

**501st Transportation Technical Committee**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**THURSDAY, October 10, 2019 – 10:00 a.m.**  
**Metro COG Conference Room**  
**AGENDA**

1. Call to Order and Introductions
2. Approve the Agenda Action Item
3. Consider Minutes of the September 12, 2019 TTC Meeting Action Item
4. 10:05 a.m. – Public Input Opportunity Public Input
5. Stan Thurlow – Resolution of Appreciation Action Item
6. 10:10 a.m. – Final Draft Metro GROW 2045 MTP Presentation and Discussion Item
7. 10:50 a.m. – 2019 Metro Profile Action Item
8. 11:00 a.m. – Moorhead 17<sup>th</sup> St N Corridor Study RFP Action Item
9. 11:10 a.m. – West Fargo 9<sup>th</sup> Street Corridor Study Contract Amendment Action Item
10. 11:20 a.m. – Project Solicitations Discussion Item
  - a. Rail Safety Project Solicitation (ND)
  - b. ND/MN TAP Project Solicitation
  - c. Highway Safety Improvement Program Solicitation (ND)
11. 11:35 a.m. – All Aboard MN Informational Item
12. 11:40 a.m. – Agency Updates Discussion Item

a. City of Fargo	e. City of Horace
b. City of Moorhead	f. Cass County
c. City of West Fargo	g. Clay County
d. City of Dilworth	h. Other Member Jurisdictions
2. Additional Business Information Item
3. Adjourn

REMINDER: The next TTC meeting is scheduled for **Thursday, November 14, 2019** in the Metro COG Conference Room at 10:00 a.m.

Red Action Items require roll call votes.

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

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**500th Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, September 12, 2019 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Jonathan	Atkins	City of Moorhead Traffic Engineering
Jason	Benson	Cass County Highway Engineering
James	Dahlman	Interstate Engineering/City of Dilworth (alternate for Russ Sahr)
Cindy	Gray	Metro COG
Robin	Huston	City of Moorhead Planning
Michael	Johnson	NDDOT – Local Government Division
Kim	Lipetsky	Fargo Cass Public Health
Jaclynn	Maahs	Concordia College
Peyton	Mastera	City of Dilworth (alternate for Stan Thurlow)
Aaron	Nelson	Fargo City Planning
Mary	Safgren	MnDOT – District 4
Russ	Sahr	City of Horace Planning
Jordan	Smith	MATBUS (alternate for Julie Bommelman)
Tim	Solberg	City of West Fargo Planning
Justin	Sorum	Clay County Engineering (alternate for David Overbo)
Tom	Soucy	Cass County (alternate for Barrett Voigt)
Lori	Van Beek	City of Moorhead, MATBUS
Mark	Wolter	Freight Representative, Midnite Express

**Members Absent:**

Julie	Bommelman	City of Fargo, MATBUS (alternate present)
Jeremy	Gorden	City of Fargo Transportation Engineering
David	Overbo	Clay County Engineering (alternate present)
Dustin	Scott	City of West Fargo Engineering
Brit	Stevens	NDSU – Transportation Manager
Stan	Thurlow	City of Dilworth Planning (alternate present)
Barrett	Voigt	Cass County Planning (alternate present)

**Others Present:**

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Brenda	Derrig	City of Fargo
Dan	Farnsworth	Metro COG
Ryan	Frolek	Moore Engineering
Josh	Hinds	Houston Engineering
Matt	Kinsella	Apex Engineering Group
Andrew	Krog	Bolton & Menk
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Brent	Muscha	Apex Engineering Group
Anna	Pierce	Metro COG

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:00 am, on September 12, 2019 by Chair Gray. A quorum was present.

**2. Approve the 500<sup>th</sup> TTC Meeting Agenda**

Chair Gray asked if there were any questions or changes to the 500<sup>th</sup> TTC Meeting Agenda.

***Motion: Approve the 500<sup>th</sup> TTC Meeting Agenda.***

***Mr. Sahr moved, seconded by Mr. Wolter***

***MOTION, PASSED. 12-1***

***Motion carried unanimously.***

**3. APPROVE July 11, 2019 TTC MEETING MINUTES**

Chair Gray asked if there were any questions or changes to the July 11, 2019 TTC Meeting Minutes.

***Motion: Approve the July 11, 2019 TTC Minutes.***

***Ms. Lipetzky moved, seconded by Mr. Nelson***

***MOTION, PASSED. 12-0***

***Motion carried unanimously***

**4. Public Comment Opportunity**

No public comments were made or received.

***No MOTION***

***\*Ms. Van Beek joined the meeting at 10:09 a.m.***

***\*Mr. Atkins joined the meeting at 10:11 a.m.***

***\*Mr. Benson joined the meeting at 10:12 a.m.***

***\*Ms. Huston joined the meeting at 10:27 a.m.***

**5. Consolidated Planning Grant Funding Scenarios**

Ms. Gray presented CPG funding scenarios for the three North Dakota metropolitan planning organizations. A discussion between the MPOs and the local government liaison from NDDOT, Michael Johnson, took place earlier this month as the Grand Forks-East Grand Forks MPO has hit the end of the open grant for funding. Per Federal mandate, only three funding grants can be open at one time. Metro COG and BisMan have worked diligently to use funds from prior grant years so those grants can be closed up and use open grants for important transportation planning projects. Ms. Gray explained that the Grand Forks-East Grand Forks MPO, which has approximately 20 percent of ND's MPO population, feels that their CPG funding levels result in limited study budgets and limited consultant proposals. As a result, the GF/EGF MPO has asked for the formula to be revisited. Different scenarios were discussed, including changing the base distribution to each MPO. Ms. Gray directed the TTC to several scenarios attached to their memo. Based on funding usage and planning needs, Ms. Gray is recommending no change in the funding formula at this time. TTC members discussed the region's population growth and current percentage of population, which is over 51 percent, versus the percentage used in the current formula of just under 50 percent.

Mr. Nelson asked if relative costs of operation can be considered. Ms. Gray responded that it would be a very difficult comparison, because each MPO has different circumstances, with the BisMan MPO operating out of Bismarck City Hall, the GF/EGF

MPO operating out of both Grand Forks and East Grand Forks City Halls, and different, subjective approaches to the same types of studies, such as the MTP, TIP, etc.

Mr. Solberg brought up the Fargo-Moorhead area's larger population, and larger number of jurisdictions served, and the overall number of tax-payers benefitting from the formula to be used for consideration. Mr. Atkins asked that we bring forward a recommendation to the Policy Board based on technical facts, and leave politics to the Policy Board. Mr. Solberg stated his support for Scenario E, which bases the funding formula simply on population percentage, eliminating the base amount for each MPO. Mr. Johnson added that the NDDOT reserves the right to change the funding formula, regardless of the MPO decision.

***Motion: Recommend Scenario E for the CPG funding scenario, with the caveat to share any unused funds, should the need arise.***

***Mr. Solberg moved, seconded by Mr. Benson.***

***MOTION, PASSED. 15-1-1. (Mr. Nelson voted no, Mr. Johnson abstained)***

***Motion carried unanimously.***

**6. Cass County Road 18 Extension Study**

Mr. Farnsworth and Mr. Hinds presented the final report for the Cass County Road 18 Extension Study.

***Motion: Recommend Policy Board approval of the Cass County Road 18 Extension Study Final Report.***

***Mr. Benson moved, seconded by Mr. Solberg.***

***MOTION, PASSED. 17-0***

***Motion carried unanimously.***

**7. 17<sup>th</sup> Avenue South Corridor Study**

Mr. Farnsworth presented the 17<sup>th</sup> Avenue South Corridor Study final report.

***Motion: Recommend Policy Board approval of the 17<sup>th</sup> Avenue South Corridor Study final report.***

***Mr. Sahr moved, seconded by Mr. Mastera.***

***MOTION, PASSED. 17-0***

***Motion carried unanimously.***

**8. US10/75 Corridor Study Contract Amendment**

Mr. Maddox presented Amendment #1 to the US10/75 Corridor Study contract. The amendment pushes the project schedule until December 31, 2019.

***Motion: Recommend Policy Board approval of Amendment #1 to the US10/75 Corridor Study contract.***

***Ms. Huston moved, seconded by Mr. Soucy.***

***MOTION, PASSED. 17-0***

***Motion carried unanimously.***

**9. Horace Comprehensive and Transportation Plan Contract Amendment**

Mr. Altenburg presented Amendment #1 to the Horace Comprehensive and Transportation Plan contract. The amendment extends the contract to the first quarter of 2020. He explained that the consultant needed to change the project manager due to Joel Paulson's new position with the Diversion Authority. Mr. Sahr stated that Horace is not happy, but feels they don't have a choice other than to extend the schedule.



**Motion: Recommend Policy Board approval of Amendment #1 to the US10/75 Corridor Study contract.**

**Mr. Sahr moved, seconded by Mr. Mastera.**

**MOTION, PASSED. 17-0**

**Motion carried unanimously.**

**10. 2019-2020 UPWP Amendment #4**

Ms. Gray presented Amendment #4 to the 2019-2020 UPWP. The amendment allows for the transfer of 2020 funds budgeted for the Remodeling and Furnishing project to 2019 for the fit-up of conference room AV systems. Local funds in an existing account will be used to cover the local match. Ms. Gray stated that she asked for input from the Executive Committee earlier this month, and they expressed strong interest in getting the project done rather than dragging it out.

**Motion: Recommend Policy Board approval of Amendment #4 to the 2019-2020 UPWP.**

**Mr. Atkins moved, seconded by Mr. Wolter.**

**MOTION, PASSED. 17-0**

**Motion carried unanimously.**

**11. 2019-2022 TIP Amendment #4**

Mr. Champa presented Amendment #4 to the 2019-2022 Transportation Improvement Program. The amendment was proposed by NDDOT for the addition of I-29 median crossovers at the Wild Rice River in preparation for possible structural and/or geotechnical repairs.

**Motion: Recommend Policy Board approval of Amendment #4 to the 2019-2022 Transportation Improvement Program (TIP).**

**Mr. Solberg moved, seconded by Mr. Sahr.**

**MOTION, PASSED. 17-0.**

**Motion carried unanimously.**

**12. 2020-2023 TIP Final Draft**

Mr. Champa presented the final draft of the 2020-2023 Transportation Improvement Program.

Mr. Solberg asked in the future if there could be meetings with the jurisdictions to discuss individual CIPs and the TIPs.

A public hearing was opened. No comments were received. The Public Hearing was closed.

**Motion: Recommend Policy Board approval of the final draft of the 2020-2023 TIP.**

**Mr. Atkins moved, seconded by Mr. Soucy.**

**MOTION, PASSED. 17-0**

**Motion carried unanimously.**

**\*Mr. Mastera left the meeting at 11:45 a.m.**

**\*Mr. Sahr left the meeting at 11:46 a.m. – Mr. Dahlman stepped in as his alternate**

**13. ATAC Work Order – Intersection Traffic Data Collection**

Ms. Gray presented the Intersection Traffic Data Collection work order.

**Motion: Recommend Policy Board approval of ATAC Work Order – Intersection Traffic Data Collection.**

**Mr. Solberg moved, seconded by Mr. Benson.**

**MOTION, PASSED. 16-0**

**Motion carried unanimously.**

**\*Ms. Lipetzky left the meeting at 11:51 a.m.**

**14. ATAC Work Order – ATSPM Setup Fargo**

Ms. Gray presented the ATSPM Setup for the City of Fargo. Mr. Atkins asked if the City of Fargo and ATAC could share results and feedback with the TTC and the other jurisdictions, and potentially include others in the training. Ms. Gray responded that she feels that information and training should definitely be offered to others, and that the results should be presented to TTC.

**Motion: Recommend Policy Board approval of ATAC Work Order – ATSPM Setup Fargo**

**Mr. Atkins moved, seconded by Mr. Wolter.**

**MOTION, PASSED. 15-0**

**Motion carried unanimously.**

**\*Mr. Wolter left the meeting at 11:54 a.m.**

**15. ALL-Aboard MN**

Ms. Gray briefly summarized information provided to Metro COG by All-Aboard MN, which is a grassroots organization aimed at bringing a second passenger train, during day time hours, to Fargo. The organization is holding public input meetings at the Hjemkomst Center in Moorhead on October 30<sup>th</sup>.

**16. Agency Updates**

Lori Van Beek stated that the MATBUS I-go-Eco Challenge kicks off September 16, 2019.

**17. Additional Business**

Ms. Pierce is working on the 2019 Metro Profile, and TTC members should look for her e-mail containing the draft document in the coming weeks.

**18. Adjourn**

The 500<sup>th</sup> Regular Meeting of the TTC was adjourned on September 12, 2019 at 11:57 a.m.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD October 10, 2019, 10:00 A.M. AT THE METRO COG CONFERENCE ROOM (1 – 2<sup>ND</sup> ST N, CASE PLAZA 232, FARGO, ND).**

Respectfully Submitted,

Savanna Leach  
Executive Assistant

**To:** TTC Committee  
**From:** Michael Maddox, AICP  
**Date:** October 4, 2019  
**Re:** **Final Draft Metro GROW 2045**

The Metropolitan Transportation Plan (MTP) is one of four federally required documents that are mandated by transportation legislation to be completed by MPO's. It is the core document of the MPO in much the same fashion that a comprehensive plan is the core document to a city. It is required that the MTP be updated every five-years and have a planning horizon of 20-25 years.

Metro COG embarked on updating its LRTP in January of 2018 when the Policy Board authorized a contract with HDR to complete the planning effort. Since then, HDR and Metro COG along with assistance from the Transportation Technical Committee, transportation stakeholders, and the general public, have prepared a draft plan which is entitled Metro GROW.

At the October 10 TTC meeting, Metro COG will present elements of the plan that the TTC may not have had an opportunity to review up to this point, and will address TTC member questions. Time constraints will prevent a presentation that covers all plan elements in detail.

Metro COG is asking that each jurisdiction review the document and help Metro COG through the approval process. In order for the document to be approved by NDDOT and FHWA, Metro COG must receive resolutions of support from each of its member jurisdictions to demonstrate regional approval of the planning effort. **Attached** please find a schedule for when staff would like to appear before the governing body of each member jurisdiction to present the MTP as well as have the body act upon the resolution. Staff will provide a sample resolution of support.

**A Brown Bag Lunch and Learn session will be held on Wednesday, October 16, 2019 from 11:30 a.m. – 1:00 p.m. in the Fargo City Commission Chambers** where staff will present the contents of the MTP. Every jurisdiction including staff, city leadership, elected officials and planning commissioners are welcome and encouraged to attend this session where the finer details of the MTP will be presented. The intent of making this presentation at a Brown Bag Lunch and Learn is to dramatically reduce the amount of time needed at regular meetings of each jurisdiction, where the formal action will take place.



## **MTP Adoption Schedule**

**MTP Brown Bag Presentation:** October 16, 2019 at 11:30 a.m. in Fargo City Commission Chambers (multi-jurisdictional)

**Clay County Commission:** October 21, 2019 at 8:30 a.m.

**Cass County Commission:** October 21, 2019 at 3:00 p.m.

**West Fargo City Commission:** October 21, 2019 at 5:30 p.m.

**Horace City Council:** October 21, 2019 at 6:00 p.m.

**Moorhead City Council:** October 28, 2019 at 5:30 p.m.

**Dilworth City Council:** October 28, 2019 at 6:00 p.m.

**Fargo City Commission:** November 4, 2019 at 5:00 p.m.

**Metro COG TTC:** November 14, 2019 at 10:00 a.m.

**Metro COG Policy Board:** November 21, 2019 at 4:00 p.m.

**To:** TTC Members  
**From:** Anna Pierce  
**Date:** October 3, 2019  
**Re:** **2019 Metro Profile**

Each year Metro COG produces the Metropolitan Profile (Metro Profile), which serves as a fact book summarizing major trends and data within the MPA for that year. The Metro Profile is separated into five chapters, each of which focuses on trends affecting the development patterns and multi-modal transportation network of the Fargo-Moorhead Metropolitan Area. Together the chapters provide a comprehensive snapshot of the conditions and trends affecting the metro area based on 2018 data. This year staff decided to group the chapters into two categories:

- Community Profile
- Transportation

The Transportation category encompasses topics focused on the:

- Roadway network
- Freight network
- Bicycle & Pedestrian network
- Transit network

Within each of these chapters are metrics that Metro COG tracks from year to year. These metrics are used to track progress towards goals set in the Metropolitan Transportation Plan (MTP). The goals in the MTP are developed with Metro COG's vision, mission, and core functions in mind.

Additionally, the Profile serves as a tool to evaluate the accuracy of projections and assumptions set forth in various elements of the MTP, TIP, and other plans and programs.

Metro COG staff expect with the adoption of the new 2045 MTP, that future Metro Profiles will be further refined to contain key content and graphics that are useful to track yearly progress towards the goals of the 2045 MTP: Metro GROW.

In the 2019 Metro Profile, information and data from the 2018 calendar year has been compiled and analyzed when possible. In some instances, data was not available for 2018, so the most recent data available was presented.

#### **Requested Action:**

**Recommend approval and adoption of the draft 2019 Metropolitan Profile to the Policy Board.**

# METROPOLITAN PROFILE 2019

ANNUAL REPORT FOR THE FARGO-MOORHEAD METROPOLITAN AREA



PREPARED BY  
**METROCOG**  
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

ADOPTED: XXXXXX XX, 2019  
1 - 2ND STREET N, SUITE 232  
FARGO, ND 58102  
[WWW.FMMETROCOG.ORG](http://WWW.FMMETROCOG.ORG)

The preparation of this document was funded in part by the United States Department of Transportation with funding administered through the North Dakota and Minnesota Departments of Transportation, the Federal Highway Administration and the Federal Transit Administration. Additional funding was provided by the Minnesota Department of Transportation and through local contributions from the governments of Fargo, Horace, West Fargo and Cass County in North Dakota; and Moorhead, Dilworth and Clay County in Minnesota. The United States government and the states of North Dakota and Minnesota assume no liability for the contents or use thereof.

This document does not constitute a standard, specification, or regulation. The United States Government, the states of North Dakota and Minnesota, and the Fargo-Moorhead Metropolitan Council of Governments do not endorse products or manufacturers. Trade or manufacturers' names may appear therein only because they are considered essential to the objective of this document.

The contents of this document reflect the views of the authors, who are responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the policies of the State and Federal Departments of Transportation.

Dear Interested Persons, Stakeholders, Jurisdictions, Agencies and Organizations --

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is pleased to present the 2018 Metropolitan Profile (Metro Profile), a document previously known as the Surveillance and Monitoring Report for the Fargo-Moorhead Metropolitan Area. The data presented within this Profile pertains to the 2018 calendar year (January 1, 2018 through December 31, 2018).

As background, Metro COG has produced the Metropolitan Transportation Surveillance and Monitoring Report since 1981. Over time, it has taken various forms in order to ensure compliance and compatibility with relevant surface transportation authorization. Under Fixing America's Surface Transportation Act (FAST Act), the Metro Profile has become an essential performance management tracking tool.

The Metro Profile is structured to document and monitor the following:

- (a) Changes, improvements, and projects affecting the transportation system;
- (b) Demographic and socio-economic conditions affecting the region;
- (c) Land use and development patterns;
- (d) The accuracy of projections made within Metro 2040 – Mobility for the Future, Metro COG's Long Range Transportation Plan (LRTP); and
- (e) Implementation of the Transportation Improvement Program (TIP).

The Metro COG Policy Board believes this data to be critical to both accurately represent the state of the transportation network and to maintain and to implement elements of the Metropolitan Transportation Planning Program, such as the TIP, LRTP, and regional Travel Demand Model (TDM).

For convenience, the Profile is separated into two sections:

Section 1: Community Profile

Section 2: Transportation Network

- Roadway
- Freight [Truck, Rail, Air, Pipeline]
- Bicycle & Pedestrian
- Transit

It is Metro COG's goal to continue to enhance the ease and accuracy of collecting and reporting metropolitan transportation data, as well as improve accessibility to this information for all interested persons.

Any questions or comments on the content of this document should be directed to Metro COG. Additionally, supporting plans, studies, and other transportation data for the Fargo-Moorhead Metropolitan Planning Area are available by contacting Metro COG via:

Phone: 701.532.5100  
Email: metrocog@fmmetrocog.org  
Website: www.fmmetrocog.org  
Address: Case Plaza  
1 - 2nd Street North, Suite 232  
Fargo, ND 58102

Sincerely,

Jenny Mongeau  
Chair, Metro COG Policy Board

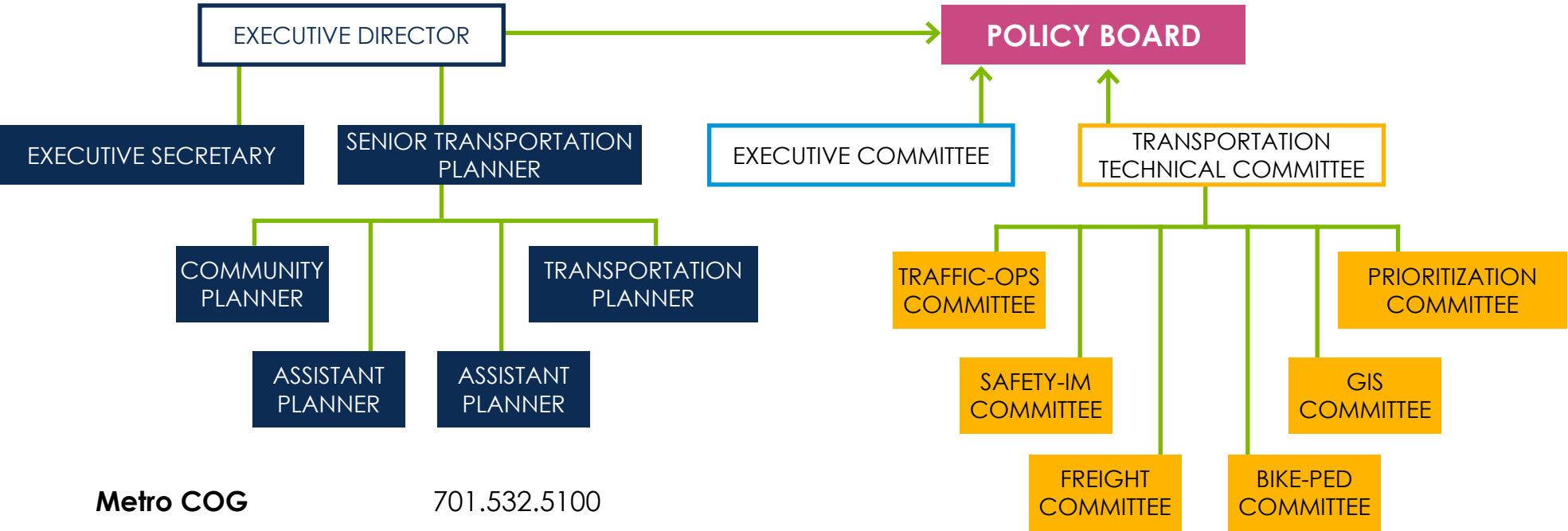
Cindy Gray  
Executive Director, Metro COG

ACRONYMS

<b>AADT</b>	Average Annual Daily Traffic
<b>ACS</b>	American Community Survey (U.S. Census Bureau)
<b>ADA</b>	Americans with Disabilities Act of 1990
<b>ADT</b>	Average Daily Traffic
<b>ATAC</b>	Advanced Traffic Analysis Center
<b>ATR</b>	Automatic Traffic Recorder
<b>CFR</b>	Code of Federal Regulations
<b>CSAH</b>	Minnesota County State Aid Highway
<b>DNR</b>	Department of Natural Resources
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>FAUA</b>	Federal Aid Urbanized Area or UZA
<b>HSS</b>	U.S. Dept. of Health and Human Services
<b>HUD</b>	U.S. Dept. of Housing & Urban Development
<b>ITS</b>	Intelligent Transportation System
<b>L RTP</b>	Long-Range Transportation Plan
<b>MATBUS</b>	Metro Area Transit of Fargo-Moorhead
<b>Metro COG</b>	Fargo-Moorhead Metropolitan Council of Governments
<b>MnDOT</b>	Minnesota Department of Transportation
<b>MPA</b>	Metropolitan Planning Area

<b>MPO</b>	Metropolitan Planning Organization
<b>MSA</b>	Metropolitan Statistical Area (includes all of Cass County and Clay County)
<b>MSUM</b>	Minnesota State University – Moorhead
<b>NAICS</b>	North American Industry Classification System
<b>NDDOT</b>	North Dakota Department of Transportation
<b>NDSU</b>	North Dakota State University
<b>PPP</b>	Public Participation Plan
<b>TAZ</b>	Traffic Analysis Zone
<b>TDM</b>	Travel Demand Model
<b>TDP</b>	Transit Development Plan
<b>TH</b>	Minnesota Trunk Highway
<b>TIP</b>	Transportation Improvement Program
<b>UPWP</b>	Unified Planning Work Program
<b>USC</b>	United States Code
<b>UZA</b>	Urbanized Area or FAUA
<b>VMT</b>	Vehicle Miles Traveled
<b>VSS</b>	Valley Senior Services

ORGANIZATIONAL CHART



<b>Metro COG</b>	701.532.5100
<b>Executive Director</b> Cindy Gray.....	701.532.5103
<b>Executive Secretary</b> Savanna Leach .....	701.532.5101
<b>Senior Transportation Planner</b> Michael Maddox .....	701.532.5104
<b>Transportation Planner</b> Dan Farnsworth .....	701.532.5106
<b>Community Planner</b> Adam Altenburg .....	701.532.5105
<b>Assistant Planner</b> Anna Pierce .....	701.532.5102
<b>Assistant Planner</b> Luke Champa .....	701.532.5107



# INTRODUCTION

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is both the designated Council of Governments (COG) and Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead Metropolitan Area. An MPO is a transportation policy-making organization comprised of representatives from local government and transportation authorities. The Federal Surface Transportation Assistance Act of 1973 requires the formation of a MPO for any urbanized area with a population greater than 50,000. MPOs ensure that existing and future expenditures for transportation projects and programs are based on a comprehensive, cooperative, and continuing planning process, known as the “3-C” process.

The core of an MPO is the urbanized area, which is initially identified and defined by the U.S. Census Bureau as part of the Decennial Census update. This boundary is adjusted by local officials and approved by the overseeing Department of Transportation. The result of which is the official Adjusted Urban Area Boundary (known as the UZA). In Metro COG's case, the overseeing DOT is North Dakota Department of Transportation (NDDOT). The UZA boundary is used to determine the type of transportation funding programs potential projects may be eligible to receive. In 2012, Metro COG worked closely with local jurisdictions, NDDOT, and the Minnesota Department of Transportation (MnDOT) to establish an Adjusted UZA for the Fargo-Moorhead area. This Adjusted UZA was subsequently approved by the Metro COG Policy Board, FHWA, and both the Minnesota and North Dakota Departments of Transportation in 2013.

In addition to the UZA, the MPO boundary includes any contiguous areas which may become urbanized within a twenty-year forecast period. Collectively, this area is known as the Metropolitan Planning Area (MPA). Metro COG's MPA boundary was most recently expanded in 2013 and is currently comprised of approximately 1,073 square miles (687,000 acres), across 2 states, 2 counties, 14 cities,

and 30 townships. The MPA boundary is effectively Metro COG's “study area” or area of influence respective to the metropolitan planning program. These areas are significant not only as potential future population centers, but also due to their proximity to existing and future transportation assets of regional significance.

The map on the next page provides an overview of these boundaries for the Fargo-Moorhead area, specifically depicting:

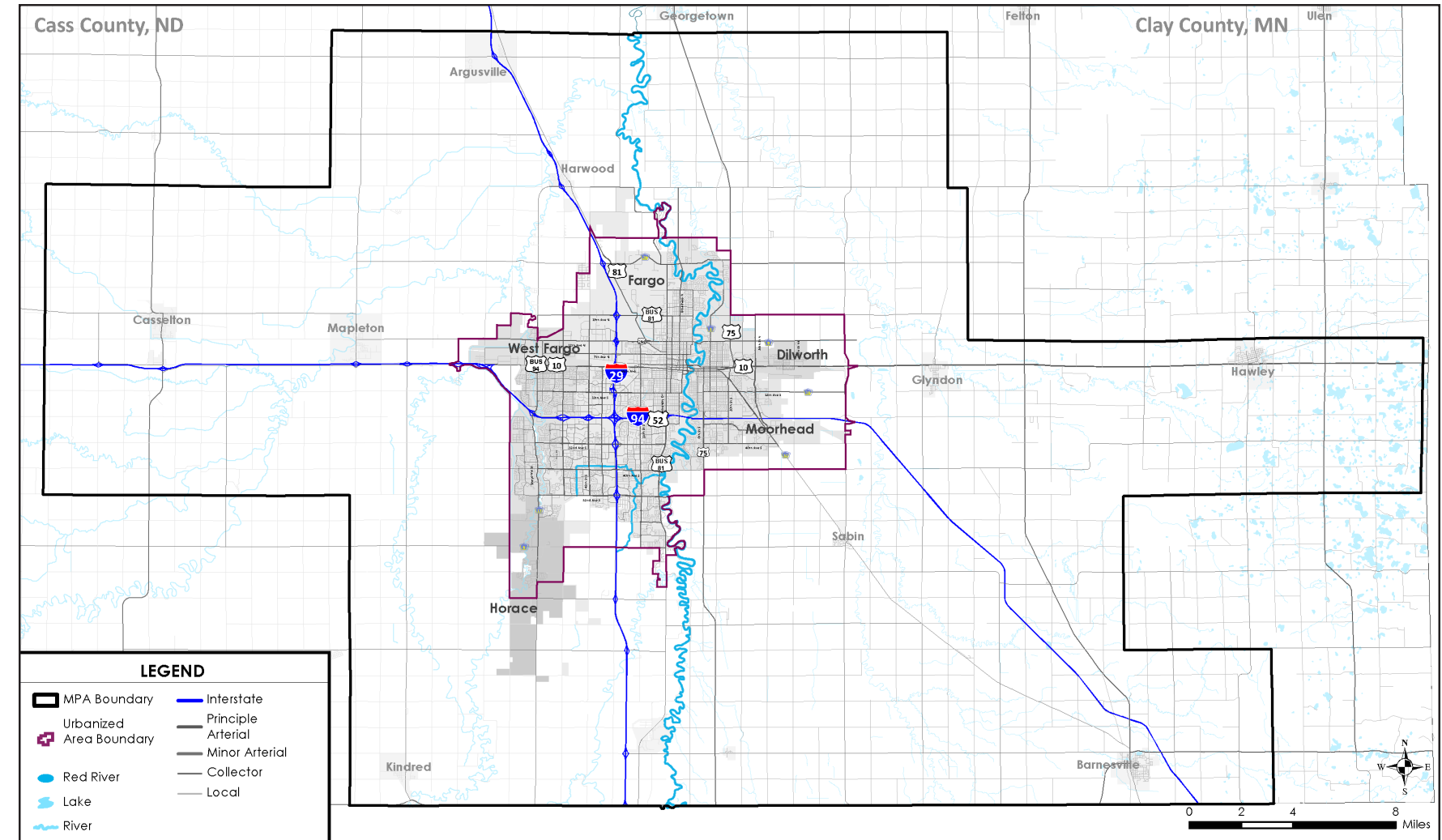
- The Metropolitan Planning Area Boundary;
- The Adjusted Urbanized Area boundary; and
- Cities within the MPA.

Metro COG serves a bi-state area. This area is unique that it covers 14 townships in Cass County, ND, and 16 townships in Clay County, MN.

Within that area there are seven (7) member jurisdictions, which pay dues and have voting rights on the policy board and transportation technical committee. The following are the member jurisdictions:

- |   |   |
|---|---|
| <input type="checkbox"/> Cass County, ND      | <input type="checkbox"/> City of West Fargo, ND |
| <input type="checkbox"/> Clay County, MN      | <input type="checkbox"/> City of Dilworth, MN   |
| <input type="checkbox"/> City of Fargo, ND    | <input type="checkbox"/> City of Horace, ND     |
| <input type="checkbox"/> City of Moorhead, MN |   |

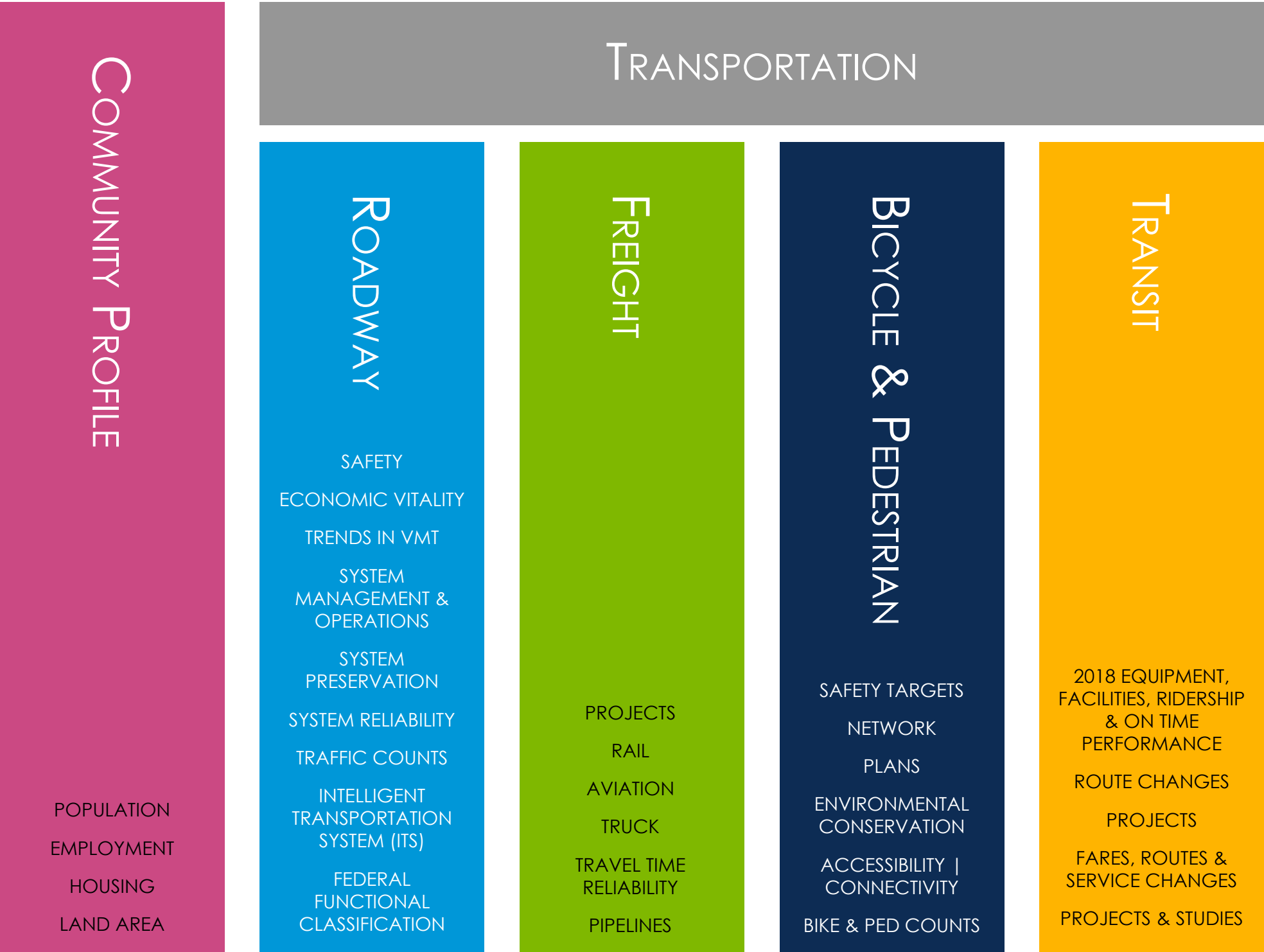
Additionally, there are Associate Jurisdictions located within the MPA. These towns have populations over 700, do not pay dues, and do not have voting rights on the policy board and transportation technical committee. These include in Minnesota: Barnesville, Glyndon, and Hawley; and in North Dakota include: Casselton, Harwood, and Mapleton.



Additionally, there is a third designation of jurisdiction, which are non-member jurisdictions. These jurisdictions have populations under 700 and/or have chosen not to participate in Metro COG. These include in Minnesota: Comstock and Sabin; and in North Dakota: Argusville, Briarwood, Frontier, Kindred, North River, Oxbow, Prairie Rose, and Reiles Acres.

The (14) Townships within the MPA in North Dakota include: Barnes, Berlin, Casselton, Durbin, Everest, Harmony, Harwood, Mapleton, Normanna, Pleasant, Raymond, Reed, Stanley, Warren.

The (16) Townships within the MPA in Minnesota include: Alliance, Barnesville, Eglon, Elkton, Elmwood, Glyndon, Hawley, Holy Cross, Humboldt, Kragnes, Kurtz, Moland, Moorhead, Morken, Oakport, Riverton.



The 2019 Metropolitan Profile (Profile) is separated into five chapters, each of which focuses on trends affecting the development patterns and transportation network of the Fargo-Moorhead MPA. Together the chapters provide a comprehensive snapshot of the conditions and trends affecting the metro area based on 2018 data. The chapters are grouped into two categories:

- Community Profile
- Transportation

The Transportation category encompasses topics focused on the:

- Roadway network
- Freight network
- Bicycle & Pedestrian network
- Transit network

Within each of these chapters are metrics that Metro COG tracks from year to year. These metrics are used to track progress towards goals set in the Metropolitan Transportation Plan (MTP). The goals in the MTP are developed with Metro COG's vision, mission, and core functions in mind.

Metro COG's vision statement and mission were adopted by Metro COG in 2012. The core functions of Metro COG are identified in the United States Code of Federal Regulations (CFR) 23 § 450 Subpart C - Metropolitan Transportation Planning and Programming\*. There are 10 core functions that Metro COG is mandated, as an MPO, to study and plan around for the MPA.

\*MORE INFORMATION ON THE US CFR CAN BE FOUND AT: [HTTPS://WWW.LAW.CORNELL.EDU/CFR/TEXT/23/PART-490/SUBPART-C](https://www.law.cornell.edu/cfr/text/23/part-490/subpart-C)



# VISION STATEMENT

PROVIDE QUALITY, PROACTIVE REGIONAL PLANNING SERVICES  
FOR A CHANGING SOCIETY.

# MISSION

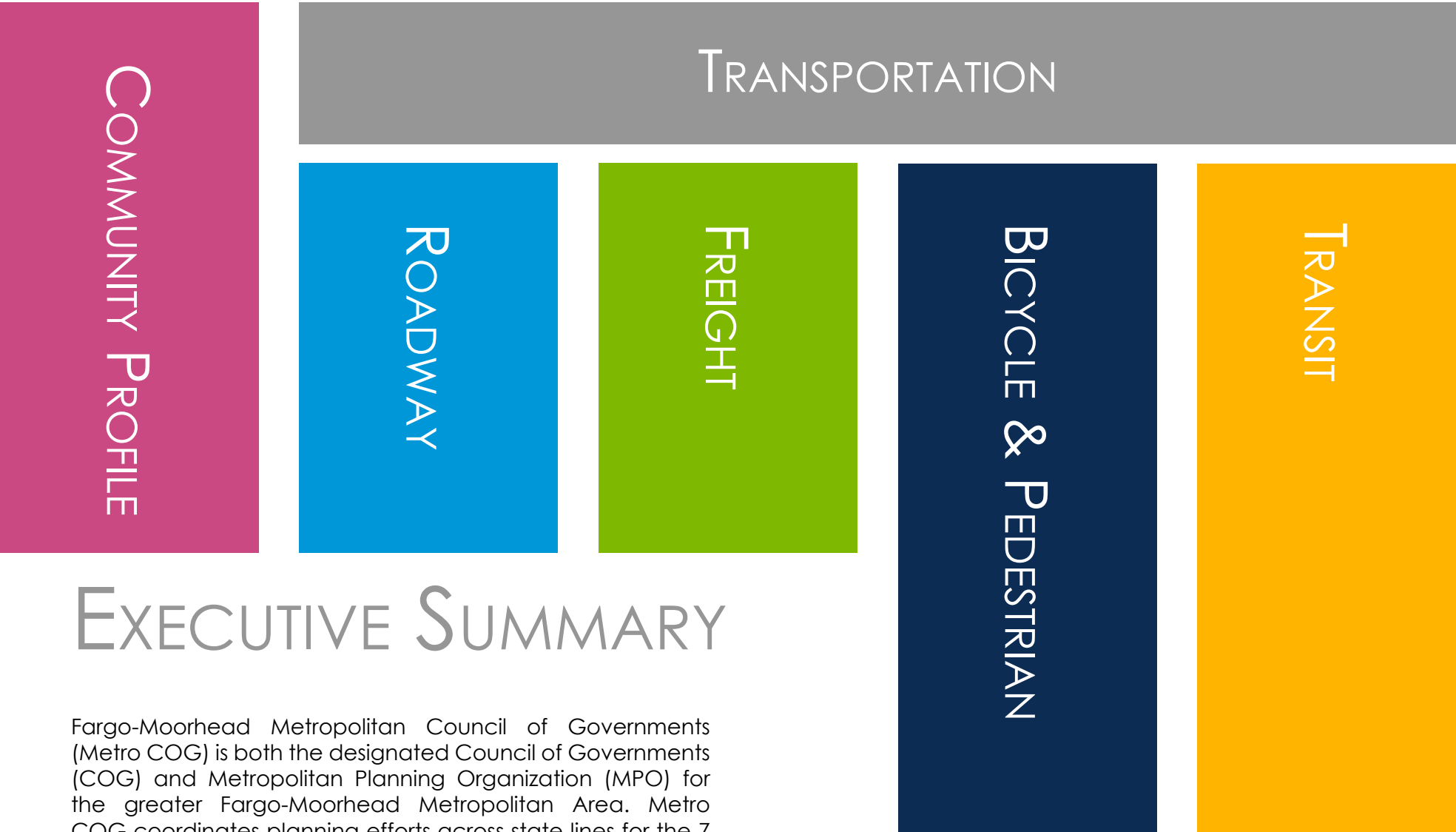
- Harmonize the activities of federal, state, and local agencies,
- Render technical assistance
- Encourage public participation in the development of the area



# CORE FUNCTIONS

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users.
- Increase accessibility and mobility for people and freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
- Enhance travel and tourism.

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# EXECUTIVE SUMMARY

Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is both the designated Council of Governments (COG) and Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead Metropolitan Area. Metro COG coordinates planning efforts across state lines for the 7 member jurisdictions and 6 associate jurisdictions within the Metropolitan Planning Area (MPA).

Each year Metro COG produces the Metropolitan Profile (Metro Profile), which serves as a fact book summarizing major trends and data within the Metropolitan Planning Area (MPA) for that year. The Metro Profile is separated into five chapters, each of which focuses on trends affecting the development

patterns and mutli-modal transportation network of the Fargo-Moorhead Metropolitan Area.

In the 2019 Metro Profile, information and data from the 2018 calendar year has been compiled and analyzed. The following are some highlights.

In 2018, the population grew by 1.6% in the Metropolitan Statistical Area (MSA), which encompasses all of Cass County, ND and Clay County, MN. This meant that the area saw the population increase to 245,471. The demand for housing remained strong with an MSA occupancy rate of 93.2%, while 2,192 residential housing units were permitted in the MPA. Although, there was an increase in the apartment annual vacancy rate from 9.1% in 2017 to 9.4% in 2018, which means that less people were living in apartments in 2018 than in 2017.

Total traffic crash related fatalities were up from 8 in the MPA in 2017 to 10 in 2018. Five (5) of the fatal crashes occurred in Fargo or West Fargo, while three (3) occurred in the rural portion of the MPA in North Dakota, and two (2) fatal crashes occurred in Moorhead or Dilworth, Minnesota.

In 2018, Metro COG adopted performance measure targets for the MPA for Performance Measure 1 (PM1) - Safety, Performance Measure 2 (PM2) - Bridge and Pavement Condition, and Performance Measure 3 (PM3) - System Reliability. Based on 2018 data, the MPA has met or is exceeding all performance measure targets set in 2018 for PM1, PM2, and PM3.

At the beginning of 2018, Metro COG completed the Fargo-Moorhead Alternate Route and Traffic Incident Management (TIM) Guidebook Project. The primary goal of the TIM Guidebook is to assist officials and emergency responders in streamlining response times to emergency situations where the diversion of traffic to alternate routes is required. This was a major step towards setting the MPA up for better emergency response coordination in the region.

Overall, the bicycle and pedestrian network remained unchanged. At the end of December 2018, development of a new Fargo-Moorhead Bike Map app for mobile devices was kicked off and continued into 2019. This new app will

allow more frequent updates to the mapped system, keeping information more readily up to date than the previously printed maps.

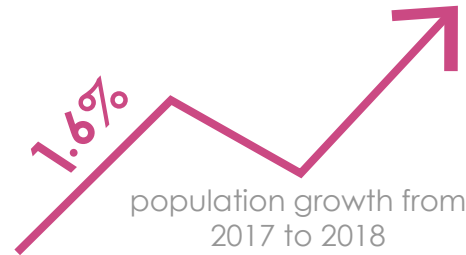
The transit network experienced a few changes in 2018. Routes 21 and 22 were combined into Route 20. Overall fixed route ridership increased for Moorhead and Fargo, but on-time performance was down for these routes. Whereas, NDSU fixed routes saw a decrease in ridership, but there was an increase in on-time performance. Metro COG, in coordination with MATBUS, needs to further compare the factors involved in the increase in ridership and decrease in on-time performance versus decrease in ridership and increase in on-time performance. The information, gleaned from further review, may help increase system-wide on-time performance and ridership.

Overall in 2018, the Fargo-Moorhead Metropolitan Planning Area has seen steady growth. Across the multi-modal transportation network, there were improvements that helped the agency meet our performance measure targets for the metropolitan planning area. Even with construction projects throughout the network, roadway and freight networks saw stable reliability indexes. Transit and bicycle/pedestrian networks have stayed stable in the MPA from from 2017 to 2018.



## 2018 MSA POPULATION...245,471

WHICH IS THE TOTAL POPULATION OF CASS COUNTY, ND AND CLAY COUNTY, MN



### 212,042 2018 Total Population of Member Jurisdictions

- 4,436 Dilworth
- 43,349 Moorhead
- 124,844 Fargo
- 2,847 Horace
- 36,566 West Fargo



### 32.4 2017 Median Age in MSA

- 35.6 Dilworth
- 29.7 Moorhead
- 30.3 Fargo
- 37.2 Horace
- 34.3 West Fargo
- 32.2 Cass County, ND
- 32.6 Clay County, MN



2017 median  
household income

## EMPLOYMENT | JOBS

The Fargo-Moorhead Metropolitan Statistical Area (MSA) had 192,117 people over the age of 16 in 2017. Once a person turns 16, they are considered eligible to work and count towards the workforce. Of those eligible in 2017, approximately 76.5% participated in the workforce.



Unemployment rate of 2.6%

In 2017, the MSA had an **unemployment rate of 2.6%**. This employment rate matches the 2015 employment rate, equaling the lowest unemployment rate in the last decade.

\*INFORMATION RETRIEVED FROM THE AMERICAN CENSUS SURVEY ON CENSUS.GOV FOR 2018 AND 2017 FOR THE FARGO-MOORHEAD METROPOLITAN STATISTICAL AREA. 2018 DATA WAS NOT AVAILABLE FOR UPDATED EMPLOYMENT INFORMATION NOR WERE ALL POPULATION DATA BREAKDOWNS AVAILABLE.

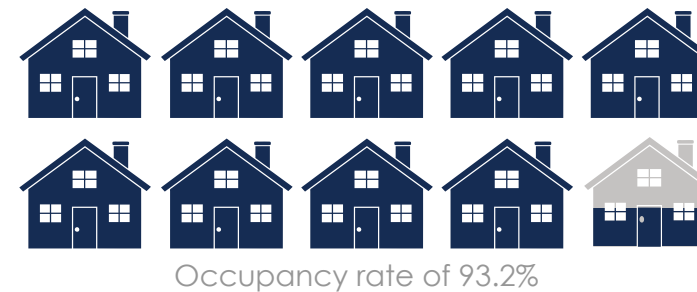
## HOUSING

In 2017, the Fargo-Moorhead MSA's average household size was **2.32 people**. In 2017 there were **96,492 households** counted, which is up from 93,875 households in 2016. As of 2017 a total of **103,482 housing units** are available in the MSA. Of those housing units, **93.2% are occupied**.



Jurisdictions try to keep the occupancy rate between 91-97% for a stable market.

Of the occupied housing units, **56.2% were owner-occupied** and 43.8% were renter-occupied.



In 2017, there was a ratio of **1.433** Single-Family Dwelling Units for every 1 Multi-family Dwelling Unit. Within the MSA there was an **apartment annual vacancy rate of 9.4%** in 2018. This is up 0.3% from 2017.



\*INFORMATION RETRIEVED FROM THE AMERICAN CENSUS SURVEY ON CENSUS.GOV FOR 2018 AND 2017 FOR THE FARGO-MOORHEAD METROPOLITAN STATISTICAL AREA. 2018 DATA WAS NOT AVAILABLE FOR ALL FIGURES, THUS SOME DATA IS ONLY AVAILABLE IN 2017 FIGURES.

BUILDING PERMITS

Within the Metropolitan Planning Area **2,192** total new residential building unit permits were issued in 2018.



- Single-family Residential - **954 units**
  - 313 units Fargo
  - 385 units West Fargo
  - 50 units Horace
  - 135 units Moorhead
  - 15 units Dilworth
  - 56 units Associate Jurisdictions

- Multi-family Residential - **1,238 units**
  - 914 units Fargo
  - 139 units West Fargo
  - 0 units Horace
  - 185 units Moorhead
  - 0 units Dilworth
  - 0 units Associate Jurisdictions

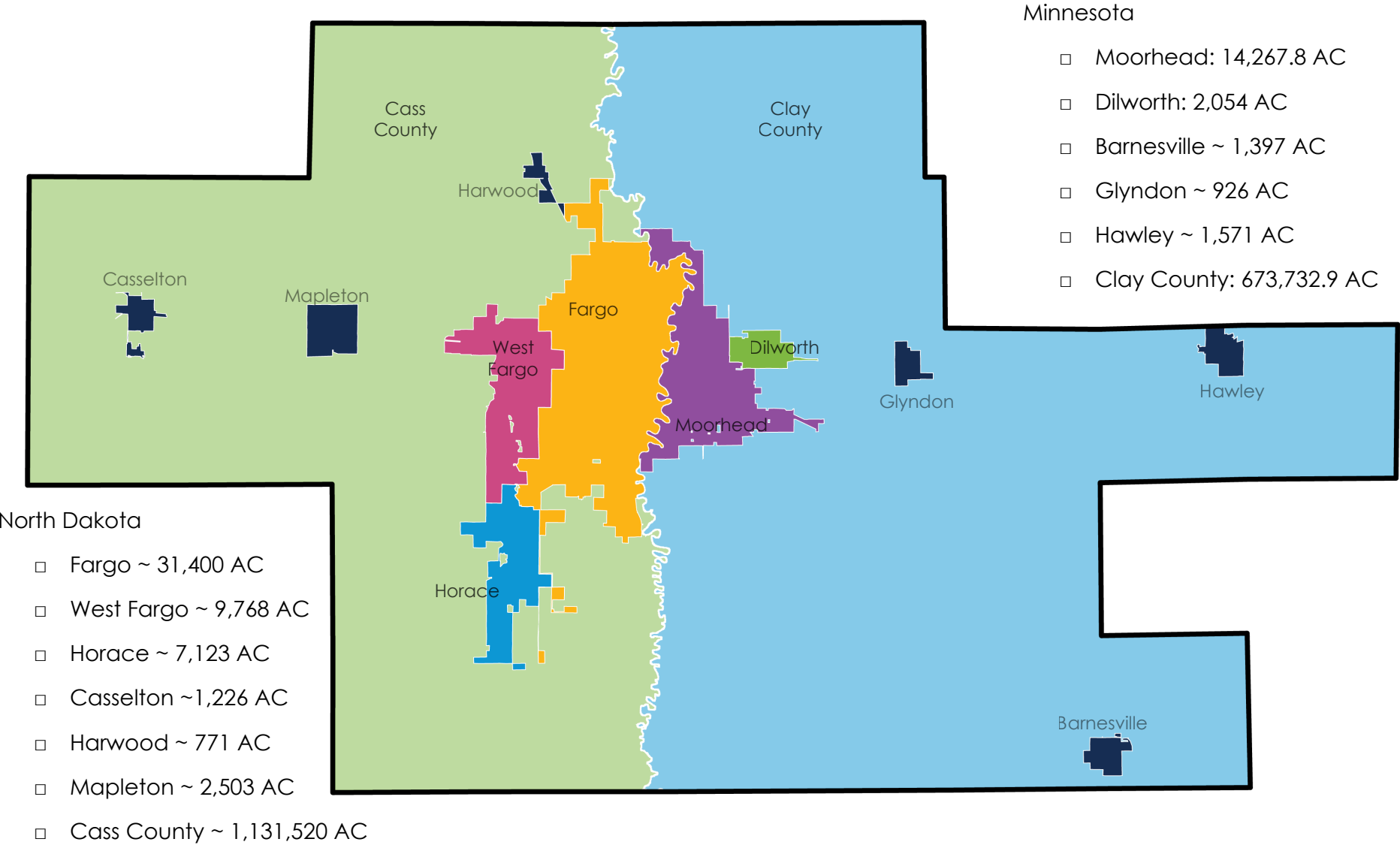
This was **219 more** single-family residential unit permits and **194 more** multi-family residential unit permits issued in 2018 than in 2017.

LAND AREA

On the adjacent page is a map of the MPA boundary with the jurisdictions that are located within it. Along side the map are the jurisdictions' incorporated acreage.

In 2018, no new annexations occurred, nor were there any new extraterritorial agreements in or amongst the jurisdictions.

2018 JURISDICTION MAP



\*BUILDING PERMIT DATA RECEIVED FROM EACH JURISDICTION AND THE HOME BUILDERS ASSOCIATION. APARTMENT VACANCY RATE CALCULATED BY APPRAISAL SERVICES INC. SINGLE FAMILY REFERS TO ONE UNIT PER BUILDING. MULTI-FAMILY REFERS TO TWO OR MORE UNITS PER BUILDING.

\*JURISDICTION ACREAGE WAS CALCULATED FROM THE GIS INFORMATION PROVIDED BY EACH JURISDICTION. ASSOCIATE JURISDICTIONS ARE DEPICTED IN NAVY, WHILE THE MEMBER JURISDICTIONS ARE COLOR CODED BY PINK, PURPLE, GREENS, BRIGHT BLUES, OR YELLOW.

PERFORMANCE MEASURES

SAFETY MEASURES

MAP-21 requires MPOs to adopt system safety targets for each state that they operate in or to set their own targets for the entire MPA. Safety targets are considered Performance Measure 1 (PM1).

In 2017, MnDOT and NDDOT set their respective statewide system reliability targets for FY2018 based on 2013 through 2017 data. Metro COG examined the data and determined if the targets proposed by the respective states were applicable and/or aligned with the regional planning goals.

Metro COG decided to adopt and support each state's respective PM1 targets for each state's portion of the MPA. This means that Metro COG adopted two sets of PM1 targets.



MET 2018 MN SAFETY TARGETS

The PM1 targets that were adopted for the Minnesota portion of the MPA were:

- 372.2 Fatalities (throughout MN, not just the FM MPA)
- 0.622 Fatalities per 100 million vehicle miles traveled (VMT)
- 1,711 Serious Injuries (throughout MN, not just the FM MPA)
- 2,854 Serious Injuries per 100 million VMT
- 267.5 Non-motorized fatalities & Non-motorized serious injuries (throughout MN, not just the FM MPA)

Below are the 2018 PM1 Safety Target numbers that are representative of the crashes that occurred on the Minnesota side of the MPA.

2018 MN PORTION OF MPA SAFETY TARGET NUMBERS

2 Fatal motorized crashes in 2018

0.174 Rate of motorized fatalities per 100 million VMT in 2018

4 Serious Injury motorized crashes in 2018

0.348 Rate of motorized serious injuries per 100 million VMT in 2018

0 Fatal or Serious Injury non-motorized crashes in 2018

507 Total motorized crashes in 2018

The PM1 targets that were adopted for the North Dakota portion of the MPA were:

- 127.3 Fatalities (throughout ND, not just the FM MPA)
- 1.271 Fatalities per 100 million vehicle miles traveled (VMT)
- 486.2 Serious Injuries (throughout ND, not just the FM MPA)
- 4,848 Serious Injuries per 100 million VMT
- 34.6 Non-motorized fatalities & Non-motorized serious injuries (throughout ND, not just the FM MPA)

Below are the 2018 PM1 Safety Target numbers that are representative of the crashes that occurred on the North Dakota side of our MPA.

2018 ND PORTION OF MPA SAFETY TARGET NUMBERS

8 Fatal motorized crashes in 2018

0.327 Rate of motorized fatalities per 100 million VMT in 2018

38 Serious Injury motorized crashes in 2018

1.555 Rate of motorized serious injuries per 100 million VMT in 2018

5 Fatal or Serious Injury non-motorized crashes in 2018

3,931 Total motorized crashes in 2018

\*SAFETY STATISTICS WERE CALCULATED USING THE CRASH DATA FROM MNDOT AND NDDOT RESPECTIVELY. VMT DATA WAS CALCULATED USING THE MNDOT YEAR-END REPORT IN MINNESOTA AND IN NORTH DAKOTA, A 3% GROWTH RATE WAS APPLIED FOR 2015-2016 AND 2016-2017. THE TRAVEL DEMAND MODEL, WHICH USES DATA COLLECTED IN 2015 AND IS PRODUCED BY ATAC FOR METRO COG, WAS USED TO CALCULATE THE VEHICLE/CAPACITY RATIO, AVERAGE MPH, AND TOTAL MOTOR VEHICLE TRIPS, HENCE THE 2015 REFERENCE.



MET 2018 ND SAFETY TARGETS

ECONOMIC VITALITY

0 Projects were completed that use Planning and NEPA in the same document/process in 2018

3 Projects were started construction in 2018 that were previously studied by Metro COG

- Sheyenne Street improvements - West Fargo
- Sheyenne Street Interchange - West Fargo
- 20th/21st/Main Avenue Underpass - Moorhead

TRENDS IN VMT

Vehicle Miles Travelled (VMT) is often used to measure the relative traffic demand on the transportation network, as well as assist with the calibration of the Traffic Demand Model (TDM). For the purposes of the Metro Profile, VMT is annualized and refers to the total number of miles traveled by all vehicles on an annual basis.

In the MPA in 2018 there were  
**3,591,899,440 VMT.**  
This is up 1.3% from 2017.

VMT per capita (V/C) is the number of vehicle miles traveled per person. This is a statistical tool that is used to determine the amount and length of trips people are taking. It also can be used to determine which modes of transportation people are using. In the MPA in 2018 there were **14,632.68 V/C.** This equates to a 0.2% increase in VMT per person since 2017.

SYSTEM MANAGEMENT & OPERATIONS

A good measure of roadway capacity is the percentage of VMT on the modeled network with vehicle/capacity ratio. Near capacity levels are considered 0.85-0.95, so as a measurement Metro COG uses the percentage to gauge the roadway network's capacity levels. These percentages are calculated using the Traffic Demand Model (TDM).

Since Metro COG updates the TDM every 5 years, the last traffic numbers are from 2015. Thus, in 2015, the VMT on the modeled network with vehicle/capacity ratio greater than 0.9 was **2.15%.** What this means is that the roadway network is under capacity.

Another indicator that the transportation network is under capacity is that the average travel speed for the TDM network in 2015 was **49.6 mph.** This is considered good because the majority of the Interstate has a speed limit of 55 mph in the urbanized area, whereas the rest of the functionally classified network has speed limits ranging from 25 mph to 45 mph in the urban system. The rural roadway system has speed limits ranging from 25 mph to 75 mph.

Further, the roadway network can be examined by the level of travel time reliability (LOTR). Federal Highway Administration (FHWA) uses this measurement as in Performance Measure 3 (PM3). This information is elaborated on in the System Reliability | Accessibility section.

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SYSTEM PRESERVATION

MAP-21 requires MPOs to adopt system preservation targets for each state that they operate in or to set their own targets for the entire MPA. This is considered Performance Measure 2 (PM2).

In 2018, MnDOT and NDDOT set their respective statewide PM2 targets for 2018-2021 based on 2017 data. October 18, 2018, Metro COG adopted PM2 targets that aligned with the statewide PM2 targets because state DOTs maintain the NHS system.

In order to adopt targets, Metro COG examined the 2013-2017 data for each state's portion of the MPA and determined if the targets proposed by the respective states were applicable and/or aligned with the regional planning goals. In 2021, Metro COG will have the opportunity to revise PM2 targets. Until 2021, Metro COG must track the conditions of the NHS pavement and bridge conditions annually.

Pavement is evaluated using International Roughness Index (IRI), rutting or faulting, and cracking. These metrics are categorized into Good, Fair, and Poor based on measurements taken along each 1/10 mile segment. Once each metric has a Good, Fair, or Poor rating and the type of pavement on the roadway segment is identified, then each segment can be given an overall ranking of Good, Fair, or Poor.

The overall ranking is determined by the following:

- All 3 metrics have a Good rating, then the overall rating of the roadway segment is Good.
- 2-3 metrics have a Poor rating, then the overall rating of the roadway segment is Poor.
- All other combinations of metric ratings make the overall rating of the roadway segment Fair.

With each roadway segment classified as Good, Fair, or Poor condition, the total Good condition roadway mileage on the Interstate and Non-Interstate NHS is calculated. Subsequently, the Poor classified roadway segment mileage is totalled.

The total Interstate mileage within the MPA and the total Non-Interstate National Highawy System (NHS) mileage is also calculated. For example, the Minnesota portion of the MPA there 26.75 miles of Interstate mileage, and 32.49 miles of Non-Interstate NHS mileage, not including bridges.

Then the following formulas are used to determine the percentages:

**Interstate Pavement in Good Condition** = [Interstate mileage classified as Good] / [total Interstate mileage in MPA or portion of MPA being examined]

**Interstate Pavement in Poor Condition** = [Interstate mileage classified as Poor] / [total Interstate mileage in MPA or portion of MPA being examined]

**Non-Interstate NHS Pavement in Good Condition** = [Non-Interstate NHS mileage classified as Good] / [total Non-Interstate NHS mileage in MPA or portion of MPA being examined]

**Non-Interstate NHS Pavement in Poor Condition** = [Non-Interstate NHS mileage classified as Poor] / [total Non-Interstate NHS mileage in MPA or portion of MPA being examined]

Bridges are evaluated using the National Bridge Inventory (NBI), which provides a numerical rating of 0 to 9.

Good	7-9
Fair	5-6
Poor	0-4

The higher the percentage of pavement or bridges in good/excellent condition the better. The lower the percentage of pavement or bridges in poor condition the better.

The PM2 targets that were adopted for the Minnesota portion of the MPA were:

- 55% of Interstate Pavement is in Good Condition
- 2% of Interstate Pavement is in Poor Condition
- 50% of Non-Interstate NHS Pavement is in Good Condition
- 4% of Non-Interstate NHS Pavement is in Poor Condition
- 50% of NHS Bridges are in Good Condition
- 4% of NHS Bridges are in Poor Condition

The PM2 targets that were adopted for the North Dakota portion of the MPA were:

- 75.6% of Interstate Pavement is in Good Condition
- 3% of Interstate Pavement is in Poor Condition
- 58.3% of Non-Interstate NHS Pavement is in Good Condition
- 3% of Non-Interstate NHS Pavement is in Poor Condition
- 60% of NHS Bridges are in Good Condition
- 4% of NHS Bridges are in Poor Condition

Adjacent are the 2018 system preservation numbers that are used to determine if Metro COG is working towards achieving the PM2 targets that were set in 2018. The data has been grouped by North Dakota's portion of the MPA and Minnesota's portion of the MPA.

NORTH DAKOTA - 2018

Pavement and Bridge data not available

MINNESOTA - 2018

INTERSTATE PAVEMENT IN MN

74.39% in good condition

0.00% in poor condition

NON-INTERSTATE NHS PAVEMENT IN MN

64.73% in good condition

0.62% in poor condition

NHS BRIDGES CLASSIFIED IN MN

\*Bridge data not available



MET 2018 MN PM2 -  
PAVEMENT CONDITION TARGETS

\*SYSTEM PRESERVATION DATA WAS CALCULATED BY USING THE NATIONAL PERFORMANCE MANAGEMENT RESEARCH DATA SET (NPMRDS) AND LOCATION JURISDICTIONAL DATA.

SYSTEM RELIABILITY

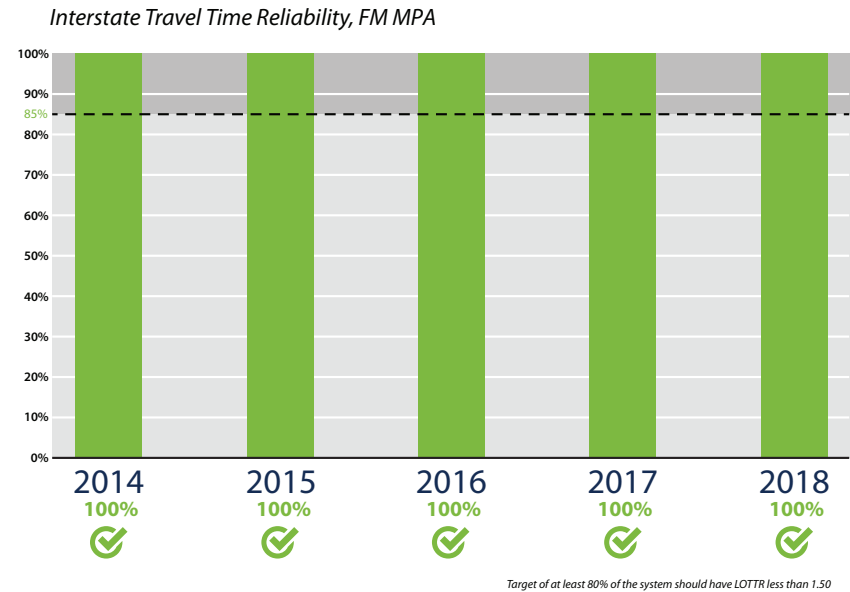
TRAVEL TIME RELIABILITY

MAP-21 requires MPOs to adopt system reliability targets for each state that they operate in or to set their own targets for the entire MPA. System Reliability targets are considered Performance Measure 3 (PM3).

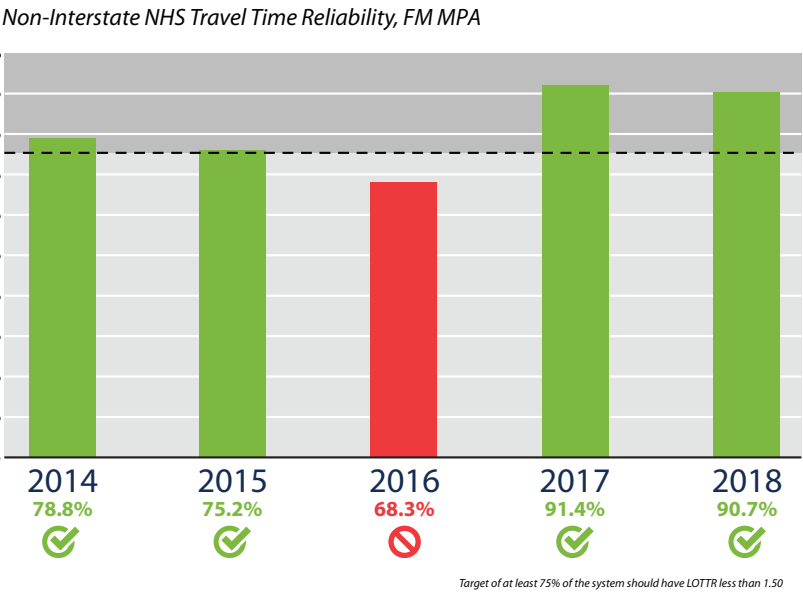
In 2018, MnDOT and NDDOT set their respective statewide system reliability targets for 2018-2021 based on 2013 through 2017 data. Metro COG examined the data and determined if the targets proposed by the respective states were applicable and/or aligned with the regional planning goals.

Metro COG decided to adopt the Minnesota statewide PM3 targets for the entire MPA. This means that Metro COG adopted the same PM3 targets for the Minnesota portion and

FARGO-MOORHEAD METROPOLITAN COG



FARGO-MOORHEAD METROPOLITAN COG



the North Dakota portion of the MPA. The purpose of this was to create consistent system-wide reliability targets.

The PM3 targets that were adopted were:

- 80% of Person Miles Traveled on the Interstate are reliable
- 75% of Person Miles Traveled on the Non-Interstate NHS are reliable
- 1.5 is the Truck Travel Time Reliability Index

In the tables above and adjacent are the Travel Time Reliability for Interstate and Non-Interstate NHS for each state. The dotted line notes the goals Metro COG set for the MPA for that target and the bars represent the Travel Time Reliability

in the MPA. If the bar is green it meets or exceeds the target. If the bar is red, it does not meet the target. In 2018, all set performance measure targets for system reliability were met in the MPA. Although, it is important to note that between 2016 and 2017 the reliability of the data dramatically improved as there was a switch in data providers at a national level. This could be the reason why the Non-Interstate NHS Travel Time Reliability was not met in 2016.

The Truck Travel Time Reliability target of the PM3 are discussed in the Freight section of the 2019 Metro Profile.

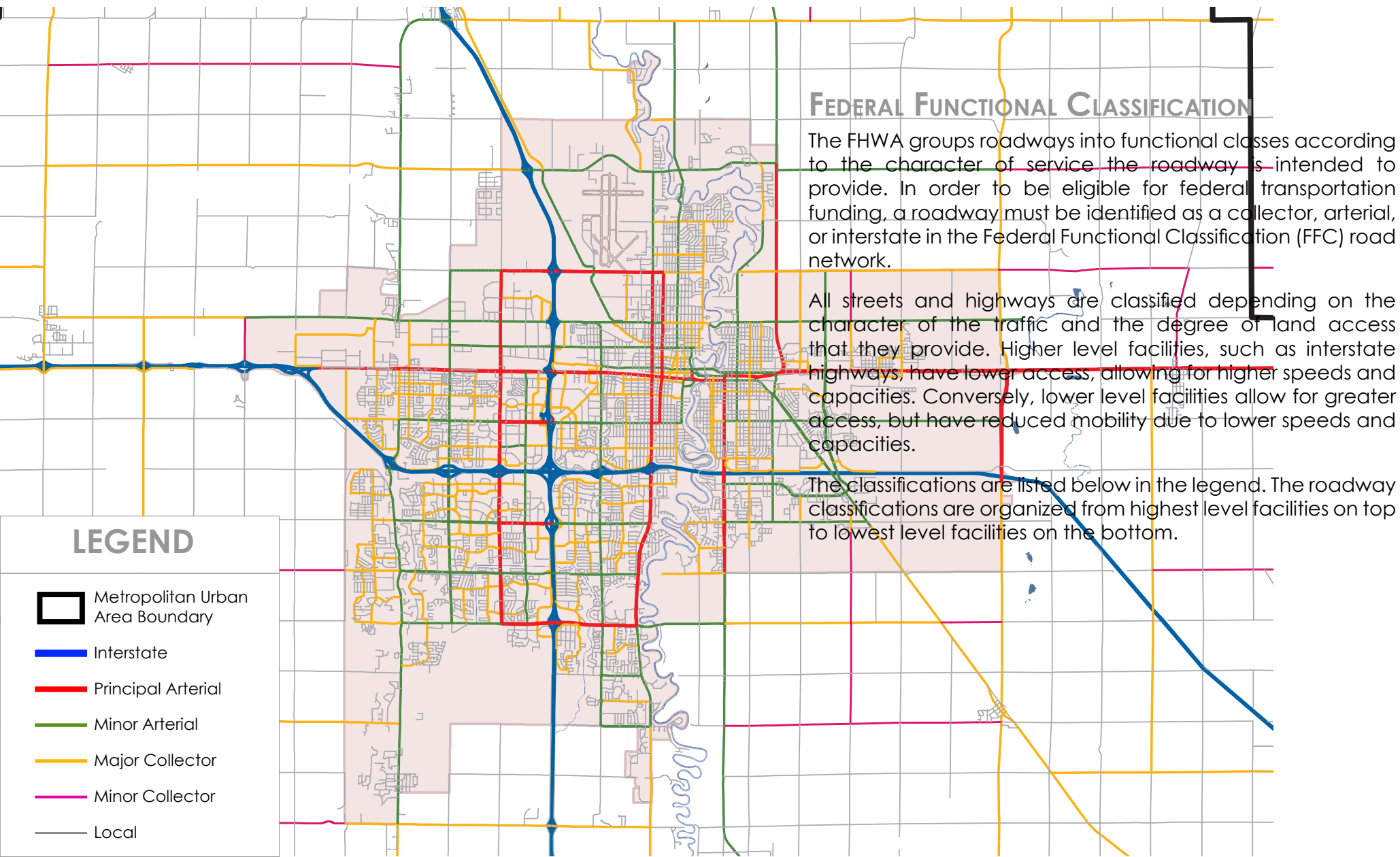


ITS

Metro COG maintains an Intelligent Transportation System (ITS) plan for the MSA and works in cooperation with the Advance Traffic Analysis Center (ATAC) on the maintenance of the Regional ITS Architecture. The ITS Deployment Strategy and Regional ITS Architecture were both updated and adopted by Metro COG in December 2014. The primary recommendations of the ITS Deployment Strategy and Regional Architecture focus on interoperability and regionalization of existing and future ITS deployments and place a high priority on the centralization and integration of signal systems within the MSA.

\*TRAVEL TIME RELIABILITY WAS CALCULATED USING THE NATIONAL PERFORMANCE MANAGEMENT RESEARCH DATA SET (NPMRDS) AND LOCATION JURISDICTIONAL DATA.

# 2018 FEDERAL FUNCTIONAL CLASSIFICATION



## FARGO-MOORHEAD METROPOLITAN ROADWAY NETWORK

Roadways meeting certain categories under the functional classification system have access to federal transportation funds, which can be utilized for studies, network improvements, and construction. Local facilities, residential streets, and rural minor collectors (pursuant to CFR 470.103) are not eligible for federal transportation funding assistance.

In 2015, Metro COG worked with MnDOT and the FHWA to update the Federal Functional Classification network for Clay County, Minnesota. This update introduced new recommended roadway types on to the local system, which were first outlined in a document published by the FHWA in 2013.

Cass County Federal Functional Classification has not been updated since 2007. It is currently being updated due to the significant roadway network changes over the last decade. This major undertaking will be completed in 2019.

The map on the previous page illustrates the current adopted Federal Functional Classification of the Metropolitan Urban Area and some of the surrounding MPA area.



## PROJECTS

In 2018, Metro COG completed the Fargo-Moorhead Alternate Route and Traffic Incident Management (TIM) Guidebook Project. The primary goal of the TIM Guidebook is to assist officials and emergency responders in streamlining response times to emergency situations where the diversion of traffic to alternate routes is required.

The Guidebook allows responders to confidently divert traffic along pre-approved routes that will be devoid of obstacles or impediments to large volumes and types of traffic, including trucks.

The Guidebook is an electronic resource and is a series of interactive maps that help to quickly identify alternate routes to be used based on the incident or event location. It also provides a list of responders in the region, contact data, actions to be taken and traveler information to be provided to motorists.

For more information please review the TIM Guidebook at:

<http://fmmetrocog.org/resources/planning/traffic-incident-management>

## RAIL

The Metropolitan area is and continues to be a hub for the rail network. This form of transportation has a great impact on the daily operation of the transportation network due to the many railroad crossings throughout the MPA.

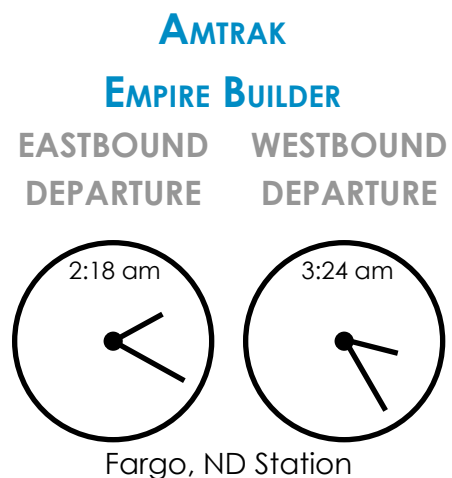
BNSF Railway owns the tracks throughout the MPA and is the primary railroad operator throughout the region. Although, Otter Tail Valley Railroad (OTVR) has trackage rights to haul chemicals, coal, and grain from the Dilworth Yard to Barnesville and Fergus Falls, to the southeast. Red River Valley & Western (RRVW) owns and operates 577 miles of track in North Dakota and Minnesota transporting grain, sugar, corn syrup, fertilizer, coal, gravel, feed, lumber, and steel to over 60



customers in the region.

Amtrak uses the rails to move people throughout the country on the Empire Builder. In 2018, Amtrak had **18,695** boardings/alightings in Fargo, which is **down 7.6%** from 2017. In 2018, Amtrak's average trip length was 614 miles and the average fare was \$97.00.

In 2018, the average **delay for a departing train was 1 hour and 23 minutes** late. The average delay for an **arriving train was 41-minutes**.



## AIR

Fargo-Moorhead MPA is home to five (5) airports. Smaller airports serve a majority of private air traffic for the region. This increases fluidity of non-commercial air traffic in the area.

Hector International Airport provides the only commercial service to the area. It is also the primary hub for air-based freight and mail activity for the region.

The annual air traffic operations at Hector International Airport experienced an overall decrease of 5.8% from 2017 to 2018. In 2018, there were just over 220 landings and departures everyday, but with an increase in overall passengers, these numbers indicate that on average flights to/from Fargo were fuller in 2018 than in 2017.

## AIR CARGO



**4,605 landings**  
(19.0% increase)

**275,305,359 TONS**  
(11.0% increase)

## COMMERCIAL AIRLINES



**7,027 landings/departures**  
(0.7% decrease from 2017)



**843,582 total passengers**  
(7.1% increase from 2017)

**422,190 total enplanements (boarding)**  
(7.5% increase from 2017)

**421,392 total deplanements (deboarding)**  
(6.7% increase from 2017)

## CHARTER AIRLINES



**5,925 total passengers**  
(11.6% decrease from 2017)

## TRUCK



Freight Truck service depends on reliable travel times in order to provide adequate service to their clientele. In the MPA in 2018, seven roadway segments were identified as unreliable.

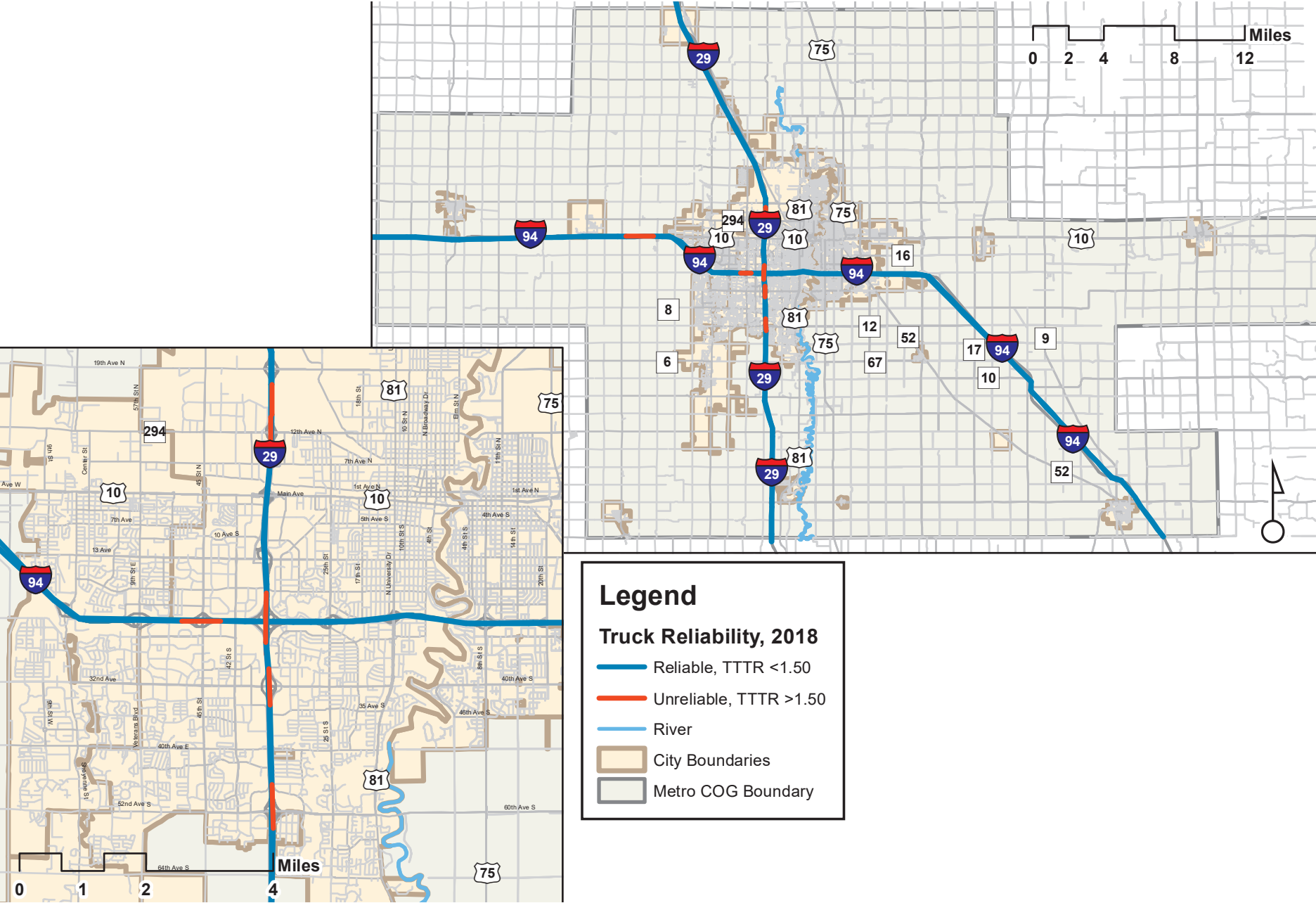
- I-29 northbound of Exit 66 for 12th Avenue N in Fargo
- I-29 southbound of Exit 66 for 12th Avenue N in Fargo
- I-29 southbound at the I-94 interchange in Fargo
- I-29 northbound surrounding Exit 62 for 32nd Avenue S in Fargo
- I-29 northbound surrounding Exit 60 for 52nd Avenue S in Fargo
- I-94 eastbound surrounding Exit 348 for 45th Street S in Fargo
- I-94 westbound between 38th Street NW and 165th Avenue SE (at the weigh station)

Each of these segments should be watched to see if these are consistently unreliable from year to year. If a pattern emerges, these segments may need to be studied further.

The following section will review the methodology as to how Truck Travel Time Reliability (TTTR) is determined and measured.

\*DATA USED IN THE RAIL SECTION WAS RETRIEVED FROM AMTRAK.COM, BNSF.COM, GWRR.COM, AND RRVW.NET. AIR DATA WAS COLLECTED FROM THE YEAR END STATISTICS PAGE ON FARGOAIRPORT.COM. TRUCK DATA WAS COLLECTED FROM NPMRDS AND LOCAL JURISDICTIONS AND ANALYZED BY METRO COG WITH THE HELP OF HDR IN COORDINATION WITH THE MTP DEVELOPMENT.

# 2018 TRUCK TRAVEL TIME RELIABILITY



## PERFORMANCE MEASURES SYSTEM MANAGEMENT & OPERATIONS

### TRUCK TRAVEL TIME RELIABILITY

MAP-21 requires MPOs to adopt system reliability targets for each state that they operate in or to set their own targets for the entire MPA. Truck Travel Time Reliability (TTR) is used to assess the reliability of the Interstate and is considered part of Performance Measure 3 (PM3).

In 2018, MnDOT and NDDOT set their respective statewide system reliability targets for 2018-2021 based on 2013 through 2017 data. Metro COG examined the data and determined if the targets proposed by the respective states were applicable and/or aligned with the regional planning goals.

Metro COG decided to adopt the Minnesota statewide PM3 targets for the entire MPA. The purpose of this was to create consistent system-wide reliability targets.

The PM3 targets that were adopted were:

- 80% of Person Miles Traveled on the Interstate are reliable
- 75% of Person Miles Traveled on the Non-Interstate NHS are reliable
- 1.5 is the Truck Travel Time Reliability Index

On the previous page is the Truck Travel Time Reliability (TTR) Map, which shows which roadways are above or below the TTR Index of 1.5 (reliable or unreliable) in 2018.

In order to calculate the TTR Index, the TTR data is reporting based on five time periods:

- Morning peak (6-10 a.m.) Monday through Friday
- Midday (10 a.m.-4 p.m.) Monday through Friday
- Afternoon peak (4-8 p.m.) Monday through Friday
- Weekends (6 a.m.-8 p.m.)
- Overnight for all days (8 p.m.-6 a.m.)

\* TRUCK TRAVEL TIME RELIABILITY DATA WAS COLLECTED FROM THE NPMRDS DATA AND FORMULATED INTO TABLES BY HDR FOR METRO COG IN DEVELOPMENT OF PERFORMANCE MEASURE TARGETS FOR THE LRTP. THE PERSON MILES TRAVELED RELIABILITY TARGETS OF THE PM3 ARE DISCUSSED IN THE ROADWAY SECTION OF THE 2019 METRO PROFILE

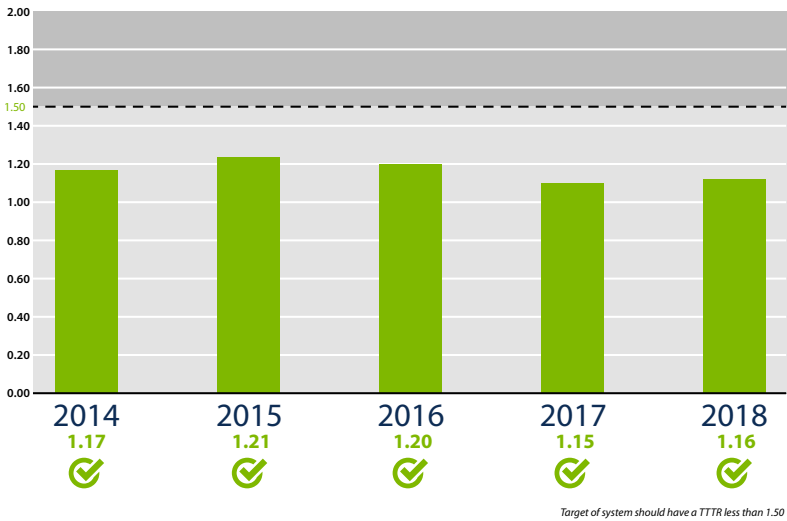
The TTR ratio is then generated by dividing the 95th percentile time by the normal time (50th percentile) for each roadway segment. The TTR Index is generated by multiplying each segment's largest ratio of the five periods by its length, then dividing the sum of all length-weighted segments by the total length of Interstate.

In 2018, the **TTR for the entire MPA was 1.16.**

The chart below show the TTR for each year from 2014 through 2018 for the MPA. The dashed line on the chart indicates the MPA TTR target set for 2018-2021. Since the MPA is below the target numbers, as indicated in the chart by the green bars, the MPA is meeting and exceeding the targets set by Metro COG.

**In 2018, all set performance measure targets for system reliability were met in the MPA.**

### FARGO-MOORHEAD METROPOLITAN COG Truck Travel Time Reliability, FM MPA



Target of system should have a TTR less than 1.50



PIPELINES

Oil and gas production in western North Dakota has encouraged the expansion of pipeline development throughout the region and the nation. Pipelines move petroleum products from production areas to refineries without the need to utilize surface transportation freight networks.

In Cass County, ND and Clay County, MN there are two major types of pipelines: gas transmission pipelines and hazardous liquid pipelines.

The gas transmission pipelines move natural gas through high pressure pipelines that range in 0.5 inches in diameter to 48 inches in diameter. These pipes are typically made of carbon steel, but some are made of advanced plastic. Along the pipelines are compressor stations usually placed every 40 to 100 miles along the pipeline. These stations re-compress the natural gas as it passes through the station and continues along the pipeline. Additionally, there are metering stations and valves along the pipelines to measure, restrict, or allow natural gas to move through the pipeline. These help manage and allow maintenance to occur along the pipeline.

ONEOK Partners, L.P. owns Viking Gas Transmission Company, which operates a gas transmission pipeline (indicated by the blue line in the Minnesota portion of the map on the next page). One of the delivery locations is in Moorhead, MN.

Williston Basin Interstate (WBI) Energy Transmission, Inc. operates the other gas transmission pipeline located in the MPA (indicated by the blue line in the North Dakota portion of the map on the next page).

Hazardous liquid pipelines move petroleum products (crude oil, bitumen, gasoline, diesel, jet fuel, butane, condensate, and other fuels) from drilling areas to refineries and markets. Within these pipelines there are four categories: crude oil lines, refined product lines, highly volatile liquids (HVL) lines, and carbon dioxide (CO<sub>2</sub>) lines.

Magellan Midstream Partners operates a refined products pipeline and terminal out of Fargo, ND. They provide at the Fargo, ND terminal off Main Avenue (indicated by the blue square on the adjacent map) 91 Octane, 83 Octane, Ethanol, ULSD #2 Fuel Oil 15ppm Sulfur, ULSD #1 Fuel Oil 15ppm Sulfur, ULSD Premium Diesel 15ppm Sulfur, and Methyl Ester (Bio).

Cenex Pipeline, LLC is operated by CHS and uses the same terminal Magellan does out of Fargo, ND.

NuStar operates a terminal off Main Avenue in Moorhead, MN (indicated by the red square on the map on the next page). Here NuStar supplies gasoline, fuel oils, jet fuel, ethanol, and biodiesel. This terminal has 16 tanks with a capacity of 514,000 barrels.

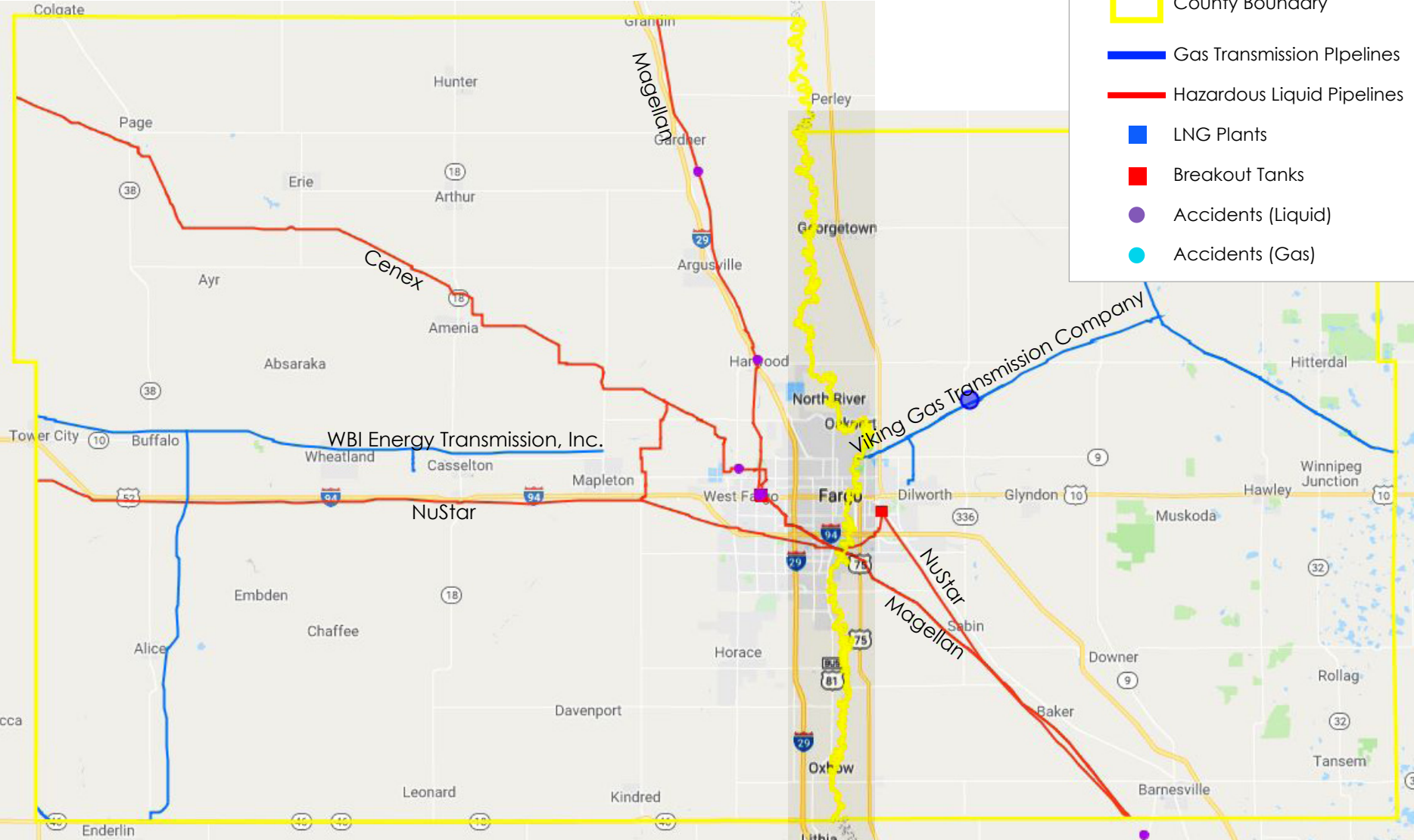
Throughout the FM MPA there are:

- 3 Petroleum Product Terminals
- 1 Petroleum Power Plant
- 1 Ethanol Production Plant
- 1 Coal Power Plant
- 1 Wind Power Plant

Each of these locations are major freight centers, which bring commerce to the area and increased traffic along roadways and railways.

In 2018, there was 1 complaint or pipeline incident investigated in Clay County, MN. Additionally, 2 construction inspections and 1 pipeline facility inspection were completed in Clay County, MN in 2018.

2018 PIPELINE MAP



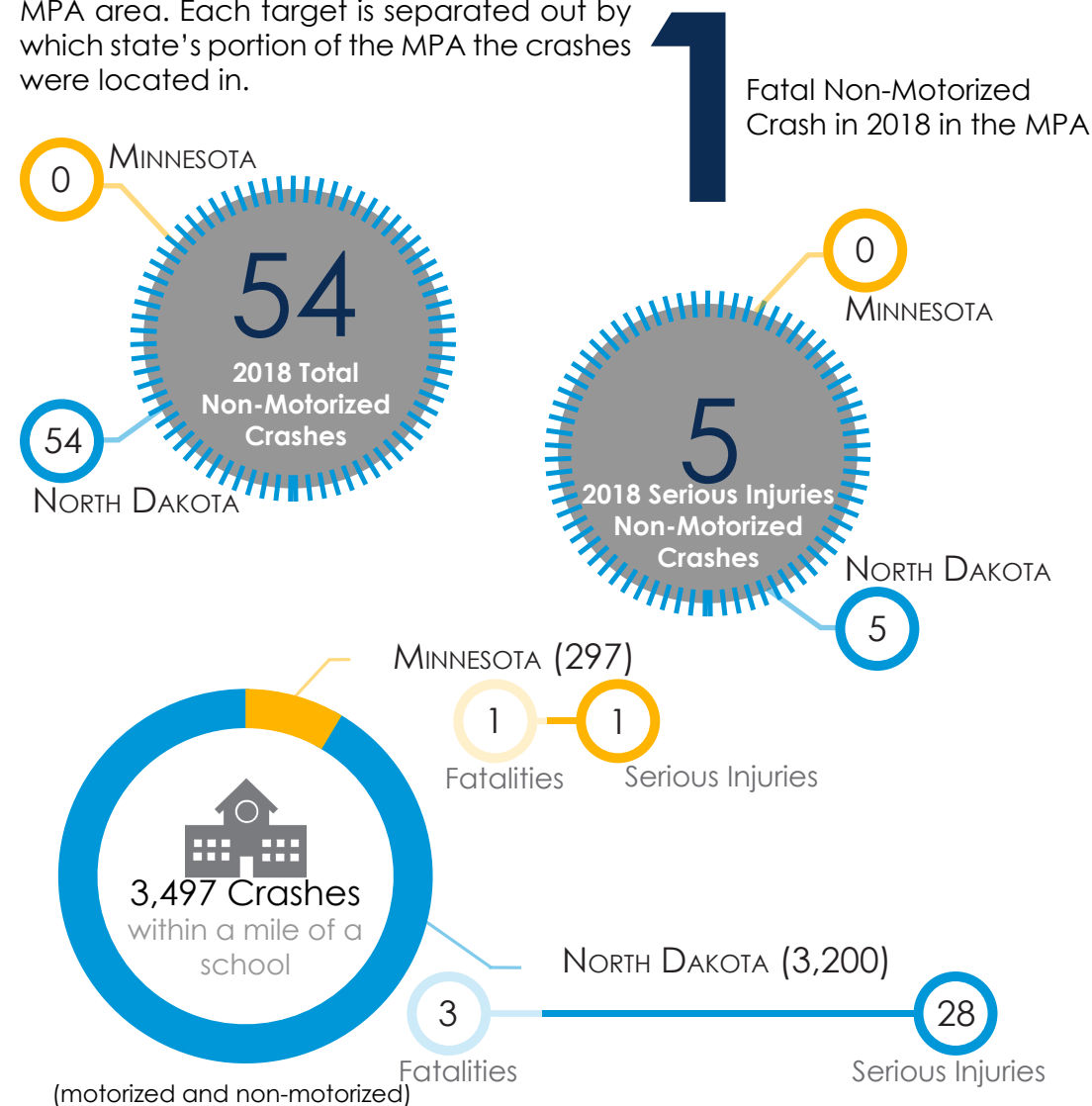
\*DATA USED IN THE PIPELINE SECTION WAS RETRIEVED FROM THE 2017 METRO PROFILE, THE ND PIPELINE AUTHORITY, AND THE NATIONAL PIPELINE MAPPING SYSTEM. PIPELINE SAFETY DATA WAS RECEIVED FROM THE MINNESOTA OFFICE OF PIPELINE SAFETY 2018 ANNUAL REPORT.



## PERFORMANCE MEASURES

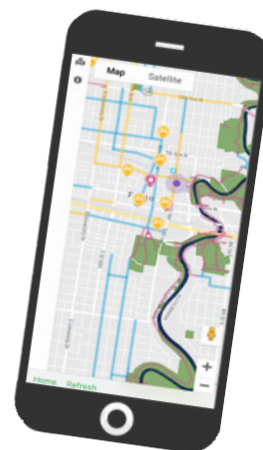
### MPA SAFETY TARGETS

All the safety performance measures reported on this page are based on the MPA area. Each target is separated out by which state's portion of the MPA the crashes were located in.

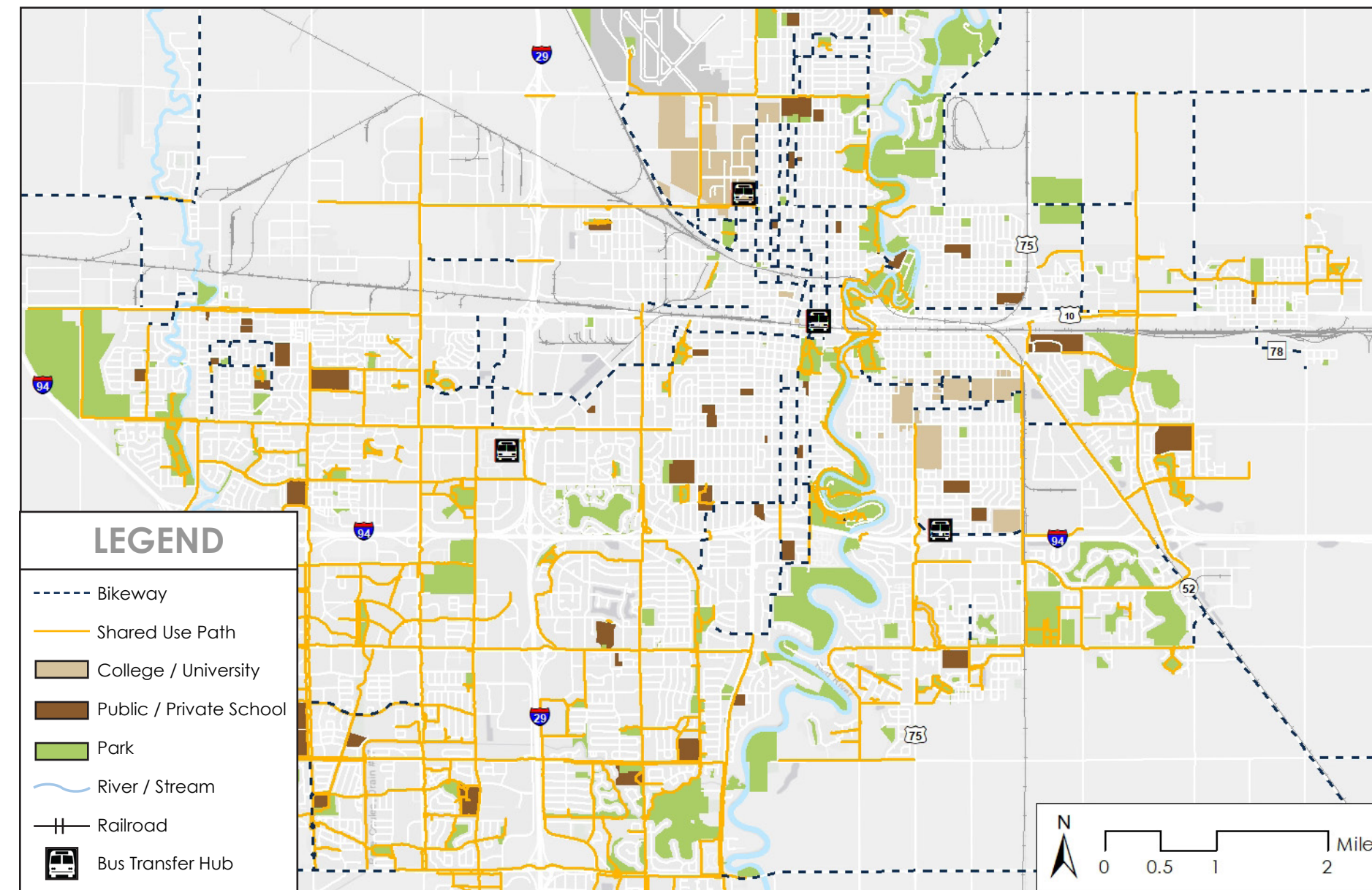


Fargo - Moorhead Bike Map is now mobile! In 2018, Metro COG initiated the development of a mobile application for smartphones, tablets, and Internet browsers. The app and Bike Map is downloadable and viewable at:

<http://fmmetrocog.org/fmbikemap>



## 2017 BICYCLE AND PEDESTRIAN MAP



\*BIKEWAY AND SHARED USE PATH MAP DEVELOPED AND UPDATED BY METRO COG WITH INPUT FROM THE JURISDICTIONS AND METROPOLITAN BICYCLE AND PEDESTRIAN COMMITTEE.

\*SAFETY STATISTICS WERE CALCULATED USING THE CRASH DATA FROM MNDOT AND NDDOT RESPECTIVELY. SYSTEM PRESERVATION, ECONOMIC VITALITY, ACCESSIBILITY | CONNECTIVITY, AND ENVIRONMENTAL CONSERVATION DATA WAS PROVIDED BY EACH JURISDICTION. IF A JURISDICTION DIDN'T PROVIDE DATA, IT WAS NOTED. BICYCLE COUNTS WERE CONDUCTED BY METRO COG AND ADDITIONAL INFORMATION CAN BE FOUND ONLINE AT FMMETROCOG.ORG IN THE 2018 BICYCLE AND PEDESTRIAN COUNT REPORT.

PERFORMANCE MEASURES

PLANS

In 2018, Metro COG worked with the City of Moorhead to complete the Moorhead Americans with Disabilities Act (ADA) Transition Plan for Public Right of Way. This large effort was led by the consultant firm SRF with input from Moorhead Public Works and Moorhead Transit.

The Moorhead ADA Transition Plan is the summary of a three-phase approach to evaluating accessibility of the community's infrastructure and achieving compliance with the Americans with Disabilities Act. This plan includes documentation of the following:

- The purpose and need of the document, and a summary of applicable federal law related to accessibility
- Documentation of the City of Moorhead's policies and procedures related to accessibility of public rights-of-way
- Project field review guide
- Inventory of curb ramps and other facilities and their condition
- Public outreach efforts
- Required elements of an ADA Transition Plan – public comments, grievance procedure, appointment of ADA Coordinator, monitoring of the ADA Transition Plan, etc.

Through this effort, the City of Moorhead determined that 20 percent of inventoried facilities (not including sidewalks) are compliant with ADA standards. The City of Moorhead set a policy goal of achieving compliance through scheduled updates over the next 30 years.

For more information please review the ADA Transition Plan at:

<http://www.fmmetrocog.org/projects-rfps/Moorhead-ADA-Transition-Plan>

ENVIRONMENTAL CONSERVATION

CLAY COUNTY

- 0 Projects with an environmental improvement component

MOORHEAD

- 7 Projects with an environmental improvement component (Urban Woods and Prairie Sites)

DILWORTH

- 0 Projects with an environmental improvement component

CASS COUNTY

- 0 Projects with an environmental improvement component

FARGO AND WEST FARGO

- 2018 Environmental Conservation data not available

HORACE

- 0 Projects with an environmental improvement component

PERFORMANCE MEASURES

ACCESSIBILITY | CONNECTIVITY

CLAY COUNTY

- 0.0 Miles of trails/sidewalk completed in 2018
- 0 Bicycle/pedestrian projects were installed within a mile of a school
- 0 Recreational/Trail improvements/expansions occurred in 2018
- 0 Miles of on-street bike facilities added
- 0 Complete Street Projects
- % Intersections that are ADA compliant is unknown

MOORHEAD

- 0.0 Miles of trails/sidewalk completed in 2018; Downtown, Homestead, and 15th Avenue Trails were started in 2018, but not completed
- 3 Bicycle/pedestrian projects were installed within a mile of a school (Robert Asp, Ellen Hopkins, and Horizon Middle)
- 3 Recreational/Trail improvements/expansions started construction in 2018
- 0 Miles of on-street bike facilities added
- 0 Complete Street Projects
- 18% Intersections are fully ADA compliant

DILWORTH

- 2.97 Miles of trails/sidewalk completed in 2018
- 2 Bicycle/pedestrian projects were installed within a mile of a school
- 1 Recreational/Trail improvements/expansions occurred in 2018
- 0 Miles of on-street bike facilities added
- 0 Complete Street Projects
- % Intersections that are ADA compliant is unknown

CASS COUNTY

- .166 Miles of Bicycle & Pedestrian path constructed in front of Central Cass School in Casselton in 2018
- 1 Bicycle/pedestrian projects were installed within a mile of a school (Central Cass School)
- 0 Recreational/Trail improvements/expansions occurred in 2018
- 0 Miles of on-street bike facilities were added
- 0 Complete Street Projects
- % Intersections that are ADA compliant is unknown

FARGO, WEST FARGO, HORACE

- 2018 Accessibility | Connectivity data not available



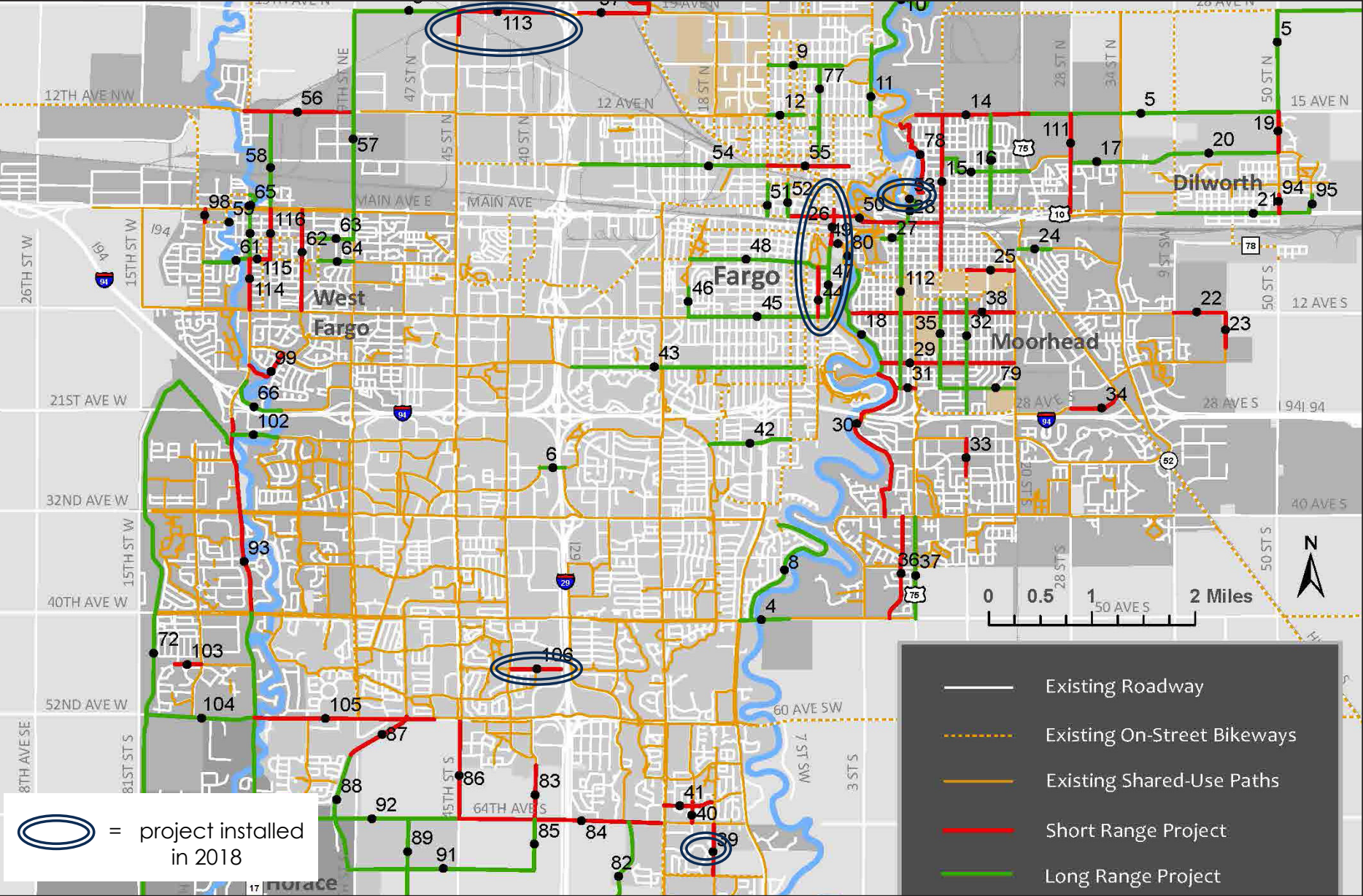
# PERFORMANCE MEASURES

## ACCESSIBILITY | CONNECTIVITY

### 8 PROJECTS INSTALLED FROM BIKE/PED PLAN IN 2018

- 53 - City of Moorhead and City of Fargo jointly started construction of a new automated lift bridge at Oak Grove/Memorial Park Bike / Ped Bridge
- 26 - City of Fargo installed bike lanes on 4th Street S between Main Avenue and 2nd Street S
- 39 - City of Fargo constructed a shared use path from 64th Avenue S to 70th Avenue S
- 44 - City of Fargo constructed a shared use path on 5th Street S from Island Park to 7th Avenue S
- 47 - City of Fargo constructed bike lanes on 4th Street S from 2nd Street S to 6th Avenue S
- 49 - City of Fargo constructed a shared use path on 2nd Street S from Island Park to Dike East Park
- 106 - City of Fargo constructed a shared use path from 42nd Street to 38th Street
- 113 - City of Fargo constructed a shared use path on 19th Avenue N from 45th Street N to I-29 and along 45th Street N from 19th Avenue N to 16th Avenue N

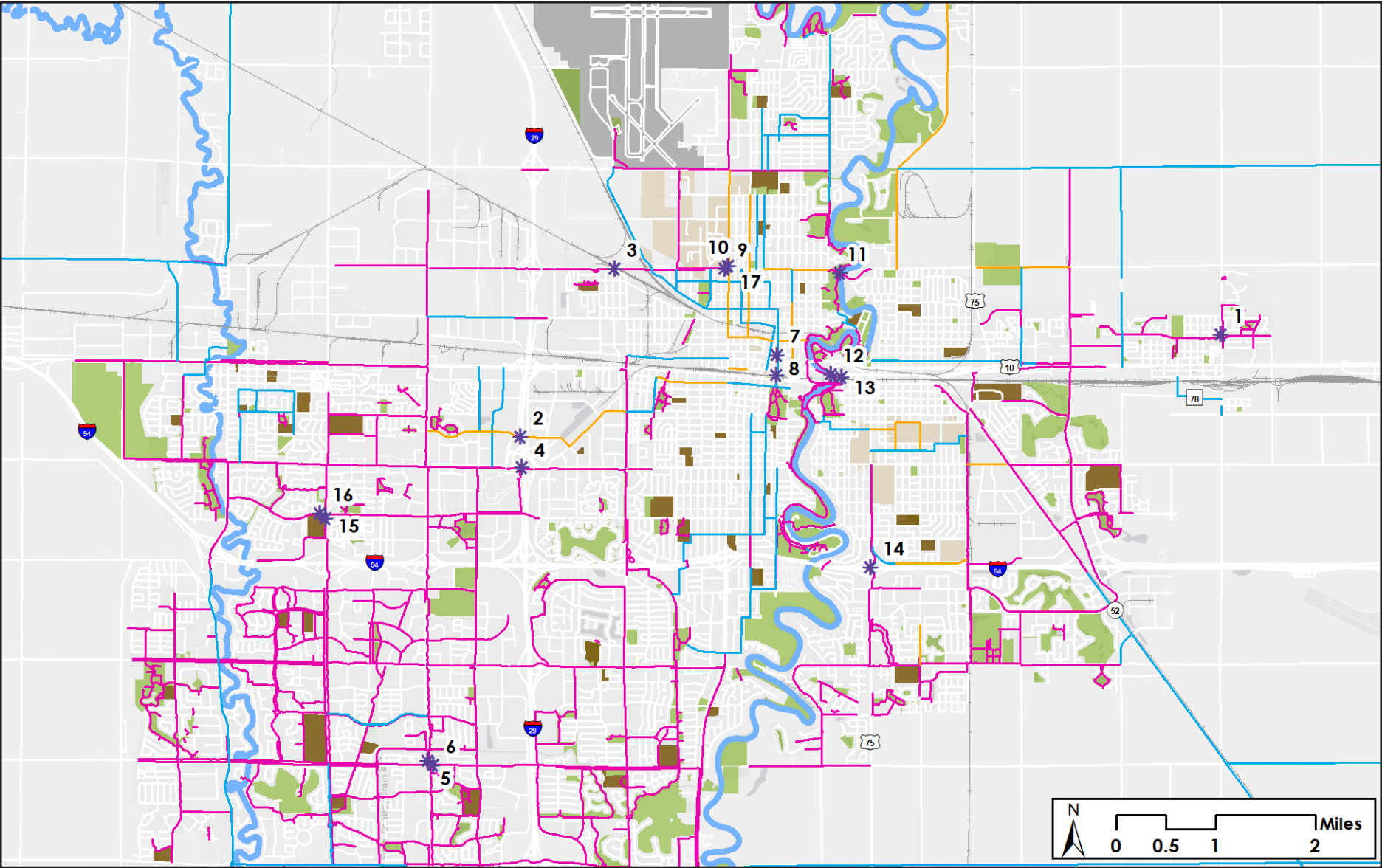
# 2016 BICYCLE AND PEDESTRIAN PLAN - IMPROVEMENTS MAP



\*2016 BICYCLE AND PEDESTRIAN PLAN - IMPROVEMENTS MAP FOUND IN THE 2016 BICYCLE AND PEDESTRIAN PLAN AS DEVELOPED AND UPDATED BY METRO COG. PROJECTS WERE IDENTIFIED AS BEING IMPLEMENTED IN 2017 PER JURISDICTIONAL FEEDBACK.



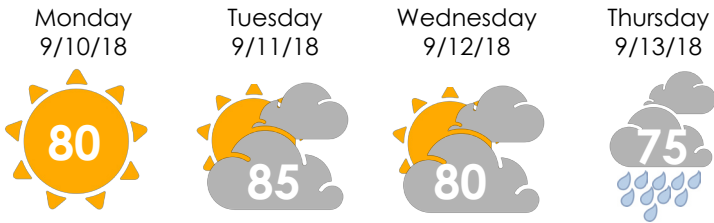
# 2018 BICYCLE & PEDESTRIAN COUNT MAP



## PERFORMANCE MEASURES

### BICYCLE & PEDESTRIAN COUNTS

In 2018, Metro COG staff conducted bicycle and pedestrian counts between Monday, September 10th and Thursday, September 13th. The weather on each day was as indicated below.



Locations 5, 6, 8, 12, 13, and 14 were manually counted on Wednesday, September 12th only. Locations 3 and 4 were counted only one day during the week using cameras, while 1, 2, 7, 9, 10, 15, 16 and 17 were counted on two consecutive days using cameras throughout the week. All locations, with the exception of 9, 10 and 17, were counted between the hours of 3:00pm and 7:00pm.

In order to more accurately count the bicycle and pedestrian movements adjacent to North Dakota State University, the timeframe of the counts was adjusted to 1:00pm to 6:00pm for two consecutive days at locations 9, 10 and 17.

Due to construction, site 11 was not counted.

A total of five automated bicycle/pedestrian counters are installed at various locations in the Fargo-Moorhead Area. These counters count passer-byers 7 days a week, 24 hours a day, 365 days a year. The five counters are located in: downtown Fargo, West Fargo, south Fargo, and at two of the pedestrian bridges spanning the Red River. Due to replacement of the Oak Grove/Memorial Park pedestrian bridge in 2018, that counter has been off-line until construction is finished in 2019.

Further information about bicycle and pedestrian counts and detailed counts can be found on Metro COG's website at:

[www.fmmetrocog.org/resources/planning/bicycle-pedestrian-planning](http://www.fmmetrocog.org/resources/planning/bicycle-pedestrian-planning)

LEGEND

Bicycle & Pedestrian Count Location

Bike Lane / Separated Bike Lane

Shared Lane with Markings or Signage or Shoulder greater than 4ft wide

Shared Use Path

College / University

Public / Private School

Park

River / Stream

Railroad

In order to conduct as many counts within the same timeframe, Metro COG staff with the assistance of volunteers and traffic cameras manually counted bicycle and pedestrian traffic at each location. The locations of each count can be seen on the Bicycle and Pedestrian Count Map on page 30.

Depending on resources available, some locations were counted only on one day, while other locations were counted on two consecutive days.

\*BIKEWAY AND PEDESTRIAN COUNT MAP DEVELOPED AND USED BY METRO COG TO CONDUCT BICYCLE AND PEDESTRIAN COUNTS FROM YERA TO YEAR WITH CONSISTENT LOCATIONS.

# PERFORMANCE MEASURES

## 2018 EQUIPMENT

### FLEET INVENTORY

**10** - 35' Buses owned by Moorhead

**2** - 30' Buses owned by Moorhead

**25** - 35' Buses owned by Fargo, of which 2 are diesel-electric hybrid buses

**6** - 40' Buses owned by Fargo, of which all are diesel-electric hybrid buses

**7** - 35' Bus removed from service

**7** - 35' Buses authorized for purchase, put in service in Sept. 2018

### PARATRANSIT INVENTORY

**4** - Cutaway Buses owned by Moorhead

**11** - Cutaway Buses owned by Fargo

### VALLEY SENIOR SERVICE INVENTORY

**4** - Dodge Caravans owned by Moorhead

### 2018 PURCHASES

**2** New fixed route buses received in Moorhead, ordered in 2017

**7** New fixed route buses received in Fargo, ordered in 2017

**1** Replacement van for Metro Senior Ride delivered, purchased in 2017

**4** Replacement Paratransit buses delivered, purchased in 2017

**2** Replacement transfer/pool vehicles

**1** Bobcat Toolcat acquired from the City of Moorhead

**1** New shop/parts pickup outfitted with a plow to assist in snow removal

**1** New walk-behind floor scrubber for the shop

## 2018 FACILITY

### PURCHASES, REPLACEMENTS & IMPROVEMENTS

### METRO TRANSIT GARAGE (MTG)

- Fall restraint system installed

### GROUND TRANSPORTATION CENTER (GTC)

- Increased security with additional badge readers to limit access to authorized personnel only
- Replaced fence around the deck perimeter
- Installed striping for driver reference
- Painted a backup line along the fence and a guideline in the exit driveway

## 2018 RIDERSHIP

### FIXED ROUTES

**972,630** Fargo riders, up 4.50% from 2017

**521,423** Moorhead & Dilworth riders, up 15.4% from 2017

**466,387** NDSU route riders, down 4.93% from 2017

### MAT PARATRANSIT ROUTES

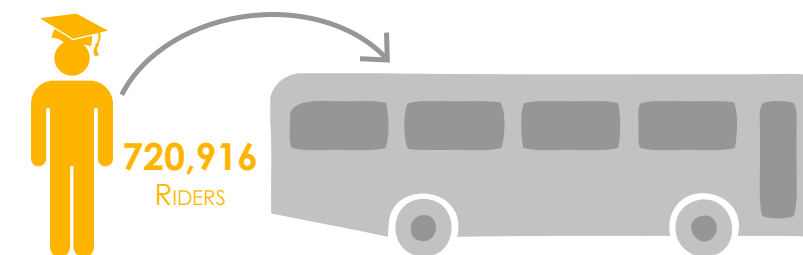
**9,593** Moorhead & Dilworth riders, down 10.12% from 2017

**43,072** Fargo & West Fargo riders, up 2.95% from 2017

### SENIOR RIDE & RURAL TRANSIT ROUTES

**10,454** Moorhead & Dilworth riders, down 4.15% from 2017

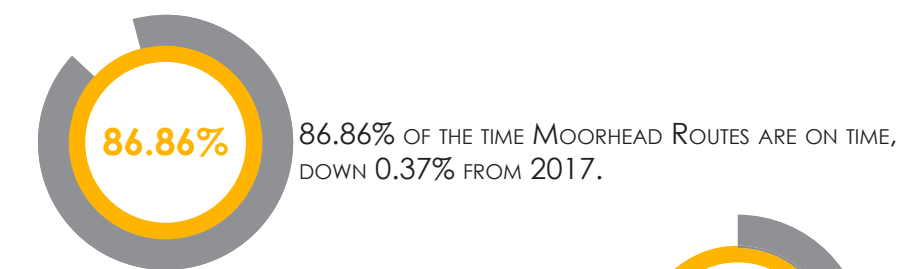
### U-Pass



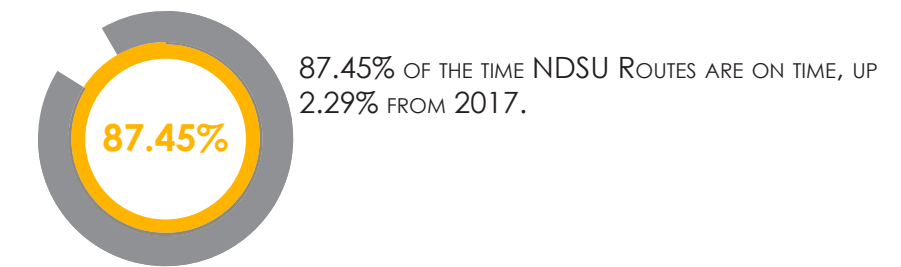
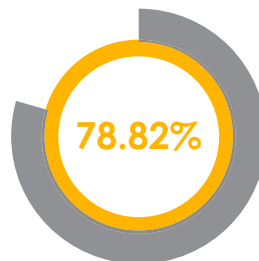
DURING THE 2017-2018 ACADEMIC YEAR

## 2018 ON TIME PERFORMANCE

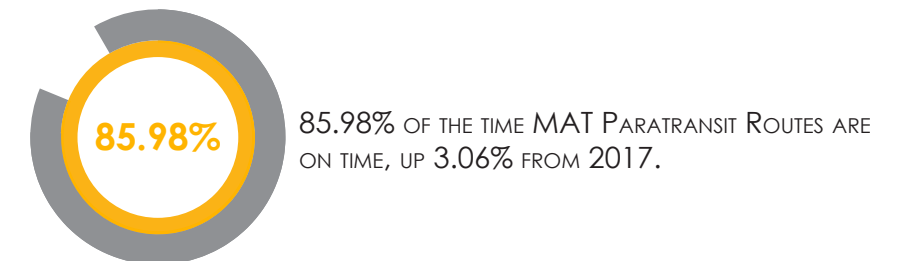
### FIXED ROUTES



78.82% OF THE TIME FARGO ROUTES ARE ON TIME, DOWN 0.24% FROM 2017.



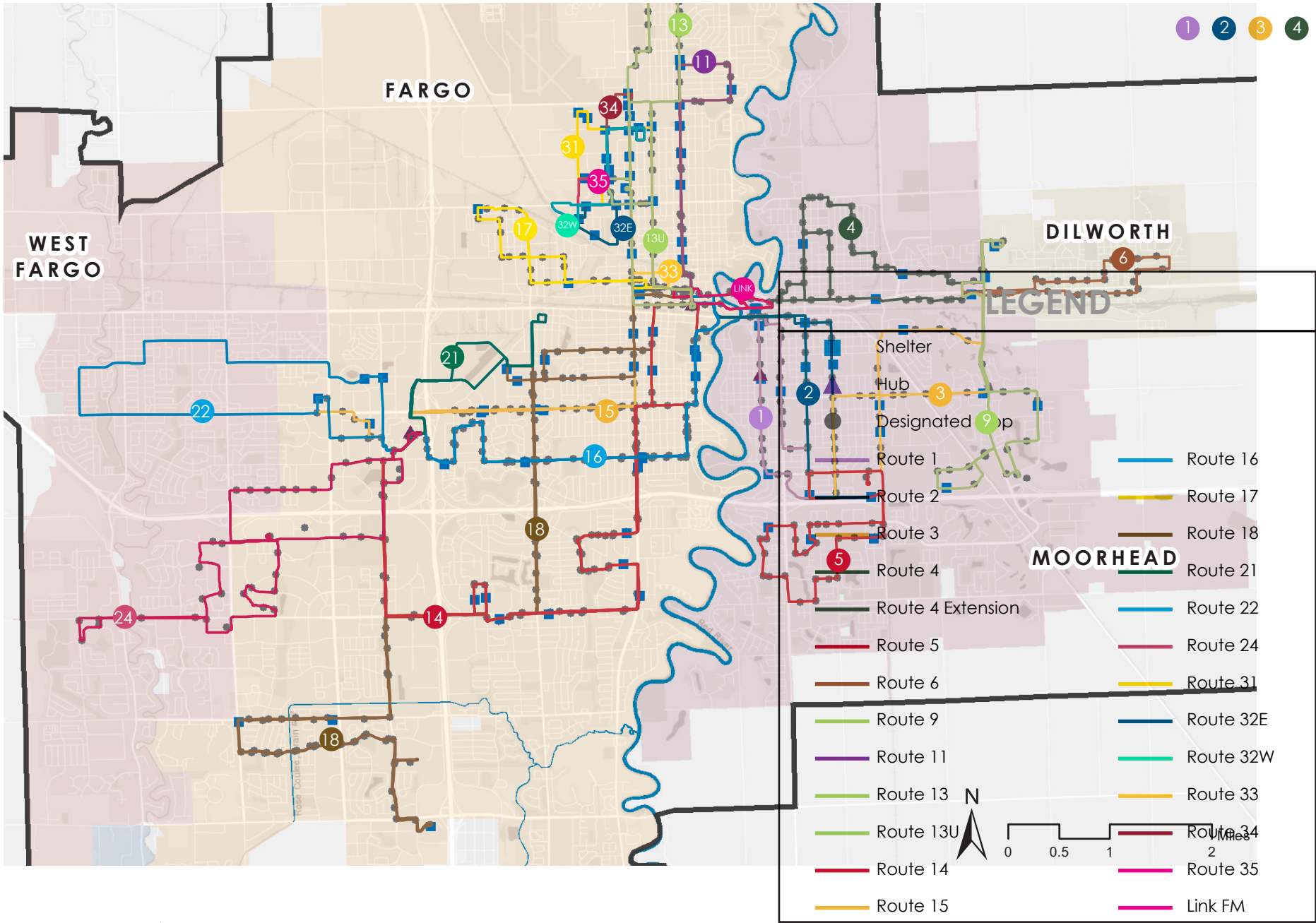
### MAT PARATRANSIT ROUTES



\*DATA PROVIDED BY MATBUS.



# 2018 MATBUS ROUTE MAP



## ROUTE CHANGES

### EFFECTIVE 8/1/2018

- Rt. 13: Leaving the GTC and going to the NDSU Transit Hub, will now provide service along 17th Avenue N
- Rt.14: Leaving the GTC, will service the Fargo High Rise along 2nd Street S
- Rt. 18: Microsoft will only be serviced once by Rt. 18, while it is headed southbound, prior to stopping at Walmart on 52nd Avenue S.
- Rt. 21 & 22 have been combined into Rt. 20
- Rt. 24: Now services the Ronald McDonald House on Agassiz Crossing, prior to making its first stop at Sanford Medical Center
- Many routes have had small timetable changes

### EFFECTIVE 10/1/2018

- Designated Bus Stops on the full MATBUS system

### EFFECTIVE 01/02/2019

- Rt. 6: Approved service hours change to add two trips in the evening
- Rt. 9: Approved service hours change to remove two trips - one in the morning and one in the evening (ridership down due to closing of Sam's Club)

2018 PROJECTS

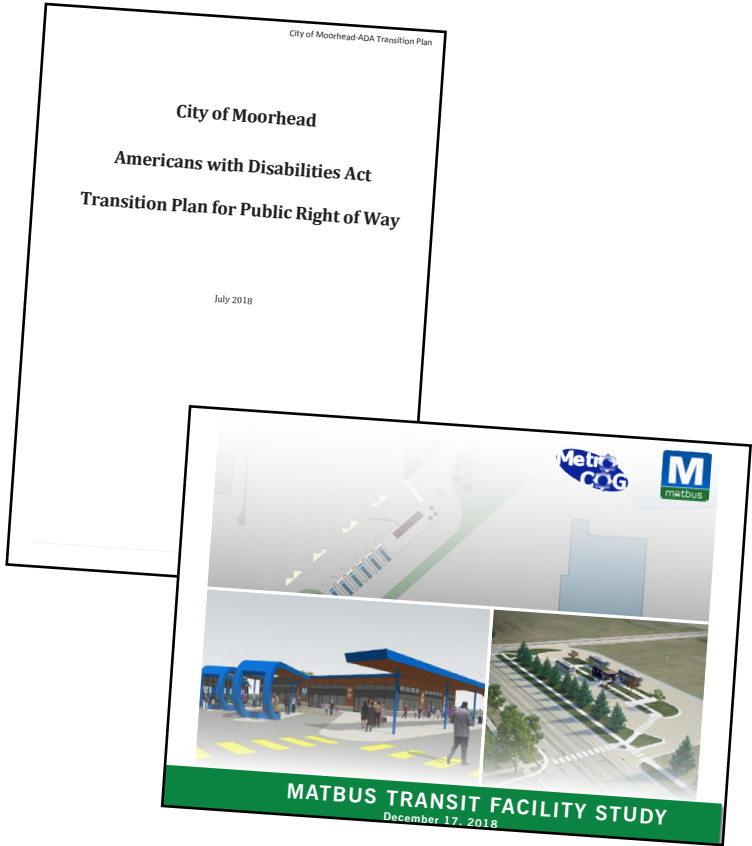
- ❑ Installed a new shelter at Bright Sky on 34th Street and 3rd Avenue North, Moorhead
- ❑ Installed a new shelter at Cash Wise at Easten Mall, Moorhead
- ❑ Installed a new shelter at Hornbacher's Azool on 40th Avenue and 9th Street South, Moorhead
- ❑ Fargo purchased 10 shelters to be deployed in Summer 2019
- ❑ Purchased replacement trash receptacles for all Fargo shelters and hubs

2018 FARES, ROUTE & SERVICE CHANGES

- ❑ Implemented new 90-day youth pass at \$26 discount price; replaces 30-day Youth Pass and Summer Youth Pass (effective 1/1/18)
- ❑ Bike & Bus multi pass was introduced.
- ❑ Increased the MAT Paratransit Agency Rate from \$25 to \$38 effective 1/1/19
- ❑ Fargo implemented TapRide program on NDSU campus from 8 PM to 11:15 PM during academic year under 6-month pilot program effective 1/8/18 and suspension of Route 35 effective 1/15/18
- ❑ Rt. 3 : Began a long-term detour due to 20th/21st Street Grade Separation Project, bypassing the Municipal Pool
- ❑ Rt. 4: Began a long-term detour due to 20th/21st Street Grade Separation Project, bypassing the Target shelter

2018 STUDIES

- ❑ Completed ADA Transition Plan for sidewalks, curbcuts, transit facilities through Metro COG & Moorhead Public Works with SRF
- ❑ Purchased Remix Route Planning Software
- ❑ Completed Transit Hub & Facility Analysis through Metro COG with KLJ



\*DATA PROVIDED BY MATBUS.



**METROCOG**  
[WWW.FMMETROCOG.ORG](http://WWW.FMMETROCOG.ORG)

**To:** TTC Members  
**From:** Dan Farnsworth, Transportation Planner  
**Date:** October 4, 2019  
**Re:** **Moorhead 17<sup>th</sup> St N Corridor Study RFP**

Metro COG, in cooperation with the City of Moorhead, has developed a request for proposals (RFP) seeking qualified consulting firms for the Moorhead 17<sup>th</sup> St N Corridor Study.

The 17<sup>th</sup> St N corridor is a collector roadway located in north Moorhead and runs one mile from 1<sup>st</sup> Ave N to 15<sup>th</sup> Ave N. This mainly-residential corridor is known for its excessive width with a curb-to-curb width of 60 feet and an estimated right-of-way of 140 feet. With the needed pavement improvements on this roadway and the desire to enhance the aesthetics and multi-modal accommodations on this corridor, the timing is right to study this corridor.

The study will have a budget of \$100,000 with \$80,000 being provided by Metro COG CPG funds and \$20,000 being provided by the City of Moorhead. It is important to note that the City of Moorhead's \$20,000 is currently not guaranteed. The RFP will not be released until the \$20,000 is guaranteed. Should this local share become unavailable, the RFP will not be released at this time, and Metro COG will work with the TTC to identify an alternative use for the Federal portion of the funding. The City of Moorhead expects to be able to inform Metro COG about the certainty of the local share sometime between now and the end of 2019.

**Attached** you will find the final draft RFP for your review.

**Requested Action: Recommend Policy Board approval of the Moorhead 17<sup>th</sup> St N Corridor Study RFP.**

FARGO-MOORHEAD  
METROPOLITAN COUNCIL OF GOVERNMENTS

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2020-219

*17<sup>th</sup> Street N Corridor Study –  
1<sup>st</sup> Ave N to 15<sup>th</sup> Ave N*

***DRAFT***

*October, 2019*

APPROVED:

---

Cindy Gray  
Metro COG, Executive Director



## REQUEST FOR PROPOSALS (RFP)

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

### **17<sup>th</sup> Street N Corridor Study – 1<sup>st</sup> Ave N to 15<sup>th</sup> Ave N**

Qualifications based selection criteria will be used to analyze proposals from responding consultants. The most qualified candidates may be invited to present an oral interview. Upon completion of technical ranking and oral interviews, Metro COG will enter into negotiations with the top ranked firm. **Sealed cost proposals shall be submitted with the RFP.** The cost proposal of the top ranked firm will be opened during contract negotiations. Those firms not selected for direct negotiations will have their unopened cost proposals returned. Metro COG reserves the right to reject any or all submittals. This project will be funded, in part with federal transportation funds and has a not-to-exceed budget of **\$100,000.**

Interested firms can request a full copy of the RFP by telephoning 701.532.5100, or by e-mail: [metrococg@fmmetrococg.org](mailto:metrococg@fmmetrococg.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.fmmetrococg.org](http://www.fmmetrococg.org).

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

All proposals received by **noon (Central Time) on Wednesday November 20, 2019** at the Metro COG office will be given equal consideration. Respondents must submit seven (7) print copies of the proposal. The full length of each proposal shall not exceed twenty (20) double sided pages for a total of forty (40) pages; including any supporting material, charts, or tables.

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

Dan Farnsworth  
Fargo-Moorhead Metropolitan Council of Governments  
Case Plaza, Suite 232  
One 2nd Street North  
Fargo, ND 58102  
[farnsworth@fmmetrococg.org](mailto:farnsworth@fmmetrococg.org)  
701-532-5106

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

Note: The document can be made available in alternative formats for persons with disabilities by contacting Savanna Leach, Executive Secretary at 701.532.5100 or [leach@fmmetrococg.org](mailto:leach@fmmetrococg.org).

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

## **I AGENCY OVERVIEW**

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

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

## **II PROJECT BACKGROUND AND OBJECTIVE**

17<sup>th</sup> Street N is a major collector roadway located on the north side of Moorhead, MN. The corridor runs one mile from 1<sup>st</sup> Ave N to 15<sup>th</sup> Ave N where it is terminated by T intersections on both ends. Land uses along the corridor are primarily single family residences, with the southern three blocks comprised of commercial uses and a private school.

The roadway is a two lane road with parking on both sides. For the southern three blocks the roadway transitions to a three-lane section. The corridor is known for its excessive width with a curb-to-curb width of 60 feet and an estimated right-of-way of 140 feet.

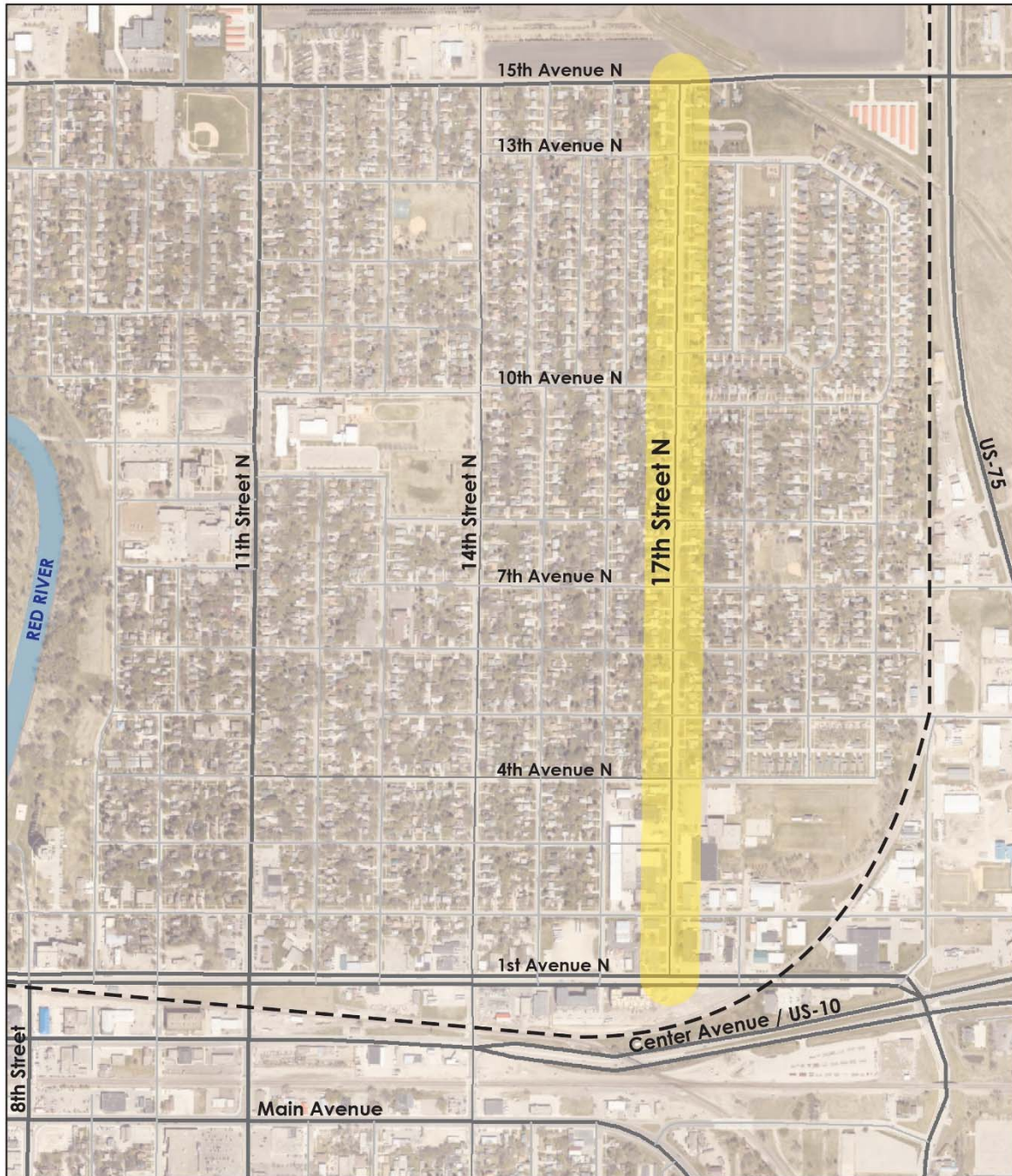
The City of Moorhead has discussed needed pavement improvements of this corridor, so reconfiguring of the roadway layout should be highly considered as part of the proposed roadwork. The current roadway and right-of-way widths present a great opportunity to improve the corridor's aesthetics, quality of life, multi-modal safety, provide traffic calming, provide bicycle facilities, and more. This corridor has the potential to be unique to the Fargo-Moorhead Area.

The objective of this study is to:

- Gather existing conditions and determine existing and future needs along the corridor.
- Provide planning-level corridor alternatives that would improve the corridor's aesthetics, multi-modal safety, provide traffic calming, provide bicycle facilities, and more. Alternatives should include graphics (sketches / renderings), comparison of alternatives, and planning-level cost estimates.
- Gather input from the public, stakeholders, and adjacent landowners to help guide feasible corridor alternatives.

Request for Proposals (RFP)  
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- Prepare a final report that will include but not be limited to: existing conditions, public involvement, graphics, corridor alternatives and costs, and recommendations.
- Provide options and alternatives to funding the corridor improvements



### **III SCOPE OF WORK AND PERFORMANCE TASKS**

Outlined below is the scope of work that will guide development of the 17<sup>th</sup> Street N Corridor Study. Metro COG has included the following scope of work to provide interested Consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

At minimum, the Consultant is expected to complete the following tasks as part of this project:

#### **Task 1 – Project Management**

This task involves activities required to manage the project including staff, equipment and documentation. It also includes the preparation of monthly progress reports, documenting travel and expense receipts, and preparing and submitting invoices. In addition, this task includes progress meetings with Metro COG. It should be assumed that progress meetings will occur monthly.

#### **Task 2 – Existing Conditions**

The Consultant shall gather existing condition information that will help inform the study, the public, and alternative development. This data should include but not be limited to:

- Vehicle speed data at a minimum of two locations along the corridor
- Vehicular traffic volumes (AADTs) at a minimum of three locations along the corridor
- Vehicle turning movement counts and signal warrant analysis at 1<sup>st</sup> Ave N and 15<sup>th</sup> Ave N
- Bicycle & Pedestrian counts at 1<sup>st</sup> Ave N, 8<sup>th</sup> Ave N, and 15<sup>th</sup> Ave N
- Crash data (last 5 years)
- Typical sections
- Pavement conditions
- Traffic control
- Bicycle & pedestrian accommodations
- Transit routes and transit stops
- Access locations
- Lighting
- Right-of-way

#### **Task 3 – Purpose and Need; Planning**

The Consultant shall work with the study review committee in developing a Purpose and Need Statement for inclusion within the study.

The Consultant shall consider current adopted plans, studies, and policies when developing this study. These plans can include but are not limited to: the City of Moorhead Comprehensive Plan, the FM Metro Transportation Plan, the FM Metro Bicycle

& Pedestrian Plan, the FM Metro Transit Development Plan, and the FM Metro Complete Streets Policy Statement.

Future conditions and needs along the corridor and surrounding area should also be considered with developing this study.

#### **Task 4 - Public Participation**

Public participation will be in accordance with Metro COG's Public Participation Plan and will involve the following:

##### **1) Study Review Committee Meetings**

Metro COG will work with the Consultant in arranging a study review committee (SRC) which will consist of applicable stakeholders. The Consultant will be responsible in providing a minimum of three (3) in-person SRC meetings throughout the course of the study. The Consultant will work in cooperation with Metro COG in scheduling the meetings. The Consultant will be responsible for developing materials necessary to conduct the SRC meetings and for developing meeting summaries (i.e. meeting minutes) for distribution and review by the SRC. These meeting summaries shall serve as documentation of the SRC's guidance and decisions.

##### **2) Public Input**

Public input will be held to obtain feedback on the public's desire for improvements on the 17<sup>th</sup> Street N corridor. At a minimum, public input shall include:

- a) Website, Social Media, and Online Survey – Metro COG will host a project website for this study. Metro COG will work with the Consultant in obtaining materials to display on the project website. In addition to the website, the Consultant should plan for coordination with Metro COG, the City of Moorhead, and any other applicable agencies/organizations in utilizing social media for public notification and public feedback.

As a way to increase public participation, the Consultant should plan to develop online surveys which can be hosted on Metro COG's project webpage and shared via the City of Moorhead, social media, etc. The Consultant should plan for two (2) separate online surveys. The surveys will likely coincide with the public input meetings.

- b) Public Input Meetings – Two (2) public input meetings shall be held throughout the planning process. The first meeting should be held to introduce the project to the public, review existing corridor conditions, and obtain the public's ideas, desires, and vision for the corridor. The

second public meeting should be held after the study alternatives have been developed and evaluated by the SRC to collect public input on the proposed corridor alternatives.

The Consultant will be responsible for providing advertising materials including flyers, media release write-up, and an advertisement for the public notice to be published in the newspaper. The Consultant will also be responsible for mailing public meeting notices to all property owners adjacent to the corridor. All public notice costs, including mail costs, will be the responsibility of the Consultant and should be accounted for as part of the project budget. A postcard-size mailing may be used to reduce postage costs.

The Consultant will provide a summary of all public input meetings and is responsible for providing materials at the meetings, including but not limited to, sign-in sheets, comment forms, handouts, roll drawings, meeting display boards, and meeting presentations. All public comments received shall be recorded and included in the final report or an appropriate report appendix. The Consultant will provide a contact person for which the public to provide input. The contact person shall be made available by phone, mail and e-mail.

#### **Task 5 – Development of Alternatives**

Alternative corridor layouts shall be developed by the Consultant. A minimum of three corridor alternatives shall be developed – one no-build alternative and at least two build alternatives. Since the southern three blocks of the corridor differs from the rest of the corridor, a different set of alternatives may be necessary for this section. Alternatives should include both plan views and typical section views of the corridor. The alternatives shall be based on public input, guidance but the SRC, and local goals and objectives. Planning-level cost estimates shall accompany the alternatives.

Funding alternatives will be identified. The consultant will be expected to work with the City of Moorhead and Metro COG to identify and provide a description of project funding alternatives.

#### **Task 6 - Draft Report**

Upon completion of the previous tasks, the Consultant shall provide a draft report for review by the SRC and the public. The report shall include but not be limited to: existing conditions information, the study's purpose and need, public involvement information and results, corridor alternatives and costs, and graphics.

The report shall include an executive summary summarizing the key contents in the report. Also, the report shall include an appendix. All meeting summaries and technical analysis shall be included in the appendix of the report.

### **Task 7 - Final Report**

Once comments on the draft report have been received and addressed, the Consultant shall assemble the final report. The final report shall be in PDF format.

### **Task 8 - Presentations**

The Consultant should budget for up to three presentations of the final study to local boards and committees. These boards and committees may include the following: Moorhead Planning Commission, Moorhead City Council, Metro COG Transportation Technical Committee, and Metro COG Policy Board.

## **IV IMPLEMENTATION SCHEDULE**

### **1) Consultant Selection**

Advertise for Consultant Proposals	approximately 10/18/2019
Due Date for Proposal Submittals (by noon)	11/20/2019
Review Proposals/Identify Finalists	(week of) 11/25/2019
Interview Finalists	between 12/4/2019 – 12/11/2019
Metro COG Board Approval/Consultant Notice	12/19/2019
Contract Negotiations	12/23/2019 – 1/10/2020
Signed Contract	Immediately after contract negotiations
Notice to Proceed	One day following a signed contract

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

Project Kick-off	January, 2020
Corridor Study Development	January, 2020 - October, 2020
Final Draft of Corridor Study	November 2020
Final Completion of Study	December 2020
Presentations to committees and boards	January, 2021 – February 2021
All invoices for project to be received by Metro COG	February 2021

## **V EVALUATION AND SELECTION PROCESS**

**Selection Committee.** The Client will establish a selection committee to select a Consultant. The committee will likely consist of Metro COG staff, City of Moorhead staff, and other applicable stakeholders

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

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



The Selection Committee, at the discretion of the Client and under the guidance of NDDOT policy, will entertain formal oral presentations for the top candidates to provide additional information for the evaluation process. The oral presentations will be followed by a question and answer period during which the committee may question the prospective Consultants about their proposed approaches.

A Consultant will be selected on December 19<sup>th</sup>, 2019 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.

## **VI PROPOSAL CONTENT**

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

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

- 1) **Contact Information.** Name, telephone number, email address, mailing address and other contact information for the Consultant's Project Manager.
- 2) **Introduction and Executive Summary.** This section shall document the Consultant name, business address (including telephone, FAX, email address(es)), year established, type of ownership and parent company (if any), project manager name and qualifications, and any major facts, features, recommendations or conclusions that may differentiate this proposal from others, if any.
- 3) **Work Plan and Project Methodology.** Proposals shall include the following, at

minimum:

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

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

## **VII Submittal Information**

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

Dan Farnsworth  
Transportation Planner  
Fargo-Moorhead Metropolitan Council of Governments  
Case Plaza, Suite 232  
One 2<sup>nd</sup> Street North

Fargo, ND 58102-4807  
[farnsworth@fmmetrocog.org](mailto:farnsworth@fmmetrocog.org)

All proposals received by **noon (Central Time) on Wednesday November 20, 2019** 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 above. Questions regarding this RFP must be submitted no later than **November 4<sup>th</sup>, 2019**. 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 **November 7<sup>th</sup>, 2019, or around** to all Consultants that receive the RFP.

## **VIII 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 audit rate must be provided with the sealed cost proposal. Firms that do not meet this requirement will not qualify to propose or contract for Metro COG projects until the requirement is met. Firms that have submitted all the necessary information to Metro COG and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Firms that do not have a current cognizant Federal Acquisition Regulations (FARs) audit of indirect cost rates must provide this audit prior to the interview. **This documentation should be attached with the sealed cost proposal.**

- 3) **Debarment of Suspension Certification and Certification of Restriction on Lobbying.** Respondents must attach signed copies of Exhibit B – Debarment of Suspension Certification and Exhibit C – Certification of Restriction on Lobbying within the sealed cost proposal, as well as Exhibit D - Standard Form 330.
- 4) **Respondent Qualifications.** Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the requested services within this RFP. Each respondent may also be required to show that similar work has been performed in a satisfactory manner and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent whom is engaged in any work that would impair his or her ability to perform or finance this work.
- 5) **Disadvantaged Business Enterprise.** Pursuant to Department of Transportation policy and 49 CFR Part 23, Metro COG supports the participation of DBE/MBE businesses in the performance of contracts financed with federal funds under this RFP. Consultants shall make an effort to involve DBE/MBE businesses in this project. If the Consultant is a DBE/MBE, a statement indicating that the business is certified DBE/MBE in North Dakota or Minnesota shall be included within the proposal. If the Consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the Subconsultant's certification shall be included. The percent of the total proposed cost to be completed by the DBE/MBE shall be shown within the proposal. Respondents should substantiate (within proposal) efforts made to include DBE/MBE businesses.
- 6) **US DOT Policy Statement on Bicycle and Pedestrian Accommodations.** Consultants are advised to review and consider the *US DOT Policy Statement on Bicycle and Pedestrian Accommodation* issued in March of 2010 when developing written proposals.
- 7) **North Dakota Department of Transportation Consultant Administration Services Procedure Manual.** Applicants to this Request for Proposal are required to follow procedures contained in the *NDDOT Consultant Administration Services Procedure Manual*, which includes prequalification of Consultants. Copies of the Manual may be found on the Metro COG website [www.fmmetrocog.org](http://www.fmmetrocog.org) or the NDDOT website at [www.dot.nd.gov](http://www.dot.nd.gov).

## **IX 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.

## **X PAYMENTS**

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

## **XI FEDERAL AND STATE FUNDS**

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

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

## **XII TITLE VI ASSURANCES**

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

- 1) **Compliance with Regulations.** The Consultant shall comply with the regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations).
- 2) **Nondiscrimination.** The Consultant, with regard to the work performed by it, shall not discriminate on the grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\*, in the selection and retention of Subconsultants, including procurements of materials and leases of equipment. The Consultant shall not participate, either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations, either by competitive bidding or negotiation, made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential Subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations to Metro COG and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\*.
- 4) **Information and Reports.** The Consultant shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Metro COG or the North Dakota Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to Metro COG, or the North Dakota Department of Transportation, as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the Consultant's noncompliance with the nondiscrimination provisions as outlined herein, the Client and the North Dakota Department of Transportation shall impose such sanctions as it or the Federal Highway Administration / Federal Transit Administration may determine to be appropriate, including but not limited to:
  - 6) Withholding of payments to the Consultant under the contract until the Consultant complies; or
  - 7) Cancellation, termination, or suspension of the contract, in whole or in part.
- 8) **Incorporation of Title VI Provisions.** The Consultant shall include the provisions of Section XII, paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or

directives issued pursuant thereto.

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

\*\* The Act governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 U.S.C. 324; age, 42 U.S.C. 6101; disability/handicap, 29 U.S.C. 790; and low income, E.O. 12898.

### **XIII    TERMINATION PROVISIONS**

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

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

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

### **XIV    LIMITATION ON CONSULTANT**

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

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



## **XV CONFLICT OF INTEREST**

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

## **XVI INSURANCE**

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

## **XVII RISK MANAGEMENT**

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

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

1. Commercial general liability and automobile liability insurance - minimum limits of liability required are \$250,000 per person and \$1,000,000 per occurrence.
2. Workforce Safety insurance meeting all statutory limits.
3. The Client and the State of North Dakota, its agencies, officers, and employees (State) shall be endorsed as an additional insured on the commercial general liability and automobile liability policies.
4. Said endorsements shall contain a "Waiver of Subrogation" in favor of the Client and the state of North Dakota.

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

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

The Client and the State reserve the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time. Any attorney who represents the State under this contract must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. Section 54-12-08.

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

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

## Exhibit A – Cost Proposal Form

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

### REQUIRED BUDGET FORMAT

Summary of Estimated Project Cost

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

## Exhibit B - Debarment of Suspension Certification

### Background and Applicability

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-255, 108 Stat. 3327).

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

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

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

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

### Suspension and Debarment

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

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

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

Contractor

\_\_\_\_\_  
Signature of Authorized Official \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name & Title of Contractor's Authorized Official

\_\_\_\_\_

### Exhibit C - Certification of Restriction on Lobbying

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

behalf of \_\_\_\_\_ that:  
(Name of Bidder / Company Name)

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S. Code 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

Name of Bidder / Company Name

\_\_\_\_\_

Type or print name

\_\_\_\_\_

Signature of authorized representative \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_

(Title of authorized official)



**Exhibit D - Standard Form 330**

***SEE FOLLOWING PAGES***

# ARCHITECT-ENGINEER QUALIFICATIONS

OMB Control Number: 9000-0157  
Expiration Date: 12/31/2020

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0157. We estimate that it will take 29 hours (25 hours for part 1 and 4 hours for Part 2) to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: General Services Administration, Regulatory Secretariat Division (M1V1CB), 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 Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electrical Engineer	X	X		X						

### 29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	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. Unique Entity Identifier. Insert the unique entity identifier issued by the entity designated at SAM. 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 unique entity identifier. 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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Code	Description	Code	Description
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		

List of Experience Categories (*Profile Codes continued*)

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 continued)*

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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)						
	PRIME	J-V	PARTNER	SUBCON-TRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
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 <i>(City and State)</i>			
16. EDUCATION <i>(Degree and Specialization)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

**19. RELEVANT PROJECTS**

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> 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		
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">PROFESSIONAL SERVICES</td> <td style="width: 50%; border: none;">CONSTRUCTION <i>(If applicable)</i></td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>			
<b>23. PROJECT OWNER'S INFORMATION</b>				
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER		
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>				

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
<b>a.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

[illegible]

## 29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1		6	
2		7	
3		8	
4		9	
5		10	

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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.*

31. SIGNATURE	32. DATE
33. NAME AND TITLE	

## ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

## PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME			3. YEAR ESTABLISHED	4. UNIQUE ENTITY IDENTIFIER
2b. STREET			5. OWNERSHIP	
2c. CITY			a. TYPE	
2d. STATE		2e. ZIP CODE	b. SMALL BUSINESS STATUS	
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM (If Block 2a is a Branch Office)	
6b. TELEPHONE NUMBER		6c. E-MAIL ADDRESS		
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

[illegible]

<b>11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS</b> <i>(Insert revenue index number shown at right)</i>		<b>PROFESSIONAL SERVICES REVENUE INDEX NUMBER</b>	
a. Federal Work		1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work		2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work		3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

## 12. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

a. SIGNATURE	b. DATE
c. NAME AND TITLE	



**To:** Transportation Technical Committee (TTC)  
**From:** Adam Altenburg, AICP  
**Date:** September 30, 2019  
**Re:** **West Fargo 9<sup>th</sup> Street Corridor Study Contract Amendment**

In March 2019, Metro COG contracted with Apex Engineering Group for completion of the West Fargo 9<sup>th</sup> Street Corridor Study. The current study area for the project is 1.5 miles from 7<sup>th</sup> Avenue East near West Fargo High School to the 12<sup>th</sup> Avenue NE roundabout.

Following the initial public involvement process in June, a number of comments were received regarding bicycle and pedestrian safety south of the study area from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East. An additional northbound lane was constructed along this portion of the corridor in 2018.

In order to address these comments and concerns, Apex Engineering Group and the City of West Fargo have agreed upon a revised scope of work to analyze bicycle and pedestrian safety needs and recommendations from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East. Total cost for this amendment is \$22,993, with 80% (\$18,394.40) coming from Federal Consolidated Planning Grant (CPG) funds (2020) and 20% (\$4,598.60) to be provided by the City of West Fargo.

Apex Engineering Group has also developed a revised schedule for the project, extending the original completion date from December 2019 to March 2020. This updated schedule would allow for final billing and document delivery pending adoption.

**Requested Action: Recommend Policy Board approval of the revised scope of work, fee, and updated schedule; and amend the contract for completion of the West Fargo 9<sup>th</sup> Street Corridor Study.**

**Agreement for Services**  
**Amendment 1**  
**West Fargo 9<sup>th</sup> Street Corridor Study**

**Project:** West Fargo 9<sup>th</sup> Street Corridor Study  
Metro COG Project 2019-001  
Apex Project No. 19.124.0003

**Client:** Fargo-Moorhead Metropolitan Council of Governments (Metro COG)  
Attn: Adam Altenburg  
Community and Transportation Analyst

**Background/Description of Work:**

Apex Engineering Group, Inc. was hired by Metro COG to provide planning services for the above project on March 11<sup>th</sup>, 2019. The original corridor study area covered 1.5 miles of 9<sup>th</sup> Street in West Fargo from 7<sup>th</sup> Avenue East to 12<sup>th</sup> Avenue Northeast. Through the initial public input process (including one public input meeting and one online survey), a number of comments were received from the public regarding safety and the pedestrian/bicycle environment in the area from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East (0.5 miles south of the original study area). The Study Review Committee (SRC) reviewed these comments at SRC Meeting #2 on August 7<sup>th</sup>, 2019 and recommended expanding the study to include this area, with a focus on evaluating the pedestrian/bicycle environment and safety aspects. The original Schedule, Scope of Services, and Fee did not account for any work related to this expanded segment.

The following Schedule for the study will be revised as follows (estimated dates are subject to change):

- |  |  |
|--|--|
| • Notice to Proceed (NTP):                         | March 11, 2019 ( <i>actual</i> )           |
| • Kickoff Meeting                                  | April 3, 2019 ( <i>actual</i> )            |
| • Public Meeting No. 1                             | June 16, 2019 ( <i>actual</i> )            |
| • Metro COG Policy Board Approval                  | October 17, 2019 ( <i>estimated</i> )      |
| • Public Meeting No. 2                             | January 2020 ( <i>estimated</i> )          |
| • Draft Corridor Study                             | February 2020 ( <i>estimated</i> )         |
| • Presentations to Boards and Council              | February – March 2020 ( <i>estimated</i> ) |
| • Final Corridor Study (for acceptance/approval)   | Early March 2020 ( <i>estimated</i> )      |
| • Final Corridor Study (after acceptance/approval) | Late March 2020 ( <i>estimated</i> )       |

The following Scope of Services tasks are expanded with this Amendment request:

- **Project Management** – This task is amended to include the additional work required to perform QC/CA of larger project documents and for additional progress reports, invoicing, and contract administration resulting from extending the study schedule. **Amended Tasks – 1.04, 1.05**
- **Data Collection and Existing Conditions** – Additional data collection and evaluation of the existing corridor will be required in the in the expanded segment, including crash analysis, access inventory, geometrics, drainage, utilities, pedestrian/bicycle facilities, and Right of Way. **Amended Tasks – 3.01, 3.03, 3.04, 3.05, 3.06, 3.08, 3.09, 3.10**
- **Future Conditions** – Additional corridor analysis will be required to include forecasted volumes of the expanded segment. **Amended Tasks – 4.01**
- **Alternative Analysis and Development** – This task is amended to include development of alternatives related to pedestrians/bicycles or safety needs within the expanded segment and review intersection control, Right of Way, pedestrian/bicycle impacts, and prepare planning level cost estimates. **Amended Tasks – 5.03, 5.05, 5.06, 5.08, 5.11**

- **Recommendations** – Additional time is required to evaluate the alternatives developed within the expanded segment. ***Amended Task – 6.02***
- **Public Involvement** – Meeting materials from the first public input meeting which do not include the expanded study limits cannot be re-used as intended for the second public meeting and will need to be revised to include the expanded area. Additional time is required to prepare additional exhibits and presentation materials for the alternatives developed within the expanded study area and to compile public comments for this area. ***Amended Task – 7.02***
- **Executive Summary** – This task is amended to include the additional work required to summarize the study information for the expanded segment. ***Amended Task – 8.01***
- **Deliverables** – Preparation of the draft and final corridor study will take additional time to include the expanded segment. This accounts for compiling information from the now larger study area into the report, addressing additional comments that may arise from the new expanded segment, and preparing additional content for the final study report. ***Amended Tasks – 9.01, 9.02, 9.03***

The additional scope and cost for these added or expanded tasks are represented in the following attachments:

1. Attachment #1 – Exhibit A-1 Scope of Services for Amendment 1
2. Attachment #2 – Exhibit A-2 Fee Estimate for Amendment 1

**Fee Amendment Request:**

The total fee for work expected to be completed as part of this Amendment:

Amendment 1 = **\$22,993**

**Contract Terms & Conditions:**

Apex Engineering Group, Inc. (“Consultant”) hereby proposes, and the Fargo-Moorhead Metropolitan Council of Governments (“Metro COG”) hereby authorizes, the above described Amendment 1 and additional services described herein, including attachments, to be completed under the same Terms & Conditions of the Original Agreement signed by both parties and approved by Metro COG on March 11, 2019.

Metro COG Authorization:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Consultant:

Signature: \_\_\_\_\_  
Matthew T. Kinsella

Title: \_\_\_\_\_  
Vice President

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

**EXHIBIT A-1 (Attachment)**  
**Amendment 1**  
**Scope of Services**  
**for**  
**9<sup>th</sup> Street Corridor Study in West Fargo, ND**  
**Metro COG Project No. 2019-001**  
**September 19, 2019**

**Apex Engineering Group, Inc.**

**Client: Fargo-Moorhead Metropolitan Council of Governments (Metro COG)**

**AMENDMENT 1 – SCOPE OF SERVICES**

**PROJECT SCHEDULE (AMENDED)**

- This Scope of Services assumes the following project schedule (estimated dates are subject to change):
  - Notice to Proceed (NTP): 03/11/2019 (*actual*)
  - Kickoff Meeting 04/03/2019 (*actual*)
  - Public Meeting No. 1 06/16/2019 (*actual*)
  - Public Meeting No. 2 January 2020 (*estimated*)
  - Draft Corridor Study February 2020 (*estimated*)
  - Presentations to Boards and Council February – March 2020 (*estimated*)
  - Final Corridor Study (for acceptance/approval) Early March 2020 (*estimated*)
  - Final Corridor Study (after acceptance/approval) Late March 2020 (*estimated*)

**TASK 1: PROJECT MANAGEMENT**

- 1.04 QC/QA Review of Documents/Analysis (Amended):** Additional time is required to review project documents due to expanding the original study area to include the 1/2 mile segment of 9<sup>th</sup> Street from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East.
- 1.05 Progress Reports, Invoicing, and Contract Administration (Amended):** Approximately four (4) months are added to the project schedule to allow additional time to include the 1/2 mile segment of 9<sup>th</sup> Street from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East in the study area. This will require additional progress reports, invoicing, and contract administration through the extended duration of the study.

**TASK 3: DATA COLLECTION AND EXISTING CONDITIONS**

- 3.01 Data Collection and Review of Data (Amended):** Additional time will be needed to revise the traffic model to include the existing AADT for the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East and perform additional corridor analysis. This does not include turning movement analysis for the added segment, as no additional existing turning movement data will be collected for the added segment.
- 3.03 Crash Data Analysis (Amended):** Additional safety analysis will be performed for the 10<sup>th</sup> Avenue East and 13<sup>th</sup> Avenue East intersections, along with adding the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East to the segment safety analysis.

- 3.04 Existing Access Inventory (Amended):** The access inventory will be expanded to include the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East. Additional time will be required to conduct the analysis and revise previously developed exhibits.
- 3.05 Existing Geometrics, Typical Sections, Pavement Conditions (Amended):** Additional review and inventory of existing roadway geometrics, typical sections, and pavement conditions is required to expand the original study area to include the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East.
- 3.06 Existing Drainage (Amended):** Additional visual survey of the existing storm sewer utilities and review of available storm sewer information from the City of West Fargo is required to expand the original study area to include the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East.
- 3.08 Existing Utilities (Amended):** Additional visual survey of the existing City utilities (sanitary sewer, water, lighting) and review available utility information from the City of West Fargo is required to expand the original study area to include the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East.
- 3.09 Existing Pedestrian/Bicycle Facilities (Amended):** Additional visual survey of the existing bicycle and pedestrian facilities on the corridor is required to expand the original study area to include the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East.
- 3.10 Existing Right of Way (Amended):** Additional analysis GIS data and old plats (as available) to identify and summarize the existing right of way widths along the corridor is required to expand the original study area to include the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East.

#### **TASK 4: FUTURE CONDITIONS**

- 4.01 Develop Future Year Volumes and Turning Movements (Amended):** The future traffic model will be updated to include the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East. Additional time will be required to update the model and analyze the corridor. This does not include turning movement analysis for the added segment, as no additional existing turning movement data will be collected for the added segment.

#### **TASK 5: ALTERNATIVE ANALYSIS AND DEVELOPMENT**

- 5.03 Develop Intersection Control Alternatives (Amended):** Based on the results of the crash analysis and pedestrian/bicycle facility evaluation within the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East, additional time will be required to develop any intersection control improvements that may be needed in that area.
- 5.06 Right of Way Impacts (Amended):** Additional time is required to identify and summarize at a high level any right of way impacts that would occur from the alternatives developed within the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East.



- 5.08 **Pedestrian/Bicycle Impacts (Amended):** Additional time is required to include pedestrian/bicycle improvement scenarios for the alternatives developed within the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East.
- 5.11 **Planning Level Cost Estimates (Amended):** Additional time is required to develop planning level cost estimates for the for the alternatives developed within the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East.

## **TASK 6: RECOMMENDATIONS**

- 6.02 **Alternative Evaluation (Amended):** Additional time is required to evaluate the alternatives developed within the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East.

## **TASK 7: PUBLIC INVOLVEMENT**

- 7.02 **Public Input Meetings (2 Meetings):** The initial public input meeting has already been held. Many of the materials developed for that meeting were intended to be used for the second meeting as well. Additional time is required to revise previously developed marketing materials to include the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East. Additional time is required to prepare exhibits and presentation materials for the alternatives developed within the expanded study area and to compile and address public comments for this area.

## **TASK 8: EXECUTIVE SUMMARY**

- 8.01 **Prepare Executive Summary for Final Report (Amended):** Additional time is required to summarize the study information for the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East.

## **TASK 9: DELIVERABLES**

- 9.01 **Prepare and Submit Draft Corridor Study (Amended):** Additional time is required to expand the original study area to include the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East and include this area within the study report.
- 9.02 **Incorporate Comments from Draft Corridor Study (Amended):** Additional time is required to address comments received regarding the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East within the draft corridor study.
- 9.03 **Prepare and Submit Final Corridor Study (Amended):** Additional time is required to expand the study area to include the 1/2 mile segment of 9<sup>th</sup> Street East from 7<sup>th</sup> Avenue East to 13<sup>th</sup> Avenue East within final Corridor Study Report.

Amendment 1  
Estimated Staff Hours By Task  
West Fargo 9th Street Corridor Study



		Apex Personnel					Stonebrooke Personnel					Apex / Stonebrooke
Task	Description	Senior Advisor	Project Manager	Graduate Engineer	Senior Technician	Apex Totals	Senior Engineer	Design Engineer	Principal in Charge	Graphic Designer	Stonebrooke Totals	Totals
<b>1.0</b>	<b>Project Management</b>											
1.04	QC/QA Review of Documents / Analysis	2	3			5	1		1		2	7
1.05	Progress Reports & Contract Administration	1	4			5	2				2	7
<b>3.0</b>	<b>Data Collection and Existing Conditions</b>											
3.01	Data Collection & Review of Data					0	1	5			6	6
3.03	Crash Data Analysis					0	1	3			4	4
3.04	Existing Access Inventory		1			1					0	1
3.05	Existing Geometrics, Typical Sections, Pavement Condition		2			2					0	2
3.06	Existing Drainage Review		2			2					0	2
3.08	Existing Utilities (Sanitary, Water, Lighting, etc.)		1			1					0	1
3.09	Existing Pedestrian / Bicycle Facilities		2			2					0	2
3.10	Existing Right of Way		1		2	3					0	3
<b>4.0</b>	<b>Future Conditions</b>											
4.01	Develop Future Year Volumes & Turn Movements					0	4	2			6	6
<b>5.0</b>	<b>Alternative Analysis and Development</b>											
5.03	Develop Intersection Control Alternatives		2			2	1	2			3	5
5.05	Access Management Analysis		2		2	4					0	4
5.06	Review Right of Way Impacts		2		2	4					0	4
5.08	Pedestrian/Bicycle Review	4	4			8					0	8
5.11	Planning Level Cost Estimates	2	12		4	18					0	18
<b>6.0</b>	<b>Recommendations</b>											
6.02	Alternative Evaluation	2	4			6	2	2	1		5	11
<b>7.0</b>	<b>Public Involvement</b>											
7.02	Public Input Meetings (2 Meetings - Includes Prep time)	2	12		4	18				2	2	20
<b>8.0</b>	<b>Executive Summary</b>											
8.01	Prepare Executive Summary for Final Report	1	2			3					0	3
<b>9.0</b>	<b>Deliverables</b>											
9.01	Prepare and Submit Draft Corridor Study	2	6	4		12	1		1		2	14
9.02	Incorporate Comments from Draft Corridor Study		4	4		8	1	1			2	10
9.03	Prepare and Submit Final Corridor Study	1	6	2		9	1				1	10
	<b>HOOR TOTALS</b>	<b>17</b>	<b>72</b>	<b>10</b>	<b>14</b>	<b>113</b>	<b>15</b>	<b>15</b>	<b>3</b>	<b>2</b>	<b>35</b>	<b>148</b>
	<b>Direct Labor Cost Totals</b>	\$ 1,037	\$ 2,880	\$ 270	\$ 532	\$ 4,719	\$ 908	\$ 383	\$ 234	\$ 62	\$ 1,586	
	<b>Indirect Overhead Rate</b>	(Apex Indirect Rate 142.14%)					(Stonebrooke Indirect Rate 155.87%)					
	<b>Direct Labor + Indirect Costs Subtotal</b>					\$ 11,427					\$ 4,058	
	<b>Fixed Fee (12%)</b>					\$ 1,371					\$ 487	
	<b>Materials, Supplies, Travel, Misc Costs</b>					\$ 100						
	<b>Subconsultant (Flint Group)</b>											\$ 4,550
	<b>Subconsultant (Hanson Design Associates)</b>											\$ 1,000
	<b>Total Fee Estimate</b>					\$ 12,898					\$ 4,545	\$ 22,993

**To:** Transportation Technical Committee  
**From:** Dan Farnsworth  
**Date:** October 4, 2019  
**Re:** **Project Solicitations**

Several types of project solicitations have been initiated recently by NDDOT and MnDOT. They are described below for your information and consideration.

### **Rail Safety Project Solicitation (ND)**

NDDOT is soliciting locations where rail/highway traffic safety could be improved. NDDOT has annual federal funds available for safety enhancement projects at rail/highway at-grade crossings. These funds are used for the installation of active warning devices, crossing signs, and crossing surface improvements. The funding breakdown is 90% federal and 10% local.

All proposed projects within Metro COG's planning boundary need to be submitted to Metro COG by **December 4<sup>th</sup>, 2019**. Please submit any projects to Dan Farnsworth ([farnsworth@fmmetrocog.org](mailto:farnsworth@fmmetrocog.org)) and Cindy Gray ([gray@fmmetrocog.org](mailto:gray@fmmetrocog.org)).

For questions on this solicitation, you can contact Metro COG staff or Jim Styron (NDDOT) at [jstyron@nd.gov](mailto:jstyron@nd.gov).

### **Transportation Alternatives Program (TAP) Project Solicitation**

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

Grant solicitations have recently been announced for jurisdictions within both MN and ND. These solicitations and associated dates are as follows:

#### **North Dakota**

- **September 2019** – Announcement of joint TAP and Safe Routes to School solicitation
- **November 27, 2019** – Deadline to submit applications to Metro COG
- **Spring of 2020** – Announcement to applicants

All applicants located within Metro COG's planning boundary will need to submit applications to Metro COG (Dan Farnsworth). Any applicants located outside of the Metro COG planning boundary will submit applications directly to NDDOT. If unsure whether your jurisdiction is in Metro COG's planning boundary, feel free to contact Dan Farnsworth at the contact information provided below. Please visit <https://www.dot.nd.gov/divisions/localgov/TA.htm> for more information.

## Minnesota

- **October 1, 2019** – Announcement of joint TAP and Safe Routes to School solicitation
- **October 31, 2019** - Deadline to submit letters of intent
- **January 3, 2020** - Deadline to submit full applications
- **April 15, 2020** – Announcement to applicants

Interested applicants will need to submit letters of intent by **October 31<sup>st</sup>, 2019**. These letters will need to be submitted online using the following link: [www.mndot.gov/ta](http://www.mndot.gov/ta) . If the project is found to be eligible, applicants will be asked to complete the full application, which will be due to Wayne Hurley (WCI) by **January 3<sup>rd</sup>, 2020**. Please visit [www.mndot.gov/ta](http://www.mndot.gov/ta) for more information.

If you have any questions, feel free to contact Dan Farnsworth at 701-532-5106 or [farnsworth@fmmetrocog.org](mailto:farnsworth@fmmetrocog.org).

## Highway Safety Improvement Program (HSIP) Project Solicitation (ND)

NDDOT is soliciting projects for the 2021-2024 Highway Safety Improvement Program (HSIP). HSIP is a core Federal-aid highway program with the purpose of achieving a significant reduction in fatalities and serious injuries on public roadways.

Jurisdictions are encouraged to apply. All jurisdictions within Metro COG's planning boundary will need to be submitted to Metro COG by **December 4<sup>th</sup>, 2019**. Please submit any projects to Dan Farnsworth ([farnsworth@fmmetrocog.org](mailto:farnsworth@fmmetrocog.org)) and Cindy Gray ([gray@fmmetrocog.org](mailto:gray@fmmetrocog.org)).

Many TTC members received an email from NDDOT on October 1<sup>st</sup> regarding this solicitation. However for those who did not receive the information or have additional questions, please contact Metro COG staff or Justin Schlosser (NDDOT) at [jjschlossernd.gov](mailto:jjschlossernd.gov) or 701-328-2673.

## Small Town Revitalization Endeavor for Enhancing Transportation (NDSTREET) (ND)

NDDOT is soliciting applications for NDSTREET Program projects for federal fiscal year 2023. This federally funded program applies to very few jurisdictions within our metropolitan planning area (MPA). It uses \$3 million to provide opportunities for smaller cities to upgrade their existing transportation infrastructure on or along the state highway within their community. NDSTREET grants are available to cities with a population of less than 5,000 and a state highway within corporate limits. Information about the program can be found at [www.dot.nd.gov/divisions/localgov/ndstreet.htm](http://www.dot.nd.gov/divisions/localgov/ndstreet.htm).

# ALL ABOARD MINNESOTA



*More passenger trains to more cities*

**Get on board - YOU ARE INVITED!**

All Aboard Minnesota, a citizen advocacy group for more passenger trains in Minnesota and beyond, is inviting you to learn about plans for **additional daytime passenger train service to and from Fargo/Moorhead**, connecting to the Twin Cities and Chicago. Imagine a convenient daytime trip to the Twin Cities and beyond without having to drive or fly. We will discuss all the advantages more passenger train service can offer.

## **Where?**

Hjemkomst Community Center  
Auditorium  
202 1st Ave N Moorhead, MN

## **Date and Time?**

Wednesday, October 30, 2019, 3:00pm – 4:00pm

## **Overview – Roundtable Forum for Business, Civic, and Community Leaders:**

- The proposed plans for **a daytime train frequency** from the Fargo – Moorhead area to the Twin Cities and Chicago
- The overall economic, environmental, and mobility impact for the Fargo/Moorhead community
- How businesses, colleges, and citizens will benefit
- What you can do to make these proposed plans happen
- Ample time for Questions and Answers

For more information, call 612-781-2894, email: [allaboardminnesota@gmail.com](mailto:allaboardminnesota@gmail.com), or visit our site: [allaboardmn.org](http://allaboardmn.org).

### **About All Aboard Minnesota.**

All Aboard Minnesota is a 501 ( c ) ( 3 ) non-profit advocacy and education all volunteer organization focused on the expansion and development of more long distance rail passenger service as part of a balanced transportation system. We are dedicated to the development of fast, comfortable, frequent intercity passenger train services within and connecting Minnesota to the upper Midwest.

# ALL ABOARD MINNESOTA



*More passenger trains to more cities*

**Get on board - YOU ARE INVITED!**

All Aboard Minnesota, a citizen advocacy group for more passenger train service, is inviting you to learn about how an **additional daytime passenger train to and from Fargo/Moorhead**, connecting to the Twin Cities and Chicago, will benefit you and the community! Imagine a convenient daytime trip to the Twin Cities and beyond without having to drive or fly. We will discuss all the advantages more passenger train service can offer. Join us!

## **Where?**

Hjemkomst Community Center  
Auditorium  
202 1st Ave N Moorhead, MN

## **Date and Time?**

Wednesday, October 30, 2019, 6:30pm – 7:30pm

## **PUBLIC OPEN HOUSE**

- The proposed plans for **a daytime train frequency** from the Fargo – Moorhead area to the Twin Cities and Chicago
- The economic and mobility benefits for the Fargo/Moorhead community
- How you and your family can personally benefit
- What you can do to make these proposed plans happen
- Ample time for Questions and Answers

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