



# Fargo-Moorhead Metropolitan Council of Governments

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## The 536<sup>th</sup> Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments THURSDAY, December 15, 2016 – 4:00 p.m.

**Metro COG Conference Room**  
**One 2<sup>nd</sup> Street North, Suite 232**  
**Fargo, North Dakota**

### OVERALL AGENDA

#### A. Call to Order and Introductions

- |   |                  |
|---|------------------|
| 1. Introductions  | Information Item |
| 2. Approve Order and Contents of the Overall Agenda       | Action Item      |
| 3. Approve Minutes of the November 17, 2016 Board Meeting | Action Item      |
| 4. Approve December 2016 Bills                            | Action Item      |

#### B. Consent Agenda

Action Item

- November 2016 Month End Report – William Christian
- Adding incoming Vice Chair to Metro COG Accounts – William Christian
- 2015 Origin-Destination Data RFP– Dave Burns
- Alternate Route Traffic Incident Management Guidebook RFP – William Christian

#### C. Regular Agenda

- |  |                  |
|--|------------------|
| 1. Public Comment Opportunity – Chair Piepkorn                                       | Public Input     |
| 2. Contracted Planning Balances Carryover – William Christian                        | Action Item      |
| 3. 2017-2018 Unified Planning Work Program Amendment – William Christian             | Action Item      |
| 4. 2017 Competitive Wage Adjustment – William Christian                              | Action Item      |
| 5. Payroll Vendor Request for Services– William Christian                            | Action Item      |
| 6. Update/Action on the 2017 Aerial Photography/LiDAR Update Project -<br>Dave Burns | Action Item      |
| 7. 2018-2021 NDDOT Urban Solicitation of Projects – Michael Maddox                   | Action Item      |
| 8. Transportation Alternative (TA) Applications – Dan Farnsworth                     | Action Item      |
| 9. FTA Section 5339 Grant Recommendations – Dan Farnsworth                           | Action Item      |
| 10. Update on Metro COG Bicycle and Pedestrian Plan – Dan Farnsworth                 | Information Item |
| 11. Appreciation for Chair Dave Piepkorn – Vice Chair Brenda Elmer                   | Information Item |

#### D. Additional Business

Information Item

#### E. Adjourn

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

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

Metro COG is committed to ensuring all individuals regardless of race, color, sex, age, national origin, disability, sexual orientation, and income status have access to Metro COG’s programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Savanna Leach, Metro COG Executive Secretary at 701.232.3242 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

**A PLANNING ORGANIZATION SERVING**

**FARGO, WEST FARGO, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA**

**535<sup>th</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, November 17<sup>th</sup>, 2016 – 4:00 pm**  
**Metro COG Conference Room**

**Members Present:**

Roger	Buscher	Moorhead Planning Commission
Steve	Gehertz	Moorhead City Council
Frank	Gross	Clay County Commission
John	Gunkelman	Fargo Planning Commission
John Q.	Paulsen	Fargodome Board
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
Tim	Solberg	West Fargo Commission (alternate for Mark Simmons)
Kevin	Spaulding	Dilworth City Council
Jan	Ulferts Stewart	Fargo Planning Commission

**Members Absent:**

Brenda	Elmer	Moorhead City Council
Tony	Gehrig	Fargo City Commission
Tony	Grindberg	Fargo City Commission
Rick	Steen	Cass County Commission
John	Strand	Fargo City Commission
Mark	Wentz	West Fargo Commission

**Others Present:**

Adam	Altenburg	Metro COG
Dave	Burns	Metro COG
William	Christian	Metro COG
Dan	Farnsworth	Metro COG
Michael	Maddox	Metro COG
Savanna	Leach	Metro COG
Steve	Salwei	NDDOT
Bob	Walton	NDDOT
Michael	Johnson	NDDOT
Kirsten	Sperry	NDDOT
Stephanie	Hickman	FHWA – via Phone

**A. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**

The meeting was called to order at 4:00 pm, on Thursday, November 17<sup>th</sup>, by Chair Piepkorn; noting a quorum was present. Introductions were made.

**A1. DOT Fast Act Presentation and CPG Discussion**

Steve Salwei of the North Dakota DOT presented on the new transportation act, Fixing America's Surface Transportation (FAST) Act. He provided a brief presentation on "Federal-Aid 101" to illustrate the federal funding procedures and policies. The presentation was intended to make more clear the process related to CPG funds and how those funds may be spent.

***No MOTION***

Steve Salwei, Michael Johnson, and Kristen Sperry excused themselves from the meeting at 4:45 pm.

**A2. Approve Order and Contents of Overall Agenda, approved**

Chair Piepkorn asked for approval for the overall agenda.

***MOTION: Approve the contents of the Overall Agenda of the 535<sup>th</sup> Policy Board Meeting.***

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

***MOTION, passed***

**Motion carried unanimously. Vote of 10 -0.**

**A3. Approve Minutes of the October 20, 2016 Policy Board, approved**

Chair Piepkorn asked for approval of the Minutes of the October 20<sup>th</sup>, 2016 Meeting.

***MOTION: Approve the October 20<sup>th</sup>, 2016 Policy Board Meeting Minutes.***

**Mr. Paulsen moved, seconded by Ms. Ulferts Stewart.**

***MOTION, passed***

**Motion carried unanimously. Vote of 10 -0.**

**A4. Monthly Bills, approved**

Chair Piepkorn asked for approval of the November 2016 Bills as listed on Attachment 1.

***MOTION: Approve the November 2016 Bills List.***

**Ms. Ulferts Stewart moved, seconded by Mr. Paulsen.**

***MOTION, passed***

**Motion carried unanimously. Vote of 10 -0.**

**B. CONSENT AGENDA**

Chair Piepkorn asked for approval of Items 1-3 on the Consent Agenda.

**B1. 2017 Policy Board, Executive Committee, and Transportation Technical Committee Meeting Schedule**

Motion: Approve the 2017 meeting schedule and instruct staff to publish in the Fargo Forum the 2017 Policy Board and Transportation Technical Committee schedules.

**B2. 2017-2020 Transportation Improvement Program, Amendment #1**

Motion: Approve the proposed Amendment #1 to the 2017-2020 Metro COG Transportation Improvement Program.

**B3. Demographic Forecast Contract Extension**

Motion: Approve the extension of the Long-Range Data Development Plan/Demographic Forecast Update Contract to June of 2017

**MOTION: Approve Items 1-3 on the Consent Agenda.**

**Ms. Ulferts Stewart moved, seconded by Mr. Schneider.**

**MOTION, passed**

**Motion carried unanimously. Vote of 10 -0.**

**C. REGULAR AGENDA**

**C1. Public Comment Opportunity**

Chair Piepkorn opened the Public Comment Opportunity. No Public Comments were made or received.

**No MOTION**

**C2. UPWP Budget Revision**

Mr., Christian presented the UPWP Budget Revision. As of September 2016 the Metro COG UPWP budget has been exceeded in two categories, 400 Transportation Plan/Program Maintenance (100.8%) and 700 Bicycle, Pedestrian, Transit Planning (100.2%). This was anticipated due to Metro COG developing the Bike/Ped Plan in house in lieu of contracting of the service. Staff is proposing the revision to reflect actual costs for these two categories. Doing so will provide a cleaner audit. Such adjustments are common, as long as they are reasonable and combined do not exceed 10% of the total budget. Given previous revisions of the 2016 element of the UPWP, we have exceeded the 10% and this UPWP budget revision will require NDDOT and FHWA concurrence.

**MOTION: Approve the UPWP Budget Revision as presented.**

**Mr. Gross moved, seconded by Mr. Paulsen.**

**MOTION, passed**

**Motion carried unanimously. Vote of 10 -0.**

**C3. October 2016 Month End Report**

Mr. Christian presented the October 2016 Month End Report. There are two copies, one with the revision based on approval of agenda item C2 and one without the proposed revision. Staff is requesting approval of the month-end report as revised by action on agenda item C2.

**MOTION: Approve as presented the revised October 2016 Month End Budget Report**

**Mr. Paulsen moved, seconded by Ms. Ulferts Stewart.**

**MOTION, passed**

**Motion carried unanimously. Vote of 10 -0.**

**C4. Consolidated Planning Grant Discussion**

Mr. Christian opened a discussion on the CPG balance. He stated that the staff report is out of date. It was written to reflect how Metro COG has responded to requests for CPG transfers in the past. He was instructed by the Executive Committee to find projects to use all available CPG

funds for projects in the region. He stated that a meeting with local jurisdictions is scheduled to discuss potential planning projects to spend down current CPG balances.

Mr. Schneider suggested that a transfer to Grand Forks of \$120,000 be considered pending the outcome of the meeting with the jurisdictions and that this be discussed again in December.

Ms. Hickman noted that the issues with CPG spending has been an on-going issue at the Metro COG and the other MPOs for at least 10 years. The possibly exists that the MPOs need to revisit the funding formula to provide Grand Forks with adequate CPG and to minimize the large CPG balances held by Fargo and Bismarck.

***MOTION: Approve the Transfer of CPG Funds to Grand Forks MPO pending input from the upcoming meeting with local jurisdictions. Amount not to exceed \$120,000, and will need to revisit the discussion at the December Policy Board meeting.***

**Mr. Schneider moved, seconded by Ms. Ulferts Stewart.**

***MOTION, passed***

**Motion carried unanimously. Vote of 10 -0.**

**C5. 2016, 2017, 2018 Audit Services**

Mr. Christian presented options for audit services. The recommendations are either to extend contract services for another year with Brady Martz, or release an RFP for competing firms to apply, not excluding Brady Martz. Mr. Gehrtz suggested using the RFP. Ms. Ulferts Stewart pointed out that the transition to the current firm was a long, difficult process; and that whoever does receive the contract services, should be recommended to see the Metro COG through the 2020/2022 transition.

It was discussed to extend the contract with Brady-Martz to perform the audit for 2016. Staff was instructed to develop a RFP for audit services for 2017 and beyond, and provide it for review and disposition at the June, 2017 Policy Board meeting.

***MOTION: Extend contract with Brady - Martz audit services for one additional year, and submit RFP for audit services in June 2017.***

**Ms. Ulferts Stewart moved, seconded by Mr. Gunkelman.**

***MOTION, passed***

**Motion carried unanimously. Vote 10-0.**

**C6. 2017 NDDOT UPWP Contract**

Mr. Christian stated that the NDDOT has not yet provided the UPWP Agreement to any of the three MPOs as of today. The UPWP is approved by NDDOT and FHWA/FTA and no CPG funds can be spent until the UPWP agreement is in place. The MPO signs the agreement and forwards it to the NDDOT for execution. Staff is hopeful that the agreement will be provided to Metro COG and the other two MPOs in the next couple of weeks. Given the importance of the document, staff is requesting that once received, it may forward it to Chair Piepkorn for his signature and forward the signed agreement to NDDOT without further action of the Policy Board.

***MOTION: Approve the Policy Board Chair to sign on behalf of Metro COG the Unified Planning Work Program contract with NDDOT once it is received and to return the NDDOT for execution. This will be done without further Policy Board action.***

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

**MOTION, passed**  
**Motion carried unanimously. Vote 10-0.**

**C7. Round Table Discussion**

No Additional Discussion

**NO MOTION**

**D. Additional Business**

No Additional Business.

**E. Adjourn**

The 535<sup>th</sup> Meeting of the FM Metro COG Policy Board held Thursday, November 17<sup>th</sup>, 2016 was adjourned at 5:19 pm.

**F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD January 19<sup>th</sup>, 2017, 4:00 P.M.  
AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232,  
FARGO, ND.**

Respectfully Submitted,

Savanna Leach  
Executive Secretary



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**Suggested Motion:**

**"Approve as presented the November 2016 Month End Budget Report."**

**To:** Metro COG Policy Board  
**From:** William A. Christian, Metro COG  
**Date:** December 9, 2016  
**Re:** **November 2016 Month End Report**

Please find attached (**Attachment 1**) the November 2016 Month End Budget Report. The report summarizes the budget activities of Metro COG by each major program area of the 2015-2016 Unified Planning Work Program through November 30, 2016.

Please contact me if you have questions or concerns regarding the information included herein.

<b>Metro COG Month End Budget Summary November 2016</b>			
<b>Unified Planning Work Program</b>			
	<b>Budget</b>	<b>Spent</b>	<b>% Spent</b>
100 - Public Input/Edu., Committee	\$68,870.00	\$53,217.66	77.3%
200 - Data Dev. & Mgmt.	\$61,918.00	\$46,087.84	74.4%
300 - Traffic Model Dev. & Support	\$8,327.00	\$8,095.62	97.2%
400 - Trans. Plan/Program Mtce.	\$102,400.00	\$103,049.02	100.6%
500 - TIP Development & Mtce.	\$24,395.00	\$17,161.61	70.3%
600 - Trans Tech Asst/Subarea Plan.	\$56,155.00	\$45,666.40	81.3%
700 - Bicycle, Ped, Transit Plan.	\$51,092.00	\$47,520.82	93.0%
800 - Admin./Internal Mgmt.	\$79,677.00	\$78,336.36	98.3%
<i>Internal Program Subtotal</i>	<i>\$452,834.00</i>	<i>\$399,135.33</i>	<i>88.1%</i>
900 - Overhead (Fed Elig.)	\$100,371.00	\$86,050.54	85.7%
901 - Overhead (local only)	\$2,850.00	\$431.27	15.1%
<b>Sub Total Internal Program Operations (1)</b>	<b>\$556,055.00</b>	<b>\$485,617.14</b>	<b>87.3%</b>
<b>1000/1200 - Contracted Planning (3)</b>	<b>\$1,724,563.00</b>	<b>\$185,140.05</b>	<b>10.7%</b>
<b>1100 - Special Contracts (2)</b>	<b>\$33,847.00</b>	<b>\$38,074.11</b>	<b>112.5%</b>
<b>Summary of UPWP Costs</b>	<b>\$2,314,465.00</b>	<b>\$708,831.30</b>	<b>30.6%</b>
<b>Personnel Costs</b>	<b>Budget</b>	<b>Actual YTD</b>	<b>% Spent</b>
Payroll (6560)	\$431,147.00	\$405,547.61	94.1%
Health Insurance (6561)	\$59,619.00	\$50,801.07	85.2%
Employer Simple Contribution (6562)	\$12,713.97	\$10,348.76	81.4%
Health Savings Admin. (6565)	\$750.00	\$495.00	66.0%
Misc. Payroll, etc.	\$750.00	\$0.00	0.0%
North Dakota Unemployment Insurance	\$4,560.00	\$1,989.62	43.6%
<b>Total</b>	<b>\$504,979.97</b>	<b>\$469,182.06</b>	<b>92.9%</b>
<b>Indirect Cost Analysis</b>	<b>Billed to NDDOT</b>	<b>Actual Eligible</b>	<b>Difference</b>
	<i>pending</i>	<i>pending</i>	<i>pending</i>
<b>Federal &amp; Local Funds Spent (4)</b>			
Federal Expense (Operating Budget)	<b>\$388,148.70</b>	<b>Local Revenue</b>	<b>Balance Local</b>
Total Local Expense (Operating Budget)	<b>\$135,542.55</b>	<b>\$141,214.35</b>	<b>\$5,671.80</b>

(1) Represent internal conducted Federal aid eligible Activities

(2) Represent non-Federal aid projects/contracts

(3) Third party contracts (Federal aid eligible)

(4) Internal Operations Only (100 - 900)

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Email: [metrocof@fmmetrocog.org](mailto:metrocof@fmmetrocog.org)<http://www.fmmetrocog.org>**Suggested Motion:**

**Approve adding the incoming Policy Board Vice Chair to the Metro COG bank accounts and the appointed Moorhead representative as well if Councilwoman Elmer is not that individual.**

**To:** Metro COG Policy Board  
**From:** William Christian, Metro COG Staff  
**Date:** December 8, 2016  
**Re:** **Adding Incoming Vice Chair to Metro COG Accounts**

Metro COG annually requests that the incoming Policy Board Vice Chair be added after January 1 of each year the Metro COG bank accounts. This provides the Vice Chair the authority to sign checks and access accounts in the absence of the Policy Board Chair. The incoming Vice Chair will be Commissioner Arland Rasmussen from Cass County. The incoming Policy Board Chair will be from the City of Moorhead. Currently Councilwoman Brenda Elmer is the Vice Chair and she is included on all Metro COG bank accounts. Staff also seeks to add, if necessary, the appointed Metro COG Chair from the City of Moorhead if Councilwoman Elmer is not appointed by the City to that position.

**Suggested Motion:**

**“Approve the Origin-Destination Data for North Dakota Travel Demand Modeling RFP, allow Staff to select a Consultant, and authorize Staff to negotiate with the preferred Consultant in order to execute the contract.”**

**To:** Metro COG Policy Board  
**From:** David Burns, Metro COG  
**Date:** December 8, 2016  
**Re:** **2015 Origin-Destination Data Request for Proposals**

Attached for your consideration (**Attachment 1**) is the Draft Origin-Destination Data for North Dakota Travel Demand Modeling Request for Proposals (RFP). This RFP will be used to select a vendor that will provide the origin-destination data required for development of the Travel Demand Model (TDM), a key component of the 2045 Metropolitan Transportation Plan. This data is necessary in order to calibrate the trip assignments of the TDM as well as depict the travel patterns both within and to/from the Metro COG planning area.

Similar to the process used earlier this year for the purchase of socio-economic data, this project will be a four-party agreement between Metro COG, NDDOT, and the two other North Dakota MPOs. NDDOT has authorized the MPOs to utilize de-obligated funds from the 2014 Consolidated Planning Grant for the purchase of this data. Metro COG’s local match for this project will total \$7,500.

Due to the urgency in which this data must be acquired, Staff from all three MPOs are requesting their boards to approve the following items in order to keep the development of the TDM on schedule:

1. Approval of the Request for Proposals;
2. Approval to allow Staff to select the Consultant; and
3. Approval to allow Staff to negotiate with the preferred Consultant and execute the contract.

Advanced authorization of these three items will greatly expedite the process and is essential in ensuring each MPO is able to keep the TDM development schedule on-track. The Transportation Technical Committee forwards a favorable recommendation to approve the Origin-Destination Data for North Dakota Travel Demand Modeling RFP, allow Staff to select a Consultant, and authorize Staff to negotiate with the preferred Consultant in order to execute the contract.

**REQUEST FOR PROPOSALS (RFP)**

*Origin - Destination Data for North Dakota Travel Demand Modeling*

*December 2016*

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG), the Bismarck-Mandan MPO, and the Grand Forks-East Grand Forks MPO, in cooperation with the North Dakota Department of Transportation (NDDOT) (collectively referred to as the Client), request proposals from qualified firms to provide origin-destination data for the three MPO areas in North Dakota. The Client intends that this data will 1.) integrate with Travel Demand Models, 2.) calibrate modeled trip assignment, 3.) verify accuracy of forecasted trip generation within transportation analysis zones (TAZs) under various policy and planning scenarios, and 4.) show travel patterns for further transportation planning or operations analysis.

All applicants meeting the [January 13, 2017](#) deadline for submittal will receive consideration. Selection criteria will follow a qualifications-based review process to analyze proposals from responding firms. It is anticipated that qualified firms will be asked to participate in a telephone interview or online webinar to discuss and, if desired, demonstrate the ability of their product to meet the needs of the Client. Upon completion of technical ranking, telephone interviews and possible discussion with candidate consultants, the Client will enter into negotiations with the top ranked firm.

This project will be funded in part with federal transportation funds and has a **not-to-exceed budget of \$90,000**. The selected firm must be able to provide the data products no later than March 10, 2017. All invoices are to be received by April 1, 2017.

Interested firms can request a full copy of the RFP by telephoning 701.355.1852, or by e-mail: [rdrewlow@bismarcknd.gov](mailto:rdrewlow@bismarcknd.gov). Copies will be available for download in .pdf format at [www.bismarcknd.gov/mpo](http://www.bismarcknd.gov/mpo).

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

This document can be made available in alternative formats for persons with disabilities by contact Title VI/ADA Coordinator at 701-355-1332, [MPO@bismarcknd.gov](mailto:MPO@bismarcknd.gov), or TTY 711 or 1-800-366-6888.

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## **I. PURPOSE OF REQUEST**

The purpose of this Request for Proposals (RFP) is to provide interested consulting firms with information about the professional services desired by NDDOT, the Fargo-Moorhead Metropolitan Council of Governments (Metro COG), the Bismarck-Mandan MPO, and the Grand Forks-East Grand Forks MPO (collectively referred to as the Client). This information is meant to convey the general intent of the Client in regards to the requested services and to further guide interested firms in the preparation and submittal of a proposal.

## **II. PROJECT BACKGROUND AND OBJECTIVE**

This RFP provides for the origin - destination data necessary to assist the Client in the calibration and refinement of Travel Demand Models (TDM) and transportation planning. The TDM is a critical component in the development of the Metropolitan Transportation Plan (MTP). The Client, in an effort to continually develop a more accurate and sophisticated model, wishes to strengthen their TDMs' accuracy through origin - destination data sourced from movement of cell phones or other Bluetooth enabled (i.e. tablet, etc.) devices. The Client intends that this data will integrate directly with each MPO's TDM, provide origin and destination for all locations external to the model infrastructure, provide detailed data for trip distribution calibration, and prove useful for additional planning or operations-analysis activities. The client seeks data provided as a GIS Shapefile as well as analytical OD trip matrices in Microsoft Excel format. Data should reference three separate TAZ regions as delineated by Fargo-Moorhead Metro COG, Bismarck-Mandan MPO, and Grand Forks-East Grand Forks MPO; and additional areas as the Client deems necessary.

The requested origin - destination data must represent one full month of choice within the 2015 calendar year, which is the base year of the TDMs being developed by the Client. While the Client desires to obtain data with minimal development charges and at an economic cost, it reserves the right to select a different month of choice for each data set.

Submitted proposals should demonstrate the completeness and accurateness of the data and provide an explanation of the methodology the firm employs to gather and verify their datasets. Firms are encouraged to provide and/or display sample data to the Client before or during the interview process.

## **III. DELIVERABLES**

The successful firm will demonstrate their ability to deliver the datasets outlined below in a digital format which will be detailed in the submitted proposal and, if necessary, negotiated with the Client in contract negotiations.

There is one main data product required by the Client: statistically valid origin - destination data sourced by movement of cellular or other wireless (i.e. Bluetooth enabled) devices. The datasets must contain information that allows Client staff or Client consultant to easily utilize data to the enhancement of the TDM. The Client requires three separate O-D data sets, one for each MPO. TAZ regions for each MPO include internal TAZs (either TAZs within an MPO's jurisdictional boundary which are established through MPO planning processes OR major

corridors/roadways within an MPO) AND external TAZs (including portions of Canada, and/or Eastern, Southern and Western regions of the United States). Preliminary TAZ counts and OD pairs are outlined in the following Table. The Client understands and anticipates that the number of TAZs requested/received for each data set may alter slightly during contract negotiations.

**Table 1:** Preliminary TAZ Request

Data Set	Internal TAZ	External TAZ	Approximate TAZs Requested	Approximate OD Pairs Requested (per Data Set)
FM COG	105	25	130	16900
GF/EGF MPO	65	25	90	8100
BMMPO	55	20	75	5625

The Client prefers that the three data sets be delivered in a shapefile or geodatabase format, which would lessen the burden of Client staff to geocode the tabular records. If the preferred method is unavailable, Client may consider datasets in a tabular format with information included that will allow staff to easily geocode the information. If the location information is in latitude/longitude coordinates, the vendor must include the original geographic coordinate system used to geocode the business and household records. This tabular format is the minimum acceptable standard.

The data could provide or be used for the following:

1. Provide Origin – Destinations for Internal-Internal Locations
  - Home, work and other locations
2. Show External Trip Data
  - Internal and external (all External-External and External-Internal Trips)
3. Divided into Trip Types
  - At minimum: Home-Based Work, Home-Based Other, Non-Home Based
  - Truck vs. Car
4. Peak and Off-Peak Travel Percentages for Different Trip Purposes
  - To be used for AM, PM and Off-Peak model calibration
5. Purposes Other than TDM Development/Transportation planning
  - Determine visitors' state(s) of origin
  - Develop a baseline for future 'before and after' studies (i.e. adding a new bridge crossing)
  - Determining possible areas for expanded MPO boundaries (in future)
  - Additional Planning and/or Operations activities (i.e. Congestion management of local events, football games, etc.)

**Special Note:** The Client intends to share the data with a third party; specifically a State University who is contacted to develop their TDMs. The Client also reserves the right to share data with contracted third parties, as needed, to develop publicly-available work products. The Client is willing to guard propriety information to the degree permitted under Century Code

44-04-18.4, Sections 2.a, 2.c.7, and 2.c.8. However, it is preferential that Vendor supply data free of restrictions for use or dissemination.

#### IV. IMPLEMENTATION SCHEDULE

Advertise for Proposals	December 23, 2016
Due Date for Proposal Submittals (by 4:30 pm)	January 13, 2017
Review Proposals/Identify Finalists	January 17 – 20, 2017
Interview Finalists/ Notification of Results	January 23 – 27, 2017
Start Contract Negotiations with Selected Firm	January 30, 2017
Notice to Proceed	One day following a signed contract

#### V. EVALUATION AND SELECTION PROCESS

**Selection Committee:** The Client has established a selection committee to review the proposals and evaluate potential vendors. The committee consists of officials from NDDOT, Metro COG, Bismarck-Mandan MPO, Grand Forks-East Grand Forks MPO, and Advanced Traffic Analysis Center (the MPOs' contracted modeler).

**Selection Criteria:** The selection process will be administered under the following criteria.

- 25% - The ability of the vendor to supply data which adheres to specifications outlined in the RFP;
- 25% - The ability of the vendor to demonstrate the datasets are complete, accurate, and representative of the conditions of the region in 2015;
- 25% - The vendor demonstrates a thorough quality control process, and the methodology employs to obtain data is sound;
- 20% - The vendor's ability to provide the data in a GIS shapefile and/or GIS compatible (i.e. Excel) format for allocation to TAZs and further analysis;
- 5% - The vendor includes additional dataset attributes of interest to the Client.

**Selection Process:** The selection committee will entertain telephone and/or online webinar presentations for the top candidates to provide additional input and help guide the evaluation process. The presentations may be followed by a question and answer period during which the committee may ask the prospective vendors additional questions on their data products.

A consultant will be selected on or before January 27 based on an evaluation of the proposals submitted, the recommendation of the Selection Committee and approval by Metro COG.

The Client reserve 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 vendor. The Client reserves the right to award a contract to the firm that presents the proposal, which, in the sole judgment 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 NDDOT.

## VI. PROPOSAL CONTENT

The purpose of the proposal is to demonstrate the qualifications, competence, and ability of vendors to provide socio-economic data to the Client within the requirements of the RFP. The proposal must address each of the data specifications listed in the Deliverables section of this RFP.

NDDOT is asking qualified vendors 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 vendor's point of contact.
2. **Introduction and Executive Summary.** This section shall document the firm name, business address (including telephone, FAX, email address(es), year established, type of ownership and parent company (if any), point of contact name, and any major facts, features, recommendations or conclusions that may differentiate this proposal from others, if any.
3. **Overview of Vendor's Origin - Destination Datasets and Methodology.** Proposals shall include the following, at minimum:
  - a. A detailed list of additional demographic attributes for each trip maker other than origins and destinations
  - b. The format(s) in which the data will be provided to the client.
  - c. An explanation of the methodology employed by the vendor to gather and verify their datasets.
  - d. The quality control process employed by the vendor.
  - e. The ability of the data to be quickly and accurately translated into a GIS format.
  - f. A list of the clients in which the vendor has provided data in the past.
  - g. Required Disadvantaged Business Enterprise (DBE) Firms participation documentation, if applicable.
  - h. Ability of vendor to meet required the time schedule.
4. **Signature.** Proposals shall be signed in ink by an authorized member of the firm.
5. **Attachments.** Review, complete, and submit the completed versions of the following RFP Attachments as part of the proposal appendix:

Exhibit A – Debarment of Suspension Certification

Exhibit B – Certification of Restriction on Lobbying

6. **Sealed Cost Proposal Form.** Complete the Cost Proposal Form as outlined in Appendix D and submit in a sealed envelope with proposal.

## VII. SUBMITTAL INFORMATION

Hard copies of technical and cost proposals should be shipped to ensure timely delivery to:

Rachel Drewlow

Bismarck-Mandan MPO  
221 N. 5<sup>th</sup> Street  
P.O. Box 5503  
Bismarck, ND 58506-5503  
rdrewlow@bismarcknd.gov

All proposals received by **4:30 p.m. on January 13, 2017** will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Respondents must submit eight (8) hard copies, one (1) Adobe Acrobat (.pdf) copy of the proposal, and one (1) sealed cost proposal form. The body of written length of the proposal should not exceed five (5) double sided pages. Additional supporting material, including graphics, charts, tables, and Exhibits A and B may be included as appendices to the proposal.

The vendor may ask for clarifications of the RFP by submitting written questions to Rachel Drewlow, Bismarck-Mandan MPO, at [rdrewlow@bismarcknd.gov](mailto:rdrewlow@bismarcknd.gov) or 70-355-1852. The Client reserves the right to decline a response to any question if, in the Client's assessment, the information cannot be obtained and shared with all potential vendors in a timely manner.

### **VIII. GENERAL RFP REQUIREMENTS**

1. **Debarment of Suspension Certification and Certification of Restriction on Lobbying.** Respondents must attach signed copies of Exhibit A – Debarment of Suspension Certification and Exhibit B – Certification of Restriction on Lobbying within the sealed cost proposal.
2. **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/her ability to perform or finance this work.
3. **Disadvantaged Business Enterprise.** Pursuant to Department of Transportation policy and 49 CFR Part 23, NDDOT 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 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 subcontractor'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.
4. **North Dakota Department of Transportation Consultant Administration Services Procedure Manual.** Applicants to this Request for Proposal are required to follow procedures contained in the Federal Standard Form 330. Copies of this form are

available on the NDDOT website at:

<https://www.dot.nd.gov/business/consultants.htm>

## IX. CONTRACTUAL INFORMATION

1. The Client reserves the right to share data with contracted third parties, as needed, to develop publicly-available work products. The Client is willing to guard propriety information to the degree permitted under Century Code 44-04-18.4, Sections 2.a, 2.c.7, and 2.c.8. However, it is preferential that Vendor supply data free of restrictions for use or dissemination.
2. 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.
3. 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.
4. 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 Client.
5. If, through any cause, the firm 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.
6. 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 Client requirements for agreements and contracts.
7. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the Client.
8. Vendor must agree to incorporate the Risk Management Appendix into the final contract verbatim, as outlined in Exhibit C.

## X. PAYMENTS

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

## **XI. FEDERAL AND STATE FUNDS**

The products requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA). 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 requirements of 2 CFR 200. Cost eligibility/requirement will be subject to 48 CFR 31.2.

## **XII. TITLE VI ASSURANCES**

Prospective vendors should be aware of the following contractual (“contractor”) requirements regarding compliance with Title VI should they be selected pursuant to this RFP:

- a. **Compliance with Regulations.** The Contractor 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).
- b. **Nondiscrimination.** The Contractor, 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 subcontractors, including procurements of materials and leases of equipment. The Contractor 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.
- c. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations, either by competitive bidding or negotiation, made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations to the Client and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\*.
- d. **Information and Reports.** The Contractor 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 the North Dakota Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so

certify to the North Dakota Department of Transportation, as appropriate, and shall set forth what efforts it has made to obtain the information.

- e. **Sanctions for Noncompliance.** In the event of the Contractor's noncompliance with the nondiscrimination provisions as outlined herein, the North Dakota Department of Transportation shall impose such sanctions as it or the Federal Highway Administration may determine to be appropriate, including but not limited to:
  - a. Withholding of payments to the Contractor under the contract until the Contractor complies; or
  - b. Cancellation, termination, or suspension of the contract, in whole or in part.

**Incorporation of Title VI Provisions.** The Contractor shall include the provisions of Section XII, paragraphs a. through e. in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontract or procurement as NDDOT 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 Contractor becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the Contractor may request NDDOT enter into such litigation to protect the interests of NDDOT and, in addition, the Contractor 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.

### **XIII. TERMINATION PROVISIONS**

The Client reserves the right to cancel any contract for cause upon written notice to the Contractor. Cause for cancellation will be documented failure(s) of the Contractor 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 Contractor without additional harm to 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 may give a minimum of 30 days' notice to terminate this agreement/contract and have no further obligation to the Contractor.

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 Contractor, of any kind, after the date of termination. Contractor shall deliver all records, equipment and materials to the

Client within 24 hours of the date of termination.

#### **XIV. LIMITATION ON CONSULTANT**

All reports and pertinent data or materials are the sole property of NDDOT and may not be used, reproduced or released in any form without the explicit, written permission of NDDOT.

The Consultant should expect to have access only to the public reports and public files of local governmental agencies and NDDOT 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.

#### **XV. CONFLICT OF INTEREST**

No consultant, subcontractor or member of any firm proposed to be employed in the preparation of this proposal shall not 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 NDDOT or in any way compromise the services to be performed under this agreement. The consultant shall immediately notify NDDOT of any and all potential violations of this paragraph upon becoming aware of the potential violation.

#### **XVI. INSURANCE**

The successful firm or individual shall provide evidence of insurance as stated in the contract prior to execution of the contract.

## **Exhibit A - 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 B - 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 C – Risk Management Appendix**

VENDOR 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 VENDOR 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. VENDOR 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 VENDOR in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this Agreement.

VENDOR 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 VENDOR 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 VENDOR shall

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

VENDOR'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 VENDOR's insurance and shall not contribute with it. The insolvency or bankruptcy of the insured VENDOR shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured VENDOR 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 VENDOR. 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 VENDOR in excess of the minimum requirements set forth above.

### Appendix D: Cost Proposal Form

(Include one completed form in a separate sealed envelope – labeled “SEALED COST FORM – Firm Name” and submit with technical proposal as part of the RFP response.)

The cost estimated should be based on a not to exceed budget of \$90,000. Changes in the final contract amount and contract extension are not anticipated.

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

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

**Suggested Motion:**

**Reapprove the Request for Proposal for the Alternate Route Traffic Incident Management Guidebook and permission to release it for publication.**

**To:** Metro COG Policy Board  
**From:** William Christian, Metro COG Staff  
**Date:** December 9, 2016  
**Re:** **Alternate Route Traffic Incident Management Guidebook RFP**

The Policy Board approved the Request for Proposal for the Alternate Route Traffic Incident Management Guidebook RFP in 2016. The project was deferred to 2017 to use local funds for the match of the federal funds. Originally, local funds for the project were to come from both the North Dakota Department of Transportation (NDDOT) and Minnesota Department of Transportation (MnDOT). Local funds were budgeted in 2017 to provide the local match for this project.

The RFP has been updated to include new language requested from the NDDOT as well as the schedule for the project. This project is slated to use 2015 Consolidated Planning Grant funds and is currently included in the 2017 element of the 2017-2018 Unified Planning Work Program.

The updated RFP is included as ***Attachment 1***.

Staff is requesting to reapprove the updated RFP and permission to release the RFP for publication.

**FARGO-MOORHEAD  
METROPOLITAN COUNCIL OF GOVERNMENTS**

**REQUEST FOR PROPOSALS (RFP)**

**PROJECT NO. 2017-1**

***Alternate Route Traffic Incident Management  
Guidebook***

*December, 2016*

**APPROVED:**

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**William A. Christian  
Metro COG, Executive Director**



***Metro COG Alternate Routes/Traffic Incident Management Plan***

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***Metro COG Alternate Routes/Traffic Incident Management Plan***

**I GENERAL INFORMATION**

**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 issues of a regional nature. Metro COG represents eleven cities and two counties that comprise the Metro COG region in these efforts.

Metro COG is seeking requests for proposals from qualified Consultants for the following project:

**Alternate Route Traffic Incident Management Guidebook**

All applicants meeting the deadline for submittal will receive consideration. Selection criteria will follow a qualifications-based review process to analyze proposals from responding consultants. The most qualified candidates may be invited to present an oral interview. Upon completion of technical ranking, oral interviews and possible discussion with candidate consultants, Metro COG will enter into negotiations with the top ranked firm.

All applicants must be prequalified with the North Dakota Department of Transportation. All applicants meeting the deadline for submittal will receive equal consideration. Selection criteria will follow a qualifications-based review process to analyze proposals from responding Consultants. The most qualified candidates will be invited to present an oral interview. Upon completion of technical ranking, oral interviews and possible discussion with candidate Consultants, Metro COG will enter into negotiations with the top ranked firm.

The Consultant will submit with their response to this RFP a **sealed cost proposal**. 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. The Client reserves the right to reject any or all cost proposals submitted.

This project will be funded, in part with federal transportation funds and has a not-to-exceed budget of \$125,000 dollars. The North Dakota Department of Transportation will determine the eligibility of federal funds for the project. The proposed schedule for the project is identified in section V of this RFP.

Interested firms can request a full copy of the RFP by telephoning 701.232.3242, or by

***Metro COG Alternate Routes/Traffic Incident Management Plan***

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](http://www.fmmetrocog.org).

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

This document can be made available in alternative formats for persons with disabilities by calling **Savanna Leach, Executive Secretary at 701.232.3242.**

## **II PURPOSE OF REQUEST.**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) (referred herein as the Client) is requesting a technical proposal from consultant engineering firms (referred herein as the Consultant) concerning their qualifications, experience and availability to perform specific tasks related to the development of an Alternate Route Traffic Incident Management Guidebook for the Fargo-Moorhead metropolitan area.

## **III PROJECT BACKGROUND AND OBJECTIVE.**

Traffic crashes and other incidents on the freeway system can cause non-recurring congestion and resulting delay in the Fargo-Moorhead metropolitan area. This congestion presents spill over onto local arterial and residential streets. As the traffic in the Fargo-Moorhead area becomes heavier and additional roadways are constructed, the focus of incident management becomes more important. The primary goal during any traffic incident is public safety. Good institutional relationships and knowledge of the available resources and implemented policies are critical to handling a traffic situation safely and efficiently.

The Consultant selected on this RFP will develop a comprehensive Alternate Routes and Traffic Incident Management strategy for the freeway system, and potentially other facilities with a Federal Functional Classification (FFC) of Other Principal Arterial (OPA), within the Fargo-Moorhead metropolitan area. There are approximately 344 lane miles of Interstate and 247 lane miles of OPA in the Metro COG study area (Map 1). Metro COG is currently working to update the FFC for Cass County. There may be some changes to the mileage and facility classifications.

The purpose of this project is to improve the coordination of efforts among local stakeholders (e.g. law enforcement, fire, first responders, city public works, etc.) and the North Dakota and Minnesota Departments of Transportation to better respond to incidents in the Fargo-Moorhead metropolitan area. The TIM plan will be developed using local stakeholder input and concentrate on identifying alternative routes to the Interstate in times of excessive non-recurring and recurring congestion, improving safety for the traveling public and first responders and on mitigating the effects of planned and unplanned traffic incidents. As flooding is a common occurrence in the region, efforts to mitigate the effects of congestion due to the effects of such flooding

***Metro COG Alternate Routes/Traffic Incident Management Plan***

should also be addressed. It is anticipated the use of existing and proposed ITS deployments will provide stakeholder additional tools to assist in these efforts.

The ultimate goal is to develop a comprehensive, coordinated TIM plan for the metropolitan area which identifies alternate routing options to respond to traffic incidents and on that has a high level of ownership by local stakeholders. It is imperative the TIM plan maximizes local stakeholder buy in and acceptance. In order to accomplish this acceptance, the consultant will need to develop strong working relationships with local stakeholders and maintain the appropriate levels of attendance and stakeholder participation at the working group meetings.

**IV SCOPE OF WORK AND PERFORMANCE TASKS.**

This RFP provides for the tasks necessary to assist Metro COG and local stakeholders in the development of a comprehensive, coordinated Traffic Management Plan for the freeway system in the Fargo-Moorhead metropolitan area.

Outlined below is the scope of work that will guide development of the **Alternate Routes/Traffic Incident Management Plan** for the Fargo-Moorhead Metropolitan Area.

The Client 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.

At minimum, the consultant shall be expected to establish detailed analysis, recommendations and/or deliverables for the following tasks:

- Task 0 – Project management
- Task 1 – Project Development and Planning
- Task 2 – TIM Plan Development Process
- Task 3 – Complete TIP Plan
- Task 4 – Training

**Task 0 – Project Management**

This task involves activities required to manage the project including staff, equipment and documentation. It also includes the preparation of progress reports, documenting travel and expense receipts, and preparing and submitting invoices. It is imperative to consider the public and keep it informed of the planning activities and outcomes using strategy that includes use of the internet and social media. Maintaining a project website or providing information to Metro COG for posting on its website will be required. This task also includes monthly progress meeting with the Client, the preparation of meeting agendas, and taking and reporting meeting minutes.

**Task 1 – Project Development and Planning**

This task involves activities required to research and develop a detailed plan for the traffic incident management planning effort. It is anticipated the Consultant will meet with local stakeholders and the North Dakota and Minnesota Departments of

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Transportation for input into the necessary steps for this planning effort. The output to this effort will be a detailed action plan for the development of the comprehensive, coordinated TIM plan, with emphasis on an alternate routes plan. This may include, and not be limited to:

- Identifying additional Fargo-Moorhead area incident management stakeholders;
- Identify incident management and ITS resources available;
- Identify and develop recommendations for overcoming agency institutional issues;
- Identify alternate routes which minimize conflicts (e.g. left turns, deficient bridges, height and width restrictions, railroad crossings, school zones, hospitals, etc.)
- Identify issues as would be presented by local or regional flooding;
- Identify and develop recommendations for implementing the incident management plan;
- Developing innovative and out-of-the-box recommendations for the TIM plan; and
- Determine capital and operational costs, including personnel equipment, training and other associated costs required to maintain an effective TIM program

**Task 2 – Alternate Routes/Traffic Incident Management Plan Development Process**

This task involves all the activities required to obtain the necessary stakeholder input for the development of the comprehensive and coordinated TIM plan. It may include, and not be limited to:

- Setting up stakeholder / public input plan identifying meetings and workshops, as determined by the approved planning process;
- Sending out meeting invitations and other steps to assure the necessary stakeholder participation;
- Address all other necessary preparations for stakeholder/public meetings (e.g. arranging for meeting locations, preparing presentation materials, providing necessary presentation equipment and tools, etc.);
- Facilitate the discussion at stakeholder/public meetings;
- Document meeting progress and input and communicate that information with appropriate parties; and
- Perform the necessary steps between meetings, consistent with the approved action plan, so that progress is maintained for the accomplishment of the final TIM plan.

**Task 3 – Complete Alternate Routes/Traffic Incident Management Plan**

This task involves activities and resources required to develop the Drafts and Final Incident Management Plan, in both electronic and hard copy formats. The consultant will produce a total of three (3) drafts of the TIM plan for review and input and a Final TIM for presentation and distribution to the stakeholders, Metro COG Transportation Technical Committee and the Metro COG Policy Board

It is anticipated the consultant will produce the following Draft Alternate Routes/Traffic Incident Management Plan plans:

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50% Plan – Organization and Format of the Alternate Routes/Traffic Incident Management Plan

85% Plan – Overall Alternate Routes/Traffic Incident Management Plan Content Review

95% Plan – Detailed Review of the Alternate Routes/Traffic Incident Management Plan

**Task 4 – Incident Management Committee**

Through the course of the development of the Alternate Routes/Traffic Incident Management Plan establish a standing Incident Management Committee structure and membership to implement the Alternate Routes/Traffic Incident Management Plan and future incident management activities in the Metro COG region.

**Task 5 – Training**

This task involves providing for training needs in any areas pertaining to traffic incident management activities identified either by the Consultant, local stakeholders or the North Dakota and Minnesota Departments of Transportation. It may be developed and conducted by the consultant or procured by the Consultant through other organizations, as approved by the Metro COG project manager.

**V IMPLEMENTATION SCHEDULE.**

**1) Consultant Selection**

Advertise for Consultant Proposals	January 3, 2017
Due Date for Proposal Submittals (by 4:30pm)	January 20, 2017
Review Proposals/Identify Finalists	January 23 - 27, 2017
Interview Finalists/Contract Negotiations	(week of) February 1, 2017
Metro COG Board Approval / Consultant Notice	February 16, 2017
Contract Negotiations	(week of) February 20, 2017
Notice to Proceed	One day following a signed contract.

**2) Project Development (Major Milestones)**

- February/March 2017 - Begin Project Development and Planning
- February/March 2017 through September 31, 2017 – TIM Plan Development Process
- October 2017 – Final Draft TIM Plan
- November 2017 – Presentation of the TIM Plan
- All invoices for the project are to be received by Metro COG by December 15, 2017.

**VI EVALUATION AND SELECTION PROCESS.**

**Selection Committee.** The Client has established a multijurisdictional, multi-disciplinary selection committee to select a Consultant. The committee consists of local

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government, state Departments of Transportation, public safety and other local stakeholder agencies.

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

- 10% - The firm's past experience with similar types of activities
- 25% - Key staff's experience related to the development of such plans
- 20% - Specific qualifications of the consultant's Project Manager that will be on the project.
- 20% - Understanding of project scope and local / regional issues.
- 20% - Project approach.
- 5% - Current workload.

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 input into 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 or before February 20, 2017 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 Services.

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

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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 list of tasks and subtasks to be completed, including a description of how they will be completed. 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; a detailed approach for completing the plan and a summary of the proposed methodology to establish consensus on recommendations within the final product;
  - b. Milestones for the development of the project and completion of individual tasks should be submitted with the proposal.
  - c. A timeline for completion of the requested services, including all public participation opportunities and stakeholder meetings.
  - d. List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past.
  - e. List of the proposed principal(s) who will be responsible for the work, proposed Project Manager and project team members (with resumes).
  - f. A breakout of time and budget for each member identified as a participant in the development of the project.
  - g. 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.
  - h. List of client references for similar projects described within the RFP.
  - i. Required Disadvantaged Business Enterprise (DBE) Firms participation documentation, if applicable.
  - j. Ability of firm to meet required time schedules.
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 IX 1))  
Exhibit B – Debarment of Suspension Certification  
Exhibit C – Certification of Restriction on Lobbying  
Exhibit D - Standard Form 330

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**VIII Submittal Information**

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

William Christian  
Executive Director  
Fargo-Moorhead Metropolitan Council of Governments  
Case Plaza, Suite 232  
One 2<sup>nd</sup> Street North  
Fargo, ND 58102-4807  
[christian@fmmetrocog.org](mailto:christian@fmmetrocog.org)

All proposals received by **4:30pm on Friday, January 20, 2017** at the Metro COG office will be given equal consideration. 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.

The Consultant may ask for clarifications of the RFP by submitting written questions to the Metro COG Project Manager identified in above. Questions regarding this RFP must be submitted no later than Friday, January 13, 2017. No response will be given to verbal questions. The Client reserves the right to decline a response to any question if, in the Client's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by the Client, will be provided on or about Wednesday January 18, 2017 to all Consultants that receive the RFP.

**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 firms Fiscal Year. Documentation of this

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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 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 subcontractor'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

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consultants. Copies of the Manual may be found on the Metro COG website [www.fmmetrocog.org](http://www.fmmetrocog.org) or the NDDOT website at [www.dot.nd.gov](http://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 will be made to the Consultant by the Client in accordance with the contract after all required services, and items identified in Task 0, 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

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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 requirements of 49 CFR 18. Cost eligibility/requirement will be subject to 48 CFR 31.2.

**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 Contractor 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 Contractor, 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 subcontractors, including procurements of materials and leases of equipment. The Contractor 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 Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’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 Contractor 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 Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to Metro

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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 Contractor'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:
- a) Withholding of payments to the Contractor under the contract until the Contractor complies; or
  - b) Cancellation, termination, or suspension of the contract, in whole or in part.

**Incorporation of Title VI Provisions.** The Contractor shall include the provisions of Section XIII, 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 Contractor 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 Contractor becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the Contractor may request Metro COG enter into such litigation to protect the interests of Metro COG; and, in addition, the Contractor 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 Contractor. Cause for cancellation will be documented failure(s) of the Contractor 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 Contractor 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 Contractor in writing ninety (90) days in advance of the date such actions are to be implemented.

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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 Contractor, of any kind, after the date of termination. Contractor 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.

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, subcontractor or member of any firm proposed to be employed in the preparation of this proposal shall not 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 successful Consultant shall provide evidence of insurance as stated in the contract prior to execution of the contract.

**Metro COG Alternate Routes/Traffic Incident Management Plan****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 up identification of the most qualified contractor. Changes in the final contract amount and contract extensions are not anticipated.

**REQUIRED BUDGET FORMAT**  
**Summary of Estimated Project Cost**

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

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**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

\_\_\_\_\_

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**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)

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**Exhibit D - Standard Form 330**

# ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157  
Expires: 11/30/2017

**PAPERWORK REDUCTION ACT STATEMENT:** Public reporting burden for this collection of information is estimated to average 29 hours (25 hours for part 1 and 4 hours for Part 2) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to U.S. General Services Administration, Regulatory Secretariat (MVCB)/IC 9000-0157, Office of Governmentwide Acquisition Policy, 1800 F Street, NW, Washington, DC 20405.

## PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

## GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

## INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

## DEFINITIONS

**Architect-Engineer Services:** Defined in FAR 2.101.

**Branch Office:** A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

**Discipline:** Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

**Firm:** Defined in FAR 36.102.

**Key Personnel:** Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

## SPECIFIC INSTRUCTIONS

### Part I - Contract-Specific Qualifications

#### Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

#### Section B. Architect-Engineer Point of Contact.

- 4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

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Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in This Contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number Self-explanatory.

24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

**Section G. Key Personnel Participation in Example Projects.**

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

**Section H. Additional Information.**

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

**Section I. Authorized Representative.**

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

**SAMPLE ENTRIES FOR SECTION G (MATRIX)**

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						

**29. EXAMPLE PROJECTS KEY**

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport RI

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## Part II - General Qualifications

See the " **General Instructions** " on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was

effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

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List of Disciplines (Function Codes)

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<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
		E13	Environmental Testing and Analysis
B01	Barracks; Dormitories	F01	Fallout Shelters; Blast-Resistant Design
B02	Bridges	F02	Field Houses; Gyms; Stadiums
C01	Cartography	F03	Fire Protection
C02	Cemeteries ( <i>Planning &amp; Relocation</i> )	F04	Fisheries; Fish ladders
C03	Charting: Nautical and Aeronautical	F05	Forensic Engineering
C04	Chemical Processing & Storage	F06	Forestry & Forest products
C05	Child Care/Development Facilities	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C06	Churches; Chapels	G02	Gas Systems (Propane; Natural, Etc.)
C07	Coastal Engineering	G03	Geodetic Surveying: Ground and Air-borne
C08	Codes; Standards; Ordinances	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C09	Cold Storage; Refrigeration and Fast Freeze	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C10	Commercial Building ( <i>low rise</i> ) ; Shopping Centers	G06	Graphic Design
C11	Community Facilities	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C12	Communications Systems; TV; Microwave	H02	Hazardous Materials Handling and Storage
C13	Computer Facilities; Computer Service	H03	Hazardous, Toxic, Radioactive Waste Remediation
C14	Conservation and Resource Management	H04	Heating; Ventilating; Air Conditioning
C15	Construction Management	H05	Health Systems Planning
C16	Construction Surveying	H06	Highrise; Air-Rights-Type Buildings
C17	Corrosion Control; Cathodic Protection; Electrolysis	H07	Highways; Streets; Airfield Paving; Parking Lots
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H08	Historical Preservation
C19	Cryogenic Facilities	H09	Hospital & Medical Facilities
D01	Dams ( <i>Concrete; Arch</i> )	H10	Hotels; Motels
D02	Dams ( <i>Earth; Rock</i> ); Dikes; Levees	H11	Housing ( <i>Residential, Multi-Family; Apartments; Condominiums</i> )
D03	Desalinization ( <i>Process &amp; Facilities</i> )	H12	Hydraulics & Pneumatics
D04	Design-Build - Preparation of Requests for Proposals	H13	Hydrographic Surveying
D05	Digital Elevation and Terrain Model Development		
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

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List of Experience Categories (Profile Codes)

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Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio & Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems & Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (Parks, Marinas, Etc.)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (Buildings; Structures; Facilities)
L05	Lighting (Interior; Display; Theater, Etc.)	R07	Remote Sensing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
N01	Naval Architecture; Off-Shore Platforms	S05	Soils & Geologic Studies; Foundations
N02	Navigation Structures; Locks	S06	Solar Energy Utilization
N03	Nuclear Facilities; Nuclear Shielding	S07	Solid Wastes; Incineration; Landfill
O01	Office Buildings; Industrial Parks	S08	Special Environments; Clean Rooms, Etc.
O02	Oceanographic Engineering	S09	Structural Design; Special Structures
O03	Ordnance; Munitions; Special Weapons	S10	Surveying; Platting; Mapping; Flood Plain Studies
P01	Petroleum Exploration; Refining	S11	Sustainable Design
P02	Petroleum and Fuel (Storage and Distribution)	S12	Swimming Pools
P03	Photogrammetry	S13	Storm Water Handling & Facilities
P04	Pipelines (Cross-Country - Liquid & Gas)	T01	Telephone Systems ( <i>Rural; Mobile; Intercom, Etc.</i> )
P05	Planning (Community, Regional, Areawide and State)	T02	Testing & Inspection Services
P06	Planning (Site, Installation, and Project)	T03	Traffic & Transportation Engineering
P07	Plumbing & Piping Design	T04	Topographic Surveying and Mapping
P08	Prisons & Correctional Facilities	T05	Towers ( <i>Self-Supporting &amp; Guyed Systems</i> )
		T06	Tunnels & Subways

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List of Experience Categories (Profile Codes)

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<b>Code</b>	<b>Description</b>
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors.)*

(Check)					9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCON-TRACTOR			
a.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

*(Attached)*

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

a. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

b. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

c. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

d. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

e. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
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21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE



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**H. ADDITIONAL INFORMATION**

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30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

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**I. AUTHORIZED REPRESENTATIVE**

The foregoing is a statement of facts.

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31. SIGNATURE

32. DATE

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33. NAME AND TITLE

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**Fargo-Moorhead Metropolitan Council of Governments**

701.232.3242 • FAX 701.232.5043 • Case Plaza Suite 232 • One 2nd Street North • Fargo, North Dakota 58102-4807

Email: [metrocof@fmmetrocog.org](mailto:metrocof@fmmetrocog.org)

<http://www.fmmetrocog.org>

**Suggested Motion:**

**None.**

**To:** Metro COG Policy Board  
**From:** Dave Piepkorn, Policy Board Chair  
**Date:** December 9, 2016  
**Re:** **Public Comment Opportunity**

The Public Comment Opportunity is an open forum for the public to provide comments about specific items on this month's agenda, as well as any other issues directly pertaining to Metro COG policies, programs or documents.

Comments to the Policy Board will be limited to two minutes per individual, or at the discretion of the Policy Board Chair.



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http://www.fmmetrocog.org

**Suggested Motion:**

**Approve the carryover of contracted planning studies funding balances to 2017.**

**To:** Metro COG Policy Board  
**From:** William Christian, Metro COG Staff  
**Date:** December 8, 2016  
**Re:** **Contracted Planning Balances Carryover**

The North Dakota Department of Transportation (NDDOT) typically requests Metro COG act upon existing contract balances remaining in 2016 to carry those funds to Metro COG’s 2017 Unified Planning Work Program (UPWP). The action requested by NDDOT is required prior to the end of the current program (calendar) year. The proposed carryover balances to the 2017 UPWP are as follows:

Contracted Planning (Balance Carryovers)

Metro COG will carryover the following contracted planning balances as noted (or as otherwise reflected following final 2016 invoices which are currently pending) from 2016 to 2017:

UPWP#	Project	Balance to Carry Forward
1101	ATAC Technical Assistance	\$43,458
1102	Alternate Routes/Traffic Incident Management Guide Book	\$96,000
1104	Heartland Trail Extension	\$15,000
1106	Regional Freight Plan	\$85,000
1107	Regional Railroad Crossing Safety Plan	\$120,000
1109	Demographic Forecasts (2015 to 2045)	\$68,239

This proposed UPWP amendment comes to the Policy Board with a favorable recommendation from the Transportation Technical Committee.

**Fargo-Moorhead Metropolitan Council of Governments**

701.232.3242 • FAX 701.232.5043 • Case Plaza Suite 232 • One 2nd Street North • Fargo, North Dakota 58102-4807

Email: [metrocof@fmmetrocog.org](mailto:metrocof@fmmetrocog.org)<http://www.fmmetrocog.org>**Suggested Motion:**

**Approve the proposed amendment to the 2017-2018 Unified Planning Work Program and authorize staff to submit updated billing requests to jurisdictions adding projects to the UPWP to reflect changes to the UPWP budget.**

**To:** Metro COG Policy Board  
**From:** William Christian, Metro COG Staff  
**Date:** December 8, 2016  
**Re:** **2017-2018 Unified Planning Work Program Amendment**

Metro COG will be requesting an amendment to the 2017 and 2018 elements of the 2017-2018 Unified Planning Work Program (UPWP) to include new projects to use existing 2016 and new 2017 Consolidated Planning Grant (CPG) funds. Staff met November 18, 2016 with local jurisdiction representatives to discuss what planning-level projects would be available for programming.

**Attachment 1** is the proposed elements to be amended into the 2017 and 2018 elements of the 2017-2018 UPWP and the revised budget related to the additions.

The Transportation Technical Committee prioritized the projects into 2017 and 2018, as well as the order in which the forthcoming Requests for Proposals will be released.

Staff will submit the proposed amendment once the original 2017-2018 UPWP is approved by the North Dakota Department of Transportation (NDDOT), Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Staff will work with project sponsors to develop scopes of service for each of the projects to be used in the Request for Proposals (RFP).

Pending approval of the amendment by our planning partners (NDDOT, FHWA, FTA), RFPs will be released in two phases; one to use current CPG funds and one to use anticipated 2017 CPG funds. Staff will provide updated billing requests to jurisdictions adding projects to the UPWP and will provide invoices once the contracts for such projects are approved by the Policy Board.

This item comes to the Policy Board with a favorable recommendation.

## Metro COG CPG Project List

Priority	Potential Release	Project	Total Cost	Federal	Local	Prg. Year	Local Source	CPG Funds
		Total 2017	\$1,340,000	\$967,000	\$373,000			
		Total 2018	\$840,000	\$672,000	\$168,000			
1	1st QTR 2017	ATAC <sup>1</sup>	\$40,000	\$32,000	\$8,000	2017	All	2016
2	1st QTR 2017	17th Avenue South Corridor Study 5th Street to West Fargo ECL	\$250,000	\$200,000	\$50,000	2017	Fargo	2016
3	1st QTR 2017	Fargo/West Fargo Parking Requirement Study	\$100,000	\$80,000	\$20,000	2018	Fargo	2016
4	1st QTR 2017	West Acres Transit Hub Planning Study	\$250,000	\$200,000	\$50,000	2017	Fargo	2016
5	2nd QTR 2017	52nd Avenue Planning portion of Environmental document	\$150,000	\$120,000	\$30,000	2017	Fargo	2017
6	2nd QTR 2017	Moorhead ADA Transition Plan	\$150,000	\$120,000	\$30,000	2017	Moorhead	2017
7	2nd QTR 2017	13th Avenue Corridor Study Main Avenue to 17th Street East	\$250,000	\$200,000	\$50,000	2017	West Fargo	2017
8	2nd QTR 2017	Cass County Comprehensive Plan <sup>1</sup>	\$150,000	\$15,000	\$135,000	2017	Cass	2017
1	1st QTR 2018	Metro COG Long Range Transportation Plan <sup>1</sup>	\$250,000	\$200,000	\$50,000	2018	All	2018
2	1st QTR 2018	ATAC <sup>1</sup>	\$40,000	\$32,000	\$8,000	2018	All	2018
3	1st QTR 2018	12th Avenue South Corridor Study - 4th Street to 20th Street	\$250,000	\$200,000	\$50,000	2018	Moorhead	2018
4	1st QTR 2018	7th Avenue East 8th St West to 9th Street East	\$200,000	\$160,000	\$40,000	2018	West Fargo	2018
5	4th QTR 2018	Heartland Trail Extension <sup>1</sup>	\$100,000	\$80,000	\$20,000	2018	Clay/Other	2018
<b>FUTURE PROJECTS</b>								
		17th Avenue South Corridor Study - 34th Street to 45th Street	\$150,000	\$120,000	\$30,000	2019	Moorhead	
		ATAC	\$40,000	\$32,000	\$8,000	2019	All	
		Cass County CR18 Corridor Study	\$50,000	\$40,000	\$10,000	2019	Cass	
		MTG Facility Expansion Study	\$150,000	\$120,000	\$30,000	2020	Fargo/Moorhead	
		Cass County Gravel Road Traffic Study	\$80,000	\$64,000	\$16,000	2020	Cass	
		MAT Transit Development Plan	\$300,000	\$240,000	\$60,000	2020	Fargo/Moorhead	
		ATAC	\$40,000	\$32,000	\$8,000	2020	All	
		ATAC	\$40,000	\$32,000	\$8,000	2021	All	
		Metro COG LRTP Update	\$400,000	\$320,000	\$80,000	2022	All	
		ATAC	\$40,000	\$32,000	\$8,000	2022	All	
				\$0	\$0			
				\$0	\$0			
				\$0	\$0			

<sup>1</sup>Projects currently in the 2017-2018 UPWP

## PROPOSED AMENDMENT TO THE 2017-2018 UPWP

### ADDITIONS:

#### **1110 52<sup>nd</sup> Avenue Planning Portion of Environmental Document (2017)**

**Participant(s):** Metro  
COG/Consultant

The project will be the planning element of the environmental clearance document, similar to that done on the 12<sup>th</sup> Avenue North project in 2014. The project would extend from 45<sup>th</sup> Street to Sheyenne Street. Project to be initiated in 2nd quarter of 2017 and using 2016/2017 CPG funds. *(pending approval of amendment)*

#### **Activities:**

- Staff activities identified under element 305.

#### **Products**

52nd Avenue Planning Portion of the Environmental Document Final Report

#### **Completion Date**

2nd QTR 2018

#### **1111 West Acres Transit Hub Planning Study (2017)**

**Participant(s):** Metro  
COG/Consultant

In 2001 NDLea Engineers and Planners, Inc. completed a study of the West Acres Shopping Center for a Transit Hub location, six options were proposed at the time. The option selected placed the hub on the south side of the mall in the Roger Maris wing as a permanent enclosed facility afixed to the West Acres structure. The hub is a federally funded project. West Acres management has requested the City of Fargo West Acres Shopping Center Transfer Hub potentially be relocated to either 38th Street or 42nd Street. The proposed study would require an in-depth analysis and viability of alternate locations proposed by West Acres.

One theme that emerged during the Transit Development Plan (TDP) process was that the West Acres Transfer Hub could be further strengthened as a “satellite” hub. This facility is located at a key commercial and retail location, and serves as the western “anchor” of the Fargo-Moorhead metropolitan area. Several routes would continue to terminate there, and route realignments would mean that other routes could terminate there as well, with a comfortable transfer facility allowing for timed transfers among several routes.

It should be noted that the general assumption for the future of the West Acres Transfer Hub is that it will continue to be located in the vicinity of the existing West Acres facility. Future plans may include an expansion of the shopping facility to the southeast into the existing parking lot. As part of the planning process for this TDP, it has been assumed that the MATBUS services will still be able to serve the West Acres facility, even though the details may change over time, as this location is well-suited as a “break point” between the central Fargo-Moorhead area and the various activity centers to the west. Project to be initiated in 1<sup>st</sup> quarter of 2017 and use 2016/2017 CPG funds. *(pending approval of amendment)*

#### **Activities:**

- Staff activities identified under element 305.

*Products*  
West Acres Transit Hub Planning Study Final Report

**Completion Date**  
4th QTR 2017

**1112 17<sup>th</sup> Avenue South Corridor Study (2017)**

**Participant(s):** Metro  
COG/Consultant

The objective of this study is to analyze the current traffic operations and conditions germane to 17th Avenue S; identify potential improvements for the corridor at key locations, analyze the impacts of the potential improvements with respect to cost, traffic operations, transit, safety, bicycling, and pedestrian movement. The project study area will include 17<sup>th</sup> Avenue South from 5<sup>th</sup> Street to the West Fargo east city limits. Project to be initiated in 1st quarter of 2017 and use 2016/2017 CPG funds. (pending approval of amendment)

**Activities:**

- Staff activities identified under element 305.

**Products**  
17<sup>th</sup> Avenue South Corridor Study Final Report

**Completion Date**  
1st QTR 2018

**1113 Moorhead ADA Transition Plan (2017)**

**Participant(s):** Metro  
COG/Consultant

This project consists of identifying intersections on the pedestrian access routes within the City of Moorhead that do not meet current ADA access guidelines and developing a plan to bring these areas into compliance. This is a crucial step in assuring the needs for the pedestrian mode of travel are met. In addition to addressing the multimodal transportation needs of the City, the update is also needed to meet new requirements as set forth by MnDOT in achieving statewide compliance with Title II of the Americans with Disabilities Act. The scope of this project will center on updates to the public ROW. Non-ROW issues will be done internally. Project to be initiated in 2nd quarter of 2017 and use 2016/2017 CPG funds. (pending approval of amendment)

**Activities:**

- Staff activities identified under element 305.

**Products**  
Moorhead ADA Transition Plan Final Report

**Completion Date**  
2<sup>nd</sup> QTR 2018

**1114 13<sup>th</sup> Avenue Corridor Study (2017)**

**Participant(s):** Metro  
COG/Consultant

The completion of a corridor study is proposed along 13th Avenue in West Fargo from Main Avenue West to 17th Street East. The corridor study would include a review of existing and future conditions along the corridor including proposed future development. The study would also include a public participation component, identification of issues and project need, a review

of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project to be initiated in 2nd quarter of 2017 and use 2016/2017 CPG funds. (pending approval of amendment)

**Activities:**

- Staff activities identified under element 305.

**Products**

13<sup>th</sup> Avenue Corridor Study Final Report

**Completion Date**

2nd QTR 2018

**1115 Fargo/West Fargo Parking Requirement Study (2017)**

**Participant(s):** Metro  
COG/Consultant

The City of Fargo has requested Metro COG assistance for evaluation and update to the city's current standards for 1) off-street parking and 2) access management. Currently, the City of Fargo regulates off-street parking requirements via Section 20-0701 of the Fargo Land Development Code. It has been observed that these standards are more than adequate to handle parking demand and are perhaps overly burdensome, resulting in underutilized parking lots, wasted spaces, auto-dependent development patterns, and several applications for alternative access plans through conditional use permits. In addition, the City of Fargo regulates the placement of driveways (access management) via Section 20-0702 of the Fargo Land Development Code. However, these regulations are minimal and consequently result in some safety concerns. Additionally, there is demand from the development community to allow greater flexibility from the current standards. Consequently, there is a desire to contract with a consultant to evaluate off-street parking and access management standards in relation to the goals and policies of the LRTP and the city's comprehensive plan. Project is to initiated in 1<sup>st</sup> Quarter of 2017 and use 2016/2017 CPG funds. (pending approval of amendment)

**Activities:**

- Staff activities identified under element 305.

**Products**

Fargo/West Fargo Parking Requirement Study Final Report

**Completion Date**

1st QTR 2018

**1116 7<sup>th</sup> Avenue East – 8<sup>th</sup> St. West to 9<sup>th</sup> St. East (2018)**

**Participant(s):** Metro  
COG/Consultant

The completion of a corridor study is proposed along 7th Avenue East in West Fargo from 8<sup>th</sup> Street West to 9th Street East. The corridor study would include a review of existing and future conditions along the corridor including proposed future development. The study would also include a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project is to initiated in 1<sup>st</sup> Quarter of 2018 and use 2018 CPG funds. (pending approval of amendment)

**Activities:**

- Staff activities identified under element 305.

**Products**

Fargo/West Fargo Parking Requirement Study Final Report

**Completion Date**

1st QTR 2019

**1117 12<sup>th</sup> Avenue South Corridor Study – 4<sup>th</sup> Street to 20<sup>th</sup> Street (2018)**

**Participant(s):** Metro  
COG/Consultant

The completion of a corridor study is proposed along 12<sup>th</sup> Avenue South from 4<sup>th</sup> Street to 20<sup>th</sup> Street. The corridor study would include a review of existing and future conditions along the corridor including proposed future development. The study would also include a public participation component, identification of issues and project need, a review of both existing and forecast year 2040 project conditions, environmental impact review of alternatives, and an evaluation of alternatives. Project is to initiated in 1<sup>st</sup> Quarter of 2018 and use 2018 CPG funds. (pending approval of amendment)

**Activities:**

- Staff activities identified under element 305.

**Products**

12th Avenue Soouth Corridor Study – 4th Street to 20th Street Final Report

**Completion Date**

1st QTR 2019

**PROJECTS DROPPED**

**1103 Clay County Comprehensive and Transportation Plan Update**

**Participant(s):** Metro  
COG/Consultant

Metro COG will work with Clay County in 2017 to provide technical analysis assistance on transportation elements affecting the update to its Comprehensive and Transportation Plan. The focus of the plan will be transportation; however will also entail an update of the County's current 2000 Comprehensive Plan. Metro COG will secure consultant service to assist with the plan update and development. The cost split for the internal and external contracted work on this effort will be determined by the NDDOT prior to initiating the project.

**Activities:**

- Staff activities identified under element 305.

**Products**

**PROJECT DROPPED FROM UPWP**

**Completion Date**

**PROJECT MOVED TO 2018**

**1104 Heartland Trail Extension – Clay County Portion  
(2018)**

**Participant(s):** Metro  
COG/Consultant

Metro COG, in conjunction with Clay County will solicit and hire a consultant to develop an acceptable route for the Heartland Trail through Clay County in Minnesota, with recommendations to connectivity with local city trails, trail heads and amenities. Project to be initiated in 4<sup>th</sup> Quarter of 2018 and use 2018 CPG funds.

***Activities:***

- Staff activities identified under element 305.

***Products***

Heartland Trail Extension Study

***Completion Date***

4th QTR 2019



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Email: [metrocof@fmmetrocog.org](mailto:metrocof@fmmetrocog.org)

<http://www.fmmetrocog.org>

**Suggested Motion:**

**Approve the proposed Competitive Wage Adjustment of 2.0% and initiate the adjustment as of January 1, 2017.**

**To:** Metro COG Policy Board  
**From:** William Christian, Metro COG Staff  
**Date:** December 8, 2016  
**Re:** **2017 Competitive Wage Adjustment**

Staff is requesting a 2.0% Competitive Wage Adjustment for 2017. The 2.0% adjustment is consistent with that provided for City of Fargo employees. Staff requests that the adjustment become effective January 1, 2017.

This item comes to the Policy Board with a favorable recommendation of the Executive Committee.

**Fargo-Moorhead Metropolitan Council of Governments**

701.232.3242 • FAX 701.232.5043 • Case Plaza Suite 232 • One 2nd Street North • Fargo, North Dakota 58102-4807

Email: metrocog@fmmetrocog.org

<http://www.fmmetrocog.org>**Suggested Motion:**

**Approve amending the 2017-2018 UPWP budget to reflect the change in service, select a firm to provide payroll services to Metro COG, to amend the contract with Your CFO, Inc. to reflect removing payroll services currently provided by Your CFO, Inc. and to initiate the service as soon as prudent once the UPWP amendment is approved by NDDOT and FHWA/FTA.**

**To:** Metro COG Policy Board  
**From:** William Christian, Metro COG Staff  
**Date:** December 8, 2016  
**Re:** Payroll Vendor Request for Services

The Executive Committee requested that Metro COG seek Payroll Services outside of the current services offered by our accountant, Your CEO, Inc. Staff contacted six local firms to request a cost proposal to perform payroll services. Four firms submitted cost proposals. The remaining two firms declined to submit a cost proposal. **Attachment 1** contains the proposals received. Staff requested additional information from each firm and will provide this information at the December 15, 2016 meeting.

Seeking separate payroll services will also include a contract amendment with Your CFO, Inc. The contract amendment would decrease the total hours and cost that Your CFO, Inc. allows for performing the same services that we are seeking from another vendor. Staff is working with Your CFO, Inc. on the amendment and will present it to the Policy Board at their December meeting.

Communications with the North Dakota Department of Transportation has rendered two key points that must be accomplished. First, the 2017-2018 UPWP budget must be amended to reflect the new service and the reduction of service from Your CFO, Inc. Additionally, the total annual cost of the service cannot exceed \$25,000 to be able to use quotes from 3 or more firms. If the annual total for the services exceeds \$25,000, Metro COG must seek firms through a Request for Proposal.

It will also be required to adjust the time frame in which staff submits pay period timesheets. The time to process the submitted time sheets will require that timesheets be submitted and forwarded to the selected firm earlier than done currently to assure that payroll is distributed on the 15<sup>th</sup> and last day of the month.

## A Proposal for the Consideration of Metro COG

Ready Pay software

Prepared by: Dan Thompson

**The Idea:**

Payroll Professionals, Inc. will provide Metro COG with **checks/vouchers, reports, payroll software and training and customer service** in regards to handling all payroll needs.

**The Investment:**

Metro COG will be charged **\$1.60 a check OR minimum \$60.00 per run**. There will be a **\$5.00 per employee OR a minimum \$500.00 charge for the conversion** (negotiable based on histories) of all information regarding the setup of Metro COG, this is a **one-time** charge. There will be **no charge** for any addition of new employees and or company information after the company set up has been completed by Payroll Professionals, Inc.

**Services @ No Additional Charge:**

The following is a list of services (but not limited too) in which Payroll Professionals, Inc. will provide Metro COG at **no additional charge** to the **\$1.60 a check OR minimum \$60.00 per run**.

Each Pay Period

Payroll/Third Party Checks	Payroll Register
Input Worksheet	Check Reconciliation
Tax Summary	Year to Date Register
Labor Distribution	Additional Reports
Direct Deposit	

Every Quarter

Federal 941 Reconciliation Report	State Unemployment Insurance
State Quarterly Wage Return	940 Deposit for Federal Unemployment Insurance

Annually

Employer Federal W-2's	W-3 Recap of Federal Withholding
940 Federal Unemployment	State Reconciliation Return
Creation of Employee W-2's	

Services Continued:

Workers Comp Audit Report  
Interfacing with Time and  
Attendance Systems

Voids and Manuals  
General Ledger Accruals  
ESS

**Payroll Professionals, Inc. will create any report Metro COG requests at any time. There will be no charge for any special reports created. (Within reason)**

Payroll Professionals, Inc. is aware that there may be requests from Metro COG are not listed in the above information. Payroll Professionals, Inc. will do its best to satisfy any special needs or wants that are requested to us by Metro COG.

**Additional Charges:**

401k file uploads - \$10.00

HAS/FSA file uploads - \$5.00

Postage – Pass Thru

Payroll Check Envelopes @ \$0.08 per envelope

W-2's @ \$2.00 per Employee

**“Payroll Professionals, more than just a name, it’s the way we do business”.**

Dan Thompson, CEO, Payroll Professionals Inc. – P.O. Box 2355 Fargo, ND 58108

877-500-8705, fax 701-271-1519 Website – [www.payrollproinc.com](http://www.payrollproinc.com)

Email – [dan@payrollproinc.com](mailto:dan@payrollproinc.com),

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Payroll Post LLC  
5775 Wayzata Blvd Ste 610  
Minneapolis, MN 55416  
Phone: (952) 593-9000  
Fax: (952) 593-9001  
[www.payrollpost.com](http://www.payrollpost.com)

Quote Date: 11/29/2016

Metro COG  
Attn: William Christian  
Case Plaza, Suite 232  
One 2<sup>nd</sup> Street North  
Fargo, ND 58102-4807

Pay Frequency is Semimonthly

**Per Payroll Fees**

Base Amount	\$45.00
Per Check Amount (6 Checks @ \$2.40/ea.)	\$14.40
Tax Payments (1 Federal and 1 State)	<u>\$4.80</u>
Total Amount per Pay Period	\$64.20

**\*Quarterly payroll returns to the IRS and one State are processed at no additional charge!**

Other Services

Child Support / Garnishment Setup	\$15.00
Expedited Check Delivery (Recommended for delivery of < 4 business days)	Variable
New Hire Setup/Reporting	\$5.00/ea.
Vendor Payments	\$2.40/ea.
W-2 or 1099 Base Processing Amount	\$40.00
W-2 or 1099 Processing Per Employee/Vendor	\$4.00

Optional Services

QuickBooks .iif file import	No charge
Secure online portal	No charge
Employee Self-Service portals (unlimited)	\$7.00/month



Payroll Post LLC  
5775 Wayzata Blvd Ste 610  
Minneapolis, MN 55416  
Phone: (952) 593-9000  
Fax: (952) 593-9001  
[www.payrollpost.com](http://www.payrollpost.com)

Quote Date: 11/29/2016

Metro COG  
Attn: William Christian  
Case Plaza, Suite 232  
One 2<sup>nd</sup> Street North  
Fargo, ND 58102-4807

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Vendor Payments	\$2.40/ea.
W-2 or 1099 Base Processing Amount	\$40.00
W-2 or 1099 Processing Per Employee/Vendor	\$4.00

Optional Services

QuickBooks .iif file import	No charge
Secure online portal	No charge
Employee Self-Service portals (unlimited)	\$7.00/month



# FM Metro Council of Governments

Proposal for Payroll Services



November 30th, 2016

Charlie Wilson



**ALL PAYROLL SERVICES INCLUDE:**

- Payroll Checks / Direct Deposit Stubs
- Direct Deposit Service
- Employee Self Service (employee online paystub retrieval)
- Check / Direct Deposit Register
- Payroll Tax Liability Report
- Payroll Deduction Report
- Vacation/Sick Leave Accruals
- 401K / Retirement Plan Report
- Retirement Plan Remittance
- HSA Remittance
- Preparation & Filing of 941 Quarterly Reports
- Preparation & Filing of 940 Annual Unemployment Form
- Preparation & Filing of State Unemployment Forms
- Tax Payments & Filings Due to State, Federal, & Local Agencies
- W2 Preparation and Filing

**OPTIONAL SERVICES:**

- Employer On Demand - Online access to the payroll database, allows you to run reports and view/edit employee information
- General Ledger Report
- Vendor Checks
- Workers' Compensation Report
- Online Timekeeping
- Time Clocks
- Benefit Statements
- HR Support Center
- Employee On-Boarding



**Payroll Fees:**

**Per Payroll**

\$45.00

\$2.00 / Vendor or Garnishment Check

**Per Quarter**

\$75.00 for 941, 940, State Withholding and State Unemployment reports

**Per Year**

\$3.50 / W2

\$25.00 W2 Setup

\$30.00 Record Retention

**Misc**

\$30.00 for Annual Worker Comp Reporting

\$30.00 for 401K Census Reporting



## William Christian

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**From:** Dan Hoefs <dan@padgett-fargo.com>  
**Sent:** Tuesday, December 6, 2016 8:46 PM  
**To:** William Christian  
**Cc:** Carmen Hoefs  
**Subject:** Payroll Proposal

Hello Bill,

Carmen, who you have been corresponding with, has asked me to respond to your request for pricing on our payroll services. We base our pricing on the number of employees and frequency of pay. The fixed monthly fee includes:

- Payroll processing and preparation.
- Direct deposit, paper checks printed by us, and/or deposit advice stubs.
- Employee portals for access to pay stubs.
- Employer portal for entry of payroll information and reports.
- All payroll quarterly and annual reporting and timely deposits (941, 940, state filings).

For 6 Pays (employees), paid semi-monthly our fee is \$115. Additional items paid each payroll such as 401k deposits, garnishments, etc. add to the Pays total. The next increment of pricing is from 7 to 9 pays and the fee is \$130 per month.

Additional services and their fees, not included in the monthly fee include:

- Set-up - \$175
- Annual preparation and filing of W2's - \$95 for the first 5, \$8 each above 5.
- 401k Census reporting support - \$150
- Workers Compensation report - \$100
- Special Payroll (unscheduled) - \$35
- NSF on payroll accounts - \$125
- Late Submission - \$15

An estimation of your annual payroll cost assuming 7 to 9 Pays (6 employees paid, 1-401k payment, 1 HSA payment), semi-monthly frequency and 8 W2's is:

Monthly fee's - \$1560  
Workers Comp Report - \$100  
Year end 401k - \$150  
W2's - \$119  
  
Total - \$1929

Benefits of our payroll services include:

- Paperless payroll is possible with employee participation in direct deposit.
- Payroll tax deposits are drafted from your account on a payroll by payroll basis (not including Workers Safety Insurance in ND).
- There are no additional charges or bank fees for direct deposit.

- Payroll tax compliance is assured – all required forms will be timely filed and all payroll deposits will be timely made.
- No need to purchase check stock for payroll checks (employee checks, garnishments, etc.) as any required checks are printed on our check stock.
- Checks can be printed with signature and sealed for distribution or mailed.

Please let me know if you or the Board have any questions or require additional information. I appreciate this opportunity to provide this proposal. Thank you for your consideration.

Dan Hoefs, EA  
Padgett Business Services  
3509 Interstate Blvd, S  
PO Box 9601  
Fargo, ND 58106-9601  
P: (701) 364-9650  
F: (701) 364-9651  
C: (701) 238-1818  
E: [dan@padgett-fargo.com](mailto:dan@padgett-fargo.com)

**\*\*\*WE HAVE MOVED\*\*\***

**New Address - 3509 Interstate Blvd S, Fargo**

Your referrals are very important to us and greatly appreciated. Please consider recommending us to others who could use our services.

CONFIDENTIALITY NOTICE: This communication from Padgett Business Services is for the sole use of the intended recipient or recipients and may contain confidential and privileged information. Any unauthorized review, use, disclosure, distribution or other dissemination of this communication and/or the information contained therein is strictly prohibited. If you are not the intended recipient of this communication, please contact the sender and destroy all copies of the original communication.


**Suggested Motion:**

**“Approve the contract between Metro COG and Merrick & Company to perform the 2017 Color Digital Ortho Aerial Photography, LiDAR Contour Mapping and Planimetric Updates.”**

**To:** Metro COG Policy Board  
**From:** David Burns, Metro COG  
**Date:** December 8, 2016  
**Re:** Update/Action on the 2017 Aerial Photography/LiDAR Update Project

Six firms responded to the Request for Proposals (RFP) for the 2017 Color Digital Ortho Aerial Photography, LiDAR Contour Mapping & Planimetric Update project, which had a due date of November 14th, 2016. After reviewing the proposals, the Selection Committee met on November 21st to discuss the proposals and short-list the firms that were selected to participate in an interview.

The Selection Committee interviewed four firms on the afternoon of December 5<sup>th</sup>, 2016. The Committee was comprised of six members of the GIS Committee representing staff from member jurisdictions. The interview was in a question and answer format, with all firms allocated 30 minutes and provided a list of questions prior to the interview. All six members unanimously agreed on the selection of Merrick & Company as the top-ranked firm. Upon conclusion of the interviews and tallying of the scores, the Selection Committee opened the sealed bid provided by Merrick, which included a total project cost of \$550,214.28.

While it was originally intended to be a 3-party agreement between Metro COG, the City of Fargo (representing all other jurisdictions), and the Consultant, the City of Fargo has indicated to Staff that it would be more efficient and less complicated for Metro COG to bill the jurisdictions for their portion of the project and pay on their behalf. This would eliminate the need to have the Consultant bill both the City of Fargo and Metro COG and allow the required local match for CPG funds to be more easily tracked.

Each jurisdiction has specific data product requests for this project, which have been determined internally and included in the jurisdictions' 2017 budget. Due to the new arrangement, Metro COG will now bill the jurisdictions for their portion of the project instead of the City of Fargo. The funds for the project will be split as follows:

- Metro COG: \$200,000 of CPG (local match provided by funds paid by other jurisdictions and the Diversion Authority)
- FM Flood Diversion Authority: \$236,975
- City of Fargo: \$58,518
- City of Moorhead: \$31,593
- Clay County: \$15,527
- City of West Fargo: \$6,150
- City of Dilworth: \$1,448

Metro COG will bill each jurisdiction/entity the aforementioned amounts prior to project kick-off, expected to occur in March of 2017. Due to the short time frame between consultant selection and the December Transportation Technical Committee and Policy Board meetings, Staff has not yet completed a draft contract for this project. A draft contract will be provided to the Policy Board at the December 15<sup>th</sup> meeting. The Transportation Technical Committee forwards a favorable recommendation to approve the contract between Metro COG and Merrick & Company to perform the 2017 Color Digital Ortho Aerial Photography, LiDAR Contour Mapping and Planimetric Updates.


**Suggested Motion:**
**"Approval of the prioritized ranking of projects to be submitted to the NDDOT."**

**To:** Policy Board  
**From:** Michael Maddox, AICP  
**Date:** December 9, 2016  
**Re:** **2018-2021 NDDOT Urban Solicitation of Projects**

The North Dakota Department of Transportation is soliciting projects for the development of FY2021 projects for the 2018-2021 State Transportation Improvement Program (STIP). Currently Metro COG has received two requests from the City of Fargo for Federal funding in FY2021. One project is requesting Regional Highway System funding and the other is requesting funding from the Urban Roads Program. The two projects are listed below:

**Urban Roads Program**

- 32<sup>nd</sup> Ave S. Reconstruction from 32<sup>nd</sup> Street to 25<sup>th</sup> Street. Total Cost \$10,438,882 (Fed:\$8,351,106, Local:\$2,087,776)

**Regional Highway System Program**

- 19<sup>th</sup> Ave N. Reconstruction from I-29 East to Dakota Drive. Total Cost \$8,199,630 (Fed:\$6,559,704, State:\$819,963, Local:\$819,963)

It was agreed upon that Metro COG would submit a transit capital project for funding every other year starting in 2017. Metro COG was successful in having a project programmed for funding in 2017 but was unsuccessful in 2019. Therefore, Metro COG submitted a transit capital project in 2020 and succeeded in having that project programmed. The transit project is exemplified below:

- Transit Capital – Purchase of fixed-route transit vehicles. Total Cost \$1,250,000 (Fed:\$1,000,000, Local:\$250,000)

Metro COG brought all of the projects forward to the TTC for prioritization, including the transit capital project. The TTC prioritized the projects within each funding category in the following manner:

**Urban Roads Program**

1. Transit Capital – Purchase of fixed-route transit vehicles. Total Cost \$1,250,000 (Fed:\$1,000,000, Local:\$250,000)
2. 32<sup>nd</sup> Ave S. Reconstruction from 32<sup>nd</sup> Street to 25<sup>th</sup> Street. Total Cost \$10,438,882 (Fed:\$8,351,106, Local:\$2,087,776)



## **Fargo-Moorhead Metropolitan Council of Governments**

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### Regional Highway System Program

1. 19<sup>th</sup> Ave N. Reconstruction from I-29 East to Dakota Drive. Total Cost \$8,199,630  
(Fed:\$6,559,704, State:\$819,963, Local:\$819,963)

Upon action by the Policy Board, staff will submit the prioritized list to NDDOT prior to the December 30, 2016 application deadline.



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### Suggested Motion:

**“Approve the Transportation Alternatives (TA) application prioritization as recommended by the Metropolitan Bicycle & Pedestrian Committee and the Transportation Technical Committee.”**

**To:** Metro COG Policy Board  
**From:** Dan Farnsworth, Metro COG  
**Date:** December 9, 2016  
**Re:** **Transportation Alternatives (TA) Applications**

The Transportation Alternatives (TA) program, formerly TAP, 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.

All North Dakota applicants within Metro COG’s planning area were required to submit their applications to Metro COG by December 5<sup>th</sup>. All Minnesota applicants within Metro COG’s planning area were required to submit letters of intent by October 31<sup>st</sup> with the final applications due January 13<sup>th</sup>, 2017.

Metro COG is encouraged to score/rank these projects before submitting to NDDOT or MnDOT. The Metropolitan Bicycle & Pedestrian Committee evaluated and scored the projects at their December 7<sup>th</sup> meeting and the TTC provided Policy Board recommendation at their December 8<sup>th</sup> meeting. **Attached (Attachments 1 & 2)** are the evaluation forms and associated scoring.

Below is a description and recommended prioritization of the TA projects that Metro COG will be submitting to NDDOT and MnDOT.

### **North Dakota Urban TA**

#### **Priority 1 - City of Fargo – 5<sup>th</sup> St Extension Shared-Use Path Project**

The City of Fargo is seeking funding to construct a shared-use path that would connect the path system within Island Park with Hawthorne Elementary School and the neighborhoods to the south. The project would consist of a 10-foot-wide concrete path approximately 425 feet in length at the location of the existing east ballfield. The area would be re-grading to allow for a moderate and ADA-compliant grade.

*Cost: \$292,000 construction total; \$233,600 requested from TA*

#### **Priority 2 - City of Fargo – N University Drive Shared-Use Path Project**

The City of Fargo is seeking funding to construct a 10-foot-wide concrete shared use path along the west side of N University Drive from 32<sup>nd</sup> Ave N to 40<sup>th</sup> Ave N. The project would be one mile in length.

*Cost: \$375,000 construction total; \$290,000 requested from TA*



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### **Priority 3 - City of West Fargo – Drain 45 Multiuse Path Phase I**

The City of West Fargo is seeking funding to construct a shared-use path on the enclosed portion of Drain 45 (just east of 4<sup>th</sup> St E) between 13<sup>th</sup> Ave E and 7<sup>th</sup> Ave E. The path would be 0.5 miles in length. Upon completion of this project the path would later be extended an addition 0.5 miles to Main Ave.

*Cost: \$355,000 construction total; \$284,000 requested from TA*

### **Priority 4 - City of Horace (Sponsor: Cass Co.) – County Road 17 Shared-Use Path Phase I**

The City of Horace is seeking to extend the existing shared-use path currently on the east side of Horace Elementary School north along County Road 17. The new shared-use path would extend approximately 2,000 feet from the school to 81<sup>st</sup> Ave and would be located on the west side of County Road 17.

*Cost: \$232,770 construction total; \$186,216 requested from TA*

### **Minnesota TA**

#### **Priority 1 - City of Hawley (Sponsor: Clay Co.) – Hawley Heartland Trail Connection and Safe Routes to School Paths**

The City of Hawley is seeking funding for the construction of key sidewalks for the main purpose of providing safe routes to school and is also seeking funding for the construction of a portion of the Heartland Trail through Hawley.

*Cost: \$729,000 total; \$583,200 requested from TA*

#### **Priority 2 - City of Dilworth (Sponsor: Clay Co.) – 7<sup>th</sup> Street NE Multi-Use Path Extension**

The City of Dilworth is seeking funding to extend their existing multi-use path along 7<sup>th</sup> St NE. The extension would consist of a 10-foot-wide path from the existing path at 8<sup>th</sup> Ave to the entrance of the Summerwood subdivision. The length of the proposed path would be 1,550 feet.

*Cost: \$585,000 total; \$360,000 requested from TA*

#### **Priority 3 - City of Barnesville (Sponsor: Clay Co.) – Barnesville Multi-Use Path Phase II**

The proposed project would construct the second phase of the Barnesville Multi-Use Trail. This phase would connect the baseball/softball complex with the Phase I trail just east of Hwy 9 at Blue Eagle Lake Park. The project would consist of a 10-foot-wide asphalt trail.

*Cost: \$126,000 construction total; \$100,800 requested from TA*

ND Urban TAP Project Evaluation

Metro 2040 Goal	TAP Evaluation Criteria				Project			
	Question	Weight	Points	Weighted Pts	Fargo - 5th St	Fargo - N University Dr	Horace	West Fargo
<b>Goal 1: Maintain the Existing Transportation System</b>	Of the entire project length, what percentage of the length has existing trail or sidewalk that is in <u>poor</u> condition which will be replaced as part of the project? (give points in percentage)	200	XX%	#VALUE!	0	0	0	0
<b>Goal 2: Improve the Efficiency, Performance and Connectivity of a Balanced Transportation System</b>	Does the project demonstrate connectivity to other bike/ped facilities, parks, or other public facilities?	19	10	190	190	190	0	190
<b>Goal 3: Maximize the Cost Effectiveness of Transportation</b>	Does the project implement a specific recommendation of a corridor, comprehensive, or other planning study? Or does the project fill a critical gap or identified short- or long-range project in the bike-ped network as identified in the 2011 Metro Bicycle-Pedestrian Plan? (see Figures 4.1 to 4.6)	14	10	140	140	140	140	0
<b>Goal 4: Promote Consistency between Land Use and Transportation Plan to Enhance Mobility and Accessibility</b>	The project will provide new bicycle or pedestrian connections to or from projected (year 2020) trip density areas of 25 to 50 trip ends/acre. (see 2020 trip density figure (M:/TIP/Evaluation Forms/TAP Evaluation supporting material)), OR	16	3	48	160	0	0	48
	The project will provide new bicycle or pedestrian connections to or from projected (year 2020) trip density areas of 50 to 100 trip ends/acre. (see 2020 trip density figure (M:/TIP/Evaluation Forms/TAP Evaluation supporting material)), OR	16	6	96				
	The project will provide new bicycle or pedestrian connections to or from projected (year 2020) trip density areas of 100 or more trip ends/acre. (see 2020 trip density figure (M:/TIP/Evaluation Forms/TAP Evaluation supporting material))	16	10	160				
<b>Goal 5: Provide Safe and Secure Transportation</b>	Is the project designed to address safety issues at a location where crashes involving a motor vehicle and a bicyclist or pedestrian are occurring? (see: Figure 2.7 or Pages 68-69 in the 2011 Bicycle and Pedestrian Plan OR use more recent available data)	11	3	33	0	0	0	0
	Does the project improve the ability for students to safely cycle or walk to school?	11	3	33	33	33	33	33
	Does the project improve safety or mobility for non-automotive users with disabilities?	11	3	33	33	33	33	33
	Does the project include way finding and/or other signage that will help users find their destination OR enhanced signage for safety?	11	1	11	0	0	0	0
<b>Goal 6: Support Economic Vitality</b>	Does the project increase bicycle and/or pedestrian connections from residential areas to industrial or commercial centers?	13	5	65	65	65	65	65
	Does the project construct or enhance any major recreational trails (i.e. River Corridor, Milwaukee Trail, Heartland Trail, etc.)?	13	5	65	0	0	0	0
<b>Goal 7: Protect the Environment and Conserve Resources</b>	Does the project meet the intent of the Complete Streets Policy Statement? (see www.fmmetrocog.org, Home -> Resources -> Policies -> Complete Streets Policy)	7	5	35	0	35	35	0
	Does the project include any landscaping to improve aesthetics, water quality or animal habitats?	7	5	35	0	0	0	0
<b>Total Points</b>					621	496	306	369

### MN TAP Project Evaluation

Metro 2040 Goal	TAP Evaluation Criteria				Project		
	Question	Weight	Points	Weighted Pts	Barnesville	Dilworth	Hawley
<b>Goal 1: Maintain the Existing Transportation System</b>	Of the entire project length, what percentage of the length has existing trail or sidewalk that is in <u>poor</u> condition which will be replaced as part of the project? (give points in percentage)	200	XX%	#VALUE!	0	0	0
<b>Goal 2: Improve the Efficiency, Performance and Connectivity of a Balanced Transportation System</b>	Does the project demonstrate connectivity to other bike/ped facilities, parks, or other public facilities?	19	10	190	190	190	190
<b>Goal 3: Maximize the Cost Effectiveness of Transportation</b>	Does the project implement a specific recommendation of a corridor, comprehensive, or other planning study? Or does the project fill a critical gap or identified short- or long-range project in the bike-ped network as identified in the 2011 Metro Bicycle-Pedestrian Plan? (see Figures 4.1 to 4.6)	14	10	140	140	140	140
<b>Goal 4: Promote Consistency between Land Use and Transportation Plan to Enhance Mobility and Accessibility</b>	The project will provide new bicycle or pedestrian connections to or from projected (year 2020) trip density areas of 25 to 50 trip ends/acre. (see 2020 trip density figure (M:/TIP/Evaluation Forms/TAP Evaluation supporting material)), OR	16	3	48	0	0	0
	The project will provide new bicycle or pedestrian connections to or from projected (year 2020) trip density areas of 50 to 100 trip ends/acre. (see 2020 trip density figure (M:/TIP/Evaluation Forms/TAP Evaluation supporting material)), OR	16	6	96			
	The project will provide new bicycle or pedestrian connections to or from projected (year 2020) trip density areas of 100 or more trip ends/acre. (see 2020 trip density figure (M:/TIP/Evaluation Forms/TAP Evaluation supporting material))	16	10	160			
<b>Goal 5: Provide Safe and Secure Transportation</b>	Is the project designed to address safety issues at a location where crashes involving a motor vehicle and a bicyclist or pedestrian are occurring? (see: Figure 2.7 or Pages 68-69 in the 2011 Bicycle and Pedestrian Plan OR use more recent available data)	11	3	33	0	0	0
	Does the project improve the ability for students to safely cycle or walk to school?	11	3	33	0	33	33
	Does the project improve safety or mobility for non-automotive users with disabilities?	11	3	33	33	33	33
	Does the project include way finding and/or other signage that will help users find their destination OR enhanced signage for safety?	11	1	11	0	0	0
<b>Goal 6: Support Economic Vitality</b>	Does the project increase bicycle and/or pedestrian connections from residential areas to industrial or commercial centers?	13	5	65	65	65	65
	Does the project construct or enhance any major recreational trails (i.e. River Corridor, Milwaukee Trail, Heartland Trail, etc.)?	13	5	65	0	0	65
<b>Goal 7: Protect the Environment and Conserve Resources</b>	Does the project meet the intent of the Complete Streets Policy Statement? (see www.fmmetrocog.org, Home -> Resources -> Policies -> Complete Streets Policy)	7	5	35	35	35	35
	Does the project include any landscaping to improve aesthetics, water quality or animal habitats?	7	5	35	0	0	0
<b>Total Points</b>					463	496	561


**Suggested Motion:**

**“Approve the FTA Section 5339 transit grant application prioritization as approved by the TTC.”**

**To:** Metro COG Policy Board  
**From:** Dan Farnsworth, Metro COG  
**Date:** December 9, 2016  
**Re:** **FTA Section 5339 Grant Recommendations**

Every year NDDOT solicits applications from transit agencies for FTA Section 5339 grants. Section 5339 grants award funding for the purchase/replacement of buses and improvements to bus facilities. Per NDDOT, Urban Transit Providers need to coordinate their application submittals through their respective Metropolitan Planning Organization (i.e. Metro COG). All applications were due to Metro COG by December 1<sup>st</sup>.

Metro COG evaluated and scored the projects using Metro COG’s pre-approved Section 5339 evaluation form. **Attachment 1** is the evaluation form with the associated scores. Below is an overview of the application projects along with the recommended prioritization:

**Priority 1 - City of Fargo (MATBUS) – Three Fixed Route Buses**

The City of Fargo is seeking funding for the replacement of three fixed route buses

- 5339 Grant request - \$1,200,000
- Local match - \$300,000
- Total cost - \$1,500,000

**Priority 2 - City of Fargo (MATBUS) – Support Vehicle**

The City of Fargo is seeking funding to replace an existing support vehicle. The support vehicles are used to transfer drivers between shifts, perform road supervision, and provide staff a means of attending events/meetings.

- 5339 Grant request - \$24,000
- Local match - \$6,000
- Total cost - \$30,000

**Priority 3 - City of Fargo (MATBUS) – One Paratransit Vehicle**

The City of Fargo is seeking funding for an additional paratransit vehicle

- 5339 Grant request - \$60,000
- Local match - \$15,000
- Total cost - \$75,000

**Priority 4 - Valley Senior Services (Metro Senior Ride) – Three Vans**

Valley Senior Services is seeking funding for the replacement of three of its existing vans for its Metro Senior Ride Service

- 5339 Grant request - \$56,400
- Local match - \$14,100
- Total cost - \$70,500

### Current Transit Capital Evaluation Table (5339)

APPROVED EVALUATION FORM

Metro 2040 Goal	Current Transit Capital Evaluation				Project			
	Question	Weight	Points	Weighted Pts	Fargo - 3 Large Buses	Fargo - Paratransit	Fargo - Support Vehicle	Valley Senior Services
<b>Goal 1: Maintain the Existing Transportation System</b>	The project is not to replace a vehicle, OR	20	0	0	200	0	200	200
	The project is to replace a transit vehicle that is nearing the end of its life, OR	20	5	100				
	The project is to replace a transit vehicle that has exceeded its life	20	10	200				
<b>Goal 2: Improve the Efficiency, Performance and Connectivity of a Balanced Transportation System</b>	Improves intermodal connectivity between transit and other modes (e.g., providing bike racks at bus shelters or on a bus.)	19	2	38	0	76	0	0
	Increase transit service (new routes, frequency, extended hours of operations in locations with medium demand (Medium trip density)), OR	19	4	76				
	Increase transit service (new routes, frequency, extended hours of operations in locations with high demand (High trip density))	19	8	152				
<b>Goal 3: Maximize the Cost Effectiveness of Transportation</b>	Does the project implement a route or project identified in a regional planning document?	14	10	140	140	0	140	0
<b>Goal 4: Promote Consistency between Land Use and Transportation Plan to Enhance Mobility and Accessibility</b>	The project will provide new or increased transit service to low trip density demand areas.	16	0	0	0	80	0	0
	The project will provide new or increased transit service to medium trip density demand areas.	16	5	80				
	The project will provide new or increased transit service to high trip density demand areas.	16	10	160				
<b>Goal 5: Provide Safe and Secure Transportation</b>	Does the project improve transit safety?	11	5	55	0	0	0	0
	Does the project improve transit security?	11	5	55				
<b>Goal 6: Support Economic Vitality</b>	Does the project increase transit service to low income areas?	13	5	65	0	65	0	0
	Does the project improve transit service to locations of high commercial and industrial development?	13	5	65				
<b>Goal 7: Protect the Environment and Conserve Resources</b>	Does the project increase transit service and reduce vehicle travel? OR	7	5	35	0	0	0	0
	Does the project include the purchase of an electric hybrid, flex fuel, or other low-emissions vehicle?	7	5	35				
<b>Total Points</b>					340	221	340	200

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**To:** Metro COG Policy Board  
**From:** Dan Farnsworth, Metro COG  
**Date:** December 9, 2016  
**Re:** **Update on Metro COG Bicycle and Pedestrian Plan**

Metro COG has been working on the 2016 Bicycle and Pedestrian Plan since the beginning of 2016. This Plan has been done entirely in-house with guidance by the study review committee which consists of all members of the Metropolitan Bicycle & Pedestrian Committee.

A new plan is developed every five years in order to fit the needs of our changing community and to feed into Metro COG's five-year Long Range Transportation Plan. The purpose of the Plan is to identify current issues and needs as they relate to bicycling and pedestrian movements in the area, develop goals, objectives, and recommendations to enhance bicycle and pedestrian accommodations and safety for all users.

A draft version of the Plan is nearing completion and will be available for public comment shortly. The public comment period will be open for a minimum of 15 days. We highly encourage Policy Board members to take a look at the draft Plan and provide any comments prior to approval of the Plan. Approval of the Plan will occur after the comment period is closed and comments have been addressed.

We will be notifying the public (including Policy Board members) in the near future about this open comment period. Please stay tuned for notification regarding the Metropolitan Bicycle & Pedestrian Plan's public comment period.