

## The 562<sup>nd</sup> Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments

THURSDAY, January 17, 2019 – 4:00 PM  
Metro COG Conference Room  
One 2<sup>nd</sup> Street North, Suite 232  
Fargo, North Dakota

### OVERALL AGENDA

1. Call to Order and Introductions
  - a. Introductions Information Item
  - b. Approve Order and Contents of the Overall Agenda Action Item
  - c. Approve Minutes of the December 20, 2018 Board Meeting Action Item
  - d. Approve January 2019 Bills Action Item
2. Consent Agenda Action Item
  - a. December Month End Report
  - b. Quarter 4 and End of Year Report
  - c. Executive Director – Conclusion of Six Month Probationary Period
3. Regular Agenda
  - a. Public Comment Opportunity – Chair Mongeau Public Input
  - b. Performance Measure 1 (PM1) – 2019 Safety Targets Action Item
  - c. Section 5339 Transit Grant Application Action Item
  - d. MATBUS Transit Authority Consultant Selection and Contract Action Item
  - e. Metropolitan Transportation Plan Public Engagement Information Informational Item
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held Thursday, February 21, 2019 at 4:00 p.m. in the Metro COG Conference Room.

Red Action Items require roll call votes.

Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org>

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Savanna Leach, Metro COG Executive Secretary, at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

# Agenda Item 1c, Attachment 1

**561<sup>st</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, December 20, 2018 – 12:00 pm**  
**Metro COG Conference Room**

**Members Present:**

|         |           |  |
|---------|-----------|--|
| Duane   | Breitling | Cass County Commission                         |
| Roger   | Buscher   | Moorhead Planning Commission                   |
| Brenda  | Elmer     | Moorhead City Council                          |
| Shara   | Fischer   | Fargo Planning Commission                      |
| Steve   | Gehrtz    | Moorhead City Council                          |
| Eric    | Gjerdevig | West Fargo City Commission                     |
| Tony    | Grindberg | Fargo City Commission                          |
| John    | Gunkelman | Fargo Planning Commission                      |
| Brenton | Holper    | City of Horace (alternate for John Koerselman) |
| Jenny   | Mongeau   | Clay County Commission                         |
| Brad    | Olson     | West Fargo City Commission                     |
| Dave    | Piepkorn  | Fargo City Commission                          |
| Kevin   | Spaulding | Dilworth City Council                          |

**Members Absent:**

|       |            |                           |
|-------|------------|---------------------------|
| Tony  | Gehrig     | Fargo City Commission     |
| John  | Koerselman | Horace City Commission    |
| Rocky | Schneider  | Fargo Planning Commission |
| John  | Strand     | Fargo City Commission     |

**Others Present:**

|         |            |                        |
|---------|------------|------------------------|
| Adam    | Altenburg  | Metro COG              |
| Luke    | Champa     | Metro COG              |
| Dan     | Farnsworth | Metro COG              |
| Cindy   | Gray       | Metro COG              |
| Wade    | Kline      | KLJ                    |
| Savanna | Leach      | Metro COG              |
| Michael | Maddox     | Metro COG              |
| Anna    | Pierce     | Metro COG              |
| Bob     | Walton     | NDDOT – Fargo District |

**1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**  
The meeting was called to order at 12:00 pm, on December 20, 2018 by Chair Mongeau, noting a quorum was present. Introductions were made.

**1b. Approve Order and Contents of Overall Agenda, approved**  
Chair Mongeau asked for approval for the overall agenda and noted that Ms. Gray would like to add consideration of a lease amendment with Goldmark for Metro COG's office space to the agenda.

***MOTION:* Approve the contents of the Overall Agenda of the 561<sup>st</sup> Policy Board Meeting.**

**Mr. Spaulding moved, seconded by Ms. Elmer.**

**MOTION, passed. 13-0.**  
**Motion carried unanimously.**

**1c. Past Meeting Minutes, approved**

Chair Mongeau asked for approval of the Minutes of the November 15, 2018 Meeting.

**MOTION: Approve the November 15, 2018 Policy Board Meeting Minutes.**  
**Mr. Grindberg moved, seconded by Mr. Olson.**  
**MOTION, passed. 13-0.**  
**Motion carried unanimously.**

**1d. Monthly Bills, approved**

Chair Mongeau asked for approval of the December 2018 Bills as listed on Attachment 1d.

**MOTION: Approve the December 2018 Bills List.**  
**Mr. Gehrtz moved, seconded by Ms. Fischer.**  
**MOTION, passed. 13-0.**  
**Motion carried unanimously.**

**2. CONSENT AGENDA**

**Chair Mongeau asked for approval of Items a-f on the Consent Agenda.**

- a. November Month End Report
- b. MnDOT 2019 Planning Agreement
- c. 2019 TTC/Policy Board Meeting Schedule
- d. 2019 Competitive Wage Adjustment/COLA
- e. Accounting Services Consultant Selection and Contract
- f. Policies and Procedures Provision

**MOTION: Approve Items a-f on the Consent Agenda.**  
**Ms. Elmer moved, seconded by Mr. Grindberg.**  
**MOTION, passed. 13-0.**  
**Motion carried unanimously.**

**3. REGULAR AGENDA**

**3a. Public Comment Opportunity**

No public comments were made or received.

**No MOTION**

**3b. 2019-2022 TIP Amendment #1**

Mr. Champa presented Amendment #1 to the 2019-2022 Transportation Improvement Program (TIP).

Mr. Piepkorn asked for clarification on the movement of funds for projects.

**MOTION: Approve Amendment #1 to the 2019-2022 Transportation Improvement Program (TIP).**

**Mr. Piepkorn moved, seconded by Mr. Gunkelman.**

**MOTION, passed. 13-0.**

**Motion carried unanimously.**

\*Mr. Schneider joined the meeting at 12:12pm

**3c. 2017-2018 UPWP Amendment #7 – Adjustments to Staff Hours and Budget**

Ms. Gray presented Amendment #7 to the 2017-2018 Unified Planning Work Program (UPWP).

**MOTION: Approve UPWP Amendment #7, consisting of an adjustment to 2018 Staff hours.**

**Mr. Grindberg moved, seconded by Ms. Fischer.**

**MOTION, passed. 14-0.**

**Motion carried unanimously.**

**3d. TA Grant Prioritization**

Mr. Farnsworth presented the Transportation Alternatives (TA) grant applications, as prioritized by the Transportation Technical Committee (TTC). Any jurisdictions interested in grants of this nature are required to submit their applications to Metro COG. The projects are scored and prioritized by the Bicycle and Pedestrian Committee, vetted through the TTC, and submitted to the Policy Board for approval of prioritization.

**MOTION: Approve the TA project prioritization as recommended by the Transportation Technical Committee.**

**Mr. Olson moved, seconded by Mr. Spaulding.**

**MOTION, passed. 14-0.**

**Motion carried unanimously.**

**3e. 2020-2023 NDDOT Urban Solicitation of Projects**

Mr. Maddox presented the 2020-2023 NDDOT urban solicitation of projects. The North Dakota Department of Transportation (NDDOT) is soliciting projects to be funded through the Urban Roads program and the Urban Grants program, for the development of FY 2020-2023 State Transportation Improvement Program (STIP).

Discussion included next steps to Metro COG's shift from MPO to TMA designation. Chair Mongeau asked that Metro COG keep on track with this and keep up the discussion as we move closer to the designation.

**MOTION: Approve the prioritization of projects in the Urban Roads program, Urban Grant program, and the Regional Highway System program.**

**Ms. Elmer moved, seconded by Mr. Grindberg.**

**MOTION, passed. 14-0.**

**Motion carried unanimously.**

**3f. West Fargo 9<sup>th</sup> Street Corridor Study RFP**

Mr. Altenburg presented the West Fargo 9<sup>th</sup> Street Corridor Study RFP. Ms. Gray explained that Metro COG is trying to get ahead with RFP releases for 2019, in an effort to ensure that these projects are able to get up and running in early 2019 and to follow through with the planned usage of agency CPG funding thresholds. Ms. Gray explain that at the TTC meeting, West Fargo noted apprehension of RFP approval, as they did not get a chance for a deep review and have been quite busy with development applications and other matters. A scoping meeting for this study was held on Monday, December 17, following the TTC meeting. The RFP presented by Adam reflects input provided by West Fargo planning and engineering staff at that meeting.

***MOTION: Approve the RFP for the West Fargo 9<sup>th</sup> Street Corridor Study.***

**Mr. Grindberg moved, seconded by Mr. Schneider.**

***MOTION, passed. 14-0.***

**Motion carried unanimously.**

**3g. Northwest Metro Transportation Plan RFP**

Mr. Altenburg presented the Northwest Metro Transportation Plan RFP. Ms. Gray explained that Metro COG is trying to get ahead with RFP releases for 2019, in an effort to ensure that these projects are able to get up and running in early 2019 and to follow through with the planned usage of agency CPG funding thresholds. Ms. Gray explain that at the TTC meeting, West Fargo noted apprehension of RFP approval, as they did not get a chance for a deep review and have been quite busy with development applications and other matters. A scoping meeting for this study was held with Fargo and West Fargo planning and engineering staff on Monday, December 17, following the TTC meeting. The RFP presented by Adam reflects input provided by West Fargo and Fargo planning and engineering staff at that meeting.

***MOTION: Approve the Northwest Metro Transportation Plan RFP.***

**Mr. Gehrtz moved, seconded by Mr. Gunkelman.**

***MOTION, passed. 14-0.***

**Motion carried unanimously.**

Mr. Gehrtz left the meeting at 12:48pm

**3h. MATBUS Transit Facility Analysis & Development Strategy Final Report**

Mr. Maddox introduced the project, and Wade Kline, KLJ Engineering, presented the MATBUS Transit Facility Analysis & Development Strategy Final Report.

Ms. Mongeau asked why the study has the West Acres transit shelter moved away from the mall. Mr. Maddox explained that this was reviewed as an alternative in the study due to feedback from West Acres Mall ownership in recent years about concerns associated with having the shelter attached to the

mall's Roger Maris wing, and not because of any desire of Metro COG or MATBUS to move it.

Mr. Grindberg talked about how this plan relates to information MATBUS presented at the Monday, December 17 City Commission meeting regarding a 5339 Facilities Grant designated for upgrades to the GTC. He noted that the grant will be discussed again at the next City Commission meeting. Mr. Maddox noted that the grant will be used mostly for recommended updates to the GTC's interior.

***MOTION: Approve the MATBUS Transit Facility Study Final Report.***

**Mr. Grindberg moved, seconded by Mr. Olson.**

***MOTION, passed. 13-0.***

**Motion carried unanimously.**

\*Mr. Grindberg left the meeting at 1:04pm

**3i. Fargo/West Fargo Parking and Access Management Study Final Report**

Mr. Maddox presented the Fargo/West Fargo Parking and Access Management Study Final Report.

Ms. Gray said that members of the TTC are very excited to start utilizing these recommendations in the future.

Mr. Piepkorn asked for this presentation to be shown at the upcoming Fargo Parking Commission meeting.

***MOTION: Approve the Fargo/West Fargo Parking and Access Management Study Final Report.***

**Mr. Gunkelman moved, seconded by Mr. Gjerdevig.**

***MOTION, passed. 12-0.***

**Motion carried unanimously.**

**3j. Annual Employee Benefits Information**

Ms. Gray presented the information about annual benefits available for Metro COG staff, as required by Article III.3.01 of the Personnel Policies.

Ms. Mongeau stated her support for covering employee certifications, as this is common at other public places of employment including Clay County.

Ms. Elmer asked if the vacation leave accrual is based on former experience, or just while at the agency. Ms. Gray said that the current policy does not specify, but she believes the intent is to interpret it as the amount of time employed by Metro COG. However, it could be negotiated upon hire, particularly for people with more years of experience who had a higher accrual rate at their prior job.

Ms. Elmer moved to approve a paid half-day for Christmas Eve in 2018. Mr. Schneider seconded that motion. Ms. Mongeau noted that there is room in the

budget for this. Mr. Piepkorn noted that the City of Fargo voted for this on-going, and not just 2018. Ms. Elmer amended her motion, and Mr. Gunkelman accepted the amended motion for his second. Motion passed, 12-0. Motion carried unanimously.

\*Mr. Spaulding left the meeting at 12:18pm

**\*Additional Item added during the Agenda approval**

Ms. Gray brought forward a lease amendment. A lease amendment to extend the number of years that Metro COG is assured of the ability to stay in Case Plaza was requested by the FHWA in regards to the Metro COG office remodel. FHWA has wants the assurance of longevity in the building prior to approving our 2019-2020 UPWP, given that funding for the remodeling and refurnishing project is included in the UPWP. Goldmark is willing to extend the lease to 2027, as requested by FHWA, and this is reflected in the amendment. Ms. Gray pointed out caveats in the lease amendment that state that the extension is contingent upon the remodeling project, and that both parties agree to a follow-up amendment to reflect changes in square footage once the remodeling project is moving forward.

Mr. Piepkorn moved to approve the lease extension, and Mr. Olson seconded the motion. Motion passed, 11-0. Motion carried unanimously.

**4. Additional Business**

Mr. Spaulding said that he will no longer be the primary representative for Dilworth in 2019, and Steve Jesme will take his place. Mr. Spaulding will, however, still be listed as an alternate representative for Dilworth. Mr. Spaulding and Ms. Elmer were thanked for their work with Metro COG in recent years.

**5. Adjourn**

The 561<sup>st</sup> Meeting of the FM Metro COG Policy Board held Thursday, December 20, 2018 was adjourned at 12:20 pm.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD January 17, 2019, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.**

Respectfully Submitted,

Savanna Leach  
Executive Secretary



**To:** Transportation Technical Committee  
**From:** Anna Pierce  
**Date:** January 11, 2019  
**Re:** Performance Measure 1 (PM1) – 2019 Safety Targets

As a part of the Fixing America's Surface Transportation (FAST) Act, which was signed into law on December 4, 2015, State DOTs and MPOs are required to establish quantifiable targets for performance measures. There are three performance measures.

Performance Measure 1 (PM1) is meant to establish performance targets related to safety. This falls under §490 Subpart B. As such, each state must annually establish and report performance targets for the Highway Safety Improvement Program (HISP) for the following five (5) safety performance measures:

1. Number of Fatalities
2. Rate of Fatalities
3. Number of Serious Injuries
4. Rate of Serious Injuries
5. Number of Non-motorized Fatalities and Non-motorized Serious Injuries

As an MPO, Metro COG is required by FHWA to either

1. Agree to program projects in each state's portion of the Metropolitan Planning Area (MPA) to support the performance targets established by the respective state and/or
2. Establish MPO specific safety performance targets for all or some of the above five measures.

These are reviewed and revised annually. 2019 is the second year we are reviewing and adopting PM1 targets for the MPA.

In 2018, TTC recommended to Policy Board to adopt MnDOT and NDDOT's Safety Performance Measures for each portion of the MPA. Based on the crash data available to us, Metro COG again requests that TTC recommend adoption of MnDOT and NDDOT's Safety Performance Measures for each portion of the MPA.

Attached is the Technical Report on FHWA National Performance Management Measure 1 – Highway Safety Improvement Program Performance Measures (Subpart B) for your review. If no major changes are noted, Metro COG recommends the TTC move the final memorandum and resolution to the Policy Board for approval.

The Transportation Technical Committee discussed this item at length and recommended approval of the Resolutions regarding PM1, stating that Metro COG will support the achievement of NDDOT and MnDOT 2019 safety targets.

Once approved by the Policy Board, the resolutions will be signed and distributed to the applicable jurisdictions and programming will occur in accordance.



**Requested Action:** Metro COG requests a favorable recommendation to Policy Board to adopt MnDOT's Safety Performance Measures by signing the enclosed MnDOT resolution.

Metro COG requests a favorable recommendation to Policy Board to adopt NDDOT's Safety Performance Measures by signing the enclosed NDDOT resolution.

## TECHNICAL MEMORANDUM

**Date:** January 11, 2019

**Re:** **Technical Report on FHWA National Performance Management Measure 1 – Highway Safety Improvement Program Performance Measures (Subpart B)**

### Overview

On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was passed. This law continues the Highway Safety Improvement Program (HSIP) with minor revisions. These revisions include the establishment of quantifiable targets for each safety performance measure identified in §490 Subpart B to assess roadway safety.

Thus, Federal Highway Administration (FHWA) requires the following five (5) safety performance measures to be established and measured for the HSIP in each state:

1. Number of Fatalities
2. Rate of Fatalities
3. Number of Serious Injuries
4. Rate of Serious Injuries
5. Number of Non-motorized Fatalities and Non-motorized Serious Injuries

Each safety performance measure is based on a 5-year rolling average. The numbers are calculated by adding up the most recent 5 consecutive calendar years ending in the year for which the targets are established, divide by 5, and round to the tenth or hundredth decimal place depending on the performance measure.

The Number of Fatalities, the Rate of Fatalities, and the Number of Non-motorized Fatalities are determined based on Fatality Analysis Reporting System (FARS) data and FARS Annual Report File (ARF) if Final FARS is not available. As of January 2, 2019, FARS is only available for up to 2017. The Number of Serious Injuries, Rate of Serious Injuries, and the Number of Non-motorized Serious Injuries are determined based on state specific collected data. Using the KABCO injury classification or the MMUCC classification.

In North Dakota, data is received from NDDOT's Safety Division. In Minnesota, Minnesota Crash Mapping Analysis Tool (MnCMAT) collects crash data across the state and allows users to download area specific data. As of January 2, 2019, Minnesota's data is available for 2006 through 2015, but 2016 and 2017 data was provided to Metro COG directly from MnDOT.

National Highway Traffic Safety Administration (NHTSA) classifies a Non-motorist as, 'Any person who is not an occupant of a motor vehicle in transport and includes the following:

- Pedestrian
- Pedalcyclists (Bicyclists)
- Occupants of a parked motor vehicle
- Joggers
- Skateboard Riders
- People riding on animals
- Persons riding on animal-drawn conveyances (horse-drawn carriage)'

<https://www-fars.nhtsa.dot.gov/Help/Terms.aspx>

## Purpose

The following information has been compiled to determine if Fargo-Moorhead Metropolitan Council of Governments should in accordance with §490.209(c)(4) either follow

§490.209(c)(4)(i) and *agree 'to plan and program projects so that they contribute toward the accomplishment of the State DOT safety target for that performance measure'*

OR

§490.209(c)(4)(ii) *commit 'to a quantifiable target for that performance measure for' (our) MPO.*

The decision needs to be made by and submitted to the respective State DOTs by February 27, 2019 (180 days after NDDOT and MnDOT established their targets).

By choosing to follow §490.209(c)(4)(i), Metro COG would program the Minnesota portion of the MPO based on MnDOT's established safety performance measures and the North Dakota portion of the MPO would be programed based on NDDOT safety performance measures. The following table illustrates the established safety performance measures per state.

| 2019 Established Safety Performance Measures Statewide                         |              |              |
|--|--------------|--------------|
|  | MnDOT Target | NDDOT Target |
| <b>Number of Fatalities</b>  | 372.2        | 127.3        |
| <b>Rate of Fatalities</b> (per 100M VMT)                                       | 0.622        | 1.271        |
| <b>Number of Serious Injuries</b>  | 1,711        | 486.2        |
| <b>Rate of Serious Injuries</b> (per 100M VMT)                                 | 2.854        | 4.848        |
| <b>Number of Non-motorized Fatalities &amp; Non-motorized Serious Injuries</b> | 267.5        | 34.6         |

Please note that these are the statewide target numbers and in order to compare the Fargo-Moorhead MPA numbers with each state's goals, Metro COG has extrapolated the numbers based on a yearly percentage change for each state to compare the goals equally.

If Metro COG chooses to follow §490.209(c)(4)(ii), Metro COG would be able to program the entire Metropolitan Planning Area (MPA) under our established safety performance measures, which would supersede the State DOT safety performance measures. In order to do so, Metro COG would have to report the VMT estimate and methodology used to establish targets for fatality rate and serious injury rate targets. This has to occur for all roadways within the metropolitan planning boundary (MPA) regardless of ownership or functional class. Currently, local road VMT data is not collected by Metro COG for all roadways within the MPA network. Thus, a formula, methodology, and new program would need to be established for annual VMT calculations to occur by the beginning of each calendar year.

With either option, Metro COG must set, measure, and report annually the established safety targets to the respective State DOT 'in a manner that is documented and mutually agreed upon by both parties', according to §490.213(b). For MnDOT this means signing a resolution that states the measures Metro COG will measure under

§490.209(c)(4)(i) and which performance targets Metro COG will measure under §490.209(c)(4)(ii). NDDOT has not established a resolution. Metro COG has proposed using a similar resolution to MnDOT's resolution for NDDOT's resolution.

For performance targets that Metro COG establishes under §490.209(c)(4)(ii), Metro COG is required to report the baseline safety performance, VMT estimate and methodology (if a quantifiable rate target was established), and progress toward the achievement of the targets. The safety performance and progress shall also be reported based on the following data sources, as mentioned previously:

- The most recent available Final FARS data for:
  - **Number of Fatalities\***
  - **Rate of Fatalities\***
  - **Number of Non-motorized Fatalities\***

\*FARS ARF may be used if Final FARS is not available
- State reported data for:
  - **Number of Serious Injuries**
  - **Rate of Serious Injuries**
  - **Number of Non-motorized Serious Injuries**
- MPO VMT estimate for:
  - **Rate of Fatalities**
  - **Rate of Serious Injuries**

Over the following pages Metro COG has established the rolling 5-year average for each safety performance measure from 2011-2015 and 2012-2016, when data was available. Areas for which data was unavailable are noted and highlighted to show missing information.

## North Dakota Portion of MPA - Existing Measurements

| MPA – North Dakota  |       |       |       |       |       |       |       |
|---|-------|-------|-------|-------|-------|-------|-------|
|   | 2011  | 2012  | 2013  | 2014  | 2015  | 2016  | 2017* |
| Number of Fatalities  | 7     | 5     | 1     | 5     | 5     | 5     | 6     |
| Rate of Fatalities (per 100M VMT)                                   | 0.374 | 0.267 | 0.051 | 0.251 | 0.218 | 0.210 | 0.249 |
| Number of Serious Injuries  | 24    | 38    | 35    | 45    | 45    | 45    | 29    |
| Rate of Serious Injuries (per 100M VMT)                             | 1.281 | 2.027 | 1.786 | 2.259 | 1.959 | 1.894 | 1.202 |
| Number of Non-motorized Fatalities                                  | 2     | 0     | 0     | 0     | 0     |       |       |
| Number of Non-motorized Serious Injuries                            | 2     | 3     | 2     | 4     | 4     |       |       |
| Number of Non-motorized Fatalities & Non-motorized Serious Injuries | 4     | 3     | 2     | 4     | 4     | 5     | 7     |

\*From FARS ARF, if Final FARS is not available

1. Number of Fatalities (rolling 5-year average) =  
**4.4 (2013-2017)**  
 4.2 (2012-2016) – used for setting 2018 targets  
 4.6 (2011-2015)  
 • Increase of **4.762%** over the prior 5-year rolling average
2. Rate of Fatalities (rolling 5-year average) =  
**0.196 (2013-2017)**  
 0.199 (2012-2016) – used for setting 2018 targets  
 0.232 (2011-2015)  
 • Decrease of **-1.799%** over the prior 5-year rolling average
3. Number of Serious Injuries (rolling 5-year average) =  
**39.8 (2013-2017)**  
 41.6 (2012-2016) – used for setting 2018 targets  
 37.4 (2011-2015)  
 • Decrease of **-4.327%** over the prior 5-year rolling average
4. Rate of Serious Injuries (rolling 5-year average) =  
**1.820 (2013-2017)**  
 1.985 (2012-2016) – used for setting 2018 targets  
 1.305 (2011-2015)  
 • Decrease of **-9.38%** over the prior 5-year rolling average
5. Number of Non-motorized Fatalities and Non-motorized Serious Injuries (rolling 5-year average) =  
**4.4 (2013-2017)**  
 3.6 (2012-2016) – used for setting 2018 targets  
 3.4 (2011-2015)  
 • Increase of **22.222%** over the prior 5-year rolling average

## Minnesota Portion of MPA - Existing Measurements

| MPA – Minnesota   |       |       |       |       |       |       |       |
|---|-------|-------|-------|-------|-------|-------|-------|
|   | 2011  | 2012  | 2013  | 2014  | 2015  | 2016  | 2017  |
| Number of Fatalities  | 1     | 2     | 5     | 3     | 1     | 1     | 2     |
| Rate of Fatalities (per 100M VMT)                                   | 0.122 | 0.243 | 0.608 | 0.308 | 0.094 | 0.091 | 0.176 |
| Number of Serious Injuries  | 10    | 9     | 11    | 14    | 12    | 11    | 5     |
| Rate of Serious Injuries (per 100M VMT)                             | 1.216 | 1.095 | 1.338 | 1.439 | 1.123 | 0.999 | 0.441 |
| Number of Non-motorized Fatalities                                  | 0     | 0     | 0     | 0     | 0     | 0     | 0     |
| Number of Non-motorized Serious Injuries                            | 1     | 0     | 1     | 0     | 1     | 0     | 1     |
| Number of Non-motorized Fatalities & Non-motorized Serious Injuries | 1     | 0     | 1     | 0     | 1     | 0     | 1     |

\*From FARS ARF, if Final FARS is not available

6. Number of Fatalities (rolling 5-year average) =  
**2.4 (2013-2017)**  
 2.4 (2012-2016) – used for setting 2018 targets  
 2.4 (2011-2015)  
 • **No change**
7. Rate of Fatalities (rolling 5-year average) =  
**0.255 (2013-2017)**  
 0.269 (2012-2016) – used for setting 2018 targets  
 0.275 (2011-2015)  
 • Decrease of **-4.973%** over the prior 5-year rolling average
8. Number of Serious Injuries (rolling 5-year average) =  
**10.6 (2013-2017)**  
 11.4 (2012-2016) – used for setting 2018 targets  
 11.2 (2011-2015)  
 • Decrease of **-7.02%** over the prior 5-year rolling average
9. Rate of Serious Injuries (rolling 5-year average) =  
**1.068 (2013-2017)**  
 1.199(2012-2016) – used for setting 2018 targets  
 1.242 (2011-2015)  
 • Decrease of **-10.906%** over the prior 5-year rolling average
10. Number of Non-motorized Fatalities and Non-motorized Serious Injuries (rolling 5-year average) =  
**0.6 (2013-2017)**  
 0.4 (2012-2016) – used for setting 2018 targets  
 0.6 (2011-2015)  
 • Increase of **50%** over the prior 5-year rolling average

\*Only one serious injury in 2017, so percentage change appears dramatic when a death or serious injury occurs.

## State Targets v. Existing Measurements

| 2019 Established Safety Performance Measures Statewide                         |              |                 |              |                 |
|--|--------------|-----------------|--------------|-----------------|
|  | MnDOT Target | Clay County MPA | NDDOT Target | Cass County MPA |
| <b>Number of Fatalities</b>  | 372.2        | 2.4             | 127.3        | 4.4             |
| <b>Rate of Fatalities</b> (per 100M VMT)                                       | 0.622        | 0.255           | 1.271        | 0.196           |
| <b>Number of Serious Injuries</b>  | 1,711        | 10.6            | 486.2        | 39.8            |
| <b>Rate of Serious Injuries</b> (per 100M VMT)                                 | 2.854        | 1.068           | 4.848        | 1.820           |
| <b>Number of Non-motorized Fatalities &amp; Non-motorized Serious Injuries</b> | 267.5        | 0.6             | 34.6         | 4.4             |

In the above table, the state DOT targets are illustrated and adjacent are the county rolling 5-year averages for 2013-2017.

Since the total number of Fatalities, Serious Injuries, and Non-motorized Fatalities and Non-motorized Serious Injuries are hard numbers, they are difficult to compare. The most comparable data sets are the Rate of Fatalities and Rate of Serious Injuries. Based on this information, the Minnesota portion of the MPA (the portion of Clay County within the MPA) shows that the 2013-2017 5-year rolling average is well below the state targets. **Based on this information, the North Dakota portion of the MPA (the portion of Cass County within the MPA) shows that the 2013-2017 5-year rolling average is well below the state targets.**



## Contact:

Further information regarding FHWA's Performance Management Measure 1 – Highway Safety Improvement Program Performance Measures (Subpart B) can be acquired by contacting Anna Pierce (Metro COG) at 701.532.5102 or [pierce@fmmetrocog.org](mailto:pierce@fmmetrocog.org).

### **Additional FHWA Performance Management Measure 1 resources include:**

#### FHWA

<https://safety.fhwa.dot.gov/hsip/spm/>

#### MnDOT

Bobbi Retzlaff, AICP  
*Planning Program Coordinator*  
651.366.3793  
[bobbi.retzlaff@state.mn.us](mailto:bobbi.retzlaff@state.mn.us)

#### NDDOT

Michael Johnson, P.E.  
*Local Government*  
701.328.2118  
[mijohnson@nd.gov](mailto:mijohnson@nd.gov)

## Appendix A: Methodology

The methodology for each table is as follows:

- **Number of Fatalities** – Data was collected from FARS and verified by cross-referencing with each State DOT’s crash data. Minnesota fatal crashes are classified by Severity using a KABCO rating of ‘K’ (Killed). North Dakota fatal crashes are classified by a Crash Severity Description of ‘Fatal’.
- **Rate of Fatalities** – The Number of Fatalities number for each state in each year was used to calculate the Rate of Fatalities. The MPO VMT was collected using the Metro Profile for each associated year within each state. The VMT for each state’s portion of the MPA was extrapolated using the following formula, as accurate VMT for the MPO, since data is collected only every 5 years.

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### *North Dakota Portion of MPA VMT Calculations*

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$$([\text{West Fargo VMT}] + [\text{Fargo VMT}]) / 100,000,000 = \text{West Fargo / Fargo VMT/100M}$$

$$([\text{ND portion of MPA Total Miles of Roadway}] / [\text{West Fargo and Fargo Total Miles of Roadway}]) \times ([\text{West Fargo VMT}] + [\text{Fargo VMT}]) = \text{ND portion of MPA VMT/100M}$$

$$[\text{West Fargo / Fargo VMT/100M}] / [\text{Number of Fatalities in Fargo/West Fargo}] = \text{Rate of Fatalities per 100M VMT in West Fargo and Fargo}$$

$$[\text{ND portion of MPA VMT/100M}] / [\text{Number of Fatalities in ND portion of MPA}] = \text{Rate of Fatalities per 100M VMT in ND portion of MPA}$$

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### *Minnesota Portion of MPA VMT Calculations*

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$$([\text{Moorhead VMT}] + [\text{Dilworth VMT}]) / 100,000,000 = \text{Moorhead / Dilworth VMT/100M}$$

$$([\text{MN portion of MPA Total Miles of Roadway}] / [\text{Moorhead and Dilworth Total Miles of Roadway}]) \times ([\text{Moorhead VMT}] + [\text{Dilworth VMT}]) = \text{MN portion of MPA VMT/100M}$$

$$[\text{Moorhead / Dilworth VMT/100M}] / [\text{Number of Fatalities in Moorhead / Dilworth}] = \text{Rate of Fatalities per 100M VMT in Moorhead and Dilworth}$$

$$[\text{MN portion of MPA VMT/100M}] / [\text{Number of Fatalities in MN portion of MPA}] = \text{Rate of Fatalities per 100M VMT in MN portion of MPA}$$

- **Number of Serious Injuries** – Data was collected from each State DOT’s crash data. Minnesota serious injury crashes are classified by Severity using a KABCO rating of ‘A’ (Incapacitating Injury). North Dakota serious injury crashes are classified by a Crash Severity Description of ‘Incapacitating Injury’.
- **Rate of Serious Injuries** – The Number of Serious Injuries for each state in each year was used to calculate the Rate of Serious Injuries. The same MPO VMT was collected using the Metro Profile for each associated year within each state. The VMT was extrapolated using the same formula as noted under Rate of Fatalities methodology.
- **Number of Non-motorized Fatalities** – The number of fatalities data was collected from FARS and verified by cross-referencing with each State DOT’s crash data. NDDOT classifies each crash by First Harmful Event. Using this method Metro COG was able to identify which crashes involved a pedestrian or pedalcycle. Further, NDDOT classifies Unit Configuration Description, which provided Metro COG with knowledge of what collided with the pedestrian, pedalcycle or parked motor vehicle. MNCMAT classifies each crash by ACC TYP (Accident type by 1<sup>st</sup> harmful event). Using this method Metro COG was able to identify which crashes were collisions with a parked motor vehicle, pedalcycle (bicycle), or pedestrian. Minnesota also identifies the number of vehicles and the type of vehicles involved, which allowed Metro COG to cross-reference the information to confirm that a pedestrian, skater, or bicycle was involved in the crash. As previously noted, these are identified as non-motorized vehicle crashes according to NHTSA.
- **Number of Non-motorized Serious Injuries** – The number of serious injuries data was collected from each State DOT’s crash data. NDDOT classifies each crash by First Harmful Event. Using this method Metro COG was able to identify which crashes involved a pedestrian or pedalcycle. MNCMAT classifies each crash by ACC TYP (Accident type by 1<sup>st</sup> harmful event). Using this method Metro COG was able to identify which crashes were collisions with a parked motor vehicle, pedalcycle (bicycle), or pedestrian. Minnesota also identifies the number of vehicles and the type of vehicles involved, which allowed Metro COG to cross-reference the information to confirm that a pedestrian, skater, or bicycle was involved in the crash. As previously noted, these are identified as non-motorized vehicle crashes according to NHTSA.
- **Number of Non-motorized Fatalities & Non-motorized Serious Injuries** – Metro COG added the Number of Non-motorized Fatalities and the Number of Non-motorized Serious Injuries up for each state in each year.

It is important to note that due to the nature of the performance measures, some data applies to multiple performance measures. An example is when a pedestrian is killed by a motorized vehicle. This crash is calculated into the total number of fatalities, the total number of non-motorized fatalities, and the rate of fatalities.

## Appendix B: Crash Data

Appendix B contains the spreadsheets with individual crash data for North Dakota and Minnesota that were used and summarized in the Existing Measurement Tables on pages 5 and 6.

Due to sensitive information found within this spreadsheet, it has not been included in the report. A redacted version can be requested by contacting Anna Pierce at [pierce@fmmetrocog.org](mailto:pierce@fmmetrocog.org) or 701.532.5102.

RESOLUTION 2019-001  
OF THE FARGO-MOORHEAD  
METROPOLITAN COUNCIL OF GOVERNMENTS

Adopting HSIP Performance Targets

*Whereas*, the U.S. Department of Transportation established five performance measures for the Highway Safety Improvement Program (HSIP) as detailed in 23 CFR 490, Subpart B, National Performance Measures for the Highway Safety Improvement Program;

*Whereas*, the Minnesota Department of Transportation (MnDOT) established performance targets for each of the five HSIP performance measures in accordance with 23 CFR 490.209; and

*Whereas*, metropolitan planning organizations (MPOs) must establish performance targets for each of the HSIP performance measures; and

*Whereas*, MPOs establish HSIP targets by either agreeing to plan and program projects so that they contribute to the accomplishment of the State DOT HSIP target or commit to a quantifiable HSIP target for the metropolitan planning area; and

*Now, therefore, be it resolved*, that the Fargo-Moorhead Metropolitan Council of Governments agrees to plan and program projects so that the projects contribute to the accomplishment of MnDOT’s calendar year 2019 HSIP targets for the following performance measures:

- Number of fatalities: 372.2;
- Rate of fatalities: 0.622 per 100 million vehicle miles traveled;
- Number of serious injuries: 1,711;
- Rate of serious injuries: 2.854 per 100 million vehicle miles traveled; and,
- Number of non-motorized fatalities and non-motorized serious injuries: 267.5.

Fargo-Moorhead Metropolitan Council of Governments

\_\_\_\_\_  
Jenny Mongeau, Metro COG Policy Board Chair

\_\_\_\_\_  
Cynthia R Gray, Metro COG Executive Director

Date: \_\_\_\_\_

RESOLUTION 2019-002  
OF THE FARGO-MOORHEAD  
METROPOLITAN COUNCIL OF GOVERNMENTS

Adopting HSIP Performance Targets

*Whereas*, the U.S. Department of Transportation established five performance measures for the Highway Safety Improvement Program (HSIP) as detailed in 23 CFR 490, Subpart B, National Performance Measures for the Highway Safety Improvement Program;

*Whereas*, the North Dakota Department of Transportation (NDDOT) established performance targets for each of the five HSIP performance measures in accordance with 23 CFR 490.209; and

*Whereas*, metropolitan planning organizations (MPOs) must establish performance targets for each of the HSIP performance measures; and

*Whereas*, MPOs establish HSIP targets by either agreeing to plan and program projects so that they contribute to the accomplishment of the State DOT HSIP target or commit to a quantifiable HSIP target for the metropolitan planning area; and

*Now, therefore, be it resolved*, that the Fargo-Moorhead Metropolitan Council of Governments agrees to plan and program projects so that the projects contribute to the accomplishment of NDDOT's calendar year 2018 HSIP targets for the following performance measures:

- Number of fatalities: 127.3;
- Rate of fatalities: 1.271 per 100 million vehicle miles traveled;
- Number of serious injuries: 486.2;
- Rate of serious injuries: 4.848 per 100 million vehicle miles traveled; and,
- Number of non-motorized fatalities and non-motorized serious injuries: 34.6.

Fargo-Moorhead Metropolitan Council of Governments

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Jenny Mongeau, Metro COG Policy Board Chair

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Cynthia R Gray, Metro COG Executive Director

Date: \_\_\_\_\_

**To:** Metro COG Policy Board  
**From:** Dan Farnsworth  
**Date:** January 11, 2019  
**Re:** **Section 5339 Transit Grant Application**

The North Dakota Department of Transportation (NDDOT) recently solicited applications for the annual Section 5339 transit grant. This grant is designed to provide funding for transit projects that involve replacement of buses, improvements to bus facilities, and more.

Metro COG received one application for this solicitation. The grant came from the City of Fargo/MATBUS. The applicant is requesting the following:

- Replacement of 4 aging fixed route buses (\$500,000 each)
- Replacement of 6 aging paratransit vehicles (\$85,000 each)

The total request from City of Fargo/MATBUS for this application is \$2,510,000 (Federal share: \$2,008,000; local match: \$502,000).

The Transportation Technical Committee reviewed this at their January 10<sup>th</sup> meeting and recommended approval.

**Requested Action:**

**Approval of the associated Section 5339 Transit Grant Application from City of Fargo / MATBUS prior to forwarding to NDDOT.**



**FY 2019**  
**Vehicle Application**

| <b>Section 5339 Bus Grant Program</b> |  |
|---------------------------------------|--|
| Agency Name                           | <b>City of Fargo</b>   |
| Agency Contact                        | <b>Julie Bommelman, Transit Director</b> <span style="float: right;"><b>Phone: 701.476.6737</b></span> |
| DUNS #                                | <b>070265871</b>   |

Section 5339 – The Federal Transit Administration (FTA) Section 5339 (Bus & Bus Facilities Program) is a capital-only program and funds are limited to capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct bus-related facilities.

For this application process, NDDOT will use these Section 5339 funds for vehicle purchases only. **The federal share of eligible project costs may not exceed 80% of the cost of the project.**

The entire Section 5339 – Bus and Bus Facilities Grants is further explained in FTA Circular 9300.1B, located on the FTA website at [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final\\_C\\_9300\\_1\\_Bpub.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf).

**Please Note:**

- Capital project requests will require a minimum of **20% Local Match**.
- Assets purchased with Federal Funds must be maintained and inventoried through the Transit Asset Management (TAM) Program.
- As with most Federal Assistance Programs, 5339 is designed as a reimbursement program. Your agency should be prepared to pay for your equipment upon delivery/acceptance and then request reimbursement from NDDOT.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
- If you receive \$750,000 from any federal source you are required to have a Single Audit per 2 CFR 200 subpart F.
- All applications are due **January 29, 2019, 12:00pm, noon, CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount.



## GENERAL INFORMATION

1. Provide a detailed description of the transportation services your agency currently provides and any plans for increasing services, expanding service area and increasing ridership. (days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

The City of Fargo provides fixed route transportation services within Fargo and West Fargo, ND, and provides complimentary paratransit services within the entire metro area (the City of Moorhead contracts with the City of Fargo for para services). The ridership on fixed route doubled in 5 years to exceed 1.2M annually (Fargo and West Fargo only – Moorhead and Dilworth put us past 2M annually), paratransit is approximately 55,000 annually. The City of Fargo is the designated 5307 direct recipient of FTA grants in the area. There is a successful U-Pass and circulator program with North Dakota State University, coordination with several transportation providers in the area, and on-going efforts to evolve the agency and meet changing demands. Service was increased in July 2017 with the implementation of a new route to serve the expanding sw area of Fargo and West Fargo, including service to the new Sanford Hospital. There is a downtown circulator, LinkFM, shared equally with the City of Moorhead designed to alleviate parking issues and encourage alternate means of transportation in the growing area of downtown. This circulator route continues to grow and has emerged as a popular choice for travel around the downtown area for dining, entertainment, and employment.

Services include fixed route and paratransit – hours of operation are 6:15 am to 11:15 pm M-F and 7:15 am to 11:15 pm Saturday – there is no fixed route service on Sunday, however, paratransit operates 2 vehicles 7:00 am to 5:00 pm. The City of Moorhead implemented paratransit on Sundays effective July 2017. Fares on fixed route are \$1.50 for adults, \$.75 for seniors, people with disabilities, and youth; fares on paratransit are \$3.00. We currently have 29 fixed route vehicles and 15 paratransit vehicles for services – peak VOMS are 25 on fixed route and 14 on paratransit; the spare ratio is tight. We serve Cass County and, through our agreement with the City of Moorhead to provide paratransit, we also serve Clay County. With the growth of the Cities, the demand for transit has grown – the current Transit Development Plan identified a need for increased service hours, Sunday fixed route service, realignment of existing routes, and service to various expansion areas. The plan to increase ridership is a multi-faceted marketing approach to include social media, print, radio and community outreach and events, and implementing a downtown employer sponsored bus pass program.

2. Provide a detailed explanation of how and why this request is important to your agency and how it will improve or provide for future service to citizens in the communities/counties you provide service to. Explain where in your current 3-5 year plan this project(s) is specifically stated (list section and page number(s)).

These requests are vital to our agency – the vehicles will be utilized in the overall fleet. These are all replacement vehicles, heralding a time we are again on a regular replacement schedule. These replacement vehicles will allow the City to provide excellent transit services and options in the area with new, reliable vehicles. There are approximately 4000 households that do not have access to an automobile, there are on-going efforts to reduce congestion in the metro area (transit is a logical alternative when 1 bus can take up to 50 cars off the roads), and the college population in the area grows to approximately 20,000 additional people in the metro area during the academic year, placing increased demands on roads/services. Transit contributes by effectively merging people, services, technology, information, access to medical care, and jobs. The final ridership numbers for FY2018 indicate a 2.73% increase in ridership, the demand will only continue to grow.

4 fixed route buses: it will give us replacement vehicles that will have reached the end of their useful life – replacing outdated buses improves reliability and safety of transit services; it will replace vehicles that are experiencing end of life mechanical issues which are costly.

6 paratransit vehicles: replacement of paratransit vehicles is critical. Transportation of people with disabilities on paratransit requires safe, up-to-date vehicles. As the metro area grows to being a regional draw for medical services,

education, jobs and entertainment, paratransit service must keep pace, however, with the amount of miles we put on our vehicles, they need to be replaced on schedule.

These projects for vehicle replacements can be located in the current MATBUS Capital Asset Condition Assessment Transit Asset Management Plan (contained within the Transit Development Plan), starting on page 82. The TDP outlines Fargo’s inadequacy when replacing vehicles in the past – the goal is to get on an acceptable replacement cycle and stay on it – purchasing these vehicles will do just that. The projects are also in the Draft 2019-2022 TIP starting on page 3-1.

The City of Fargo sincerely appreciates the opportunity to gain access to these capital funds for new vehicles. Existing FTA funds are currently being fully expended for operations and preventative maintenance, state aid is used for operations as well.

## VEHICLE PROJECT REQUESTS

**There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in the Black Cat System.**

4. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Four (4) fixed route buses: 2007 35-foot New Flyers, low-floor, ADA accessible, seating capacity 29  
And

Six (6) paratransit vehicles: 2015 <30 foot E-450’s, ADA accessible, seating capacity 14 including driver

5. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?

The vehicles will update part of the fleet, which will improve reliability and reduce repair costs; passengers will see a commitment to provide safe, updated vehicles and improve their overall experience; services will be fixed route and paratransit – improving the reliability plus increasing attention of road supervisors on good driving and customer service by drivers, will hopefully translate to repeat customers and decreased costs.

6. If requesting a replacement, which vehicle in your fleet are you replacing?

a. Vehicle Information Number (VIN):

**Fixed route vehicles:**

5FYD5KV037C032361

5FYD5KV057C032362

5FYD5KV097C032363

5FYD5KV097C032364

**Paratransit Vehicles:**

1FDEE4FL0FDA12131

1FDEE4FL2FDA12132

1FDEE4FL2FDA12133

1FDEE4FL4FDA35055

1FDEE4FL6FDA35056

1FDEE4FL8FDA35057

b. Vehicle Year: Fixed route vehicles are 2007 vehicles and paratransit vehicles are 2015.

|   |  |
|---|--|
| c. Make/Model: Fixed route vehicles are New Flyer Low-Floor 35-foot<br>Paratransit vehicles are E-450's   |  |
| d. Current Mileage:<br><b>Fixed route vehicles:</b><br>399,751<br>347,401<br>376,537<br>367,232<br><br><b>Para Vehicles:</b><br>103,978<br>103,519<br>105,751<br>96,253<br>94,980<br>84,615                                     |  |
| 7. If requesting an expansion vehicle, list the agency/community/county to be served (include: hours and days of service and estimated ridership).  |  |
| 8. Provide an estimated timeline for the purchase of this vehicle (s). <b><u>Provide a separate timeline if you are applying for different types of vehicles. See sample timeline below, add or remove lines as needed.</u></b> |  |
| Vehicle Order Date: fixed route: August 2019<br>Paratransit: August/Sept 2019   |  |
| Vehicle Deliver Date: fixed route: July/August 2020<br>Paratransit: Jan/Feb 2020  |  |
| Project Completion: fixed route: October 2020<br>Paratransit: March 2020  |  |
| 9. Estimate the total cost of vehicle. <b><i>Provide a separate cost per vehicle.</i></b>   |  |
| Each fixed route vehicle is estimated to be \$500,000<br>Each paratransit vehicle is estimated to be \$85,000   |  |
| Following are suggested price requests for vehicles based on current state bid quotes. <b>Keep in mind if you intend to order vehicles with additional options prices will vary accordingly.</b>                                |  |
| ADA Low Floor Mini Van<br>NDDOT Term Contract No. 382   | Davey Coach Sales - Base Price - \$38,045<br>Harlows Bus Sales - Base price - \$38,125                       |
| 14 Passenger or 12 + 2 Passenger Cutaway/Bus<br>NDDOT Term Contract No. 384   | Harlows Bus Sales - Base price – \$58,670<br>North Central Bus & Equipment - Base Price - \$63,422           |
| 15 Passenger (including driver) Cutaway/Bus<br>NDDOT Term Contract No. 300  | Base price - \$69,995 - \$77,812   |
| Frontrunner – New England Wheels  | Base Price - \$104,392 - \$105,483   |
| Rear Lift ADA Transit Vehicle<br>NDDOT Term Contract No. 301 - LWB<br>NDDOT Term Contract No. 301-B-RWB   | North Central Bus & Equipment - Base price -\$43,834 – \$57,956<br>Harlows Bus Sales – Base Price - \$42,895 |

| FTA Useful Life Standards                       |                           |
|---|---------------------------|
| Mini-Vans/Modified Vans – 3-14 passenger        | 4 years or 100,000 miles  |
| Med-Size Light Duty Cutaway – 8-16 passenger    | 5 years or 150,000 miles  |
| Med-Size Med Duty Cutaway/Bus – 16-30 passenger | 7 years or 200,000 miles  |
| Med-Size Heavy Duty Bus – 24-25 passenger       | 10 years or 350,000 miles |
| Large Heavy Duty Bus – 35-40+ passenger         | 12 years or 500,000 miles |

## FY 2019 PROJECT FUNDING REQUEST

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (state aid, mill levy, donations, contract income, etc.) that are available to be used towards each project.

| Ranking | Vehicle Project | Estimated Federal Cost of Vehicle Project | Local Match Needed | Sources of Local Match*            |
|---------|-----------------|---|--------------------|------------------------------------|
| 1       | 11.12.02        | \$400,000                                 | \$100,000          | Farebox, advertising, general fund |
| 2       | 11.12.02        | \$400,000                                 | \$100,000          | Farebox, advertising, general fund |
| 3       | 11.12.02        | \$400,000                                 | \$100,000          | Farebox, advertising, general fund |
| 4       | 11.12.02        | \$400,000                                 | \$100,000          | Farebox, advertising, general fund |
| 5       | 11.12.04        | \$68,000                                  | \$17,000           | Farebox, advertising, general fund |
| 6       | 11.12.04        | \$68,000                                  | \$17,000           | Farebox, advertising, general fund |
| 7       | 11.12.04        | \$68,000                                  | \$17,000           | Farebox, advertising, general fund |
| 8       | 11.12.04        | \$68,000                                  | \$17,000           | Farebox, advertising, general fund |
| 9       | 11.12.04        | \$68,000                                  | \$17,000           | Farebox, advertising, general fund |
| 10      | 11.12.04        | \$68,000                                  | \$17,000           | Farebox, advertising, general fund |

**\*Documentation of sources of Local Match (including state aid) MUST be uploaded into BlackCat Application Documents or it will not be considered.**

**Local Match listed MUST not be associated with a previously approved project.**

The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process.

Phone: (701) 328-2542, 328-2835, 328-2194, or 328-3720,  
E-mail: [bhanson@nd.gov](mailto:bhanson@nd.gov), [dkarel@nd.gov](mailto:dkarel@nd.gov), [jsmall@nd.gov](mailto:jsmall@nd.gov) or [conelson@nd.gov](mailto:conelson@nd.gov) .



**To:** Policy Board  
**From:** Michael Maddox, AICP  
**Date:** January 11, 2019  
**Re:** **MATBUS Transit Authority Study – Consultant Selection**

The MATBUS Transit Authority Study Request for Proposal (RFP) was originally released on the North Dakota Department of Transportation (NDDOT) website on October 23, 2018. After that original release, Metro COG did not receive the requisite number of proposals and decided to re-release the RFP. The second release of the RFP occurred on December 7, 2018, with proposals due on January 3, 2019.

Metro COG received two proposals and interviewed those firms on January 8, 2019. The selection committee chose SRF Consulting Group with subconsultants AECOM and Swanson Warcup, Ltd as the preferred consulting team to complete the MATBUS Transit Authority Study. The committee is confident in the ability of the chosen firm to conduct the necessary analysis, based on their draft scope of work, in order to complete the project.

The selection committee consisted of:

|                               |                                |
|-------------------------------|--------------------------------|
| Michael Maddox, Metro COG     | Anna Pierce, Metro COG         |
| Julie Bommelman, MATBUS/Fargo | Lori Van Beek, MATBUS/Moorhead |
| Matt Peterson, MATBUS         | Jordan Smith, MATBUS           |

The other consultant team was led by KLJ, with subconsultants WSB, Kimley Horn, and AE2S. Metro COG has scheduled contract negotiations with SRF, which will occur on January 11, 2019, after which a final scope of work will be developed and a contract developed. These items will be distributed at the Policy Board meeting.

The Transportation Technical Committee recommended approval of the selection of the SRF / AECOM / Swanson Warcup team.

**Requested Action: Approve the selection of SRF Consulting Group with subconsultants AECOM and Swanson Warcup to complete the MATBUS Transit Authority Study, as well as the negotiated scope of work and contract.**

## Fargo-Moorhead Metropolitan Council of Governments

### Resolution 2019-R003

#### Resolution of Approval of a Consultant for Project 2018-220: MATBUS Transit Authority Study

**WHEREAS**, The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has been designated by the Governors of North Dakota and Minnesota as the Metropolitan Planning Organization (MPO) for the greater Fargo, North Dakota – Moorhead, Minnesota metropolitan area; and

**WHEREAS**, the North Dakota Department of Transportation (NDDOT) by agreement with the Minnesota Department of Transportation is the lead agency in providing Public Law (PL) and Federal Transit Administration (FTA) Section 5303 funds in a combined Consolidated Planning Grant; (CPG) and

**WHEREAS**, the NDDOT requires that the Policy Board, as governing entity of the MPO, approve the selection of the consultant to enter into a contract to perform a requested service; and

**WHEREAS**, Metro COG has conducted a Qualifications Based Consultant Selection Process in which a consultant has been selected to perform contractual work for Metro COG; and

**WHEREAS**, Metro COG desires to enter into a contract with the selected consultant to perform the services requested;

**THEREFORE, BE IT RESOLVED** that the Metro COG Policy Board approves the recommendation of the Project Consultant Selection Committee and the Transportation Technical Committee for Project 2018-220 and to enter into a contract with SRF Consulting Group to provide the services requested.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2019,

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Jenny Mongeau  
Metro COG Policy Board Chair

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Cynthia R Gray  
Metro COG Policy Board Secretary