies for each project an estimate of cost and the various funding revenues sources to cover the cost. The Listing of Obligation typically relies on a more refined project development cost estimate to derive the agreed-to obligations from the various funding sources.

In simplistic terms, obligation is the federal government's commitment to provide funds towards a project. This happens after the TIP is approved. As explained within the document, one might think of this as setting up a checking account for a purchase and then making an initial deposit. In order to begin work on any phase of a federally funded transportation project, federal funds must be obligated. This means that money is set aside for that particular project (deposited in the "checking account" for the project), which can then be used to pay bills.

The report further details the split in funding between the two states and provides some projects that were delayed and/or changed in scope to create the significant difference between programmed funds and obligated funds.

Findings and Analysis:

- The MPO is required to prepare an Annual Listing of Obligations.
- The format has been modified to better identify the purpose and meaning of the document.
- The document must identify if any bike/ped facilities were part of any project obligation.
- The activity is consistent with the Work Program.

Support Materials:

- Draft FY2021 Annual Listing of Obligations

FFY 2021

Annual Listing of Obligated Projects

The Annual Listing of Federally-funded
Transportation Projects



Disclaimer

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

The opinion, findings, and conclusions expressed in this publication are those of the authors and not necessarily those of the NDDOT, MnDOT, or the FHWA/FTA

Grand Forks – East Grand Forks Metropolitan Planning Organization

P.O. Box 5200

Grand Forks, ND 58206

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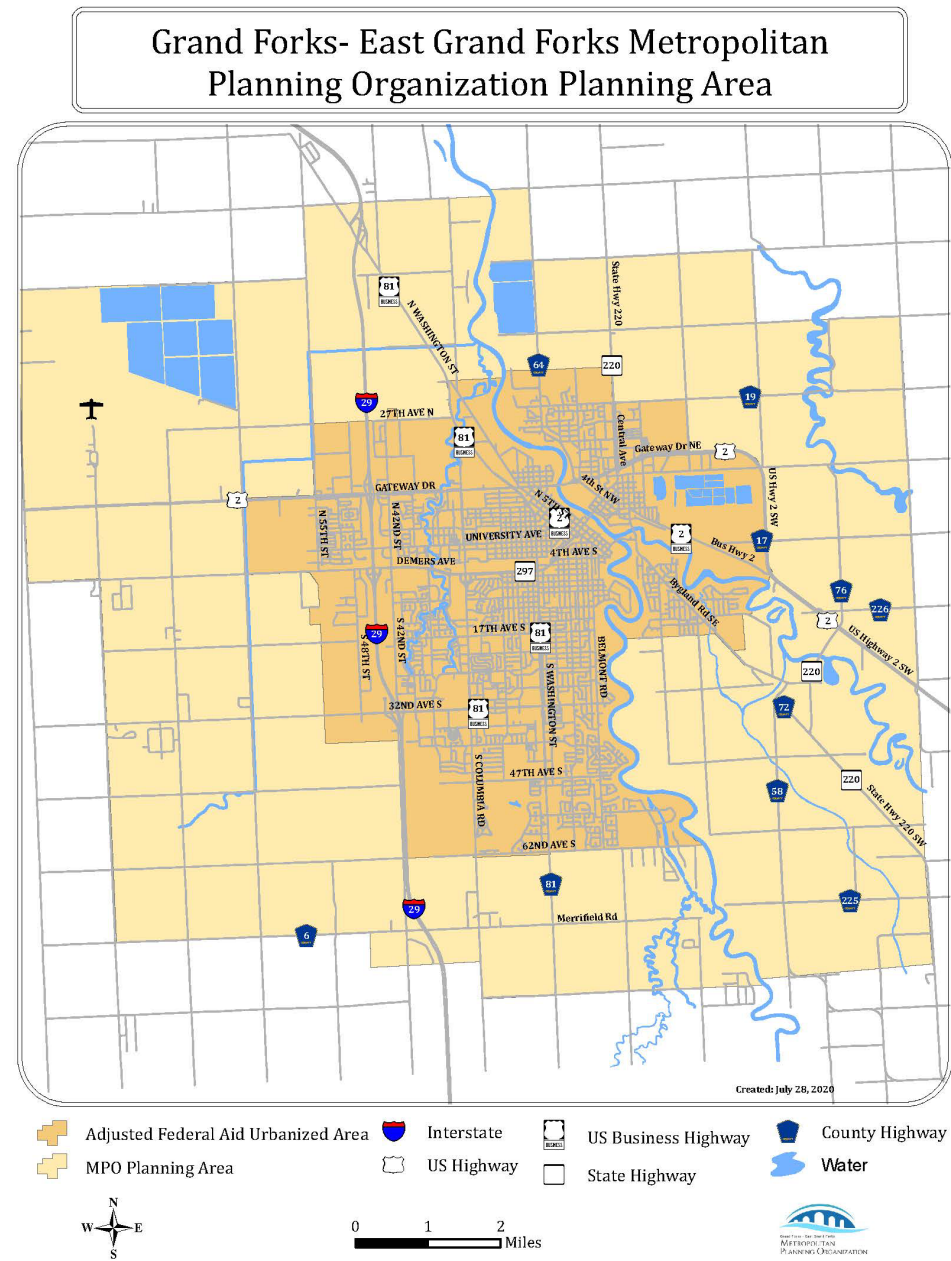
Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

Background

The Grand Forks – East Grand Forks MPO serves as the designated Metropolitan Planning Organization (MPO) for urbanized area of Grand Forks, North Dakota and East Grand Forks Minnesota (see map to the right). In accordance with the provisions set forth in the current federal transportation law – the [Fixing America’s Surface Transportation \(FAST\) Act](#) – and 23 U.S.C. 134 and 49 U.S.C. 5303, the MPO is tasked with carrying out a cooperative and comprehensive multimodal transportation planning process. Federal transportation law requires that a U.S. Census-designated Urbanized Area be represented by an MPO, which is responsible for ensuring that federal highway and transit dollars are committed through a locally driven, comprehensive planning process. The MPO strives to ensure that federally funded projects are the products of a credible planning program, meeting the goals and priorities of the metropolitan area.

Purpose

The Transportation Improvement Program (TIP) serves as the four-year capital program of transportation projects that are wholly or partially paid for with funding from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA). To ensure that the public has an accurate understanding of how federal funds are spent on transportation projects, federal law includes a requirement that the organizations responsible for approving the TIP publish an Annual Listing of Obligated Projects for the most recently completed fiscal year. This report covers federal obligations for Federal Fiscal Year (FFY) 2021 from the



Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

FY 2021-2024 TIP. The MPO approved a new 2022-2025 TIP in August, 2021, which will be the focus of next year's report on federal obligations.

The TIP documents the metropolitan region prioritization of limited transportation resources available among the various needs of the region. It is a program and schedule of intended transportation improvements (or continuation of current activities) for the next four (4) years, developed as part the regional planning process for federal funds received from the FHWA and the FTA, as well as regionally significant projects affecting the system regardless of funding source. The TIP contains a constrained financial plan that demonstrates projects are capable of implementation. Additionally, sponsors must demonstrate that funding to implement projects is reasonably available

The TIP lists the intended schedule and estimated cost for each phase of a transportation project. Project schedules and costs change on a routine basis, usually as the result of resource availability, timing of work, or the refinement of a project's scope. The TIP, though updated to reflect current project schedules and costs prior to obligating phases, does not provide accounting-level precision of actual, day-to-day project costs and schedules.

What are project obligations?

One might think of this as setting up a checking account for a purchase and then making an initial deposit. In order to begin work on any phase of a

transportation project, federal funds must be obligated. This means that money is set aside for that particular project (deposited in the "checking account" for the project), which can then be used to pay bills. The project expenses may cover invoices from a design consultant, a construction contractor, or payroll costs for agency employees working on the project.

Do project obligations mean the work is underway?

Not always. Project obligations are made to allow a project phase to begin, but it takes time to get work underway once the phase is obligated. For example, once the construction phase is obligated, the project can then be advertised for bids. The advertisement period can vary depending on the size and complexity of the project. Bids are then opened, evaluated and the project awarded to a contractor. This process can create a three to four-month lag between initial obligation and noticeable work performed by the contractor at the site.

There are instances when a project phase is obligated, but work is never started or not completed in a timely manner; these are generally due to competing priorities with the project sponsor. If there is a question on the status of a specific project, the project sponsor should be contacted.

Cooperative Process

Federal law, for several decades now, has required the metropolitan planning organization (MPO), State, and public transportation operator(s) to cooperate in preparing a list of projects for which Federal funds were obligated for spending during the immediately preceding year. This cooperation is

Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

essential because of the different responsibilities held by the organizations in planning, programming, and project implementation. The MPO presents information on the projected schedule and funding for projects contained in the transportation improvement program (TIP) based only upon what is received from implementing organizations.

Similarly, up to date information on implementation of projects in the TIP is available only from those implementing organizations. Thus, the annual report of projects for which an obligation of funds took place must be a cooperative effort.

Content and Format of Project Listing

The project listings should align with categories included in the TIP. This includes project name, location, and other descriptive information included in the TIP. The listing also should include the amount of funds programmed in the TIP, and the amount obligated in the program year.

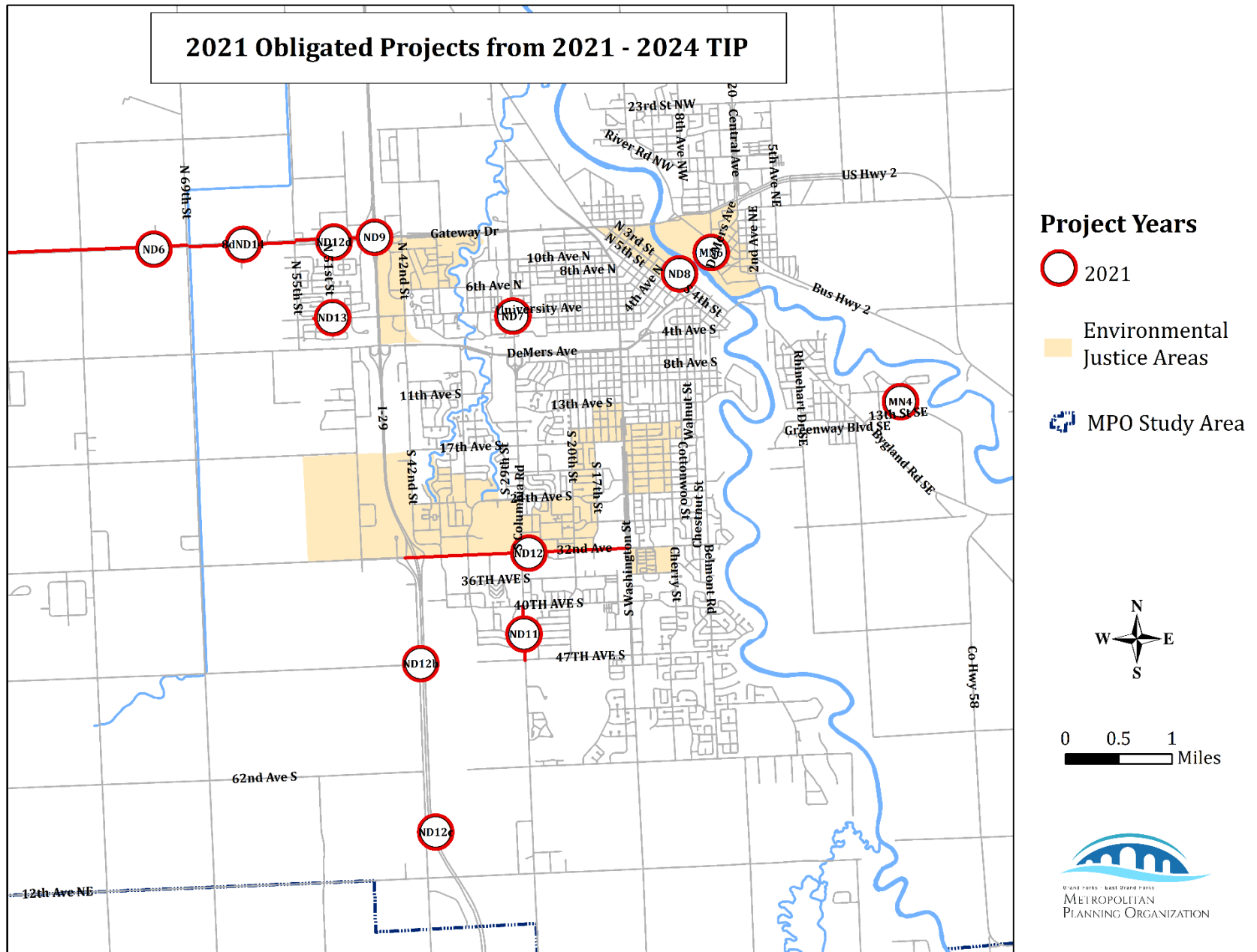
Pedestrian and Bicycle Facilities

The Annual Listing must include obligations for projects in the TIP that were specifically identified as bicycle or pedestrian projects. For projects in the TIP that include bicycle and/or pedestrian facilities as an incidental part of a larger project, a reasonable effort was made to identify the general description of these facilities in the Annual Listing.

Project Listing

The following map and tables list projects that had federal funds obligated during FFY 2021 (October 1, 2019 – September 30, 2020) and identifies the phases for which those funds were obligated.

Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021



Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

LIST OF FY2021 OBLIGATIONS

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS)				
	RESPONSIBLE AGENCY	CLASSIFICATION		AND SOURCE OF FUNDING				
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS	TOTAL	FEDERAL	STATE	OTHER	LOCAL	
			FUNDING SOURCE					
Grand Forks #ND1	Grand Forks	NA	Operating subsidy for proposed Grand Forks transit service. The service will operate 6 days a week and averages 133 hours of revenue service daily. Bus for the period January 1, 2021 to December 31, 2021 (costs for fixed-route service are estimates).	REMARKS: estimated fixed route fare is \$265,250 East Grand Forks pays \$521,848 is shown as OTHER UND pays \$390,500 for Shuttle service full year in OTHER The Federal and Local revenues may be replaced by CARES				
	Grand Forks	Operations	OBLIGATION	No information on this project was provided				
No PCN	Fixed-Route Transit Service	Entitlement	Excludes FTA Programs 5339 and 5310 costs PROGRAMMED	3410.90	1193.40	259.10	912.35	1046.05
				FTA 5307 (50/50)				
Grand Forks #ND2	Grand Forks	NA	Capital Purchase/Replacement of Safety and/or security hardware and software	REMARKS:				
	Grand Forks	Capital	OBLIGATION	No information on this project was provided				
No PCN	Fixed-Route Transit Service	Entitlement	PROGRAMMED	15	12			3
				FTA 5307 (80/20)				
				REMARKS:				
				Net Operating is shown <u>before</u> . Fed, State & Local Matching Funds are applied.				

Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

LIST OF FY2021 OBLIGATIONS

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS)				
	RESPONSIBLE AGENCY	CLASSIFICATION		AND SOURCE OF FUNDING				
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS	TOTAL	FEDERAL	STATE	OTHER	LOCAL	
FUNDING SOURCE								Bike/Ped Provisions
Grand Forks #ND3	Grand Forks	NA	Purchase of radio infrastructure, shop equipment service truck, staff vehicles, upgrade fuel system, and A&E for facility expansion Phase 2	REMARKS:				
No PCN	Grand Forks	Operating	OBLIGATION					
	Fixed Route	Discretionary	PROGRAMMED	375.00	295.23		79.21	
FTA #5339 Capital								
No information on this project was provided								
Grand Forks #ND4	Grand Forks	NA	Replace 2 ADA mini-vans	REMARKS:				
No PCN	Grand Forks	Operating	OBLIGATION					
	Fixed Route Paratransit and/or Senior Service	Discretionary	PROGRAMMED	79.6	63.68		15.92	
FTA #5310								
No information on this project was provided								
Grand Forks #ND5	Grand Forks	NA	Funding to continue the Mobility Manager position	REMARKS:				
No PCN	Grand Forks	Operating	OBLIGATION					
	Fixed Route Paratransit and/or Senior Service	Discretionary	PROGRAMMED	90.7	72.56		18.14	
FTA #5310								
No information on this project was provided								

Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

LIST OF FY2021 OBLIGATIONS

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS)					Bike/Ped Provisions	
	RESPONSIBLE AGENCY	CLASSIFICATION		AND SOURCE OF FUNDING						
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS	TOTAL	FEDERAL	STATE	OTHER	LOCAL			
FUNDING SOURCE										
Grand Forks #ND6	Grand Forks	US #2	The entails HBP mill/overlay US #2 from N. 69th St. west to the Grand Forks Air Force Base Work is on westbound lane	REMARKS: Eastern three miles in the MPO Study Area Amount in the MPO Planning area is 4,800,000 with federal amount of \$3,850,000.						No bike/ped movement was improved within this project.
	NDDOT	Principal Arterial	OBLIGATION	11,768.35	9,524.12	2,244.23				
PCN 21981	Reconstruction	Discretionary	PROGRAMMED	13,599.00	11,006.00	2,594.00	-	-	Rural National Highway Program	
Grand Forks #ND7	Grand Forks	N. Columbia Rd	Reconstruct the segment of N. Columbia Road between the northend of the Columbia Road Overpass to just north of the University Ave. intersection	REMARKS:						This project included improvements for bike/ped movement
PCN 22682	Grand Forks	Principle Arterial	OBLIGATION	5,931.00	3,873.04			2,057.96		
	Reconstruction	Discretionary	PROGRAMMED	6,244.00	4,376.00	-	-	1,868.00	Urban Roads Program	
Grand Forks #ND8	Grand Forks	N. 3rd St	reconstruct N. 3rd St between DeMers and University Avenue with curb bulb-outs, landscaping, aesthetic lighting and other enhancements	REMARKS: Governor's Main Street Program award Amended December 2020						Bike/peds improvements were included with this project
PCN 22515	Grand Forks	Minor Arterial	OBLIGATION	3,881.75	1,928.45			1,953.30		
	Reconstruction	Discretionary	PROGRAMMED	4,717.00	2,447.00	-	-	2,275.00	Urban Program	

Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

LIST OF FY2021 OBLIGATIONS

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	REMARKS:	ESTIMATED COST (THOUSANDS)				
	RESPONSIBLE AGENCY	CLASSIFICATION			AND SOURCE OF FUNDING				
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS			TOTAL	FEDERAL	STATE	OTHER	LOCAL
					FUNDING SOURCE				
Grand Forks #ND9	Grand Forks	I29	Project entails repainting of the bridge structure of I29 north of the Gateway Dr Interchange						
PCN 22608	NDDOT	Interstate	OBLIGATION	Obligation for this specific project cannot be extracted out from larger project.					
22600	Rehabilitation	Discretionary	PROGRAMMED		432	389	43	0	0
					Interstate Maintenance				
Grand Forks #ND10	Grand Forks	varies	Replace school flashing beacons at various locations throughout Grand Forks						
PCN 22567	Grand Forks	varies	OBLIGATION		704.05	633.64			70.41
	Safety	Discretionary	PROGRAMMED		700	630			70
					Highway Safety Improvement Program				
Grand Forks #ND11	Grand Forks	University Ave	Construction of multi-use trail along University Avenue between N. 48th St to mobile home park entrance						
PCN 22567	Grand Forks	Principal Arterial	OBLIGATION		0.00	0.00			0.00
	New Construction	Discretionary	PROGRAMMED		405	290	0	0	115
					Transportation Alternatives Program				

Bike/Ped Provisions

No bike/ped facilities

These beacons benefit bike/ped at these school crossings

This project was not constructed and has gone away. Another, much smaller and different project was done with local funds

Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

LIST OF FY2021 OBLIGATIONS

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS)					Bike/Ped Provisions
	RESPONSIBLE AGENCY	CLASSIFICATION		AND SOURCE OF FUNDING					
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS	TOTAL	FEDERAL	STATE	OTHER	LOCAL		
			FUNDING SOURCE						
Grand Forks #ND12	Grand Forks	32nd Ave S	completing safety improvements at various intersection along 32nd Ave S between I29 and S. 20th St.	REMARKS: Project is scheduled for Fall bid; construction will take in 2021					
PCN 21844	Grand Forks	Principal Arterial	OBLIGATION	6,134.89	5,522.30	306.30		306.30	This project included improvements for bike/peds at the intersections that were modified.
21884	Safety	Discretionary	PROGRAMMED	5577.17	5019.45	278.86		278.86	
			Urban Roads Program						
Grand Forks #ND13	Grand Forks	S. Columbia Rd	Construction of multi-use trail along S. Columbia Road between 40th Ave S and 47th Ave S	REMARKS: Project is scheduled to be bid in Fall 2020 yet construction likely to extend into 2021 Amended January 2021					
PCN 22566	Grand Forks	Principal Arterial	OBLIGATION	267.32	216.34			50.98	This project constructed a bike/ped facility in an area where there was none before.
	New Construction	Discretionary	PROGRAMMED	267.32	216.34			50.98	
			Transportation Alternatives Program						
Grand Forks #ND14	Grand Forks	Gateway Dr	Mill and overlay of Gateway Dr (US2) and chip seal between N. 55th St and N. 69th St	REMARKS:					
PCN 22680	NDDOT	Principal Arterial	OBLIGATION	816.44	660.74	155.70			No bike/ped improvements as part of this project
	Prevent Main	Discretionary	PROGRAMMED	731.0000	592.0000	139.0000			
			Urban Regional Primary Roads Program						

Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

LIST OF FY2021 OBLIGATIONS

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS)					Bike/Ped Provisions
	RESPONSIBLE AGENCY	CLASSIFICATION		AND SOURCE OF FUNDING					
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS	TOTAL	FEDERAL	STATE	OTHER	LOCAL		
			FUNDING SOURCE						
Grand Forks #ND12b	Grand Forks	32nd Ave S	complete the environmental documentation required to determine the appropriate project to address congestion and level of service issues on Bus US 81/ 32nd Ave S between I29 and S. Washington St; looking at a new interchange possibly at 47th Ave S.	REMARKS: No project is within the MTP fiscally constrained plan to implement the outcome of this document. Amended January 2021 to include PE phase					Bike/ped needs will be included in environmental document
PCN 22786	NDDOT	Principal Arterial	OBLIGATION	3,000.00	1,500.00			1,500.00	
	PE	Discretionary	PROGRAMMED	3000.00	1500.00	0.00		1500.00	
Rural Interstate Program									
Grand Forks #ND12c	Grand Forks	I29	Intelligent Transportation System (ITS) improvements on Dynamic Message Sign (DMS) on I29 Northbound at mile marker 135.9	REMARKS: Part of a statewide project with this one DMS within the MPO area. Amended January 2021 to update cost					Construction was authorized 6/23/21 for a total cost of \$1,303,850.10 with a federal share of \$1,055,205.88. These costs are overall project costs; do not have an individual cost breakdown for the site within the GFEGFMPO area. No bike/ped facilities modified.
PCN 22936	NDDOT	Interstate	OBLIGATION	Obligation for this specific project cannot be extracted out from larger project					
	ITS	Discretionary	PROGRAMMED	14.83	11.99	2.84			
Rural Interstate Program									
Grand Forks #ND12d	Grand Forks	I29	This project will install signage directing travelers from I29 to the Turtle River State Park.	REMARKS: Project is part of a larger statewide project cost estimates are for the component within the MPO AMENDED MARCH 2021					Construction was authorized 12/16/21 for a total cost of \$52,815.87 with a federal share of \$42,743.89. These costs are overall project costs; do not have an individual cost breakdown for the site within the GFEGFMPO area. Provides some direction for bicyclists using I29 for direction to State Park
PCN 23169	NDDOT	Interstate	OBLIGATION	Obligation for this specific project cannot be extracted out from larger project					
	Signage	Discretionary	PROGRAMMED	38.00	34.00	4.00	na	na	
Rural Interstate Program									

Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

LIST OF FY2021 OBLIGATIONS

FY 2021 Grouped Projects						
Project Phase		TOTAL	FEDERAL	STATE	OTHER	LOCAL
	OBLIGATION					
Preliminary Engineering (PE)		620	502	56	0	52
	OBLIGATION					
Right of Way (ROW)		881.00	713.00	80.00	0.00	88.00
	OBLIGATION					
Utilities		177.00	143.00	16.00	9.00	18.00

No information on these Grouped Projects was provided.

Grouped projects are for all North Dakota side projects in the MPO Study Area that have not had the project phase already authorized. Some Projects may not be in a bid opening until 2024 yet phases of project authorizations could be made in 2021. Cost estimates are rounded to the nearest \$1,000.00

Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

LIST OF FY2021 OBLIGATIONS

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS)					
	RESPONSIBLE AGENCY	CLASSIFICATION		AND SOURCE OF FUNDING					
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS		TOTAL	FEDERAL	STATE	OTHER	LOCAL	
				FUNDING SOURCE					
East Grand Forks #MN1	East Grand Forks	NA	Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2021 to December 31, 2021 (Costs for fixed-route service are estimates).	REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$515,000 <i>The Federal and Local revenues may be replaced by CARES</i> Estimated fare is \$10,000 Other is MN Transit Formula Funds					
	Fixed-Route Transit Service	Entitlement	TRF-0018-21B	OBLIGATION					
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	
				591.20	120.00	0.00	349.80	121.40	
				FTA 5307					
East Grand Forks #MN2	East Grand Forks	NA	Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2021 to December 31, 2021. The paratransit service operates the same hours of operation as the fixed-route (costs for paratransit service are estimates)	REMARKS: Contract demand response service Estimated fare is \$18,000 <i>The Local revenues may be replaced by CARES</i> Other is MN Transit Formula Funds					
	Paratransit Service for Disabled Persons	Entitlement	TRF-0018-21A	OBLIGATION					
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	
				112.50	0.00	0.00	95.63	16.87	
				State Transit Funds					
East Grand Forks #MN3	East Grand Forks	NA	Provide financial assistance towards updating the Transit Development Plan (TDP) Element of the Metropolitan Transportation Plan	REMARKS: One time funding to the GF-EGF MPO Amended October 2020					
	Fixed-Route Transit Service	Entitlement		OBLIGATION					
				TOTAL	FEDERAL	STATE	OTHER	LOCAL	
				150.00	120.00			30.00	

Bike/Ped Provisions

No FTA 5307 funds were obligated

No FTA 5307 funds were obligated.

Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2021-2024

URBAN AREA	PROJECT LOCATION	FACILITY	PROJECT DESCRIPTION	ESTIMATED COST (THOUSANDS)					Bike/Ped Provisions
	RESPONSIBLE AGENCY	CLASSIFICATION		AND SOURCE OF FUNDING					
PROJECT NUMBER	PROJECT TYPE	FUNDING STATUS	TOTAL	FEDERAL	STATE	OTHER	LOCAL		
FUNDING SOURCE									
East Grand Forks #MN4	East Grand Forks	19th Ave SE	construct a safe routes to school sidewalk 20th Ave SE starting at 10th St SE and 13th St SE and along 13th St SE to connect to school	REMARKS:					
	East Grand Forks	Local							
			OBLIGATION	279.63	137.00	0.00	0.00	142.63	
	Construction	Discretionary	Project # 119-591-006	TOTAL	FEDERAL	STATE	OTHER	LOCAL	
				171.25	137.00	0.00	0.00	34.25	
				NWATP TA funds					
East Grand Forks #MN5	East Grand Forks	NA	Safe Routes to School educational and encouragement funding for a three year period	REMARKS:					
	East Grand Forks	NA							
			OBLIGATION	0.00	0.00	0.00	0.00	0.00	Has not yet been obligated
	Education/Encourage	Discretionary	Project # 119-591-007	TOTAL	FEDERAL	STATE	OTHER	LOCAL	
				37.50	30.00		0.00	7.50	
				NWATP TA funds					
East Grand Forks #MN6	East Grand Forks	DeMers Ave	Sidewalk replacement, pedestrian accessibility improvements and resurfacing on Hwy 2B/Demers Ave in East Grand Forks between the Sorlie Bridge and Fourth St NW, and on Fourth St NW between Hwy 2B/Demers Ave and Third Ave NW	REMARKS:					
	MnDOT	Principal Arterial							
			OBLIGATION	301.01		274.40		26.61	Project included replacement of brick pavers with a smooth surface at crosswalk locations to improve accessibility and sidewalk replacement along 4th Street NW
	Local Partnership	Discretionary	Project # 6001-72	TOTAL	FEDERAL	STATE	OTHER	LOCAL	
				291.00	0.00	238.00	0.00	53.00	

Annual Listing of Obligated Projects-Federal Fiscal Year (FFY) 2021

Summary

For FFY 2021, project sponsors obligated approximately \$24.12 million in federal transportation funding for a variety of state, county, and local transportation projects in the MPO. This included over \$24.12 million in FHWA funding for highway projects (compared to \$36.17 million programmed) and over \$0.12 million in FTA funding for transit projects (compared to \$4.83 million programmed).

The TIP had programmed \$41.05 million towards with \$28.56 million being from federal programs. The obligations resulted in \$33.23M being committed toward projects in 2020, with \$24.12M being from federal programs. This is a difference of \$4.44M between what was programmed versus what was obligated in federal funds (some info missing).

FY2021 Annual Listing of Obligations					
<small>(values shown in \$1,000)</small>					
OBLIGATION	32,503.80	23,858.63	2,706.23	0.00	5,938.95
ND Side	TOTAL	FEDERAL	STATE	OTHER	LOCAL
PROGRAMMED	39,696.52	28,148.65	3,320.80	912.35	7,320.16
OBLIGATION	730.64	257	274.4	0	199.24
MN Side	TOTAL	FEDERAL	STATE	OTHER	LOCAL
PROGRAMMED	1353.45	407.00	238	445.43	263.02
OBLIGATION	33,234.44	24,115.63	2,980.63	0.00	6,138.19
TOTAL	TOTAL	FEDERAL	STATE	OTHER	LOCAL
PROGRAMMED	41,049.97	28,555.65	3,558.80	1,357.78	7,583.18

A total of 24 projects were listed. 18 had funds obligated towards them that we were able to get information on; 0 were delayed one year. One project on the North Dakota side was dropped.

One of the programmed projects on the Minnesota

side has not yet been obligated.

COVID-19 and Transit

The COVID – 19 Pandemic had a significant impact on transit finances. The two transit operators had radically increase in federal funding. This makes it difficult to compare programmed versus obligated for transit. These relief funds covered 100% of all costs in transit services. Some of these funds are still paying for transit services in FY2022.

COVID-19 and Highways

The COVID – 19 Pandemic also provided an opportunity for more federal funds towards the region’s highways. Specifically for the North Dakota side, federal funds were distributed to the Urban Cities within the State. The added funding will be programmed in the 2022-2025 TIP document.



MPO Staff Report

Technical Advisory Committee: March 9, 2022

MPO Executive Board: March 16, 2022

RECOMMENDED ACTION: Recommend the approval of draft Scope of Work for ATAC Travel Demand Model Update.

TAC RECOMMENDED ACTION:

Matter of the Draft ATAC Scope of Work.

Background: ATAC has developed and help maintain the travel demand model used to forecast future traffic volumes. The scope is the basic work needed to ensure the TDM is up to date.

As we have done in the past, we will relieve on cooperate work from our partners. This will include updating the street segments (links) in the networks as well as updating the intersections (nodes) in the network. We will also need assistance in distributing the future population growth into the appropriate transportation analysis zone (TAZ). The MPO has purchased some data for a third party source to identify the existing population info as well as employment info.

The scope of work is attached and is at a consultant budget cost not to exceed \$50,000. This work activity is in the 2022 Work Program.

Findings and Analysis:

- The TDM ATAC has need of being updated.
- Existing street network attributes, as well as socio-economic data, needs to be updated to reflect 2020 base year.
- Future forecasts for 2035 and 2050 will be developed.
- The activity is consistent with the 2022 Work Program.

Support Materials:

- Copy of ATAC Scope of Work

Travel Demand Modeling Support Program
Grand Forks/East Grand Forks Addendum #3 to Master Agreement

Upon execution by the parties below, this Addendum and any attachments shall become part of and incorporated into the *Travel Demand Modeling Support Program Master Agreement* between the **Grand Forks-East Grand Forks Metropolitan Planning Organization and North Dakota State University**.

Project Title: Travel Demand Model Update for the Grand Forks/East Grand Forks MPO 2020 Base Year (some data will be from 2020; some from 2021)

Effective Dates: April 15th, 2022 – December 30th, 2022

Statement of Work: Develop and calibrate the Grand Forks/East Grand Forks Metropolitan Planning Organization Travel Demand Model to 2020 Base Year Conditions.

Tasks:

1. Data collection
 - a. Roadway Network and Transportation Analysis Zone Data
 - i. GF/EGF MPO will work with ATAC to update the base 2020 TAZ and network data (GIS)
 - ii. GF/EGF MPO will provide current and future TAZ socioeconomic data
 1. Household data
 2. Jobs Data by industrial group
 3. School enrollment data
 4. UND enrollment data
 5. Special generators data (airport enplanements, mall size, Wal-Mart size, hospital data {number of beds/number of employees}, air force base data {number of on/off-base and number of civilian personnel})
 - iii. GF/EGF MPO will provide 2021 traffic count data for ND
 1. ATAC will use intersection ATR data for model calibration
 - iv. GF/EGF MPO will provide 2020 centerline files
 - v. GF/EGF MPO will provide 2020 updated signal time data
 - vi. OD Data for Model Calibration- The GF/EGF MPO working with ATAC will obtain Origin Destination data that will be used to calibrate and validate the model
 - b. **Optional Item - Non-Single-occupant Vehicle Data:** The GF/EG MPO will work with ATAC to obtain data to be used to develop and incorporate a non-single-vehicle Occupant mode in the model. ACS data for work trips include carpool, transit, walk, bike, or work at home. The TDM does not explicitly assign pedestrian and bike trips in the assignment step of the model, however, trip tables showing the number of trips for different modes will be developed.
 - c. Deliverables
 - i. 2020 base year network in GIS or Online Maps
 - ii. 2020 TAZ and SE data
2. Trip Generation Development

- a. Develop new passenger trip generation tables
- b. Develop freight generation tables
- c. Deliverables
 - i. Passenger trip generation tables
 - ii. Includes trips by modes and UND special trip generation
 - iii. Freight trip generation tables
3. Trip Distribution
 - a. GF/EGF MPO will provide OD data for calibrating and validating trip distribution
 - b. Develop trip distribution module for passengers
 - c. Develop trip distribution module for freight
 - d. Deliverables
 - i. Initial Trip Distribution Matrix
4. Modal Split: Split trips distributed for different modes including non-single vehicle modes
 - i. Vehicle trips
 - ii. Optional Task: Transit**
 - iii. Optional item: Bike/Peds**
 - iv. Work from Home
 - b. Deliverables
 - i. Trip tables for different modes
5. Trip Assignment/Model Calibration
 - a. Develop trip assignment model including parameters for calibrating and validation of the model
 - b. Calibrate model to 2020 base year conditions for both passenger, transit, and freight models
 - c. Validate model to 2020 base year conditions for freight, transit, and passenger modes
 - i. Validate screen line volumes
 - ii. Validate VMT
 - iii. Validate Traffic volumes
 - iv. Validate Trip length distributions
 - v. Optional Task: Validate transit trips**
 - d. Deliverables
 - i. Calibrated and validated model
6. Documentation and Meetings
 - a. Deliverables
 - i. Technical Memorandum
 - ii. Attend MPO meetings present and discuss model output as needed

Principal Investigator: Diomo Motuba

Project Cost with Optional Tasks: \$49,936 (This cost includes Transit Mode-optional Tasks).

Project Cost without Optional Tasks: \$ 43,937 (This cost does not include Transit Mode).

AUTHORIZATION:

Grand Forks-East Grand Forks MPO

North Dakota State University

Authorized Signature

Authorized Signature

Name and Title

Name and Title

Date

Date

Project Title: Travel Demand Model Update for the GF EGF MPO 2021 Base Year with Optional Items

Cost Item	Amount
Staff Salaries	\$ 19,102
Benefits	\$ 7,832
Grad Student Salaries	\$ 7,560
Undergrad Student Salaries	\$ -
Benefits	\$ 378
Operating	\$ -
Total direct costs	\$ 34,872
NDSU overhead (43.2%)	\$ 15,065
Total project cost	\$ 49,936

Project Title: Travel Demand Model Update for the GF EGF MPO 2020 Base Year Optional Items (Transit Mode)

Cost Item	Amount
Staff Salaries	\$ 13,389
Benefits	\$ 5,489
Grad Student Salaries	\$ 6,480
Undergrad Student Salaries	\$ -
Benefits	\$ 324
Operating	\$ 5,000

Total direct costs	\$	30,682
NDSU overhead (43.2%)	\$	13,255
Total project cost	\$	43,937



MPO Staff Report

Technical Advisory Committee: March 9, 2022

MPO Executive Board: March 16, 2022

RECOMMENDED ACTION: Recommend the approval of draft Scope of Work for ATAC Traffic Counting Program.

TAC RECOMMENDED ACTION:

Matter of the Draft ATAC Scope of Work.

Background: ATAC has developed and help maintain a network of capturing traffic counts from traffic signals throughout Grand Forks. The counts have proven quite valuable in various corridor studies, traffic signal timing plans, and a variety of other uses.

Traffic signals get replaced or new get installed. Each time this happens, eventually ATAC has to reset the video camera to count traffic. This scope of work addresses a continued scope of work over the next approximately three (3) years to continue the upkeep of the system. The estimated cost over the 3 years is around \$66,000 with an approximate 33% per year.

The scope of work is attached and is at a consultant budget cost not to exceed \$25,000. This work activity is in the 2022 Work Program.

Findings and Analysis:

- The traffic counting program ATAC has help established has proved valuable.
- When new signals are installed or replaced, ATAC needs to revisit the site to set-up the counting program.
- The activity is consistent with the 2022 Work Program.

Support Materials:

- Copy of ATAC Scope of Work

To: Earl Haugen, GF-EGF MPO

From: Kshitij Sharma, UGPTI/ATAC

Re: GF-EGF MPO Traffic Data Collection Support – 2022-2024.

Date: February 18, 2022

Background/Purpose

The Grand Forks-East Grand Forks MPO (MPO) and the City of Grand Forks (City) are currently using over 250 (approx.64 intersections) of the City's existing traffic detection cameras manufactured by Econolite for traffic data collection. Recent reconstruction of the Grand Forks transportation network include swapping out of older Econolite cameras with their newer model devices as well as introduction of another detection camera manufactured by Iteris. The data collection process and the data format for the Iteris cameras is different than those setup in the previous projects. The MPO intends to:

1. Continue utilizing the reconstructed intersections for traffic data collection
2. Add ability to process Iteris camera's turning movement count data

Additionally, the traffic data collection server installed at the City of Grand Forks is over 4 years old and will likely require replacement within the duration of this project.

Project Tasks

ATAC has outlined the tasks for this project as follows:

1. **Continued traffic data collection support**
This task would entail providing support and implementing changes and steps required due to software/firmware and other version updates (e.g. API). It would also include any required data collection restarts prompted by scheduled server maintenance, power outages, and communication outages. This will minimize data loss and disruptions.
2. **Iteris camera traffic data collection setup feasibility check**
The intersections outfitted with Iteris cameras need to be setup for traffic data collection. This task would entail calibration and accuracy checks at up to two such intersections. Additionally, a new script for their proprietary data format will be created enabling data import and reporting from existing intersections.
3. **Econolite cameras traffic data collection re-set**
This task would entail resetting of up to 10 intersections where older Econolite cameras have been replaced with the newer ones.
4. **Server replacement**
This task would entail replacement of the traffic data collection server.

Major Milestones and Deadlines

The major milestones for this project and their deadlines are:

Milestone	Deadline
Kickoff	March 17, 2022
Econolite re-set	January 31, 2023
Iteris setup and feasibility check	January 31, 2024
Server replacement	July 31, 2024
Data Downloads	September 15, 2024
Final Report	September 30, 2024

Resources Required

ATAC would require the following:

- Remote access to the traffic data collection server otherwise known as communications server (City of Grand Forks)¹
- Iteris software installation on the server
 - Additionally, the server must be able to communicate with the Iteris cameras
- Alternate camera placement by the City of Grand Forks (if deemed necessary by ATAC)
 - An alternate placement of camera may become necessary in case the existing placement is non-conductive to produce acceptable turning movement counts
- Re-calibration of camera(s) by the City of Grand Forks (if deemed necessary by ATAC)
 - The existing setup of cameras is geared towards traffic detection. A re-calibration of cameras may be necessary for obtaining accurate turning movement counts
- Turning movement counts (MPO and City)
 - Any turning movement count data collected during this project at the intersections listed above or those in the immediate vicinity

Deliverables

Deliverables in this project will consist of the following:

- Updated setup of up to 10 Econolite based intersections for collecting turning movement counts.
 - Corresponding files will be saved on the City's Server
- Iteris feasibility check
 - Up to 2 Iteris based intersections will be checked for traffic data collection capabilities and count accuracy
- New Server
 - ATAC will coordinate with City of Grand Forks to replace the server
- Data Downloads
 - Post data collection setup, Iteris camera data will be downloaded on a monthly basis throughout the project
- Final Report

¹ Refer to Grand Forks Data Collection and Archival Study – Phase I Final Report for details.

- ATAC will provide a final report detailing tasks completed and feasibility check findings

DRAFT

North Dakota MPO Planning Support Program Master Agreement

Grand Forks-East Grand Forks MPO Addendum to the Master Agreement

Upon execution by the parties below, this Addendum and any attachments shall become attached to and incorporated into the 'North Dakota MPO Planning Support Program Master Agreement' between 'Grand Forks-East Grand Forks MPO' and North Dakota State University.

1. *Project Title:* **GF-EGF MPO Traffic Data Collection Support – 2021-2024**
2. *Effective Dates:* **March 17, 2022 through September 30, 2024**
3. *Statement of Work:* ATAC will setup up to 12 intersections for traffic data collection (approximately 10 Econolite and 2 Iteris) and restart the data collection processes in case of planned and unplanned disruptions. ATAC will also assist with server replacement.
4. *Principal Investigator:* Kshitij Sharma
5. *Desired Deliverables:*
 1. Updated setup of up to 10 Econolite based intersections for collecting turning movement counts.
Corresponding files will be saved on the City's Server
 2. Iteris feasibility check
Up to 2 Iteris based intersections will be checked for traffic data collection capabilities and count accuracy
 3. New Server
ATAC will coordinate with City of Grand Forks to replace the server
 4. Data Download
Post data collection setup, Iteris camera data will be downloaded on a monthly basis throughout the project
 5. Final Report
ATAC will provide a final report detailing tasks completed and feasibility check findings
6. *Contract Amount (ESTIMATE):* \$65,000 - \$67,000
7. *SOURCE(S) of FUNDING*
 - *Federal Source:* \$ / /
CFDA # *Federal Award Date* *Federal Award Identification Number*
 - *Federal Source:* \$ / /
CFDA # *Federal Award Date* *Federal Award Identification Number*
 - *State:* \$
 - *Other:* \$

AUTHORIZATION:
Grand Forks-East Grand Forks MPO

North Dakota State University

Authorized	Signature
_____ Name and Title	_____ Date

Authorized	Signature
_____ Name and Title	_____ Date

DRAFT

BUDGET:

**ND MPO Planning Support Program 2021-2024
Addendum : GF-EGF MPO Traffic Data Collection Support – 2021-
2024**

Cost Item	Amount
Staff Salaries	
Benefits	
Grad Student Salaries	
Undergrad Student Salaries	
Benefits	
Operating	
Total direct costs	
NDSU overhead (43.2%)	
	\$65,000 - \$67,000
Total project cost (ESTIMATE)	Divided into 2022: 31% 2023: 39% 2024: 30%



MPO Staff Report
Technical Advisory Committee:
March 9, 2022
MPO Executive Board:
March 16, 2022

RECOMMENDED ACTION: Approve Request for Proposals (RFP) for the 2050 Street & Highway Plan Update.

TAC RECOMMENDED ACTION:

Matter of Approval of RFP for the 2050 Street and Highway Plan.

Background:

The Street & Highway Plan is developed under a defined thirty-year planning horizon and functions as a sub-element of the Metropolitan Transportation Plan (MTP). It was adopted in December 2018; it was updated in November 2021. Once the Street & Highway Plan is updated the MTP will be updated, bringing together all the sub-elements into one comprehensive document.

The scope of work identifies the work that the consultant will be working on, as well as the work that will need to be done by ATAC and the MPO in regard to the traffic demand model update needed for future traffic issues that may arise. The consultant will be working on existing conditions, existing and committed network, fiscal constraint, goals and performance measures, project timing, and public engagement. There are two focus areas that are being requested to have a mid-level review for incorporation into the overall plan. The first area is in East Grand Forks. The City has an interest in bettering their Industrial Park transportation network. A review of what is needed for transportation in the Industrial Park and a priority and timing of the improvements needed is needed to be part of the Street and Highway plan. The second area is in Grand Forks. With most of the I-29 interchanges being studied by NDDOT and the City of Grand Forks, the DeMers Ave, N 42nd St, and Gateway Dr area needs to be looked at in relation to the possible growth that could affect the transportation network. The focus is meant to bring all these studies together for a regional wholistic view of the I-29 and US 2 (Gateway Dr) needs and mitigations.

The 2050 Street & Highway Plan Update has an immovable deadline on December 29, 2023. With the new Transportation Bill just being passed there are still some unknowns in the guidance of the new Transportation Law that the consultant will need to

accommodate. The budget has \$380,000 available for a consultant, but the scope of work may need to be reviewed to include the needs of the new Transportation Law.

Findings and Analysis

- UPWP identifies the completion of the 2050 Street & Highway Plan.

Support Materials:

- Draft RFP Scope of Work



Grand Forks - East Grand Forks

METROPOLITAN
PLANNING ORGANIZATION

2050 Street & Highway Plan Update

Grand Fork, ND and East Grand Forks, MN

Request for Proposals
for
Transportation Planning Services

March 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:

2050 Street & Highway Plan Update

Qualifications based selection criteria will be used to analyze technical submittals from responding consultants. Upon completion of technical ranking, the MPO will enter into contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposal of the top ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any or all submittals. This project has a not to exceed budget of \$380,000 dollars. The scope of work is not final and may have changes that could cause an amendment of the budget.

Interested firms should contact Teri Kouba, Senior Planner, at the MPO, 600 DeMers Avenue, East Grand Forks, MN 56721. Contact can also be done via phone 701.610.6582, or by email: teri.kouba@theforksmpo.org

All proposals received by **April 15, 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 **April 15, 2022** at noon (Grand Forks local time). Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to:

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

Once submitted, the quotes become the property of MPO.

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Appendix A Attachments 1 & 2

Appendix B Cost Proposal

**REQUEST FOR PROPOSALS FOR
TRANSPORTATION PLANNING SERVICES**

I. Purpose of Request

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

2050 Street & Highway Plan Update

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

A selection committee will rank submittals from responding consultants. Upon completion of the rankings, 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:

**Teri Kouba
Senior Planner
GF/EGF MPO
600 DeMers Avenue
East Grand Forks, MN 56721**

**Office Phone: 701-746-2660
Cell Phone: 701-610-6582
Email: teri.kouba@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:
2050 Street & Highway Plan Update
Firm's Name
GF/EGF MPO**

All proposals must be received by noon April 15, 2022 at which time the proposals will be

opened for review. Cost proposals will remain sealed in a secure place until proposal 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 East Grand Forks City Planner
- City of East Grand Forks Engineering
- City of Grand Forks Planning Department
- City Of Grand Forks Engineering Department
- MnDOT District
- NDDOT District
- MPO

Once the written proposals are received, if there are five or more proposals the Selection Committee will rank the proposals to interview the top three (3). A 40-minute interview will be scheduled on the week of **April 25, 2022** with the firms that submit the top three ranked proposals, if four proposals are received then all will get an interview. 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 proposals that may not be clear. Firms chosen for interviews will be expected to make presentations and should prepare one. **The interviews may be conducted via online service.** 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 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 responsible steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have 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 Certificate, 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 CFR, 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 disabled individual, as defined in 29 USC 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	March 18, 2022
Receive Proposals	April 15, 2022
Selection Committee Activity:	
Review Proposals	April 18-21, 2022
Select Finalist	April 29, 2022
Contract Negotiations Completed	May 2, 2022
MPO Policy Board Approval of Consultant Selection and Contract	May 18, 2022

B. Project Development

Notice to Proceed	May 25, 2022
Draft Report Submittal	August 1, 2023
Final Draft Report Submittal	October 1, 2023

IV. RFP Evaluation Criteria & Process

The Committee will determine which firm would best provide the services requested by the RFP. When choosing a consulting firm, the MPO will have a two (2) step process. The proposal evaluation will evaluate the proposal that the firm sends the MPO. The evaluation will reduce the number of firms to three (3) for the purposes of interviewing. The interview evaluation will be based on the interview of the firm. The MPO in close coordination with members of the Selection

Committee will evaluate the proposals based on, but not limited to, the following criteria and their weights:

A. Proposal Evaluation Criteria and Weight

1. Demonstrates understanding of the scope of work and local factors. Shows how firm proposes to approach, resolve challenges, and encourage new ideas that improve the end project. (Weight 25%)
2. Demonstrates the firm has the knowledge and experience to successfully address the scope of work. (Weight 25%)
3. Demonstrates the firm has a history of timely performance, quality, and integrity, as evidenced by a list of client references. Demonstrates the firm's approach to managing resources and project output. (Weight 15%)
4. Demonstrate experience, expertise, qualifications, and credentials of project manager, key personnel, and subconsultant team members. Project team should indicate other significant projects being worked on, the percent of involvement, and probable completion date of the individual's work on the project. (Weight 25%)
5. Provide a time schedule for completion of each task and the entire project, with appropriate time for review. Demonstrate the project team has the resources necessary to complete the project. (Weight 10%)

B. Interview Evaluation Criteria and Weight

1. Observations on existing conditions and key project information. (Weight 20%)
2. Identification of key issues or problems that will need to be considered and any initial thoughts on how to resolve issues or problems. (Weight 25%)
3. Innovative approaches and concepts. (Weight 25%)
4. Experience and capabilities in development of similar studies of both key personnel and the project team. (Weight 20%)
5. Quality of interview. Comment on specific reasons why the firm should be selected for the project. (Weight 10%)

Each proposal will be evaluated on the above criteria by the Selection Committee. The interview and proposal scores will be combined to have a final score. The firm with best final score will be contacted for contract negotiations. 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 quotes, or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal.

B. The MPO reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

C. Any 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 quotes have been approved by the MPO Policy Board.

D. If, through any cause, the firm shall fail to fulfill in timely and proper manner the obligations agreed to, the MPO shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the MPO and shall contain, as a minimum, applicable provisions of the Request for Qualifications. The MPO reserves the right to reject any agreement that does not conform to the Request for Qualification and any MPO requirements for agreements and contracts.

F. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the MPO.

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 (in a separate envelope)

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 and email address.
2. Year established (including 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 desired to make.

B. Administrative Questions

Provide the following information concerning your firm:

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 (see VII of RFP) for the Street and Highway Plan Update, data requirements, public participation process, and alternative evaluation methodology. Include all aspects of technical analysis, projections, advanced technology and software, and public participation processes. Address any unique situations that may affect timely, satisfactory completion of this project.

D. Project Staff Information

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

1. Cost Quotes

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. Cost Proposals shall be based on hourly "not to exceed" amount. Cost proposals must be prepared using the format provided in Appendix B. Attached to the Cost Proposal the Certification of Indirect Rate Form also provided in Appendix B should be filled out.

2. Contract Negotiations

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

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

VII. Background and Scope of Work

A. Background

The Grand Forks – East Grand Forks Metropolitan Planning Organization has a Metropolitan Transportation Plan that is comprised of three elements. The current Street and Highway Element of the 2045 MPO's Metropolitan Transportation Plan was essentially completed in 2017 and 2018. A major component of the 2050 Plan will entail assisting the MPO complete the required performance management requirements. The MPO is currently updating the Transit Element and Pedestrian/Bicycling Elements that the successful consultant will need to coordinate their work. Once all three elements are completed, MPO staff incorporates all three into an Executive Summary that then becomes the 2050 MTP.

The MPO recently assisted both Grand Forks and East Grand Forks update their respective

land use plans to the year 2050. The work completed with these updates will provide the consultant with up-to-date information as to the expected areas of growth for the metropolitan area. The updated plans incorporated many “livability” and “ladders of opportunity” principles that will need to be strongly considered in the effort within this RFP.

Since the 2045 Street/Highway Element was adopted, corridor studies were completed with recommendations that should be the base alternatives to be considered. The studies completed are:

- Downtown Transportation Study
- Future Bridge Traffic Impact Study
- MN220N Corridor Study
- US2/US2B Skewed Intersection Study in Grand Forks
- 42nd St Grade Separation
- Possible Southside Grand Forks New Interchange with I29 Project Development
- Potential wet corn processing facility traffic impact study

The Biden Administration has recently promulgated Planning Emphasis Areas. The 2050 MTP will need to address each of these areas as appropriate and assist the MPO in meeting our federal obligations. The Infrastructure Investment and Jobs Act/Bi-partisan Infrastructure Act (IIJA/BIL) was signed into law November 2021. This included reauthorization of surface transportation without significant changes to the existing MTP requirements. However, the IILA/BIL did create significant new programs with authorized funding to support surface transportation. At the time of the release of this RFP, these items are still being refined, but one example to mention is electric vehicle and zero-emission vehicle infrastructure.

The National EV Charging Network program was announced February 10, 2022. In the announcement, states are required to develop and submit an EV Infrastructure Deployment Plan before they can access these funds. These EV Plans describes how the states intend to use its share of NEVI Formula Program funds consistent with Federal Highway Administration (FHWA) guidance. Close coordination through the MPO’s “3C” planning and programming process will assist guiding whether, and when, any possible amendments will be necessary to ensure this MTP complies with any of these new programs and/or requirements.

The State of Minnesota has adopted a 50 year vision for its transportation system and will be completing its 2022 update to its Statewide Multi-modal Transportation Plan. Also, MnDOT is updating its Statewide Highway Capital Investment Plan and its Rail Plan. The MnDOT District #2 has updated their respective 10 year capital highway investment plan, as well as completed a District Freight Plan. NDDOT has updated its statewide long range transportation plan – ND Transportation Connection. Also, the NDDOT recently produced a active transportation plan- _ ND Moves. NDDOT currently is updating its Freight and Rail Plan.

Respective Transportation Asset Management Plans exist for each State; MnDOT will be updating its in 2022. They should have very useful information to assist in the development of the Street/Highway Element Update.

The City of Grand Forks has gained approval from its citizens to increase the local sales tax. This includes raised revenue to assist financing of some street network improvements. The state of North Dakota has initiated its “Prairie Dog” program. This derives revenue from oil extraction and is distributed statewide via a distribution formula. The volatility of the oil extraction industry has proved to make this revenue source fairly un-predictable. Nonetheless, it is a reasonable forecastable revenue source. This information may be known by the time the consultant is retained.

The MPO has Advanced Traffic Analysis Center (ATAC) retained as the travel demand forecasting modeler. The successful consultant will need to work closely with ATAC staff to ensure modeling efforts are complete and providing reliable results. ATAC will be producing a new base model with data reflecting 2020 Census and 2020/1 ground traffic coverage counts. In an effort to further inform possible consultants, MPO staff is working with ATAC staff to identify necessary updates to TAZ structure. Two upgrades to the model are anticipated: first, freight modeling was incorporated last time so refinements may be necessary; second, the data for origin and destination (O/D) via Streetlight is being purchased to reflect 2020 movements. An important component of this activity is to ensure accurate reflection of traffic moving from outside the metropolitan area into and also traffic that is passing through the metropolitan area. MPO staff and ATAC staff will be updating the street network to reflect the network as it existed in fall of 2020. Each link in the network will be double checked to ensure the attributes for that link are updated. This work is expected to be completed with a validated and calibrated travel demand model by the end of 2022.

For the future travel demand forecasts, horizon years of 2035 and 2050 will be done. An existing plus committed network will be loaded with forecasted traffic volumes for both of these horizon years. ATAC will also be developing up to 12 alternative projects provided by the consultant and MPO to test their impact on future traffic generation and up to 5 grouping of alternatives so that a recommended set of alternatives can be defined. This work is scheduled to be done during the 2023 year.

B. Scope of Work

Outlined below is the scope of work that will guide development of the Street and Highway Plan Update. The MPO has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

This outline is not necessarily all inclusive. The consultant may include in the proposal additional performance tasks that will integrate innovative approaches to successfully complete the project. At a minimum, the consultant will be expected to establish detailed analyses, recommendations, and/or deliverables for the following tasks:

1. Project Management

The consultant will be required to manage the study and coordinates with subconsultants, as well as bearing responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact for the MPO project manager.

The consultant should expect bi-weekly progress meetings with the MPO project manager. Additionally, the consultant should expect to prepare monthly progress reports, documentation of all travel and expense receipts, and prepare and submit invoices on a monthly basis. When submitting progress reports, the consultant will be required to outline the following performed work during the reporting period:

- Upcoming tasks
- Upcoming milestones
- Status of scope and schedule
- Any issues to be aware of

Deliverable: A monthly progress report and detailed invoice. The monthly progress report should be to the project manager by the first Thursday of the month.

2. Community Engagement

In compliance with the MPO's adopted Public Participation Plan (PPP), the consultant will develop and implement an extensive community engagement program that seeks to gain input from community members from all parts of the study area. Broad-based community engagement is considered critical to the success of this plan.

It is imperative to consider the public and keep them informed of the planning activities and outcomes using strategies that include use of the internet and social media. Providing information to the MPO and other regional jurisdictions for posting on their websites will be required. New and innovative public engagement solutions are highly encouraged.

a) Steering Committee

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

b) Public Involvement Meetings

The consultant should plan for a minimum of four public meetings to identify concerns and needs of businesses, regular users, and residents including pedestrian and bicycling needs. The consultant shall be required to submit its approach on how it will reach out to the community during the planning process. It is expected that each round of community engagement will have presences in Grand Forks and East Grand Forks. The consultant's approach should address:

- How it will go about these meetings.
- Methods it will employ.

- Quantity of rounds of public engagement meetings.
- Timing of engagement techniques the consultant is accustomed to utilizing to accomplish this task.

The consultant will be responsible for fully developing each round of public engagement before it is proposed to the MPO's project manager. Scheduling, presentations/written material, and development should occur well in advance of the proposed engagement event. All public comments are to be recorded as they pertain to the plan.

c) Local Government Presentations

The consultant should budget for at least one local government presentation of the draft to the Grand Forks City Council, one local government presentation to East Grand Forks City Council, one presentation to the NDDOT Management in Bismarck and one presentation to the MnDOT All Planners Group in St. Paul. These may be completed virtually.

Deliverable: At the end of each meeting a memorandum with the meeting activities and results will be provided to the MPO. This will include documentation of comments/feedback and how they are incorporated into the final document. These will be gathered into a public involvement appendix in the final document.

3. Existing Conditions

This report will reflect the current conditions of the street network within the MPO Study area. This includes:

- LOS analysis from traffic data collected in 2021 will be augmented by turning movement counts at all signalized intersection in Grand Forks. The MPO has a continuous traffic counting system in place at most signalized intersections. The video detection cameras have been programmed to also count vehicles as they maneuver through the intersection. Much of this data has been collected since 2015 with additional intersections being added as signals are upgraded. The signalized intersections not included in the system will be manually counted by MPO resources.
- Inventory of environmental features (both cultural and natural).
- Particular data related to freight will be identified and analyzed to provide an update to a Freight section.
- The analysis of pavement condition will be from data from our ICON pavement management data, completed in 2022. This data will be augmented by pavement data as provided by the respective states, counties, and cities.
- The carbon footprint will need to be updated to reflect the new data. The methodology of calculating the footprint should be similar to that developed for the 2045 MTP or finalized federal regulations.

In addition to the metro-wide transportation street/highway information, two (2) specific focus areas need some attention during this update effort.

a) East Grand Forks, MN Industrial Park:

The Industrial Park located in the eastern portion of the City (see graphic

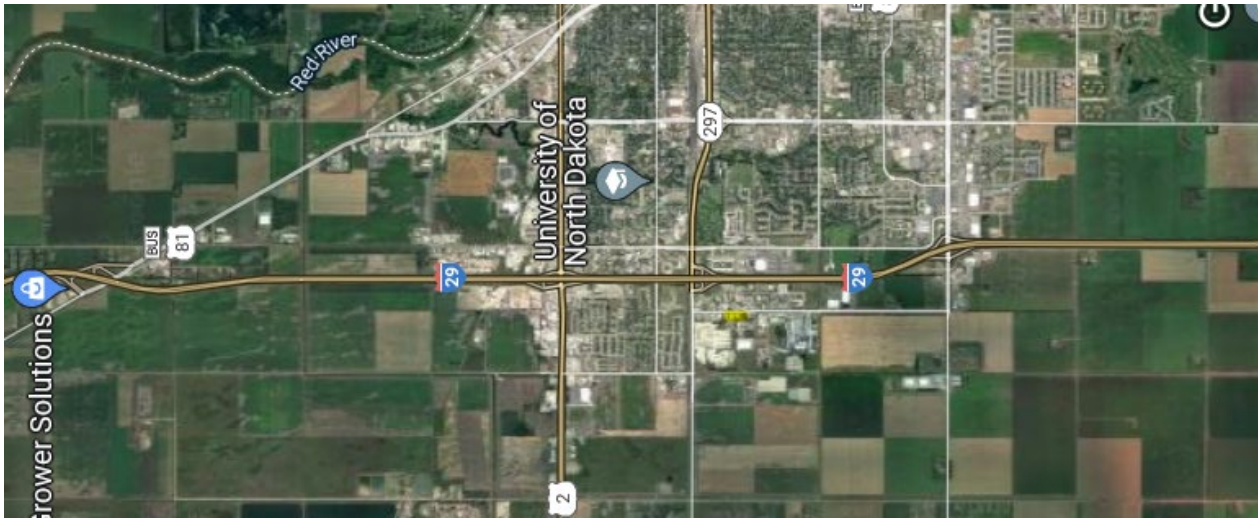
below) has an existing street network that has very poor pavement. Further, the area lacks accommodation of providing facilities for other modes. Lastly, there are intersection with US 2 that may have crash histories, or other deficiencies, that more in-depth analysis is needed. 10th St NE serves as an import collector for traffic for this Industrial Park. Portions of it are paved whereas the majority of it is gravel with some eastern segments barely that. Other streets within the Industrial Park are also experiencing failing pavement. A comprehensive review of the facilities and the related needs will be a focused area of the overall MTP update.



b) Grand Forks, ND: Current I-29 Interchange Studies

Currently the NDDOT and the City of Grand Forks are conducting studies at various I-29 Interchanges. These studies are highly focused for specific purposes. The MPO is looking to make connections between the current studies and current needed projects for the future needs of the regional transportation network.

There is a need a high-level review to connect the current studies, with more updated information, to currently planned projects and priority needs of the region. There is also a need to review the new studies' information to bicycle, pedestrian, transit, and railroad needs that have been looked at in earlier studies. The question being asked is weather projects listed in earlier studies should still be considered in the 2050 Metropolitan Transportation Plan. A "career academy" is planned to be built on Gateway Dr just east of the I-29 interchange. The impact of and to the academy should be reviewed for possible short- or near-term project needs of the regional transportation network, focusing on street, bicycle, pedestrian, and transit priority projects that involve safety of the public and access for the public.



Deliverable: A technical memorandum or chapter draft that will provide an analysis of the existing conditions. It is the desire to also have a list of possible studies for the future and how they will connect the transportation network as a whole. A separate technical memorandum should be drafted for the focus needs.

4. **Goals, Objectives, Policies, and Performance Measures**

The Street and Highway Element goals, objectives, policies, and performance measures are important in the planning process because they define the regions desired outcomes resulting from plan implementation. These will be developed in coordination with NDDOT, MnDOT, and FHWA plans and goals prescribed by law. This task will review our existing MTP goal statements and work through the MPO process to provide updates to the goals, objectives, and policies.

A review of the existing document to identify existing performance measures to be updated and introduce new performance measures, if needed. Being a bi-state MPO creates a unique situation for the MPO in regards to these performance measures and targets. A bi-state MPO can either adopt one set of targets covering a required measure or agree to support each respective state's measure. While our metropolitan area is really one community, our two states are quite different in many ways that will be reflected in their targets. The MPO has adopted its respective performance targets with some being local and others being the respective states.

The respective States have been cooperatively working with the MPO in developing these targets, the consultant's role will be to provide the MPO with support expertise on the further evolution and development of these shared, cooperative efforts. There are some four (4) year targets that will be reviewed, reported, and possibly updated early in the Street/Highway Element update process. The consultant should be prepared to assist the MPO in its participation in the development of these four-year targets. These targets had a recent adjustment after their first two (2) years performance; the adjustment data and information is available.

Additionally, the federal measures and targets primarily address the NHS system, the consultant will assist the MPO to develop measures and targets for the remaining functional classified streets that are federal aid eligible. The one known exception to this generality is the Federal Highway Performance Measure #1 Safety, which cover all roads regardless of functional classification.

The existing MTP has text that integrates the Safety planning efforts that have been done either through each respective states Strategic Highway Safety Plans and the respective District/County Safety Plans or Local Road Improvement Programs. The consultant will help the MPO continue that integration with this update to the 2050 MTP.

Deliverable: A technical memorandum or chapter draft will provide the goals, objectives, policies, and performance measures updates for the plan. A framework for the MTP goals, objective, policies, and performance measures will also be established.

5. **Existing Plus Committed Future Network Conditions**

This report will reflect the forecasted 2035 and 2050 traffic conditions of the street network within the MPO Study area. The modeled street network is the 2021 existing network with the programmed street network modifications that will be reasonably expected to exist in 2035 and in 2050. The City of Grand Forks has voter approval of an increase in sales tax since 2019. A significant amount of the increase is currently being targeted towards street network modifications. Close coordination will be necessary with the City about presenting a more specific list of street improvements that are being targeted with the sales tax.

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

Deliverables: A technical memorandum or chapter draft of the existing plus committed future network conditions and identification of issues.

6. **Identification of Issues**

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

Deliverables: A technical memorandum or chapter draft of the existing plus committed future network conditions and identification of issues.

7. **Range of Alternatives**

This report will develop a range of alternatives to address the issues identified. The current recommended projects in the 2045 MTP should be the starting point of

these alternatives. The completed studies will be reviewed to see if they have modified the 2045 MTP projects. The alternatives must be developed enough as concepts to provide an estimate of impact and costs. The alternatives will need to be presented in a manner that is able to convey the concept to the public. The alternatives should be analyzed as stand-alone projects and as grouping of projects to allow the MPO to eventually narrow down the alternatives to the recommended plan. While the focus of this plan is on streets and highways all projects must be looked at holistically and if bicycle, pedestrian, or transit elements are highlighted in their individual plans they need to be included in the project as a whole.

Previously mentioned corridor studies included some that were conducted under a quasi PEL process. These particular studies considered many alternatives that can be excluded from further consideration as having been found not meeting the identified purpose and need statements for those corridors. The consultant should focus on areas/corridors that were not included in these quasi-PEL documents.

Deliverable: A technical memorandum or chapter draft will be provided for the range of alternatives. The two focus areas and their potential solutions are to be incorporated into this memorandum or chapter.

8. Financial Plan

This report will provide a history of the financial ability of the respective agencies for the past 10 years. This should include differentiating the financial inputs for maintenance and operations versus new construction, major rehabilitation/reconstruction, or other capacity improving projects completed. This report should be able to provide insight to the future reasonable expectation of revenues to finance the continued operation and maintenance and the potential range of alternatives. Integrating Safety revenue will again be a source of funding for consideration. New federal programs have been approved and recent re-authorization of surface transportation funds has potentially increased revenue sources. Much of these increases are through existing formulas to each state; however, some programs are new and are more focused on national competitive grants. In addition, some pandemic relief or stimulus funds remain available; some of which are targeted or could be used for surface transportation.

Each state has budget surplus. Recent ND Legislature has increased funding towards specific projects and/or programs such as county bridges. MN Legislature is in Session Spring 2022 and has funding proposals that could augment existing financial revenues.

As spelled out in the Federal Register, all reasonably foreseen financial resources will be identified, whether they be local, state, or federal (or any combination) shall be included and examined as part of the 2050 MTP's fiscal capabilities.

The 2045 MTP primarily identified projects that essentially maintained a status of "good repair" to the system; this constituted the fiscally constrained recommendations. The respective TAMPs should provide vital information regarding the fiscal requirements to maintain "good repair".

While it is not the need of this report to identify every type of project, it is necessary to identify those individual projects that have a significant impact on the available financial resources. A beginning dollar threshold could be identifying all projects over \$5M; however, smaller value projects may need to be identified as necessary to show particular progress towards identified targets.

A fiscally unconstrained recommended network is desired with an identified priority of these unfunded projects. All financial information will need to be adjusted for “year of expenditure” (YOE). Working through the MPO process, an agreed to base of revenue and any possible adjustment for future growth will be developed. This same process will be used to develop an agreed to rate of inflation for the estimated cost of projects. It is anticipated that the rate of growth in revenue will not keep pace with the rate of inflation. Focus should be given to the first 15-year time frame; this includes current TIP and respective capital highway investment plans.

Deliverable: A technical memorandum or chapter draft will be provided for the history of financial support in the MPO are and a reasonable assumption of future funds. A table of projects identified in priority order will be compiled to be the basis of the recommended future network and implementation of projects.

9. [Recommend Future Network and Implementation](#)

This task will document the selected alternative concepts that will be recommended for improvement to the network. The projects will be prioritized in order, using the 2045 MTP time bands as an example. The recommended projects, as either stand-alone or as groupings of projects will need to be documented as to how progress towards a particular goal and performance measure is being achieved. The recommended projects should also identify any anticipated environmental impacts and strategies to mitigate any negative impacts. These potential mitigation costs should be identified and included in the project costs.

Deliverable: A technical memorandum or chapter draft will be provided listing the fiscally constrained projects in the priority order. Before the projects are finalized the Bicycle & Pedestrian and Transit Elements of the MTP need to be reviewed for recommended projects that can be done in conjunction with the recommended Street & Highway projects. This will provide for a complete picture of what is needed in the area of the project.

10. [Final Plan & Executive Summary](#)

The consultant will develop a draft preliminary plan document with recommendations for improved traffic operations, street and multimodal improvements for the study area. The study will address deficiencies and/or excess capacity (existing, short-term and long-term), capital improvement programming (cost, funding sources, and timing), operational improvements, and expected performance from recommendations. Review and receive comments from the Committee and update accordingly prior to proceeding through the MPO process.

The consultant will develop a draft final plan document and provide final copies for

review by the Committee, MnDOT, NDDOT, the MPO, the City of East Grand Forks and the City of Grand Forks.

Upon completion of the final plan, the consultant will develop an executive summary which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting all major recommendations of the plan.

C. Project Deliverables

The final product of this effort will document the results of fulfilling the scope of work. This document will show recommendations for future transportation system

1. First full draft preliminary plan document by noon September 1st, 2023
2. A draft final document by noon October 11th, 2023
3. An approved final plan by December 29th, 2023 (10 full printed 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 working papers, data, modeling software, and maps used to create information in the document will be delivered to the MPO either during the project or at its conclusion.

D. Estimated Project Budget

This project has a not-to-exceed budget of \$380,000. The scope of work is not final and may have changes that could cause an amendment of the budget. Consultants submitting proposals are asked to use audited DOT rates when completing their Cost Proposal Form and certify the indirect costs with the Certification of Final Indirect Costs (See Appendix B).

E. 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.

As part of the MPO's efforts to track consultant history the MPO will do an end of project evaluation of the consultant. This will be shared with the consultant for their information. This form can be found in Appendix C.

VIII. Information Available for Consultant

A. Shapefiles/Data

- Current Road Network
- TAZs
- 2021 Aerial Imagery
- 2021 Traffic Turning Movement Count information and historical counts
- 2021 Ground Counts and historical ground counts
- Pavement Management Software Results
- Current Land Use

B. Other Documents

- Public Participation Plan:
<https://www.theforksmpo.org/common/pages/DisplayFile.aspx?itemId=16340064>
- [2045 Metropolitan Transportation Plan](#)
- Land Use Plans:
 - [2050 Grand Forks Land Use Plan](#)
 - [2050 East Grand Forks Land Use Plan](#)
- [TIP](#)
- [Transit Plan Update](#)
- Other: [MPO Website](#)

IX. Map of Project Area

Appendix A
Attachments 1 & 2

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

Background and Applicability

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

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

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

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

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

Suspension and Debarment

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

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

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

Contractor _____

Signature of Authorized Official _____ **Date** ____ / ____ / ____

Name & Title of Contractor’s Authorized Official _____

Certification of Restriction on Lobbying

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

that:

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

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

Executed this _____ day of _____, _____

By _____
(Signature of Authorized Official)

(Title of Authorized Official)

Cost Quote Form

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

Cost Quote Form

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

Required Budget Format

Please Use Audited DOT Rates Only

1. Direct Labor	Hours	X	Rate	=	Total
Name, Title, Function	0.00	X	0.00	=	\$0.00
		X		=	0
		X		=	0
		X		=	0
1. Subtotal- Direct Labor					
2. Overhead					
3. General & Administrative Overhead					
4. Subcontractor Costs					
5. Materials and Supplies Costs					
6. Travel Costs					
7. Fixed Fee					
8. Miscellaneous Costs					
Total Cost					

Certification of Final Indirect Costs

Firm Name: _____

Proposed Indirect Cost Rate: _____

Date of Proposal Preparation (mm/dd/yyyy): _____

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): _____

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

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

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

Signature: _____

Name of Certifying Official (Print): _____

Title: _____

Date of Certification (mm/dd/yyyy): _____



MPO Staff Report
Technical Advisory Committee:
March 9, 2022
MPO Executive Board:
March 16, 2022

RECOMMENDED ACTION:

TAC RECOMMENDED ACTION: Updated on consultant hire process.

Matter of Update on the Consultant Contract for the Bike & Ped Plan.

Background:

The Bicycle & Pedestrian Plan is an element of the Metropolitan Transportation Plan that is updated every five-years. In the past this plan was done by MPO staff. In the Work Program it was agreed that a consultant would be hired to assist in the update.

The RFP was released late in January with proposals due to the MPO by noon on March 4th. This means that the list of interviewees will be announced to the TAC at the meeting. The interviews will be held on March 11th. This will be enough time to get a contract negotiated for Executive Board approval.

The not to exceed consultant budget is \$120,000 for this project.

Findings and Analysis

- UPWP identifies the completion of the Bicycle & Pedestrian Plan.

Support Materials:

-

MPO Unified Planning Work Program 2021-2022

Area	Task	% Complete	Original Completion Date	Projected Completion Date
Grand Forks Land Use Plan Update	Website is: www.gf2050plan.com	90%	31-Dec-21	29-Jul-22
East Grand Forks Land Use Plan Update	website is: www.egfplan.org COMPLETED	100%	30-Jun-21	31-Dec-21
Future Bridge Traffic Impact Study	Website established: www.forks2forksbridge.com/info COMPLETED	100%	31-Dec-20	2/29/2022
Pavement Management System Update	The condition and ride analysis is almost done. Issues have arisen in getting the data in the software. Consultant is reviewing schedule.	80%	31-Dec-21	30-Mar-22
Transit Development Program TDP	Working to get the steering committee together to be updated on progress and review existing conditions in April. Goals are being working on and should be ready soon.	40%	31-Mar-22	31-Dec-22
Bicycle & Pedestrian Element Update	Proposals are Due March 4. Contract will be brought before the Executive Policy Board March 16.	5%		
Street & Highway Plan/ MTP Update	RFP is set to be approved for release at the March 16 Executive Policy Board Meeting.	4%	29-Dec-23	
Aerial Photo	COMPLETED	100%	30-Nov-21	30-Nov-21
Traffic Count Program	On-going	100%	On-going	