METROCOG Fargo-Moorhead Metropolitan Council of Governments

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513th Transportation Technical Committee
Fargo-Moorhead Metropolitan Council of Governments
THURSDAY, December 10, 2020 – 10:00 a.m.
AGENDA

1.	Call to Order and Introductions	
2.	Approve the Agenda	Action Item
3.	Consider Minutes of the November 12, 2020 TTC Meeting	Action Item
4.	Public Input Opportunity	Public Input
5.	Urban Grant Program Solicitation and Prioritization	Action Item
6.	Urban Roads Program Solicitation and Prioritization	Action Item
7.	Section 5310 Transit Grant Application	Action Item
8.	Transportation Alternatives Grant Application Rankings	Action Item
9.	2020 Metro Profile	Information Item
10.	2019-2020 UPWP Amendment and 2021-2022 UPWP Amendment	Action Item
11.	Fargo Transportation Plan Request for Proposals	Action Item
12.	MATBUS Safety Plan/Safety Performance Measures	Action Item
13.	ATAC Contract Amendment – Moorhead Intersection Data Collection	Action Item
14.	NDDOT 2021-2022 Contract	Action Item
15.	Agency Updates	Discussion Item

a. City of Fargo
b. City of Moorhead
c. City of West Fargo
d. City of Dilworth
e. City of Horace
f. Cass County
g. Clay County
h. Other Member Jurisdictions

16.	Additional Business	Information Item
17.	Adjourn	

REMINDER: The next TTC meeting will be held Thursday, January 14, 2021 at 10:00 a.m.

Due to ongoing public health concerns related to COVID-19, Metro COG is encouraging citizens to provide their comments for consent agenda and regular agenda items on the December 10 agenda via email to leach@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 8:00 a.m. on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

For Public Participation, please REGISTER with the following link:
https://us02web.zoom.us/webinar/register/WN_mfP5XyS8QkqThA-LKGZiNw

Red Action Items require roll call votes.

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

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512th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, November 12, 2020 – 10:00 am
Metro COG Conference Room

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Julie	Bommelman	City of Fargo, MATBUS
Jeremy	Gorden	City of Fargo Transportation Engineering
Cindy	Gray	Metro COG
Robin	Huston	City of Moorhead Planning
Matthew	Jacobson	Clay County Planning
Jaclynn	Maahs	Concordia College
Peyton	Mastera	City of Dilworth Administration
Aaron	Nelson	Fargo City Planning
Grace	Puppe	Cass County Planning
Mary	Safgren	MnDOT – District 4
Russ	Sahr	City of Horace Planning
Jordan	Smith	MATBUS (alternate for Lori Van Beek)
Tim	Solberg	City of West Fargo Planning
Justin	Sorum	Clay County Engineering
Tom	Soucy	Cass County Highway (alternate for Jason Benson)
Brit	Stevens	NDSU – Transportation Manager
Mark	Wolter	Freight Representative, Midnite Express
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

Members Absent:

Jason	Benson	Cass County Highway Engineering (alternate present)
Kim	Lipetsky	Fargo Cass Public Health
Joe	Raso	GFMEDC
Lori	Van Beek	City of Moorhead, MATBUS (alternate present)

Others Present:

Adam	Altenburg	Metro COG
Dan	Bergerson	HDR
Mike	Bittner	KLJ
Luke	Champa	Metro COG
James	Dahlman	Interstate Engineering/Horace
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Matt	Kinsella	Apex Engineering
Wade	Kline	KLJ
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Jim	Mertz	Bolton & Menk
Brent	Mucha	Apex Engineering
Anna	Pierce	MnDOT
Kristen	Sperry	FHWA
Steve	Strack	Houston Engineering
David	Sweeney	SRF Consulting

1. CALL TO ORDER AND INTRODUCTIONS
The meeting was called to order at 10:00 am, on November 12, 2020 by Chair Gray. A quorum was present.

2. Approve the 512th TTC Meeting Agenda
Chair Gray asked if there were any questions or changes to the 512th TTC Meeting Agenda.

> *Motion:* Approve the 512th TTC Meeting Agenda.
> Ms. Huston moved, seconded by Mr. Atkins
> *MOTION*, PASSED.
> Motion carried unanimously.

3. APPROVE October 8, 2020 TTC MEETING MINUTES
Chair Gray asked if there were any questions or changes to the October 8, 2020 TTC Meeting Minutes.

> *Motion:* Approve the October 8, 2020 TTC Minutes.
> Mr. Wolter moved, seconded by Mr. Jacobson
> *MOTION*, PASSED
> Motion carried unanimously.

4. Public Comment Opportunity
No public comments were made or received.

5. 76th Avenue Corridor Study
Mr. Maddox presented the 76th Avenue Corridor Study final report. The study focuses on identifying contextual options and roadway alternatives that can be used in future decision-making on the functionality and purpose of the corridor. Two alternatives are included, one looking at an option that focuses primarily on mobility, and the other, a more traditional context that focuses more heavily on access to adjacent land uses. The timeline for future visioning of this corridor is well beyond the traditional 25 year planning horizon.

Ms. Gray stated that prior to the initiation of this project, Metro COG and Cass County had been collaborating to set up periodic discussions about southwest metro growth and infrastructure expansion, particularly related to the development of the schools in Horace. Now that this project is complete, she suggested that this group continue getting together on a periodic basis to ensure coordination and communication. She stated that Metro COG could take the lead on setting up these coordination meetings. The group indicated general agreement.

> *Motion:* Favorable recommendation to the Policy Board for approval of the 76th Avenue Corridor Study
> Mr. Gorden moved, seconded by Mr. Sahr
> *MOTION*, PASSED
> Motion carried unanimously.

6. Northwest Metro Transportation Plan

Mr. Altenburg introduced Mr. Bittner and Mr. Kline from KLJ, who presented the final report for the Northwest Metro Transportation Plan. The plan seeks to provide a long-range blueprint for future expansion needs within the northwestern growth area of the FM metro. Recommended transportation needs identified included future street capacity, traffic controls, multimodal facilities, as well as high-level planning estimates for infrastructure costs associated with future transportation facilities.

Mr. Gorden asked to have the plan be presented at the City of Fargo Public Works committee. Mr. Solberg said that the City of West Fargo Commission won't see it until December or January. Ms. Gray asked if Metro COG should hold off making a presentation to Policy Board until all commissions have approved it. Mr. Solberg and Mr. Gorden did not have an issue with the Policy Board approving the final study, but asked that if any changes are called for at the local level, to bring the study back to the Policy Board for re-approval.

Mr. Solberg asked if future consultant budgets could be structured to allow for consultants to make presentations to local jurisdictions at the end of the planning process. Ms. Gray stated that our budgets often do account for that, but equally as often, it seems like the scope has creeped, causing a budget shortage near the end of the project, and Metro COG staff often steps in at that point with an offer to present the project to local jurisdictions to reduce the budgetary impact on the consultant. However, she indicated that Metro COG will make a greater effort to ensure this is included in the scope and remains part of the scope through the end of the project.

> *Motion:* Recommend Policy Board approval of the Northwest Metro Transportation Plan, pending final approval by the Fargo City Commission and West Fargo City Commission
> Mr. Gorden moved, seconded by Ms. Bommelman
> *MOTION*, PASSED
> Motion carried unanimously.

7. Fargo Transportation Plan RFP

Ms. Gray noted that the RFP has undergone some changes since the original mailing of the packet materials. Ms. Gray said that the approval can be continued until next month if necessary. Mr. Nelson from City of Fargo Planning and Development Department said that they are reviewing the budget and scoping to ensure that the main purpose and intent are covered. Ms. Gray said that this item will be continued until next month. Mr. Zacher said that he has comments for the RFP as well, and will discuss them with Ms. Gray outside of the TTC meeting.

> *No Motion:* This item has been continued until next month

8. Section 5339(b) Transit Grant Application

Mr. Farnsworth presented the Section 5339(b) Transit Grant application that was submitted to Metro COG from Handi-Wheels.

Ms. Bommelman said that MATBUS supports this application and that Handi-Wheels service is much-needed in the area.

Mr. Farnsworth reminded the committee that the annual grant solicitation will be in December.

> *Motion:* Recommend approval to the Policy Board of the Section 5339(b) Grant Application as discussed
> Ms. Bommelman moved, seconded by Mr. Smith
> *MOTION*, PASSED
> Motion carried unanimously.

9. Metro Profile Update
Ms. Gray noted that with staff changes within Metro COG, the Metro Profile completion has been delayed. Mr. Altenburg gave an update on its status. Mr. Altenburg said that they are updating the format to be easier to read and understand for everyone, including updated infographics.

10. Agency Updates
Fargo: Bid opening for 64th Ave overpass is this Friday, 11/13. Working on Federal grant applications. Core Neighborhoods Plan first draft is available, land development code diagnostic process continues and will be presented to the Planning Commission later this month.

Moorhead: Received funding for downtown 11th Street/railroad grade separation, current underpass project at 21st St continues, 17th St Corridor study progressing. First Comprehensive Plan TAC is scheduled, received funding for completion of Midtown trail.

West Fargo: Sheyenne Street project bid opening will occur on 11/13.

Dilworth: no updates

Horace: Zoning Ordinance update RFP released

Cass County: no updates

Clay County: no updates

Freight: Northern Region Association Safety Professionals annual conference 12/1 and 12/8 (virtual conference)

Higher Ed: no updates

NDDOT: TIP amendment forthcoming, 2021 UPWP letters coming

MnDOT: US10/75 project management in works, reviewed proposals for MnDOT D4 Freight Plan. TIP final approval slated for before Thanksgiving

11. Additional Business
No additional business

12. Adjourn
The 512th Regular Meeting of the TTC was adjourned on November 12, 2020 at 11:40 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD December 10, 2020, 10:00 A.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant

METROCOG Fargo-Moorhead Metropolitan Council of Governments

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To: Transportation Technical Committee
From: Luke Champa
Date: 12/04/2020
Re: NDDOT Urban Grant Program Solicitation of Projects

The North Dakota Department of Transportation (NDDOT) is soliciting projects to be funded through the Urban Grant Program (UGP) for fiscal year (FY) 2023, in the development of the 2022-2025 State Transportation Improvement Program (STIP). All submittal packages are prioritized by Metro COG and then sent to NDDOT to go through the State's project prioritization and selection process.

Urban Grant Program – Currently Metro COG has received one (1) project for FY 2023 solicitation.

- 2nd Street Pedestrian Bridge (Fargo) – just south of Fargo City Hall. The estimated total project cost is $3,400,000, of which $2,700,000 (79%) is requested through federal funds, and $700,000 (21%) through local matching funds.

Given that there is only one (1) project submitted for the Urban Grant Program, no prioritization discussion needs to take place, and the project shall be submitted to NDDOT as Metro COG's top priority for the Urban Grant Program.

The City of Fargo applied and was awarded funding in FY 2022 for this project however, the award did not provide enough Federal participation to move forward with construction and as a result, the City withdrew last year's application with plans to resubmit for FY 2023.

Staff is asking the TTC to prioritize the above project for submittal to NDDOT for consideration. Please be aware that for projects to be considered by NDDOT, the proper paperwork shall also be submitted with the request.

The prioritized project list will be submitted to the Policy Board for action at their December 15, 2020 meeting. Upon action by the Policy Board, staff will submit the prioritized list and project materials to NDDOT prior to the December 31, 2020 deadline.

Attachments

1. List of programmed and proposed UGP projects (From the ALOP)
2. Draft 2nd Street bicycle and pedestrian bridge UGP application

Requested Action: Recommend approval to the Policy Board of the 2nd Street bicycle and pedestrian bridge project for the NDDOT Urban Grant Program solicitation and subsequent submittal of proper project application materials to the NDDOT by the December 31, 2020 deadline.

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits From	 To	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
Urban Grant Program												
City of West Fargo	3190041 22277 8018	2020 (ALOP)	Sheyenne St		7th Ave	Main	Road Diet, Grading, Aggregate Base, PCC Pavement, Storm Sewer, Signing, Pavement Markings, Bulb-Outs, Sidewalk, Access Modifications,Parking, Streetscape, Street Furniture, Lighting, Bus Stop	Reconstruction	$ 4,859,999	UGP	Local	$ 2,377,446 $ 2,482,553
City of Fargo	**PROPOSED**	**2023**	**2nd Street N**		**S of City Hall**		**Bicycle and Pedestrian Bridge**	**New Construction**	**$ 3,400,000**	**UGP**	**Local**	**$ 2,700,000** **$ 700,000**

Urban Grant Program Application

Coversheet

LPA
City of Fargo

Contact Person
Jeremy Gorden

Title
Transportation Division Engineer

Address
225 4th Street N, Fargo, ND 58102

Telephone
701-241-1529

Email
jgorden@fargond.gov

Project Name
2nd Street Pedestrian Bridge

LPA Applicant Signature (Highest Elected Official)

_____

NDDOT District Engineer Signature if project is located on/impacts a State Highway

_____

Date Submitted
11/30/2020

Application Attachment Checklist (check all that have been attached)

☒**Relevant excerpts from adopted plans** ☒**Map(s) depicting project location** ☐**Cross Section of Roadway/facility**

☒**Pictures, Graphics, and/or other visual aids** ☐**Relevant supporting data**

☐**Other Attachments (describe)**
Click here to enter text.

Information in this Box is for NDDOT to Complete

Date Received_____

Is this Project Title 23 Code of Federal Regulation Eligible including location on a federal aid route?
Yes☒ No☐

General Project Information

Project Description (including location and scope of work for which funding is requested)

The proposed project includes the construction of a bicycle & pedestrian bridge across 2nd Street N in downtown Fargo. While the primary purpose of the proposed grade-separated crossing is to literally bridge a gap in the City's bicycle network in order to improve alternative transportation options and safety within the urban core, the bridge will also be a catalyst for improving the economic vitality of this underutilized area of downtown.

In summary, the proposed bridge would:

- Fill a vital bicycle and pedestrian gap that exists between the regional Red River greenway trail system and the downtown core;
- Improve safety through a dedicated facility that is separated from vehicles;
- Provide a comfortable bicycle and pedestrian experience to encourage alternative modes of transportation for users of all ages and abilities;
- Improve the economic vitality of the vicinity by enhancing existing and planned public investment within the adjacent civic plaza and Red River greenway trail system; and
- Help to encourage infill redevelopment of surrounding underutilized properties, such as surface parking lots, which have access to existing utilities and public infrastructure.

Total Project Cost
$3.4M

Amount of Grant Funds Requested (cannot exceed 80% of total project cost)
$2.4M

Competitive Criteria

1. **Community Need for Project:** Explain why the project is needed including appropriate detail. Include any 100% locally funded components of the project that are part of the overall project or other planned projects that may compliment this project. Documentation of information to support the need such as relevant data, existing and if appropriate projected conditions, and any related analysis through studies or reports would be appropriate to identify in this section. Attachments such as but not limited to: maps, pictures, other graphics; and supporting data demonstrating the need for the project is encouraged.

   The project is needed in order to enhance the vitality of the City's core by improving bicycle and pedestrian circulation networks, improving the safety of those users, and providing opportunities to make better use of the underutilized river corridor.

   The City of Fargo recently adopted a downtown plan, *Downtown InFocus*, which was developed over the course of a year and a half. The process included a robust public participation component, which included:

   - over 50 one-on-one interviews;
   - six stakeholder working committee meetings;
   - 2,100 unique visitors to the project website;
   - 519 completed surveys;

- several discussion forums with elected City Commissioners;
- three public open house events totaling approximately 600 attendees; and
- ten focus group discussions.

One of the major goals resulting from the Downtown InFocus plan is to encourage alternative transportation modes in order to support a walkable, dense downtown. Some of the specific objectives identified to advance that goal include the establishment of a modal street hierarchy (to identifying pedestrian-, bicycle-, and vehicle-focused streets for use in future street design) and the creation of a downtown bicycle network.

Second Avenue N is classified as being a pedestrian- and bicycle-focused street and, consequently, is identified as being one of the east/west links in the downtown network. On-street bike facilities exist and additional on-street facilities are planned for Second Avenue N throughout the downtown core. Traveling east, where Second Avenue N dead-ends at the existing civic plaza, there is a planned multi-use path that will traverse through the plaza towards Second Street N and the Red River greenway trail network. The civic plaza ends at Second Street N, which separates the civic plaza from the Red River greenway trail network. Additionally, a recently constructed flood wall creates a second barrier at this location. The proposed bridge is needed to establish a bicycle and pedestrian connection over Second Street N and the floodwall, in order to complete the connection to the existing trail network within the river greenway.

There are two reasons that this bike and pedestrian link needs to be to be grade-separated. First, the most obvious reason is that the existing floodwall creates a barrier that cannot be penetrated due to its construction and purpose. The second reason is safety. Second Street N is one of the few north/south streets that transect the downtown core. As such, it handles a high volume of traffic—having an average annual daily traffic count of 12,730 vehicles in 2015. A grade-separated crossing would ensure a safe connection between the river greenway and the downtown core. Additionally, the dedicated bicycle and pedestrian bridge would provide a comfortable experience since it will be separated from vehicular traffic. This will encourage alternative modes of transportation for users of all ages and abilities, which is critical to the success of transportation modes such as biking.

Lastly, this project would support the vitality of the area by improving the connectedness of downtown with the natural amenities of the river corridor. This will be especially apparent with the additional programing, expansion, and use of the civic plaza. Specifically regarding the programs, events, and public offerings of the Fargo Public Library. Having a connection to nature will only advance recreational and educational opportunities associated with such public programing and events.

2. **Community Impact of Project:** Describe how the project will offer significant long term value to the community specifically in addressing the following program objectives (a-f):

   a) Preserve existing transportation assets

   The proposed bridge preserves existing transportation assets in at least two different ways. First, the bridge will enhance the use of the existing Red River greenway trail system and existing downtown bicycle and pedestrian facilities by providing desirable and user-friendly connectivity between the two. This will provide more functionality to both of these existing sets of transportation assets and will increase their use. Secondly, the proposed bridge would encourage alternative modes of access to downtown, helping to keep traffic volumes low as density increases.

b) **Ensure safety of all users of the transportation system**
The project seeks to separate bicycle and pedestrian traffic from vehicular traffic, thereby ensuring the safe crossing of Second Street N by users of all ages and abilities. Additionally, the proposed bridge seeks to provide comfortable access to the riverfront area. The bridge, in concert with additional City efforts to activate the riverfront area, will encourage more use of the greenway trails. The more "eyes" there are in this area, the safer it becomes.

c) **Improve multi-modal transportation options such as walking, bicycling, and public transportation**
The project seeks to improve multi-modal transportation options such as walking and bicycling by improving the connectivity of the bicycle and pedestrian networks.

d) **Enhance the economic vitality of the area by providing transportation assets that support: revitalization efforts; development of vacant or underutilized parcels within existing urban areas; and/or redevelopment of established portions of communities**
The project seeks to enhance the economic vitality of the area by bridging the divide between the downtown core and the natural amenities of the river greenway. In addition to the improved transportation connectivity, this bridge will support the City's efforts to revitalize the civic plaza, jointly providing opportunity for a programmable public gathering space with a connection to the river. Access to green spaces such as the riverfront add to the livability of the downtown urban environment and, as a result, promote increased residential density and activity in the surrounding area. There are a number of surface parking lots and other underutilized properties within the immediate vicinity of the proposed bridge. Once complete, the bridge and related improvements and amenities would help to encourage and support the redevelopment of these underutilized properties to higher and better uses, without the need to expand public infrastructure.

e) **Support economically sustainable growth, lessening the need for outward expansion of community transportation infrastructure and associated services**
As noted above, this project will support larger efforts to create a connection between the downtown core, civic quad, and Red River greenway trail system. These types of amenities add to the livability of the downtown urban environment and, as a result, promote increased residential density and business activity in the surrounding area. Increased density and infill development within the urban core makes efficient use of existing infrastructure and reduces the demand for outward expansion and the construction of new infrastructure.

3. **Consistency with an LPA Associated Plan:** Document linkage between the proposed project and a publicly accepted/adopted plan(s) and/or public involvement process. Clear linkage should be demonstrated between the proposed project and the associated public acceptance/support which would include documenting the reference(s) in the plan and/or public involvement process. Relevant excerpts from such documents are encouraged to attach with the application. Examples of publicly accepted/adopted plans might include but are not limited to: Community Comprehensive Plan; Downtown Master Plan; Neighborhood/Subarea/Corridor Plan; Bicycle/Pedestrian Plan; Housing Plan; Long Range Transportation Plan; Transit Development Plan; and/or Renaissance Zone Plan. A stand-alone public involvement process which demonstrates community support for the specific project is also acceptable and should be documented in the application.

   The proposed bridge project has evolved throughout the development of several plans over the past two decades, including the following:
   - The Downtown Fargo Redevelopment Framework Plan
   - Riverfront Development Master Plan
   - Downtown InFocus

In 2001, the City worked to develop the *Downtown Fargo Redevelopment Framework Plan*, in order to guide incremental public and private development in a way that would be mutually supportive. This planning effort resulted in a number of recommendations, many of which included graphical illustrations demonstrating these recommendations (see attached pages from the recommendations of this plan – Attachment A). The following recommendations relate to the proposed project:

- Recommendation A.4: *The City should take several steps to improve the riverfront as an amenity and link the core of the downtown, both visually and physically, to this asset.*
- Recommendation A.6: *The City should exploit the strengths of Fargo's history, relation to the Red River, and urban form to foster a genuine identity and sense of place.*
- Recommendation B.1.b: *2nd Avenue North should serve as the primary east-west connection from the core downtown to the Red River. A more intense streetscape treatment should be applied to the connection along 2nd Avenue North, including directional signage and visual indicators that pull people toward the Red River.*
- Recommendation B.5: *2nd Street North Parkway: Create a linkage to the River, Not a Barrier.*
- Recommendation D: Recommendation D discusses the need to link downtown Fargo to the river, specifically along the 2nd Avenue North corridor alignment. The plan proposes an urban riverfront plaza and terrace to create this amenity-rich link between 2nd Avenue North and the River. This connection point would also serve as a trailhead, connecting downtown bike and pedestrian facilities with the existing riverfront trail network.

The *Riverfront Development Master Plan* was developed based on recommendations from the Downtown Fargo Redevelopment Framework Plan, in order to refine the vision and plan for the riverfront area. The Second Avenue N/Second Street N area was identified as the most desirable physical connection between downtown Fargo and the river. This plan illustrates the proposed bridge spanning across 2nd Street N and connecting downtown Fargo to the Red River greenway trail system (see attached Pages 28 & 29 from the Fargo Riverfront Development Master Plan – Attachment B).

In 2017, the City of Fargo adopted a downtown plan, *Downtown InFocus*, which involved a substantial public participation effort which included:

- over 50 individual interviews,
- the development of a stakeholder working committee,
- an interactive website (which drew more than 2,100 unique visitors),
- 519 resident & employee survey responses,
- three open house events (which drew 280, 180, and 140 people, respectively), and
- 10 focus group discussions.

Ultimately, the Downtown InFocus planning effort resulted in a series of recommendations to support and advance the seven major goals of the plan (see Attachment C). Within the implementation section of the plan, there are several recommended actions that involve the proposed project, including the following:

- Recommendation 5.1: *Establish a street hierarchy downtown to inform all reconstruction projects*.
    - See Figure 24, which identifies the need to focus on pedestrian enhancements and an east/west bicycle connection between the River and 2nd Avenue N at the project location.
- Recommendation 5.3: *Create a bicycle network downtown*.
    - See Figure 28, which identifies a proposed bike network link at the project location.
- Recommendation 7.1: *Cultivate a downtown open space network*.
    - See Figure 36, which identifies proposed bike infrastructure and riverfront access at the project location.

- Recommendation 7.3: *Reconnect and activate the flood wall*
    - One specific recommendation is to "Create a new, actively programmed City Hall Plaza and pursue a bridge aligned with 2nd Avenue."
    - See Figures 38 - 40, which illustrate several concepts for a bridge over 2nd Street N and the adjacent floodwall.

Most recently, since the development of the Downtown InFocus plan, the City has continued to work with a landscape architecture consultant to further develop the vision and preliminary concepts for the proposed bridge, civic plaza redevelopment, and connection to the downtown core via the 2nd Avenue N corridor. While the proposed bridge is all that is included within the scope of this application, it is notable that the bridge is a part of a larger public vision to connect the heart of downtown Fargo to the riverfront area and its existing trail network and natural amenities. Attachment "E" illustrates the proposed bridge within the larger context of the 2nd Avenue N corridor, which has been continually documented and vetted through several public planning processes over the past two decades, as outlined above.

4. **Project Support of Urban Core/Central Business District:** Projects which directly support the urban core/central business district (CBD) will be given preferential consideration. Identify the project location and how it will support the urban core/CBD. (Attach 8.5" x 11" or 11" x 17" color map depicting project location in relation to urban core/CBD if applicable to the project type)

   The project is located at 2nd Street N, between 1st Avenue N and 3rd Avenue N. The project supports the urban core in several ways by providing additional transportation options, improving livability, and enhancing economic vitality.

   The project would help to fill a gap in the existing downtown bike & pedestrian transportation network by providing a grade-separated connection between the Red River and the downtown core. The project supports the urban core and central business district by supporting transportation links between the river and the Second Avenue N bike corridor, which will run through the heart of the central business district and which intersects with Broadway. The project will support the flow of people into, and out of, the central business district, which is essential for a healthy urban core.

   Additionally, the project would support the urban core by improving livability. Livability is enhanced by providing a direct connection between the river greenway and the CBD. A connection with nature will help to breathe new life into an urban core that is dominated by concrete. Tapping the downtown core into this existing natural amenity via the proposed bridge will also incentivize and support revitalization and infill development of adjacent underutilized properties.

5. **Projects that Maximize the Return on Investment from Public Funds:** Projects which can demonstrate a positive private return on investment of public funds will be given preferential consideration. Examples of this may include but not be limited to increased retail sales, new jobs, and/or new dwelling units anticipated as a direct result of the proposed project.

   The proposed project is anticipated to greatly support the addition of new dwelling units within the urban core. The City of Fargo recently acquired the Mid-America Steel facility located southeast of the project location, along the Red River, east of Second Street N. It is anticipated that once the steel facility is relocated, the City will solicit

redevelopment proposal from private firms. The proposed project will support the redevelopment potential of this site by providing a desirable link between the site's river location and the downtown core.

Additionally, the proposed project will add to the functionality of the planned civic plaza, which is to be located on the west end of the proposed project location. The use of this public space will only add to the livability of this area, which in turn will help to maximize the development of new dwelling units nearby, such as the Mid-America redevelopment site. As mentioned throughout this application, there are a number of underutilized properties within a short walk of the project location that would be more likely to see private investment once the proposed bridge is in place.

Existing Conditions

(information requested in this section may not be appropriate for all project types)

Functional Classification of Roadway

Minor Arterial

Current AADT (including source)

12,730 AADT (2015 FM MetroCOG traffic counts map - http://www.fmmetrocog.org/new/assets/documents/Traffic%20and%20Bike-Ped%20Counts/2015%20Traffic%20Counts/2015%20AADT%20Map_urban.pdf)

Forecasted AADT (including source)

10.6k in 2040 from FM LRTP 2014

Posted or Statutory Speed Limit

25 MPH

Cross Section of Roadway (attach graphics depicting current dimensions and key roadway elements)

3-lane concrete road, 40' wide with curb and gutter, with 12' shared use path on east side, 8' sidewalk on west side with matching 8.5' grass boulevards, see attachment.

Pavement rating or condition

Road was reconstructed in 2016 so it is in great condition.

Year of Last Federal Investment at this Location

2011, as an ER project after the spring flood of 2011.

When was the current section built?

2016

Year last surfaced or received maintenance?

N/A

Lighting

There is street lighting on both sides of the street.

Crash Rate or Number of Crashes?

N/A

Other Known Safety Concerns?

N/A

Intersections (how many, type, control, etc.)

N/A

Is parking allowed and what type?

No

Are there any bridges, box culverts, etc. within the project corridor?

No

What is the condition of the existing sanitary sewer, storm sewer, and water lines?

Very good, as they are brand new as of 2016.

Are there any Access points to adjoining property that present a special concern?

No

Bicycle/Pedestrian, and Public Transportation Accommodations (Sidewalk, shared use paths, bicycle lanes)?

There is both a shared use path and a sidewalk on 2nd Street, but our project would pass over 2nd Street.

Is there an existing transit or other public transportation facility located within the project limits?

No

Do any school buses, transit buses, other multi-modal vehicles, etc. use this route?

No

Does a RRX or RR facility exist within the project limits?

No

Other existing conditions that are not listed identified above?

There is an existing flood wall at the project location, which acts as a barrier to transportation and access between the Red River Corridor and 2nd Street.

Proposed Improvements

(information requested in this section may not be appropriate for all project types)

What are the proposed Improvements (specific scope of work)?

Constructing a pedestrian bridge from the river side of 2nd Street to the City Hall site located on the west side of 2nd Street.

Proposed Length

Approximately 200'.

Proposed Cross Section (attach graphics depicting current dimensions and key roadway elements)

Please see attachment.

Proposed Surfacing Type

Concrete for the shared use path portion of project, timber as the decking for the new pedestrian bridge.

Proposed Lighting, if applicable

2nd Street has street lighting but we'd also add it to the pedestrian bridge.

Proposed Traffic Control changes

None.

Proposed Safety Improvements

We'd be creating a grade separated crossing for pedestrians across 2nd Street, thus improving the safety greatly.

Proposed Intersection Improvements

N/A

Proposed Traffic Calming Measures

N/A

Will parking be allowed and type?

No.

Will any bridges, box culverts, etc. be built/replaced within the project corridor and how will they be modified?

We will be constructing a new pedestrian bridge. The new floodwall contains a bridge abutment that will serve as the east side bridge abutment, as this bridge project has been envisioned for some time now.

Will any private utilities, water lines, sanitary sewer, and/or storm sewer lines need to be replaced or worked on with this project or potentially in the recent future (identify year)? Have private utilities been coordinated with?

No. And all the private utilities were relocated off of 2nd Street as part of the floodwall work.

Are there any access points along the project corridor that need to be addressed for mobility or safety concerns?

No.

Will a Sidewalk or shared use path be installed or replaced?

A new shared use path will be installed with this project.

What ADA improvements will need to be made on this project?

The final design will include improvements consistent with ADA standards.

Do any special accommodations need to be made for school buses, public transportation, other multi-modal vehicles, etc. on this route?

No.

Proposed Railroad Crossing Work

No.

Other Proposed Improvements

There will be site improvements getting completed in 2019, so those will coincide with this project, but will be a separate contract led by the City of Fargo.

Environmental/Cultural Issues on the proposed Projects

Identify *Yes*, *No*, or *Unknown* for each environmental/cultural issue. If *Yes*, provide a brief description of the issue in the *Comments* box.

Agricultural, Archeological sites, and/or Historical sites

No.

Lakes, waterways, floodplains Wetland

The ramp necessary to bring the path users to the river side of the floodwall will be located in the floodplain, but won't adversely affect it.

Stormwater management

No.

Hazardous materials sites

No.

Hazardous materials on existing structure

No.

Upland habitat

No.

Endangered/threatened/migratory species

No.

Section 4(f) (Refers to the use of publicly owned park and recreational lands, wildlife and waterfowl refuges, and significant historical or archeological sites in transportation project development.)

The ramp to bring the path users to the river side of the floodwall may land on Fargo Park District land, but it is unknown at this time if it will land on that property or not.

Section 6(f) (Refers to Land and Water Conservation Fund (LWCF) Act - the conversion to other use of lands or facilities acquired with LWCF Act funds and requires replacement of used land with lands of equal value and use.)

No.

Through/adjacent to tribal land

No.

Additional comments on Environmental/Cultural Issues section

No.

Miscellaneous Issues of Proposed Improvements

Construction Restrictions *(migratory bird, local events, etc.)*

No.

Right-of-Way Required (parcels, owners, relocations, etc.) (NOTE: It is recommended that local funds be used to acquire right-of-way on the LPA system.)

No.

Proposed Traffic Control during Construction

The path on the river side will be impacted for a short period of time when the ramp coming down from the bridge gets constructed.

Ineligible Project Items

None.

Additional comments on Miscellaneous Issues section

No additional comments.

Cost Estimate

Itemized Project Cost Estimate (For roadway projects this might include things like preliminary engineering, right-of-way, utilities, construction, construction engineering, bridges, and miscellaneous. For other types of projects include relevant items. Rows can be added as to the following table as necessary).

Item	Total	Federal	State	Local
Preliminary Engineering	300,000	0	0	300,000
Construction Administration and				
Construction Staking (estimated)	100,000	0	0	100,000
Bridge and Shared Use Path				
Mobilization	130,000	104,000	0	26,000
Steel Truss Bridge	614,645	491,716	0	122,929
West Side Path Connections	413,550	330,840	0	82,710
West Side Retaining Wall &				
Lightweight Fill	364,000	291,200	0	72,800
East Side Ramps & Switchback	1,419,012	1,135,210	0	283,802
Street Lighting	58,793	47,034	0	11,759
Totals	**3,400,000**	**2,400,000**	**0**	**1,000,000**

What is the source of the local funds?

Infrastructure Sales Tax and Special Assessments.

ATTACHMENT A

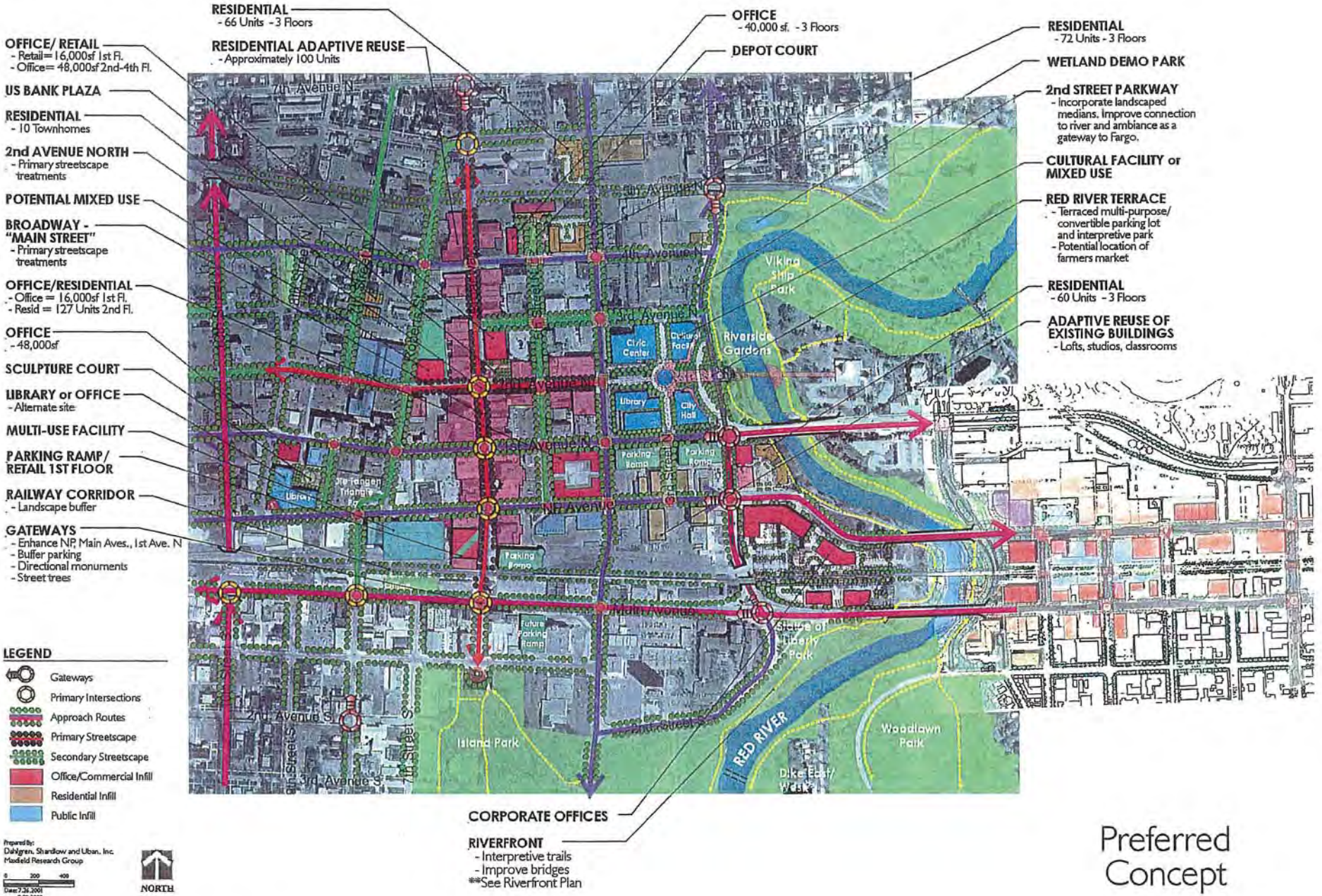


Figure 8 - Downtown Redevelopment Framework Plan

2. US Bank Plaza: Primary Gathering Space in Downtown

The core downtown lacks an exciting and functional open space that could be used for festivals, public gatherings, or simply outdoor lunches. Because Broadway is the focus of downtown pedestrian circulation, the existing US Bank plaza on the corner of Broadway and 2nd Avenue North offers the potential to create a dynamic public space within the core downtown. The existing US Bank parking lot north of the plaza should be redeveloped as a four-story mixed-use building containing first floor retail and offices above. The plaza in front of this building, which will be connected to the proposed Red River Terrace along 2nd Avenue North, will incorporate a variety of seating options, entry gateway/monument features, and designated areas for outdoor dining, plaza landscaping, and a signature water feature.

Existing view at Broadway and 2nd Avenue North

Existing view at Broadway and 2nd Avenue North

D. Red River Terrace: Linking Downtown Fargo to the River

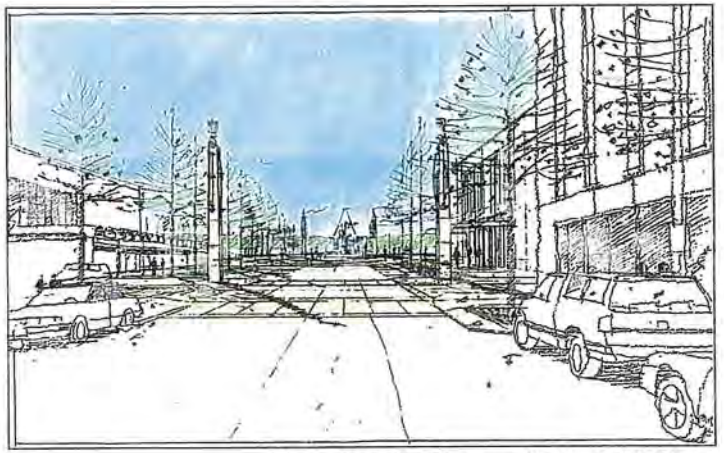
An urban riverfront plaza should be created on the existing City Hall public plaza and parking lot site, requiring the removal and relocation of the existing City Hall to the Civic Center campus site. The plaza will provide the important physical and visual link to the Red River from the downtown area, thus creating a new setting for public festivals, the Farmers Market and other outdoor events.

The view corridor along 2nd Avenue North will be enhanced with the removal of City Hall and the creation of the Red River Terrace. The newly created view along 2nd Avenue North will terminate across the Red River at the Hjemkomst Center in Moorhead. Entry monument features will be installed where the Red River Terrace and 2nd Street North intersect, and decorative paving will highlight a pedestrian crossing to the river.

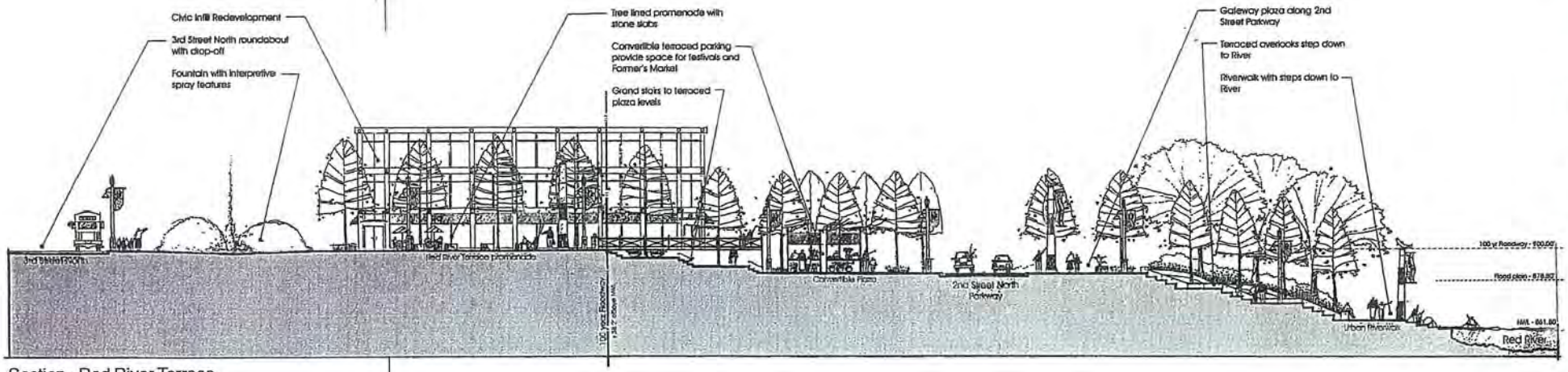
The Red River Terrace could also serve as a potential trailhead, not only connecting to trails both

north and south of the downtown, but also connecting to trails on the other side of the Red River in Moorhead. Two alternative Red River Terrace plans have been created, the first a short-term plan and the second is a long-term one.

Proposed Red River Terrace



View along 2nd Avenue North at 4th Street



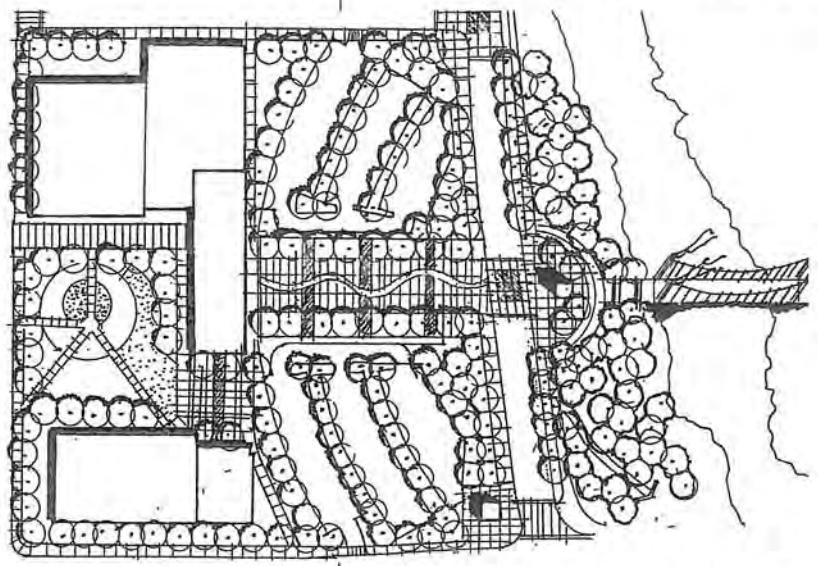
Section - Red River Terrace

1. Short-Term Redevelopment Alternative.
The short-term alternative assumes the City Hall site will be remain virtually unchanged, with both the Civic Memorial Auditorium and Fargo Public Library being expanded out to the nearby street edge. The City Hall/Auditorium/Library green will be completely redesigned to create a more functional public downtown gathering space. A stronger connection will be created between the green and 3rd Street North in front of City Hall. A tree-lined promenade will step down from 3rd Street North to create a series of terraces toward 2nd Street North and the river and which will act as floodwalls.

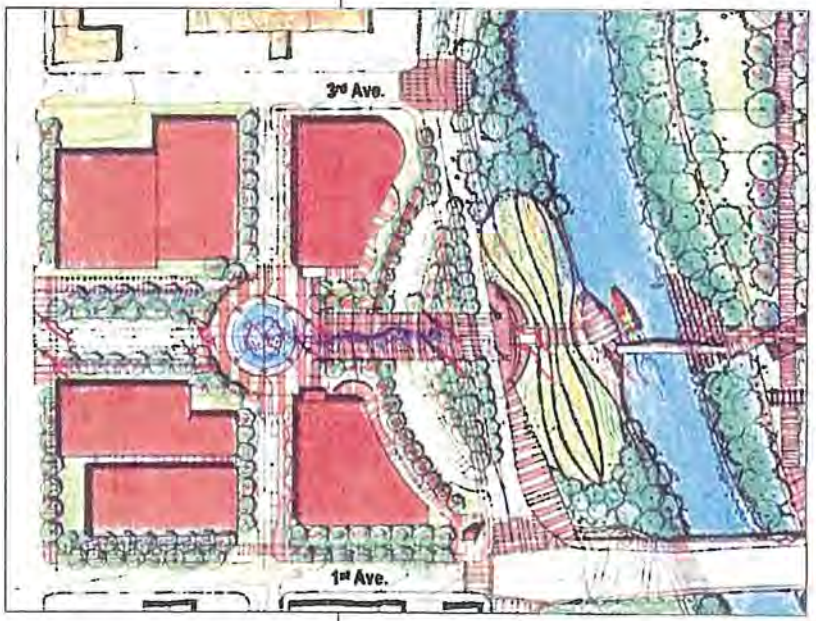
The existing City Hall parking lot will be reconfigured to allow parking on the separate terraces. Each terraced level of the plaza and parking lot will act as an interpretive element, highlighting historic river flood events or other aspects of Fargo's history. Gateway monuments will be located at the intersection of the plaza and 2nd Street North, and decorative paving will highlight a pedestrian crossing to the river. A series of overlooks will terrace down to the river and terminate in a pedestrian bridge that will cross the river and connect to an improved trail system in Moorhead.

2. Long-Term Redevelopment Alternative.
The long-term alternative for the Red River Terrace calls for infill of other civic uses, such as a potential cultural facility and a proposed relocation for City Hall and/or Library building. In this alternative, the Library will remain in its existing building, which in turn will be expanded to meet programming needs. The City Hall will move into a new building on the corner of 1st Avenue North and 2nd Street North. A new civic use, such as a cultural facility, will move into a new building on the corner of 3rd Avenue North and 2nd Street North. Any future infill development would consist of a combination of upper floor civic uses and ground floor retail and/or restaurants to create a more active street/plaza environment. The new infill civic structures will also incorporate one level of underground parking accessible off 1st and 3rd Avenues North.

The plaza design will resemble the short-term alternative. Terraces could include interpretive sculpture highlighting historic aspects of



Short Term Redevelopment Alternative



Long Term Redevelopment Alternative

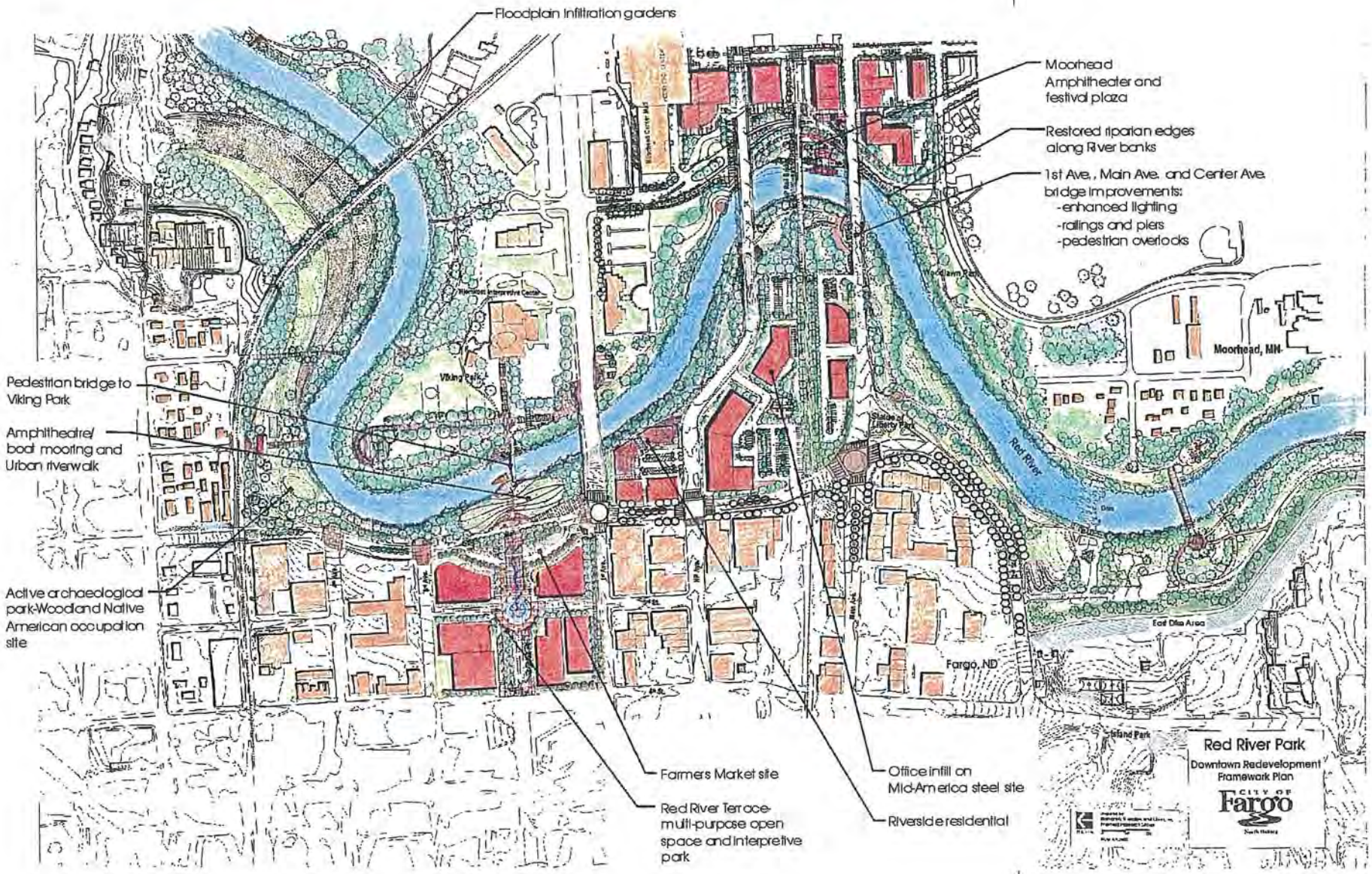


Figure 9 - Red River Park Corridor Plan

RIVERFRONT DEVELOPMENT MASTER PLAN

2nd Avenue/2nd Street

Opportunities: This segment of the River and 2nd Avenue North has been identified by several studies as the most desirable physical connection between Downtown Fargo and the River. Plans for the replacement of City Hall,

and the possibility of housing, performing arts center or other development in the Civic Center campus could greatly enhance this corridor and the connection to the River. The steep slope of the bank would provide an ideal site for an overlook feature, and possibly a pedestrian connection to Moorhead. This high profile, highly visible, central location could be developed into the primary pedestrian connection and plaza that would link the Downtown with the River and with Moorhead.

Constraints: 2nd Street runs parallel to the river along most of this node, and is frequently the site of a temporary earthen dike during flood events. Any development should incorporate permanent flood protection. The steepness of the bank, the narrow width of the bank, the density of the trees and underbrush in the supralittoral zone, and the proximity to 2nd Street limit the potential uses.

Suggested Uses: There was a strong feeling by the Committee that was further re-enforced by the Sioux City/Sioux Falls tour group that this node was the prime location for the "bulls-eye" that could excite the public and generate future riverfront development. An urban plaza, complete with public art, cultural/interpretive features, and flexible space should be located on the bank. The signature feature of this site should be an attractive, well-designed icon that would attract visitors and residents alike. Something akin to the Oodena Celebration Circle at The Forks in Winnipeg would be appropriate. This may necessitate a westward relocation of 2nd Street and traffic calming techniques to provide safe pedestrian crossing. Some trees may have to be removed, but the overall appearance would be upgraded to that of a true urban riverfront. Flood protection should be incorporated into the design of a parking deck or other development that would occur on the site of the Civic Center Parking Lot. The strong connection between Downtown and the river on this corridor should be further strengthened by promoting year-round commercial activities. A pedestrian bridge to Viking Ship Park would allow for greatly improved access and joint programming.

Oodena Celebration Circle, The Forks in Winnipeg.

5

> "I'm from Grand Forks – I lost 20 pounds from walking everywhere, the health benefits are huge for living in a more walkable community."
>
> – *interview*

Complete Our Streets

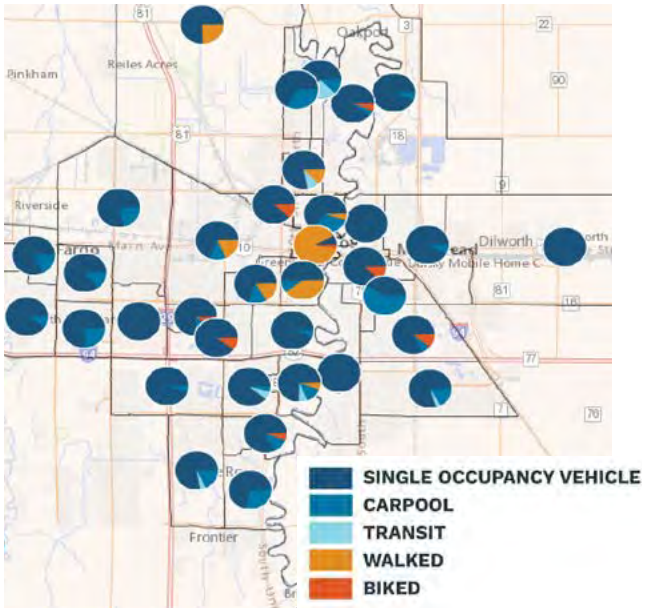
Make complete streets common place and encourage trips by foot, bicycle, and bus, as well as car.

WHY IS THIS IMPORTANT?

In a dense, walkable Downtown like Fargo's, streets must serve many purposes and multiple modes.

Fargo's Downtown is growing, putting more demand on Fargo's streets than ever before. Housing in Downtown and the nearby neighborhoods is becoming more popular with students and young professionals who want to live in a walkable urban area. But, Fargo's businesses still rely on customers coming Downtown from throughout the region. It is important to consider the daily local and regional flows of people in and out of Fargo.

Commute mode analysis shows walkability Downtown



Source: U.S. Census Bureau, ACS 2006-2010 5 year estimates. Special Tabulation: Census Transportation Planning

Cities all over the country are starting to see a shift in priorities for urban streets. People living in or close to urban centers are choosing to drive less. However, the ability of people to make this choice requires supporting infrastructure to make non-driving modes safe, accessible, and enjoyable.

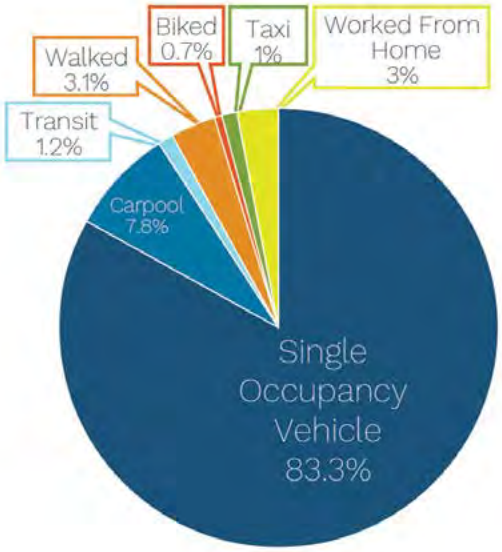
Mode share analysis based on U.S. Census data shows the proportion of people who chose to walk, bike, taxi, carpool, take transit or drive for their journey to work on a typical day. Illustrated in these charts, it is clear that people living in the most central census tract, which covers most of the Downtown study area, walk (17.5%) and take transit (16.8%) for their commute much more often (by percentage) than residents of the City as a whole or Cass County.

People living in communities that give them the option to walk, bike or take transit to their destinations often pay less in total housing and transportation costs than those who live in areas with lower housing prices that are more auto-dependent.

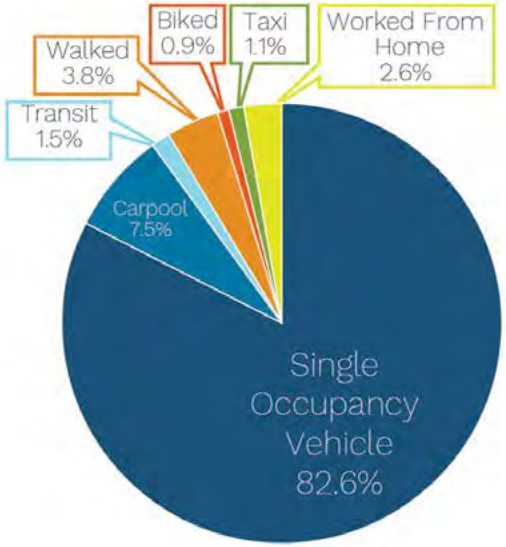
-Center for Neighborhood Technology (March, 2010)

Live/work flows illustrated here show that people who work in Downtown Fargo commute from homes throughout the region, primarily by car.

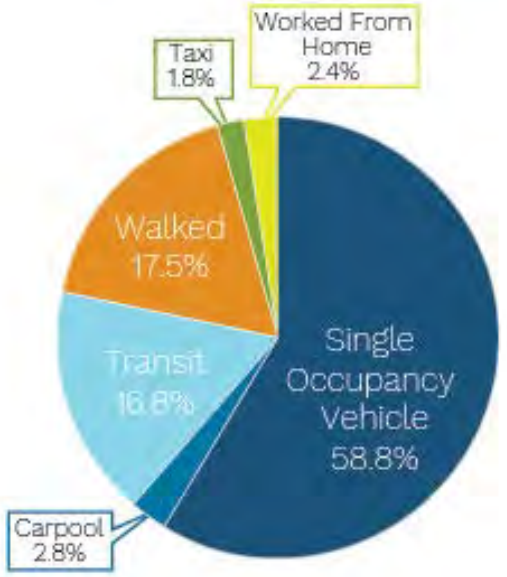
Cass County



City of Fargo



Downtown Fargo*



Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates
* Census Tract 7 Only

Changing the look, feel, and function of Downtown streets can shift behaviors and support alternative transportation choices and active lifestyles.

Fargo's Downtown is a small geographic area that is dense with destinations. For areas closer to Downtown, there is a big opportunity to shift mode choice toward more walking, biking, and use of bikeshare and transit to get to and around Downtown. The quality of the experience traveling on foot or by bike, however, has a significant impact on a person's mode choice. Fargo's streets today support driving first and foremost. Vehicle lanes are wide, and parking is available along most streets. *Downtown InFocus* proposes a new approach to street design.

With more activity Downtown comes the demand for more trips. Achieving the fewest trips that can be made with a car results in less traffic on the road and less space needed for parking. But, this requires better infrastructure supporting non-driving modes. In recent years, the lane miles of bike facilities on-street in Fargo has grown, but there is work to be done in creating a connected network of all-ages facilities spanning Downtown and reaching desirable destinations.

Corner of 4th Street and 1st Avenue today lacks street trees, shade, and degraded crosswalks

7-minute walkshed from the center of Downtown

4-minute bikeshed from the center of Downtown

A person on foot at a central point near Broadway and 2nd Avenue can walk to almost any point in Downtown in under 10 minutes. On a bike traveling at a moderate speed, a person can reach beyond the study area boundary in less than 5 minutes.

DRAFT

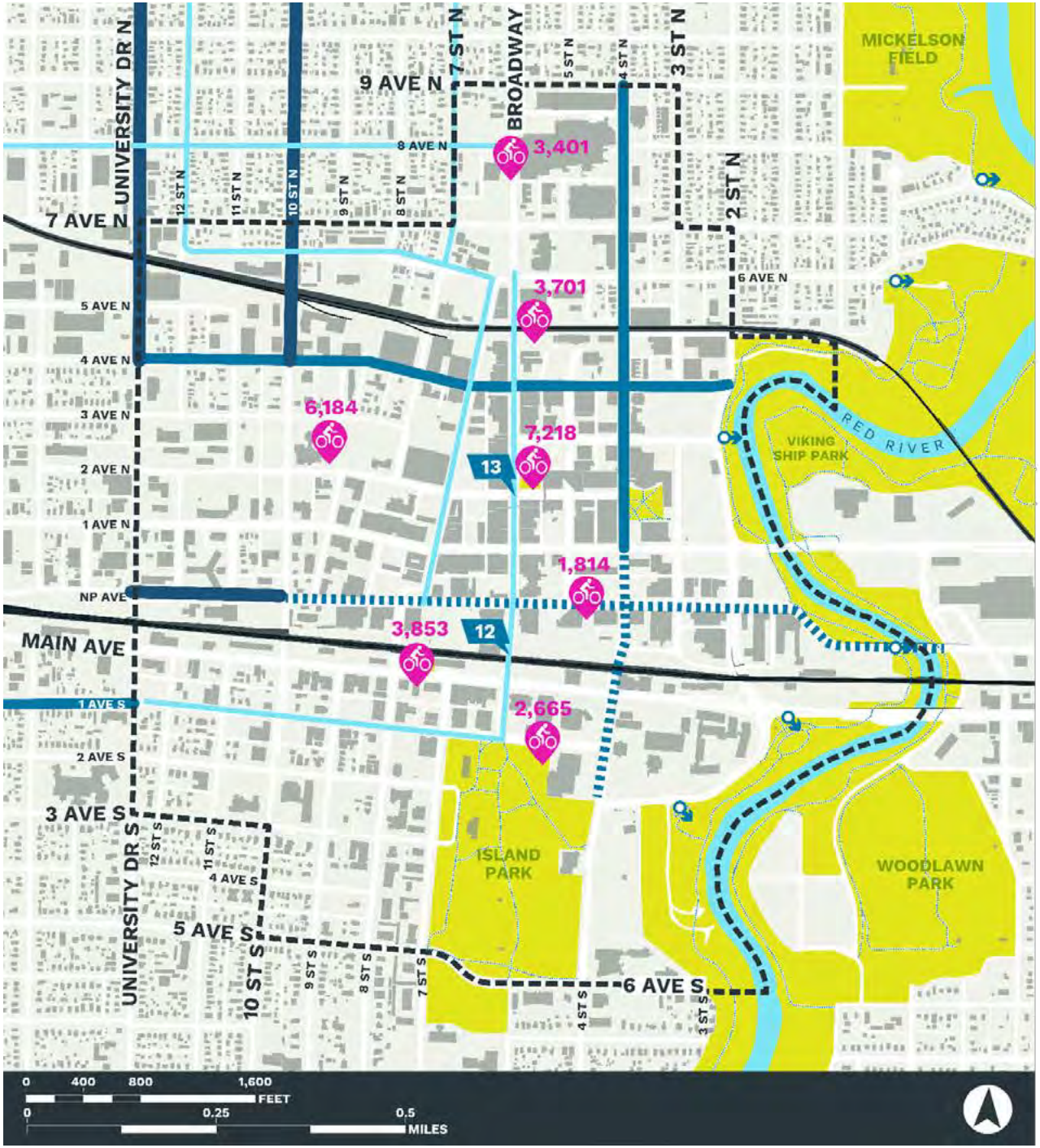


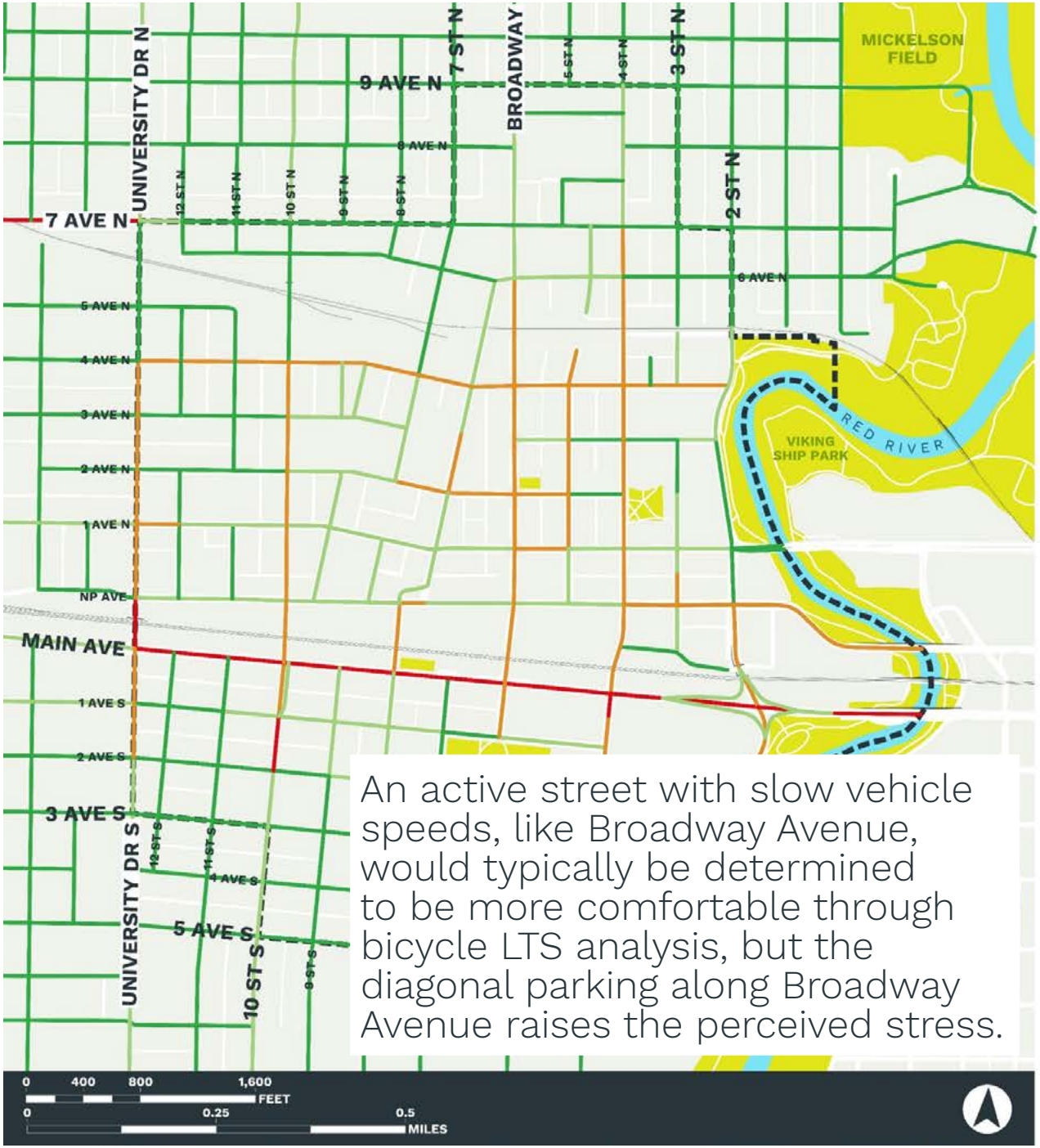
FIGURE 20: Existing and [previously] Planned Bike Facilities

Fargo has a robust network of off-street pathways and trails, mostly centered around the Red River, but no on-street bike network. Dedicated on-street bike facilities make the experience less stressful for a cyclists, as they have a dedicated space to use on the street. There are acres of riverfront green space and parks in the Downtown area. Most are accessible for people walking, but for people who want to bike, safe, on-street bike facilities in Downtown are limited and disconnected.

Existing & Planned Bike Facilities

Source: City of Fargo

- EXISTING SHARED LANES
- EXISTING BIKE LANES
- EXISTING PROTECTED/ BUFFERED
- PLANNED ON-STREET FACILITY
- RECREATIONAL PATHWAYS
- TRAILHEAD
- #,### HealthyRide STATION & RIDERSHIP
- 13 MetroCOG Bike Counts (2015) 1:00pm-6:00pm



There are many streets in Fargo, including those with and without bike facilities, that have conditions that pose a higher-stress environment for cyclists. Bike Level of Stress Analysis (LTS) depicts the experience of biking in Downtown Fargo . Bicycle Level of Street analysis uses qualities of a street like posted speed, number of lanes, typical traffic, and other factors to determine the level of stress a cyclist might feel when biking down a street. Factors like on-street parking make an environment more stressful because the experience is less predictable. When biking alongside parked cars, there is a risk that someone may open their door to exit their vehicle at any moment. Cyclists are less visible to drivers backing out of diagonal parking spaces, and there is a higher incidence of vehicle fender-benders along streets with diagonal parking. The presence of a dedicated bike facility, on the other hand, makes a street feel more comfortable because it offers a biker dedicated space within the street.

Level of Stress

Source: City of Fargo

- LTS 1 (High Comfort, Low Stress)
- LTS 2 (Med. Comfort, Med. Stress)
- LTS 3 (Low Comfort, High Stress)
- LTS 4 (Extremely Low Comfort, High Stress)
- OPEN SPACE
- DOWNTOWN FOCUS AREA

FIGURE 21: Street Level of Stress Analysis

In 2015, the total Great Rides bike rides in the first year of operation exceeded Madison, Minneapolis, and Denver's first year of rides reported. Within this same timeframe, the total number of rides per bike exceeded Madison, Minneapolis, and Denver almost sixfold. In 2015, 95% of Great Rides ridership can be attributed to student members, 3% to guest users, and 2% to non-student memberships.

The changing transportation habits of students and young professionals create an opportunity for a culture shift in how people get around. Fargo has a huge advantage in achieving the adoption of a car-lite lifestyle: the Great Rides Bike Share and its early adopters, NDSU students. Students are building habits that they should be able to continue as young professionals in Downtown, but today the enthusiastic adoption of bike share demonstrates this potential in Fargo.

As these students graduate, many will have incorporated Great Rides into their daily routine. For those desiring to move into Downtown Fargo, the availability of a Great Rides station near their future home and place of work can be a big draw and ensure transportation habits and membership in the Great Rides system continue into the future.

Great Rides by the numbers

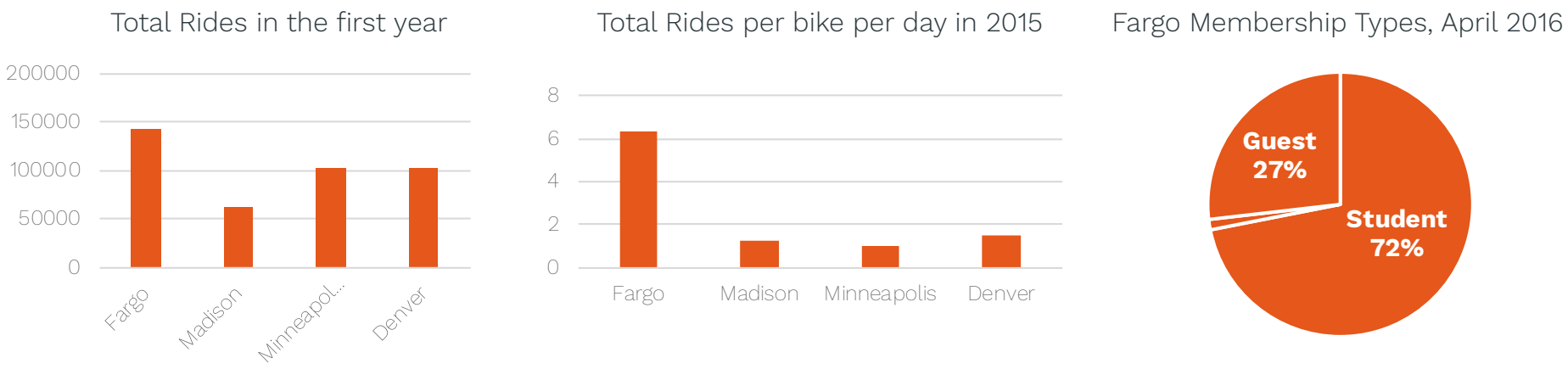
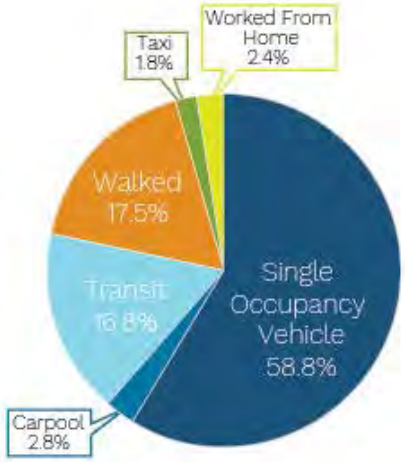


FIGURE 22: Great Rides ridership compared to other cities

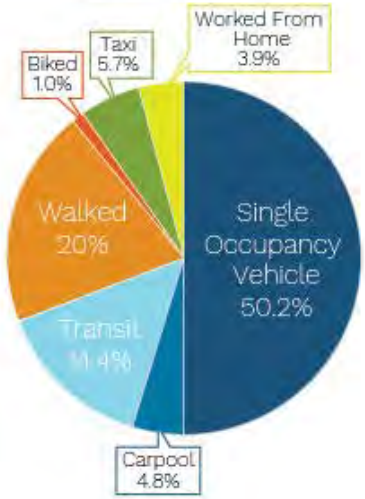
MATBUS is the public transportation system serving Downtown Fargo. Twenty-five routes extend in all directions from the City of Fargo into West Fargo, Moorhead, and Dilworth. Most of these routes converge in Downtown at the Ground Transportation Center (GTC) located at NP Avenue and 5th Street North. This transit hub is an asset in Downtown. In an effort to improve connectivity between Downtown Fargo and Moorhead, the LinkFM was created in 2014. This free service connects riders to the GTC, City Hall, and several stops around the Moorhead Mall. MATBUS is actively partnering with local businesses and organizations to offer discounts to help encourage people to go shopping with the Link. Today, ridership is low, but increasing. LinkFM is able to provide flexible service hours to help manage event-based demand for access to Downtown, and to provide access to available parking amenities farther afield.

Car-ownership is part of the Fargo status-quo. Pro-car design and parking policy discussed in Chapter 6 illustrate just how deeply rooted is the relationship between car-ownership and daily life for Fargoans. Student habits break from the norm and seed the potential for more people to live car-lite in Downtown, sharing vehicles, making use of rideshare, relying less on a car for day-to-day trips. The change doesn't happen overnight. It is a long process of building infrastructure supportive of non-single occupancy vehicle (SOV) modes, and disentangling the assumption that getting around Downtown means owning a car.

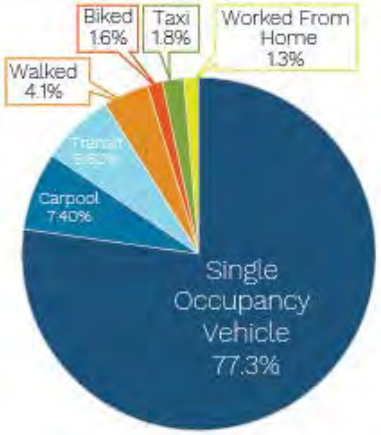
Downtown Fargo*



Downtown Grand Rapids



Downtown Souix Falls



Downtown Iowa City

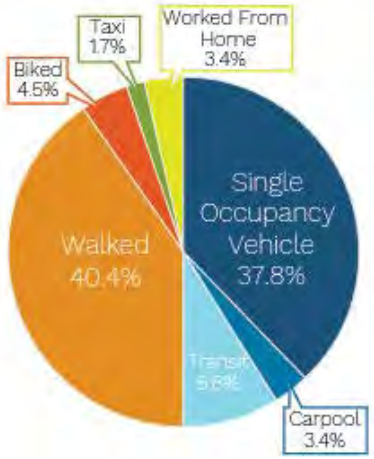


FIGURE 23: Commute Mode as compared to other cities
* Census Tract 7 Only

DRAFT

> "Growing up, I never thought I'd live here. I'm a 5th generation North Dakotan and the first to live an urban lifestyle. I walk to work. I fell in love with the possibilities."
>
> – *interview*

WHAT ARE WE TRYING TO ACCOMPLISH?

Fargo must rebalance its streets such that they continue to move cars while also making space for other modes.

Downtown Fargo is at a crossroads. The demographic data illustrate that people in Downtown are shifting toward a more progressive attitude about urban mobility. There is growing enthusiasm for a livable, walkable Downtown full of active spaces and safe streets. Changes to design approach and policy in support of growth are needed to maintain this momentum. Fargo needs "Complete Streets," streets designed to serve everyone. A Complete Streets approach integrates people and place in the planning, design, construction, operation, and maintenance of the transportation network.

Street space is in high-demand. Although every street can be a Complete Street, not every street needs to have specific space dedicated to each and every mode. For example, a neighborhood street should be comfortable for cyclists with or without a bike lane because there is typically less traffic, and cars should move more slowly along the street. In Fargo, the approach to transportation improvements must happen at the network level. This helps to ensure streets are safe for people of all ages and abilities, balance the needs of different modes, and support local businesses, residents, and natural environments.

To best position Fargo to develop a coordinated future network of Complete Streets, *Downtown InFocus* created the *Downtown Fargo Playbook.* The *Downtown Fargo Playbook* outlines a coordinated approach to street reconstruction that **aims to improve safety and offer transportation choice by rebalancing important car-moving streets to create space for other modes where it is most needed to ensure safe movement no matter how people choose to get around.**

Designing a streetscape goes far beyond the curbs. *Downtown InFocus* **aims to create a more beautiful and resilient Downtown by integrating greening and stormwater management into street design.**

Streets and sidewalks that lead into Downtown are the first impression offered to Fargo's visitors. **Economic development in Downtown is reinforced by improving the look and feel of Downtown's streets.** Ensuring not only access, but an enjoyable experience reaching Downtown destinations, will help the business district to flourish.

HOW WILL WE ACCOMPLISH OUR GOALS?

5.1 Establish a street hierarchy Downtown to inform all reconstruction projects

Downtown's streets have growing demand from new and different users. In the past, the decision to reconstruct Fargo's streets was driven solely by the physical condition of the pavement and underground infrastructure. The prioritization of street projects by functional demand, or the state of underground utilities and surface condition, is still important today. The *Downtown Fargo Playbook* proposes that the role a street plays in the street network Downtown and the potential benefits to street users should also play a role in project prioritization. This presents a new lens through which projects can be prioritized. New technology and greater mode choice should be supported by the design of Downtown's streets. The *Playbook* lays out a roadmap for the redesign of Downtown's streets, so that when the time comes to rebuild them, design and construction yields a coordinated network that can meet new transportation demands as time goes on.

As seen in the map to the right, streets work as a network, and not all streets play the same role. A Proposed Street Network was developed to illustrate the role different streets might play in a coordinated future vision for the transportation network in Downtown.

Some key factors influenced the future role of a street:

- Current business density, and future capacity along each segment
- Parking demand in the area based on a zone analysis of parking demand (see the next chapter)
- Coordination with the proposed on-street bike network
- Proximity to parks, open space, and riverfront access
- Arterials that play a key role in connecting to the regional highways network
- Capacity of a street segment to carry vehicles, and
- Flexibility to rebalance vehicular lanes to other uses

The *Downtown Playbook* documents the existing streets in Downtown, their existing and future roles in the street network, and illustrates a proposed street configuration that better supports future conditions. The *Playbook* identifies streets that play key roles in the street network and for which modes, and makes recommendations that take advantage of streets with excess capacity with the flexibility to change.

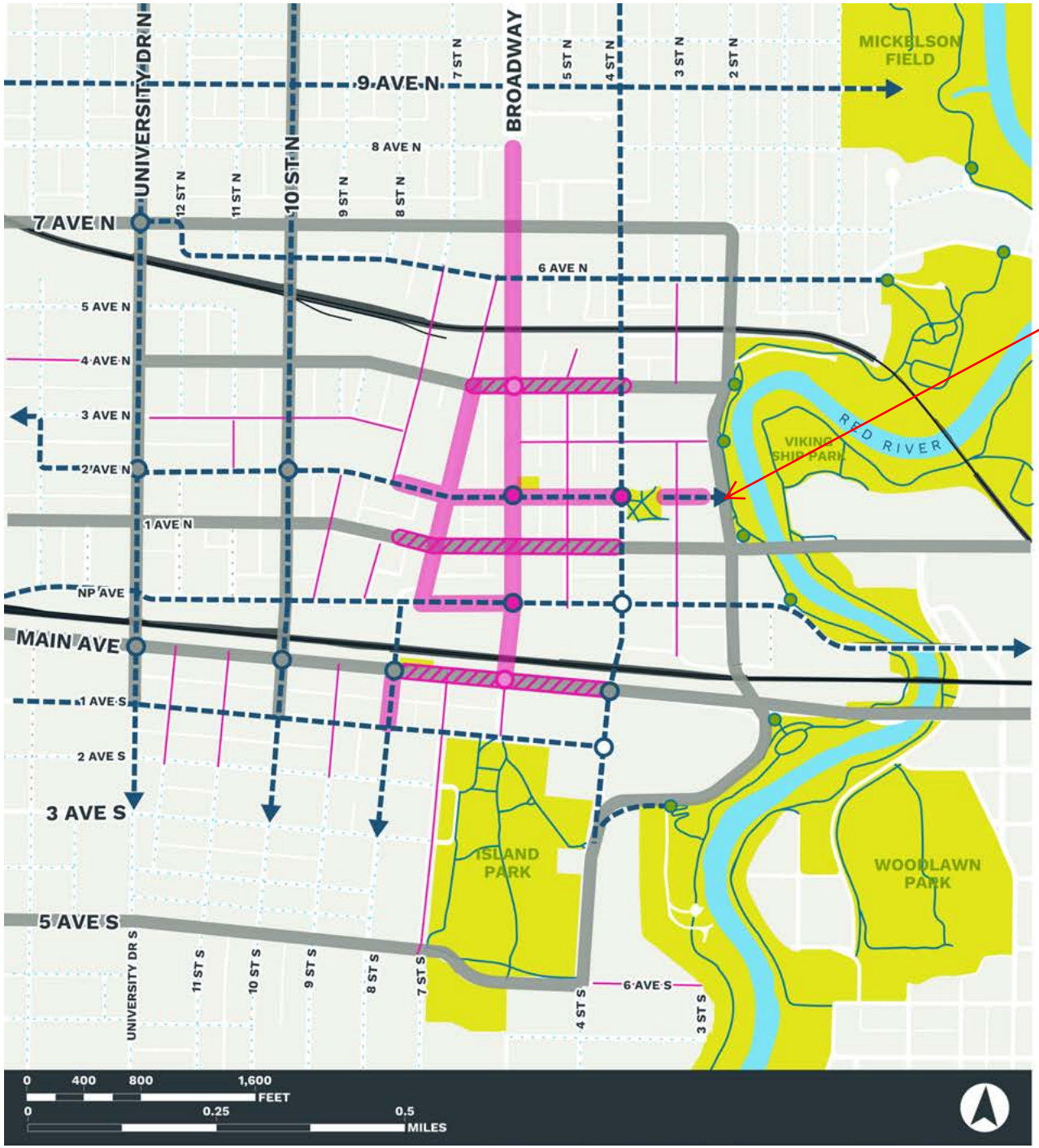


FIGURE 24: Proposed Street Network

A Street Capacity Analysis was performed for all streets within Downtown. Inputs considered were average daily traffic, number of vehicle lanes including through lanes and turn lanes, and the presence of parking. Based on these factors, a volume range was determined for the various inputs associated with a Level of Service E which was deemed to be "At Capacity." This is the traffic engineering equivalent to a volume to capacity ratio of close to 1.0; in other words, the existing street design meets the vehicular travel demand. A Level of Service above an E indicates that the capacity of the existing street design is greater than traffic demand on the street, and the street segment is Under Capacity. A Level of Service grade at F indicates that traffic demand was higher than the capacity of the existing street design, or Over Capacity and congestion is likely.

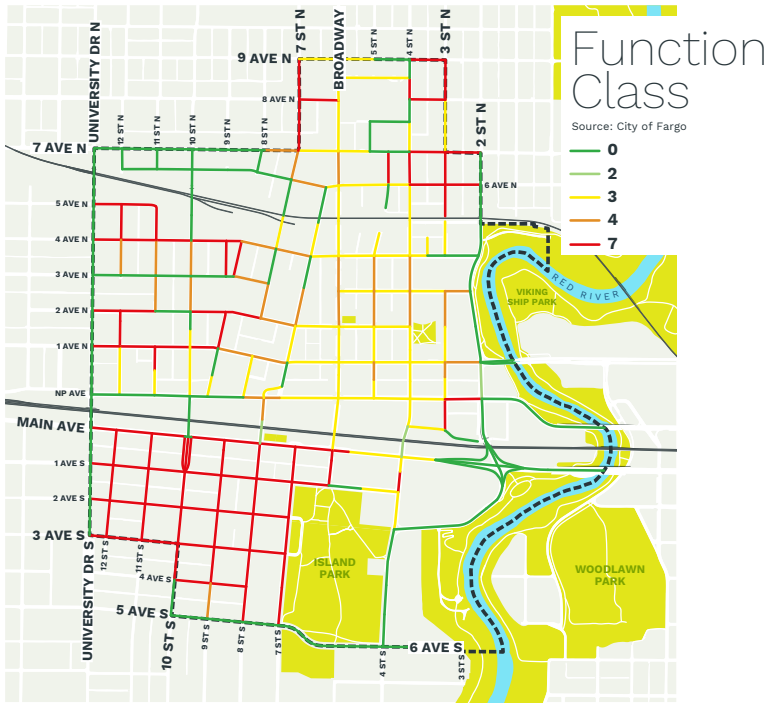


FIGURE 25: Street Capacity Analysis

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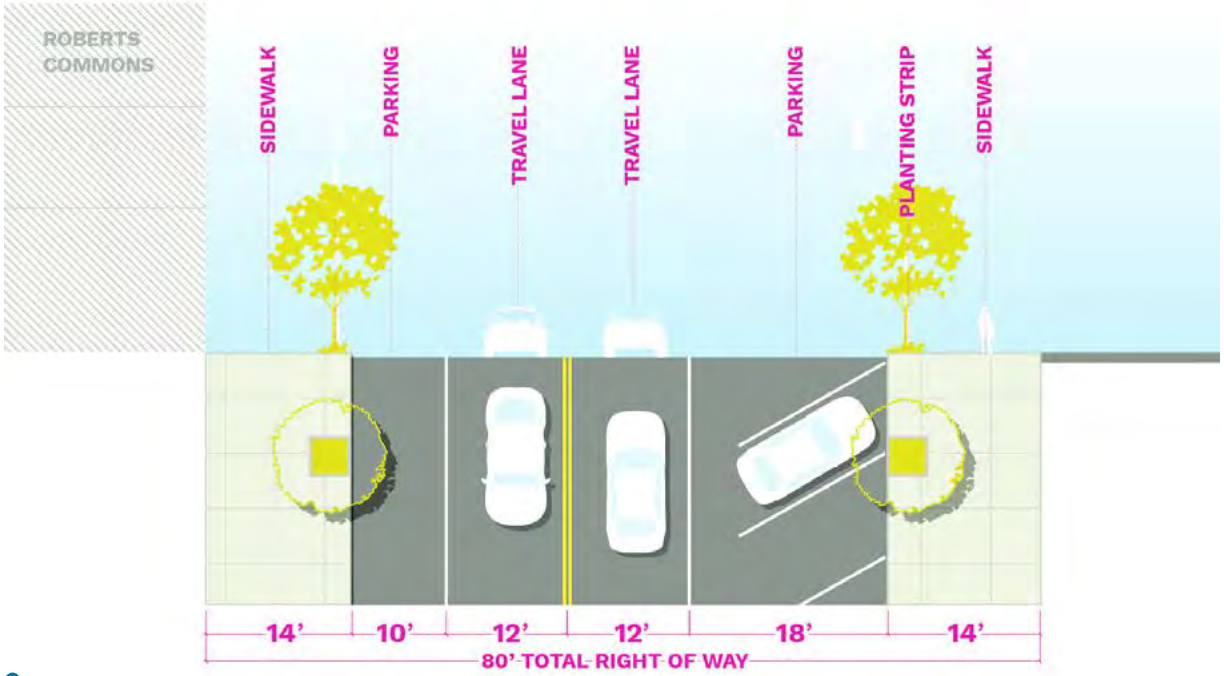
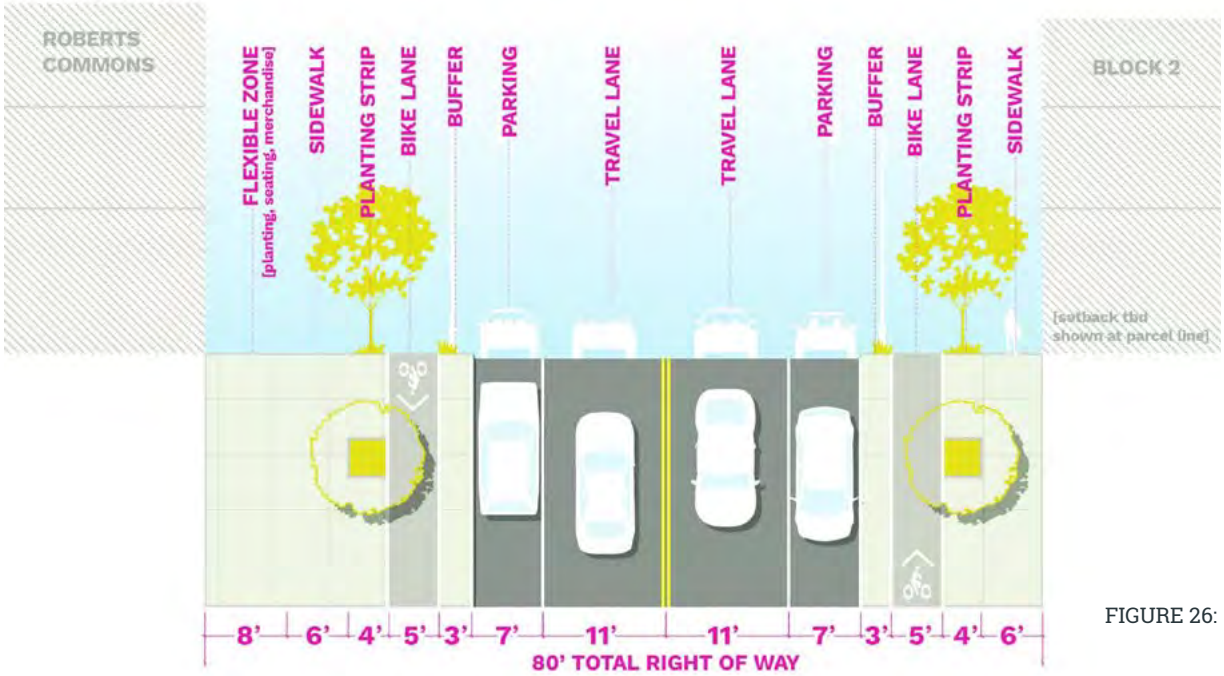
2ND AVE: TODAY

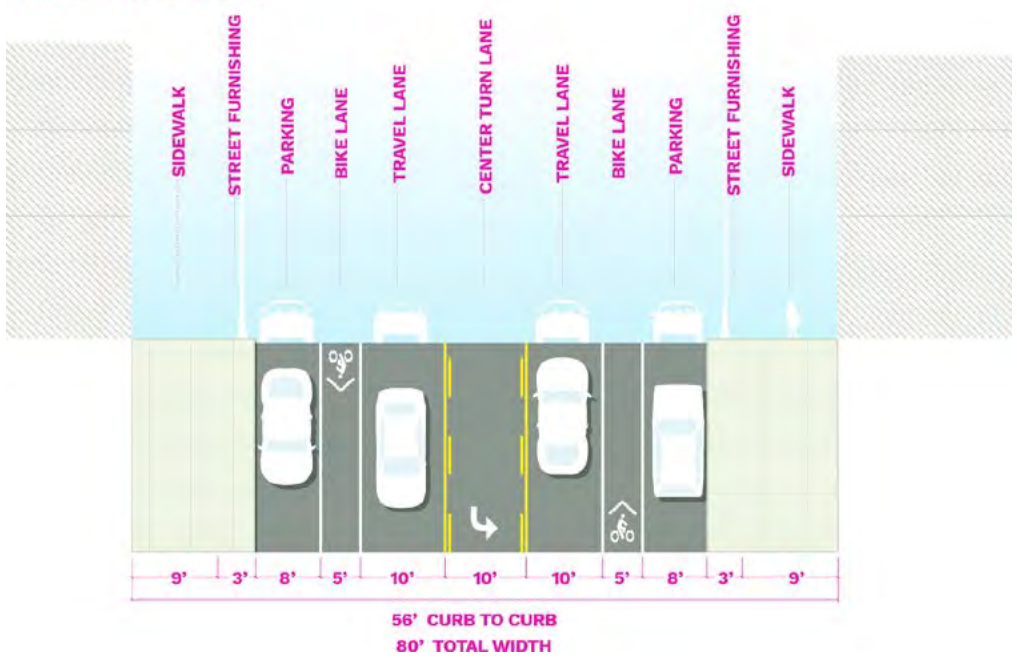


2ND AVE: PROPOSED



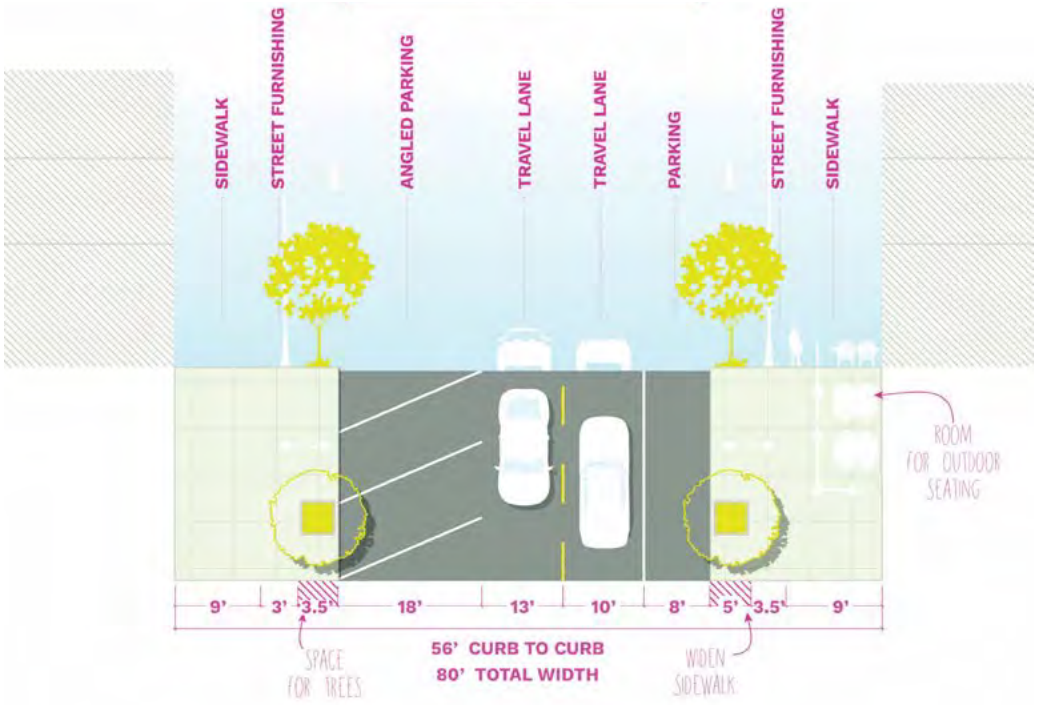
An example of a before and after street section from the ***Downtown Streets Playbook***. This section depicts the potential 2nd Avenue. Currently, it is a critical east-west corridor that connects NDSU facilities with City Hall, the Library and River. For these reasons it's a great street for bikes. The opportunity is to make this a bike-friendly street and improve pedestrian safety –create safe bike lanes, wider sidewalks and more greening.

FIGURE 26: 2nd Avenue Street Sections



4TH AVE: TODAY

[draft]



4TH AVE: PROPOSED

4th Avenue, however, is an opportunity to increase street parking and ensure it is a safe street for pedestrians. Here Downtown would be able to retain bike lanes while increasing the amount of on street parking.

FIGURE 27: 4th Avenue Street Sections

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5.2 Prioritize safety for the slowest speeds first

Safety should be the number one priority in a street's design. People on foot are the most vulnerable on any street. Designing for the slowest speeds means safer conditions for everyone. Everyone is a pedestrian at some point in their journey.

Improve pedestrian safety throughout Downtown

An intersection that is well designed should make people at the corners waiting to cross visible from all approaches. When a person steps into the crosswalk it should be no surprise to others around them. A predictable environment is safer for everyone. Along with street enhancements outlined in the *Downtown Playbook*, some intersections in Downtown need design enhancements to ensure pedestrian safety.

Retrofit streets to calm traffic; focus on near residential typology and side-streets not called out in Playbook

Outside of Fargo's core commercial heart are growing neighborhoods. As drivers transition out of the commercial center, they should experience a transition to a more residential context. Visual elements like neighborhood gateways should signal to drivers there is a change in context. Design treatments such as chicanes and neck-downs divert drivers from a straight path along the street forcing slower speeds and more attentive driving. These elements have an equally positive impact for other modes. They can be installed without impeding cyclists, and provide opportunities for small-scale water retention and planting in the public way.

5.3 Create a bicycle network Downtown

Ensure safe, connected spaces for bicycles.

In recent years, more bicycle lanes have been designed and installed on Fargo's streets than ever before. With the increasing use of the Great Rides Bike Share, there is increasing demand for facilities that serve all riders. Bike share systems play a key role in helping communities embrace cycling by removing the barrier of ownership.

The proposed bike network identifies streets that provide the safest and most direct pathways for cyclists to navigate Downtown. The network connects cyclists to Downtown commercial destinations, and offers key links between parks and open spaces. A network of bike facilities is one layer of the proposed street network proposed in Strategy 5.1. The proposed bike network as it is illustrated in the Proposed Bike Network Map to the right also categorizes some segments as in-fill, on-street bike lanes, and extension lanes.

- **In-fill Lanes** shown on the map should be higher priority for Fargo to design and implement, as these are the street segments that connect between existing on-street facilities and local trailheads.
- **Extension / On-street Bike Facilities** are segments that play a key role in bringing cyclists into Downtown from nearby neighborhoods in all directions.
- A **Proposed Greenway Trail** is introduced in Chapter 7. These green corridors provide an opportunity for a "rail-trail," or off-street bike trail running parallel to freight corridors and designed to connect Downtown with a regional trail network. Research and assessment of new Rails-with-Trails projects are gaining momentum in the U.S., as many cities are realizing the opportunity that open, off-street rail right-of-way presents for bike and ped connectivity. Some unique design elements outlined here can help to ensure a safe and enjoyable bike facility design in the context of freight rail, including maximizing the setback between the trail and active railway, and providing a secondary pathway for the trail around constrained areas such as bridges.

In a Downtown area where streets are slower and more active, cyclists should be able to bike comfortably on any street. But, the traffic demand on some streets requires more robust bike facilities to ensure cyclists of all ages and abilities can feel comfortable. There are design elements that help enhance these slow streets for all users and signal to drivers to be alert for cyclists:

- Increase shade cover - trees provide a sense of enclosure which tends to slow drivers
- Consider chicanes and neck-downs on neighborhood streets - changes to a street's geometry or perceived narrowing of a street typically result in slower vehicle speeds
- Clear bicycle markings - consider "Bike BLVD" striping on key neighborhood streets
- Install signs along preferred routes - direct people to nearby trails and bike-related amenities like Great Rides Stations and bike shops.

> "It's so much safer to ride my bike on the streets. The obvious and protected bike lanes finally got drivers to pay attention to people on bikes. There is so much more art installed outside, too - very cool- especially the interactive ones like the water feature in Island Park. Hope you can come up to see it soon."
>
> *– community vision statement*

Survey responses about cyclist priorities

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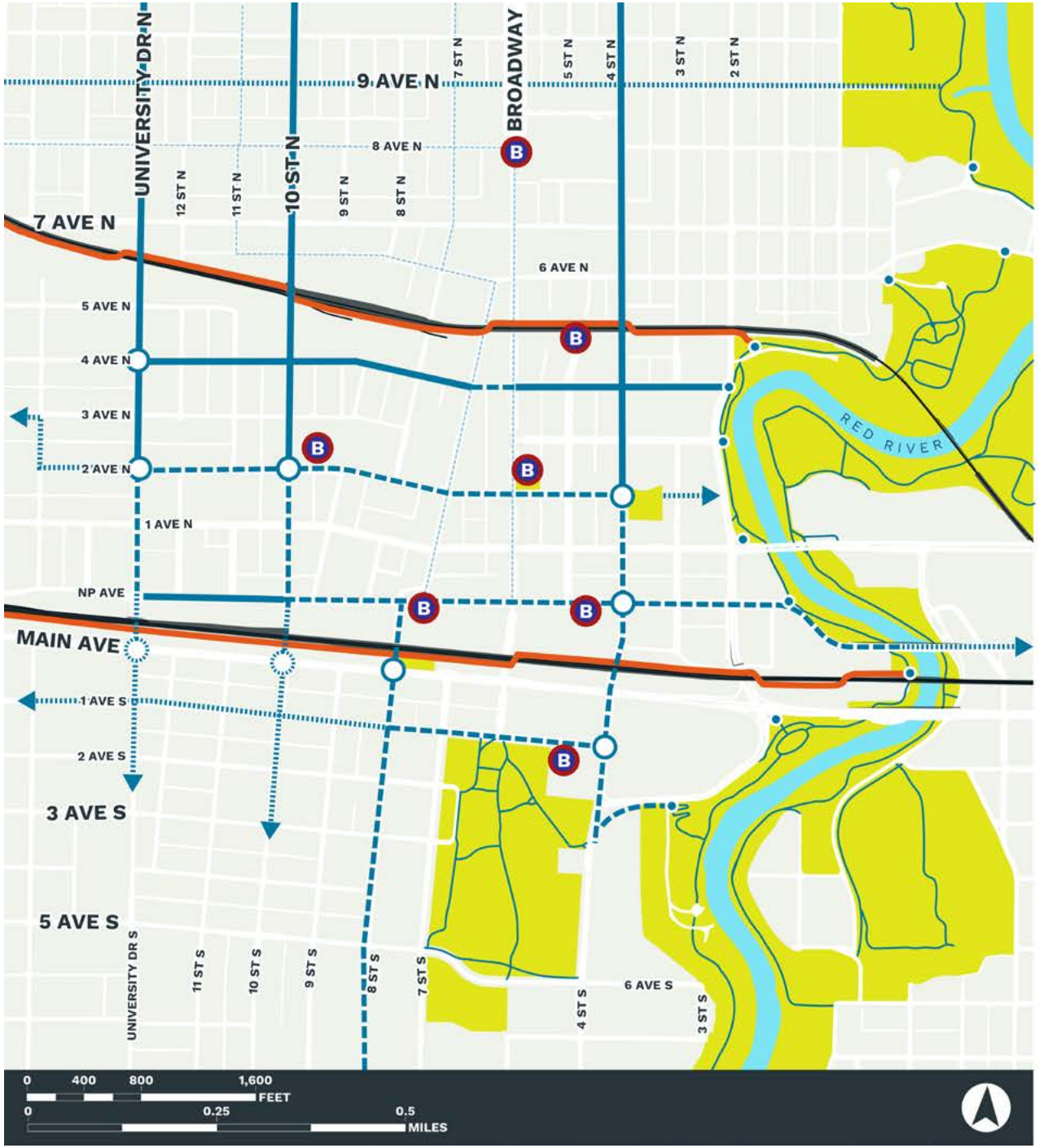


Proposed Bike Network

Source: Sam Schwartz

- EXISTING OFF-STREET TRAILS
- EXISTING ON-STREET BIKE LANES
- EXISTING SHARROWS
- INFILL ON-STREET BIKE LANES
- EXTENSION OF ON-STREET NETWORK
- PROPOSED GREENWAY TRAIL
- BIKE FACILITY THROUGH INTERSECTION
- TRAILHEAD
- EXISTING GREAT RIDES BIKE SHARE STATION

FIGURE 28: Proposed Bike Network

5.4 Enhance local transit stops

Increase the visibility and improve the quality of bus stops.

Many bus routes along the same street segment result in a high frequency of buses. For riders making a short trip into or around Downtown, this means transit already provides frequent service. But many have not embraced the use of transit in their travel habits. Fargo should celebrate the network of transit service in Downtown by increasing the visibility and improving the quality of bus stops.

The cultural shift away from car-ownership toward transit adoption will be slow. Investment in bus stops with amenities and an improved street presence will help to reassure riders that service is present and reliable. Physical infrastructure at bus stops, such as covered benches and lighting, make riders feel more comfortable waiting for the bus, and give the service a permanent presence in Downtown.

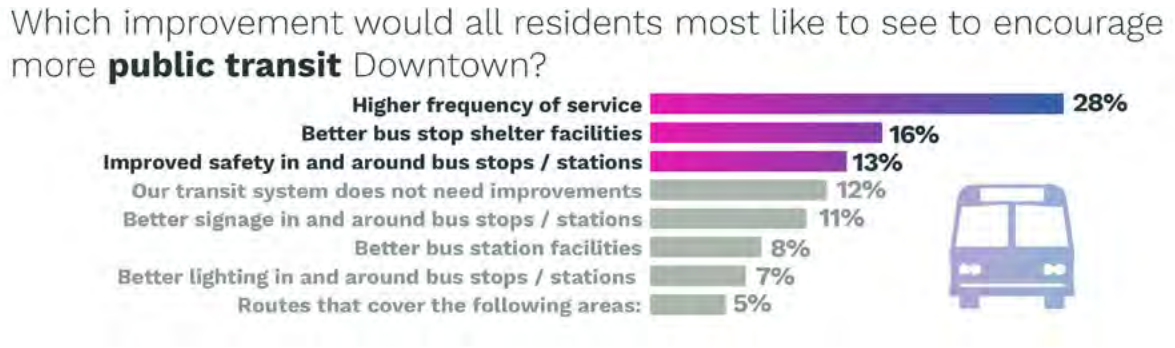
Transit service in Fargo is flag-stop on all routes, which allows riders to "flag" a bus to pick them up anywhere along the route in addition to designated stop locations. This type of service is very flexible for the rider, but is less intuitive to new users. Within Downtown, once improvements are made to the visibility of stops, the City should transition to provide service to fixed stops only. Signed stops with rider amenities reinforce to riders that the bus service is reliable and consistent, and will aid in adoption of transit service by new users.

Improve main pathways to the GTC and better integrate the station into the fabric of Downtown

The GTC is in the heart of Downtown Fargo, but it is disconnected from Downtown destinations. The GTC building and transit plaza is an island surrounded by fences and an expanse of parking lots. The entrance to the GTC should be visible, and pathways should be accessible for all modes. In addition, enhanced intersection accommodations should be designed at the GTC along NP Avenue in concert with the proposed bike facility to minimize potential conflicts with turning vehicles.

Over time, underutilized portions of the GTC and surrounding properties should be evaluated for potential redevelopment. The infusion of new housing and/or offices would help better connect the GTC with the fabric of Downtown and potentially provide MATBUS with revenue to upgrade their facility and other stations Downtown.

Survey responses about public transit priorities



5.5 Make it easy to get around without owning a car

Leverage transit habits of students, and bolster ridership with intentional marketing and connections to necessary destinations

Similar to Great Rides Bike Share, NDSU provides partnership and financial incentives for MATBUS to provide transit service specifically tailored to student needs. Fargo-Moorhead Transit relies on revenue from student use, and students rely on public transit to get around. This is evident in higher ridership numbers during the school year, and lower counts during summer months. As with the use of bike share, this presents a great opportunity to capture a population that has already adopted public transit, as they move into Downtown. The City should strive to support these habits.

Currently, it is very easy to own a car in Fargo. Parking in residential neighborhoods is available and even employers work hard to accommodate parking demand of employees. To maintain the ridership from students and young professionals, the City should support MATBUS in engaging local employers, employees, and residents to identify key connections and services that would help to extend the use of public transit Downtown. This includes exploring:

> Transportation Demand Management (TDM) strategies like employee transit passes

> Marketing connections to daily services and destinations like groceries, pharmacies, etc. and

> Tap-in, Tap-out type fee structure

Make walking, biking and taking transit more comfortable in the winter

There are two key components to this:

> Prioritize investment in bike lane snow clearing and sidewalk clearing (particularly around transit stops)

> Create warming shelters and weather-appropriate transit stops to support riders through the winter months. Winter winds were a common concern voiced by local transit riders. Waiting for buses to pick up at unprotected transit stations is a daunting experience for any rider; doubly so for older riders or those with impaired mobility. Providing shelters, lighting, and wind panels or other wind-protective design at stations can make conditions more comfortable for all riders.

Bus stop & winter warming hut!

Taking care of bike lanes in the winter, Montreal
Credit: Bartek Komorowski

5.6 Build out the bike share system in and around Downtown

Fargo's bike share system received national attention after launching, with some of the highest ridership numbers in the nation. The small system was embraced immediately by the NDSU student population. Station locations and student memberships indicate that they are still the most likely users of the system. But, bike share is an amenity that can be integrated into everyone's lives in Downtown. At the system grows, it needs to grow to be more of an asset for more of Fargo's population, particularly the near neighborhoods that would benefit from connectivity to existing stations Downtown.

Increase year over year programmatic and financial commitment to the bike share program to ensure its longevity

The Great Rides Bike Share system is a non-profit entity. The majority of its upstart funding came from private entities in the Fargo area and from NDSU. Therefore, it is no surprise to see that the station locations today cater to the student population at NDSU. The City of Fargo contributed to the system's start-up, but is minimally committed to funding the program into the future.

72% of Great Rides memberships are NDSU student memberships, which are included in student fees annually. 27% of memberships are "guest users," or less than one-hour rides by the day ($4), and only 1% are non-student memberships.

Although NDSU and private partners have been generous contributors, crucial to the success of the Great Rides Bike Share system, there is no long-term commitment of support from these funding partners.

Bike share in Fargo should be seen as a public amenity, and supported as such by the City of Fargo. This is not only to ensure the longevity of the transportation asset, but also the City's investment in the future of Great Rides Bike Share would facilitate an expansion approach that could better serve existing Downtown residents, and help to make bike share an integral part of local transportation patterns.

Grow the program to be most useful for Downtown and near-neighborhood residents and employees (who are not served by the current system)

Looking to the future of the system, bike share systems in urban areas tend to thrive when bike share stations are located no more than ¼-½ mile apart. Co-location of stations near major employers, commercial pockets, and institutions or recreational destinations helps to grow ridership. Co-location of bike share stations with other transportation hubs, like the GTC or large parking amenities, can help make bike share an integral part of a commuter's journey to work by offering a transportation option to make the last mile connection from one's bus or car to the door of their office or home.

The following map offers guidance on station placement based on an expansion model to better serve Downtown Fargo as a whole.

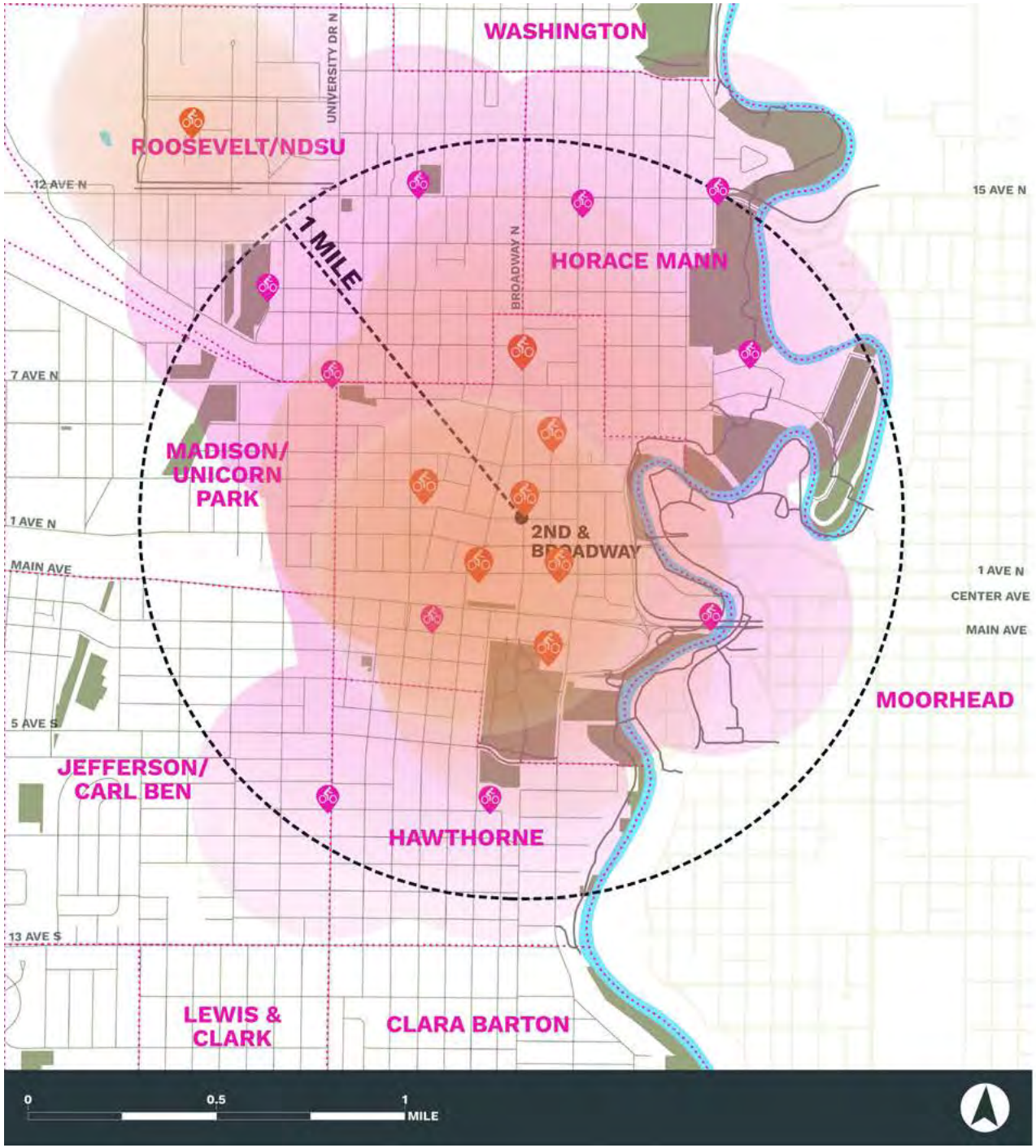


FIGURE 29: Proposed Bike Share Expansion Locations

7

Play with Purpose

Develop a system of connected all-season green spaces designed for people (of a range of ages and interests) and purpose (as infrastructure that absorbs stormwater).

WHY IS THIS IMPORTANT?

New flood infrastructure aims to protect against riverine flooding, but it does not reduce the threat of localized flooding of Downtown property caused by rain events.

Fargo is long familiar with the hazards of living next to the Red River of the North, but the conditions that exist in and around the city were set in place over 13,000 years ago when the glacial Lake Agassiz receded, leaving behind several distinct layers of clay that are nearly impermeable to water.

The drained lake bed became the vast floodplain of the Red River of the North, which, flowing northward as the name suggests, creates another seasonal flooding phenomenon when the northern part of the river has yet to thaw and the spring floodwaters to the south have few places to go. This natural phenomenon is exacerbated by the change in land cover from the native prairie to agricultural use, which speeds up the rate of water flow, thus exaggerating the peak flow.

To protect the metropolitan region from flooding, the FM Diversion project was created. The FM Diversion introduced a large levy and canal flood protection system which traps water to the south of the city then releases it at a slower rate via a canal west of the city and through the Red River. In addition, flood walls and levies have been created in Downtown Fargo to protect the City from the regional flooding events.

This massive infrastructure protects the City from regional flooding events occurring at the scale of the watershed, but it does not protect or reduce the threat of localized flooding of Downtown properties caused by local rain events. In some cases, it may exacerbate or limit the flow of these local events because the evacuation of water from the Downtown watershed is now limited by underground pumps and the flood walls when previously it could more easily flow into the river.

Clay soils limit Downtown stormwater absorption potential.

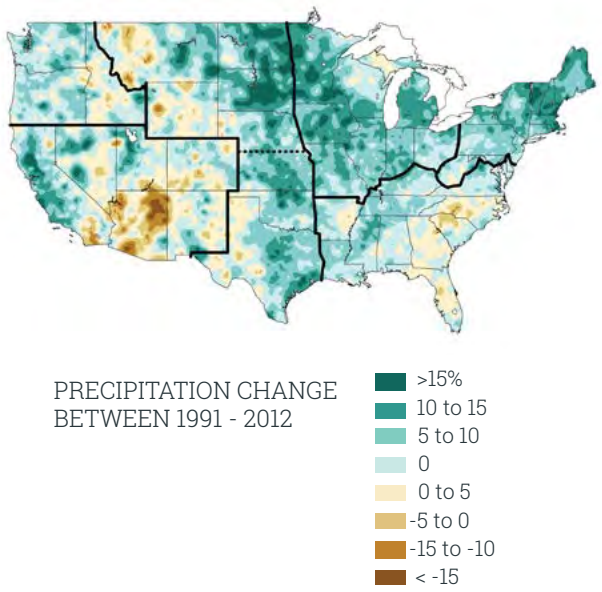
Clay soils limit stormwater absorption potential, which rules out one major tool for managing stormwater infiltration (i.e. allowing water to slowly seep into the soils). However, functional landscapes can be created to utilize other blue/green infrastructure techniques that ultimately create spaces that add beauty, value, and recreational spaces while contributing to Downtown's infrastructure system.

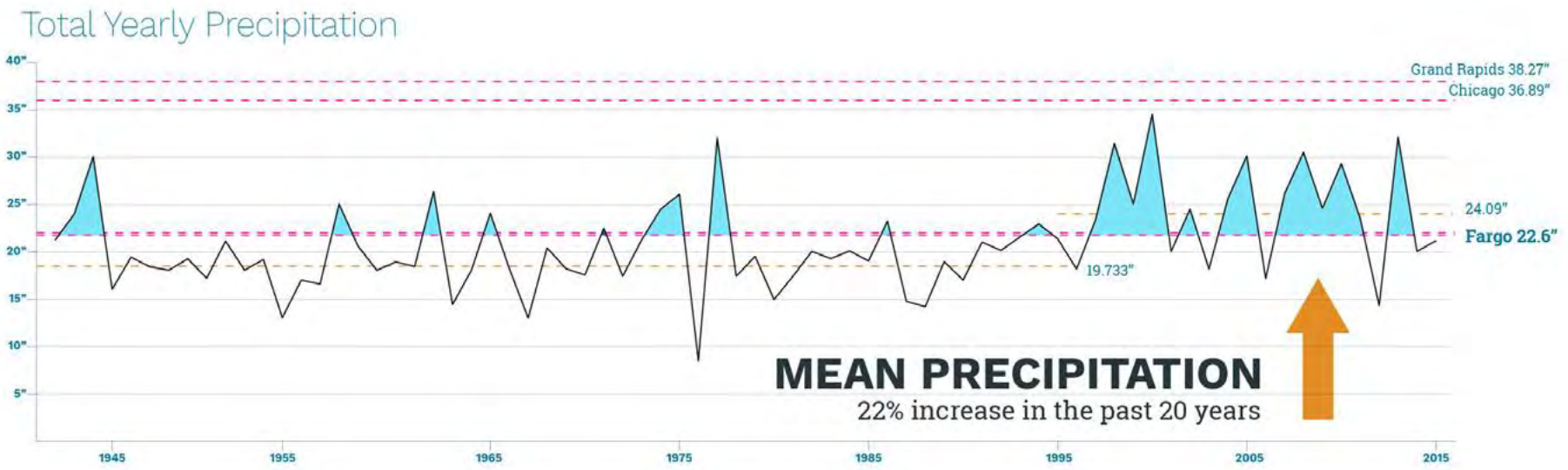
Prior to human development, the prairie soils that developed after the glaciers receded formed a sponge-like layer of organic material. This beneficial layer helped to store water, reducing flash flood events while anchoring down sediments that can negatively impact water quality. The landscape-based infrastructure that we look to create in Downtown aims to accomplish similar goals.

One of the critical goals is to reduce the threat to property from localized flooding. Several factors contribute to current issues, but we must also consider how future climate projections are shifting the previously established baseline for the design of the current infrastructure.

The mean precipitation in the Fargo area has increased by 22% over the past 20 years. The storms themselves are becoming more frequent with higher peak precipitation. Shallow grading of roads due the relatively flat terrain reduces the rate at which the stormwater moves to the inlets. Because of the storms' increasing intensity, the stormwater system that was initially accommodating a 2-year, 24-hour event is now performing at a 0.5 year, 24-hour event.

There are two issues that the creation of functional landscapes can help to solve; one is the issue of water quality, the other is water quantity. Water quality can be managed by controlling the amount of nitrogen, phosphorus, sediment, and other pollutants such as oil that are entering the Red River directly from a grey infrastructure outfall without treatment. The May 2012 study by the Minnesota Pollution Control Agency describes two major fish kill events in 2003 and 2006 that illustrate the current impact of these contaminants and conditions in the Fargo-Moorhead area.





Total annual precipitation has been increasing.
Source: http://earthobservatory.nasa.gov/IOTD/view.php?id=83624

The water quality of the Red River is impacted by localized flooding.

Fargo's separated sewer system creates an opportunity to intercept that water and polish or clean it before it enters the River by running it through a landscape that will strip out nutrients, allow the sediment to drop out of the water column, and increase oxygen levels.

The amount of water that needs to be treated for water quality is called the first flush and is the amount of water that is generated by a 1- or 2-year, 24-hour storm, which is usually about 0.6-1.5" of rain. Specific techniques will be discussed further in this document, but the goal of water quality is to protect and enhance the habitat of the Red River of the North, but even more critically for those who call the area home, it is to protect the primary source of drinking water for the region.

Blue and green infrastructure solutions for water quality help us to find the types of living systems that we need to integrate within Downtown open spaces, but handling the issues related to localized flooding and water quantity help us to define the scale and extent of the open space system.

We need to reduce the threat of localized flooding.

The lack of large scale detention basins that exist elsewhere in the City means that the roads themselves become the temporary storage for local rain events. During high intensity storms (storms exceeding a 50-year storm or 6.5"/hour) cascade events can occur where catchment areas overflow into adjacent catchment areas, leading to greater flood depths and higher velocity water movement that ultimately creates greater amounts of property damage and risks to health and safety.

This study looks to understand the scale of landscape needed to have the capacity to deal with both events – local rain events and high intensity storms. Understanding the movement, flow and subsequent risks to individual property owners will require further study and is listed as a future task in the action matrix provided at the end of *Downtown InFocus*. It is critically important to understand that reducing capacity within one or all of the systems would put additional burden on the other.

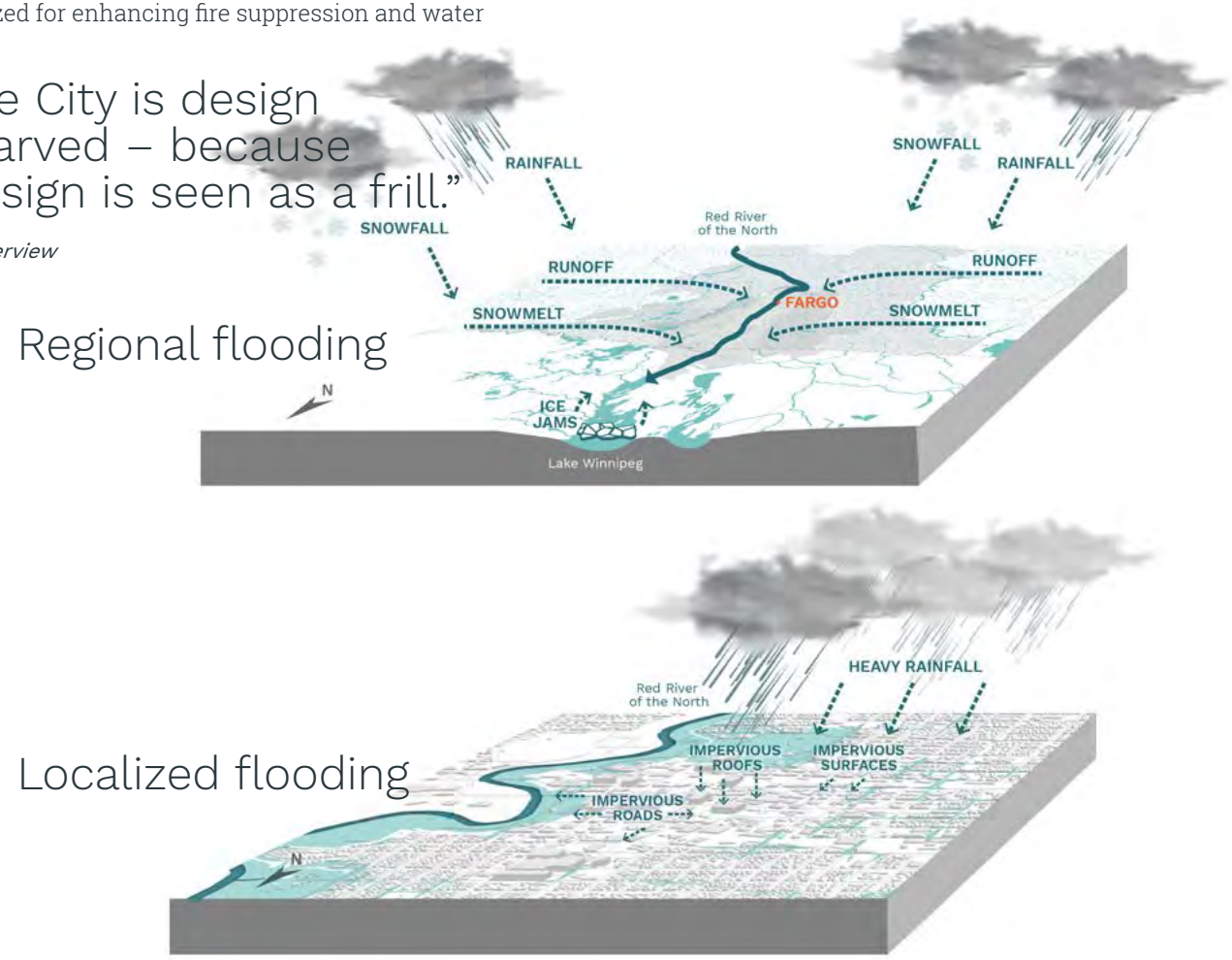
An investment in functional landscapes can save the City money over time.

The construction of landscapes that work as infrastructure helps to shift and reduce the cost burden of expanding grey infrastructure - which has cost limitations as systems scale up. Grey infrastructure is also harder to maintain, takes significantly more energy to construct and operate, and offers no additional amenity to the public, being that it is underground and unseen. Functional landscapes:

Additional synergies exist as water is collected in the various systems and at various elevations. Collected water in green roofs and rooftop systems can be utilized for enhancing fire suppression and water can be drawn from landscape retention systems to irrigate street trees and other landscape vegetation. Further, these systems help conserve energy from a passive standpoint, by decreasing heating loads, shading building facades, and providing additional insulation on rooftops which reduces heating and cooling costs.

The integration of blue/green infrastructure into open spaces will lead to a healthier and safer Downtown, but public spaces will do even more to support, grow, and bring vitality to the Downtown's residents and visitors.

> "The City is design starved – because design is seen as a frill."
>
> *– interview*



Design is a necessity when it comes to stormwater and flood protection infrastructure

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WHAT ARE WE TRYING TO ACCOMPLISH?

The working landscapes that support the unique and necessary stormwater infrastructure are, in many cases, linked to road, rooftop, railway and flood infrastructures; however, it is also important to increase the capacity of the stormwater infrastructure system by creating new public spaces in Downtown that can support a growing number of residents and visitors, and will connect the Downtown to the region.

Create new public spaces Downtown that bring together the community AND serve as infrastructure

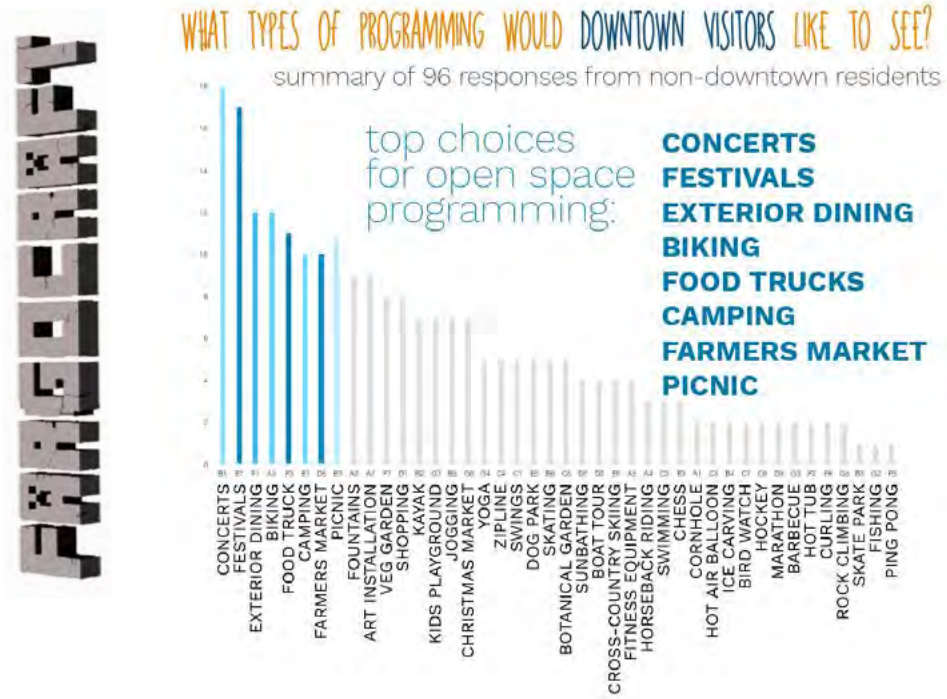
Through the public engagement process, people identified strongly with landscapes that allow for social gathering. Given the topographical position of Downtown next to the River, it is critical that the development of new public open spaces serve a greater function related to the blue/green infrastructure systems than just servicing the just needs of that particular park or site.

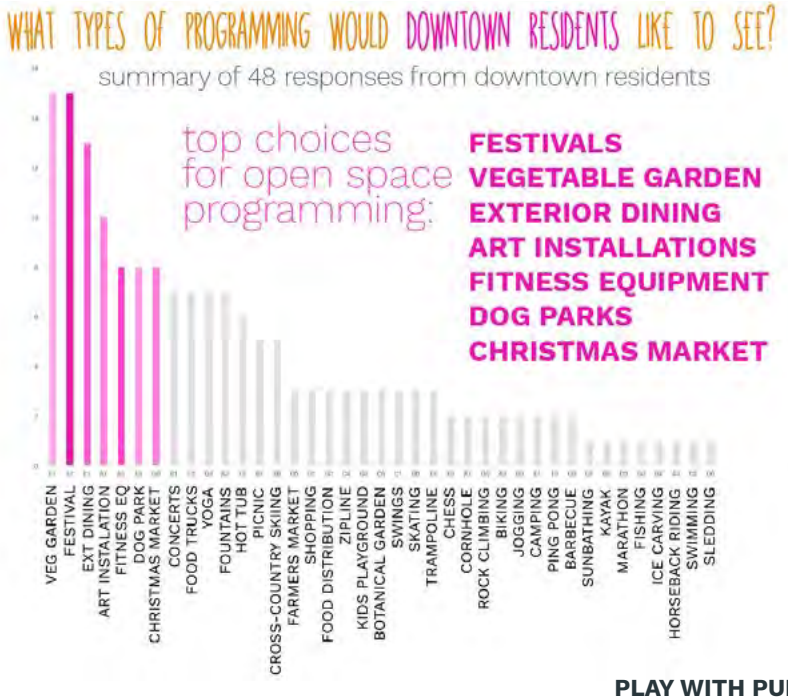
We look to the design of the landscape to integrate stormwater infrastructure, not as a burden to the site, but as an amenity and feature that brings a unique identity to Downtown. Retention/detention basins can be ponds, streams or fountains, and an increased tree canopy to help green Downtown and control air pollution. The creation of these larger connected systems allows for more robust habitat to develop, and for people to access trails and greenways at various points throughout Downtown, the City, and the region.

Connect Downtown to regional and national trails

Exploring different methods for connecting Downtown Fargo to the region becomes a critical way to support Downtown's growth and economy. Fargo's position amongst regional and national trail systems helps to support this type of connectivity. New trails can serve residents locally for recreation and commuting, while regionally and nationally they allow Fargo and its Downtown to become a destination, a hub that will expand visitors' interest in outdoor and active lifestyles.

Open space programming prioritized by Downtown visitors and residents





HOW WILL WE ACCOMPLISH OUR GOALS?

7.1 Cultivate a Downtown open space network

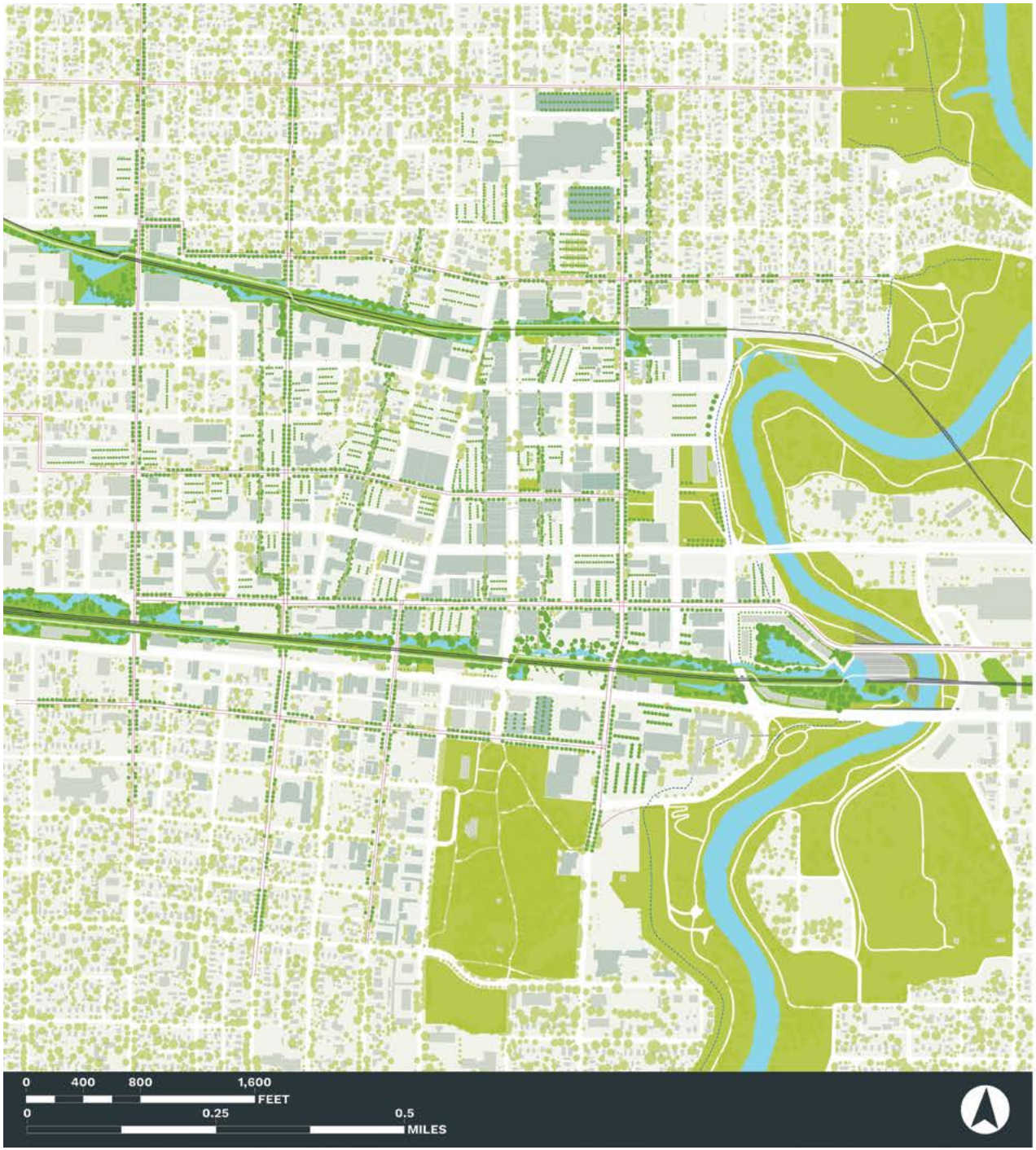
Program open spaces to welcome families and visitors to Downtown while providing Downtown residents with a vibrant "front yard"

It is also important that when visitors arrive to Downtown the public spaces feel welcoming to families and visitors of all ages. New open spaces should serve as a social gathering space, a "front yard," and be supported by programs that encourage interactions between generations, rather than just adults.

Stitch together alleys, small parks, the Block 9 Plaza, City Hall Plaza, and the River

The creation of a robust open space network in Downtown starts with the recognition and improvement of existing assets like Block 9, City Hall Plaza, and Riverfront Park, but instead of being singular destination points, they become a system connected via new greenways, improved streetscapes, bikeways, and alleyways.

FIGURE 36: Potential Open Space Network



These linear and connective systems are enhanced by increased programming and opportunities to boost the environment with more trees and vegetation. The open space network is a long-term goal to be built out by investing in upgrading streets and creating new parks and plazas over time.

Potential Open Space Network

Source: BLD

- GREENWAY
- RETENTION BASINS
- POTENTIAL GREENROOFS
- BIKE LANES
- STEEL YARD DECK
- FLOODWALL
- PROPOSED TREES
- EXISTING TREES

FIGURE 37: Potential Open Space Network with Existing and Proposed Trees

DRAFT

7.2 Program for families

Focus on programming for families with children and for students under the age of 21

Currently, Downtown serves primarily those over 21 with its restaurants, shops, and bars. Many of the events that are held throughout the year also tend to cater to that age group (with the exception of Street Fair). By expanding program opportunities for people under 21, entire families are invited to participate in Downtown activities, like outdoor reading and story time, aboriginal and historical presentations and tours, dog parades, live animal exhibitions, community snowball fights, snowman and fort building contests, puppet shows, outdoor cooking demonstrations, temporary play equipment, concerts, picnics, and many more.

Program the City Hall Plaza to encourage regional visitors

The new City Hall Plaza should be one of the "Front Yard" experiences in Downtown, programmed to encourage visitors from throughout the region. These types of programs could include larger outdoor performances, outdoor viewing of global sporting events like the Olympics or the World Cup, classic car or boat shows, and food and wine/beer events.

> "We want to see strollers on Broadway. That's the sign of a safe, healthy neighborhood." – *interview*

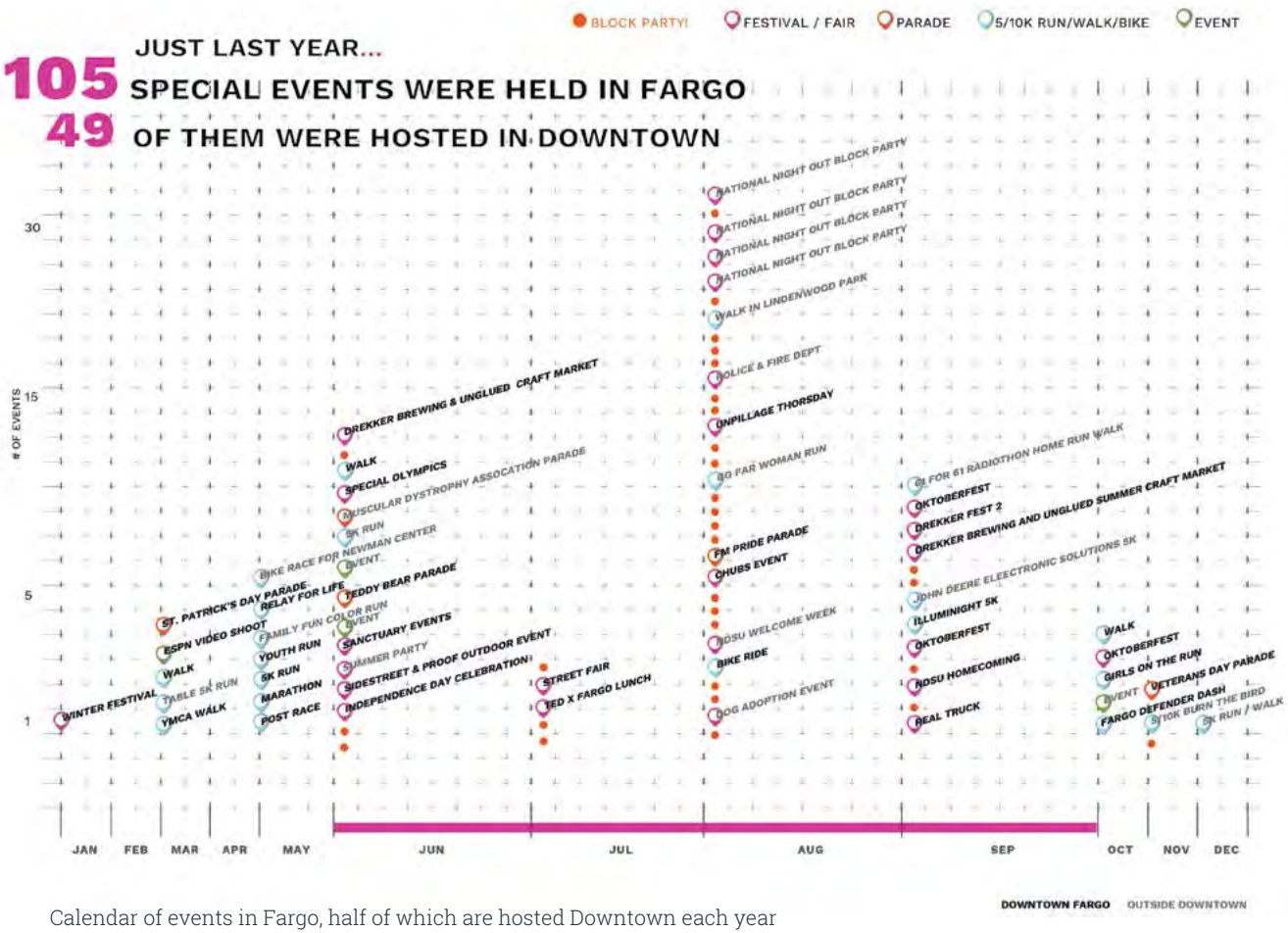
Range of programming potential for Library/City Hall Plaza

Develop more all-weather venues and events like Frostival

Regardless of the specific Downtown venue, whether it is Broadway, Block 9, the New Civic Plaza, or the Riverfront Plaza at the Mid America Steel Site, Fargo and its Downtown should continue to embrace outdoor seasonal programming; the amenities in those spaces should reflect and support seasonal shifts.

Supporting the Nordic and Native American traditions of sweat lodges and saunas can expand the success of Frostival. Potential events include cross country ski or biathlon racing events that utilize the new greenway system, while future retention ponds could be utilized for ice fishing events. The installation of skating rink hydronic systems in places like the Block 9 Plaza, streetscapes and smaller pocket parks retrofitted to include warming stations, heated benches, bus stops, or outdoor heaters that extend the season for outdoor dining would all build a culture of being outdoors into the cold winter months.

Summer can be enhanced by integrating splash pads and other water play elements such as misters, or promoting shade and vegetation that help to control the micro-climate. The Riverfront Plaza can offer further water based recreation, including kayak and canoe rentals. Intercity Fishing tournaments can also boost regional attendance and can utilize existing sites like Dike East Park, but also proposed sites like the Riverfront Plaza for additional events and ceremonies.



Calendar of events in Fargo, half of which are hosted Downtown each year

7.3 Reconnect and activate the flood wall

In order to activate the riverfront sites, the plan considers different ways that we can reconnect people to the River, a connection that has been fractured by the introduction of the floodwalls that block direct access from Downtown to the Red River of the North's riverfront.

Design spaces on both sides of the flood wall to help people navigate the barrier

By designing solutions for people to get up, over, and back down the flood wall, such as vegetated berms or unique structured switchbacks, access points can be dramatically expanded and can serve as gateways to the riverfront. In some cases, where stormwater outfalls exist, they can serve as an end of system blue/green water quality control mechanism.

Integrate public art and programming at nearby open spaces

Public art activation is another way to ameliorate the negative aspects of flood wall and overpass infrastructure. The public art master plan, developed in 2017, should be referenced as it further outlines key goals. In addition to those recommendations, this plan proposes that gateway spaces to the river be further enhanced with the addition of public art to draw visitors and explorers to the river's edge.

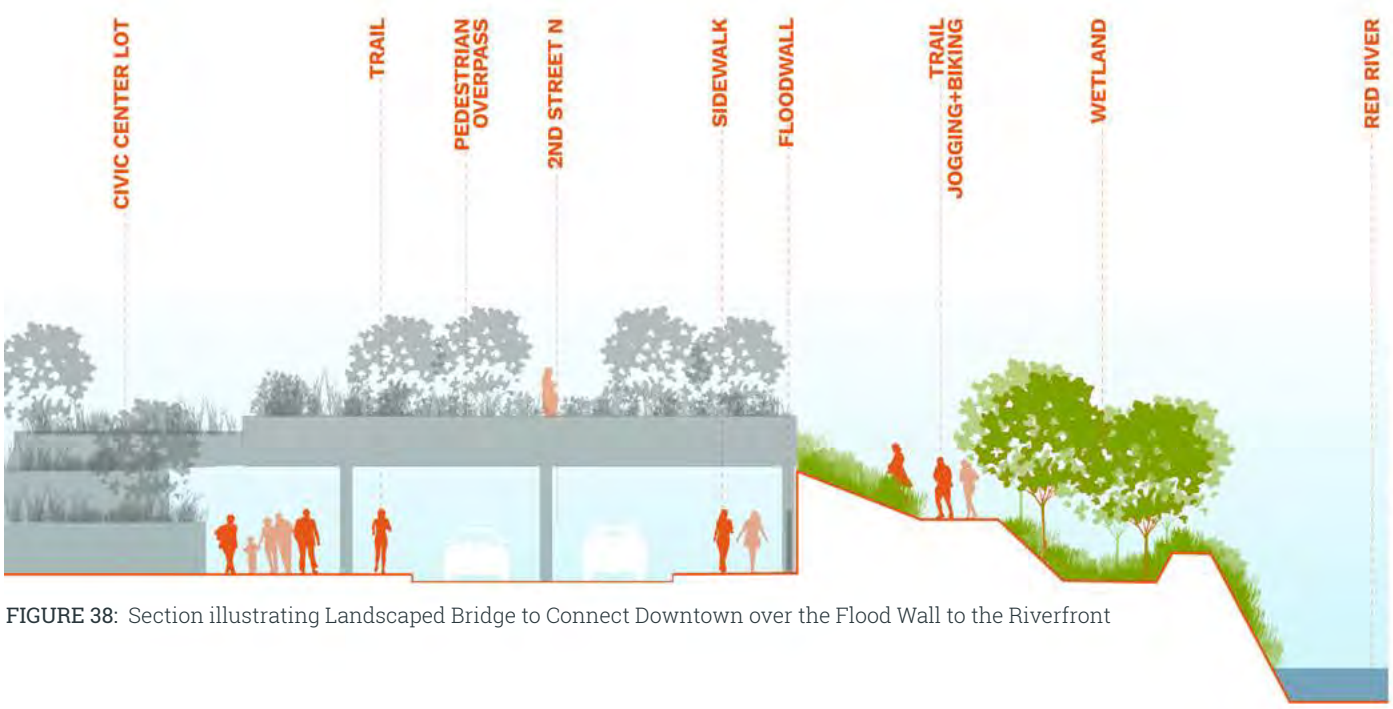


FIGURE 38: Section illustrating Landscaped Bridge to Connect Downtown over the Flood Wall to the Riverfront

Riverfront trail

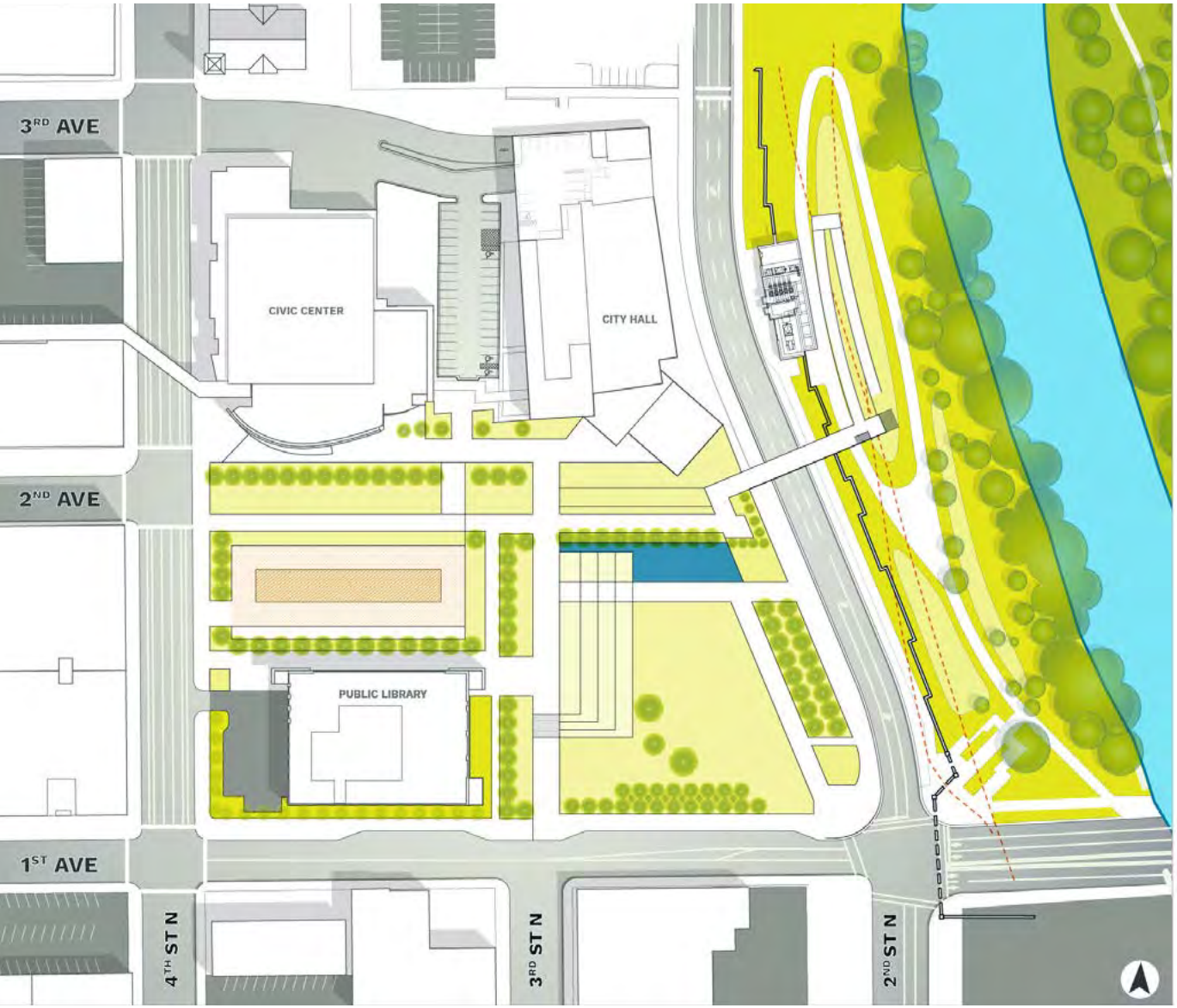


FIGURE 39: Current Concept Drawing for City Hall Plaza

Create a new, actively programmed City Hall Plaza and pursue a bridge aligned with 2nd Avenue

City Hall Plaza has been in active discussion for some time. With City Hall under construction, a design for the plaza needs to be finalized to serve City Hall and provide a true amenity in this portion of Downtown. There is a current concept drawing for the plaza that shows a number of elements including a stepped green space with an outdoor amphitheater and a surface parking lot for the library that can double as a space for outdoor markets.

Downtown InFocus has developed two approaches for the design of the plaza for consideration. It is important to note that both designs bring with them unique opportunities and challenges.

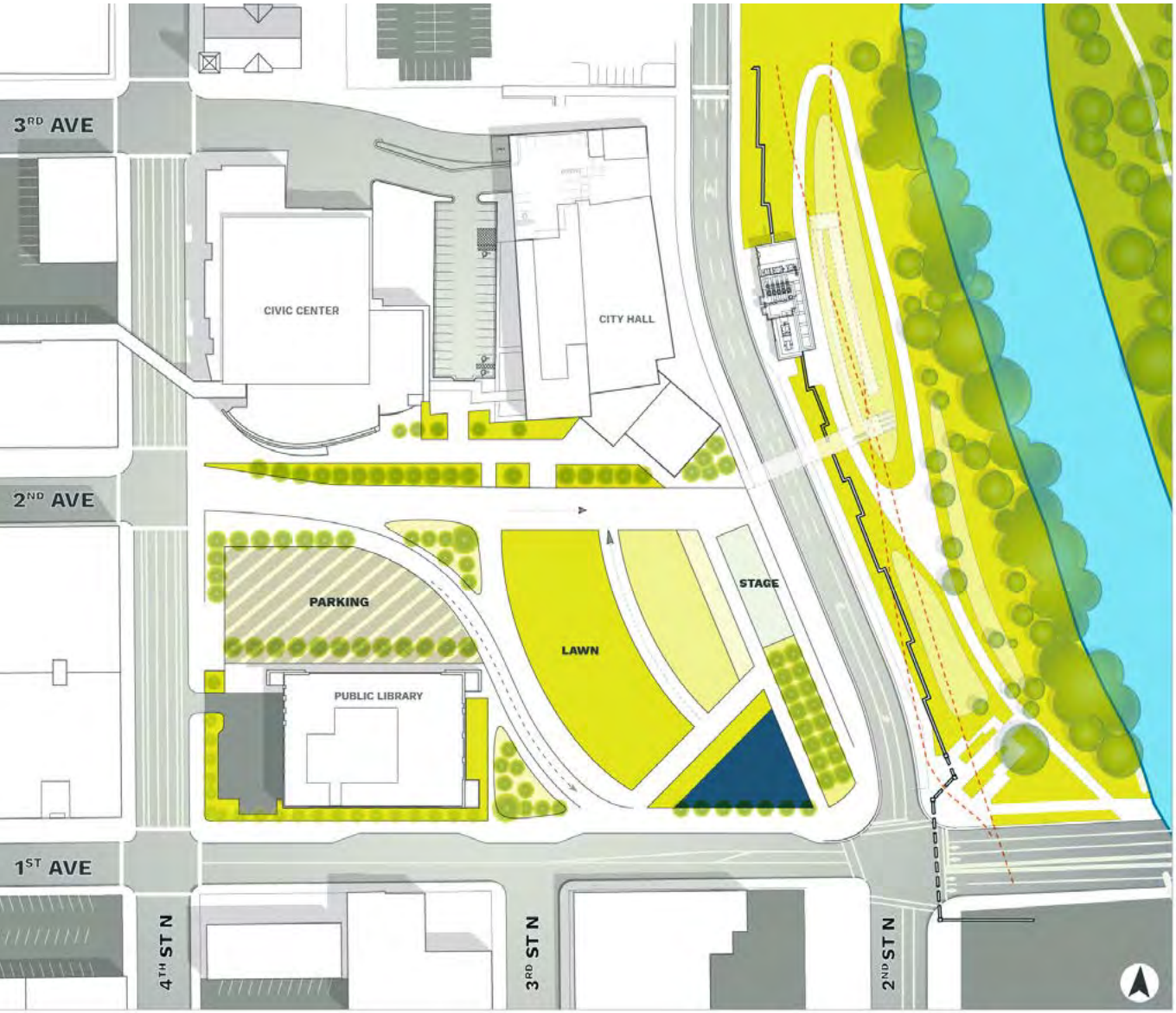


FIGURE 40: Conceptual Site Plan Alternative extending 2nd Ave through Site to River

The first option is a simple tweak from the design that is already in discussion. The approach creates one large, sloped green space from 4th Street to 2nd Street. The critically important connection that runs through this space is the connection from 2nd Avenue over 2nd Street and to the River. This connects pedestrians and new bike infrastructure to the Riverfront trail system. The amphitheater is moved to back up to 2nd Street and provides a stronger eastern edge to the space. Coming from Moorhead, there will be a clear view through the plaza toward the heart of Downtown Fargo. This option is easier to build but raises concerns about the use of the space at all times of the day and week. Without active uses like housing facing the plaza, the risk is that it becomes a space used only when the Library or City actively programs it.

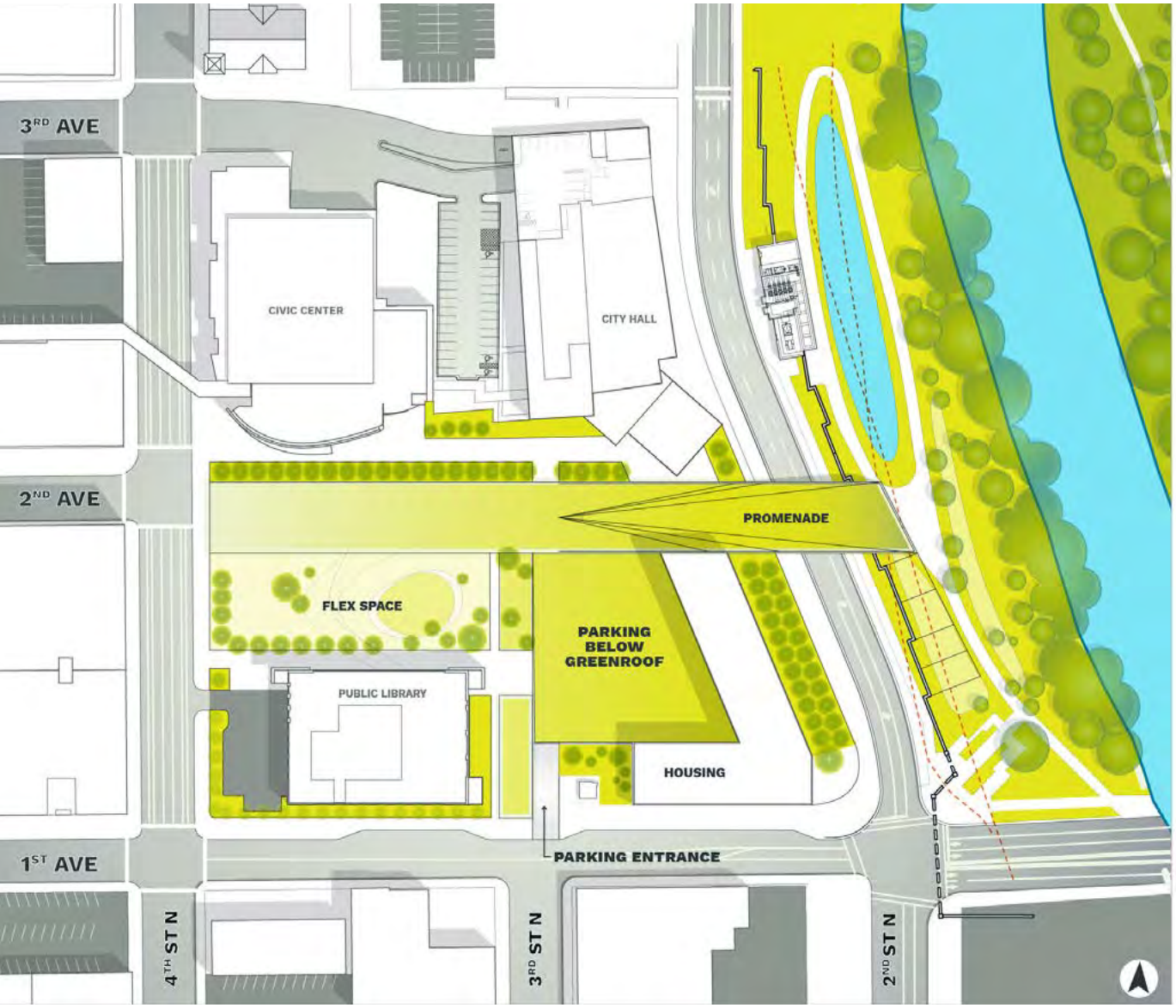


FIGURE 41: Conceptual Site Plan Alternative with Cantilevered Promenade connecting City Hall Plaza with Riverfront

The second option is to redevelop the plaza as a flat space stretching east from 4th Street, integrating both new housing and underground parking. One large park would connect the Library, City Hall, and Civic Center, and new housing would anchor the southeastern edge. This housing would serve to naturally activate the plaza throughout the day and week, as residents would use it as their front yard at times when it is not programmed for an event. Parking to serve the Library as well as the new housing would be tucked underneath the plaza. This option has the potential to provide a vibrant, multi-use plaza that is a true destination and amenity for Downtown.[6] The new development would also provide revenue to help offset the cost of construction. However, this approach is more difficult to implement due to the need for structured parking and coordination with private developers.

It is important to note that both options illustrate a potential bridge connection over the floodwall to better connect riverfront trails and Downtown. Complications have arisen in the original design of this bridge, as a portion of the newly constructed City Hall exists where the bridge abutment was planned. There is a resulting misalignment between the planned abutment of the bridge and of the abutment structure that was built into the current floodwall and foundation. This, however, should not prevent further work on making this important connection to grant the community access over the floodwall.

There are several possible approaches outlined in the plan as options for the Civic Plaza that are technically feasible and have the potential to create an iconic visual gateway to the river. It is recommended that a cantilever option be explored further not only for its visual aspect, but because it conforms to strict limits and regulations imposed by the FM Diversion Authority on loading of the wall and the addition of overburden on the river side of the wall.

6 This design provides the same amount of green space as the first option due to the removal of surface parking, which is now tucked underground.

Design a river park on the Mid-America Steel site

A river park and plaza concept design at the Mid-America Steel site emerged from input at the first Open House. Participants expressed a strong desire for a Riverfront Plaza that could host markets and other events on the Red River of the North. This is a space unique to Fargo, and was a great fit for redevelopment of the former steel site.

Positioned at the end of a potential urban greenway system that parallels the rail, the new hydrological system containing biologically cleaned stormwater makes its way from the greenway, cascading down the bluffs of the Red River in a series of wetland terraces and ponds that are surrounded by riparian woodlands. The multi-use regional trail, site circulation, and local circulation culminate on a new Riverfront Plaza.

Market vendors can set up booths and tents under each of the bridges passing overhead, while a boardwalk edge defines a public landing suitable for a variety of boats. The water elements work their way around the plaza and become an ecological habitat, as clean water flows into the river and aquatic life makes its way into the wetland system.

> "The river was a huge asset in the 40s and 50s – they had a ski jump down there! They used to use it as their playground." *– interview*

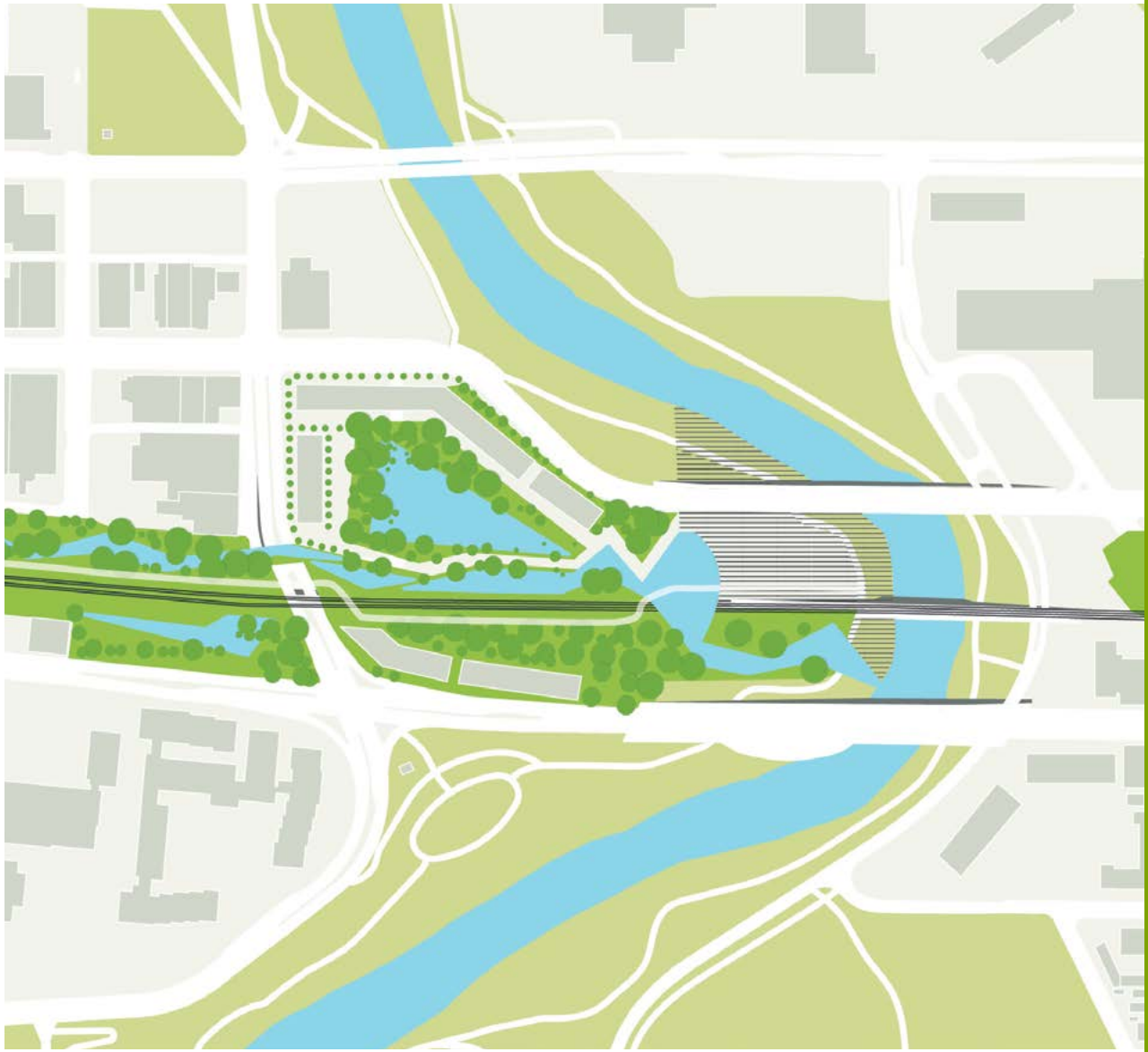
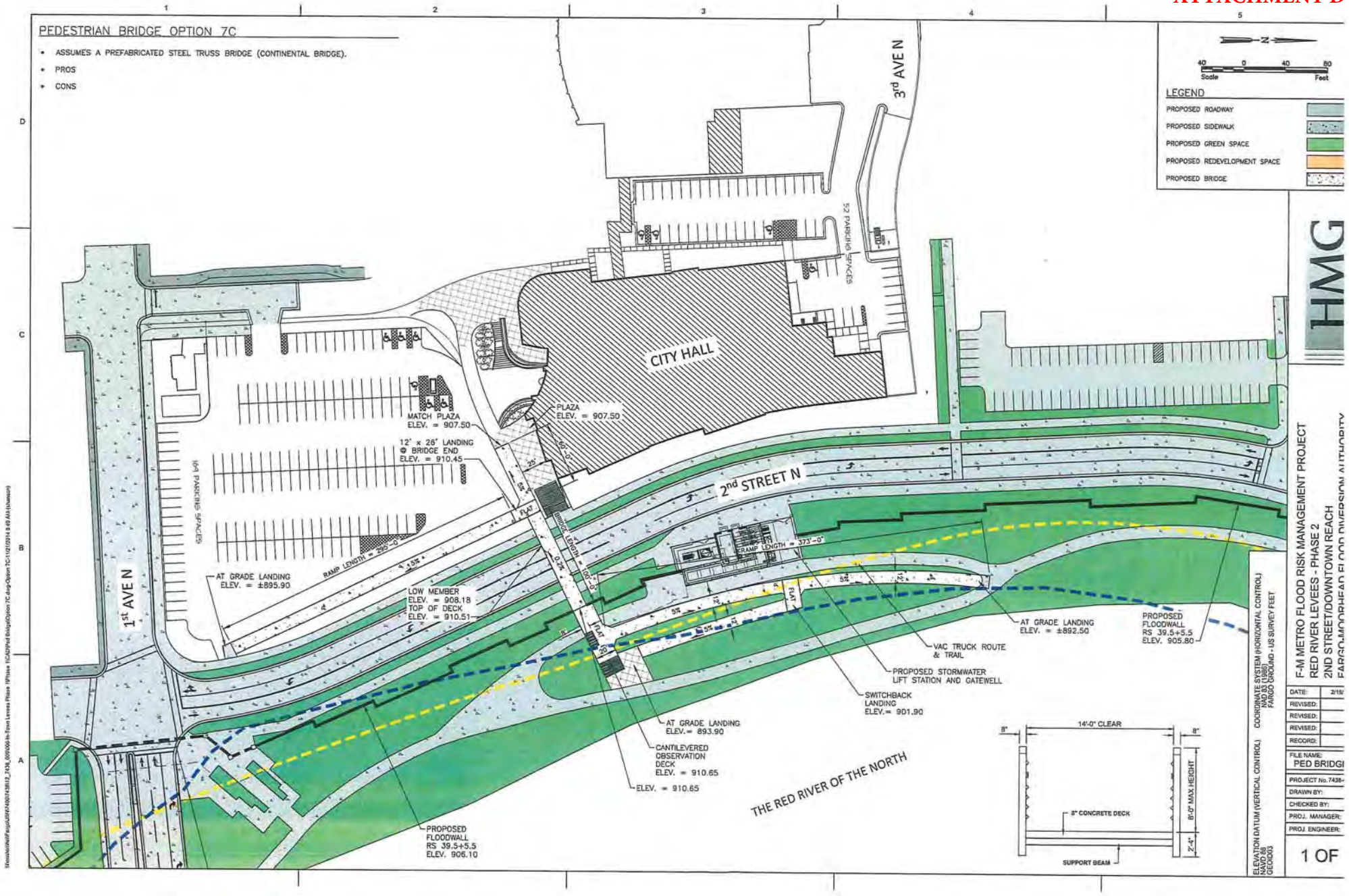
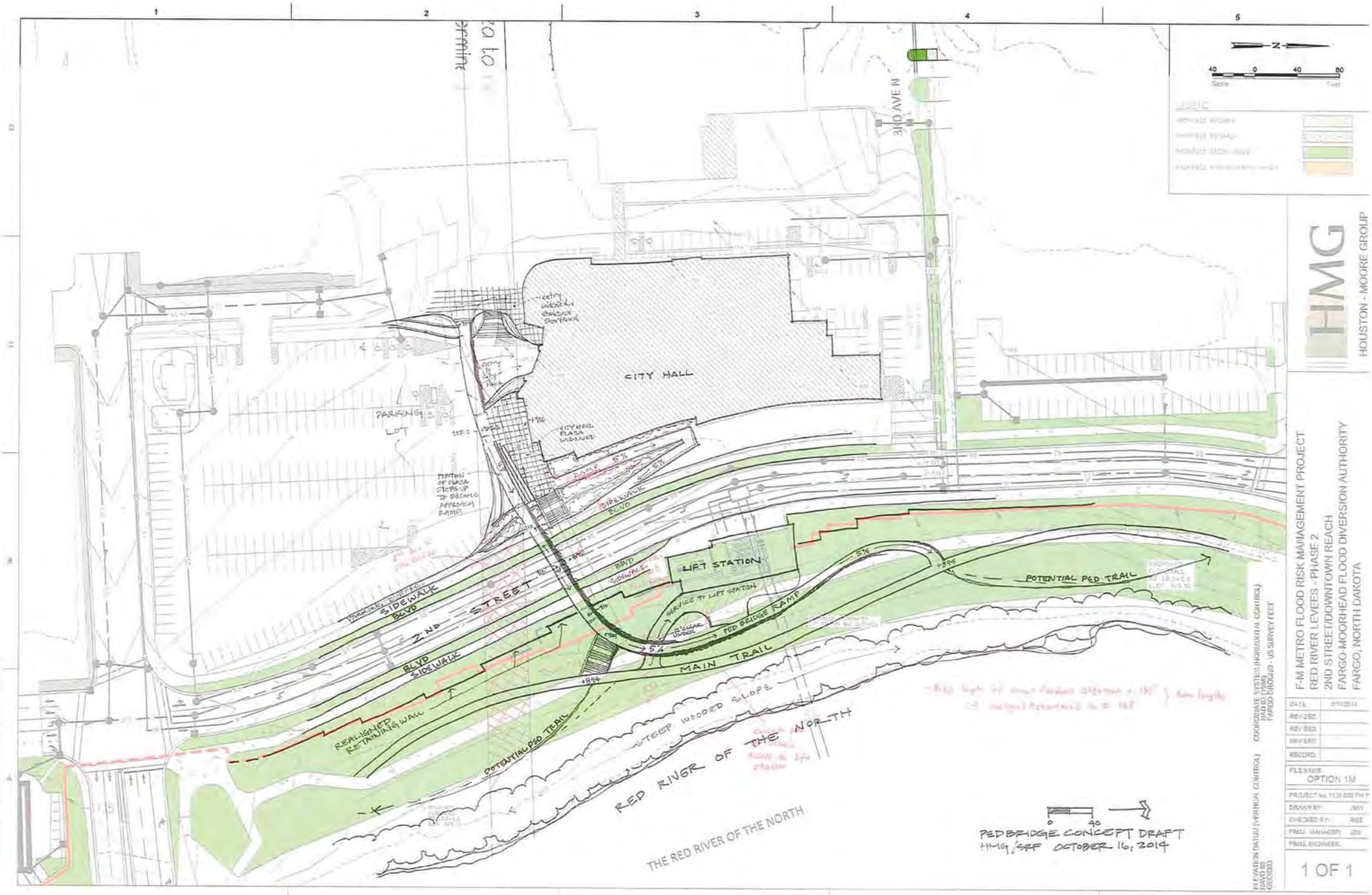


FIGURE 42: Conceptual Site Plan of Stormwater Infrastructure and Park Space at Proposed Riverfront Plaza

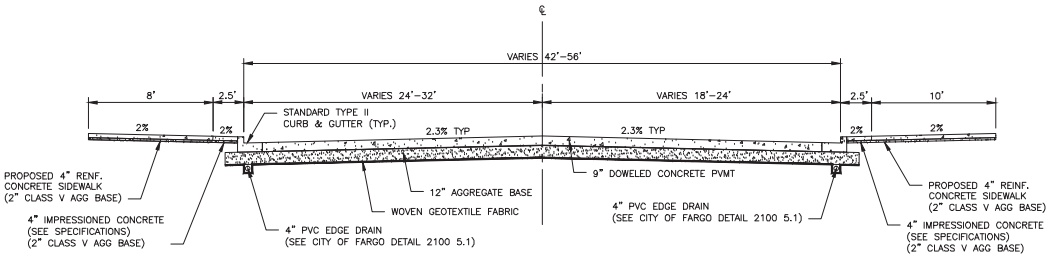
ATTACHMENT D




PEDESTRIAN BRIDGE OPTION "B"
• UTILIZES A 5% LONGITUDINAL BRIDGE GRADE WITH 16'-7" CLEARANCE OVER 2ND ST N. THIS KEEPS THE WEST END OF THE BRIDGE AT THE PLAZA AS LOW AS POSSIBLE, BUT CAUSES THE WEST LANDING TO BE SIGNIFICANTLY HIGHER WITH 47'-1" CLEARANCE OVER THE FLOODWALL.
• REQUIRES THE WEST END OF THE BRIDGE TO BE 3'-5" HIGHER THAN THE PLAZA AND FIRST FLOOR OF CITY HALL. A MUCH SHORTER SWITCHBACK IN FRONT OF CITY HALL IS REQUIRED FOR ADA COMPLIANCE.
• UTILIZES A LONG RAMP THAT CROSSES THE AT-GRADE PED PATH AND TIES IN ~400' TO THE NORTH. CLEARANCE OVER THE PED PATH IS 18'-0".
• BY ELIMINATING THE SWITCHBACK A STAIRWAY CAN BE ADDED TO LANDINGS ON EITHER SIDE OF THE PED PATH WITHOUT AS HIGH A LEVEL OF COMPLEXITY AS OPTION 2A.
PROPOSED CITY HALL
3RD AVE N
2ND STREET N
1ST AVE N
THE RED RIVER OF THE NORTH
LEGEND
EXISTING ROADWAY
PROPOSED ROADWAY
PROPOSED GREEN SPACE
PROPOSED REDEVELOPMENT SPACE
PROPOSED BRIDGE
Scale
Feet
HMG
HOUSTON - MOORE GROUP
F-M METRO FLOOD RISK MANAGEMENT PROJECT
RED RIVER LEVEES - PHASE 2
2ND STREET/DOWNTOWN REACH
FARGO-MOORHEAD FLOOD DIVERSION AUTHORITY
FARGO, NORTH DAKOTA
COORDINATE SYSTEM (HORIZONTAL CONTROL)
NAD 1983
FARGO GROUND - US SURVEY FEET
ELEVATION DATUM (VERTICAL CONTROL)
NAVD 1988
GEOID03
DATE: 3/19/2014
REVISED:
REVISED:
REVISED:
RECORD:
FILE NAME: PED BRIDGE 2B
PROJECT No. 7438-009 PH 7
DRAWN BY: JMW
CHECKED BY: RGE
PROJ. MANAGER: JDB
PROJ. ENGINEER:
1 OF 1



3RD AVE N
CITY HALL
PARKING LOT
LIFT STATION
2ND STREET
SIDEWALK
BLVD
SERVICE TO LIFT STATION
PED BRIDGE RAMP
MAIN TRAIL
POTENTIAL PED TRAIL
REALIGNED RETAINING WALL
STEEP WOODED SLOPE
RED RIVER OF THE NORTH
THE RED RIVER OF THE NORTH
PED BRIDGE CONCEPT DRAFT
HMG / SRF OCTOBER 16, 2014
HMG
HOUSTON - MOORE GROUP
F-M METRO FLOOD RISK MANAGEMENT PROJECT
RED RIVER LEVEES - PHASE 2
2ND STREET/DOWNTOWN REACH
FARGO-MOORHEAD FLOOD DIVERSION AUTHORITY
FARGO, NORTH DAKOTA
OPTION 1M
1 OF 1



1ST AVE N TYPICAL SECTION (STA. 30+20 TO 34+00) 1

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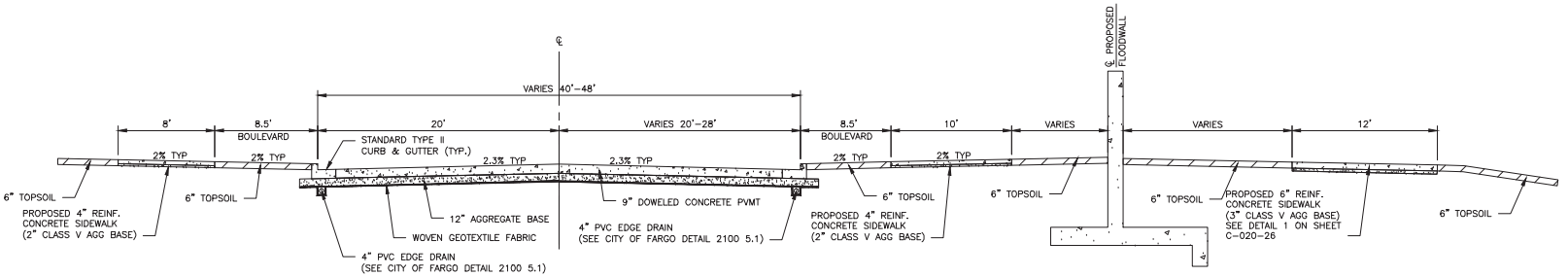

2ND ST N TYPICAL SECTION (STA. 0+86 TO 8+60) 2

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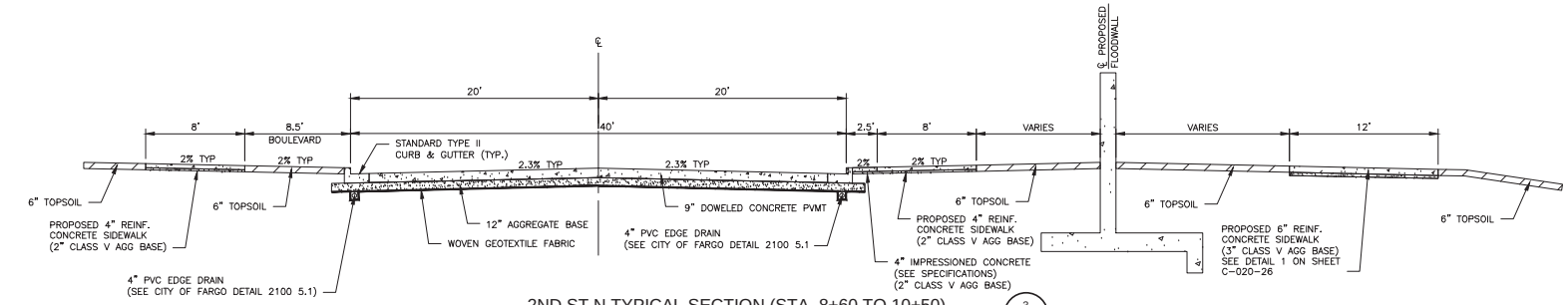


2ND ST N TYPICAL SECTION (STA. 8+60 TO 10+50) 3

NOT TO SCALE

This document was originally issued and sealed by Randy G. Engelstad Registration Number PE-6676 on 6/12/2015 and the original document is stored at CH2M Hill Engineering Inc., Fargo, N.D.

HMG

HOUSTON - MOORE GROUP

2ND STREET/DOWNTOWN - IN-TOWN LEVEES
2ND STREET N FLOODWALL
RED RIVER OF THE NORTH RIVER BASIN
FARGO-MOORHEAD FLOOD RISK MANAGEMENT
CASS COUNTY, NORTH DAKOTA
TYPICAL SECTIONS

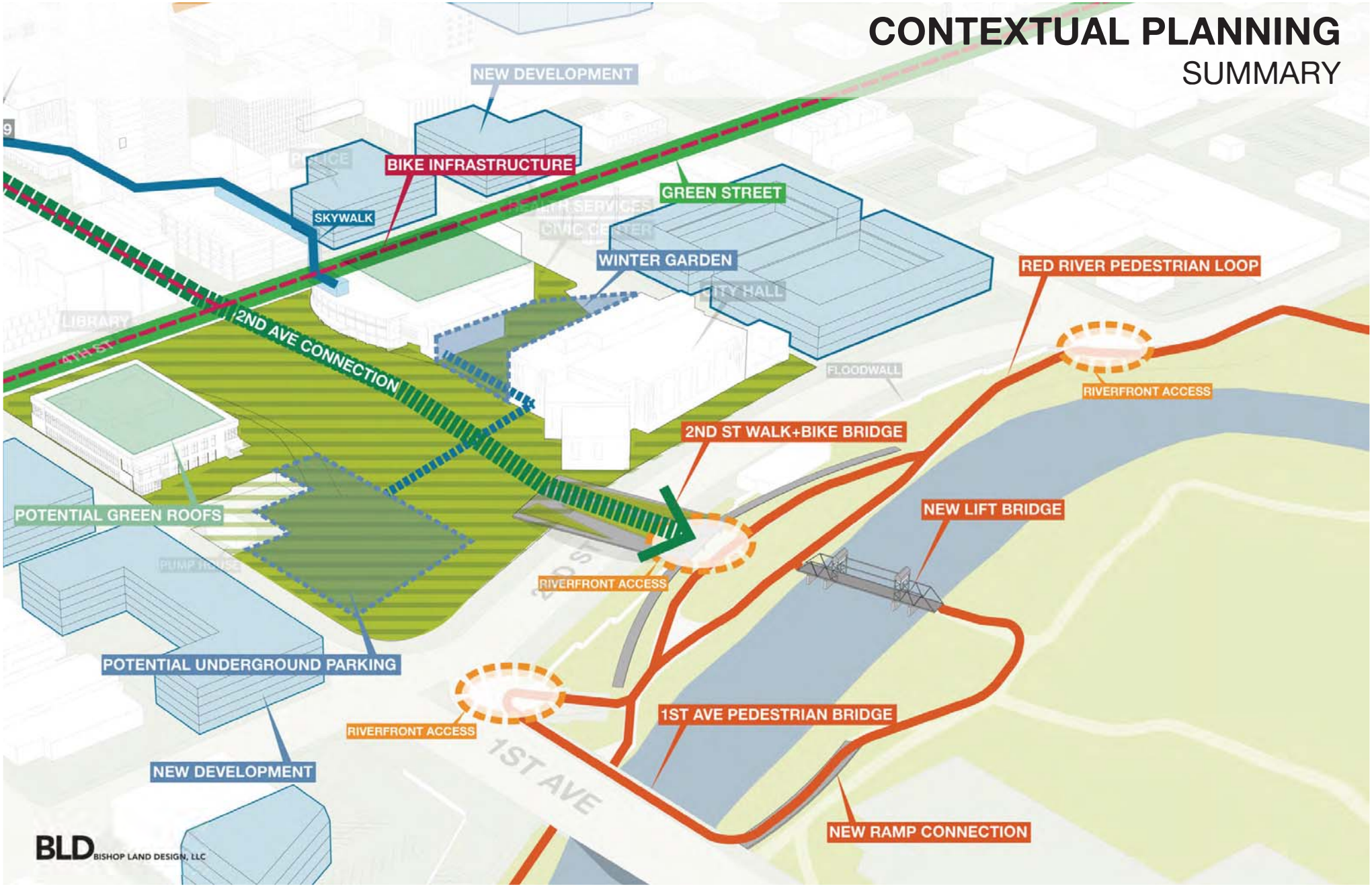
COORDINATE SYSTEM (HORIZONTAL CONTROL)
NAD 83 (1986)
FARGO GROUND - US SURVEY FEET

ELEVATION DATUM (VERTICAL CONTROL)
NAVD 88
GEOID03

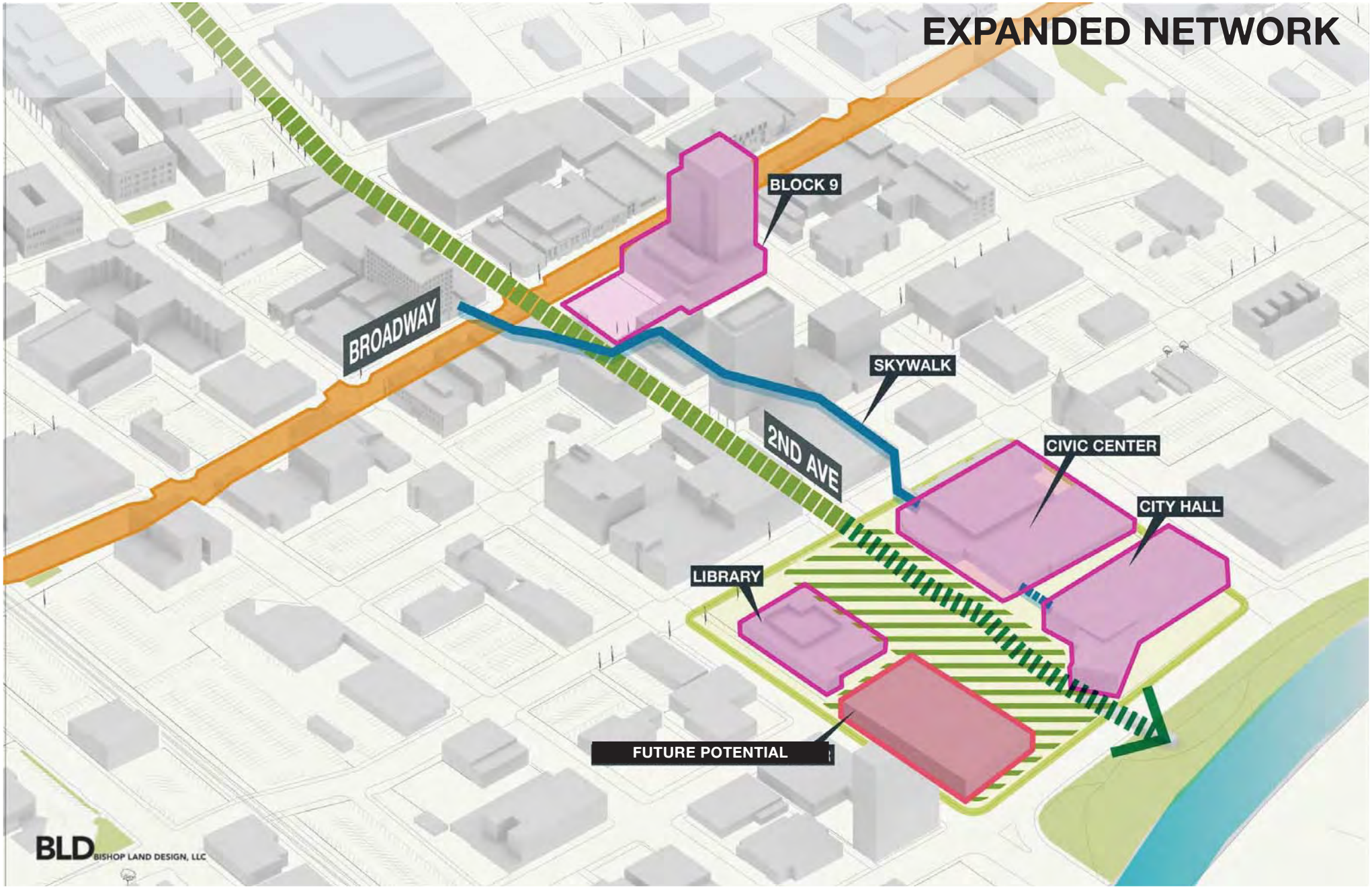
DATE:	8-13-15
REVISED:	
REVISED:	
REVISED:	
RECORD:	
FILE NAME:	
PROJECT No.	WP-42F.1.S
DRAWN BY:	JMW, BAB
CHECKED BY:	RGE
PROJ. MANAGER:	CGT
PROJ. ENGINEER:	

C-030-1

ATTACHMENT E

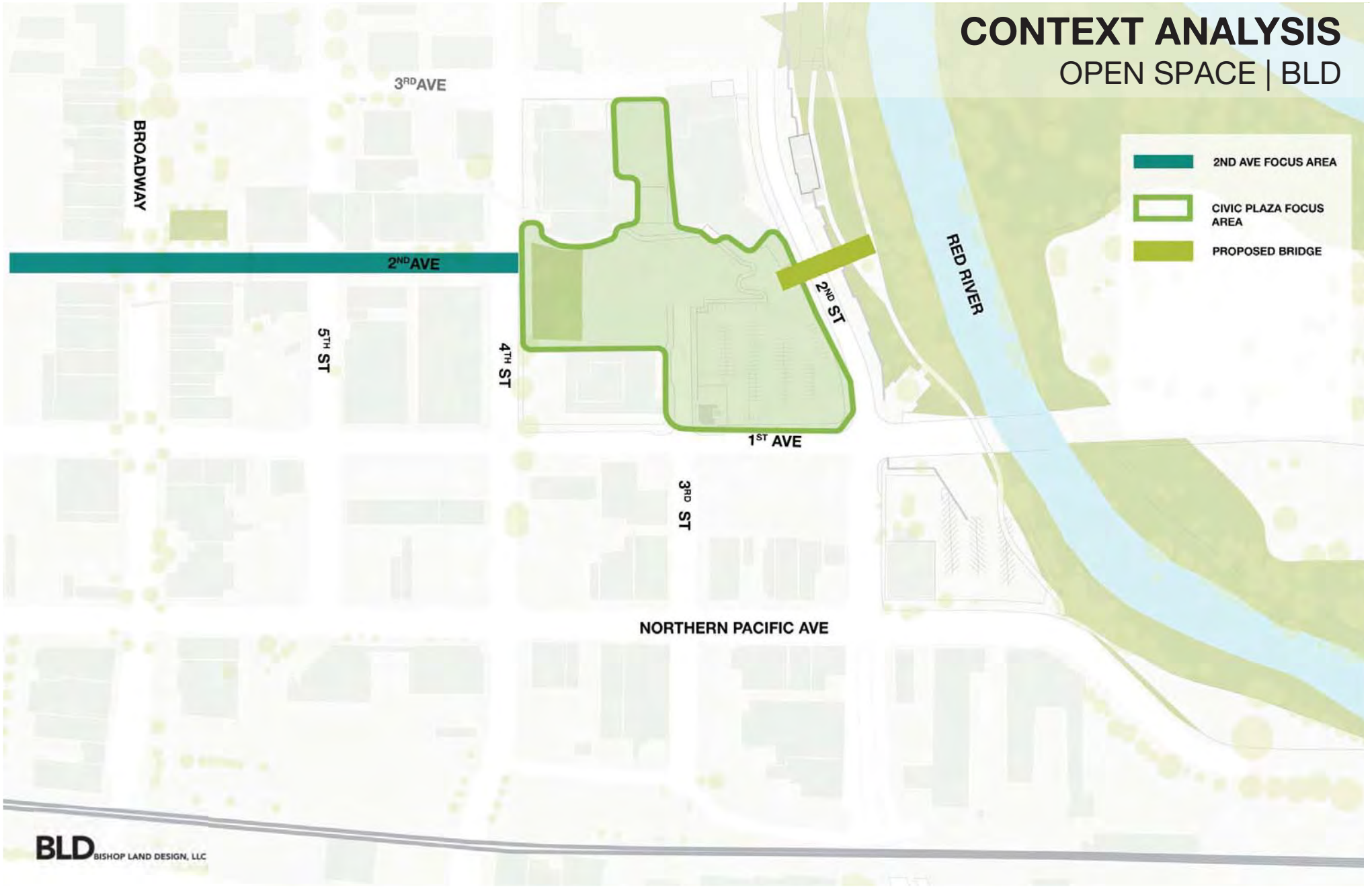


EXPANDED NETWORK



CONTEXT ANALYSIS

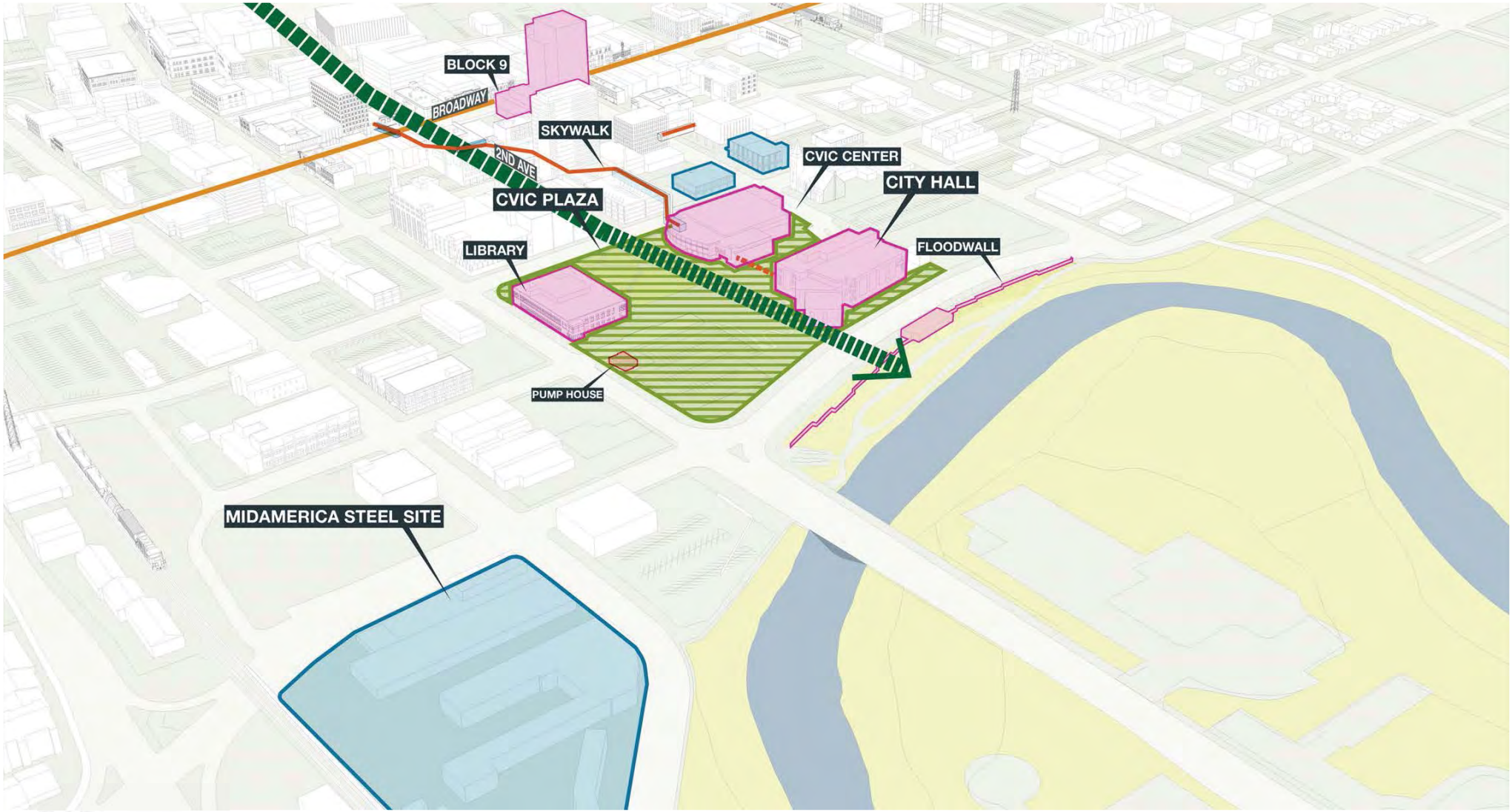
OPEN SPACE | BLD



BLD BISHOP LAND DESIGN, LLC

BIKE + WALK BRIDGE STUDIES

URBAN FABRIC + OPEN SPACE NETWORK



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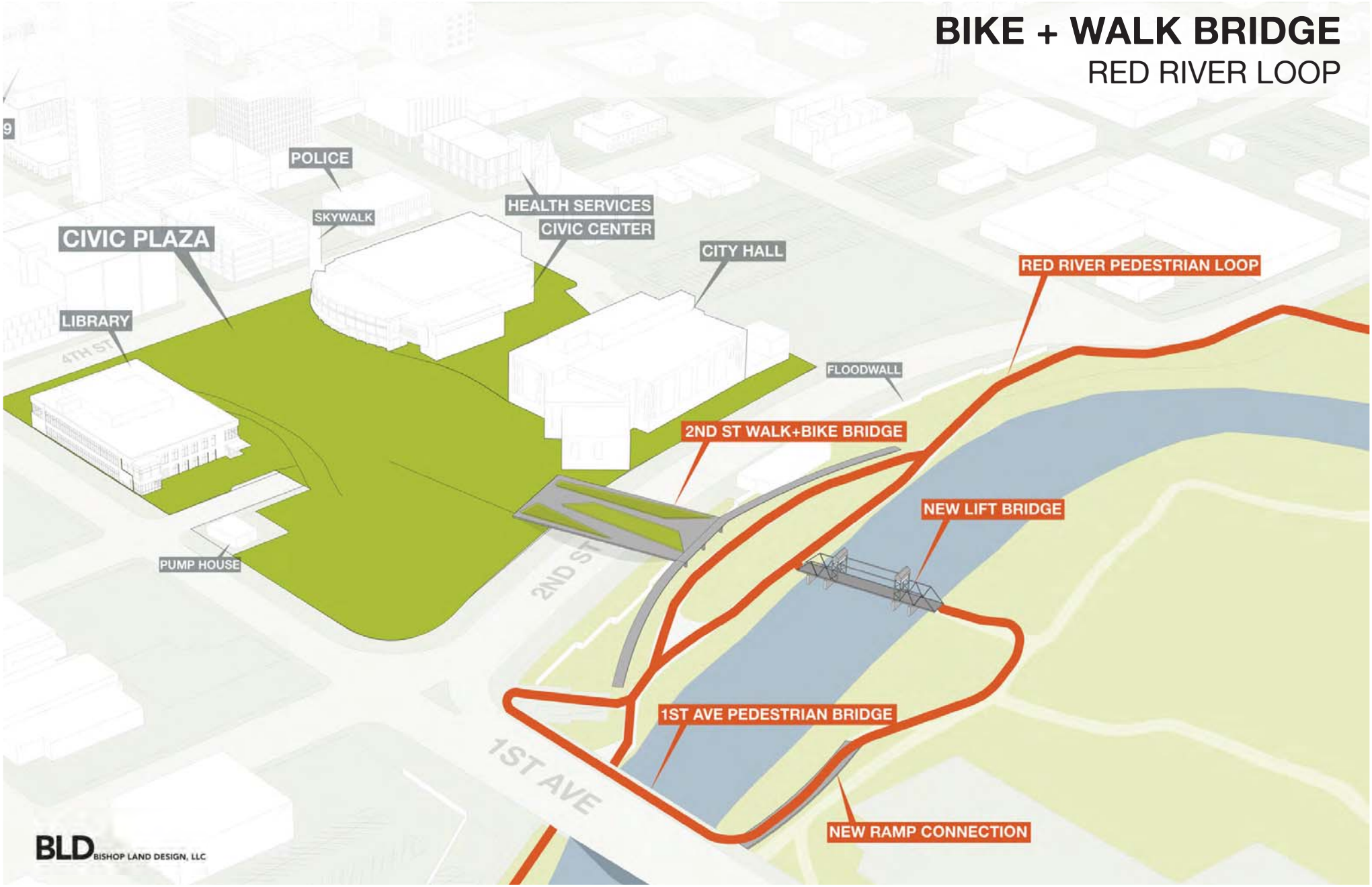
BIKE + WALK BRIDGE

RED RIVER LOOP



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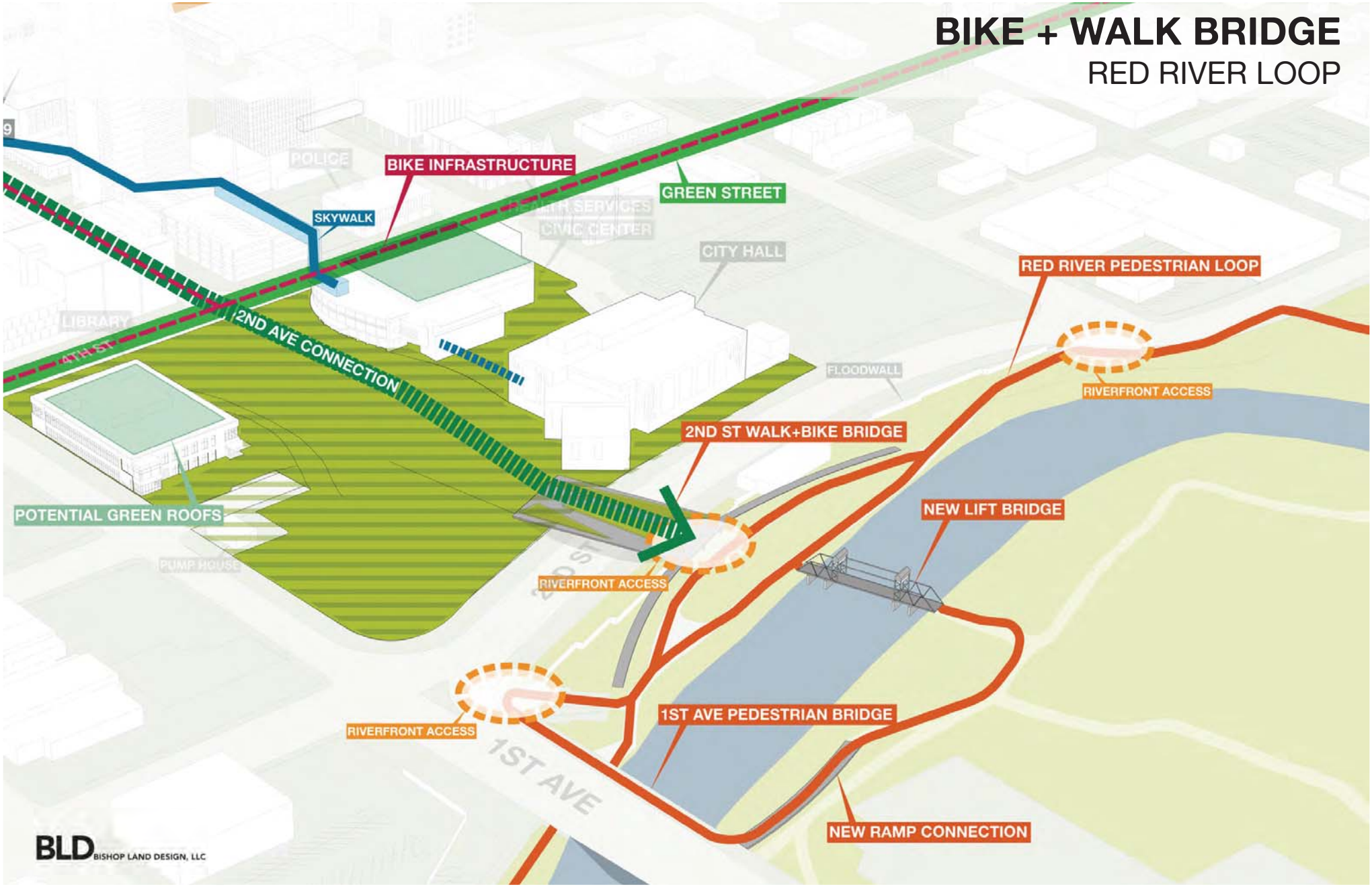
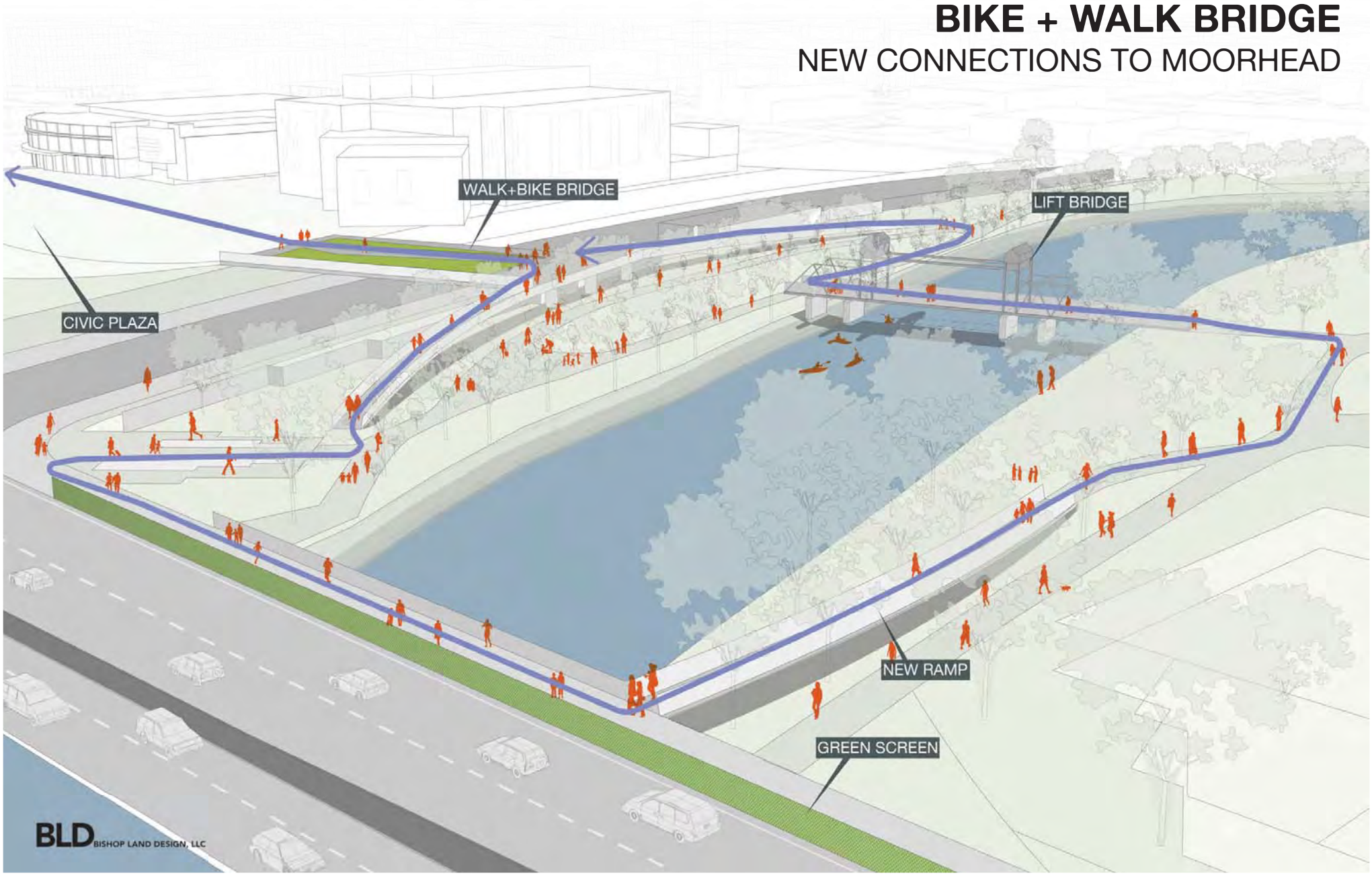
BIKE + WALK BRIDGE

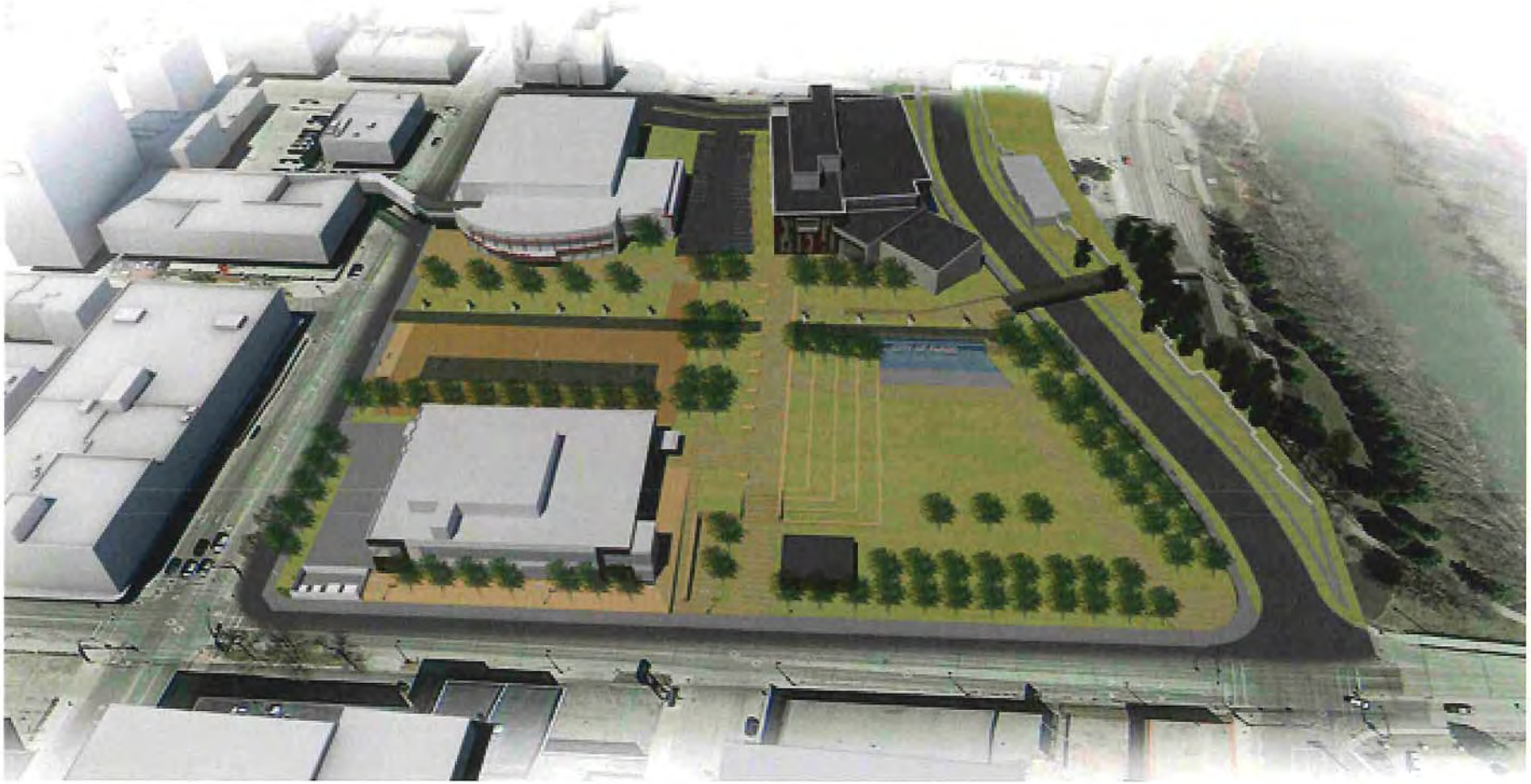
RED RIVER LOOP



BIKE + WALK BRIDGE

NEW CONNECTIONS TO MOORHEAD





METROCOG Fargo-Moorhead Metropolitan Council of Governments

Case Plaza Suite 232 | One 2nd Street North
Fargo, North Dakota 58102-4807
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e: metrocog@fmmetrocog.org
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To: Transportation Technical Committee
From: Luke Champa, Assistant Planner
Date: December 4, 2020
Re: NDDOT Urban Roads Solicitation of Projects

The North Dakota Department of Transportation (NDDOT) is soliciting projects to be funded through the Urban Roads Program and Urban Regional Program for fiscal year (FY) 2025, in the development of the 2022-2025 State Transportation Improvement Program (STIP). All submittal packages are prioritized by Metro COG and then sent to NDDOT to go through the State's project prioritization and selection process. Metro COG has received no project applications for the Urban Regional Program this year.

Urban Roads Program – Metro COG has received seven (7) projects for FY 2025 solicitation.

- Sheyenne Street Reconstruction from 40th Ave S to 52nd Ave S (West Fargo). Reconstruction from a 2-lane rural roadway section to a 3-lane urban roadway section with bicycle and pedestrian facilities. The estimated total project cost is $12,000,000, of which $9,600,000 (80%) is requested through federal funds and $2,400,000 (20%) through local matching funds.

- 9th Street NE from Main Ave E to 12th Ave NE (West Fargo) – Reconstruction from a 2-lane rural roadway section to a 3-lane urban roadway section with bicycle and pedestrian facilities. The estimated total project cost is $9,400,000, of which $7,520,000 (80%) is requested through federal funds and $1,880,000 (20%) through local matching funds.

- Bicycle and Pedestrian bridge over the Red River at 40th Avenue S River (Fargo) – Construction of a pedestrian bridge over the Red River. The estimated total project cost associated with the North Dakota side of the project is $2,000,000, of which $1,600,000 (80%) is requested through federal funds, and $400,000 (20%) through local matching funds. The project is associated with a City of Moorhead project with total (both sides of the Red River) estimated cost of $4,800,000 ($800,000 engineering cost) of which Moorhead intends to submit an application for $600,000 through federal Transportation Alternatives (TA) grant funds (FY 2025) and $2,200,000 in local or other funding.

- Striping Replacement Project (Fargo) – Citywide (Arterials and Collectors) roadway striping project for federally eligible roadways. The estimated total project cost is $1,200,000, of which $960,000 (80%) is requested through federal funds and $240,000 (20%) through local matching funds.

- 17th Avenue S from 38th St S to 42nd St S (Fargo) – Street reconstruction (keeping existing 3-lane section) including a roundabout at 38th St S and replacement of all ADA ramps and detectable warning plates. The estimated total project cost

is $4,000,000, of which $3,000,000 (75%) is requested through federal funds and $1,000,000 (25%) through local matching funds.

- 25th Street S from 32nd Ave S to Rose Creek Bridge (Fargo) – 2-inch mill and overlay. The estimated total project cost is $1,200,000, of which $960,000 (80%) is requested through federal funds and $240,000 (20%) through local matching funds.

- 45th Street from 16th Ave N to 32nd Ave S, Main Avenue from 25th St to 45th St, and 7th Avenue N from 25th St to I-29 (Fargo) – Concrete pavement rehabilitation. The estimated total project cost is $1,900,000, of which $1,520,000 (80%) is requested through federal funds and $380,000 (20%) through local matching funds.

All of the projects that were submitted for Urban Roads Program (URP) funds are consistent with the goals, objectives, and policies of the Metro COG Metropolitan Transportation Plan (MTP), *Metro Grow: 2045 Fargo-Moorhead Transportation Plan* however, if the TTC recommends moving forward with Fargo's 25th St S Mill and Overlay project and 17th Ave S Reconstruction project, an MTP amendment will need to be processed to reflect the addition of these two specific projects. The MTP amendment will also need to maintain the MTP's fiscal constraint. Assuming these applications move forward to NDDOT, Metro COG has a plan for processing these MTP amendments prior to the due date of the applications. Projects were tentatively prioritized by Metro COG staff based upon the MTP and local need as listed in order below:

1. 9th Street NE from Main Ave E to 12th Ave NE (West Fargo)
2. Bicycle and Pedestrian bridge over the Red River at 40th Avenue S River (Fargo)
3. Sheyenne Street Reconstruction from 40th Ave S to 52nd Ave S (West Fargo)
4. Striping Replacement Project (Fargo)
5. 17th Avenue S from 38th St S to 42nd St S (Fargo)
6. 25th Street S from 32nd Ave S to Rose Creek Bridge (Fargo)
7. 45th Street from 16th Ave N to 32nd Ave S, Main Avenue from 25th St to 45th St, and 7th Avenue N from 25th St to I-29 (Fargo)

Please consider that the current solicitation and prioritization process, which Metro COG goes through, is that of a Metropolitan Planning Organization (MPO). However, as Metro COG transitions to become a Transportation Management Area (TMA) around the year 2023, the solicitation and prioritization process will change from the current traditional process through NDDOT to a process by which Metro COG will solicit, prioritize, and select projects directly. At the time Metro COG becomes a TMA, the organization will have flexibility to change projects selected by the current traditional process if so desired. However, such changes must be consistent with the adopted

MTP. Changes at that time may be due to project readiness or changes in local and regional priorities.

It is estimated that Metro COG will receive a direct annual allocation of approximately $12,500,000 consisting of funds from NDDOT programs utilizing federal funds, namely the Urban Regional Program and the Urban Roads Program. The projects being submitted this year to the NDDOT for FY 2025, include a federal participation request of $25,160,000, $12,660,000 more than the $12,500,000 direct allocation that Metro COG would receive for the listed projects, which raises a question about soliciting for projects totaling greater than what the TMA will receive. To date, Metro COG has not been provided direct guidance on how to best transition to a TMA solicitation and prioritization process, however NDDOT has asked that the agency proceed normally with solicitation and prioritization as an MPO. Metro COG shall continue to research how to best transition to the TMA process by working closely with NDDOT and getting feedback from other 'new' TMAs which have recently gone through a similar transition.

Different than last year, Metro COG has conducted an exercise with this year's projects to compare various combinations of federal funds to the estimated direct allocation. Please see attachment number 9.

Staff is asking the TTC to prioritize the above projects for submittal to the NDDOT for consideration. Please be aware that for projects to be considered by NDDOT, the proper paperwork shall also be submitted with the request.

The prioritized project list will be submitted to the Policy Board for action at their December 15, 2020 meeting. Upon action by the Policy Board, staff will submit the prioritized list and project materials to NDDOT prior to the December 31, 2020 deadline.

Attachments

1. List of programmed and proposed Urban Roads Program projects
2. 9th St NE reconstruction Urban Roads Program application
3. Sheyenne St reconstruction Urban Roads Program application
4. 40th Ave S Pedestrian Bridge Urban Roads Program application
5. Striping replacement Urban Roads Program application
6. 17th Ave S reconstruction Urban Roads Program application
7. 25th St S mill and overlay Urban Roads Program Application
8. 45th St, Main Ave, and 7th Ave N concrete pavement rehabilitation Urban Roads Program Application
9. Requested federal funding compared to estimated direct allocation as a TMA

Requested Action: Recommend approval to the Policy Board of the prioritized list of projects, as prioritized by the TTC, for the NDDOT Urban Roads Program solicitations and subsequent submittal of proper project application materials to the NDDOT by the December 31, 2020 deadline.

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits From	 To	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
Urban Roads Program												
Fargo Transit	4162670 8017	2020 (ALOP)	Transit				Capital purchase	Transit Capital	$ 1,250,000	STBGP-U	 Local	$ 1,000,000 $ 250,000
City of Fargo	418011 21564 8015	2020 (ALOP)	64th Ave S	2.0	45th St S	25th St S	Construction of 64th Ave S as a 3-lane urban arterial, grade separated overpass of I-29, shared use path, and bicycle/pedestrian facilities.	New Construction	$ 18,729,278	STBGP-U IM	 Local	$ 9,932,907 $ 1,189,575 $ 7,606,795
City of Fargo	4190002 22292 8133	2021	N University Dr		40th Ave N	32nd Ave N	Reconstruction of University Drive	Reconstruction	$ 6,000,000	STBGP-U	 Local	$ 4,500,000 $ 1,500,000
City of Fargo	4190003 8206	2022	32nd Ave S		32nd St	25th St	Reconstruction of 32nd Ave S	Reconstruction	$ 10,400,000	STBGP-U	 Local	$ 4,700,000 $ 5,700,000
Fargo Transit	4200017 8317	2023	Transit				Capital Purchase	Transit Capital	$ 1,250,000	STBGP-U	 Local	$ 1,000,000 $ 250,000
City of Fargo	4200016 8316	2023	52nd Ave S		63rd St	Sheyenne	Reconstruction of 52nd Avenue S	Reconstruction	$ 7,000,000	STBGP-U	 Local	$ 5,000,000 $ 2,000,000
Fargo Transit	4210003	2024	Transit				Capital Purchase	Transit Capital	$ 1,250,000	STBGP-U	 Local	$ 1,000,000 $ 250,000
City of Fargo	4210002 8230	2024	32nd Ave S		25th St S	University Dr	Reconstruction of 32nd Ave S in Fargo *Pending	Reconstruction	$ 9,600,000	STBGP-U	 Local	$ 7,680,000 $ 1,920,000
City of West Fargo	**PROPOSED**	**2025**	**9th St E**		**Main Ave**	**12th Ave NE**	**Reconstruction to an urban 3-lane**	**Reconstruction**	**$ 9,400,000**	**STBGP-U (URP)**	**Local**	**$ 7,520,000 $ 1,880,000**
City of West Fargo	**PROPOSED**	**2025**	**Sheyenne St**		**40th Ave W**	**52nd Ave W**	**Reconstruction to a urban 3 lane**	**Reconstruction**	**$ 12,000,000**	**STBGP-U (URP)**	**Local**	**$ 9,600,000 $ 2,400,000**
City of Fargo	**PROPOSED**	**2025**	**40th Ave S**		**40th Ave S over the Red River**		**New Pedestrian Bridge *In coordination with City Moorhead**	**New Construction**	**$ 2,000,000**	**STBGP-U (URP)**	**Local**	**$ 1,600,000 $ 400,000**
City of Fargo	**PROPOSED**	**2025**	**Citywide**		**Arterials and Collectors**		**Roadway Striping**	**Rehabilitation**	**$ 1,200,000**	**STBGP-U (URP)**	**Local**	**$ 960,000 $ 240,000**
City of Fargo	**PROPOSED**	**2025**	**17th Ave S**		**38th St S**	**42nd St S**	**Reconstruction and roundabout at 38th St S intersection**	**Reconstruction**	**$ 4,000,000**	**STBGP-U (URP)**	**Local**	**$ 3,000,000 $ 1,000,000**

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
					From	To						
City of Fargo	PROPOSED	2025	25th St S		32nd Ave S	Rose Creek	Mill and Overlay	Rehabilitation	$ 1,200,000	STBGP-U (URP)	Local	$ 960,000 $ 240,000
City of Fargo	PROPOSED	2025	45th St Main Ave 7th Ave N		16th Ave N 25th St I-29	32nd Ave S 45th St 25th St N	Concrete Pavement Repair (CPR)	Rehabilitation	$ 1,900,000	STBGP-U (URP)	Local	$ 1,520,000 $ 380,000

Agenda Item 6,
Attachment 02

URBAN REGIONAL & URBAN ROADS
PROJECT SCOPING WORKSHEET

DATE: 12/3/2020

PRIORITY#_____ Regional: Y/N Urban Roads: Y

City: West Fargo Street: 9th Street NE between Main Ave and 12th Ave NE

County: Cass Length: 1 mile

Proposed Improvement: This segment of 9th Street NE is currently a 2 lane rural roadway with a 28 foot top and no pedestrian/bikeway facilities. It is currently posted for 35 MPH and no parking is allowed along the corridor. A 2019 study by Apex Engineering identified the need for this road to be improved within the next 5-10 years. Per this study, traffic volumes have increased and will consistently increase with the continued development of the industrial park along it. Estimates for 2045 are 6,800 vehicles per day.

Proposed improvements consist of concrete urban section with storm sewer and 3 lanes from Main to 12th Avenue. The 3 lane section will allow for additional freight turning movements to occur on this roadway. Added amenities will include street lighting and a 10 foot multiuse path connecting existing multiuse facilities. Existing right of way should be adequate for proposed improvements.

Cost Estimates Breakdown (in $1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
450	450	0	0	8,500	0	0	9,400

Present Road: Surface Width? 28 feet Surface Type? Asphalt

On Street Parking Allowed? No Present: No
Proposed: No

Proposed Improvements

ADT Present: 4,125	Yr: 2018	Travel Way Width : 11
ADT Design: 6,800	Design year: 2045	No. of Lanes: 3
Design Speed: 35		Roadway Width: 40
Maximum Curve: N/A		Min. R/W Width: 120
Maximum Grade: N/A		

Right of Way

Will Additional ROW or easement be acquired? No
ROW acquisition by: City
Has any ROW easements been acquired since 7-1-72: Yes
ROW Condemnation by: City
Est. No. of occupied family dwelling to be displaced? 0
Est. No. business to be displaced? 0

Impacts

Will there be any additional Impacts (Cultural and Environmental Resources): None

Will there be any impacts to 4(f) or 6(f) properties: None

Airports: None
Public Hearings: As Needed
Environmental Classification (Cat-Ex, EA, EIS): Cat-Ex
Transportation Enhancements: Improved Capacity
Intermodal: None
Pedestrian Needs: None

Railroads Crossings

RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection
BNSF	1	2, At Grade	30	60 MPH	At Grade, Lights and Arms	At Grade, Quiet Zone

Purpose and Need Statement:

Purpose of Project

The purpose of the proposed project is to increase traffic capacity by adding a lane for truck turning movements, improve pavement integrity and enhance safety along the corridor via railroad upgrades and truck turning safety.

Need for Project

Increased traffic demands have exceeded capacities within this corridor and pavement conditions have deteriorated below safe functioning standards.

Capacity

Under existing conditions the corridor operates at an acceptable level of delay, per the 2019 study. While this corridor is not expected to have large increases in traffic with adjacent development. There will however be a consistent increase in truck traffic to this corridor, necessitating a replacement of the existing asphalt rural section to an urban concrete section. This urbanization will also help with access control on the corridor, which will improve safety and efficiency of the roadway.

Social Demands and Economic Development

The existing corridor is along an industrial area of town. Improved capacity, access management would improve conditions for the light to medium industry that uses this roadway daily.

Existing Conditions:

1. When was the current street section built? Has there been any additional maintenance to the street section?
   The current street section was built in 1970, and has been overlaid since. The most recent overlay project occurred in 2000. No additional maintenance other than pothole repairs and crack sealing has occurred since the last overlay.

2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes?
   The roadway is currently a two lane rural section with shoulders. The roadway section is 2-12' lanes with a 2' wide shoulder.

3. What is the condition of the pavement section?
   The current pavement is asphalt. A 2020 PCI Inspection shows the pavement is in mediocre condition, with heavy transverse cracking at the wheel paths.

4. Any existing geometric concerns?
   None

5. Are there any access points to adjoining properties that present a special concern?
   Yes, there are several access points between 7th Ave and 12th Ave that will need to be addressed.

6. Are there any existing sidewalks or shared use path in place?
   No existing sidewalks or shared use paths.

7. What is the condition of the existing storm sewer? Will any additional storm sewer work need to be done along with this project?
   There is no existing storm sewer. The current rural section uses ditches for storm drainage. An upgrade to an urban section will require full addition of storm sewer connection to the existing storm lift station on the corridor. The existing station has been built to accommodate the additional storm runoff of the corridor.

8. What is the condition of the city's water and sewer line? Will any work have to be done to the city's water and sewer lines along with this project?
The existing water line has been recently installed and is in good condition. The existing sanitary lines are in good condition.

9. Describe the existing lighting system currently in place? What type of standards and luminaires are currently being used?
There is a rural lighting system in place. Will need to be updated to city standard luminaries.

10. What intersections currently have traffic signals? Are there any locations that have a high accident rate? Are additional turning lanes needed?
The intersection of 9th St E and Main Avenue is the only signalized intersection. There are no locations that have high accident rate. Additional turn lanes may be required at 7th Ave, which also may be converted to a roundabout.

Remarks:

_____

_____

City Engineer: _____ Date: 12/3/2020

District Engineer: _____ Date: _____


Project Scoping Map - Urban Roads Solicitation
Improvements to 9th St NE
City of WEST FARGO
a city on the grow
12th Ave NE
12th Ave NE
11th Ave NE
10th Ave NE
7th St NE
9th Ave NE
5th St NE
7th Ave NE
7th Ave NE
10th St NE
13th St NE
16th St NE
5th Ave NE
9th St NE
Main Ave E
Main Ave E
1st Ave E
9th St E
2nd Ave E
N
0 250 500 1,000
Feet
This map is intended for reference purposes only. The City of West Fargo does not make claim that the features depicted represent true locations; therefore the City assumes no liability for any errors or omissions herein.
Created By: West Fargo GIS
gis@westfargond.gov

Agenda Item 6,
Attachment 03

URBAN REGIONAL & URBAN ROADS PROJECT SCOPING WORKSHEET

DATE: 12/3/2020

PRIORITY#_____ Regional: Y/N Urban Roads: Y

City: West Fargo Street: Sheyenne between 40th & 52nd Avenue

County: Cass Length: 1 mile

Proposed Improvement: This segment of Sheyenne Street is currently a 2 lane rural roadway with a 34 foot top and no pedestrian/bikeway facilities. It is currently posted for 35 mph and no parking is allowed along this corridor. Its traffic volumes have increased and will increase dramatically with construction of a high school roughly 1 mile to the south. A study completed in 2016 by KLJ identified the need for improvements on this roadway with the continued development of the area. The study estimates in 2045 there will be 12,500 vehicles per day. Observation and citizen complaints demonstrate that capacity and level of service is quickly deteriorating.

Proposed improvements consist of a concrete urban section with storm sewer and 3 lanes from 52nd to 40th Avenue. Added amenities will consist of a 10 foot multiuse path to be included on each side of the roadway and street lighting. Existing right of way should be adequate unless the roundabout on 52nd Ave is expanded.

Cost Estimates Breakdown (in $1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
1,000	1,000	0	0	10,000	0	0	12,000

Present Road: Surface Width? 34 feet Surface Type? Asphalt

On Street Parking Allowed? No Present: No
Proposed: No

Proposed Improvements

ADT Present: 5,060 Yr: 2018 Travel Way Width : 11
ADT Design: 12,500 Design year: 2045 No. of Lanes: 3
Design Speed: 55 Roadway Width: 40
Maximum Curve: Length – 685' Radius – 1150' Min. R/W Width: 120
Maximum Grade: _____

Right of Way

Will Additional ROW or easement be acquired? No ROW acquisition by: City
Has any ROW easements been acquired since 7-1-72: Yes ROW Condemnation by: City
Est. No. of occupied family dwelling to be displaced? 0
Est. No. business to be displaced? 0

Impacts

Will there be any additional Impacts (Cultural and Environmental Resources): None

Will there be any impacts to 4(f) or 6(f) properties: None

Airports: None Public Hearings: As Needed
Environmental Classification (Cat-Ex, EA, EIS): Cat-Ex
Transportation Enhancements: Improved Capacity and Pedestrian access
Intermodal: None
Pedestrian Needs: Multi-purpose paths

Railroads Crossings

RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection
N/A						

Purpose and Need Statement:

Purpose of Project

The purpose of the proposed project is to widen Sheyenne Street between 40th Avenue East and 52nd Avenue East, to address capacity needs, roadway reliability and social and economic development along the proposed corridor.

Need for Project

The need for the proposed project along Sheyenne Street is driven by urban expansion, including congestion from development along the corridor, crash susceptibility issues and lack of multimodal opportunities. Current and projected needs within this corridor include increasing capacity, addressing social demands, accommodating economic development and improving

roadway reliability.

Capacity

Under existing conditions the corridor operates at an acceptable level of delay. The anticipated growth of roadway users would result in additional strain on the corridor. According to the 2016 Sheyenne Street Corridor Study, existing land use abutting Sheyenne Street is predominantly residential (approximately 73 percent of the total land use). In addition, according to 2010 Census data, approximately 36 percent of the total West Fargo population lives in the neighborhoods surrounding the Sheyenne Street corridor. By 2045, 53 percent of the total West Fargo population is expected to live in the surrounding neighborhoods based on growth projections. Additionally, the area south of city limits of the corridor is anticipated to experience continued accelerated growth that will likely result in pronounced morning and evening peaks in traffic volumes as motorists travel through the corridor in the morning and back into the corridor in the afternoon. In the 2016 corridor study this created traffic loadings of over 18,000 ADT. These conflicting numbers with the 2045 MTP warrants further investigation and coordination to see how the adjacent corridors develop. It is anticipated that when funding is secured, additional studying of the corridor will be completed to identify the final roadway classification based on development that has occurred since the 2016 study.

Social Demands and Economic Development

The lack of employment, shopping or dining opportunities compounded by the disproportionately high percentage of residential developments within the area creates an economic demand for commercial land uses along the corridor. The lack of multimodal facilities along the Sheyenne Street corridor, coupled with existing and projected traffic capacity issues serve to reduce the attractiveness of the corridor to the expansion of neighborhood commercial developments. Improved capacity, access management and pedestrian/ bicycle accommodations would improve the conditions for neighborhood commercial retail developments.

Existing Conditions:

1. When was the current street section built? Has there been any additional maintenance to the street section?
   The current street section was built in 1993 by the County and has been maintained by the City since 2006, when an overlay was completed by the City. No other maintenance has been completed since the 2006 overlay.

2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes?
   The roadway is currently a two lane rural section with shoulders. The roadway section is 2-12' lanes with a 5' wide shoulder.

3. What is the condition of the pavement section?
   The current pavement is asphalt. A 2016 PCI inspection shows minor cracking and rutting, but no major damage to the section other than normal weathering.

4. Any existing geometric concerns?

None

5. Are there any access points to adjoining properties that present a special concern?
No, most access points are to local roads that access small residential subdivisions. These may require minor access control to be constructed. 47th Ave may become signalized in the near future, creating a larger access control of this roadway.

6. Are there any existing sidewalks or shared use path in place?
No existing sidewalks or shared use paths.

7. What is the condition of the existing storm sewer? Will any additional storm sewer work need to be done along with this project?
There is no existing storm sewer. The current rural section uses ditches for storm drainage. An upgrade to an urban section will require full addition of storm sewer connection to the existing storm lift station on the corridor. The existing station has been built to accommodate the additional storm runoff of the corridor.

8. What is the condition of the city's water and sewer line? Will any work have to be done to the city's water and sewer lines along with this project?
The existing water line has been recently installed and is in good condition. There is no existing sanitary lines along the corridor, as the residential area to the west connects to a main west of Sheyenne Street and the residents to the east are not connected to city sewer services.

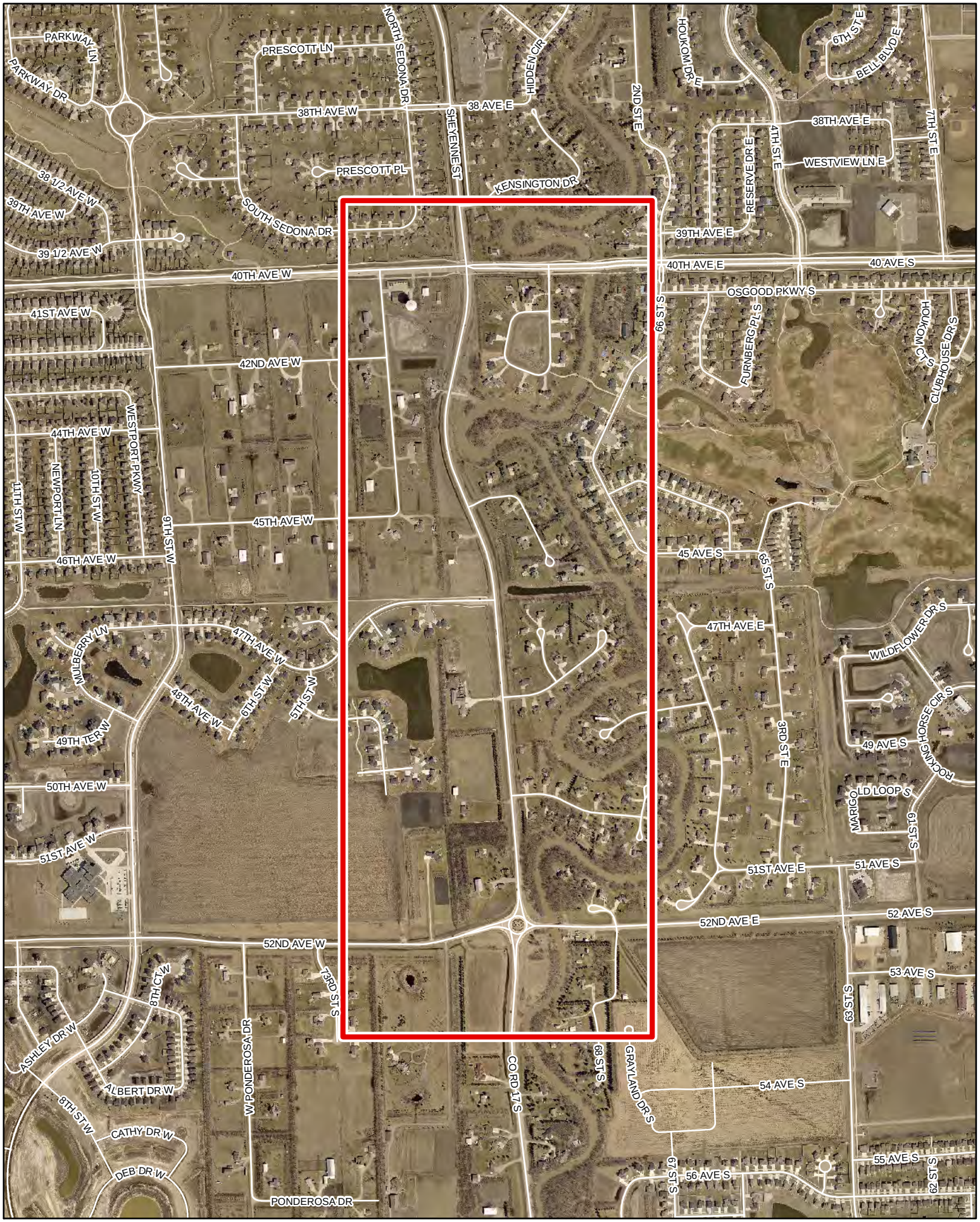
9. Describe the existing lighting system currently in place? What type of standards and luminaires are currently being used?
There is a rural lighting system in place. Will need to be updated to city standard luminaries.

10. What intersections currently have traffic signals? Are there any locations that have a high accident rate? Are additional turning lanes needed?
The only intersection with a traffic signal is Sheyenne and 40th Ave S. This signal was rebuilt in 2019 with the completion of the widening of Sheyenne Street north of 40th Ave. The south end of the project meets with a County road at a roundabout. Additional turning lanes may be required at the 47th Ave S. intersection into the neighborhood to the west.

Remarks:

City Engineer: _____ Date: 12/3/2020

District Engineer: _____ Date: _____



City of WEST FARGO

Project Scoping Map - Urban Roads Solicitation
Improvements to Sheyenne Street

1 in = 1,000 ft

N

URBAN REGIONAL & URBAN ROADS
PROJECT SCOPING WORKSHEET

DATE: 12-3-2020

PRIORITY # 1 Regional: Y/**N** Urban Roads: **Y**/N

City: Fargo Street: 40th Avenue S over the Red River

County: Cass Length: 1260' total, 800' in North Dakota

Proposed Improvement: A new pedestrian bridge project over the Red River. This is a missing link in our pedestrian system between the cities of Fargo and Moorhead. This would be an 800' long bridge that would be an estimated six-span structure built to be higher than a 100-year flood in elevation. This would be located on a section line between both cities.

Cost Estimates Breakdown (in $1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
				800	1,410	1,790	4,000

Present Road: Surface Width? NA Surface Type? NA

On Street Parking Allowed? NA Present: (No) One Side Both Sides Angle Parallel
Proposed: (No) One Side Both Sides Angle Parallel

Proposed Improvements

ADT Present: NA Yr: NA Travel Way Width : 15'
ADT Design: NA Design year: NA No. of Lanes:
Design Speed: 20 mph Roadway Width: Path width 10' at grade
Maximum Curve: NA Min. R/W Width: NA
Maximum Grade: 5%

Right of Way

Will Additional ROW or easement be acquired? Yes ROW acquisition by: **City** DOT
Has any ROW easements been acquired since 7-1-72: Yes ROW Condemnation by: **City** DOT
Est. No. of occupied family dwelling to be displaced? 0
Est. No. business to be displaced? 0

Impacts

Will there be any additional Impacts (Cultural and Environmental Resources): Project will be located over the Red River; the only impacts would be where the piers and abutments get located. No adverse impacts to the floodway/floodplain are expected, and the location is not a known cultural resource area.
Will there be any impacts to 4(f) or 6(f) properties: No.
Airports: NA Public Hearings: Not expected.
Environmental Classification (Cat-Ex, EA, EIS): Estimated to be a Documented Catex
Transportation Enhancements: This project is a pedestrian/bicycle bridge over the Red River
Intermodal: No.
Pedestrian Needs: This is a pedestrian/bicycle project.

Railroads Crossings						
RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection
NA						

Purpose and Need Statement: The proposed bridge and path project would connect to existing shared use paths on both sides of the river. This project would fill a critical gap identified in the Metro Area bicycle and pedestrian network. The connection is noted in multiple studies and would be the only bicycle/pedestrian crossing south of I-94 which would provide immediate connections to regional bike/ped facilities such as shared use paths along University Drive S and 40th Avenue S, ultimately connecting to the Milwaukee Trail, located a ½ mile to the west. On the Moorhead side, the new bridge would connect to the Moorhead River Corridor Trail, and (future) Heartland Trail. The new bridge would provide critical connections to Discovery Middle School, Lions Conservancy Park, and the park system along the Milwaukee Trail on the Fargo side of the Red River. On the Moorhead side of the river, the new bridge would also provide a direct connection to the Bluestem Amphitheater, a regional cultural attraction.

Existing Conditions:

1. When was the current street section built? There currently is not a bridge located at this section line. This project would be a pedestrian only bridge to connect the two cities. Has there been any additional maintenance to the street section? NA

2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes? NA

3. What is the condition of the pavement section? NA

    A. If the pavement section is asphalt, is there any alligator cracking, longitudinal cracking, transverse cracking, raveling, bituminous

patching or rutting?

B. If the pavement section is concrete, are there any broken slabs, faulting, bituminous patching, joint spalling, transverse cracking, or longitudinal cracking.

4. Any existing geometric concerns? No, any drastic differences in grades would be made up by the bridge, which will be long spanned and run at minimal grades.

5. Are there any access points to adjoining properties that present a special concern? No.

6. Are there any existing sidewalks or shared use path in place? Nearby yes, we plan to tie into them on both sides of the river. On the Fargo side there are nearby connections to the 40th Avenue S path and the University Drive path, as well as the Milwaukee Trail path located a ½ to the west. On the Moorhead side, we plan to connect to the existing path located on 50th Avenue S.

7. What is the condition of the existing storm sewer? NA Will any additional storm sewer work need to be done along with this project? No.

8. What is the condition of the city's water and sewer line? Will any work have to be done to the city's water and sewer lines along with this project? NA

9. Describe the existing lighting system currently in place? There are no lights today, but we plan to install pedestrian scale lighting on the bridge and off the bridge ends and using LED fixtures for illumination. What type of standards and luminaires are currently being used? NA.

10. What intersections currently have traffic signals? Are there any locations that have a high accident rate? Are additional turning lanes needed? NA

Remarks:

City Engineer: _____ Date: _____

District Engineer: NA_____ Date: _____

Note: ***Please attach a map showing location and extent of the project, detailed cost estimate, and any additional supporting documents.***

Example Image: Bicycle and pedestrian bridge in Grand Forks, ND crossing the Red River.

Gap 9 | Recommended Bridge & Path Alignment

Recommended Bikeway Concept

The recommendation for Gap 9 is a high-clearance bicycle and pedestrian bridge crossing the Red River and shared use paths that connect to existing paths on both sides of the river. Unlike the existing lift bridges crossing the Red River in Fargo/Moorhead, the proposed bridge would be a high-clearance bridge that would not need to be lifted during flood events. This is due to the existing slopes on both sides of the river at this location. A high-clearance bridge would also increase usability of the bridge during flood situations. The recommended bridge is assumed to be 800 feet long and 15 feet wide. The bridge is recommended to be 800 feet long so that it is located at an elevation high enough to avoid the vast majority of floods. At 800 feet in length, the bridge would be at an approximate elevation of 903 feet, which is equivalent to a 37-foot river stage and is above the 100-year floodplain. Implementation of this bridge will require geotechnical analysis, optimum crossing location analysis, coordination with the US Army Corps of Engineers, and more.

The proposed shared use paths would connect the bridge to existing shared use paths on both sides of the river. On the west side, a shared use path would connect the bridge to the path at the intersection of 40th Avenue S and University Drive in Fargo. On the east side, a shared use path would connect the bridge to the path on the north side of 50th Avenue SW in Moorhead. Implementation of this path on the east side will require approval and coordination with the Trollwood Performing Arts School. The path alignment shown does not necessarily reflect a preferred alignment; further coordination the City of Moorhead and Trollwood Performing Arts School is required.

Planning-Level Cost Estimate

Recommended Concept	Approximate Cost Range
Bicycle and Pedestrian Bridge	$3,313,560 - $4,638,984
Shared Use Path	$646,440 - $911,016
Total	$3,960,000 - $5,550,000

Cost Estimate Notes

- New path length: 1,737 ft. (0.33 mi.)
  - 464 ft (West) + 1,273 ft (East)
- New bridge assumed to be 800 feet long and 15 feet wide (11-foot trail, 2 feet each side for parapets)
- New path assumed to be 11-foot concrete
- Includes ADA curb ramps
- Right of way acquisition not included
- Unit Prices per MnDOT 2018 Statewide Average Bid Prices
- All costs in 2018 dollars

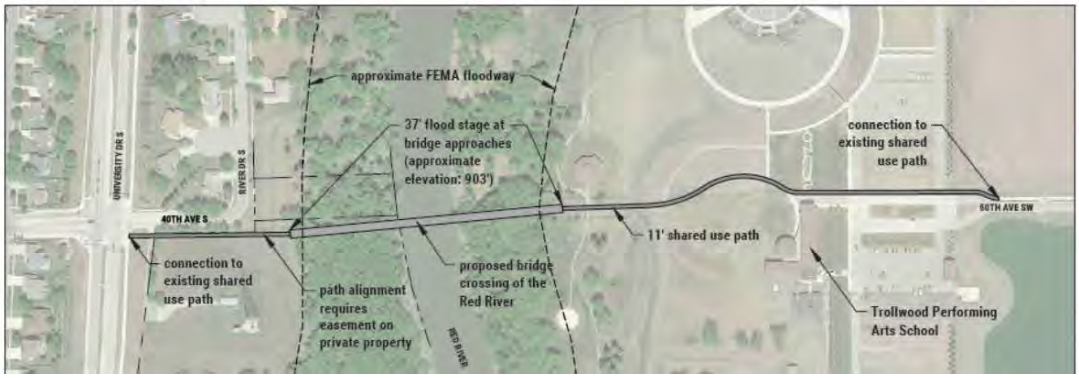
Lead Agencies

- City of Fargo
- City of Moorhead

Key Stakeholder

- Trollwood Performing Arts School
- Riverkeepers

Recommended Bridge Alignment



URBAN REGIONAL & URBAN ROADS
PROJECT SCOPING WORKSHEET

DATE: 12-3-2020

PRIORITY # 2 Regional: Y/**N** Urban Roads: **Y**/N

City: Fargo Street: Multiple arterial/collectors around the city

County: Cass Length: NA

Proposed Improvement: This project would be a striping replacement project on a number of arterial and collector roadways around the city. The focus is to replace existing 3M tape that is currently present and needs to be replaced. We would also replace existing crosswalk markings near elementary and middle schools and at heavily used crosswalks near downtown and NDSU that are in disrepair as well.

Cost Estimates Breakdown (in $1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
				1,200			1,200

Present Road: Surface Width? NA Surface Type? NA

On Street Parking Allowed? NA Present: (No) One Side Both Sides Angle Parallel
Proposed: (No) One Side Both Sides Angle Parallel

Proposed Improvements

ADT Present: NA Yr: NA Travel Way Width : NA
ADT Design: NA Design year: NA No. of Lanes:
Design Speed: NA Roadway Width: NA
Maximum Curve: NA Min. R/W Width: NA
Maximum Grade: NA

Right of Way

Will Additional ROW or easement be acquired? No ROW acquisition by: **City** DOT
Has any ROW easements been acquired since 7-1-72: No ROW Condemnation by: **City** DOT
Est. No. of occupied family dwelling to be displaced? 0

Est. No. business to be displaced? 0

Impacts

Will there be any additional Impacts (Cultural and Environmental Resources): No.
Will there be any impacts to 4(f) or 6(f) properties: No.
Airports: NA Public Hearings: No.
Environmental Classification (Cat-Ex, EA, EIS): Estimated to be an ECL.
Transportation Enhancements: No.
Intermodal: No.
Pedestrian Needs: No.

Railroads Crossings						
RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection
NA						

Purpose and Need Statement: The need for the project is to improve the visibility of the striping on our functionally classified roadways in the city and the purpose is to improve safety for people driving and on foot and bike.

Existing Conditions:

1. When was the current street section built? NA Has there been any additional maintenance to the street section? NA

2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes? NA

3. What is the condition of the pavement section? NA

    A. If the pavement section is asphalt, is there any alligator cracking, longitudinal cracking, transverse cracking, raveling, bituminous patching or rutting?
    B. If the pavement section is concrete, are there any broken slabs, faulting, bituminous patching, joint spalling, transverse cracking, or longitudinal cracking.

4. Any existing geometric concerns? NA

5. Are there any access points to adjoining properties that present a special concern? No.

6. Are there any existing sidewalks or shared use path in place? NA

7. What is the condition of the existing storm sewer? NA Will any additional storm sewer work need to be done along with this project? NA

8. What is the condition of the city's water and sewer line? Will any work have to be done to the city's water and sewer lines along with this project? NA

9. Describe the existing lighting system currently in place? What type of standards and luminaires are currently being used? NA.

10. What intersections currently have traffic signals? Are there any locations that have a high accident rate? Are additional turning lanes needed? NA

Remarks:

City Engineer: _____ Date: _____

District Engineer: NA_____ Date: _____

Note: ***Please attach a map showing location and extent of the project, detailed cost estimate, and any additional supporting documents.***

URBAN REGIONAL & URBAN ROADS
PROJECT SCOPING WORKSHEET

Agenda Item 6
Attachment 06

DATE: 12-3-2020

PRIORITY # 3 Regional: Y/**N** Urban Roads: **Y**/N

City: Fargo Street: 17th Avenue S between 38th Street and 42nd Street

County: Cass Length: Estimated at 2400'

Proposed Improvement: The plan for this project would be to fully reconstruct 17th Avenue S from the east side of 42nd Street to the east side of 38th Street S, leaving it a 3-lane roadway, with intersection capacity improvements at 38th Street. The existing shared use path and sidewalks will remain in place and all ADA ramps and detectable warning panels will be replaced with the project.

Cost Estimates Breakdown (in $1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
				4,000			4,000

Present Road: Surface Width? 40' Surface Type? Mainly asphalt, but concrete near 38th Street when underpass was constructed in 2003

On Street Parking Allowed? No Present: (No) One Side Both Sides Angle Parallel
Proposed: (No) One Side Both Sides Angle Parallel

Proposed Improvements

ADT Present: 12,510 Yr: 2015 Travel Way Width : 11' lanes, 37' total
ADT Design: 14,335 Design year: 2045 No. of Lanes: 3
Design Speed: 30 mph Roadway Width: 37' (3 11' lanes, 2 2' gutters)
Maximum Curve: NA Min. R/W Width: 80'-100'
Maximum Grade: 2%

Right of Way

Will Add'l ROW or easement be acquired? Yes, at 38th Street where we plan on constructing roundabout ROW acquisition by: **City** DOT
Has any ROW easements been acquired since 7-1-72: Yes ROW Condemnation by: **City** DOT
Est. No. of occupied family dwelling to be displaced? 0
Est. No. business to be displaced? 0

Impacts

Will there be any additional Impacts (Cultural and Environmental Resources): None expected. This project will be straightforward in nature.
Will there be any impacts to 4(f) or 6(f) properties: No.
Airports: NA Public Hearings: Not expected.
Environmental Classification (Cat-Ex, EA, EIS): Expected to be a Documented Catex
Transportation Enhancements: This project will include rehab to the existing shared use path and sidewalk.
Intermodal: No.
Pedestrian Needs: They will be fulfilled with shared use path and sidewalk.

Railroads Crossings						
RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection
NA						

Purpose and Need Statement: 17th Avenue S is a heavily used corridor that stretches the entire length of the city and into West Fargo. While it is primarily residential, the corridor supports some of the most intense retail and commercial development in the metro, including the West Acres indoor shopping mall. It serves many major bicycle and pedestrian generators including schools and parks in West Fargo, Fargo and Moorhead. This corridor is an important roadway for all modes of transportation. The particular segment that we are planning for reconstruction has lived its useful life and is now in need of replacement. We also plan to improve the congestion that exists at the intersection of 17th Avenue S and 38th Street with a single lane roundabout.

Existing Conditions:

1. When was the current street section built? 1986. Has there been any additional maintenance to the street section? Mill & overlay in 2011.

2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes? 2 driving lanes and a common center left turn lane.

3. What is the condition of the pavement section? The existing pavement is in poor

condition.

A. If the pavement section is **asphalt**, is there any alligator cracking, longitudinal cracking, transverse cracking, raveling, bituminous patching or rutting? **There is rutting and transverse cracking, and raveling where it meets the concrete gutter. The pavement has a PCI of 61.**

B. If the pavement section is concrete, are there any broken slabs, faulting, bituminous patching, joint spalling, transverse cracking, or longitudinal cracking.

4. Any existing geometric concerns? No.

5. Are there any access points to adjoining properties that present a special concern? No.

6. Are there any existing sidewalks or shared use path in place? Yes, and they will be rehabbed where deemed necessary. Full replacement of them not expected, but ADA ramps and detectable warning panels will be upgraded.

7. What is the condition of the existing storm sewer? Good. Will any additional storm sewer work need to be done along with this project? Not expected.

8. What is the condition of the city's water and sewer line? The sewer line is good, but the water line is made of Asbestos Cement, and will be replaced as part of the project. Will any work have to be done to the city's water and sewer lines along with this project? Nothing on the sewer line, but the water line will be replaced to PVC pipe.

9. Describe the existing lighting system currently in place? Existing lighting is 30' tall highway pole with 6' arm and high-pressure sodium fixtures. We will replace these as well as the underground cables. What type of standards and luminaires are currently being used? We will plan to use a 26' pole with LED highway fixtures.

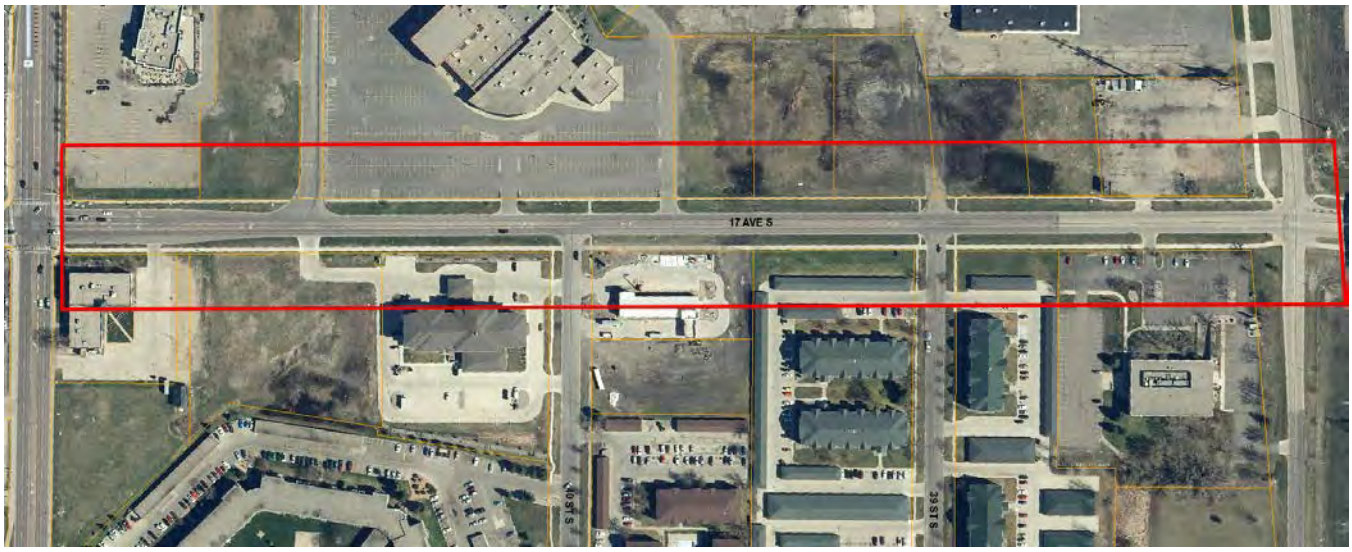
10. What intersections currently have traffic signals? 42nd Street does, but our project will stop short of this intersection. Are there any locations that have a high accident rate? No. Are additional turning lanes needed? No.

Remarks:

City Engineer: _____ Date: _____

District Engineer: NA_____ Date: _____

Note: ***Please attach a map showing location and extent of the project, detailed cost estimate, and any additional supporting documents.***



URBAN REGIONAL & URBAN ROADS
PROJECT SCOPING WORKSHEET

DATE: 12-4-2020

PRIORITY # 4 Regional: Y/**N** Urban Roads: **Y**/N

City: Fargo Street: 25th Street S – 32nd Avenue S to the Rose Creek Bridge

County: Cass Length: Estimated at 1.5 miles

Proposed Improvement: This project would be an asphalt 2" mill & overlay for the entire roadway from 32nd Avenue S to the Rose Creek bridge, where the roadway transitions from asphalt to concrete.

Cost Estimates Breakdown (in $1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
				1,200			1,200

Present Road: Surface Width? 52' Surface Type? Asphalt

On Street Parking Allowed? No Present: (No) One Side Both Sides Angle Parallel
Proposed: (No) One Side Both Sides Angle Parallel

Proposed Improvements

ADT Present: 16,180 near 32nd Ave S to 9,740 near 40th Yr: 2015
Travel Way Width: 4 12' driving lanes, no center left turn lane except at 40th Avenue S
ADT Design: 23,389 near 32nd Ave S to 17,775 near 40th Design year: 2045
No. of Lanes: 4

Design Speed: 40 mph Roadway Width: 52' (4 12' lanes, 2 2' gutters)
Maximum Curve: NA Min. R/W Width: 80'-100'
Maximum Grade: 2%

Right of Way

Will Add'l ROW or easement be acquired? No ROW acquisition by: **City** DOT
Has any ROW easements been acquired since 7-1-72: No ROW Condemnation by: **City** DOT
Est. No. of occupied family dwelling to be displaced? 0

Est. No. business to be displaced? 0

Impacts

Will there be any additional Impacts (Cultural and Environmental Resources): No.
Will there be any impacts to 4(f) or 6(f) properties: No.
Airports: NA Public Hearings: No.
Environmental Classification (Cat-Ex, EA, EIS): Estimated to be an ECL
Transportation Enhancements: No.
Intermodal: No.
Pedestrian Needs: No.

Railroads Crossings						
RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection
NA						

Purpose and Need Statement: The current

Existing Conditions:

1. When was the current street section built? The current street was built in 1986 from 32nd Avenue S to 40th Avenue S and in 1988 from 40th Avenue S to Rose Creek. It is a full urban section with curb & gutters and grassed boulevards with side paths. There was a 2" mill & overlay in 2009, was seal coated in 2011. Has there been any additional maintenance to the street section? The Fargo Street Department has provided annual pothole filling in the last 5 years, and in 2020, they overlaid the entire section between 32nd Avenue S and 33rd Avenue S.

2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes? 4 driving lanes, with left turn lanes only at 40th Avenue S.

3. What is the condition of the pavement section? The current pavement is in poor condition. It is raveling near the gutter and has longitudinal and transverse cracking.

    A. If the pavement section is asphalt, is there any alligator cracking, longitudinal cracking, transverse cracking, raveling, bituminous patching or rutting? There is rutting and transverse cracking, and raveling where it meets the concrete gutter. The current PCI is 71, which was scored in 2017.
    B. If the pavement section is concrete, are there any broken slabs,

faulting, bituminous patching, joint spalling, transverse cracking, or longitudinal cracking.

4. Any existing geometric concerns? No.

5. Are there any access points to adjoining properties that present a special concern? No.

6. Are there any existing sidewalks or shared use path in place? Yes, and they are in good shape.

7. What is the condition of the existing storm sewer? Good. Will any additional storm sewer work need to be done along with this project? No.

8. What is the condition of the city's water and sewer line? Good. Will any work have to be done to the city's water and sewer lines along with this project? No.

9. Describe the existing lighting system currently in place? Existing lighting is 40' tall highway pole with 6' arm and high-pressure sodium fixtures. We will replace the fixtures with LED highway fixtures.

10. What intersections currently have traffic signals? Yes, at 32nd Ave S, 35th Ave S, 40th Ave S and at Rose Creek Parkway. Are there any locations that have a high accident rate? No. Are additional turning lanes needed? No.

Remarks:

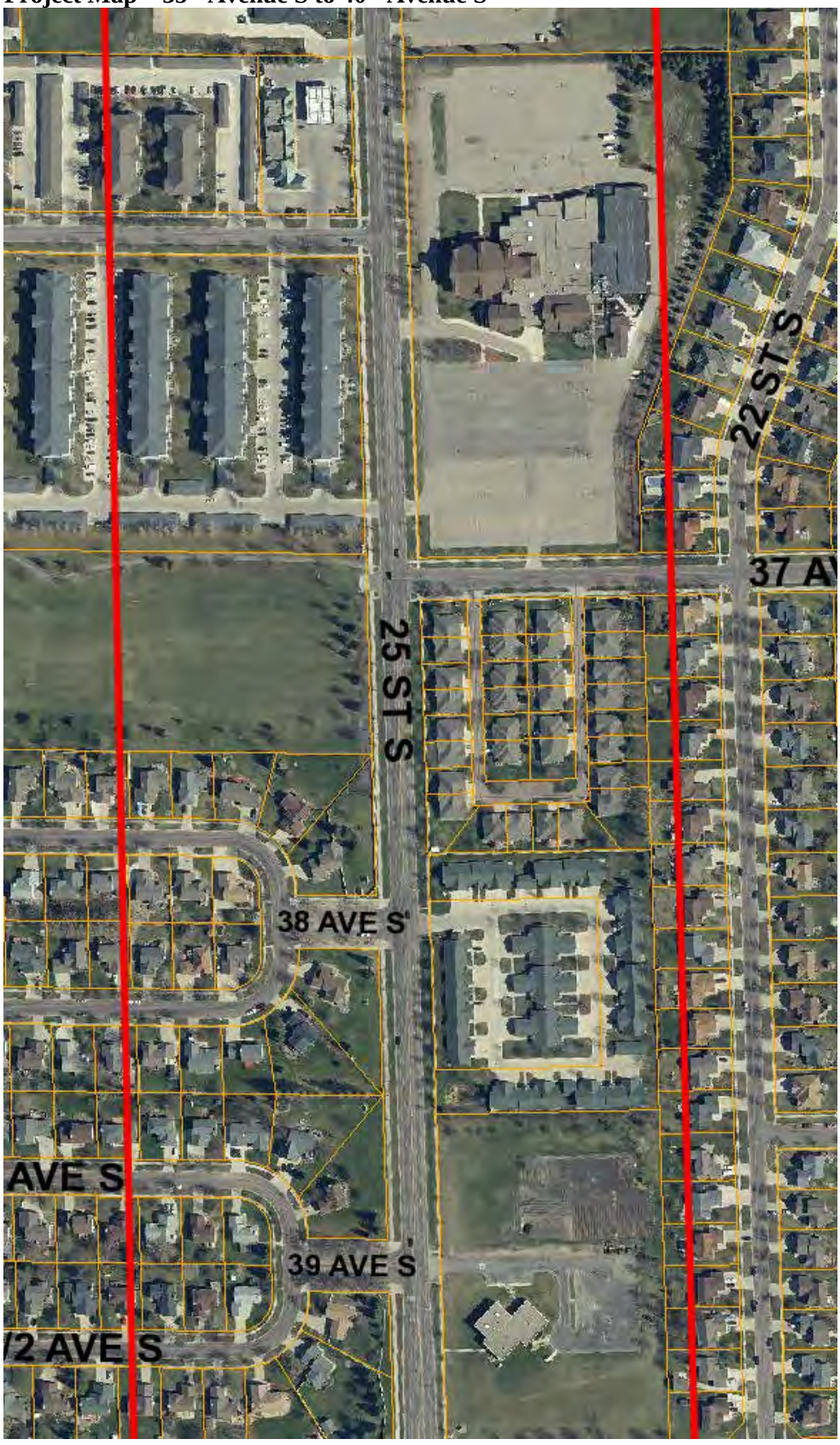
City Engineer: _____ Date: _____

District Engineer: NA_____ Date: _____

Note: ***Please attach a map showing location and extent of the project, detailed cost estimate, and any additional supporting documents.***

Project Map – 32nd Avenue S to 35th Avenue S

Project Map – 35th Avenue S to 40th Avenue S



Project Map – 40th Avenue S to Rose Creek

URBAN REGIONAL & URBAN ROADS
PROJECT SCOPING WORKSHEET

Agenda Item 6
Attachment 08

DATE: 12-4-2020

PRIORITY # 5 Regional: Y/**N** Urban Roads: **Y**/N

City: Fargo Street: 45th Street – 16th Avenue N to 32nd Avenue S; Main Avenue – 25th Street to 45th Street; 7th Avenue N – 25th Street to I-29

County: Cass Length: Estimated at 7.5 miles

Proposed Improvement: This project would be a concrete pavement rehabilitation project on three corridors that are arterial roadways. The project would consist of replacing concrete panels that have broken and have affected the structural integrity of the road.

Cost Estimates Breakdown (in $1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
				2,000			2,000

Present Road: Surface Width? Varies, 3 lanes to 7 lanes Surface Type? Concrete

On Street Parking Allowed? On 7th Ave N, yes; No to the others
Present: No (One Side) Both Sides Angle Parallel
Proposed: No (One Side) Both Sides Angle Parallel

Proposed Improvements

ADT Present: 4,600 to 35,000 on 45th Street, 23,500 on Main Avenue; 11,000 on 7th Avenue N
Yr: 2015
Travel Way Width: 45th Street – 5-lanes to 7-lanes; Main Ave – 7-lanes wide; 7th Avenue N – 3 lanes plus a parking lane
ADT Design: NA Design year: NA No. of Lanes: NA
Design Speed: NA Roadway Width: Varies
Maximum Curve: NA Min. R/W Width: 80'-200'
Maximum Grade: 2%

Right of Way

Will Add'l ROW or easement be acquired? No ROW acquisition by: **City** DOT
Has any ROW easements been acquired since 7-1-72: Yes ROW Condemnation by: **City** DOT
Est. No. of occupied family dwelling to be displaced? 0
Est. No. business to be displaced? 0

Impacts

Will there be any additional Impacts (Cultural and Environmental Resources): No.
Will there be any impacts to 4(f) or 6(f) properties: No.
Airports: NA Public Hearings: No.
Environmental Classification (Cat-Ex, EA, EIS): Estimated to be an ECL
Transportation Enhancements: No.
Intermodal: No.
Pedestrian Needs: No.

Railroads Crossings						
RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection
NA						

Purpose and Need Statement: The project is needed to correct existing deficiencies with the pavement condition, which will in turn help to extend the life of it, as well as improving ride quality.

Existing Conditions:

1. When was the current street section built? 45th Street varies from 1999-2005; Main Avenue was built in 2004, and 7th Avenue S was built in 2000. Has there been any additional maintenance to the street section? Street Dept patching as needed.

2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes? 45th Street is a 5-lane flush median section from 16th Ave N to 7th Ave N, then transitions to a 5-lane divided median roadway to 9th Ave S, then transitions to a 7-lane divided roadway from there to 32nd Ave S. Main Ave is a 7-lane median divided roadway throughout. 7th Ave N is a 3-lane flush median throughout, with parking allowed on the north side between 28th Street and 30th Street.
3. What is the condition of the pavement section? Good but beginning to show their respective ages.

    A. If the pavement section is asphalt, is there any alligator cracking, longitudinal cracking, transverse cracking, raveling, bituminous

patching or rutting?

B. If the pavement section is concrete, are there any broken slabs, faulting, bituminous patching, joint spalling, transverse cracking, or longitudinal cracking. There are broken slabs, and transverse & longitudinal cracking.

4. Any existing geometric concerns? No.

5. Are there any access points to adjoining properties that present a special concern? No.

6. Are there any existing sidewalks or shared use path in place? Yes, and they are in good shape.

7. What is the condition of the existing storm sewer? Good. Will any additional storm sewer work need to be done along with this project? No.

8. What is the condition of the city's water and sewer line? Good. Will any work have to be done to the city's water and sewer lines along with this project? No.

9. Describe the existing lighting system currently in place? Existing lighting is 40' tall highway pole with 6' arm and high-pressure sodium fixtures and LED fixtures. They remain the same after we are finished.

10. What intersections currently have traffic signals? Yes, there are 15 signals on 45th Street, 10 on Main Avenue, and 1 on 7th Avenue N. They will not be affected by the project. Are there any locations that have a high accident rate? There are on 45th Street near I-94, but we will not be addressing them with this project. Are additional turning lanes needed? No.

Remarks:

City Engineer: _____ Date: _____

District Engineer: NA_____ Date: _____

Note: ***Please attach a map showing location and extent of the project, detailed cost estimate, and any additional supporting documents.***


19 AVE N
16th Ave N
17 AVE N
7th Ave N
MAIN AVE
Main Ave
45th Street
13 AVE S
INTERSTATE 94
VETERANS BLVD
32nd Ave S
32 AVE S

2025 Federal Funding Requested vs. Estimated Direct Allocation

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Project Limits From	Project Limits To	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue	Combinations (See Below)	
City of West Fargo	PROPOSED	2025	9th St E	Main Ave	12th Ave NE	Reconstruction to an urban 3-lane	Reconstruction	$ 9,400,000	STBGP-U (URP)	Local	$ 7,520,000 $ 1,880,000	1	3
City of West Fargo	PROPOSED	2025	Sheyenne St	40th Ave W	52nd Ave W	Reconstruction to a urban 3 lane	Reconstruction	$ 12,000,000	STBGP-U (URP)	Local	$ 9,600,000 $ 2,400,000	2	4
City of Fargo	PROPOSED	2025	40th Ave S	40th Ave S over the Red River		New Pedestrian Bridge *In coordination with City Moorhead	New Construction Bike and Ped	$ 2,000,000	STBGP-U (URP)	Local	$ 1,600,000 $ 400,000	1	4
City of Fargo	PROPOSED	2025	Citywide			Roadway Striping	Rehabilitation	$ 1,200,000	STBGP-U (URP)	Local	$ 960,000 $ 240,000	2	3
City of Fargo	PROPOSED	2025	17th Ave S	38th St S	42nd St S	Reconstruction and roundabout at 38th St S intersection	Reconstruction	$ 4,000,000	STBGP-U (URP)	Local	$ 3,000,000 $ 1,000,000	1	4
City of Fargo	PROPOSED	2025	25th St S	32nd Ave S	Rose Creek	Mill and Overlay	Rehabilitation	$ 1,200,000	STBGP-U (URP)	Local	$ 960,000 $ 240,000	2	3
City of Fargo	PROPOSED	2025	45th St Main Ave 7th Ave N	16th Ave N 25th St I-29	32nd Ave S 45th St 25th St N	Concrete Pavement Repair (CPR)	Rehabilitation	$ 1,900,000	STBGP-U (URP)	Local	$ 1,520,000 $ 380,000	2	3

Combination	Project Location	*Tentative Priority	Federal Participation Request
Combination 1	9th St E	1	$ 7,520,000
	40th Ave S Ped Bridge	2	$ 1,600,000
	17th Ave S	5	$ 3,000,000
Total Federal Request			**$ 12,120,000**
Estimated Direct Allocation			$ 12,500,000
Balance			**$ 380,000**

Combination	Project Location	*Tentative Priority	Federal Participation Request
Combination 3	9th St E	1	$ 7,520,000
	45th St, Main Ave, 7th Ave N	4	$ 1,520,000
	25th St S	6	$ 960,000
	Road Striping	7	$ 960,000
Total Federal Request			**$ 10,960,000**
Estimated Direct Allocation			$ 12,500,000
Balance			**$ 1,540,000**

Combination	Project Location	*Tentative Priority	Federal Participation Request
Combination 2	Sheyenne St	3	$ 9,600,000
	Road Striping	4	$ 960,000
	25th St S	6	$ 960,000
	45th St, Main Ave, 7th Ave N	7	$ 1,520,000
Total Federal Request			**$ 13,040,000**
Estimated Direct Allocation			$ 12,500,000
Balance			**$ (540,000)**

Combination	Project Location	*Tentative Priority	Federal Participation Request
Combination 4	Sheyenne St		$ 9,600,000
	40th Ave S Ped Bridge		$ 1,600,000
	17th Ave S		$ 3,000,000
Total Federal Request			**$ 14,200,000**
Estimated Direct Allocation			$ 12,500,000
Balance			**$ (1,700,000)**

Combination	Project Location	*Tentative Priority	Federal Participation Request
ALL PROJECTS	9th St E	1	$ 7,520,000
	Sheyenne St	3	$ 9,600,000
	40th Ave S Ped Bridge	2	$ 1,600,000
	Road Striping	4	$ 960,000
	17th Ave S	5	$ 3,000,000
	25th St S	6	$ 960,000
	45th St, Main Ave, 7th Ave N	7	$ 1,520,000
Total Federal Request			**$ 25,160,000**

***Tentative priority is based upon *Metro Grow* goals, objectives, and local/regional project needs.**

METROCOG Fargo-Moorhead Metropolitan Council of Governments

Case Plaza Suite 232 | One 2nd Street North
Fargo, North Dakota 58102-4807
p: 701.532.5100 | f: 701.232.5043
e: metrocog@fmmetrocog.org
www.fmmetrocog.org

To: Transportation Technical Committee
From: Dan Farnsworth, Transportation Planner
Date: December 4, 2020
Re: Section 5310 Transit Grant Application

The North Dakota Department of Transportation (NDDOT) recently solicited applications for annual transit grants under both FTA Section 5310 and Section 5339. Section 5310 provides funding for transit projects that improve mobility for the elderly and persons with disabilities, while Section 5339 provides funding for transit projects that involve replacement of buses, improvements to bus facilities, and more. Awarded projects are funded with up to 80% Federal funds and a required 20% local match.

All applicants with projects within Metro COG's planning area are required to submit their applications to Metro COG for review and prioritization (if necessary). The only application received was a Section 5310 application submitted by the City of Fargo.

Below is a summary of the submitted Section 5310 transit grant application. Also, attached is the full application. The application will be submitted to NDDOT by the December 21st, 2020 deadline.

Section 5310 – Urban

- One-year funding for a Metro Mobility Manager position
  - Total cost: $106,708 ($85,366 Federal / $21,342 local)

Requested Action: Recommend Policy Board approval of the Section 5310 transit grant application as shown above and attached.

NORTH Dakota | Transportation

Be Legendary.™

FY2022 - Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities		
Agency Name	**City of Fargo**	
Agency Contact	**Julie Bommelman**	Phone: **701-476-6737**
DUNS #	**070265871**	

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program goal is to ***improve mobility for older adults and persons with disabilities throughout the country.*** Under 49 U.S.C. 5310 funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas. The program requires coordination of federally assisted programs and community services in order to make the most efficient use of federal resources.

The entire Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is further explained in FTA Circular 9070.1G, located on the FTA website at:

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf

Please Note:

- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- Mobility Manager salary is a capital project expense and requires a minimum of **20% Local Match.**
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Plan.
- Public transportation: the term 'public transportation' means regular, continuing shared–ride surface transportation services that are open to the general public or are open to a segment of the general public defined by age, disability, or low income; and does not include: intercity bus service; charter bus service; school bus service; sightseeing service; courtesy shuttle service for patrons of one or more specific establishments; or intra-terminal or intra-facility shuttle service.
- As with most Federal Assistance Programs, Section 5310 is designed as a reimbursement program. Your agency should be prepared to pay for expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If you are awarded a Section 5310 project, your agency will be required to report a number of performance measures, at least annually, to NDDOT. Information required to report may include, but not limited to the following:
  - The number of 5310 one-way trips;
  - The number of 5310 vehicles you have in service; and

- 5310 ridership demographics.
- 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.
- Vehicles may be used to provide meal delivery service for homebound persons on a regular basis in conjunction with passenger transportation. Delivery service **must not** conflict with the provision of transit services or result in reduced service to transit passengers.
- Federal Funds awarded for vehicles will only be awarded for ADA vehicles requests.
- All applications are due **December 21, 2020, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, dkarel@nd.gov, jsmall@nd.gov or conelson@nd.gov.

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. (include 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.).

MAT Paratransit eligible riders are functionally unable to use the fixed route bus as verified by a professional familiar with the applicant's condition. Metro Senior Ride serves people over age 60. Many riders are eligible for both services. The FM Metro Area is a regional medical center and hub for human services including the VA Health Care System. The senior population has increased substantially resulting in multiple new senior housing developments. Transportation options for populations needing specialized transportation is provided largely by MAT Paratransit and Metro Senior Ride in the metropolitan area.

MAT Paratransit must meet demand for service according to the ADA and Metro Senior Ride is able to impact demand for Paratransit by offering the same rides for the same fare to ambulatory people over age 60. People over age 60 needing lift equipped transportation use Paratransit.

Transit usage in the community benefits everyone by removing vehicles from the roads, thereby reducing individual carbon footprints and reducing dependence on foreign oil. People with disabilities and elderly ride and benefit from transit. Transit enhancing their ability to reach medical, educational, and employment destinations. This contributes to the economic vitality of a community and a healthy choice for all.

2. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

☒ Yes List section and page number(s): Page 83 from TDP – Mobility Manager
☐ No (Applicant must provide an explanation)

3. What percentage of change in ridership has your agency experienced in the SFY2020 reporting period? Provide a brief explanation of the reason for the change in ridership.

☐ Increase

☒ Decrease Due to the COVID situation, ridership has decreased 31.09% for the same period of time in 2019.

4. Do you share resources in any significant amount with other agencies? (e.g. maintenance, mechanics, marketing, dispatching or scheduling, training, vehicles, etc.) Briefly describe how you share resources and with whom, and any measurable savings to your program.

☒ **Yes** Maintenance, marketing, dispatching and training are all shared with the City of Moorhead – the technicians are City of Fargo employees who maintain the Fargo and Moorhead vehicles purchased with FTA funding. Marketing programs are shared with Moorhead (advertising, outreach, special events, etc.). The City of Fargo employs paratransit dispatchers and contracts with Moorhead for all paratransit services while Moorhead leases paratransit vehicles to Fargo. There are many training opportunities which are shared – conferences, webinars, in-house, and special events training.

☐ **No**

5. List all existing public transportation providers operating in your service area. ***See definition of public transportation under the Notes on Page 1 of this application.***

Priority Transportation, Anytime Transportation, CareAVan, FM Mobility Care, Handi-Wheels, Ready Wheels

6. Are you the lead transit provider in your area? If not, what is the relationship of your program(s) to other transportation providers?

☒ **Yes**

☐ **No**

7. Please describe the need for transit service in your area? Why does this need exist? How have you determined this need? How will the proposed project address this need for service?

The need is extensive for both fixed route and paratransit. The need exists in our urban area for several reasons: people unable to purchase their own vehicles, people choosing to ride transit for 'green' reasons, students reaching campus facilities located away from the main campus, people getting to employment and medical facilities, elderly and disabled people unable to drive individual vehicles choose transit to help maintain independence. We have determined the need by studies, surveys and ridership trends. The proposed project (Mobility Management) addresses these needs by working with riders, human service agencies, other transportation agencies and medical agencies in our area.

8. Provide a description of how you market the transportation program and to whom in the box below.

☐ **Yes** The transportation program is marketed to users and non-users of our services, social service agencies and other transportation providers through advertising (print and radio), social media, rider alerts, our website, promotional events, and outreach services such as the monthly Train the Trainer program.

☐ **No**

9. Did your agency receive any requests from an organization in your community/service area for FTA funding through this grant? If Yes, you must provide this organization(s) with the Preliminary Assessment/Application for Capital Assistance, Section 5310 Grant FY2022 to complete.
☐ Yes ☒ No
10. If Yes to question 9, please explain and include a completed Preliminary Assessment/Application for Capital Assistance, Section 5310 Grant SFY2022 for each response where applicable. All completed Preliminary Assessment/Applications received will need to be ranked by your agency/board of directors/MPO. Any funds received will be awarded to your agency and you will monitor the funds for your subrecipient.

Ridership and Fleet Information

***Report actual ridership numbers, miles and hours for SFY202 & 2019.**

***Enter current fleet information below.**

***Current fleet and mile information MUST be also be updated in BlackCat Inventory.**

	SFY2020 - Ridership and Fleet Information	SFY2019 - Ridership and Fleet Information
Number of Annual Ridership (Trips) Provided	751,104	1,343,534
Number of Annual Revenue Hours	76,226	81,277
Number of Annual Revenue Miles	915,582	967,237
Number of Vehicles in Fleet	47	47

11. What is the purpose of the three most requested trips that your clients require? (e.g. medical, shopping, employment, education, social, etc.)	
1.	Employment
2.	Shopping
3.	School

Coordinated Public Transit Human Services Transportation Plan

Applicants must be part of a locally derived Coordinated Public Transit Human Services Transportation Plan approved by North Dakota Department of Transportation (NDDOT) prior to submission of this application.

12. When was your Coordinated Public Transit Human Services Transportation Plan approved by the NDDOT Transit Section? Has it been uploaded into BlackCat Resources? Since submitting your plan describe any additional efforts made to coordinate service.

The plan has been uploaded into the BlackCat resources. Additional efforts include more outreach to ocial service agencies and other transportation providers plus having our Mobility Manager be a Board ıember with Freedom Resources (a local non-profit that assists people with disabilities).

13. Describe any potential opportunities for additional coordination. (include social service agencies, county social services, community actions, educational institutions, youth groups, veteran services, religious organizations, other transportation services, etc.) that may address unmet transit needs in your service area.

There is always additional coordination that can be done, we plan to have the Mobility Manager further xpand efforts with community actions and schools (youth), we feel those markets can be expanded.

14. Is the requested project(s) part of a Coordinated Public Transit Human Services Transportation Plan?

☒ **Yes**

☐ **No**

15. If you marked Yes above, indicate the page number where this project is listed.

If you marked No above, explain why this project is not part of your current plan.

Page 83

Non-Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.

16. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

The goal of the Metro Mobility Management Project is to promote the development and maintenance of a network of transportation services and alternatives beyond requirements of the ADA for persons with disabilities. Accomplishments of the project are establishing the Transportation Coordinating Committee (later renamed Network), developing www.fmridesource.com to promote community transportation options, an extensive survey of human service providers and people who use transit to identify transportation needs, development of a Metro Mobility Study, monthly Train the Trainer Workshops put on by the Mobility Manager, oversight of ADA paratransit and continually grow the opportunities to provide equal transportation options within the community for people with disabilities.

17. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

☒ **Yes**

☐ **No**

18. Total cost of this project.

Total Cost (include federal and local amounts): $106,708
Federal Funds Requested:$85,366
Local Match Amount: $21,342
Source(s) of Local Match: General funds, advertising, vending, fares

Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.

20. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year:
Make/Model:
Seating Capacity:
Lift/Ramp: ☐ Yes ☐ No
Gas/Diesel/Other:

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

22. What type of vehicle are you requesting?

☐ Replacement Vehicle
☐ Expansion Vehicle

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

a. Vehicle Information Number (VIN):

b. Vehicle Year:

c. Make/Model:

d. Current Mileage:

e. Vehicle In Service Date:
f. Has this vehicle information been updated in BlackCat Inventory? ☐ Yes ☐ No
24. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership).
25. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service?
26. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. *See sample timeline below, add or remove lines as needed.*
Request For Proposal (RFP)/Invitation For Bid (IFB) Issue Date:
Contract Award Date:
Initial Vehicle Delivery Date:
Final Vehicle Deliver Date:
Contract Completion:
Final Payment Submitted to DOT:
27. Amount requested for vehicle (include the base price plus all options with this request):
Total Vehicle Cost (include federal and local amounts): Federal Funds Requested: Local Match Amount: Source(s) of Local Match:

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Expected Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - $64,800 - $88,000	6 - 9
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301 & 301B	Base price - $50,000 – $65,000	3 - 6
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - $109,500 – $111,000	6 - 9

ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - $40,000	1 - 4
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - $96,720 - $110,000	6 - 9

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

Equipment & Miscellaneous Capital Projects

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each.

28. Describe your proposed project(s) in detail (detail MUST include: type, quantity, cost, purpose of equipment being requested).
Type: Quantity: Purpose:
29. How does this project enhance your transportation program?

30. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.
☐ Yes ☐ No (Applicant must provide an explanation)
31. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Global Resources.
☐ Yes ☐ No (Applicant must provide an explanation)
32. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?
☐ Yes ☐ No (Applicant must provide an explanation)
33. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. ***See sample timeline below, add or remove lines as needed.***
Request For Proposal (RFP)/Invitation For Bid (IFB) Issue Date:
Contract Award Date:
Deliver/Installation Date:
Contract Completion:
Final Payment Submitted to DOT:
34. Total cost for the project?
Total Cost (include federal and local amounts): Federal Funds Requested: Local Match Amount: Source(s) of Local Match:

Travel & Training

35. List the training the Director attended in the past year. Included dates and conference/training name, including the DOT meetings.
Total amount reimbursed for travel in FY2021:
36. Provide the conferences and meetings you will be requesting to attend this year and include an estimated RTAP Travel Budget to be requested.
Total estimated travel budget for FY2022:

Local Match & Total 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, Other Directly Generated Funds etc.) that are available to be used towards each project (Vehicle, Facility Rehabilitation & Construction, and/or Equipment/Miscellaneous Capital).

Local match listed here cannot be already targeted as match for a FY2022 5339 or 5311 applications.

Farebox revenue cannot be used as Local Match.

Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered.

This project ranking should match your prioritization in BlackCat.

Ranking	Project	Federal Cost of Project	Local Match Needed	Sources of Local Match*
1	Mobility Manager	$85,366	$21,342	Advertising, vending, general fund
2				
3				
4				
5				

APPLICATION CHECKLIST AND SIGNATURE PAGE

This checklist is included for your review and completion prior to submittal of your application to ensure your submission includes all required documents. Please upload the required documents in your agency's account in the BlackCat Transit Data Management System (BlackCat).

	Section 5310 Applicants must submit the following (check box when complete):
	Completed 5310 Application;
	Document(s) identifying sources of local match funds – Signed letters from source(s) of local match, State Aid Contract, mill levy, city funds, etc.;
	Update vehicle information, mileage and condition in BlackCat Inventory;
	Update Transit Board Members information in BlackCat;
	Certify and upload a current Authorizing Resolution form;
	Upload your annual registration from the System for Award Management (SAM.gov)
	Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
	Update any completed Preliminary Assessment/Application for Capital Assistance form(s) (if applicable);
	The following documents MUST be current and uploaded into BlackCat Resources: Coordinated Human Services Plan, 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, and TAM Plan.

I hereby certify that as a person authorized to sign for

City of Fargo
Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and

2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and

3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and

4. The transit agency agrees to meet the applicable federal and state requirements.

Julie Bommelman
Signature of Authorized Representative

10.25.2020
Date

METROCOG Fargo-Moorhead Metropolitan Council of Governments

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To: Transportation Technical Committee
From: Dan Farnsworth
Date: December 4, 2020
Re: Transportation Alternatives Grant Application Rankings

The Transportation Alternatives (TA) program is a federally funded grant opportunity for projects that provide enhancements to alternative means of transportation such as bicycle/walking trails, safe routes to school projects, crosswalk improvements, and more.

Applying jurisdictions within Metro COG's planning area are required to submit their applications to Metro COG. Metro COG has received a total of nine applications from jurisdictions within ND and three letters of intent from jurisdictions in MN. Below is a description of each application (ND) and letter of intent (MN).

North Dakota Urban TA

City of Fargo – Bison Village Shared Use Path
The City of Fargo is seeking funding to construct a shared use path that would connect 32nd Ave N to 37th Ave N via the 10th St alignment behind the wastewater treatment plant. The path would be adjacent to a drain and also located on dedicated street right-of-way. In addition the path would connect to the Bison Village neighborhood. The path would be approximately 0.5 miles in length.
Cost: $225,000 construction total; $180,000 requested from TA

City of Fargo – Deer Creek/Drain 27 Shared Use Path
The City of Fargo is seeking funding to construct a shared use path that would connect the Deer Creek neighborhood with the existing path network located along and north of 52nd Ave S. The path would be constructed alongside Drain 27 from 52nd Ave S to city-owned property at 59th Ave S and tie into the existing path network. The proposed project would consist of approximately 1.3 miles of path.
Cost: $540,000 construction total; $290,000 requested from TA

City of Fargo – Drain 53 Shared Use Path
The City of Fargo is seeking funding to construct a shared use path along the east side of Drain 53 from 64th Ave S to 73rd Ave S (approximately 0.78 miles in length). The project would connect the Golden Valley development to a park and the rest of the metro path system.
Cost: $310,000 construction total; $248,000 requested from TA

City of Fargo – River Drive Shared Use Path
The City of Fargo is seeking funding to construct a shared use path that would run along the Red River from Harwood Dr to 40th Ave S. The path would be approximately 1 mile in length.
Cost: $410,000 construction total; $290,000 requested from TA

City of Horace (Cass Co Sponsor) – Center Ave Multi-Modal Improvements
The City of Horace is seeking funding to improve Center Ave (in the core of Horace) to a *yield street* in which pedestrians and bicycle users would share the street with automobiles. Project limits would begin at the north end of Thue Ct (which then becomes Center Ave) and end at the east end of Center Ave. The improvement project would be a total of 0.3 miles in length. This would provide bicycle and pedestrian connections to community facilities such as: The Horace Senior Center, the Community Center, and Freed Park.
Cost: $149,500 construction total; $119,600 requested from TA

City of Horace (Cass Co Sponsor) – County Rd 17 Shared Use Path
The City of Horace is seeking funding to construct a shared use path along the east side of County Rd 17 from 76th Ave S to 73rd Ave S (approximately 0.26 miles in length). The north terminus of the project would connect to the sidewalk network of the Southdale Farms neighborhood and the south terminus of the project would connect to the shared use path network south and east of 76th Ave S and connect to the new Heritage Middle School and Horace High School.
Cost: $268,000 construction total; $214,400 requested from TA

City of West Fargo – Eaglewood / The Lights Shared Use Path
The City of West Fargo is seeking funding to construct a shared use path that would connect *The Lights at Sheyenne* (a mixed use development & entertainment center) with the surrounding neighborhood and other nearby shared use paths. This project would include approximately 0.55 miles of new shared use path.
Cost: $308,000 construction total; $246,400 requested from TA

City of West Fargo – Scheels Soccer Complex / Elmwood Park Shared Use Path
The City of West Fargo is seeking funding to construct a shared use path that would connect the Scheels Soccer Complex and the shared use path along 13th Ave S with Elmwood Park. A sizeable portion of the path would be constructed on an existing utility easement, providing a route away from motor vehicle traffic. In addition, a spur path would be constructed connecting this path to a neighborhood at 11th St W. In total, approximately 0.68 miles of path would be constructed as part of this project.
Cost: $365,000 construction total; $290,000 requested from TA

City of West Fargo – Veterans Blvd/9th St E Pedestrian Improvements
The City of West Fargo is seeking funding to upgrade the traffic signals along Veterans Blvd/9th St E from 4th Ave E to 40th Ave E. The improvements would improve pedestrian safety by adding: new traffic signal heads to allow for protected/permissive left turns, electronic 'no right turn on red' signs, and pedestrian lead times. These improvements would occur at ten signalized intersections along 3.5 miles of the corridor.
Cost: $479,000 construction total; $290,000 requested from TA

Minnesota TA

City of Barnesville – Hwy 34/13th St Shared Use Path
The City of Barnesville is seeking funding to construct a shared-use path from 4th Ave NE to Blue Eagle Park. The path would be located along the west side of 13th St NE from 4th Ave NE to Hwy 34 and then along the south wide of Hwy 34 from 13th St NE to the shared use path system at Blue Eagle Park. The project would be approximately 0.45 miles in length. With a path already constructed from Blue Eagle Park to the west and another path along 13th St NE south of 4th Ave NE, this project would complete a gap in the shared use path network, ultimately providing a 1.8 mile continuous shared use path system.
Cost: $300,000 total; $200,000 requested from TA

City of Dilworth – 7th St NE Multi Use Trail Extension (Safe Routes to School project)
The City of Dilworth is seeking funding to extend the existing shared use path along the east side 7th St NE. The existing path was constructed in 2014 and extends from 3rd Ave NE to 8th Ave NE (0.41 miles). The proposed extension would continue the path from 8th Ave NE to the entrance of the Summerwood development (0.27 miles). A completed extension would provide for a continuous 0.68 mile path and would provide a safe route for students walking or biking to Dilworth Elementary School via 4th Ave NE.
Cost: $611,585 total; $376,000 requested from TA

City of Moorhead – Bicycle & Pedestrian Bridge at Bluestem Center for the Arts
The City of Moorhead is seeking funding for a bicycle/pedestrian crossing over the Red River adjacent to Bluestem Center for the Arts in south Moorhead. The proposed crossing would be a high non-lift bridge which would accommodate users year-round, including during river flood events. The cost of the bridge would be split 50/50 between the cities of Fargo and Moorhead.
Total construction cost: $4,000,000 (Moorhead: $2,000,000, Fargo: $2,000,000)
Requested TA funds: $600,000

At the time of release of this agenda memorandum, the Bicycle & Pedestrian Committee was still vetting the scoring and prioritization of the TA projects. The TTC can expect to receive the scoring and prioritization information via email before the December TTC meeting and the information will be presented.

Requested Action:
Recommend Policy Board approval of the TA project prioritization and updated TA scoring criteria as vetted through the Metropolitan Bicycle & Pedestrian Committee.

METROCOG Fargo-Moorhead Metropolitan Council of Governments

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To: Transportation Technical Committee
From: Cindy Gray, Executive Director and Adam Altenburg, Community and Transportation Planner
Date: December 4, 2020
Re: Metro Profile

Due to Metro COG's staffing changes during 2020 and medical leave time for one of our Assistant Planners, completion of our Metro Profile has been delayed. Prior to the TTC meeting, the draft will be distributed, and key points will be presented at the meeting. However, we will not ask for your recommendation of approval at the December meeting because we know you will need more time to review the document. This item will be on our January 2021 agenda for a recommendation to the Policy Board.

Requested Action:
A recommendation will be forthcoming in January, 2021.

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To: Metro COG Transportation Technical Committee
From: Cindy Gray, Executive Director
Date: December 4, 2020
Re: 2019-2020 UPWP Amendment #6 and 2021-2022 UPWP Amendment #1

Now that we are at the end of 2020, it is necessary to adjust our staff hours to address variations in staff time from that anticipated in the UPWP. The following table summarizes the changes to 2020 staff hours based on 22 of the 24 pay periods in 2020 and estimates for the month of December.

UPWP Amendment #6 - Adjustment to 2020 Staff Hours

UPWP Category	Hours Budgeted	% of Hours	Total Est. Cost		Hours Actual	% of Hours	Change in Hours	% Change from Original Budget	Total Actual Cost
100 - Policy & Administrative Forums	1150	7.6%	$58,433		897.5	6.0%	-252.5	-22.0%	$47,767
200 - Contracted Planning Services	2209	14.7%	$103,060		2235	14.8%	26	1.2%	$107,597
300 - Federal Transportation Planning Documentation	1886	12.5%	$105,853		1210	8.0%	-676	-35.8%	$68,894
400 - Transportation Technical Data & Analysis	2065	13.7%	$86,461		2033	13.5%	-32	-1.5%	$79,221
500 - Transit Planning	405	2.7%	$20,196		335.5	2.2%	-69.5	-17.2%	$17,999
600 - Bicycle & Pedestrian Planning	1260	8.4%	$51,024		1094	7.3%	-166	-13.2%	$34,008
700 - Local Planning Assistance	950	6.3%	$46,265		976.5	6.5%	26.5	2.8%	$47,079
800 - General Administration	3157	21.0%	$152,309		3608.5	24.0%	451.5	14.3%	$161,208
900 - Publications, Public Information & Communication	335	2.2%	$13,923		198	1.3%	-137	-40.9%	$7,915
2019-1001 (Food Commission)	120	0.8%	$4,941		83	0.6%	-37	-30.8%	$3,493
2019-1002 (Hawley Zoning Ordinance)	75	0.5%	$3,285		68	0.5%	-7	-9.3%	$3,025
Floating Holidays									
Sick Leave*									
Vacation Leave*	1428	9.5%	$69,542		1855.5	12.3%	427.5	29.9%	$87,456
Holidays									
Funeral Leave*									
Total	15040	100.0%	$715,292		14594.5	96.9%	-445.5		$665,662

*Use exceeded estimates due to unexpected illnesses or family deaths.

Metro COG experienced a maternity leave and a staff change in 2020, resulting in a period of time where a position was not filled. This resulted in an overall reduction in staff hours compared to the hours estimated in the UPWP. In addition, more time was spent on general overhead to address working from home accommodations due to COVID19, and less time was spent on in-field data collection. Funding requests, such as the decision to apply for bonding funds for the Heartland Trail, shifted hours for staff members who were budgeted to study the trail route in more depth. That work was put on hold until the bonding decision was made. Unanticipated vacation, sick leave and funeral leave time also exceeded estimates. In some cases, more time was spent on consultant led projects, resulting in less time spent on related technical assistance.

The reduced staff hours described above, resulted in unspent funds of approximately $49,000. Metro COG recommends reallocation of those funds into the 2021-2022 UPWP to help fund projects that were budgeted at less than the desirable amounts. For example, after scoping the Fargo Transportation Plan (next item on the agenda), it became apparent that the project warrants additional funding. The City of Fargo is interested in applying $20,000 of these funds toward this project.

Of the remaining funds, Metro COG wishes to allocate $20,000 to the Bicycle and Pedestrian Plan Update, bringing that budget to $170,000. We wish to retain the remainder of the surplus for other costs.

Please let me know if you have any questions about the proposed amendment.

Requested Action: Recommend approval of the proposed Amendment #6 of the 2019-2020 UPWP and Amendment #1 of the 2021-2022 UPWP to the Policy Board.

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To: Transportation Technical Committee
From: Michael Maddox, AICP
Date: November 6, 2020
Re: Fargo Transportation Plan - RFP

Metro COG worked with the City of Fargo to program a study for 2021 in the 2021-2022 Unified Planning Work Program (UPWP) to create a Transportation Plan for Fargo. The goal of this planning effort is to unify the policies and goals of the various planning efforts that have occurred in the recent past into one cohesive document as well as to provide a singular vision for transportation improvements amongst all City of Fargo departments.

The Fargo Transportation Plan will ultimately be a highly illustrative "playbook" for how to plan, design and implement transportation projects in certain contextual areas of the city. , The Plan will forward the goals of such plans as: GO2030 – Fargo's Comprehensive Plan, MetroGROW – Metro COG's Metropolitan Transportation Plan, the Fargo West Fargo Parking and Access Study, other transportation studies that have been conducted by Metro COG, and a multitude of other departmental transportation policies that deal with infrastructure.

Metro COG has programmed $112,000 in federal CPG funding in its UPWP, which requires a 20% match to be provided by the City of Fargo ($28,000). The City of Fargo has chosen to provide an additional $10,000 in local funds to supplement the project, bringing the total project budget for the Fargo Transportation Plan to $150,000. Because of the nature of this RFP, The City of Fargo and Metro COG are looking for a multi-disciplinary team that can reconcile the differing concerns and priorities of City of Fargo departments. *Please note: Pending the outcome of a recommended 2021 UPWP amendment, this project's budget may be increased to $170,000, consisting of $128,000 in Federal funds, $32,000 in local matching funds, and $10,000 in local funds to supplement the project.*

Upon release of this RFP, Metro COG and the City of Fargo will work to identify a consultant to complete this planning effort, and after identification, will bring the selection of the consultant along with a contract for services to the TTC and Policy Board for approval. Metro COG is hoping to be able to complete the consultant selection/approval process and start the project no later than February 2021.

Attached to this memorandum is a draft version of the Fargo Transportation Plan RFP, which details an outline of the tasks that are to be completed as part of this planning effort. As of the writing of this memorandum, comments on the RFP are still being received by Metro COG. There may be minor changes to the RFP that will be made to the document between the time the packet is released and the meeting is held. A revised version will be provided to the TTC before the meeting.

Requested Action: Favorable recommendation to the Policy Board for approval of the Fargo Transportation Plan Request for Proposals (RFP).

Agenda Item 11, Attachment 1

FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2021-216

Fargo Transportation Plan

December, 2020

APPROVED:

_____

Cindy Gray
Metro COG, Executive Director

METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS (RFP)

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) requests proposals from qualified consultants for the following project:

Fargo Transportation Plan

Qualifications based selection criteria will be used to analyze proposals from responding consultants. The most qualified candidates may be invited to present an oral interview. Upon completion of oral interviews and technical rankings, Metro COG will enter into negotiations with the top ranked firm. Sealed cost proposals shall be submitted with the RFP. The cost proposal of the top ranked firm will be opened during contract negotiations. Those firms not selected for direct negotiations will have their unopened cost proposals returned. Metro COG reserves the right to reject any or all submittals. This project will be funded, in part with federal transportation funds and has a not-to-exceed budget of $150,000.

Interested firms can request a full copy of the RFP by telephoning 701.532.5100, or by e-mail: metrocog@fmmetrocog.org. Copies will be posted on the North Dakota Department of Transportation QBS website (https://www.dot.nd.gov) and are also available for download in .pdf format at www.fmmetrocog.org.

All applicants must be prequalified with the North Dakota Department of Transportation (NDDOT). If not prequalified with the NDDOT, applicants will be required to submit a completed Standard Form 330 (Exhibit D) with their submittal of information.

All proposals received by 4:30 pm (Central Time) on Friday January 22, 2021 at Metro COG's office will be given equal consideration. Proposals received after 4:30 pm (Central Time) on Friday, January 22, 2021 will not be considered. Respondents must submit seven (7) print copies and one (1) PDF copy of the proposal. The full length of each proposal shall not exceed twenty (20) double sided pages for a total of forty (40) pages; including any supporting material, charts, or tables.

Hard copies of technical and cost proposals shall be shipped to ensure timely delivery to the contact defined below:

Michael Maddox
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102
maddox@fmmetrocog.org
701-532-5104

Fax versions will not be accepted as substitutes for the hard copies. Once submitted, the proposals will become property of Metro COG.

Note: The document can be made available in alternative formats for persons with disabilities by contacting Savanna Leach, Executive Assistant at 701.532.5100 or leach@fmmetrocog.org.

TABLE OF CONTENTS

Note: Throughout this RFP, Metro COG may be referred to as 'Client' and the consulting firm may be referred to as 'Consultant', 'Contractor', or 'Firm'.

I AGENCY OVERVIEW

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) serves as the Council of Governments (COG) and Metropolitan Planning Organization (MPO) for the greater Fargo, North Dakota – Moorhead, Minnesota Metropolitan Area. As the designated MPO for the Fargo-Moorhead Metropolitan Area, Metro COG is responsible under federal law for maintaining a continuous, comprehensive, and coordinated transportation planning process.

Metro COG is responsible, in cooperation with the North Dakota and Minnesota Departments of Transportation (NDDOT and MnDOT, respectively) and our local planning partners, for carrying out the metropolitan transportation planning process and other planning needs of a regional nature. Metro COG represents eleven cities and two counties that comprise the Metro COG region in these efforts.

II BACKGROUND INFORMATION

In recent years, the City of Fargo has implemented varying types of roadway infrastructure, especially intersection treatments. The City of Fargo would like the Transportation Plan to provide clear guidance on when to implement certain design features, designate a local functional classification network, have realistic descriptions on the purpose and functionality of roadway types, set expectations for system users (make sure that infrastructure is developed in a cohesive manner with similar characteristics), incorporate visions for corridors to be used when reconstruction occurs, and Identify and illustrate concepts that can be implemented by the situations to which they are best suited. City maps, diagrams and illustrations are expected to take this guidance from the macro scale to the micro scale, transitioning from city-wide designations, to specific applications appropriate on certain types of facilities.

The City of Fargo would also like guidance on preferred cross sections of roadways of different capacities, characteristics of roadways in each of the identified functional classifications, and ROW requirements. The focus of this Plan is not intended to be a traffic analysis. The Plan will not identify future roadway capacity needs. This guidance should particularly focus on roadway operations including: access management, what metrics should be used to analyze capacity expansion of a particular roadways, how parking could be integrated in different roadway types, and infrastructure that can be particularly useful in creating transit friendly corridors. Management and maintenance of corridors should also be considered.

The City of Fargo adopted its Comprehensive Plan, Go 2030, in 2012. The Plan addressed and articulated a vision for many of the functions of the City of Fargo, but particularly focused on how to manage growth in a sustainable way. Along these lines, Go 2030 established "guiding principles" relating to transportation and future development:

- Transportation – Fargo will transform its transportation system to encourage walking, biking, and transit. The City will coordinate infrastructure investments and land use policy in a supportive and synergistic way.

- Neighborhoods , Infill, and New Development – Fargo will promote attractive and welcoming neighborhoods by promoting a diverse and affordable housing stock. Fargo will support neighborhoods where residents can age in place, children can walk to school, and essential services are only a short walk away. Fargo will promote infill development, planned growth, and increasing density and vitality in its established neighborhoods.

In furtherance of these guiding principles, Go 2030 put forward new concepts, such as:

- Signature Streets – Such streets would include streetscape enhancements, landscaping, benches, pedestrian scaled lighting, and other amenities. This element of the plan identified the possible conversion of one-way pair systems. This recommendation was implemented shortly after the Plan's adoption by turning NP Avenue and 1st Avenue N into two-way roadways.

- Active Living Streets – Active living streets would have infrastructure to support pedestrians, experienced cyclists, recreational cyclists, transit, and automobiles. A network of active living street would enable Fargo residents to walk or bike to their destinations safely and comfortably.

- Catalyst Areas – Walkable mixed-use centers that are well-designed, high density development that increases walkability, access to amenities, and provides other sustainable benefits of density. These areas would be distinguished from other areas in the city because of an increase in density and multi-use nature.

The interrelated transportation and growth management goals of the Go 2030 Comprehensive Plan have become increasingly relevant with the incipient construction of the FM Diversion, which will limit future outward growth of the City. City leaders recognize the need to efficiently manage transportation and development within this finite geography.

In recent years, the City of Fargo Planning & Development and Engineering Departments have been discussing internal policies that are directly related to requests from the development community as well as discussing how to unify many of the standards, practices, policies, and visions the city has developed within multiple plans and studies. Examples of such discussions include:

- Private Drives – The planning department has received interest in certain development types that would rely upon private roadway networks. One of the goals of GO 2030 is to allow a higher degree of density to occur in certain areas and to allow developers to propose more diverse housing options such

as: row houses, condos, townhomes, or the like. Often developers want to utilize private drives to create complexes of these types of housing units. However, this conflicts with the placement of utilities, that would usually be located within the right-of-way of a public road. The City of Fargo would like the consultant to evaluate this conflict, engage in discussions with departments, gather best practices, and provide a recommended policy.

- Densification vs. Roadway Maintenance and Operations – As mentioned above, one of the themes of GO 2030 is to focus on a more compact pattern of development, such as with the creation of walkable, dense nodes at strategic locations throughout the community. The development pattern desired at these locations could be characterized as: increased density, multi-use, zero-setbacks, large sidewalks, etc. These characteristics are normally seen in urban centers. The conflict lies in that roadways in newer parts of the city are developed with wide rights-of-way so that these areas can be used to place utilities and used for snow storage. Also, roadway density is not as high as it is in the urban center, creating large non-pedestrian scale blocks, which minimizes roadway infrastructure as well as the special assessment taxes placed on properties. In Downtown Fargo, Public Works has to haul snow after major snow events due to the lack of snow storage capacity within the right-of-way. Utilities in the urban core are located under streets, which makes repairing and replacing this infrastructure more difficult and costly. The City of Fargo is looking for ways that they can meet their desired development outcomes while also operating and maintaining public infrastructure in an efficient and cost-effective manner.

- System Connectivity – Both the City of Fargo and Metro COG are committed to creating a highly connected transportation system, with alternate routes that also have high connectivity, in order to carry out desired travel throughout the city. However, developers are looking to maximize the amount of housing units that are within developments while minimizing infrastructure and traffic by incorporating many cul-de-sacs and other streets that lack connectivity into proposed developments. The Planning and Engineering Departments are looking for guidance of how to balance these points of view by developing both an internal policy and also by proposing a collector network philosophy that should be instituted across developments in Fargo's growth areas.

- Bicycle & Pedestrian System – Metro COG's Metropolitan Transportation Plan and Fargo's Go2030 Plan both look at ways to implement bicycle and pedestrian infrastructure that can be used as a viable means of transportation. Currently, multi-use paths are constructed alongside arterial roadways (these are called side-paths). Side-paths are not universally preferred as the best alternative. The City has implemented other types of bicycle facilities, and Metro COG, working with the City, has completed corridor studies that recommend a variety of bicycle facilities that have not yet been implemented.

The City of Fargo is interested in implementing a regional greenway system (City-Wide Trail Loop – Go 2030) that is integrated directly into development patterns. Currently, a rudimentary system is being developed along Cass County drains. It is desired that the consultant should develop an internal policy and mechanism for implementing such as system as well as envisioning and visualizing what such a system would look like. Metro COG's MTP, Bicycle & Pedestrian Plan (including the 2020 update, which will be underway at the same time as this project), Bikeway Gaps Analysis, 76th Avenue Corridor Study, and 17th Ave S Corridor Study as well as Fargo's Greenway Plan and Go 2030 could be good references to this subject.

- Complete Streets Policy – Fargo's Go 2030 Plan recognizes the need for multi-modal transportation options to be integrated into the roadway network. The issue at hand is what facilities should be integrated into what types of roadways and how best to do so.

Metro COG has also addressed some transportation concerns in its long-range plans that have been conducted over the course of the last five to ten years. Below are some of these plans and how they might contribute to this planning effort:

- Southwest Metropolitan Transportation Plan
- Metro GROW: 2045 MTP
- Northwest Metropolitan Transportation Plan
- Fargo West Fargo Parking and Access Plan
- 76th Avenue Corridor Study
- 17th Avenue S Corridor Study

All of these studies contain individual implementations of certain types of infrastructure. The consultant should reference these plans, and others, in order to look at the types of conversations and thoughts that are currently being had on roadway and bike/ped infrastructure.

III PROJECT OBJECTIVE

The objective of this study is twofold. First, this study is to provide a highly illustrated "playbook" for everyday use by Fargo staff, policy-makers and the development community in a format that simplifies the review and decision-making process relative to the city's multi-modal transportation infrastructure. Facilities and operations should be addressed as they pertain to:

- Development review and new infrastructure,
- Redevelopment and resulting infrastructure changes, and
- Reconstruction of existing facilities.

Secondly, the Fargo Transportation Plan shall pull together and distill existing citywide and extraterritorial transportation infrastructure policies, plans, practices, and maps into one document. The intent is for the Fargo Transportation Plan to be the go-to reference for Fargo's existing transportation planning policy due to its ease of use and refinement of dispersed information into a unified document. The plan must:

- Incorporate the principles of GO2030
- Improve consistency in the way terms are used – i.e. solidify the nomenclature used in GO2030 and other city policies
- Provide transportation-related guidance for subdivision review (process, policies) – similar to the function of a municipal master plan, as discussed within Chapter 40-48 of the North Dakota Century Code
- Help to rectify competing or conflicting policies
- Tie to related land-use and development standards & policy

The Fargo Moorhead region has experienced very fast-paced growth, which has resulted in a significant expansion of the built environment. A lot of planning effort has gone into visioning how Fargo can grow in a livable manner, while still maintaining the ability to easily traverse the larger community. The consultant will need to envision ways to implement this policy direction and specifically identify areas and ways this can be completed.

The consultant will work through differences in departmental concerns, provide an experienced point of view on best practices, and develop concepts and recommendations that consider the concerns of multiple City of Fargo Departments. Ultimately, the draft and final document is expected to culminate in a playbook that the City of Fargo and its regional partners can use as the preeminent illustrated guide for policy implementation and decision making.

IV SCOPE OF WORK AND PERFORMANCE TASKS

Outlined below is a rough outline of a scope of work that will guide development of the Fargo Transportation Plan. Metro COG 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 any additional performance tasks or the modification of the tasks listed below that will integrate approaches, with special emphasis on the use of innovative techniques, to successfully complete the project. This scope of work should be used as a rough guide. The consultant is encouraged to modify the scope of work to differentiate its expertise

and project approach.

Metro COG and the City of Fargo encourage the proposing team to be comprised of multi-disciplinary members in fields related to land use & development, transportation, urban design, transit, public works, and any other such fields that could address the individual focus areas of this planning effort. Practical experience in implementation of relevant transportation infrastructure is also a desirable characteristic of the selected team.

Task 1 – Project Management and Coordination

The Consultant will be required to manage the study and coordinate with any 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 Metro COG's project manager. Other requirements include:

- Hold bi-monthly progress meetings with Metro COG Project manager, which may include City of Fargo representative(s),
- Email Metro COG Project Manager with decision and action items agreed upon at bi-monthly meetings,
- Prepare and submit invoices on a monthly basis, including adequate documentation of any and all travel and expenses (i.e. receipts),
- Prepare monthly progress reports to be included in the monthly invoice which much include the following:
    - Performed work during the reporting period
    - Upcoming tasks
    - Upcoming milestones
    - Status of scope and schedule
    - Any issues to be aware of

Metro COG's Policy Board approves bills on a monthly basis at their regular monthly meeting. Complete invoices not received by Metro COG's project manager by the first Thursday of each month may not be reviewed, approved, and processed in time for Policy Board approval, particularly if there are issues or questions to.

Task 2 – Research and Preparation

Through meetings with the City of Fargo and Metro COG staff, and review of applicable plans and policies, the Consultant will lead the team through the process of identifying key transportation topic areas, policies and best practices that should be addressed within the Fargo Transportation Plan. Fargo City staff will provide examples of interdepartmental decision that have been revisited numerous times, and about which the Plan is intended to provide decision-making guidance.

Several past plans and studies may inform this process. Some of these plans/studies are listed in the sections above, but do not consider this a comprehensive list. The consultant will be expected to research or have knowledge of plans/studies and municipal regulations that relate to the Transportation Plan.

Task 3 – Land Use

Metro COG and the City of Fargo recognize that many components of the City's Transportation Plan will be informed by existing and future land use. Five plans have been completed (or nearly completed) that set forth future land use plans in the City of Fargo and its growth areas. They include:

- 2007 Land Use Plan – this plan addresses fringe growth areas of the City,
- Southwest Metro Transportation Plan – this plan includes an updated future land use plan of the area south of 52nd Avenue S,
    - Regional Stormwater Plan – this work considered updates and refinement to some of the land uses laid out in the SW Metro Transportation Plan based on more specific plans for the regional stormwater master plan south of 52nd Avenue S between 45th Street and Veterans Boulevard.
- Northwest Metro Transportation Plan – this plan identified future land uses for the Fargo and West Fargo study area north of existing development and, for the most part, west of I-29, and
- Core Neighborhoods Plan – this study addresses plans for the future of Fargo's most central neighborhoods.

Metro COG and the City of Fargo will graphically combine these future land use plans, incorporating known updates, to serve as the basis for city-wide transportation plan components. The combined future land use plan information will be provided to the Consultant as a shape file for use in the Plan.

Task 4 - Policy & Practice Guidance

The consultant is expected to identify and distill existing policies and practices and then work with staff to fill policy gaps and develop guidance and recommendations where needed. The Plan is expected to set decision-making guidance for topic areas such as the following:

- Street types – provide a more fine-grained classification of streets (as compared to Federal Functional Classification)
    - Design features
    - Intersection types
    - Alternatives to section line roadways where obstacles exist (e.g. 25th Street, 42nd Street, 88th Avenue S)
    - Cross-sections for different roadway types based on adjacent land uses
    - On-street parking
    - Public vs. Private streets – establish city's policies and document relationship to building codes
    - Access management based on more fine-grained street classification system
    - Curb management (on-street parking, loading and delivery, rideshare space, transit facilities)
    - Right of way and utility placement within the right of way

- Connectivity
    - Drain crossings
    - Neighborhood street connectivity
    - Cul-de-sac policies

- Bicycle and Pedestrian Features
    - Regional Greenway/trail system as set forth in GO2030
    - Other tie-ins with the update of the Bicycle and Pedestrian Plan
    - On-street vs. side path preferences associated with different street characteristics

- Transit infrastructure (to be informed by on-going Transit Development Plan)
    - Transit vehicle stop/transfer infrastructure
    - User facilities, such as shelters, benches and climate protection features
    - User facilities, such as bike racks and other multimodal features

- Balance between user benefits and on-going maintenance and public works concerns
    - Document issues and cities preferred way of handling these issues
    - Identify the right balance and establish policy

- Economy and Industry
    - How do the needs of commercial and industrial areas vary from neighborhoods?
    - Workforce access to jobs – are there infrastructure policies and practices that can facilitate worker access to jobs?
    - Freight infrastructure – are there infrastructure policies and practices that can ensure adequate freight access to the necessary parts of the city and its growth areas without sacrificing livability en route to/from those areas.

- Design Process & Standards
    - Do existing infrastructure design processes and standards align with transportation vision and goals?
    - How do Fargo's existing processes compare to current best practices?

In order to address these areas of policy and practice, the consultant will be required to work with numerous City of Fargo Departments and Metro COG in order to gain consensus and come up with policy language that addresses concerns from different departments with the City of Fargo. This effort will require multiple meetings and working sessions to gain understanding of the decision-making process, of issues that currently exist with certain infrastructure decisions, and identification of priorities.

Task 5 – Public Engagement

Public engagement efforts will be focused on stakeholder engagement. However, it is still important to gauge the concerns of the public and the development community in regard to possible policy changes.

- Stakeholder Meetings – This should be the most significant element of public engagement for this planning effort. A stakeholder engagement strategy will be required, in which the City of Fargo and Metro COG, working with the consultant, will develop a list of stakeholders that can address the policy implications of this plan. The consultant will work with the City of Fargo to identify a list of developers and others interested parties as well as develop a method of successfully gaining feedback from these parties.

- Public Meeting – The consultant should conduct one public engagement meeting, at an agreed upon stage of the project. The consultant may propose additional public meetings that they may deem necessary to develop the plan.

- Committee and Commission Updates and Input Meetings – Since the Public Works Project Evaluation Committee (PWPEC) and the Fargo Planning Commission have first-hand knowledge of the issues that are repeatedly discussed and debated relative to development or redevelopment projects, these bodies will be instrumental in guiding the progress on the project. Work sessions with each of these bodies is expected at important stages of the project.

- Project Approval Meetings – The Consultant will be responsible for conducting a brown-bag meeting where all city departments and interested parties are invited to learn about the draft plan. The consultant will also be required to make presentations in front of the Fargo Public Works Project Evaluation Committee (PWPEC), Fargo Planning Commission, Fargo City Commission, Metro COG TTC, and Metro COG Policy Board in order to bring the final plan through the approval process.

Currently during the COVID-19 Pandemic, Metro COG has instituted a virtual-only public

engagement policy until such time that the Pandemic has subsided. The consultant should propose and bring to the project innovate techniques in order to conduct outreach efforts in a virtual setting. This should include notification via traditional and social media sources. The consultant will be responsible for these efforts, including boosting posts to targeted audiences.

Task 6 – Unifying Past Efforts

Rather than a "task", this section is meant to convey community context in which the Fargo Transportation Plan will be prepared. To understand and address the specific areas of transportation policy and guidance desired in the Plan, it is important that the Fargo Transportation Plan acknowledge GO2030 – the City's Comprehensive Plan – and the concepts addressed within it. The Core Neighborhoods Plan, which is currently in progress, also identifies issues of concerns and goals relevant to transportation. The City is very interested in incorporating the recommendations of the Fargo West Fargo Parking and Access Study into its policies and practices. The City of Fargo is also currently conducting a diagnostic of their Land Development Code, through which they hope to align codified regulations with community goals and visions. The Fargo Transportation Plan will need to consider and account for potential changes to the Land Development Code that may result from this diagnostic study.

In addition, the Metropolitan Transportation Plan contains policies and goals that support both GO2030 and the Core Neighborhoods Plan. Various sub-area plans and corridor studies, as mentioned earlier, also provide insight into the city's growth.

Given this context, on a city-wide scale, the Fargo Transportation Plan is expected to include maps and supporting text that show future land use, federal functional classification, and a more fine-grained city-wide functional classification. These maps should include Fargo's future growth area and should illustrate a multi-modal transportation network that reflects the Go2030 plan, future land uses, and the overall findings and recommendations of the Fargo Transportation Plan. Other city-wide maps that relate to other transportation infrastructure may also be of value in leading users of the plan from the broad planning/visioning perspective into the more fine-grained details of infrastructure policy.

Task 7 - Draft Plan

The Consultant shall provide a draft plan for review by the SRC and the public. The plan shall consist of text, maps and graphics needed to complete playbook identified as the Fargo Transportation Plan.

If deemed helpful, the Plan could include an illustrative pamphlet or executive summary that highlights the most relevant policies relative to new growth areas and redevelopment areas. The plan shall include an appendix. All meeting summaries and technical analysis shall be included in the appendix of the report.

Task 8 - Final Plan

Once comments on the draft plan have been received and addressed, the Consultant shall assemble the final plan. The final plan shall be in PDF format. The consultant shall deliver 10 copies of the final plan as well as a digital version upon completion of the process and approval by all applicable bodies. It is expected that this planning effort be confined to a 12-month process (from the notice to proceed though final adoption).

V IMPLEMENTATION SCHEDULE

1) Consultant Selection

Advertise for Consultant Proposals	approximately 12/17/2020
Due Date for Proposal Submittals (by 4:30pm)	1/22/2021
Review Proposals/Identify Finalists	1/25/2021-1/29/2021
Interview Finalists	between 2/1/2021-2/10/2021
Metro COG Board Approval/Consultant Notice	2/18/2021
Contract Negotiations	2/19/2021-2/26/2021
Signed Contract	Immediately after contract negotiations
Notice to Proceed	One day following a signed contract

2) Project Development (Major Milestones)

Project Kick-off	March, 2021
Plan Development	March, 2021 - November, 2021
Final Draft of Plan	December, 2021
Final Completion of Plan	January, 2022
Presentations to committees and boards	January – February, 2022
All invoices for project to be received by Metro COG	March, 2022

VI EVALUATION AND SELECTION PROCESS

Selection Committee. Metro COG and the City of Fargo will establish a selection committee to select a Consultant. The committee will likely consist of staff from Metro COG and the City of Fargo.

The Consultant selection process will be administered under the following criteria:

- 20% - Understanding of study objectives and local/regional issues
- 20% - Proposed approach, work plan, and management techniques
- 20% - Experience with similar projects
- 20% - Expertise of the technical and professional staff assigned to the project
- 20% - Current workload and ability to meet deadlines

The Selection Committee, at the discretion of the Client and under the guidance of NDDOT policy, will entertain formal oral presentations for the top candidates to provide additional information for the evaluation process. The oral presentations will be followed

by a question and answer period during which the committee may question the prospective Consultants about their proposed approaches.

A Consultant will be selected on February 18, 2021 based on an evaluation of the proposals submitted, the recommendation of the Selection Committee and approval by the Metro COG Policy Board.

The Client reserves the right to reject any or all proposals or to waive minor irregularities in said proposal, and reserves the right to negotiate minor deviations to the proposal with the successful Consultant. The Client reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgement of the Client, best accomplishes the desired results.

The RFP does not commit the Client to award a contract, to pay any costs incurred in the preparation of the contract in response to this request or to procure or contract for services or supplies. The Client reserves the right to withdraw this RFP at any time without prior notice.

All proposals, whether selected or rejected, shall become the property of the Client.

VII PROPOSAL CONTENT

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the Consultant seeking to provide comprehensive services specified herein for the Client, in conformity with the requirements of the RFP. The proposal should demonstrate qualifications of the firm and its staff to undertake this project. It should also specify the proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications under the Scope of Work and Performance Tasks.

The Client is asking the Consultant to supply the following information. Please include all requested information in the proposal to the fullest extent practical.

1) Contact Information. Name, telephone number, email address, mailing address and other contact information for the Consultant's Project Manager.

2) Introduction and Executive Summary. This section shall document the Consultant name, business address (including telephone, FAX, email address(es)), year established, type of ownership and parent company (if any), project manager name and qualifications, and any major facts, features, recommendations or conclusions that may differentiate this proposal from others, if any.

3) Work Plan and Project Methodology. Proposals shall include the following, at minimum:
    a) A detailed work plan identifying the major tasks to be accomplished relative to the requested study tasks and expected product as outlined in this RFP;

b) A timeline for completion of the requested services, including all public participation opportunities and stakeholder meetings, identifying milestones for development of the project and completion of individual tasks.
c) List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past.
d) List of the proposed principal(s) who will be responsible for the work, proposed Project Manager and project team members (with resumes).
e) A breakout of hours for each member of the team by major task area, and an overall indication of the level of effort (percentage of overall project team hours) allocated to each task. Note that specific budget information is to be submitted in a sealed cost proposal as described below in Section VIII. General Proposal Requirements.
f) A list of any subcontracted agencies, the tasks they will be assigned, the percent of work to be performed, and the staff that will be assigned.
g) List of client references for similar projects described within the RFP.
h) Required Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE) Firms participation documentation, if applicable.
i) Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project.

4) Signature. Proposals shall be signed in ink by an authorized member of the firm/project team.

5) Attachments. Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:

Exhibit A - Cost Proposal Form (as identified in VIII 1)
Exhibit B – Debarment of Suspension Certification
Exhibit C – Certification of Restriction on Lobbying
Exhibit D - Standard Form 330 (if required – see page 2)

VIII Submittal Information

Hard copies of technical and cost proposals should be shipped to ensure timely delivery to the contact as defined below:

Michael Maddox
Senior Transportation Planner
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102-4807
maddox@fmmetrocog.org

Proposals shall be received by 4:30 pm (Central Time) on Friday, January 22, 2021 at the Metro COG office. Minority, women-owned and disadvantaged business enterprises are encouraged to participate. Respondents must submit seven (7) hard copies and one Adobe Acrobat (.pdf) copy of the proposal. The full length of each proposal should not exceed twenty (20) double sided pages for a total of forty (40) pages; including any supporting material, charts or tables.

IX GENERAL RFP REQUIREMENTS

1) Sealed Cost Proposal. All proposals must be clearly identified and marked with the appropriate project name; inclusive of a separately sealed cost proposal per the requirements of this RFP. Cost proposals shall be based on an hourly "not to exceed" amount and shall follow the general format as provided within Exhibit A of this RFP. Metro COG may decide, in its sole discretion, to negotiate a price for the project after the selection committee completes its final ranking. Negotiation will begin with the Consultant identified as the most qualified per requirements of this RFP, as determined in the evaluation/selection process. If Metro COG is unable to negotiate a contract for services negotiations will be terminated and negotiations will begin with the next most qualified Consultant. This process will continue until a satisfactory contract has been negotiated.

2) Consultant Annual Audit Information for Indirect Cost. Consulting firms proposing to do work for Metro COG must have a current audit rate no older than 15 months from the close of the firm's Fiscal Year. Documentation of this audit rate must be provided with the sealed cost proposal. Firms that do not meet this requirement will not qualify to propose or contract for Metro COG projects until the requirement is met. Firms that have submitted all the necessary information to Metro COG and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Firms that do not have a current cognizant Federal Acquisition Regulations (FARs) audit of indirect cost rates must provide this audit prior to the interview. This documentation should be attached with the sealed cost proposal.

3) Debarment of Suspension Certification and Certification of Restriction on Lobbying. Respondents must attach signed copies of Exhibit B – Debarment of Suspension Certification and Exhibit C – Certification of Restriction on Lobbying within the sealed cost proposal, as well as Exhibit D - Standard Form 330.

4) Respondent Qualifications. Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the requested services within this RFP. Each respondent may also be required to show that similar work has been performed in a satisfactory manner and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent whom is engaged in any work that would impair his or her ability to perform or finance this work.

5) Disadvantaged Business Enterprise. Pursuant to Department of Transportation policy and 49 CFR Part 23, Metro COG supports the participation of DBE/MBE businesses in the performance of contracts financed with federal funds under this RFP. Consultants shall make an effort to involve DBE/MBE businesses in this project. If the Consultant is a DBE/MBE, a statement indicating that the business is certified DBE/MBE in North Dakota or Minnesota shall be included within the proposal. If the Consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the Subconsultant's certification shall be included. The percent of the total proposed cost to be completed by the DBE/MBE shall be shown within the proposal. Respondents should substantiate (within proposal) efforts made to include DBE/MBE businesses.

6) US DOT Policy Statement on Bicycle and Pedestrian Accommodations. Consultants are advised to review and consider the *US DOT Policy Statement on Bicycle and Pedestrian Accommodation* issued in March of 2010 when developing written proposals.

7) North Dakota Department of Transportation Consultant Administration Services Procedure Manual. Applicants to this Request for Proposal are required to follow procedures contained in the *NDDOT Consultant Administration Services Procedure Manual*, which includes prequalification of Consultants. Copies of the Manual may be found on the Metro COG website www.fmmetrocog.org or the NDDOT website at www.dot.nd.gov.

X CONTRACTUAL INFORMATION

1) The Client reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal. The Client will not pay for any information contained in proposals obtained from participating firms.

2) The Client reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.

3) Any proposal may be withdrawn up until the proposal submission deadline. Any proposals not withdrawn shall constitute an irrevocable offer for services set forth within the RFP for a period of ninety (90) days or until one or more of the proposals have been approved by the Metro COG Policy Board.

4) If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, the Client 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.

5) Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the Client and shall contain, as a minimum, applicable provisions of the Request for Proposals. The Client reserves the right to reject any agreement that does not conform to the Request for Proposal and any Metro COG requirements for agreements and contracts.

6) The Consultant shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of Metro COG.

XI PAYMENTS

The selected Consultant will submit invoices for work completed to the Client. Payments shall be made to the Consultant by the Client in accordance with the contract after all required services, and items identified in the scope of work and performance tasks, have been completed to the satisfaction of the Client.

XII FEDERAL AND STATE FUNDS

The services requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). As such, the services requested by this RFP will be subject to federal and state requirements and regulations.

The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the relevant requirements of 2 CFR 200.

XIII TITLE VI ASSURANCES

Prospective Consultants should be aware of the following contractual ("Contractor") requirements regarding compliance with Title VI should they be selected pursuant to this RFP:

1) Compliance with Regulations. The Consultant shall comply with the regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations).

2) Nondiscrimination. The Consultant, with regard to the work performed by it, shall not discriminate on the grounds of race, color, national origin, sex, age, disability/handicap, or income status**, in the selection and retention of Subconsultants, including procurements of materials and leases of equipment. The Consultant shall not participate, either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential Subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations to Metro COG and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, or income status**.

4) Information and Reports. The Consultant shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Metro COG or the North Dakota Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to Metro COG, or the North Dakota Department of Transportation, as appropriate, and shall set forth what efforts it has made to obtain the information.

5) Sanctions for Noncompliance. In the event of the Consultant's noncompliance with the nondiscrimination provisions as outlined herein, the Client and the North Dakota Department of Transportation shall impose such sanctions as it or the Federal Highway Administration / Federal Transit Administration may determine to be appropriate, including but not limited to:

6) Withholding of payments to the Consultant under the contract until the Consultant complies; or

7) Cancellation, termination, or suspension of the contract, in whole or in part.

8) Incorporation of Title VI Provisions. The Consultant shall include the provisions of Section XII, paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The Consultant shall take such action with respect to any subcontract or procurement as Metro COG or the U.S. Department of Transportation, Federal Highway Administration, may direct as a means of enforcing such provisions, including sanctions for noncompliance provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation by a Subconsultant or supplier as a result of such direction, the Consultant may request Metro COG enter into such litigation to protect the interests of Metro COG; and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

** The Act governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 U.S.C. 324; age, 42 U.S.C. 6101; disability/handicap, 29 U.S.C. 790; and low

income, E.O. 12898.

XIV TERMINATION PROVISIONS

The Client reserves the right to cancel any contract for cause upon written notice to the Consultant. Cause for cancellation will be documented failure(s) of the Consultant to provide services in the quantity or quality required. Notice of such cancellation will be given with sufficient time to allow for the orderly withdrawal of the Consultant without additional harm to the participants or the Client.

The Client may cancel or reduce the amount of service to be rendered if there is, in the opinion of the Client, a significant increase in local costs; or if there is insufficient state or federal funding available for the service, thereby terminating the contract or reducing the compensation to be paid under the contract. In such event, the Client will notify the Consultant in writing ninety (90) days in advance of the date such actions are to be implemented.

In the event of any termination, the Client shall pay the agreed rate only for services delivered up to the date of termination. The Client has no obligation to the Consultant, of any kind, after the date of termination. Consultant shall deliver all records, equipment and materials to the Client within 24 hours of the date of termination.

XV LIMITATION ON CONSULTANT

All reports and pertinent data or materials are the sole property of the Client and its state and federal planning partners and may not be used, reproduced or released in any form without the explicit, written permission of the Client.

The Consultant should expect to have access only to the public reports and public files of local governmental agencies and the Client in preparing the proposal or reports. No compilation, tabulation or analysis of data, definition of opinion, etc., should be anticipated by the Consultant from the agencies, unless volunteered by a responsible official in those agencies.

XVI CONFLICT OF INTEREST

No Consultant, Subconsultant, or member of any firm proposed to be employed in the preparation of this proposal shall have a past, ongoing, or potential involvement which could be deemed a conflict of interest under North Dakota Century Code or other law. During the term of this Agreement, the Consultant shall not accept any employment or engage in any consulting work that would create a conflict of interest with the Client or in any way compromise the services to be performed under this agreement. The Consultant shall immediately notify the Client of any and all potential violations of this paragraph upon becoming aware of the potential violation.

XVII INSURANCE

The Consultant shall provide evidence of insurance as stated in the contract prior to execution of the contract.

XVIII RISK MANAGEMENT

The Consultant agrees to defend, indemnify, and hold harmless the Client and the state of North Dakota, its agencies, officers and employees (State), from and against claims based on the vicarious liability of the Client and the State or its agents, but not against claims based on the Client's and the State's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by Consultant to the Client and the State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the Client and the State is necessary. Consultant also agrees to defend, indemnify, and hold the Client and the State harmless for all costs, expenses and attorneys' fees incurred if the Client or the State prevails in an action against Consultant in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this Agreement.

The Consultant shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota, the following insurance coverage:

1. Commercial general liability and automobile liability insurance - minimum limits of liability required are $250,000 per person and $1,000,000 per occurrence.

2. Workforce Safety insurance meeting all statutory limits.

3. The Client and the State of North Dakota, its agencies, officers, and employees (State) shall be endorsed as an additional insured on the commercial general liability and automobile liability policies.

4. Said endorsements shall contain a "Waiver of Subrogation" in favor of the Client and the state of North Dakota.

5. The policies and endorsements may not be canceled or modified without thirty (30) days prior written notice to the undersigned Client and the State Risk Management Department.

The Consultant shall furnish a certificate of insurance evidencing the requirements in 1, 3, and 4, above to the Client prior to commencement of this agreement.

The Client and the State reserve the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time. Any attorney who represents the State under this contract must first qualify as and be appointed by the

North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. Section 54-12-08.

When a portion of the work under the Agreement is sublet, the Consultant shall obtain insurance protection (as outlined above) to provide liability coverage to protect the Consultant, the Client and the State as a result of work undertaken by the Subconsultant. In addition, the Consultant shall ensure that any and all parties performing work under the Agreement are covered by public liability insurance as outlined above. All Subconsultants performing work under the Agreement are required to maintain the same scope of insurance required of the Consultant. The Consultant shall be held responsible for ensuring compliance with those requirements by all Subconsultants.

Consultant's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by the Client or State. Any insurance, self-insurance or self-retention maintained by the Client or the State shall be excess of the Consultant's insurance and shall not contribute with it. The insolvency or bankruptcy of the insured Consultant shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured Consultant from meeting the retention limit under the policy. Any deductible amount or other obligations under the policy(ies) shall be the sole responsibility of the Consultant. This insurance may be in a policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and be placed with insurers rated "A-" or better by A.M. Best Company, Inc. The Client and the State will be indemnified, saved, and held harmless to the full extent of any coverage actually secured by the Consultant in excess of the minimum requirements set forth above.

Exhibit A – Cost Proposal Form

Cost Proposal Form – Include completed cost form (see below) in a separate sealed envelope – labeled "Sealed Cost Form – Vendor Name" and submit with concurrently with the technical proposal as part of the overall RFP response. The cost estimate should be based on a not to exceed basis and may be further negotiated by Metro COG upon identification of the most qualified Consultant. Changes in the final contract amount and contract extensions are not anticipated.

REQUIRED BUDGET FORMAT

Summary of Estimated Project Cost

1.	Direct Labor	Hours	x	Rate	=	Project Cost	Total
	Name, Title, Function	0.00	x	0.00	=	0.00	0.00
			x		=	0.00	0.00
			x		=	0.00	0.00
				Subtotal	=	0.00	0.00
2.	Overhead/Indirect Cost (expressed as indirect rate x direct labor)					0.00	0.00
3.	Subconsultant Costs					0.00	0.00
4.	Materials and Supplies Costs					0.00	0.00
5.	Travel Costs					0.00	0.00
6.	Fixed Fee					0.00	0.00
7.	Miscellaneous Costs					0.00	0.00
	Total Cost				=	0.00	0.00

Exhibit B - Debarment of Suspension Certification

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 103-255, 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 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 purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined in 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 requirement 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 remedies available 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 order. 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

_____

Exhibit C - Certification of Restriction on Lobbying

I, _____ hereby certify on
(Name and Title of Grantee Official)

behalf of_____ that:
(Name of Bidder / Company Name)

- 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, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- If any funds other than Federal appropriated funds have been paid or will be paid to any person 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 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.

- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was 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 31 U.S. Code 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder / Company Name

_____

Type or print name

_____

Signature of authorized representative _____

Date ___ / ___ / ___

_____
(Title of authorized official)

Exhibit D - Standard Form 330

SEE FOLLOWING PAGES

METROCOG Fargo-Moorhead Metropolitan Council of Governments

Case Plaza Suite 232 | One 2nd Street North
Fargo, North Dakota 58102-4807
p: 701.532.5100 | f: 701.232.5043
e: metrocog@fmmetrocog.org
www.fmmetrocog.org

To: Transportation Technical Committee
From: Cindy Gray, Executive Director
Date: December 4, 2020
Re: Public Transportation Agency Safety Plan (PTASP)

MATBUS leadership will present the Public Transportation Agency Safety Plan (PTASP) (Attachment 1) for the Cities of Fargo, ND and Moorhead MN, as required by FTA, at the December 10th TTC meeting. The approval process for the PTASP is as follows:

11/18/20	MAT Board
12/10/20	Metro COG TTC
12/17/20	Metro COG Policy Board
12/14/20	Moorhead Council (Moorhead often cancels the last meeting in December, which would be 12/28/20)
12/14/20	Fargo Commission (or 12/28/20)

Submittal of the approved Plan to FTA is required by December 31, 2020.

Requested Action: Recommend Policy Board approval of the PTASP for the Cities of Fargo, ND and Moorhead, MN.

PUBLIC TRANSPORTATION AGENCY SAFTEY PLAN (PTASP)

FOR THE CITIES OF
FARGO, ND
MOORHEAD, MN

Prepared by: Jordan Smith

METRO TRANSIT GARAGE, 650 23rd St. N. Fargo, ND 58102

Contents

TRANSIT AGENCY INFORMATION

Transit Agency Name	City of Fargo / City of Moorhead (jointly operating as MATBUS)
Transit Agency Address	Metro Transit Garage, 650 23rd St N Fargo, ND 58102
Name and Title of Accountable Executive	Julie Bommelman, Fargo Transit Director / Dan Mahli, Moorhead Acting City Manager
Name of Chief Safety Officer(s) or SMS Executives	Jordan Smith, Fargo Fleet and Facilities Manager / Lori Van Beek, Moorhead Transit Manager
Mode(s) of Service Covered by This Plan	Fixed Route; Paratransit
List of All FTA Funding Types	5307, 5310, 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Modes: Fixed Route and Paratransit. The Cities of Fargo, ND and Moorhead, MN use contracted labor to operate the revenue vehicles for both modes.
Does the agency provide transit service on behalf of another transit agency?	The City of Fargo and City of Moorhead have a Joint Powers Agreement (JPA) for the operation of public transit in the metropolitan area. Under that agreement, the City of Fargo provides staff for building maintenance, vehicle maintenance, Fixed Route dispatch, mobility management, and Paratransit Reservationists, with the City of Moorhead paying a portion based on cost-sharing formulas in the JPA. The City of Fargo and the City of Moorhead jointly own the Metro Transit Garage where vehicles are stored, fueled and maintained and where administrative offices are located for City and contract staff. Fargo and Moorhead together select a contracted operator, but have separate contracts with the operator. Fixed Route vehicles are owned by the individual cities. Paratransit vehicles are owned by the individual cities; however, Moorhead leases their vehicles to Fargo for operation of the metro Paratransit system. The City of Fargo owns and operates the Ground Transportation Center (GTC) which acts as the main transfer facility for several routes from Fargo and Moorhead; there are also staff members located at the GTC. Moorhead cost shares in the GTC Operations.

ORGANIZATION STRUCTURE AND SYSTEM SAFETY RESPONSIBILITIES

CITY OF FARGO Accountable Executive Julie Bommelman CITY OF MOORHEAD Accountable Executive Dan Mahli	The Transit Director serves as the City of Fargo Transit Accountable Executive and the City Manager serves as the City of Moorhead Accountable Executive with the following authorities, accountabilities and responsibilities under this plan: • Controls and directs human and capital resources needed to develop and maintain the PTASP and SMS. • Designates an adequately trained Chief Safety Officer who is a direct report.

	• Ensures that City of Fargo SMS is effectively implemented. • Ensures action is taken to address substandard performance in SMS. • Assumes ultimate responsibility for carrying out City of Fargo and City of Moorhead PTASP and SMS. • Maintains responsibility for carrying out the agency's Transit Asset Management Plan.
CITY OF FARGO Chief Safety Officer Jordan Smith CITY OF MOORHEAD Chief Safety Officer Lori Van Beek	The Fargo Accountable Executive designates the Fleet and Facilities Manager as the Chief Safety Officer. The Moorhead Accountable Executive designates the Moorhead Transit Manager as the Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities and responsibilities under this plan: • Develops the PTASP and SMS policies and procedures • Ensures and oversees day-to-day implementation and operation of the SMS. • Chairs the Safety Committee. - Coordinates the activities of the committee - Establishes and maintains the Safety Event Log to monitor and analyze trends in hazards, occurrences, incidents and accidents - Maintains and distributes minutes of committee meetings • Advises the Accountable Executive on SMS progress and status. • Identifies substandard performance in the SMS and develops action plans for approval by the Accountable Executive. • Ensures policies are consistent with safety objectives • Provides Safety Risk Management expertise and supports other personnel who conduct and oversee Safety Assurance activities.
Agency Leadership and Management	Agency Leadership and Management also have authorities and responsibilities for day-to-day SMS implementation and operation of the SMS under this plan. Agency Leadership and Management include: • Fargo Assistant Transit Director • Moorhead Transit Manager • Driver Services General Manager (Contracted) • Driver Services Operations Manager (Contracted) • Driver Services Safety Manager (Contracted) • Operations managers and supervisors Leadership and Management personnel have the following authorities, accountabilities and responsibilities: • Participate as members of the Safety Committee (operations managers and supervisors will be rotated through the Safety Committee on a two-year term and other positions are permanent members) • Complete training on SMS and PTASP elements. • Oversee day-to-day operations of the SMS in their departments. • Modify polices in their departments consistent with implementation of the SMS, as necessary • Provide subject matter expertise to support implementation of the SMS as requested by the Accountable Executive or the Chief Safety Officer, including SRM activities, investigation of safety events, development of safety risk mitigation, and monitoring of mitigation effectiveness.

Key Staff and Activities	City of Fargo and City of Moorhead Transit use the Safety Committee, as well as the monthly Drivers' Meeting and weekly Team Meeting, to support its SMS and safety programs: - **Safety Committee:** Any safety hazard reported will be jointly evaluated by the Safety Committee and the Chief Safety Officer during the Safety Committee Meeting. The Safety Committee is made up of the following members: - Fargo and Moorhead Chief Safety Officers (Permanent Members) - Assistant Transit Director (Permanent Member) - Driver Services General Manager (Permanent Member) - Driver Services Safety Manager (Permanent Member) - Driver Services Road Supervisor - City of Fargo Dispatcher (Two-Year Term) - City of Fargo Operations Supervisor (Permanent Member) - Maintenance Shop Supervisor (Two-Year Term) - Maintenance Shop Building Supervisor (Two-Year Term) - Bus Operator (Two-Year Term) Safety Committee will meet bimonthly to review issues and make recommendations to improve safety. - **Drivers' Meetings:** A permanent agenda item in all monthly Drivers' Meetings is dedicated to safety. Safety issues are discussed and documented. - **All Staff Team Meetings:** Hazard reports and mitigations will be shared, safety topics will be brought up for open discussion, further feedback solicited, and hazard self-reporting further encouraged. Information discussed in these meetings will be documented.

PLAN DEVELOPMENT, APPROVAL AND UPDATES

Name of Person Who Drafted This Plan	Jordan Smith, Fleet and Facilities Manager		
CITY OF FARGO Signature by the Accountable Executive	**Signature**	**Title**	**Date**
		Transit Director	
CITY OF FARGO Approval by Proper Authority	**Signature**	**Title**	**Date of Approval**
	Relevant Documentation (title and location)		
	Signature	**Title**	**Date**

CITY OF MOORHEAD Signature by the Accountable Executive		City Manager	
CITY OF MOORHEAD Approval by Proper Authority	**Signature**	**Title**	**Date of Approval**
		Mayor	
	Relevant Documentation (title and location)		
	(Insert City Council Resolution Number)		

ACTIVITY LOG

City of Fargo and City of Moorhead Transit Safety Plan

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Authorizing Person (Signature)	Remarks

SAFETY POLICIES AND PROCEDURES

1.1 COMMITMENT TO SAFETY

We are committed to Safety Management as a systematic and comprehensive approach to identify safety hazards and risks associated with transit system operations and related maintenance activities. We have adopted a Safety Management System (SMS) framework as an explicit element of the agency's responsibility by establishing safety policy; identifying hazards and controlling risks; goal setting, planning and measuring performance. We have adopted SMS as means by which to foster agency-wide support for transit safety by establishing a culture where management is held accountable for safety and everyone in the organization takes an active role in securing transit safety.

To ensure transit safety and in order to comply with Federal Transit Administration (FTA) requirements, we have developed and adopted this Public Transit Agency Safety Plan (PTASP) to comply with FTA regulations established by section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act.

The Fargo Transit Director, Moorhead City Manager, Metropolitan Council of Governments and City of Fargo Commission/City of Moorhead Council, in cooperation with the North Dakota Department of Transportation and Minnesota Department of Transportation, have reviewed the PTASP and assures that the content has met the requirements of Section 5329 (d) of MAP-21 through the establishment of a comprehensive Safety Management System (SMS) framework. Fundamental safety beliefs guiding our approach include:

- Safety is a core business value
- Safety excellence is a key component of our mission
- Safety is a source of our competitive advantage; our business will be strengthened by making safety excellence an integral part of all our public transportation activities; and
- Accidents and serious incidents are preventable; they are often preceded by precursors (events, behavior, and conditions) that can be identified, assessed and mitigated.

Basic elements of our safety approach include:

- Top Management Commitment to Safe Operations
- Responsibility and Accountability of all Employees
- Clearly Communicate Safety Goals
- Safety Assurance and Performance Measurement for Improvement

1.2 ANNUAL PTASP REVIEW AND UPDATE

Our Fargo-Moorhead management will review the PTASP annually, update the document as necessary and implement the changes within a timeframe that will allow the agency to timely submit the annual self-certification of compliance to the Federal Transit Administration (FTA). Annual self-certification will consist of the Fargo Transit Director and Moorhead City Manager signing and dating this document and submitting to FTA for review and approval. The annual review of the PTASP will be conducted by the agency as part of the PTASP review to be conducted no later than **June 30th** of each calendar year. Necessary updates outside the annual update window will be handled as PTASP addendums which will be incorporated in the body of the PTASP. Reviews of the PTASP by the local agency, any subsequent updates and addendums, adoption and distribution activities will be documented in the PTASP Document Activity Log.

1.3 SAFETY PROMOTION, CULTURE AND TRAINING

We believe safety promotion is critical to the success of SMS by ensuring that the entire organization fully understands and trusts the SMS policies, procedures and structure. It involves establishing a culture that recognizes safety as a core value, training employees in safety principles and allowing open communications of safety issues.

1.4 SAFETY CULTURE

Positive safety culture must be generated from the top-down. The actions, attitudes and decisions at the policy-making level must demonstrate a genuine commitment to safety. Safety must be recognized as the responsibility each employee with the ultimate responsibility for safety resting with the Fargo Transit Director and Moorhead City Manager. Employees must trust that they will have management support for decisions made in the interest of safety while recognizing that intentional breaches of safety will not be tolerated.

The primary goal of safety promotion is to develop a positive safety culture that allows SMS to succeed. A positive safety culture is defined as one which is:

- **An Informed Culture**
  - Employees understand the hazards and risks involved in their areas of operation
  - Employees are provided with the necessary knowledge, training and resources

    - Employees work continuously to identify and overcome threats to safety
- **A Just Culture**
    - Employees know and agree on what is acceptable and unacceptable behavior
    - Human errors must be understood but negligence and willful violations cannot be tolerated
- **A Reporting Culture**
    - Employees are encouraged to voice safety concerns and to share critical safety information without the threat of punitive action
    - When safety concerns are reported they are analyzed and appropriate action is taken
- **A Learning Culture**
    - Learning is valued as a lifetime process beyond basic skills training
    - Employees are encouraged to develop and apply their own skills and knowledge to enhance safety
    - Employees are updated on safety issues by management and safety reports are fed back to staff so that everyone learns the pertinent lessons

1.5 TRAINING

During the initial implementation of the SMS, specific training will be required for all employees, including contract staff, to explain the agency's safety culture and describe how SMS works. The Safety Officer is the resource person for providing a corporate perspective on our approach to safety management. Once the SMS is implemented, safety training needs will depend on the safety responsibilities of the individual staff members and the nature of tasks performed.

- **Level One Training**
    - **Initial Safety Training for All Staff**
        - Basic Principles of safety management including the integrated nature of SMS, risk management, safety culture, etc.
        - Corporate safety philosophy, safety goals and objectives, safety policy and safety standards
        - Importance of complying with the safety policy and SMS procedures, and the approach to disciplinary actions for different safety issues
        - Organizational structure, roles and responsibilities of staff in relation to safety
        - Current safety record, including areas of weakness
        - Reporting accidents, incidents and perceived hazards
        - Feedback and communication methods for the dissemination of safety information
        - Safety promotion and information dissemination

- **Level Two Training**
    - **Safety Training for Operations Personnel – In Addition to Level One Training**
        - Unique hazards facing operational personnel
        - Seasonal safety hazards and procedures
        - Procedures for hazard reporting
        - Procedures for reporting accidents and incidents
        - Emergency procedures

- **Level Three Training**
    - **Safety training program for all employees and contractors directly responsible for safety.**
        - Bus vehicle operators (Driver Training Performed by Driver Services Contractor)
        - Dispatchers
        - Maintenance technicians

- Managers and supervisors
- Leadership and Executive Management
- Chief Safety Officers

Resources will be dedicated to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Operations safety-related skill training may include the following:

The following training is performed by the Driver Services Contractor. Reference Exhibit A

- New-hire bus vehicle operator classroom and hands-on skill training
- Bus operator refresher training
- Bus operator retraining (recertification or return to work)
- Classroom and on-the-job training for operations supervisors and managers
- Accident investigation training for operations supervisors and managers

Vehicle maintenance safety-related skill training includes the following:

The following training is performed by the City of Fargo

- Ongoing vehicle maintenance technician skill training
- Ongoing skill training for vehicle maintenance supervisors
- Accident investigation training for vehicle maintenance supervisors
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors
- Training provided by vendors.

SAFETY RISK MANAGEMENT

2.1 HAZARD IDENTIFICATION

Establishing effective hazard identification programs is fundamental to safety management. Hazard identification can be reactive or proactive in nature. Occurrence reporting, incident investigation and trend monitoring are essentially reactive. Other hazard identification methods actively seek feedback by observing and analyzing day-to-day operations. Common hazard identification activities include:

- Safety assessments
- Trend monitoring
- Hazard and incident reporting
- Safety surveys
- Safety audits
- Evaluation of customer suggestions and complaints

The number of near-miss incidents, known as precursors, is significantly greater than the number of accidents for comparable types of events. The practice of reporting and learning from accident precursors is a valuable complement to other hazard identification practices. To be successful, hazard

identification must take place within a non-punitive and just safety culture. We will employ systematic safety improvements by discovering and learning of potential weaknesses in the system's safety. We will utilize the FTA's Resource Library to help identify potential sources of hazard information.

The Chief Safety Officer(s) or their designee is responsible for the risk assessment. The Chief Safety Officers may conduct further analyses of hazards and consequences to collect information and identify additional consequences and to inform which hazards should be prioritized for safety risk assessment.

Safety risks are recorded and tracked in SharePoint. This will allow for any recorded safety risks to be searched and reports to be generated when necessary.

2.1 NON-PUNITIVE REPORTING POLICY

We are committed to the safest transit operating standards possible. To achieve this, it is imperative that we have uninhibited reporting of all incidents and occurrences which may compromise the sage conduct of our operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal.

We will not take disciplinary action against any employee who discloses an incident or occurrence involving transit safety. This policy shall not apply to information we receive from a source other than the employee, or which involves an illegal act, or deliberate or willful disregard of safety regulations or procedures.

The primary responsibility for transit safety rests with the Transit Operator and Safety Officers, however transit safety is everyone's concern.

Our method of collection, recording and disseminating information from transit safety reports, has been developed to protect the identity of any employee who provides transit safety information. We urge all staff to practice the SMS transit safety procedures outlined in the PTASP to help us become a leader in providing transit riders and employees with the highest level of transit safety.

2.2 RISK ASSESSMENT

Once hazards have been identified, we will conduct an assessment to determine their potential consequences. Factors to be considered are the likelihood of the occurrence, the severity of the consequences should there be an occurrence and the level of exposure to the hazard. We will assess risks subjectively be experiences personnel using a Risk Assessment Matrix (RAM). We will use the RAM to measure the level of safety risk in terms of severity and likelihood. This will allow us to combine the assessment of severity and likelihood to determine the overall risk rating of the potential consequence of the hazard.

Results of the risk assessment process will help determine whether the risk is being appropriately managed or controlled. If the risks are acceptable, the hazard will simply need monitoring. If the risks are unacceptable, steps will be taken to lower the risk to an acceptable or tolerable level, or to remove or avoid the hazard.

2.3 RISK MITIGATION

The assessment process may indicate that certain hazards have an acceptable level of risk, while others require mitigation to an acceptable or tolerable level. The level of risk can be lowered by reducing the severity of the potential consequences, by reducing the likelihood of occurrence and/or by reducing the expose to that risk. In general, we will take the following safety actions to mitigate risk. These actions can be categorized into three broad categories, including:

- **Physical Defense**

    - These include objects and technologies that are engineered to discourage, or warn against, or prevent inappropriate action or mitigate the consequences of events. (e.g. traffic control devices, fences, safety restraining systems)
- **Administrative Defenses**
    - These include procedures and practices that mitigate the likelihood of an accident or incident. (e.g. safety regulations, standard operating procedures, supervision inspection, training)
- **Behavioral Defenses**
    - These include behavioral interventions through education and public awareness campaigns aimed at reducing risky and reckless behavior of motorists, passengers and pedestrians; factors outside the control of our agency.

2.4 PRIORITIZE SAFETY RISKS

Once hazards have been identified and risk levels assessed, we will prioritize safety risks. A Prioritized Safety Risk Log will be used to organize the system safety risks. The Prioritized Safety Risk Log will identify the priority level for safety risks, a description of the risk, planned mitigation strategies to address the risk, the outcome of the planned mitigation strategies, responsible staff, timeline of the planned mitigation strategies and the status of the prioritized safety risk. We will update the Prioritized Safety Risk Log to ensure continual progress towards risk reduction.

2.5 SAFETY ASSURANCE

Safety Assurance provides the necessary feedback to ensure that the SMS is functioning and we are meeting or exceeding its safety objectives. Safety assurance requires a clear understanding of how safety performance will be evaluated and what metrics will be used to assess system safety and determine if the safety management system is working properly. Having decided on the metrics by which success will be measured; safety management requires embedding these metrics in the organizational culture and encouraging their use for ongoing performance improvement.

SAFETY PERFORMANCE MONITORING AND MEASUREMENT

3.1 MONITORING THE SYSTEM FOR COMPLIANCE WITH PROCEDURES FOR OPERATIONS AND MAINTENANCE

We have many processes in place to monitor our entire transit system for compliance with operations and maintenance procedures including:

- Safety audits,
- Informal inspections,
- Regular review of onboard camera footage to assess drivers and specific incidents,
- Safety surveys,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data related to the delivery of service, and
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends periodically by the Chief Safety Officers to determine where action needs to be taken. The Chief Safety Officers enter any identified non-compliant or ineffective activities, including mitigations, into the tracking system in SharePoint for reevaluation by the Safety Committee.

3.2 MONITORING OPERATIONS TO IDENTIFY ANY SAFETY RISK MITIGATIONS THAT MAY BE INEFFECTIVE, INAPPROPRIATE, OR WERE NOT IMPLEMENTED AS INTENDED

We monitor safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended. The Chief Safety Officers maintain a list of safety risk mitigations. The mechanism for monitoring safety risk mitigations varies depending on the mitigation

The Chief Safety Officers establish one or more mechanisms for monitoring safety risk mitigations as part of the mitigation implementation process and assigns monitoring activities to the appropriate director, manager, or supervisor. These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will endeavor to make use of existing processes and activities before assigning new information collection activities.

The Chief Safety Officers and Safety Committee review the performance of individual safety risk mitigations during periodic Safety Committee meetings, based on the reporting schedule determined for each mitigation, and determine if a specific safety risk mitigation is not implemented or performing as intended. If the mitigation is not implemented or performing as intended, the Safety Committee will propose a course of action to modify the mitigation or take other action to manage the safety risk. The Chief Safety Officers will approve or modify this proposed course of action and oversee its execution.

The Chief Safety Officers and Safety Committee also monitor operations on a large scale to identify mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns. The Chief Safety Officers work with the Safety Committee and Accountable Executive to carry out and document all monitoring activities.

3.3 INVESTIGATIONS OF SAFETY EVENTS TO IDENTIFY CAUSAL FACTORS

We maintain documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. These procedures also reflect all traffic safety reporting and investigation requirements established by the state of North Dakota and Minnesota Department of Motor Vehicles.

The Chief Safety Officers maintain all documentation of investigation policies, processes, forms, checklists, activities, and results. An investigation report is prepared and sent to the Safety Committee for integration into their analysis of the event.

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;

• The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and

• The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

3.4 MONITORING INFORMATION REPORTED THROUGH THE INTERNAL SAFETY REPORTING PROGRAM

The Chief Safety Officers and Safety Committee routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officers and Safety Committee ensure that the concerns are investigated or analyzed through the Safety Risk Mitigation (SRM)process.

The Chief Safety Officers and Safety Committee also review internal and external reviews, including audits and assessments, with findings concerning safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

3.5 SAFETY COMMUNICATION

The Chief Safety Officers coordinate the safety communication activities for the SMS. Activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

• Communicating safety and safety performance information throughout the agency: Communicates information on safety and safety performance monthly during all regular Team Meetings and contractor Driver Safety Meetings. A permanent agenda item in all monthly Driver Safety Meetings dedicated to safety. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact service or safety performance, and updates regarding SMS implementation. Information is requested from drivers during these meetings, which is recorded in meeting minutes. Finally, the Safety Officer posts safety bulletins and flyers on the bulletin boards located in all bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues.

• Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency: As part of new-hire training, safety policies and procedures are distributed to all employees. Training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians. For newly emerging issues or safety events at the agency, the Chief Safety Officers issue bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.

• Informing employees of safety actions taken in response to reports submitted through the ESRP: Provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between employees and supervisors, including contract operator employees and supervisors.

DEFINING SAFETY GOALS AND OBJECTIVES/OUTCOMES

Setting safety goals and objectives is part of strategic planning and establishing safety policy. Clearly defining safety goals is the first part in creating a safety performance measurement system. Safety goals are general descriptions of a desirable long-term impact. Whereas safety objectives or outcomes are more specific statements that define measurable results.

The safety objectives and outcomes will be measured by defining specific performance metrics, including baseline and targets that we will determine as reasonable.

4.1 DEFINING SAFETY PERFORMANCE MEASURES

We will utilize these basic principles of performance measurement:

- Stakeholder involvement and acceptance
- Focus on agency goals and activities
- Clarity and precision
- Credibility
- Forward-looking measures
- Integration into agency decision-making
- Timely reporting
- Realism of goals and targets

4.2 METRICS

Defining safety performance measures includes the use of safety related metrics. There are some general safety related metrics that can be used to measure transit safety performance. The following is a list of performance target areas and metrics that we will use. These targets will be evaluated over a fiscal year period with a baseline year of Fiscal Year 2021. (7/1/2020 – 6/30/2021)

Injuries	• Number of Injuries (Fixed Route) • Number of Injuries (On Demand) • Number of Injuries per 100,000 vehicle revenue miles (Fixed Route) • Number of Injuries per 100,000 vehicle revenue miles (On Demand) • Employee work days lost to injuries per specific time period
Fatalities	• Number of Fatalities (Fixed Route) • Number of Fatalities (On Demand) • Number of Fatalities per 100,000 vehicle revenue miles (Fixed Route) • Number of Fatalities per 100,000 vehicle revenue miles (On Demand) • Work-related fatalities per specific time period
Safety Events	• Total Number of Safety Events (Fixed Route) • Total Number of Safety Events (On Demand) • Number of Safety Events per 100,000 vehicle revenue miles (Fixed Route) • Number of Safety Events per 100,000 Vehicle revenue miles (On Demand)
System Reliability	• Mean distance between major mechanical failure (Fixed Route) • Mean distance between major mechanical failure (On Demand) • Percent of preventative maintenance inspections completed within 10% of scheduled mileage

Safety Culture	• Number of training hours for staff per specified time period • Results of employee survey • Percentage of staff participating in hazard reporting

4.3 TARGETS

Measuring safety performance metrics includes targets or goal we strive to accomplish. The following lists are the targets we will set for our agency. The Cities of Fargo, ND and Moorhead, MN will officially transmit its targets in writing to the States of North Dakota and Minnesota by July 15 of each year. Where are these numbers coming from?

Mode of Service	Injuries (Total)		Injuries (per 100k VRM)		Employee work days lost
	Fargo	Moorhead	Fargo	Moorhead	
Fixed Route Bus	3	1	.35	.17	10
On Demand/ADA Paratransit	2		1.64		

Mode of Service	Fatalities (Total)	Fatalities (per 100k VRM)	Work-related employee fatalities
Fixed Route Bus	0	0	0
On Demand/ADA Paratransit	0	0	0

Mode of Service	Safety Event (Total)	Safety Event (per 100k VRM)
Fixed Route Bus	70	8.09
On Demand/ADA Paratransit	50	40.92

Mean distance between major mechanical failures (Fixed Route)	Mean distance between major mechanical failures (On Demand)	Percentage of PM completed within 10% of scheduled mileage
9000	12000	90

Number of safety training hours for staff	Percentage of staff participating in hazard reporting
20hr/per staff member	10

Safety Performance Target Coordination		
The Accountable Executive shares our PTASP, including safety performance targets, with the ND DOT and MN DOT in our service area each year after its formal adoption by the City of Fargo Commission and the City of Moorhead City Council. Personnel are available to coordinate with ND DOT and MN DOT and the MPO in the selection of ND DOT and MN DOT and MPO safety performance targets upon request.		
Targets Transmitted to the State	**ND DOT**	**Date Targets Transmitted**

Targets Transmitted to the State	**MN DOT**	**Date Targets Transmitted**

4.4 INTEGRATING RESULTS INTO AGENCY DECISION-MAKING PROCESS

We are committed to using the data collected and information learned to inform decision making and instill positive change. The main objective is the continuous improvement of transit system safety. When performance goals are not met, we will to identify why such goals were not met and what actions can be taken to minimize the gap in achieving defined goals. However, when goals are easily achieved, action will be taken to exceed expectations and re-establish a reasonable baseline.

Uses of Performance Results include:

- Focus attention on performance gaps and trigger in-depth investigations of what performance problems exists
- Help make informed resource allocation decisions
- Identify needs for staff training or technical assistance
- Help motivate employees to continue making program improvements
- Support strategic planning efforts by providing baseline information for tracking purposes
- Identify best practices though benchmarking
- Respond to elected officials and the public's demand for accountability

4.5 SUSTAINING A SAFETY MANAGEMENT SYSTEM

In order to sustain a safety management system, we will ensure that particular processes are employed to instill an organizational foundation. Examples of actions taken to sustain SMS include:

- **Create measurement-friendly culture**
  - All staff, including management, should be actively engaged in creating measurement-friendly culture by promoting performance measurement as a means of continuous improvement. Management will also lead by example and utilize performance metrics in decision making processes
- **Build organization capacity**
  - Investment in developing skilled human resources capacity is essential to sustaining an SMS. Both technical and managerial skills will be needed for data collection and analysis, and goal setting. We are committed to providing the financial resources required for organizational capacity and maintaining an SMS on a continuous basis.
- **Reliability and transparency of performance results**
  - The SMS will be able to produce and report results, both good and bad. Performance information should be transparent and made available to all stakeholder. Messengers should be protected to preserve the integrity of the measurement system. The focus should be on opportunities for improvement rather than allocating blame.
- **Demonstrate continuous commitment to measurement**
  - Visible commitment to using metrics is a long-term initiative. We will demonstrate a commitment to performance measurement by establishing a formal process of reporting performance results, such as including Transit Safety and Performance measurement as a standing agenda item at Transit Board, City Commission and City Council meetings.

SUPPORTING DOCUMENTATION

We will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this PTASP; and the results from its SMS processes and activities for three years after creation. Documentation will be maintained in SharePoint and will be available to the FTA or other Federal or oversight entity upon request.

Additional documentation used to create the PTASP includes the MATBUS Operating Policies and Procedures what document is this?, PTASP Potential Sources of Hazard Information for Bus Transit Operations, PTASP Technical Assistance Center

5.1 DEFINITIONS OF TERMS USED IN THE SAFETY PLAN

We incorporate all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- Accident means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons..

- Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.

- Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

- Event means any Accident, Incident, or Occurrence.

- Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

- Incident means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

- Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

• National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

• Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

• Operator of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.

• Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

• Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.

• Public Transportation Agency Safety Plan (PTASP or Agency Safety Plan) means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.

• Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

• Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

• Safety Assurance means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

• Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

• Safety Management System (SMS) means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

• Safety performance target means a performance target related to safety management activities.

• Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

• Safety risk Assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

• Safety Risk Management (SRM) means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

• Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

• Transit agency means an operator of a public transportation system.

• Transit Asset Management Plan (TAMP) means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625

5.2 COMMONLY USED ACRONYMS

Acronym	**Word or Phrase**
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in part 673)
CFR	Code of Federal Regulations
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
MATBUS	Fargo-Moorhead Metropolitan Area Transit Public Bus System
MNDOT	Minnesota Department of Transportation
MPO	Metropolitan Planning Organization
NDDOT	North Dakota Department of Transportation
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
PTASP	Public Transportation Agency Safety Plan
RAM	Risk Assessment Matrix
SMS	Safety Management System
SRM	Safety Risk Management
TAMP	Transit Asset Management Plan
U.S.C.	United States Code

VRM	Vehicle Revenue Miles

Exhibit A

First Transit Agency Safety Plan

1. Transit Agency Information

Transit Agency Name	First Transit		
Transit Agency Address	600 Vine Street, Ste. 1400 Cincinnati, Ohio, U.S. 45202		
Name and Title of Accountable Executive	David Perez, Vice President of Safety – First Transit		
Name of Chief Safety Officer or SMS Executive	Paul Meredith, Senior Director of Safety		
Mode(s) of Service Covered by This Plan	Transit Bus	**List All FTA Funding Types (e.g., 5307, 5310, 5311)**	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	First Transit is a business unit of First Group America, the U.S. based North American Operating Unit of FirstGroup plc (First Group), a United Kingdom-based passenger transportation company. First Group is the U.K.'s largest bus operator, with a fleet of more than 9,000 vehicles, and also one of the U.K.'s leading train operators. First Transit services the U.S. transportation industry through two unique service approaches: Transit Contracting, and Transit Management. With these two service approaches, First Transit has participated on assignments of all types, sizes and scopes throughout the world. **Transit Contracting** provides the design, implementation and operation of flexible, cost-effective transportation systems throughout the United States. Transit Contracting provides a turnkey or tailored service approach that supplies all or most components of operations including equipment, facilities, staffing, management and so forth. Such operational experience encompasses dial-a-ride, shared-ride taxi, services for the elderly and persons with disablies, airport shuttle, commuter express, and fixed route service. **Transit Management Services** provides resident teams to manage public transit systems in various locations throughout the United States. Our approach to excellence combined with our teams' experience has yielded unmatched operating results and awards in the industry. First Transit offers a unique six-part approach to our **Safety Management System (SMS)** • Location Management Team (General Manager, Safety Manager) • Region Staff (Region Safety Manager, Region Safety Director, Region Maintenance Director & Region Vice President)		

<table>
<tr><td></td><td colspan="4">

- Senior Director of Safety
- Vice President of Safety
- Vice President of Maintenance
- President

A **Resident Management Team** is assigned to each location consisting of, in part, a Location General Manager (LGM) and a Location Safety Manager (LSM).

- The LGM participates fully with the client to ensure the operation is running effectively and acts as mediator when safety related problems arise. The LGM is also responsible for ensuring implementation of the National Safety Program.
- The LSM routinely is in contact with the operation and is responsible for ensuring their locations have the current safety programs in place; auditing local safety efforts; reviewing all accident and injury claims; reviewing performance statistics; and coordinating corporate assets to address specific deficiencies found on the local level.

Our **Region Staff** consists of a Region Safety Manager, Region Safety Director, Region Maintenance Director, Region Director of Operations, Region Vice Presidents.

- The Region Maintenance Director, The Region Direcotor of Operations and Region Vice Presidents are responsible for the oversight of all First Transit locations within the region. They provide direction and assistance to location managers, including P&L, budgets, and personnel.
- The Region Safety Manager and Region Safety Director ensures management services are provided according to local governing board policies, as well as maintaining quality and client satisfaction, and their locations have the current safety programs in place.

The **Vice President of Safety** provides oversight for each individual region of First Transit. This person works with each Region Safety Manager and Region Director of Safety to ensure First Transit is in compliance with all FTA and DOT regulations.

The **Vice President of Maintenance** provides technical assistance, training, and “best practices” information to all of First Transit’s managed systems.

The **President of First Transit** works closely with the Vice President of Safety - First Transit and Vice President of Maintenance. All safety processes are reviewed and approved before any decision regarding safety is approved.

</td></tr>
<tr><td>Does the agency provide transit services on behalf of another transit agency or entity?</td><td>Yes
X</td><td>No</td><td>Description of Arrangement(s)</td><td>FGA operates 335 contracts throughout North America to provide fixed-route and paratransit public bus service for state transportation departments and administrations; transit agencies; and universities.</td></tr>
</table>

Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	MATBUS, 650 23rd Street North, Fargo, ND 58102 City of Fargo, ND and the City of Moorhead, MN

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan *(Location Code)*	First Transit: *(Place Location Code here)* 55828 - MATBUS, Fargo, ND	
Signature by the Accountable Executive *(Location General Manager)*	**Signature of Accountable Executive**	**Date of Signature**
	(Location General Manager Signature Here)	
Approval by the Board of Directors or an Equivalent Authority *(Local Contract Authority)*	**Name of Individual/Entity That Approved This Plan**	**Date of Approval**
	Relevant Documentation (title and location)	
	None	
Certification of Compliance	**Name of Individual/Entity That Certified This Plan**	**Date of Certification**
	(Client Approver)	
	Relevant Documentation (title and location)	
	(First Transit Safety Plan and other Client Documentation)	

Version Number and Updates *Record the complete history of successive versions of this plan.*			
Version Number	**Section/Pages Affected**	**Reason for Change**	**Date Issued**
Original	All pages are original version	First Official version of Safety Plan	May 2019

Annual Review and Update of the Public Transportation Agency Safety Plan *Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.*
At First Transit, review of safety practices is an ongoing process, not one limited to scheduled reviews. As policies/procedures and training techniques change throughout the year they are updated and communicated throughout the organization. All changes are reviewed and approved by the Senior Director of Safety and the Vice President of Safety – First Transit. Prior to the beginning of each fiscal year, First Transit's Safety Plan is reviewed by Executive management and revised based on the safety data collected and analyzed, and changes to policies and procedures made throughout the year. The revised plan is then disseminated to all First Transit locations for implementation.

3. Safety Performance Targets

Safety Performance Targets *Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.*							
Mode of Transit Service	**Fatalities**	**Injuries**	**Safety Events**	**System Reliability**	**Other** *(Client Required, if any)*	**Other** *(Client Required, if any)*	**Other** *(Client Required, if any)*
Fixed-Route	None	Less than 5 Per Year	Less than 5 Per Month	90% OTP			
Demand Response	None	Less than 3 Per Year	Less than 2 Per Month	95% OTP			

Safety Performance Target Coordination *Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.*
N/A

Targets Transmitted to the State	**State Entity Name**	**Date Targets Transmitted**
	N/A	**N/A**
Targets Transmitted to the Metropolitan Planning Organization(s)	**Metropolitan Planning Organization Name**	**Date Targets Transmitted**
	N/A	**N/A**
	N/A	**N/A**

4. Safety Management Policy

Safety Management Policy Statement *Include the written statement of safety management policy, incorporating safety objectives.*
At First Transit, safety is more than a policy statement. Management believes that working safely promotes quality, productivity, and profitability. Prevention of collisions and personal injuries is of critical importance to everyone. Management is committed to providing a safe workplace, the proper training, protective equipment, and a work environment conducive to safe practices and policies. All employees are required to perform their duties safely and with concern for the safety of our passengers, other employees and the public. **First Transit will not perform any service, nor transport or use a product, unless it can be done safely.** First Transit employs a company-wide safety concept, **"BeSafe"**. The main purpose of BeSafe is to reduce collisions and injuries by increasing the communications between employees and managers about safety related issues. As part of this process, employees of all levels are encouraged to initiate reports of any near miss, route and security hazards, or any unsafe condition. When a report about a safety or security concern is filed, it is investigated, which includes follow-up with the reporting employee regarding the resolution of the report. First Transit will not retaliate against nor impose any other form of retribution on any employee because of his or her good faith reporting of a safety issue/concern, another person's suspected violation of Company policies or guidelines, or any alleged violations of federal, state or local laws. To ensure that each employee understands and performs their job functions in the BeSafe manner, the **BeSafe Handbook**, is issued to each employee and sized to fit in the safety lanyard or vest, which each employee must wear while on duty.

The **BeSafe Principles** provide the basic truths and fundamentals about working safely in our workplace and on our vehicles. All First Transit employees are expected to adopt these principles and put them into practice. Together a safe work environment is created, free from injury to each other and our passengers.

The motto for the BeSafe Principles is: **"Think Safe, Act Safe, BeSafe."** This motto is each employee's instruction to work safely at all times.

If an employee feels they cannot perform a task safely, they don't perform the task. The employee has been trained and encouraged to stop work and immediately advise management of issues preventing them from working safely and what would be required to perform the task safely.

The BeSafe Principles include:

- **Prevent injury to myself and others.**
  - Be aware of any hazardous condition or practice that may cause injury to people, damage to property, or the environment.
  - Use the BeSafe Handbook to record and report.
- **Perform all necessary safety checks and risk assessments of the work area and job to be performed before any work begins.**
  - Speak to management **before** work is started if unsure of the required safety and risk assessments.
- **Follow all safety procedures, signs and instructions.**
  - If these are not understood, speak to management before work begins.
- **Keep work area clean and tidy at all times.**
  - Untidy areas could cause injury to the employee or their colleagues and waste time and energy.
- **Wear protective clothing and equipment (PPE) as required.**
  - Keep PPE in good working order, wear it correctly and ask for a replacement if it becomes damaged or unfit for use.
- **Use only the correct tools and equipment authorized and trained to use for the job.**
  - Check that they are in good condition before use and use them safely.
- **Only adjust and repair any piece of work equipment trained on and authorized to do so.**
  - Never modify any equipment that changes the designed use of the equipment or alters a safety feature.
- **Assess any load and capability to move it before lifting.**
  - Get help with any heavy or awkward items and follow the correct lifting techniques.
- **Report all injuries, incidents and near misses to management.**
  - Seek help immediately and first aid (if necessary).
- **Tell management of any suggestions to prevent injuries in the workplace**
  - Note suggestions made and discuss with management.

The official policy that reflects First Transit's commitment to safety is included as **Appendix A.**

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.

Communication of Local Safety Concerns

The Location Safety Manager is at the center of the local safety communication process and is responsible for compiling safety reports to include the following:

- Accident and injury data for previous month
- Security incident data
- Safety and security audit data and recommendations
- Safety Solutions Team (SST) meeting minutes
- BeSafe near miss and hazard reporting

This person reports directly to the Location General Manager (LGM) and routinely meets formally with the LGM, one-on-one, to provide updates on safety issues, safety priorities, and hazard management. The Location Safety Manager (LSM) also meets informally with the LGM to provide updates on safety issues on an as-needed basis.

The Location Safety Manager also participates in the Safety Solutions Team (SST) meetings to discuss safety priorities, safety issues, and hazard management, and to communicate safety-related information across all departments.

- The LSM and the LGM have the authority to correct or suspend work for conditions determined to be unsafe, or pose a hazard to customers, employees, contractor employees, the general public, or endangers the safe passage of vehicles, until the unsafe condition or hazard can be mitigated or corrected.

The Region Safety Managers also conduct regular internal reviews of local operations. They are to ensure that each location is audited at least every two to three years, with high risk locations audited annually for compliance using the risk-based **Location Safety Review.**

Location Safety Review	
Category	**Description**
Scope of Safety Reviews	First Transit locations are selected based upon risk-based criterion. Individual locations receive a review every 2-3 years
Risk-Based Selection Criterion	Locations selected based on declining 3-year reviews; sites with new location managers; high collision/injury Accident Frequency Rate (AFR); prior year failing score

Review Format	More narrow and focused audit template which includes a balance of compliance assurance as well as location-specific risks and safety performance.
Findings and Follow-Up	Action plans are developed in conjunction with location staff and use a red/yellow/blue/green method to prioritize. All action items are entered, and incomplete action items are tracked within the **Safety Toolbox**. 
Escalation Process	Items requiring escalation to Senior Director of Safety/Vice President of Safety – First Transit remain intact. Through the use of Safety Toolbox, unresolved actions are designed to escalate to the Location General Manager/Region Safety Manager.
Visibility	Review results and action items are routinely shared with the Location General Manager/Region Safety Manager/Executive Management. This is augmented by the escalation process for unresolved action items as noted above.

Corporate Communication of Safety Concerns

Executive Safety Meetings are routinely held where each department discusses their concerns and progress in the area of safety and safety related concerns. Recommendations are considered, and necessary changes implemented. All complaints by departments are addressed immediately.

Minutes from the Executive Safety meeting are distributed to and posted at each location. Action items are addressed at the following meeting.

Executive safety meetings are conducted in the following formats.
<u>First Group Executive Safety Committee (ESC)</u>

- Consists of President, COO, and Safety Vice President of each operating group

- Discussions include safety performance, trend analysis, program oversight

First Group Safety Council

- Consists of Vice Presidents of Safety for all operating divisions
- Discussions include safety performance, trend analysis, and safety oversight

First Group America Safety Council

- Consists of Safety Senior Directors and Safety Vice Presidents
- Discussions include safety performance, trend analysis, best practices, and program oversight

Performance Review Management (PRM)

- Consists of Senior Region Vice Presidents, Region Vice Presidents, Region Directors of Operations, Region Director of Maintenance, Region Directors of Safety and Region Safety Managers
- Discussions include regions safety performance

Safety Advisory Committee

- Consists of a sampling of Location General Managers, Region Directors of Operations, Region Safety Directors and Region and Local Safety Managers
- Discussions include review of policy and procedures, training, and safety awareness

Authorities, Accountabilities, and Responsibilities *Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).*	
Accountable Executive	*(Location General Manager)* Edward J. Pearl for First Transit Only City of Fargo, ND - Ms. Julie Bommelman / City of Moorhead, MN - Mr. Dan Mahli
Chief Safety Officer or SMS Executive	Paul Meredith, Senior Director of Safety MATBUS Safety Officer - Mr. Jordan Smith
Agency Leadership and Executive Management	*(Local Transit Operation Management)* Julie Sellner for First Transit Only Fargo, ND City Commission and the Moorhead, MN City Council
Key Staff	Vice President of Safety – First Transit > David Perez Senior Director of Safety Region Safety Director – East Region Region Safety Manager – East Region Region Safety Director – Central Region > Clint Wellard Region Safety Manager – Central Region > Casey Hitchcock Region Safety Director – West Region Region Safety Manager – West Region ***(Location Safety Managers)****

Additional Accountability

(Local Staff Responsibility)

To ensure safety responsibility and accountability throughout the organization from local operations to corporate management, First Transit uses the following **Safety Responsibility and Task Matrix**. Responsibilities are assigned at the local level.

The responsibilities and tasks are assigned to Maintenance, Operations, or Human Resources and the responsible person for each is identified for each First Transit location.

This process ensures that the pertinent safety items are covered, and that each person knows his or her areas of responsibility.

Safety Responsibility and Task Matrix					
Responsibilities and Tasks	**OPS**	**MNT**	**HR**	**OTHER**	**Responsible Personnel**
Establish annual safety objectives for submission to the GM at the beginning of each fiscal year	X				Safety Mgr.
Submit a report on the safety performance at the end of each fiscal period	X				Safety Mgr.
Submit the following: period operations and safety data; accident and incident reports; and site safety review results	X				Safety Mgr.
The LGM or their designee has the authority to direct that work or conditions have been determined to be unsafe or pose a hazard to customers, employees, contractor employees, the general public, or endangers the safe passage of buses be suspended or restricted until the unsafe condition or hazard can be mitigated or corrected	X				General Manager
Management of system safety, occupational health					

		and safety, accident and incident investigation, environmental protection and monitoring the implementation of the Safety Management System (SMS) Program Plan	X				Safety Mgr.
		Review of all safety aspects of departmental procedures including: First Transit policies/instructions; Standard Operating Procedures; HR policies; safety and health policies	X				General Manager
		SMS Review and Modification	X				Safety Mgr.
		Safety Solutions Team Meetings	X				Safety Mgr.
		Daily Safety & Health Walkthrough	X				Safety Mgr.
		Safety related reports to external agencies				Client	
		Near miss and route hazard report investigations	X				Safety Mgr.
		Investigation of safety related trends	X				Safety Mgr.
		Coordination with United States and State Departments of Labor and Occupational Safety and Health Administration (OSHA)				Client	
		Environmental Management Oversight				Client	
		Hazard Management Process				Client	
		Managing Safety Validation of Change Process	X				Safety Mgr.
		Safety Data Reporting	X				Safety Mgr.

Investigations						
Advise to update SOPs, Rules, and Emergency Plans	X					
Emergency Response					Client	
Fire Protection					Client	
Shop Safety Hazardous Tools Inspections					Client	
Review Vehicle Maintenance and Failure Data					Client	
Perform Vehicle Maintenance Inspections/Audits					Client	
Training, Certification, Review, and Audit					Client	
Personal Protective Equipment Review	X					Safety Mgr.
Hazardous Materials Management					Client	
Drug and Alcohol Abuse Program	X					General Manager
Procurement					Client	

Employee Safety Reporting Program

Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).

First Transit is committed to conducting business with honesty and integrity. Employees are encouraged to speak up and raise questions and concerns promptly about any situation that may violate our safety protocols, policies and procedures, the laws, rules, and regulations that govern our business operations.

Employees are expected to tell others when witnessing unsafe work practices or conditions. When employees are not comfortable discussing these unsafe conditions with fellow employees, they are encouraged to discuss the situation with management or report it in writing.

However, where the matter is more serious, or the employee feels that management has not addressed the concern, or they are not comfortable reporting to their immediate manager, they can report it to the next level manager, or the Region Safety Manager or Human Resources Manager. Employees may also directly file a written or verbal complaint by calling the confidential Ethics and Compliance Toll-free Hotline at 1.877.3CALLFG, (1.877.322.5534); contacting the Hotline intake site at ethicsfirst.ethicspoint.com; or emailing Compliance@firstgroup.com.

Retaliation against anyone who, in good faith, reports observations of unsafe or illegal activities; or who cooperates in any investigation of such report, is strictly prohibited and is not tolerated, regardless of the outcome of the complaint.

In other words, employees are protected for speaking up in good faith under this Policy. Any manager, or co-worker who retaliates against a complaining employee or anyone involved in an investigation of a complaint is subject to discipline and/or termination.

Managers are charged with assuring that they and their staff comply with the whistleblower protections and that no retaliation occurs because of a reported safety related issue.

Reporting Options


Near miss and hazard reporting

Date / / Near miss report ☐ Hazard report ☐

Name

Location

Observation(s)

Actions required

Who is to complete the action(s)?

Contractor ☐ Employee ☐ Visitor ☐ Other ☐

First

Near Miss and Hazard Reporting

In the interest of employee and passenger safety, each First Transit employee is issued a **"Near Miss and Hazard Reporting"** pad for documenting and reporting safety, route, and security concerns; and is encouraged to report any near miss incidents and hazards.

If an employee is involved in a near miss or determines something they see to be a hazard, we ask for their help in reporting the event so we all may learn the lessons from it and perhaps prevent a collision or injury from occurring in the future.

Near miss: An event you witnessed where no harm was caused, but there was the potential to cause injury or ill health; a dangerous occurrence

Hazard: Anything that may cause harm in the near future

If the safety or security hazard requires immediate attention, dispatch is notified immediately. If immediate attention is not required, the employee is encouraged to submit the information to management by the end of their workday. Our managers then initiate conversations with employees about their observations of both safe and unsafe behaviors.

The employee's contribution to the cause of the injury or collision is considered in disciplinary action, up to and including termination. If after analysis it has been determined that the incident resulted from an overt decision, disciplinary action is indicated. If not, then the appropriate counseling and/or training is indicated.

SOP #806 – Near Miss & Hazard Reporting describes the reporting process

Threatening or Suspicious Activity

First Transit encourages anyone who sees, hears, or learns of any conduct or statement that seems threatening or suspicious, and/or any weapons on company premises or in company vehicles, to immediately report such conduct or statement, either to his/her Supervisor or Manager, to the Human Resources Department, FirstGroup America Security, and/or to the confidential Ethics and Compliance Hotline at 1.877.3CALLFG, (1.877.322.5534), contact the Hotline intake site at ethicsfirst.ethicspoint.com, or email Compliance@firstgroup.com.

If there is an immediate risk or imminent threat of violence, serious harm, or life-threatening conduct, employees should immediately call 911, local police, or other law enforcement.

Open-Door Policy

A workplace where employees are treated with respect and one that is responsive to their concerns is important to each of us. At First Transit, we recognize that employees may have suggestions for improving our workplace, as well as complaints about the workplace. We feel that the most satisfactory solution to a

job-related problem or concern is usually reached through a prompt discussion with an employee's manager. Each employee is encouraged to do so.

If the matter cannot be resolved with one's immediate manager, the employee may:

- Speak with their Location General Manager or Region Safety Manager who will attempt to facilitate a solution.
- If an employee is unable to resolve the matter through the management chain of command in their location, the employee may choose to speak directly to anyone in division management or Human Resources.

First Transit's Open-Door Policy also allows employees to voice their concerns anonymously.

- If an employee would like to submit an anonymous concern, they may contact the Ethics and Compliance Toll-free Hotline at 1.877.3CALLFG, (1.877.322.5534), contacting the Hotline intake site at ethicsfirst.ethicspoint.com, or emailing Compliance@firstgroup.com.

This Open-Door Policy applies to every employee not covered by a collective bargaining agreement. It also extends to contractors and subcontractors.

In situations involving discrimination or harassment, employees should follow the Complaint Procedure described in the Discrimination, Harassment and Retaliation Reporting Procedure section of their First Transit Employee Handbook without fear of reprisal and should not follow this Open-Door Policy complaint process.

In situations requiring immediate attention, an employee may bypass the chain of command, which begins with his or her manager, and contact any level of management or Human Resources directly, without fear of reprisal, and without the need to follow this Open-Door Policy complaint process.

- This may be done in person, by direct contact, phone call, letter, or email message or by utilizing the Ethics and Compliance Hotline. The Ethics and Compliance Hotline can be reached by calling 1.877.3CALLFG, (1.877.322.5534) or emailing Compliance@firstgroup.com.

Accidents/Incidents

First Transit finds accidents and incidents to be a very serious matter and a valuable learning opportunity to improve safety. **SOP #700 – Accident & Safety Data Acquisition and Reporting**, and the supporting **SOP's, 700a – Auto and General Liability Claim Form; 700b – Courtesy Card; 700c – Operator Incident Report**; ensure that the appropriate actions happen at the scene for the safety and security of First Transit passengers and employees; and that the appropriate data is collected to evaluate the incident, determine culpability; and develop actions to limit or eliminate the possibility of the incident occurring in the future.

Accidents

Accidents are considered to be any collision that occurs while an Operator is on duty. Operators are to report all accidents and collisions to Dispatch immediately upon occurrence. When reporting to Dispatch, the employee must state that he or she is reporting an accident and then answer any questions asked by Dispatch.

Additionally, **SOP #700c – Operator Incident Report** and **SOP #700a – Auto & General Liability Claim Form**, must be completed by the Operator involved and location management for accidents, possible claims of accidents, damage to equipment, injury and possible injury not later than one hour after completion of shift on the day of occurrence. Any vehicle defects that may have contributed to an accident shall be included in the report. To help ensure that this deadline is met, employees are paid to complete the form.

Employees who fail to report an accident may be subject to disciplinary action up to and including termination.

Employees must provide transit management with any additional accident information immediately upon request.

Incidents

Incidents with passengers involving slips and falls on or near the vehicle, fights, police action, or removal of a passenger, must be reported to Dispatch immediately; and require a **SOP #700a – Auto & General Liability Claim Form** to be completed by management before going off duty for the workday.

All other incidents and occurrences out of the norm, no matter how slight, are to be reported to Dispatch upon return to the yard.

The following are examples of incidents that must be reported:

- Broken or cracked windows from unknown causes,
- Cut seats,
- Service delays,
- Passing up passengers,
- Insufficient or excessive running time in schedule,
- Overloads, etc.

If in doubt, immediately contact Dispatch.

Operators Witnessing an Accident shall notify Dispatch immediately, even though their vehicle may not be involved.

Required Courtesy Cards

In the event of an accident or an incident, Operators must distribute **SOP #700b – Courtesy Cards** then retrieve as many as possible from passengers and persons in the immediate area of the accident or incident who may have witnessed the event.

Duty to Report Wrongdoing

First Transit is committed to investigating all good faith claims of wrongdoing so that corrective action may be taken. To that purpose, First Transit encourages any employee, contractor or vendor to report wrongdoing or illegal acts to location management so long as they are not believed to be involved in the fraud, waste or abuse being reported. Management within First Transit ensures the matter is reported to Group Security and First Transit will investigate and take appropriate steps to correct the wrongdoing or potential violation.

Alternatively, reports may be made anonymously using the FGA Ethics & Compliance line at 1.877.3CALLFG, (1.877.322.5534) or by emailing Compliance@firstgroup.com. You may also contact the Healthcare Compliance Officer directly.

Self-Reporting

Self-reporting is also encouraged. Anyone who reports his/her own violation will receive due consideration regarding disciplinary action that may be taken.

Duty to Report Law Enforcement Actions

Employees are required to report any arrests, indictments or convictions to their immediate manager or Human Resources immediately, but no later than prior to the next scheduled work shift, to the extent permitted by applicable law. If the circumstances and the offense charged, in our judgment, present a

potential risk to the safety and/or security of our customers, employees, premises and/or property, such events may result in disciplinary or other appropriate action to the extent permitted by applicable law.

Operators and safety sensitive employees are required to report all Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) related charges, vehicular collisions, and any moving violation citations received in any vehicle immediately if possible, but no later than prior to their next scheduled work shift, consistent with applicable law.

Possible Disciplinary Actions

First Transit uses a tiered approach to determine possible disciplinary actions. Infractions that lead to disciplinary action are categorized into four categories;

- Class 1 – Dischargeable Offenses, the most serious and unacceptable behavior
- Class 2 – Serious violations of the First Transit performance code
- Class 3 – Secondary violations of the First Transit performance code
- Class 4 – Lesser violations of the First Transit performance code that may result in disciplinary action depending on the circumstances or repeated violations

Examples of **Class 1 Dischargeable Offenses** include:

- Convictions and imprisonment for such offenses as DUI, DWI, child abuse, etc.
- Safety; some offenses are of such a serious nature that termination is appropriate for the first offense. Those include but are not limited to:
    - Failure to properly secure mobility devices
    - Cell phone use while operating a company vehicle
    - Striking a pedestrian
    - Colliding into the rear of another vehicle or stationary object
    - Running a red light or stop sign
    - Entering a railroad crossing when the lights are flashing
- Violation of the Drug & Alcohol Policy
- Dishonesty
- Stealing/Theft
- Unauthorized Use or Removal of Company / Client Property or Vehicle
- Violence / Fighting / Threats
- Harassment
- Insubordination
- Security
- Sleeping on the Job
- Destruction of Property
- Failure to Return to Work
- Leaving Bus or Passengers
- Failure to Follow Sleeping Passenger Rules

Examples of **Class 2 Infractions** considered to be serious violations of the First Transit performance code include:

- Abusing or misusing sick leave
- Exchanging work assignments (trade) without proper authority
- Stopping work prior to the end of any shift without management's permission
- Excessive absenteeism, tardiness, starting work late after on the clock, or a pattern of unexcused absences unless otherwise permitted by law
- Reporting for work in an unfit condition
- Failing to obtain permission to leave work during normal working hours
- Discourteous or inappropriate attitude or behavior toward passengers or other members of the public
- Failure to comply with PPE directives
- Failure to wear a High Visibility Safety Vest, Reflective Safety Vest, or Company issued High Visibility Uniform Shirt according to Company policies
- Failure to wear Safety Glasses in compliance with PPE directives
- Failure to wear Company Assigned Shoe Grips when directed to do so
- Violation of vehicle operating regulations
- Failure to observe safety, sanitation, or disciplinary policies of the client or Company, or laws and regulations of Local, State, or Federal governments
- Failure to comply with the Risk Assessment policy
- Working more than an employee's regularly scheduled hours without advance approval of the Company
- Failure to operate a Company vehicle according to assigned route or timetable
- Failure of any Operator, Safety Sensitive Employee or employee required to be licensed for driving, to renew and maintain a valid, appropriate driver's license with required endorsements and a medical certificate for driving a Company vehicle
- Failure to wait for connections or passing up passengers
- Transport of unauthorized persons
- Attempting to enter, entering or assisting any person to enter, or attempt to enter a Company location or restricted areas without proper authority

Examples of **Class 3 Infractions**, considered to be secondary violations of the First Transit performance code, include:

- Failure to report defective equipment
- Failure to report a safety hazard
- Failure to procure necessary information for an accident report or submitting an inaccurate or incomplete report

- Posting, circulating or distributing written or printed material during working times and in working areas
- Failure to adhere to the Company Reverse Parking policy for Company vehicles and personal vehicles
- Use of a Company-owned radio or cell phone for non-Company business during working time
- Failure of any Operator to have in his or her possession a valid, appropriate driver's license with required endorsements and a medical certificate while driving a Company vehicle

Examples of **Class 4 Infractions**, considered to be lesser violations of the First Transit performance code that may result in disciplinary action depending on the circumstances or repeated violations, include:

- Failure to comply with the dress code, uniform policy, cleanliness, personal hygiene, personal grooming habits, or other requirements established by the client or Company
- Reporting for duty in an improper uniform, presenting an untidy, unkept or dirty appearance of person or uniform, or improperly displaying uniform articles, Company emblem, or authorized pins and badges
- Parking a personal vehicle in a restricted area at a Company location
- Neglect of job duties and responsibilities, or lack of application or effort on the job
- Incompetence or failure to meet reasonable standards of efficiency or effectiveness
- Failure to provide First Transit with a current address or telephone number
- Failure to inform First Transit of changes in status of dependents for insurance coverage
- Littering the employee lounge area, restrooms, or any other company property
- Failure to read notices and bulletins and not making an effort to stay informed

Applying Disciplinary Actions

Although employment may be terminated at-will by either the employee or First Transit at any time in accordance with applicable law, without following any formal system of discipline or warning, First Transit may exercise discretion to utilize forms of discipline that are less severe than termination.

Whenever an employee is subject to discipline, the employee's work record, including violations occurring in the relevant time period, is reviewed before determining penalty. The chart below describes how disciplinary actions are applied.

Class of Infraction	Discharge	Suspension	Written Warning
1	1st Offense	----------	----------
2	2nd Offense*	1st Offense	----------
3	3rd Offense*	2nd Offense*	1st Offense
4	4th Offense*	3rd Offense*	1st & 2nd Offense*

*Within 12 months of first offense, 36 months for safety

Additionally, First Transit may use the following criteria to determine discipline specific to any type of traffic violation or preventable accident.

Major Offenses	Action
One violation	Discharge

Serious Violations	Action
One violation	Written warning
Two violations within any 36-month period	Discharge

Moving Violations	Action
Two violations within any 36-month period	Three-day Suspension
Three violations within any 36-month period	Discharge
Two violations within any 12-month period	Discharge

Preventable Vehicle Accidents	Action
One preventable accident	Written warning
Two preventable accidents within any 36-month period	Five-day Suspension
Three preventable accidents within any 36-month period	Discharge
Two preventable accidents within any 12-month period	Discharge

Details of First Transit's reporting requirements, infractions of company policy, and disciplinary actions that may be taken are described in more detail in the **First Transit Employee Handbook.**

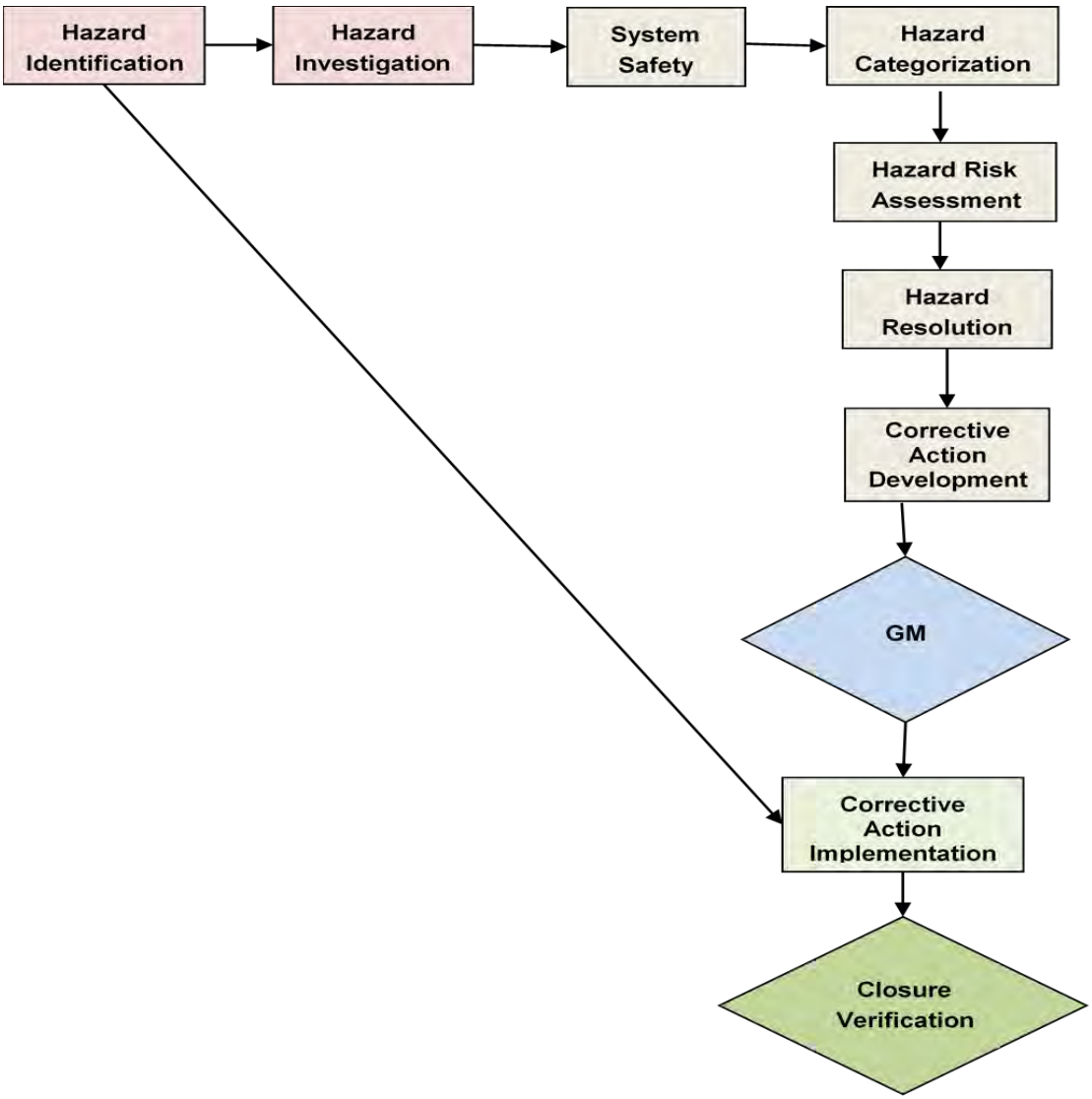
5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment*

Safety management is at the core of everything done at First Transit. All employees are responsible for performing their jobs in a safe manner, which includes identifying safety risks and participating in developing and implementing effective mitigation techniques. The process for managing hazards, from identification through corrective action and closure, is illustrated by the following flowchart.



As described earlier, a corporate structure exists to address all safety concerns. To ensure safety at the local levels, each location is required to form a Safety Solutions Team (SST), Accident Review Committee (ARC), and a Local Client Liaison Committee. To ensure consistency at each location, **SOP's #803; #803a; #803b Safety Solutions Team**, and **SOP #702 – Accident Review Committee** describe the procedures which are to be followed in creating and operating a Safety Solutions Team and Accident Review Committee.

These groups are responsible for reviewing safety related accidents and incidents to determine culpability; identify the causes associated with each event; and develop mitigation measures to reduce the risk of the events occurring in the future. Having these groups at each location provides a way for employees to report safety risks in a timely manner and to teams that understand the conditions associated with each specific location. Additionally, the opportunity exists for more timely, appropriate, and effective mitigation measures.

Several tools are used by the Region Safety Managers, Region Safety Directors and the Senior Director of Safety to monitor the local risks and risk management. Among them are Safety Data Reports which outline the monthly and Year to Date safety performance statistics. Also used is a Target & Goal Worksheet to track and analyze the data collected and to target reactive and proactive performance improvement measures.

Safety Hazard Identification

This process is a vital component in First Transit's efforts to reduce safety risks and improve overall delivery of service. Safety Hazard Identification data is used to implement immediate corrective actions and to proactively identify hazards before they cause future accidents or incidents.

The objective of hazard identification is to distinguish those conditions that can cause an accident or create an unsafe condition. First Transit routinely analyzes records from our operation to identify accident causation based on history. Current traffic conditions are periodically analyzed, and management inspection of established prevention processes are routinely performed.

There are five (5) main areas reviewed in Hazard Identification:

1. **Environment**
    a. Weather
    b. Road Surface Condition
    c. Visibility
2. **Transit Service Characteristics and Agency Policies**
    a. Incentives for Safe Driving
    b. Equipment Maintenance Policies
    c. Stop Intervals
    d. Route Design
    e. Driver Scheduling
    f. Passenger Demand Schedules
3. **Operator**
    a. Experience
    b. Physical Ability
    c. Personality
    d. Psychological Condition
    e. Physical Condition
4. **Road Layout**
    a. Width
    b. Speed Limit
    c. Geometric Design
    d. Traffic Volume
    e. Capacity
    f. Parking
    g. Adjacent Lane Use
    h. Street Lighting
    i. Pedestrian Volume
5. **Hazard Identification – Accident Prevention/Resolution**
    1st: Identify the Hazard
    2nd: Remove the Hazard
    3rd: When the Hazard cannot be removed, Train for the Hazard as a "known condition"

First Transit relies on employees to assist in the hazard identification and resolution process. Working with the location safety personnel and through a structured process, employees help:

- Identify Critical Factors in Hazard Resolution
- Develop and Recommend an Action Plan
- Implement Action Plan
- Measure Performance Against Safety Objectives
- Monitor the Process
- Modify the Process
- Secure Outside Assistance (when needed)
- Audit for Compliance

Several tools exist for hazard identification. Among them are:

- **SOP #802 and #802a - Daily Safety & Health Walkthrough and Checklist**
  - A routine safety and health check walkthrough to promptly identify hazardous conditions at our facilities and notify employees of the hazards identified and mitigation measures to help protect them from personal injury.
- **SOP #804 - Positive Check-In Procedures & Reasonable Suspicion**
  - Positive Check-In procedures are to ensure our operators reporting to work are fit-for-duty.
- **SOP #900 – Facility Hazard Recognition Manual**
  - This Hazard Recognition Manual is intended to be a tool for recognizing potential hazards that may be present at First Transit facilities. Although it does not represent all conditions that could exist, the photos and narrative provide:
    - A reference guide for conducting safety inspections at a facility, and
    - A training document to educate and train employees to conduct effective safety inspections.
- **Vehicle Maintenance Risk Assessment**
  - All employees who perform maintenance and repairs to vehicles within transit centers and bus yards or on road calls complete a risk assessment using **SOP #503a – Vehicle Maintenance Risk Assessment Form** prior to performing any work on a vehicle.
  - The Risk Assessment process, **SOP #503 – Vehicle Maintenance Risk Assessment**, requires employees about to perform a maintenance task to confirm they possess the training, skills, knowledge, abilities, tools, and equipment to safely perform the task at hand. The assessment includes determining the following.
    - Are You Properly Trained to Perform the Task?
    - If Task Requires Lifting, Are Lifts Secured, Are Jack Stands Used Correctly?
    - Are You Wearing the Appropriate Personal Protective Equipment (PPE)?
    - Have You Performed the Proper Lock-Out/Tag-Out (LOTO) procedures?
    - Are You Aware of the Potential Risks of Performing this Repair?
  - If the answer is “NO” to any of the above assessments the technician is to immediately contact their manager.
- **Pre-Survey Job Hazard Analysis**
  - Prior to beginning a job hazard analysis, a pre-survey of the working conditions, using **SOP #503b – Pre-Survey Job Hazard Analysis Form**, under which the job is performed is conducted to evaluate the general conditions. A few of the potential hazards being considered include:

1. Are there tripping hazards in the job vicinity?
2. Is the lighting adequate for work conditions?
3. Are there explosive hazards associated with the job?
4. Are there electrical hazards associated with the job?
5. Are tools associated with the job in good condition?
6. Is the noise level excessive (below 85-dba)?

- **Facility Parking Risk Management Assessment**
  - Inadequate turning areas, blind corners, uneven walking surfaces can all cause collisions or employee injury in parking areas. **SOP #501 - Facility Parking Risk Assessment** will help identify and prevent these types of collisions for both buses and personal vehicles.
  - The Location Manager must ensure compliance with all provisions of this SOP.
  - The risk of each facility is assessed as follows:
    - Annually
    - Unscheduled – Whenever a significant vehicle collision or a pedestrian strike occurs in the bus yard or on company premises
    - Start-up locations – Before operating out of the new location.
    - **SOP #501a – Facility Parking Risk Assessment Guide**, and
    - **SOP #501b – Facility Parking Risk Assessment Form** are tools to help with this assessment.
- **On-Board Video Technology**
  - **SOP #704 – On-Board Video Technology** provides a summary of the on-board video system and Company standards that all First Transit employees must follow when operating a company or customer vehicle equipped with onboard video technology.
  - This technology is a valuable resource and another tool that helps First Transit instill positive driving behaviors by providing opportunities to view recorded driving events, driver history and company trends.
  - The goal of this in-cab camera technology is to proactively identify unsafe behaviors and improve those identified behaviors through coaching, retraining and, if necessary, disciplinary measures in accordance with the provisions of the Employee Handbook and applicable Collective Bargaining Agreements.

Safety Risk Assessment

Once the hazard has been identified, they are categorized into the following severity levels. The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal safety.

Category 1 – Catastrophic: operating conditions are such that human error, design deficiencies, element, subsystem or component failure, or procedural deficiencies may cause death or major system loss and require immediate termination of the unsafe activity or operation.

Category 2 – Critical: operating conditions are such that human error, subsystem or component failure, or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage and require immediate corrective action.

Category 3 – Marginal: operating conditions are such that they may result in minor injury, occupational illness or system damage and are such that human error, subsystem or component failures can be counteracted or controlled.

Category 4 – Negligible: operating conditions are such that human error, subsystem, or component failure or procedural deficiencies will result in less than minor injury, occupational illness, or system damage.

The next step in assessing the hazard is to determine the probability of it occurring. Probability is determined based on the analysis of transit system operating experience, evaluation of First Transit safety data, the analysis of reliability and failure data, and/or from historical safety data from other passenger bus systems. The following chart describes the probability categories.

Probability of Occurrence of a Hazard			
Description	**Probability Level**	**Frequency for Specific Item**	**Selected Frequency for Fleet or Inventory**
Frequent	A	Likely to occur frequently	Continuously experienced
Probable	B	Will occur several times in the life of the item	Will occur frequently in the system
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times in the system
Remote	D	Unlikely but possible to occur in life of an item	Unlikely but can be expected to occur
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced	Unlikely to occur but possible

Identified hazards are placed into the following Risk Assessment Matrix to enable the decision makers to understand the amount of risk involved in accepting the hazard in relation to the cost (schedule, cost, operations) to reduce the hazard to an acceptable level.

Hazard Frequency	Severity Category 1	Severity Category 2	Severity Category 3	Severity Category 4
Frequent (A)	1A	2A	3A	4A
Probable (B)	1B	2B	3B	4B
Occasional (C)	1C	2C	3C	4C
Remote (D)	1D	2D	3D	4D
Improbable (E)	1E	2E	3E	4E

Based on company policy and the analysis of historical data, First Transit has made the following determinations regarding risk acceptance.

Hazard Risk Index	Criteria by Index
1A, 1B, 1C, 2A, 2B, 3A	Unacceptable
1D, 2C, 2D, 3B, 3C	Undesirable (Management decision)
1E, 2E, 3D, 3E, 4A, 4B	Acceptable with Management Review
4C, 4D, 4E	Acceptable without Management Review

Safety Risk Mitigation

Mitigation Determination

After the assessment has been completed, the follow-up actions will be implemented as follows.

- **Unacceptable:** The hazard must be mitigated in the most expedient manner possible before normal service may resume. Interim corrective action may be required to mitigate the hazard to an acceptable level while the permanent resolution is in development.
- **Undesirable:** A hazard at this level of risk must be mitigated unless the Location General Manager and Location Safety Manager issue a documented decision to manage the hazard until resources are available for full mitigation.
- **Acceptable with review:** The Location General Manager and Location Safety Manager must determine if the hazard is adequately controlled or mitigated as is.
- **Acceptable without review:** The hazard does not need to be reviewed by the management team and does not require further mitigation or control.

Hazard Resolution

Safety hazard resolution or mitigation consists of reducing the risk to the lowest practical level. Not all safety risks can be eliminated completely. Resolution of hazards will utilize the results of the risk assessment process. The objectives of the hazard resolution process are to:

1. Identify areas where hazard resolution requires a change in the system design, installation of safety devices or development of special procedures.
2. Verify that hazards involving interfaces between two or more systems have been resolved.
3. Verify that the resolution of a hazard in one system does not create a new hazard in another system.

The SST, who was identified earlier in this plan as the team responsible for local safety review, uses the following methodologies to assure that system safety objectives are implemented through design and operations, and hazards are eliminated or controlled:

1. Design to eliminate or minimize hazard severity. To the extent permitted by cost and practicality, identified hazards are eliminated or controlled by the design of equipment, systems and facilities
2. Hazards that cannot reasonably be eliminated or controlled through design are controlled to the extent practicable to an acceptable level through the use of fixed, automatic, or other protective safety design features or devices.
3. Provisions are made for periodic functional checks of safety devices and training for employees to ensure that system safety objectives are met.
4. When design and safety devices cannot reasonably nor effectively eliminate or control an identified hazard, safety warning devices are used (to the extent practicable) to alert persons to the hazard.
5. Where it is impossible to reasonably eliminate or adequately control a hazard through design or the use of safety and warning devices, procedures and training are used to control the hazard.
6. Precautionary notation is standardized, and safety-critical issues require training and certification of personnel.

Hazard Resolution Management and Tracking

Resolution of identified hazards are managed by the Location General Manager and/or the Location Safety Manager. The hazard resolution process is managed through the **"Safety Toolbox"**, which is an online tool used by management, from Road Supervisors to Executive Management, to record the occurrence of safety-related events, review safety critical data, and track corrective actions as necessary.

The Safety Toolbox is a powerful tool to help understand the work area's safety environment. This includes:

- Understanding and improving observations of safety critical behaviors
- Reviewing recorded debriefs to ensure that the "BeSafe" process is in place and working.
- Reviewing findings from BeSafe tours and determine if tasks/actions have been closed out

The Safety Toolbox includes information regarding:

- BeSafe (BeSafe Debriefs, BeSafe Tours, BeSafe Touchpoints)
    - Debrief meetings conducted in order to assure quality.
    - Safety Critical Behavior is the main focus of touchpoints; and shared and discussed during debrief meetings.
- Contacts (e.g. Near Misses, Hazard reports, Commendation, Safety Issue)
    - **Near Misses.** Reporting an event that occurred and could have caused injury.
    - **Hazard Reports.** Reporting an event that occurred and could have caused injury.
    - **Commendation.** A report of commendable safety actions/conduct performed by a colleague within the business.
    - **Safety issues.** A report on any safety issue that has a specific cause – i.e. maintenance, housekeeping, environment and behavior etc.
- Safety Leadership Activities (e.g. Participate in safety meetings, risk assessment, section observation)
    - **Participation in a Safety meeting.** Actively leading or participating in the location in-service safety meeting.
    - **Intersection observation or risk assessment.** Risk assessment or driver observations conducted at nearby intersections, and delivery of positive reinforcement or coaching as indicated.
    - **Rail section observation or risk assessment.** Risk assessment or driver observations conducted at rail crossing(s), and delivery of positive reinforcement or coaching as indicated.
    - **Planned general inspections.** A systematic inspection where a location is forewarned.
    - **High interest driver.** A report of a driver's performance that has indicated a level of risk taking through observations, review scores, and skills evaluations.

Additional documentation, such as corrective action plans, are developed for those hazards requiring complex and multifaceted resolutions.

6. Safety Assurance

Safety Performance Monitoring and Measurement
Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

As discussed in Section 1 of this plan, First Transit employs a Resident Management Team at each operation location. This team consists of a Location General Manager and a Location Safety Manager, who oversee the safety of the operation.

Additionally, each location employs Street Supervisors, Dispatchers, and Instructors; all of whom are responsible for oversight of the daily operations and training. All safety risks identified are reported to the Location General Manager and Location Safety Manager. Any risks that can be addressed immediately are corrected but still reported. Each location also establishes a Safety Solutions Team (SST), described in Section 5: Safety Risk Management of this plan, which uses the following methodologies to ensure a proactive approach to safety at each location.

- Routine hazard management
- Accident and incident investigation
- Safety data collection and analysis
- Routine internal safety audits
- Facility, equipment, systems and vehicle inspections
- Routine proficiency checks for all vehicle operators and maintenance employees
- Compliance evaluations including onsite inspections
- Regularly communicating safety and hazard data to all employees

A higher level of oversight is conducted by Region management, which includes the Region Safety Manager, Region Safety Director, Region Maintenance Director, and the Region Vice President. From this level, any identified risks and mitigations are shared with other Region local operations as a proactive means to reduce risks.

The last "local level" review comes from the Vice President of Safety and the Vice President of Maintenance. These are corporate level positions that share the identified risks and mitigations throughout the organization as a proactive means to reduce risks. Additionally, the Vice President of Safety and Vice President of Maintenance assist executive level management in using this information to impact operational and budget decisions.

Describe activities to conduct investigations of safety events to identify causal factors.

First Transit has a "zero" tolerance for preventable injuries and collisions. Elimination of preventable injuries and collisions is our number one goal.

Any injury, collision or incident that occurs is investigated to determine preventability or non-preventability. Investigations include all instances in which:

- a vehicle was damaged
- a vehicle leaves the traveled roadway
- a passenger is injured or
- an employee is injured

SOP #700-Accident & Safety Data Acquisition describes the data collection process including

- Defining the Event & What to Do
- Accidents – Defining the Accident
- "Five Cardinal Rules That Apply to an Accident"
- Operator Responsibility
- Dispatcher on Duty Accident Investigation Responsibility

SOP #700 also describes the Operators and the Dispatchers responsibilities for protecting the customers and managing the scene. The groups described in **SOP #702 – Accident Review Committee** (ARC), and **SOP #803 – Safety Solutions Team** (SST), review the data collected to determine if the accident/incident was preventable or non-preventable,(ARC); and identify measures to reduce the risk of the accident/incident occurring in the future (SST).
Describe activities to monitor information reported through internal safety reporting programs.
The Location Safety Manager (LSM) and/or Location General Manager (LGM) routinely reviews all location safety and hazard data, which includes searching for repetitive events that might have safety implications. When accident/incident reports and statistics indicate repetitive accidents/incidents, the LSM and LGM investigate to determine the root cause. The following chart describes how the hazard data flows and is monitored by First Transit; from each operating location, to Region management, to corporate and parent company management.

Risk/Safety Data Flow								
Weekly Data Review								
Information Collected Daily	**Location**	**Third Party Data Collected**	**Risk Dept**	**Safety Dept**	**Location**			
Collisions/ Injuries/ Workers Comp	Incident Occurs, claim report created, then sent to Third Party Data Collector via website, phone, fax.	Report received from Location.	Information from Third Party Data Collector created as weekly report then sent to Region Safety.	Weekly reports are reviewed and distributed for weekly management oversight conference calls.	Review data with Senior Region Leadership during weekly teleconference.			
Period Data Review *(e.g. Quarterly/Monthly)*								
	Risk Dept	**Shared Services Dept**	**Region Safety Managers**	**Shared Safety Services Dept**				
Collisions/ Injuries/ Workers Comp	Send all raw risk data gathered from weekly reports to the Shared Safety Services Dept.	Reorganizes raw data regionally then distributes to Region Safety Dept.	Review period data and distribute to locations.	Develops company, region, and location specific performance measures and distributes through Target & Goal Spreadsheet.				

Period Data Analysis								
	Shared Services Dept	**UK**	**Safety Dept**	**First Group Executive Safety Committee (ESC)**	**First Group Safety Council**	**First Group America Safety Council**	**Performance Review Management (PRM)**	**Safety Advisory Committee**
Collisions/ Injuries/ Workers Comp	Final reports sent to UK and Directors of Safety for each business group.	Processes data; analyzes; creates reports; categorizes risk factors; and gathers commentary from First Group companies for trend analysis.	Processes data; analyzes; creates reports; categorizes risk factors; and creates commentary for trend analysis.	This committee consists of President, COO, and Safety Vice President of each operating group. Discussions include safety performance, trend analysis, program oversight.	This committee consists of Vice Presidents of Safety for all operating divisions. Discussions include safety performance, trend analysis, and safety oversight.	This committee consists of Safety Senior Directors and Safety Vice Presidents. Discussions include safety performance, trend analysis, best practices, and program oversight.	This review consists of Senior Region Vice Presidents, Region Vice Presidents, Region Directors of Operations, and Region Safety Managers. Discussions include regions safety performance.	This committee consists of Location General Managers, Region Directors of Operations, and Region and Local Safety Managers. Discussions include review of policy and procedures, training, and safety awareness.

Management of Change

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

First Transit employs a proactive process, **SOP #208 – Safety Validation of Change**, that addresses the procedures to be followed to evaluate the risk of any changes proposed at all levels of the organization. The overall purpose of this process is to provide assurance that any proposed changes which impact operations will not increase safety risk; or where additional risk is identified, that controls are put in place **prior to the changes being implemented**.

Changes to organizational structure; the nature or extent of operations; or to facility or equipment assets; as well as mergers and acquisitions of new businesses are proactively managed through this process to avoid introducing or increasing safety risks.

- The resources required to complete the validation process, in terms of people, finance and materials is included in this validation process.
- The allocation of responsibilities considers the competence of the individuals that are required to carry out the safety validation roles.
- All employees who may be affected by the proposed changes are consulted as part of the process.

The extent and scope of safety validation applied to any change proposal is proportional to the risks (safety, operational, and other risks) associated with its introduction. *(For example, a major change, such as a reorganization of Region Executive roles and responsibilities or start-up of a large new bus operation, requires a more rigorous safety validation than a minor change.)*

In the case of smaller, less complex or well understood changes, the safety validation of change process may be implemented as part of normal operations, using existing organizational arrangements and meeting structures to deliver the required level of assurance.

The process is generally described in the following chart.

Safety Validation of Change Process			
Main Steps	Key Activities	Checklists & Guidance	Completed By
1. Identify Proposal for Change	• Raise change proposal (including Capital Expenditure Approval) • Inform relevant functional Director(s) and Manager(s)	• Complete **SOP #208a – Safety Validation of Change Form**, Section A1	Change proposer

2. Determine Classification of Change Significance	• Classify level of safety validation required • Ensure the extent and scope of validation is proportional to the level of risk	• Complete **SOP #208a – Safety Validation of Change Form**, Section A2	**Category A:** Group Safety Director **Category B:** Divisional head of Safety **Category C:** Location head of Safety
3. Allocate Roles & Responsibilities	• Formally allocate change sponsor and change authorizer • Identify other required resources and roles for consultation	• Complete **SOP #208a – Safety Validation of Change Form**, Section A3	Change proposer (with guidance)
Submit Change Proposal Form			Change proposer
Decide whether safety validation should proceed			Change proposer
4. Prepare Safety Validation of Change Case	• Prepare safety validation documentation • Complete risk assessment of proposed change • Submit for review • Revise and finalize documentation	• Complete risk assessment and document findings • Complete Safety Validation of Change as described in **SOP #208 – Safety Validation of Change** • Complete **SOP #208a – Safety Validation of Change Form**	Change proposer
Submit Safety Validation Checklist with supporting documentation			Change proposer
Approve and Implement, or Reject Change			Change authorizer (or delegated representative)
5. Monitoring and Review	• Monitor implementation of change and safety performance	• Check compliance as part of Region Safety Monitoring • Review effectiveness	Location Safety Manager Corporate Safety Management

	• Review performance process	of the process as part of Region oversight	Vice President of Safety - First Transit

Changes proposed at the Corporate level typically have an impact on the Region and Local levels. To ensure the risks associated with any change consider all levels of the organization, each level must complete **SOP #208 – Safety Validation of Change** as part of the process to ensure specific safety concerns have been identified and addressed.

Similarly, changes proposed at the Region level will typically have an impact on the Local level. Consequently, the Local level must also complete **SOP #208 – Safety Validation of Change** as part of the process to ensure specific safety concerns have been identified and addressed.

Additional responsibilities in the Safety Validation of Change process include:

- The Region Safety Management team provides safety expertise/support to those carrying out the safety validation.
- The Senior Director of Safety:
  - Reviews and approves each Region's safety validation of change process
  - Decides on the level of safety validation required (consulting with other functional heads as necessary) for Category A changes
  - Is consulted on any Category B change proposal
  - Provides safety expertise/support to Region Safety Managers and Vice President of Safety – First Transit during safety validation activities as required.
  - Provides safety expertise/support to those carrying out the safety validation for Category A changes.

An electronic log of all proposed changes, whether approved or not, are maintained by the Region Safety Director.

Communication of changes to policies/procedures regarding safety issues comes from Executive Leadership. This information is then carried down through the Vice President of Safety – First Transit, Senior Director of Safety, Region Safety Directors, Region Safety Managers. Location General Managers, Location Safety Managers, and employees. Notification to the client is communicated through the Location General Manager.

Continuous Improvement

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

The process described previously in this section for monitoring safety data incorporates continuous improvement. As safety risk is identified, then reported on, a determination is made as to whether the risk can be mitigated immediately or requires more time and resources.

Risk mitigations that can address the safety concerns immediately are carried out but still reported. The reporting of these concerns includes the mitigation steps that have been taken. Monitoring of the risk continues to ensure that the mitigation strategy is effective.

Section 5 of this plan, Safety Risk Management, describes the risk assessment and mitigation procedures used that determine how to proceed with improvement strategies that require more time and resources.

Which improvement strategies to implement for longer term issues is based on severity and probability of risk occurrence. Additionally, safety hazard identification data is used to implement immediate corrective actions and to proactively identify hazards before they cause future accidents or incidents.

The objective of hazard identification is to distinguish those conditions that can cause an accident or create an unsafe condition. First Transit routinely analyzes records from our operation to identify accident causation based on history. Current traffic conditions are periodically analyzed, and management inspections of established prevention processes are routinely performed.

The Risk/Safety Data Flow Chart previously described in this section, illustrates how this information is shared throughout the organization.

7. Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

The education and training process at First Transit is a highly regimented and professionally developed program built around a curriculum featuring learning opportunities in two major domains:

- Knowledge (education)
- Skills (training)

Various delivery mechanisms such as classroom, multimedia presentations, closed course, observation and behind-the-wheel skills building are used to support the learning process. Learning is evaluated through written quizzes, driving tests and customer service skills evaluations.

Instructors

Successful new operator training starts with selecting and certifying good instructors.

1. **Classroom Instructor:**

   The classroom instructor is responsible for facilitating the classroom portion of New Operator Training. Classroom training requires the development of lesson plans.

2. **Behind-the-Wheel Instructor:**

   The Behind-the-Wheel (BTW) Instructor is responsible for conducting closed course exercises and behind the wheel instruction. The New Operator Training program consists of instructional DVDs, which are accompanied by facilitator guides and participant study guides. The BTW Instructor uses the Operator Proficiency Workbook to document each trainee's progress.

   **New Instructor Candidates can obtain certification as both a Classroom Instructor and a Behind-the-Wheel Instructor.*

3. **Master:**

   The Master Instructor, along with the Regional Director of Safety and Region Safety Manager(s), is responsible for training the Safety Supervisors. The Master Instructor is also responsible for the certification programs for Behind-the-Wheel and Classroom Instructors and the ongoing Train-the-Trainer workshops.

Training the Instructor is a process by which a Certified Instructor works with the selected New Instructor Candidate. During this time, the Certified Instructor conducts a review of all state laws, First Transit policies and procedures, local policies, and client-specified programs and requirements.

The Certified Instructor also provides a review of the Behind-the-Wheel Manual, Classroom Manual, and all First Transit video-based courses.

In addition to the above training, the New Instructor Candidate must complete the Instructor Development Curriculum, which includes the following three self-directed courses:

1. How to Train
2. Coaching the Adult Learner
3. Learning Basics

There are three types of Instructor Certification:

1. Temporary
2. Certified
3. Master

1. Temporary (Silver)

Temporary certificates are issued at the local level. A temporary certificate is issued to a New Instructor Candidate upon successful completion of the New Instructor training program at his or her location, conducted by a certified trainer at that location. Certificates are issued throughout the year prior to the annual Train-the-Trainer program.

Temporary certificates are valid for one year, and one year only, from the date of issue. Temporary certification is accompanied by silver achievement emblems for Classroom, BTW or both.

To continue in the program, a New Instructor must obtain Gold Certification.

2. Certified (Gold)

The Certified Instructor certificate is issued to a New Instructor who has successfully completed the annual Train-the-Trainer program, conducted by a Master Trainer. The annual Train-the-Trainer program combines all elements of the temporary certification, with the exception of the classroom evaluation. At the annual Train-the-Trainer program, Classroom Instructor Candidates are required to develop a lesson plan and give a presentation.

Prior to attending the annual Train-the-Trainer program, all New Instructors must complete the “Safety Leadership” course and pass the final exam with a grade of 90% or above.

The Senior Director of Safety is the only person authorized to approve and issue a Certified Instructor certificate with gold achievement emblems for Classroom, BTW, or both.

3. Master

The Master Instructor Certification program ensures that First Transit Policies and Procedures are correctly implemented throughout the company.

Master Instructor Certification is required for all area safety managers and above.

The Master Instructor:

- Provides support to the Location General Manager and the Region Safety Manager,
- Is involved with training new Safety and Training Supervisors, and re-training current Safety and Training Supervisors if required,
- Conducts the annual Train-the-Trainer program for BTW and Classroom Instructor Certification

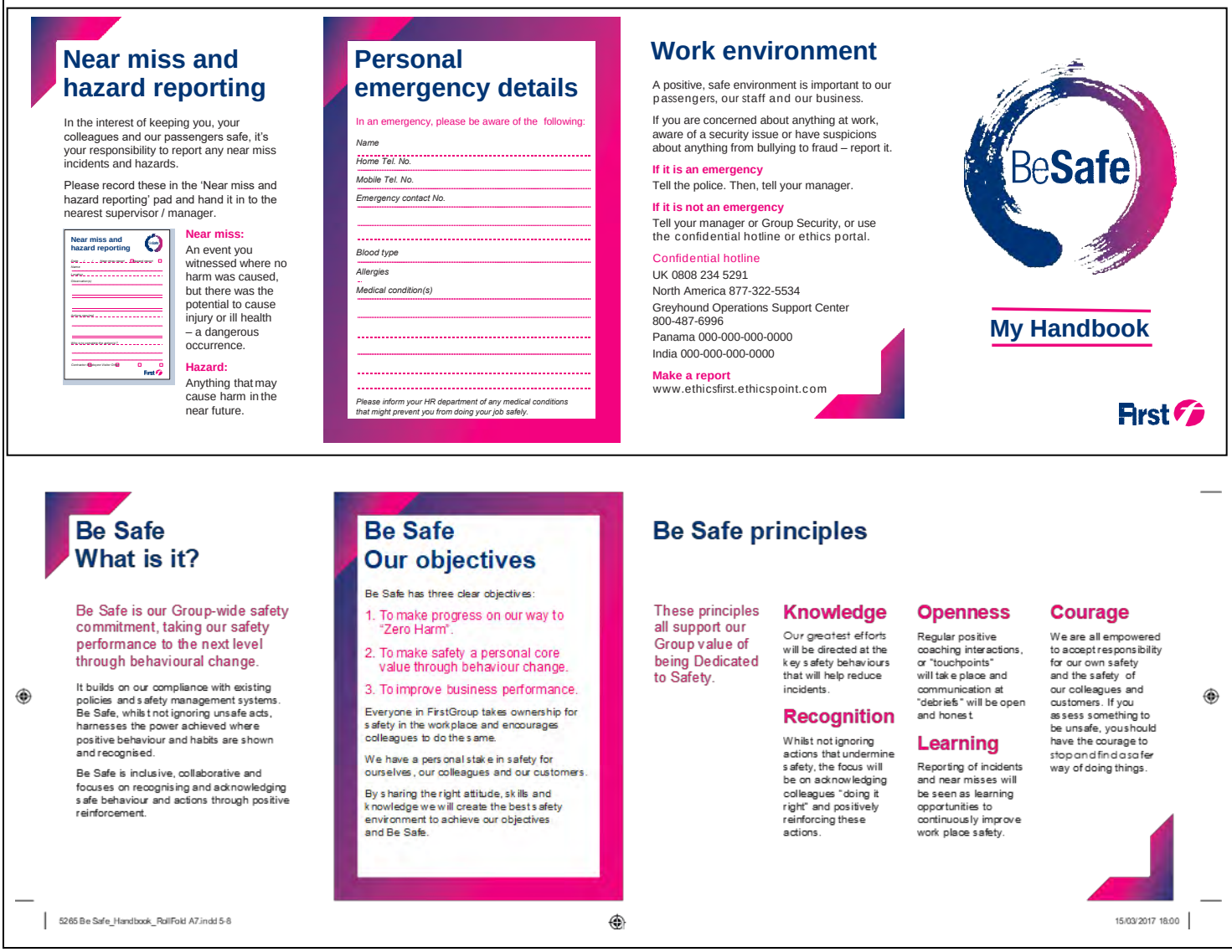
- Conducts Safety and Training audits in the region and reports the findings to the Region Safety Manager, if required.

Employee Training

Training employees to assess risks and recognize and avoid hazards in the workplace is critical to the overall safety of the workplace. Every First Transit employee is trained in **"BeSafe"** and **"Safe Work Methods"**, which are described later in this section.

"BeSafe" is our company-wide approach to safety management. This program takes our safety performance to the next level through behavioral change. "BeSafe" is inclusive, collaborative and focuses on recognizing and acknowledging safe behavior and actions through positive reinforcement such as debriefs, tours, and touchpoints. All employees are trained in the principles of "BeSafe"

The "BeSafe" concept is described in the following brochure.



Near miss and hazard reporting

In the interest of keeping you, your colleagues and our passengers safe, it's your responsibility to report any near miss incidents and hazards.

Please record these in the 'Near miss and hazard reporting' pad and hand it in to the nearest supervisor / manager.

Near miss:
An event you witnessed where no harm was caused, but there was the potential to cause injury or ill health – a dangerous occurrence.

Hazard:
Anything that may cause harm in the near future.

Personal emergency details

In an emergency, please be aware of the following:

Name
Home Tel. No.
Mobile Tel. No.
Emergency contact No.
Blood type
Allergies
Medical condition(s)

Please inform your HR department of any medical conditions that might prevent you from doing your job safely.

Work environment

A positive, safe environment is important to our passengers, our staff and our business.

If you are concerned about anything at work, aware of a security issue or have suspicions about anything from bullying to fraud – report it.

If it is an emergency
Tell the police. Then, tell your manager.

If it is not an emergency
Tell your manager or Group Security, or use the confidential hotline or ethics portal.

Confidential hotline
UK 0808 234 5291
North America 877-322-5534
Greyhound Operations Support Center 800-487-6996
Panama 000-000-000-0000
India 000-000-000-0000

Make a report
www.ethicsfirst.ethicspoint.com

BeSafe

My Handbook

First

Be Safe What is it?

Be Safe is our Group-wide safety commitment, taking our safety performance to the next level through behavioural change.

It builds on our compliance with existing policies and safety management systems. Be Safe, whilst not ignoring unsafe acts, harnesses the power achieved where positive behaviour and habits are shown and recognised.

Be Safe is inclusive, collaborative and focuses on recognising and acknowledging safe behaviour and actions through positive reinforcement.

Be Safe Our objectives

Be Safe has three clear objectives:

1. To make progress on our way to "Zero Harm".
2. To make safety a personal core value through behaviour change.
3. To improve business performance.

Everyone in FirstGroup takes ownership for safety in the workplace and encourages colleagues to do the same.

We have a personal stake in safety for ourselves, our colleagues and our customers.

By sharing the right attitude, skills and knowledge we will create the best safety environment to achieve our objectives and Be Safe.

Be Safe principles

These principles all support our Group value of being Dedicated to Safety.

Knowledge
Our greatest efforts will be directed at the key safety behaviours that will help reduce incidents.

Recognition
Whilst not ignoring actions that undermine safety, the focus will be on acknowledging colleagues "doing it right" and positively reinforcing these actions.

Openness
Regular positive coaching interactions, or "touchpoints" will take place and communication at "debriefs" will be open and honest.

Learning
Reporting of incidents and near misses will be seen as learning opportunities to continuously improve work place safety.

Courage
We are all empowered to accept responsibility for our own safety and the safety of our colleagues and customers. If you assess something to be unsafe, you should have the courage to stop and find a safer way of doing things.

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First Transit's **"Safe Work Methods"** is designed to educate employees on how to identify conditions and actions posing risks to their well-being and that of their coworkers. This training is to be used:

1. In training new hire employees
2. In leading supervisors in identifying root causes of workplace injuries
3. In retraining injured workers so that re-occurrences are avoided
4. To supplement First Transit's First Occupational Rehabilitation Management (F.O.R.M.) light duty and return to work management program, in controlling workers compensation losses

The "Safe Work Methods" training curriculum includes:

- **New Hire Training**
  New hire training is designed to educate the new employee to the hazards commonly found in the transportation environments including in vehicle maintenance shops, bus yards, fuel islands, wash bays, and office environments. The program also makes employees aware of injuries that can result from physical activities such as entering and exiting vehicles, assisting persons with disabilities, and handling mobility devices.
  - PPE program including requirements for appropriate
    - Safety eyewear
    - Safety footwear
    - Safety hand wear
    - Hi-Vis vests
    - Disposal contaminated materials
  - Risk Assessment and Injury Avoidance
    - Walking & Climbing
    - Lifting, Carrying, Holding, and Lowering Objects
    - Pushing, Pulling, & Twisting
    - Burns, Scalds
    - Exposed Fluids, Chemicals, Smoke
    - Cuts, Punctures, Abrasions, Lacerations
    - Mobility Device Lifts/Ramps

1. Requirements for Operator Training

Applicants are required to successfully complete a comprehensive training program prior to transporting passengers. Trainees are continually evaluated and tested throughout the training program. Trainees who do not demonstrate the required level of proficiency are provided additional training or are removed from training. The Operator training program combines instructor-led sessions, video instruction, facilitated discussion, and opportunities for the trainees to practice what they have learned. Training topics include:

Classroom Training
The first part of Operator training at First Transit, classroom training, begins the process of instilling the safety culture into each Operator. Helping the student Operators understand the importance of keeping themselves and each passenger safe; and their responsibilities in maintaining a safe environment, is a theme integrated throughout.

- **Unit 1 - Introduction**
  - Welcome and Introduction
  - Title VI Civil Rights Act 1964
  - Employee Handbook
  - BeSafe - Making Safety Personal
  - Hazardous Communication
  - Bloodborne Pathogens

- **Unit II - Fundamentals**
  - Safe Work Methods
  - Basics of Safety
  - Managing Emergencies
  - Security Awareness
  - Map Reading
  - Communication Devices
  - Navigation and Fare Policies
  - Smith System
- **Unit III - The Operator**
  - Drug and Alcohol Awareness
  - Distracted Driving
  - Fatigue and Sleep Apnea Awareness
- **Unit IV - Transporting Passengers with Disabilities**
  - Transporting Passengers with Disabilities
  - Interacting with Passengers
  - Diffusing Conflict
  - Passenger Care While Loading and Unloading
  - Mobility Aids and Devices
- **Unit V - Driving Fundamentals**
  - Driving Fundamentals I
  - Driving Fundamentals II
  - Roadway Types
  - Railroad Crossings

Behind-the-Wheel Training

Behind-the-Wheel training is conducted in three phases. Since most people coming to work as a Bus Operator have not been exposed to driving the types of vehicle used at First Transit, the first part of behind-the-wheel training takes place on a closed course. This provides the opportunity for the Instructors to evaluate the skill levels of each employee; and gives each employee the opportunity to make and learn from their mistakes in a safe environment.

The next phase of Behind-the-Wheel training takes place on the road, but in a controlled manner. During the road phase of the training, each student Operator works one-on-one with a First Transit Instructor. The road work begins with the basics; intersections, service stops, and backing. The next advanced stage of the road work addresses roadways, highway driving, and continues the instruction on intersections and service stops. The “Smith Driving System” principles are incorporated throughout the entire Behind-the-Wheel training phase.

- **Closed Course (Group Work)**
  - Vehicle Orientation
    - Pre-Trip Inspection
    - Seat Adjustment
    - Mirror Adjustment
    - Braking, Accelerating, and Transmission
    - Wheelchair Securement
  - Reference Points
    - Lane Position
    - Right Side / Left Side
    - Backing Point
    - Forward Stop

        - Pivot Points
        - Turning Points
    - Vehicle Control
        - Straight in Lane
        - Left Turn
        - Right Turn
        - Lane Changing - Moving Right or Left
- **One on One Instruction Behind the Wheel**
    - **Basic Road Work**
        - "Smith System"
        - Intersections
        - Service Stops
        - Backing
- **Advanced Road Work**
    - "Smith System" Commentary Driving
    - Roadways
    - Expressway / Highway Driving
    - Intersections
    - Service Stops
- **Final Evaluation**
  Upon completion of the training program, before an Operator can be placed into service, they must successfully demonstrate their mastery of the skills and practices learned during the training program.
- **Cadet Training**
  Once a new Operator has been placed into service there is period of observation where an experienced Operator, Instructor, or Supervisor periodically rides-along to ensure the skills learned in training have successfully transferred to providing service. This includes the securement and transportation of a person with a disability.

2. Requirements for Maintenance Training

Maintenance personnel are trained in shop safety, OSHA standards, and vehicle maintenance, in addition to receiving training in driving techniques and safety. Trainees are continually evaluated and tested throughout the training program. Trainees who do not demonstrate the required level of proficiency are provided additional training or are removed from training.

Maintenance training includes:

- Introduction to First Transit policies & procedures
- Injury prevention and risk assessment
- Substance Abuse Policy
- Defensive Driving
- "Smith System"
- NTI - Security Awareness Warning Signs
- Shop Safety Handbook
- Maintenance Lift Safety
- DVI Procedures
- SafeWork Methods
- Wheel Torque Specifications
- Workplace Violence
- OSHA (R-T-K / MSDS / PPE Training)

3. **Requirements for Staff Training**

Staff personnel are trained in Safety Leadership and "BeSafe" (described in item #1)

- **Safety Leadership**

  This is an interactive CD-ROM course consisting of 5 CD's and leaders guides which are designed to educate all levels of First Transit management on the behaviors surrounding accidents. Every level of management takes the course and successfully pass an online test, found on the Safety Resource Center (SRC), with a passing grade of 90% or better.

  The course outline is as follows:

  - Safety Leadership
    - Accidents
    - Behavior
    - Leadership
  - Supervisor Development
    - The Role of the Supervisor
    - Communication
    - Building Trust
    - Conflict Resolution
    - Performance Management
    - Decisions
- **Additional Safety Training**
  - Reasonable Suspicion
  - Supervisor's Report of Reasonable Suspicion
  - Code of Conduct
  - Customer Service
  - OSHA Requirements
  - Hazard Abatement FORM – CA Only

4. **Requirements for Continuing Training and Evaluations**

First Transit provides ongoing employee training and evaluations.

The objective of ongoing evaluations is met through a broad spectrum of regularly scheduled management activities including:

- road observations,
- ride along evaluations, and
- daily safety contacts.

Where evaluations and observations identify unsafe acts or conditions, retraining is provided to improve skill levels in accordance with corporate standards.

In addition to First Transit's formal employee training program, the following safety training is also conducted.

Safety Meetings

- Twelve (12) safety meetings are issued to the locations annually with required topics identified by the location and region safety management
- Each meeting is to be a minimum of one (1) hour in length unless otherwise required by state, client or local regulations
- A required topic along with a safety campaign including posters and DVD is sent to each location for presentation to all employees
- Attendance is a condition of employment and is mandatory for all Operators, Management, Operational staff, and Maintenance personnel. *(Unless stated otherwise in the CBA.)*
    - Failure to attend all meetings will result in disciplinary actions up to and including termination.
- Client/Contract requirements may require safety meetings to be conducted on a more frequent basis than the First Transit minimum standards

Retraining

First Transit has a "zero" tolerance for preventable injuries and collisions, elimination of preventable injuries and collisions is our number one goal.

An employee involved in a preventable injury or collision is placed on administrative leave pending completion of the investigation and completion of any required retraining.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

Safety Awareness Programs

Establishing and maintaining a culture that demands safe behavior at all times is at the core of First Transit's safety plan. This is done, in part, by providing a regular flow of positive information and recognizing those who are performing safely.

This is where our **"BeSafe"** program provides the structure and foundation for communicating safety messages and inspiring safe job performance at all levels. "BeSafe" takes safety to a more personal level. It is a company-wide commitment to safety, with the objective of continuous improvement by making safety a personal goal and incorporating behavioral change as a mitigation measure.

"BeSafe" focuses on positive change through routine personal "touchpoints" and coaching interactions between front-line employees and management. To reinforce the touchpoints, discussions and feedback sessions are conducted as needed.

This program inspires safe behavior among employees at all levels by;

- Generating system-wide participation in safety issues through positive reinforcement
- Encouraging all employees to "take ownership" for safety results
- Communicating safety policies, procedures and processes

- Engaging executives and managers at all levels, encouraging their active participation in safety management and communication
- Sharing safety results at the individual, project, region and national levels by celebrating success stories

    - **Individual Motivators – Individual Achievement Awards:** The “cultural carrot” to help affect individual safety improvement through the use of personal recognition awards. Currently established safety awards for First Transit employees are:

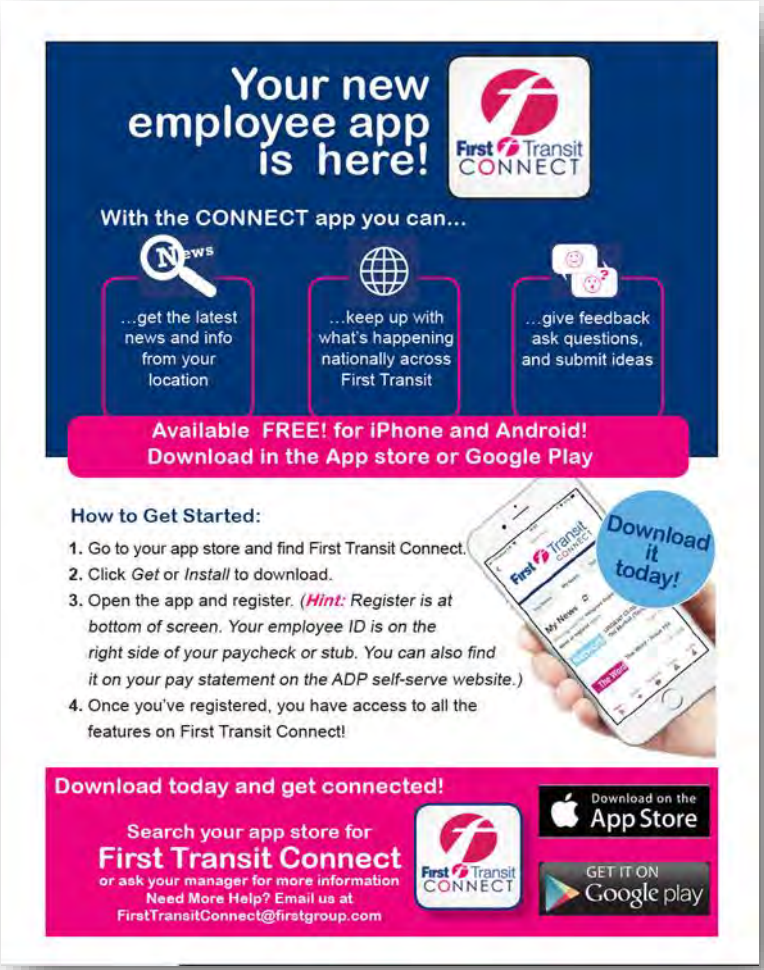
        - Annual Safe Driver Awards

        - Safety Solutions Team Recognition

- **A Safety Leadership Group - The Safety Solution Team (SST):** Four to 10 location teammates dedicated to making safety “top-of-mind ” by identifying and resolving safety issues.

    - <u>SST</u>
        - Review the safety concerns they have worked on and improvements that have been implemented
        - Record and distribute SST meeting minutes
    - <u>GM</u>
        - Review “ Daily Safety & Health Walkthrough”
    - <u>GM and SST</u>
        - Recognize individuals who have earned years of safe driving
        - Pins and Certificates
        - Include bullets from SST Meeting minutes

- **A Communication Tool:** "First Transit Connect" employee app, a peer to peer safety communication tool offering safety tips, best practices, recognition, offering ideas on "What Works", Safety Happenings, and Safety Pep Rallies



Additional Information

Supporting Documentation *Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.*
Numerous standard operating procedures (SOP's), in addition to those mentioned in this plan, have been developed and incorporated into the operating practices at each First Transit location. The SOP's have been designed to create operational consistency, increase awareness of risks and hazards, and provide easily duplicated processes for identifying and mitigating the risks associated with providing transit service. Some of those SOP's are as follows.

- High Interest Driver SOP's #206; #206a; #206b; #206c: #206d
- SOP #207 - Railroad Crossing Assessment
- SOP #502 – Sub-Contractors Working on Company Property
- Fire Prevention Plan SOP's #504; #504a; #504b; #504c; #504d
- Winter Safety – Snow Removal Action Plan SOP's #505; #505a; #505b; #505c
- Vehicle Fueling Spill Control SOP's #506; #506a; #506b; #506c; #506d
- SOP #507 - Pedestrian Visibility and Movement on Company Property
- SOP # 508 - Service Truck & Service Vehicle Visibility
- Emergency Action Plan SOP's #806; #806a; #806b; #806c; #806d
- First Transit Shop Safety Handbook
- Safety & Security Planning Manual

Definitions of Special Terms Used in the Safety Plan

Term	Definition

List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
ARC	Accident Review Committee
BTW	Behind-the-Wheel
DOT	Department of Transportation
DUI	Driving Under the Influence
DWI	Driving While Intoxicated
ESC	Executive Safety Committee
FGA	First Group America
F.O.R.M.	First Occupational Rehabilitation Management

FTA	Federal Transit Administration
HR	Human Resources
LGM	General Manager
LOTO	Lock-Out/Tag-Out
LSM	Location Safety Manager
MNT	Maintenance
OPS	Operations
OSHA	Occupational Safety & Health Administration
PPE	Personal Protective Equipment
PRM	Performance Review Management
SMS	Safety Management System
SOP	Standard Operating Procedure
SRC	Safety Resource Center
SST	Safety Solutions Team
UK	United Kingdom
VP	Vice President

Appendix A: First Transit Safety Policy

Safety Management Policy Statement

Introduction

Global in scale and local in approach, First Transit is an organization which combines a robust corporate structure with strong customer-centric, local operations. Throughout the company, our focus is conducting our business in a way that aligns with our core values:

- Committed to our customers
- Dedicated to Safety
- Supportive of Each Other
- Accountable for Performance
- Setting the Highest Standards

We believe these values to be essential components in our aim to achieve ZERO safety events, resulting in ZERO harm to our customers, our employees, our shareholders, and the environments in which we operate. First Transit's Safety Management System (SMS) encourages all First Transit employees to replace risky behaviors and thought processes that jeopardize safety in the workplace. Through the program, we are striving to build a cultural identity that is continually focused on safety. First Transit has adopted the core philosophy of, ***"Think Safe, Act Safe, BeSafe"***

Safety Management Policy

At the core of First Transit's mission is the commitment to protecting the safety and well-being of our passengers and employees. Our ***"Be Safe"*** program is the foundation of First Transit's Safety Management System (SMS) with three clear objectives:

1. To make progress on our way to "Zero Harm"
2. To make safety a personal core value through behavior change
3. To improve business performance

"Be Safe" – the driving force behind First Transit's Safety Management Policy - focuses on recognizing and acknowledging safe behavior and actions through positive reinforcement. All employees are empowered to report unsafe acts and working conditions without fear of reprisal.

Safety Management Policy Statement

The guiding principles that drive First Transit's SMS program are:

- **Knowledge:** Our greatest efforts will be directed at the key safety behaviors that will help reduce incidents.
- **Recognition:** While not ignoring actions that undermine safety, the focus will be on acknowledging colleagues "doing it right" and positively reinforcing these actions.
- **Openness:** Regular positive coaching interactions, or "touchpoints" will take place and communication at "debriefs" will be open and honest.
- **Learning:** Reporting of incidents and near misses will be seen as learning opportunities to continuously improve work place safety.
  Courage: We are all empowered to accept responsibility for our own safety and the safety of our colleagues and customers. If you assess something to be unsafe, you should have the courage to stop and find a safer way of doing things.

Performance improvement in all aspects of First Transit's operations is based on four key elements: *Leadership and Engagement*; *Risk Reduction*; *Safety Management*; and *Performance Management*. Each element includes safety as a top priority.

Leadership and Engagement depends upon honest and open communication from all employees; data collection from which critical decisions are formulated that impact daily, short term, and long-term operations; resource management; and future direction of First Transit.

Risk Reduction includes our comprehensive audit and inspection regime; hazard identification and reporting; continuous training and safety campaigns; employee safety evaluation reporting programs and procedures; employee and management observation of operations; and compliance assurance of FTA, DOT, and OSHA safety and operating requirements and recommendations.

Safety Management at First Transit has many forms; including Safety Solution Teams, Accident Review Committees, Local Client Liaison Committees at each local operation; the corporate Safety Department which gathers, analyzes, and communicates the safety information throughout the organization; and enforces policies and procedures to ensure all employees are conducting their business in the safest manner possible.

Safety Management Policy Statement

Performance Management ,the final key element, uses many Key Performance Indicators relating to safety to evaluate First Transit's progress toward Zero safety events. Daily reports; monthly location scorecards; the Critical Activity Record Entry program which captures and compares safety data monthly; major events calls, which alerts management in real time of safety events; and regular calls and meetings between mid-level and upper management to review safety concerns; are a sampling of the tools employed to ensure that safety is first and foremost in everything we do.

Ongoing Company-Wide Commitment

As President of First Transit, I know our commitment and passion for safety runs far deeper than the words contained in this policy statement. While our roles may vary, everyone in our organization, from the highest levels of management to the employees on the street, has a responsibility for their own safety as well as the safety of colleagues and customers; and to perform the daily tasks of providing public transportation in as safe a manner as possible.

We at First Transit depend on every member of our team to do everything possible to protect our resources and environment from harm, now and into the future. We take great pride in this responsibility and our ability to meet these expectations.

Sincerely,

Bradley A. Thomas

President

Exhibit B

Risk Assessment Matrix

Identified Risk:	

Impact of Risk						Probability of Risk				
Severity	Cost (Thousands)	People	Asset	Environment	Quality	< 1% Very Low (1)	1% - 10% Low (2)	10% - 50% Medium (3)	50% - 90% High (4)	> 90% Very High (5)
Very High 5	>50	Multiple Fatalities	Major Damage, multiple units	Massive Effect	Complete discontinuation of service	5	10	15	20	25
High 4	25-50	Permanent total disability or one fatality	Major Damage, unit level	Major Effect	Substantial disruption of service	4	8	12	16	20
Medium 3	10-25	Serious injury, hospitalization	Moderate Damage	Moderate Effect	Slight disruption of service	3	6	9	12	15
Low 2	1-10	Slight injury, medical treatment	Minor Damage	Minor Effect	Minimal disruption of service	2	4	6	8	10
Very Low 1	<1	First aid or no injury	No/Slight Damage	No/Slight Effect	No disruption of service	1	2	3	4	5
Risk Value										

Assessed Risk Value:	

Instructions

1. Estimate potential consequences and severity (thought of as what could happen if hazard actually occurred)
2. Estimate likelihood of such consequences occurring (using historical evidence, data and experiences)
3. Multiply the severity for each consequence by the likelihood of that consequence occurring. This is the risk value.
4. Sum the risk values for a total assessed risk. (out of 125)

Exhibit C

Prioritized Safety Risk Log

This Prioritized Safety Risk Log is used to organize identified safety risks facing the MATBUS system. The log should be updated frequently to demonstrate continual progress towards risk reduction through mitigation strategies. A timeline is used to highlight projected completion dates.

Completed by:	Last Updated:

Priority	Risk Description	Planned Mitigation Strategies	Outcomes of Planned Mitigation Strategies	Responsible Staff	Timeline	Status
1						
2						
3						
4						
5						
6						
7						

Exhibit D

Safety Event Reporting Form

Name (optional) _____

Date of Event _____ Event Time _____

Event Information

Location _____

City _____ State _____

Specific Area of Location (if applicable) _____

Event Description

Name/Contact of Witnesses

1._____

2._____

3._____

METROCOG Fargo-Moorhead Metropolitan Council of Governments

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To: Transportation Technical Committee
From: Cindy Gray, Executive Director
Date: December 4, 2020
Re: Moorhead Intersection Data Collection Contract Amendment #1

Due to abnormal traffic volumes in 2020 as a result of the pandemic, the City of Moorhead, Metro COG and ATAC discussed the best way to proceed with the project. The continuation of the project is already programmed for 2021 and 2022 in the UPWP. However, this amendment pertains to the portion of the project programmed in 2020.

The proposed amendment is attached, and sets forth a plan to update all geometric data beyond the intersections originally planned for in 2020, and update the base Synchro model so all information is ready to use when it is determined that traffic counts are close enough to normal, school is fully in session, and the count data would provide useful information in the model.

Requested Action: Recommend Policy Board approval of Contract Amendment #1 for the contract between Metro COG and ATAC for the Moorhead Intersection Data Collection Project.

North Dakota MPO Planning Support Program Master Agreement

Amendment to: *Fargo Moorhead Metro COG Addendum #4 to the Master Agreement*

Due to COVID-19 affecting traffic data collection, FM Metro COG has requested that scope of addendum #4 be amended. The tasks are amended as below.

1. *Project Title*: **Traffic Data Collection & Signal Timing Optimization for City of Moorhead - Amendment 1**

2. *Effective Dates*: **March 2, 2020 through February 26, 2021.**

3. *Amendment Tasks:* ATAC will setup the following six VISION intersections for traffic data collection:
    1. Field Data Collection (City)
       The associated City staff will collect field data such as geometrics, lane assignments, storage-bay lengths, detector lengths and locations etc. for all signalized intersections under the jurisdiction of City of Moorhead (approx. 48). This is up from 18 intersections originally included in the project.

    ~~2. Video Data Recording (City and FM Metro COG)~~
       ~~The associated City staff will record traffic solely for turning movement count purposes for 2 hours each during the AM-, Midday-, and PM-peak periods.~~

    ~~3. TMC Data Collection (UGPTI)~~
       ~~UGPTI staff will count traffic from the videos recorded by the City and FM Metro COG. The data will be collected in per lane format instead of the conventional per lane-group format, which will help in the simulation model calibration. This data is to be provided to the City of Moorhead in Petra Pro format.~~

    4. Synchro Model Update (UGPTI)
       UGPTI staff will enter the data collected from tasks 1 ~~through 3~~ into the base Synchro traffic model provided by the City.

    ~~5. Signal Timing Update (City & UGPTI)~~
       ~~The associated City staff, with assistance from UGPTI, will update the Signal Timing in the updated Synchro model~~

    ~~6. Synchro Model Optimization (UGPTI & City)~~
       ~~UGPTI staff, with assistance from City will then run the up-to-date SimTraffic model for optimization purposes ensuring that it conforms to local existing conditions.~~

4. *Principal Investigator*: Kshitij Sharma

5. *Desired Deliverables*:

a. Updated base Synchro traffic model
UGPTI will provide the COG and the City of Moorhead with an updated base Synchro traffic model

~~b. Optimized base Synchro traffic model~~
~~UGPTI will provide the COG and the City of Moorhead with an optimized base Synchro traffic model.~~

~~c. Raw Counts to the City of Moorhead after the data collection task.~~

6. Contract Amount: No added costs

AUTHORIZATION:

Fargo-Moorhead Metro COG	**North Dakota State University**
_____	_____
Authorized Signature	Authorized Signature
_____	_____
Name and Title Date	Name and Title Date

METROCOG Fargo-Moorhead Metropolitan Council of Governments

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To: Transportation Technical Committee
From: Cindy Gray, Executive Director
Date: December 4, 2020
Re: 2021-2022 UPWP Contract

NDDOT is putting the final touches (i.e. federal clauses) on the 2021-2022 UPWP contracts with all MPOs in North Dakota. We have been asked to reserve a spot on our TTC and Policy Board agenda to discuss the contract. I do not have an attachment at this time. Technically, we would typically bring this only to the Policy Board for approval, but I am holding the spot on the TTC agenda in case NDDOT feels we need to discuss the contract with the TTC for any reason.

Requested Action: Recommend Policy Board approval of the NDDOT / Metro COG 2021-2022 UPWP Contract.