

530th Transportation Technical Committee Fargo-Moorhead Metropolitan Council of Governments THURSDAY, June 9, 2022 – 10:00 a.m.

AGENDA

- | | |
|---|------------------|
| 1. Call to Order and Introductions | |
| 2. Approve the Agenda | Action Item |
| 3. Consider Minutes of the May 12, 2022 TTC Meeting | Action Item |
| 4. Public Input Opportunity | Public Input |
| 5. 2022-2025 Transportation Improvement Program Amendment #5 | Action Item |
| 6. Clay County Comprehensive & Transportation Plan Final Report | Action Item |
| 7. FY 2023 ND Transportation Alternatives Competitive Selection | Action Item |
| 8. Fargo Transportation Plan Contract Amendment #1 | Action Item |
| 9. TMA Funding Update | Information Item |
| 10. Agency Updates | Discussion Item |
| a. City of Fargo | |
| b. City of Moorhead | |
| c. City of West Fargo | |
| d. City of Dilworth | |
| e. City of Horace | |
| f. Cass County | |
| g. Clay County | |
| h. Other Member Jurisdictions | |
| 11. Additional Business | Information Item |
| 12. Adjourn | |

REMINDER: The next TTC meeting will be held **Thursday, July 14, 2022** at 10:00 a.m.

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

For Public Participation, please REGISTER with the following link:

https://us02web.zoom.us/webinar/register/WN_VPNIDUnzQJW3pbNu00_ILA

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

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

**529th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, May 12, 2022 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Jason	Benson	Cass County Engineering (alternate voting)
Julie	Bommelman	City of Fargo, MATBUS
Nicole	Crutchfield	City of Fargo Planning
Shane	Finck	Clay County Engineering (alternate for Justin Sorum)
Jeremy	Gorden	City of Fargo Transportation Engineering
Cindy	Gray	Metro COG
Robin	Huston	City of Moorhead Planning
Don	Lorsung	City of Dilworth Administration
Aaron	Nelson	West Fargo City Planning
Grace	Puppe	Cass County Planning
Joe	Raso	GFMEDC
Mary	Safgren	MnDOT – District 4
Russ	Sahr	City of Horace Planning
Tom	Soucy	Cass County Highway (alternate for Jason Benson)
Brit	Stevens	NDSU – Transportation Manager
Lori	Van Beek	City of Moorhead, MATBUS
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

Members Absent:

Matthew	Jacobson	Clay County Planning
Justin	Sorum	Clay County Engineering

Others Present:

Adam	Altenburg	Metro COG
Ethan	Bialik	Moore Engineering
Angie	Bolstad	Stantec
Jaron	Capps	Metro COG
James	Dahlman	City of Horace/Interstate Engineering
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Sharijad	Hasan	ATAC / UGPTI
Jace	Hellman	City of Horace
Will	Kerns	Ulteig
Matt	Kinsella	Apex Engineering
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Brent	Muscha	Apex Engineering
Anna	Pierce	MnDOT
Bobbi	Retzlaff	FHWA - MN
Kristen	Sperry	FHWA - ND
Steven	Strack	Houston Engineering

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on May 12, 2022 by Chair Gray. A quorum was present.

2. Approve the 529th TTC Meeting Agenda

Chair Gray asked if there were any questions or changes to the 529th TTC Meeting Agenda.

Motion: Approve the 529th TTC Meeting Agenda.
Ms. Crutchfield moved, seconded by Mr. Raso
MOTION, PASSED.
Motion carried unanimously.

3. APPROVE April 14, 2022 TTC MEETING MINUTES

Chair Gray asked if there were any questions or changes to the April 14, 2022 TTC Meeting Minutes.

Motion: Approve the April 14, 2022 TTC Minutes.
Mr. Lorsung moved, seconded by Ms. Bommelman
MOTION, PASSED
Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

5. 2022-2025 Transportation Improvement Program (TIP) Amendment #4

Mr. Maddox presented Amendment #4 to the 2022-2025 Transportation Improvement Program (TIP). A public notice was published in The Forum of Fargo-Moorhead on Wednesday, May 4, 2022, which advertised the public hearing, detailed how to request more information, and provided information on how to make public comment regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 p.m. (noon) on Thursday, May 19, 2022.

The proposed amendment to the 2022-2025 TIP is as follows:

1. Addition of Project 9224001: Preliminary Engineering (PE) phase of an upcoming reconstruction project of the I-29/CR 20 Interchange. The PE phase of the project has a budget of \$3,000,000, of which \$2,700,000 (90%) will be provided through federal Interstate Maintenance (IM) funds, and \$300,000 (10%) will be provided by NDDOT for the required local match.

2. Modification of Project 9221001: NDDOT chip seal rehabilitation project on ND 18 from ND 10 to Cass/Traill County line (2022). The total project cost increased 47% from \$794,000 to \$1,167,503 of which the Federal Non-National Highway System - State Rural Project (Non-NHS-S) funds increased 47% from \$635,200 to \$934,002 and state funds increased 47% from \$158,800 to \$233,501.

The reconstruction of the I-29 interchange with CR 20 is not currently programmed within Metro COG's 2022-2025 TIP. It is estimated that this project

would take place sometime in the 2026-2028 timeframe. A specific construction year has not been determined. Metro COG will work with NDDOT to determine when the reconstruction of the interchange will be programmed within Metro COG's TIP and when the project will be ultimately be constructed.

Mr. Zacher asked if there were still concerns on the reconstruction of CR20 and I-29 not being listed in the 2045 MTP. Ms. Gray said that there are still concerns, but is hopeful that the Interstate Operations Analysis will address this. Mr. Zacher explained that the CR20 project would just be an environmental analysis at this point and not going out for construction bids.

Motion: Recommend approval of Amendment #4 of the Metro COG 2022-2025 Transportation Improvement Program (TIP) to the Policy Board.

Mr. Zacher moved, seconded by Mr. Atkins

MOTION, PASSED

Motion carried unanimously.

6. Transportation Technical Committee (TTC) Bylaws Amendment to Address the Bicycle and Pedestrian Committee Policies and Procedures

Ms. Gray presented an amendment to the Transportation Technical Committee (TTC) Bylaws to address the Bicycle and Pedestrian Committee Policies and Procedures, as it is a subcommittee of the TTC.

Metro COG's Title VI audit identified the need to establish a procedure for selecting the citizen member of our Bicycle and Pedestrian Committee. During the process of addressing this, we discovered that our Administrative Policies contain detailed procedures for designating Bicycle and Pedestrian Committee membership in an obscure location of the document, of which none of the current staff were aware. The formal action by the Policy Board will require an amendment to the Administrative Policies to eliminate the existing language regarding the Bike/Ped Committee.

Mr. Raso made the motion to recommend approval of the proposed amendments.

Mr. Wrucke asked that the West Fargo members be updated from Planning and Public Works to a Planning representative and Engineering representative for the TTC makeup. Ms. Van Beek asked that a transit representative be added to the Bike/Ped makeup.

Chair Gray asked Mr. Raso if he would like to make the friendly amendment to his original motion to include the discussed updates as well. Mr. Raso agreed, with a second from Ms. Crutchfield.

Motion: Recommend approval of the proposed amendments to the TTC Bylaws and the Administrative Policies to address the Title VI audit findings regarding the policies of the Bicycle and Pedestrian Committee membership, with additions as discussed.

Mr. Raso moved, seconded by Ms. Crutchfield

MOTION, PASSED
Motion carried unanimously.

7. 2023 Budget Estimate

Ms. Gray presented the draft 2023 Metro COG budget. The budget included a breakdown of jurisdictional dues, internal operations and overhead, and projects that are in progress, and also programmed for 2023.

A variable is the increased amounts of consolidated planning grant funds being provided to the states through the IJA legislation. Some of this increase will find its way to Metro COG, but amounts have yet to be determined.

Another variable is the potential for the Minot area to become an MPO. The City itself was less than 50,000 in the 2020 census, but if the urbanized area boundary is drawn to include Surrey and/or Burlington, the population could exceed 50,000, resulting in MPO designation. If this were to occur, ND would need to spread the same amount of funds over four MPOs instead of three.

Ms. Gray explained that another variable is the extent to which NDDOT wishes to change the funding formula between the MPOs in North Dakota. If the formula is changed, Metro COG will likely receive less funding than it currently does. Ms. Gray stated that Metro COG disagrees with the notion of any such adjustments, especially at a time when our responsibilities are increasing with the Transportation Management Area (TMA) designation.

Once these variables have become clearer, we may need to adjust the budget to account for them.

Motion: Recommend Policy Board acceptance of Metro COG's draft budget estimate for 2023.

Mr. Atkins moved, seconded by Ms. Crutchfield

MOTION, PASSED

Motion carried unanimously.

8. 2023 Transportation Alternatives Competitive Selection Process

Mr. Farnsworth presented a discussion about the Transportation Alternatives Competitive Selection Process for 2023. As Metro COG transitions to TMA status, this process may change significantly. For 2023, \$320,000 is still available for funding TA projects, and applicable to jurisdictions in Metro COG's urbanized area, and applications are due Friday, May 27th. Mr. Farnsworth stressed that any projects submitted need to be "shovel-ready" by 2023, as losing the funding will be a real possibility if not.

9. Agency Updates

Metro COG - Safe Streets and Roads for All (SS4A) Grant Program, Red River Greenway Study Public Input opportunities, Housing Analysis Study contract review

MnDOT - MnDOT's Active Transportation Program just launched a Planning Assistance solicitation. MnDOT's Planning Assistance Grants provide

planning expertise and plan development support to communities. Planning is completed by a statewide planning consultant team in collaboration with a local advisory committee. MnDOT will contract directly with the planning consultant, no funds will be awarded directly to the community. In alignment with MnDOT's equity goals, we will be directing funds to priority populations that include individuals, groups and communities who are more likely to rely on walking, biking or transit for transportation

<https://www.dot.state.mn.us/active-transportation-program/>

Active Transportation

Minnesota Statewide Transportation Plans are updating:

- SMTP will be out for public comment period starting in June through August.
- MnSHIP will be starting public engagement process with 2 events in each Greater MN district.
- State Rail Plan is kicking-off.

Fargo – Planning: Growth Plan Update RFP process kick-off in mid-July, updates to the Downtown In-Focus Plan are being done as the plan is now five years old, public outreach is beginning on the 2nd Street Bike and Pedestrian Bridge, using CDBG funds on a Madison School trail addition to close bike/ped gaps.

Engineering: 32nd Ave S is being reworked to go out for bids in June, Design of 52nd Avenue and the roundabout at 52nd Ave/Sheyenne St is ongoing.

Transit: Triennial Review Audit underway

Moorhead - Engineering: Underpass at 20th/21st delayed due to rain. 11th Street underpass design is underway working toward the completion of 30% complete plans now that the project is being done as a CMPC process, bids received for signal at 34th Street and 28th Ave S, 12th Ave S reconstruction over the RR tracks is being planned but not constructed until the completion of other construction allows for more alternate routes, Center Ave reconstruction from 8th Street to the Red River will occur in the summer Moorhead Public Services will be installing waste water liners in downtown areas and will need to bypass sewer flows during that time, BNSF will be reconstructing the crossing at 8th St and 1st Ave N along with an overlay on 8th Street from Center to 1st Ave N.

Planning: New Assistant City Planner, Brittany Cameron

West Fargo - Engineering: Drain 45 Bike Path Phase II kick-off

Planning: Temporary art is being installed on Sheyenne Street

Dilworth - US10 corridor study project underway, 1st Public Input July 10

- Horace - Construction delayed due to rain. Completing Zoning Ordinance overhaul followed by public open house
- Cass Co - Subdivision Ordinance Update focusing on reorganization of document and defining the process. 45th St/ 76th Ave construction kick-off
- Clay Co - No updates
- NDDOT - MPO Mid-Year reviews, Statewide Plans (EV Study, Rail, I-29 Smart Corridor, Safety Corridor)
- FHWA - Notice of Funding Opportunities available soon (e.g. Reconnecting Communities)
- GFMEDC - Primary Sector Companies survey regarding views on community assets – results will be shared in the next few months, focusing on “master talent plan” – related to FOF, Document-Ready site plans, and other workforce related efforts
- Higher Ed - No updates

10. Additional Business

No additional business

11. Adjourn

The 529 Regular Meeting of the TTC was adjourned on May 12, 2022 at 11:30 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD June 9, 2022, 10:00 A.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant

To: Transportation Technical Committee
From: Ari Del Rosario, Assistant Transportation Planner
Date: June 3, 2022
Re: **2022-2025 Transportation Improvement Program (TIP) Amendment #5**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) will hold a virtual public hearing via Zoom Video Communications on Thursday, June 16, 2022 at 4:00 p.m. to consider public comments regarding a proposed amendment to the 2022-2025 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2022-2025 TIP reflects a new federally funded project within the Metropolitan Planning Area (MPA).

A public notice was published in The Forum of Fargo-Moorhead on Wednesday, June 1, 2022, which advertised the public hearing, detailed how to request more information, and provided information on how to make public comment regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 p.m. (noon) on Thursday, June 16, 2022. As of the writing of this memo, no written comments have been received.

The proposed amendment to the 2022-2025 TIP is as follows:

- Modification of Project 9221002:** NDDOT Wrong Way Detection System safety project at I-29 Exit 69 (2022). The total statewide project cost increased 25.19% from \$595,000 to \$744,858 of which the Highway Safety Improvement Program (HSIP) funds increased 25.19% from \$535,500 to \$670,372 and state funds increased 25.19% from \$59,500 to \$74,486. **The total project cost recorded (statewide estimate) will be updated in future to reflect the site-specific project cost.**
- ~~**Modification of Project 8200011:** MnDOT rehabilitation project on MN 9 in Barnesville to I-94 (2023). MnDOT is currently in the process of updating the cost estimate for the project. The exact amount will be finalized by June 7, before TTC.~~

See **Attachment 1** for more detailed project information.

Requested Action: Recommend approval of Amendment #5 of the Metro COG 2022-2025 Transportation Improvement Program (TIP) to the Policy Board.

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
					From	To						
AMENDMENT 5 - 2022-2025 METRO COG TIP												
Moorhead Transit												
Fargo Transit												
City of Fargo												
City of Moorhead												
City of West Fargo												
North Dakota Department of Transportation												
NDDOT	9221002 23378	2022	I-29		I-29 Exit 69		Wrong Way Detection System *ITS NOTE: Total Project Cost reflects statewide estimates	Safety	\$ 744,858 \$ 595,000	HSIP	State	\$ 670,372 \$ 535,500 \$ 74,486 \$ 59,500
Minnesota Department of Transportation												
MnDOT	8200011 1409-25	2023	MN-9	2.1	Barnesville	I-94	On MN-9, In Barnesville to I-94, Reconstruct, Mill and Overlay, Multi-Use Trail, and ADA Improvements (Associated with project 2190040) NOTE: Cost estimate subject to change by June 7	Rehabilitation	\$ 4,727,991	STBGP-R	State	\$ 2,995,345 \$ 1,732,646
Clay County												

To: Transportation Technical Committee (TTC)
From: Adam Altenburg, AICP
Date: June 2, 2022
Re: **Clay County Comprehensive & Transportation Plan**

In January 2021, Clay County and Metro COG began an update to the 2002 Clay County Comprehensive Plan. The updated plan sets forth a broad approach to direct future growth and development in the areas of land use, transportation, natural resources, housing, and economic competitiveness. It also identifies priorities for utilities, recreation, intergovernmental coordination, and community services. For each topic, the plan sets forth detailed goals, establishes objectives to achieving those goals, and identifies strategies and action steps to assist with implementation over the next 25 years.

The Clay County Comprehensive & Transportation Plan includes a thorough analysis and evaluation of the land use and transportation system in Clay County, with a number of recommendations focused on growth and future rural land use decisions, pavement management, freight movements, rural transit, roadway investments, bicycle and pedestrian connectivity, and other mobility-specific recommendations.

As part of the approval process, the Clay County Board of Commissioners held a public hearing and approved the plan at their regularly scheduled meeting on May 17, 2022.

The Clay County Comprehensive and Transportation Plan can be viewed on Metro COG's website:

<https://fmmetrocog.org/claycounty2045>

Requested Action: Recommend Policy Board approval of the of the Clay County Comprehensive & Transportation Plan

To: Transportation Technical Committee
From: Dan Farnsworth
Date: June 3, 2022
Re: **FY 2023 ND Transportation Alternatives Competitive Selection**

The Transportation Alternatives (TA) program is a federally funded grant opportunity for projects that provide enhancements to alternative means of transportation such as bicycle/walking trails, safe routes to school projects, crosswalk improvements, and more. With the anticipated designation of Metro COG's urbanized area as a Transportation Management Area (TMA) a direct sub-allocation of TA funds is anticipated beginning in 2023. The anticipated 2023 TA sub-allocation is approximately \$725,000 or more, depending on the level of obligation authority approved by Congress. This exceeds programmed TA funds within the ND side of the urbanized area in 2023, necessitating a competitive selection process which is carried out by the MPO and its local partners. The previously programmed amount was \$405,057.

This specific scoring/ranking process is in response to additional funding available for fiscal year (FY) 2023 on the North Dakota side of Metro COG's urbanized area. Eligible applicants for this solicitation are the jurisdictions of Fargo, Horace, West Fargo, and any portion of Cass County within the designated urbanized area (UZA).

A total of four applications have been received by the May 27th deadline. These applications are described below.

City of Fargo – Bison Village Path Project

The City of Fargo is seeking additional TA funding to construct a shared use path from 32nd Ave N to 37th Ave N via the 10th St alignment west of the wastewater treatment plant and adjacent/through North Broadway Park. This project was partially funded as part of a prior NDDOT selection process. The path would be adjacent to a drain and also located on dedicated street right-of-way. In addition, the path would connect the mobile home development to the west. This project would construct approximately ½ mile of path.

Cost: \$360,000 construction total; \$288,000 requested from TA

City of Fargo – Red River Shared Use Path south of Harwood Dr – Phase I

The City of Fargo is seeking funding to construct phase I of a shared use path along the Red River immediately south of Harwood Dr. This project would entail a 1,750 ft stretch of path with Harwood Dr. as the north terminus. The path would parallel Hackberry Dr. and River Dr. and would be located on the river side of the levee where home buyouts have occurred in recent years.

Cost: \$200,000 construction total; \$160,000 requested from TA

City of Horace (Cass Co Sponsor) – Center Ave Multi-Modal Improvements

The City of Horace is seeking additional funding to improve Center Ave (in the core of Horace) to a yield street in which pedestrians and bicycle users would share the street with automobiles. This project was partially funded as part of a prior NDDOT selection

process, but additional federal funding is being requested to meet the most up-to-date 80% threshold. Project limits would begin at the north end of Thue Ct (which then becomes Center Ave) and end at the east end of Center Ave. The improvement project would be a total of 0.3 miles in length. This would provide bicycle and pedestrian connections to community facilities such as: The Horace Senior Center, the Community Center, and Freed Park.

Cost: \$166,250 construction total; \$133,000 requested from TA

City of Horace (Cass Co Sponsor) – County Rd 17 Shared Use Path Phase 3

The City of Horace is seeking additional funding to construct a shared use path along the east side of County Rd 17 from 76th Ave S to 73rd Ave S (approximately 0.26 miles in length). This project was partially funded as part of a prior NDDOT selection process. The north terminus of the project would connect to the sidewalk network of the Southdale Farms neighborhood and the south terminus of the project would connect to the shared use path network south and east of 76th Ave S and connect to Heritage Middle School and Horace High School.

Cost: \$341,145 construction total; \$277,916 requested from TA

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

Requested Action:

Recommend Policy Board approval of the TA project prioritization, selection and associated funding as vetted through the Metropolitan Bicycle & Pedestrian Committee.

To: Transportation Technical Committee
From: Michael Maddox
Date: June 2, 2022
Re: **Fargo Transportation Plan – Contract Amendment #1**

In 2021, Metro COG contracted with Kimley-Horn to complete a Transportation Plan for the City of Fargo. This effort was designed to set broad goals for the transportation network; determine metrics for the when, where, and what types of bicycle and pedestrian facilities should be included in the roadway cross sections; and link transportation with the surrounding land use context.

As the project progressed into its final stages, City of Fargo staff wanted to circle back in order to look at particular transportation issues more closely. They also would like to integrate more involvement with city management and elected officials as well as retool efforts that had already been completed by the consultant during the plan's development.

Kimley-Horn, Metro COG, and City of Fargo staff met to discuss the City's desire to retool previously completed efforts and integrate enhanced public involvement. After this meeting, Kimley-Horn suggested adding tasks to the project's scope of work as well as the modification of existing tasks. They presented a scope of work and associated supplemental fee for the new work to be completed. Each agency reviewed the proposed amendment materials and concluded it was in the best interest of the study to move forward with modifying the contract to include the additional work tasks.

The City of Fargo - Engineering Department agreed that they would be able to fund the additional work solely with local funds in the amount of \$44,976.65.

Included as attachments to this memorandum are a modified scope of work, inclusive of the additional work tasks, and the associated fee the consultant would charge to complete those tasks.

Requested Action:
Recommend Policy Board approval of the Amendment #1 to the Fargo Transportation Plan contract with Kimley-Horn.



Fargo Transportation Plan Scope of Services

MAY 2022 AMENDMENT

TASK 1: PROJECT MANAGEMENT AND COORDINATION

1.1: Ongoing Project Leadership Team Coordination Meetings

The Client will identify a project leadership team to review project deliverables, identify potential questions and project approach alternatives, and set next steps and project direction. The Consultant will meet with the project team up to six (6) times during process. Typical meetings will last up to 60 minutes in duration, with two meetings reserved as work sessions to last up to 90 minutes, if necessary. These meetings will be conducted virtually via Microsoft Teams or a platform of the Client's choosing.

The Consultant will be responsible for creating materials and agendas in advance of these meetings, and for facilitating discussion. The Consultant will summarize the meeting and provide brief meeting notes to include major decision points, presentation materials, and action items following the meeting.

- Recommend 2 additional SRC Meetings, likely 90 minutes each – assume virtual
- Additional meeting before each SRC – smaller “greenlight” committee to review recommendations

1.2: Concurrent Planning Process Coordination

The Consultant will meet with members of other concurrent planning efforts to coordinate on key recommendations that should be included in the Fargo Transportation Plan. To facilitate efficient coordination and communication among all parties, the Client will facilitate up to two (2) 90-minute meetings among leadership members of relevant concurrent processes to share schedule updates, key outcomes, and findings. The meetings will take place at a point in the planning process of the Client's choosing. The Consultant will participate in these meetings and will incorporate any relevant topics into ongoing planning work.

- Two additional coordination meetings with bike/ped planning team
 - One to discuss coordination
 - One to review plan recommendations for consistency
- One meeting to coordinate with TDP team to review recommendations and ensure their consistency with TDP

1.3: Project Management Updates

The Consultant and Client will meet monthly to review project progress, identify challenges and key questions, and discuss project next steps. These meetings are anticipated to occur on a two-week offset from project leadership team meetings and will last up to 30 minutes in duration. These meetings will be conducted virtually via Microsoft Teams or a platform of the Client's choosing.

1.4: Monthly Invoicing and Progress Reports

The Consultant will provide monthly progress reports, documentation of any and all travel and expense receipts, and monthly invoices.

Task 1 Deliverables:

- Virtual project coordination meetings agenda, supporting materials, and notes
- Monthly progress reports and invoices

TASK 2: STAKEHOLDER AND PUBLIC ENGAGEMENT

Task 2.1: Project Branding and Webpage

The Consultant will develop a simple set of design templates for all project materials, including a Word document, PowerPoint presentation, InDesign Template, and map template. This will include a color scheme and fonts that are consistent with City and COG branding. The Consultant will not develop a project-specific logo or project moniker.

The Client will manage a project webpage throughout the duration of the project, to be hosted on the City or COG's website. The Consultant will provide introductory content for the page at project launch, and at three (3) key points throughout the plan. It is intended that this page will include updated project materials, as well as be a launching point for online engagement.

Task 2.2: Technical Stakeholder Work Sessions

The Consultant will assist the Client in identifying a set of key stakeholders to be represented in the study process. These stakeholders are intended to include technical staff from the City or other associated agencies involved with implementing transportation projects. Up to two groups will be identified. Each group will meet virtually for two 90-minute work sessions. The work sessions will be consolidated, with both groups meeting on a single day (four work sessions total over the course of two days total). The first work session will occur during the policy diagnostic phase and will focus on identifying major challenges and barriers. The second work session will occur during the policy modernization phase and will focus on refining final policy and implementation recommendations.

The Client will identify stakeholder participants, schedule the sessions, and send invitations to attend. The Consultant will facilitate these work sessions and provide key takeaways to the project leadership team.

Task 2.3: Elected & Appointed Official Work Sessions

The Consultant will facilitate two work sessions with elected and appointed officials to familiarize them with the planning process and obtain their feedback on recommendations. The Client will identify the appropriate officials to invite and will schedule and coordinate invitations to the virtual work sessions. The Consultant will prepare a presentation and any relevant materials and facilitate discussion. Two work sessions will occur at key points in the process, to be identified in conjunction with the Client. These 90-minute work sessions will be conducted virtually on a platform of the Client's choosing and will be recorded. The recorded work sessions will be posted online for the public to view and provide

additional comments. Following each session, the Consultant will provide a brief summary of input and action items arising from the work session.

- One additional work session with Elected officials
- One-on-one meetings with commissioners as desired (up to 5 meetings)
- One additional meeting with Planning Commission to review plan and how to use the strategy

Task 2.4: Public Engagement

Public engagement for the Project will be limited and secondary to stakeholder engagement efforts. The recorded Official Work Sessions (Task 2.3) will be posted on the project webpage, along with relevant project materials of the Client's choosing. The Client will maintain a simple comment form or contact option for public feedback and provide a consolidated set of any comments provided to the Consultant.

Task 2 Deliverables:

- Word, PowerPoint, and InDesign templates for project use
- One stakeholder work session summary for each round of engagement (2 rounds), including key takeaways
- Presentations and materials for two official work sessions
- Summary of action items arising from each official work session (2 total)
- Recorded official work sessions for posting on the project webpage

TASK 3: PLANNING FOUNDATIONS

Task 3.1: Data Needs Request

Within two weeks of Notice to Proceed, the Consultant will submit a comprehensive list of data needs to the City. This request will be discussed during the initial project leadership team meeting in order to clarify any questions regarding the type of data or data availability. The Client will then transfer materials to the Consultant via a fileshare link provided by the Consultant. The timely delivery of all relevant materials will influence the timeline and schedule of the project.

Task 3.2: Consolidated Plans Map

The Client will identify a set of up to eight (8) relevant transportation plans that are currently influencing decision-making within the City of Fargo. The Client will provide any geospatial data related to these plans. The Consultant will create a consolidated map that identifies major transportation recommendations resulting from these plans. The map will identify areas of conflict with overlapping recommendations.

Task 3.3: Consolidated Land Use Mapping

The Client will provide consolidated land use planning data from relevant plans that are currently influencing decision-making within the City of Fargo. The Client will provide fully updated and consolidated geospatial data, and the Consultant will rely on the accuracy of this data. The Consultant will symbolize the land use map in a manner that informs future street design and

operational needs, as well as inform the policy analysis. Key takeaways from the land use map that should inform future decision-making will be presented in the Foundations Report.

Task 3.4: Policy Inventory

Option 1 (If Policies and Processes are well documented)

The Consultant will work with the project leadership team to develop a list of key transportation policies to examine. Together with the project leadership team, the Consultant will identify a set of key documents and adopted plans currently influencing transportation planning and project implementation. These should be policies that are used or cited frequently, have been identified as challenges, or are not in alignment with current plans and may need to be targeted for amendments. The Consultant will inventory up to thirty (30) key documented policies for exploration and possible modernization through later stages in the planning processes. These policies will be summarized in a matrix and documented in the Foundations Report (Task 3.7).

Option 2 (If Policies and Processes are not well documented)

The Consultant will work with the Client to identify a set of up to five (5) recent planning decisions that embody the City's major planning challenges. The Consultant will interview key partners involved in these decisions to develop case studies that identify the process undertaken, involved players, challenges, outcomes, and any missed opportunities. These case studies will be summarized in the Foundations Report (Task 3.7) and used to inform the modernization work in later stages of the planning process.

Task 3.5: Plan Review and Goals Integration

The Consultant will work with the Client to identify up to eight (8) transportation plans from the past fifteen years that guide the current community vision. These plans are anticipated to be the same plans selected for the consolidated plans mapping, but modifications may be made if necessary. The Consultant will perform a high-level review of these plans to inventory the goals, performance measures, and desired outcomes documented. The Consultant will summarize these findings and identify consistent themes and overlaps. Based on these findings, the Consultant will develop a set of guiding principles for the Fargo Transportation Plan that build on previously adopted goals. These guiding principles will be used to identify and analyze policy and mobility recommendations to ensure the plan builds toward a consistent long-term direction. The draft guiding principles will be refined in consultation with the project leadership team, before being documented in the Foundations Report document (Task 3.7).

Task 3.6: Multimodal Needs Evaluation

The Consultant will evaluate the City's existing multimodal performance and potential needs in three ways:

Multimodal Level of Service

The Consultant will utilize GIS automation to evaluate multimodal level of service (MMLoS) along each of the functionally classified corridors for vehicles, pedestrians, bicycles and transit. This will be

accomplished using two primary data sources: Streetlight data and existing city or Metro COG owned GIS Shapefiles. Streetlight data would include vehicular speeds, ADTs, truck percentages, daily distributions, and origins and destinations. GIS Shapefiles would include pedestrian and bicycle facilities, transit routes and timing, pavement conditions, ADTs, parking and others. Only functionally classified roadways will be evaluated. MMLOS standards will be developed for each functional classification. A complete MMLOS map will be generated for each mode of travel, as well a combined MMLOS map.

Network Safety Analysis

The Consultant will use the proprietary tool GAZER to complete a high-level network safety review that identifies intersections, links, and corridors with overrepresented crash rates or trends. The tool will generate City-wide crash hot spot maps, proactively assess improvement strategies, and generate reports.

Intersection Review

Aggregating the results from the MMLOS assessment, network safety assessment and an additional layer of intersection ADT cross-product analysis, the consultant will identify any functionally classified roadways that are deficient in the areas of efficiency, safety, and/or traffic control. A map will be developed to illustrate potential intersections of concern.

Task 3.7: Foundations Report

The key outcomes of the Planning Foundations task will be compiled into a Foundations Report that defines the project goals, the City's multimodal needs, and summarizes the existing direction provided in previous plans and document. The report will be developed consistent with project branding standards and will be intentionally brief with an emphasis on graphics. The Consultant will provide the draft plan to the Client for review and will finalize the plan based on a single consolidated set of comments.

Task 3 Deliverables:

- Data Needs Request
- A draft and final Foundations Report, to be included in the final plan document, including:
 - Previous Transportation Recommendations Map
 - Future Land Use Map
 - Plan Guiding Principles
 - Policy Inventory Summary
 - Multimodal Needs Assessment

TASK 4: POLICY & MOBILITY INTEGRATION

Task 4.1: Policy Diagnostic

Option 1 (If Policies and Processes are well documented)

The policy diagnostic will build on the policy inventory developed in Task 3 to define the major challenges and organizational barriers occurring as a result of current processes. The Consultant will analyze each of the policies inventoried and identify each as:

- Relevant and should be carried forward
- Relevant but in need of updated standards
- Obsolete and should not be carried forward

After the assessment of existing policy is complete, the Consultant will work with the Client to identify major policy gaps where the development of new policy may be beneficial. Typically, these are the policies that often deal with emerging and contemporary topics, such as emerging technologies, Vision Zero, micro- and shared mobility, and transit-oriented development.

The findings from the from the Policy Diagnostic will be presented to the Technical Stakeholder Groups, and their input will help refine the identified challenges and confirm major takeaways. The Policy Diagnostic results will be summarized in a brief memo, including key focus group takeaways. The Consultant will provide a draft memo to the project leadership team for comments and will finalize the memo based on one round of consolidated comments.

Option 2 (If Policies and Processes are not well documented)

The policy diagnostic will build on the policy case studies developed in Task 3. The Consultant will analyze the case studies presented to define specific challenges, barriers, and missed opportunities occurring as a result of current processes.

After the assessment of existing policy is complete, the Consultant will work with the Client to identify major policy gaps where the development of new policy may be beneficial. Typically, these are the policies that often deal with emerging and contemporary topics, such as emerging technologies, Vision Zero, micro- and shared mobility, and transit-oriented development.

The findings from the from the Policy Diagnostic will be presented to the Technical Focus Groups, and their input will help refine the identified challenges and confirm major takeaways. The Policy Diagnostic results will be summarized in a brief memo, including key focus group takeaways. The Consultant will provide a draft memo to the project leadership team for comments and will finalize the memo based on one round of consolidated comments.

Task 4.2: Street Design Principles

The Consultant will prepare a unique street design typology map and street design guidance. In coordination with the Client, the Consultant will produce a consolidated land use map summarizing the City's current land use character areas into up to four (4) character types. The Consultant will also produce a functional class map showing the current classification of all City roadways, as well as any anticipated future functionally classified roadways. The map will be produced based on data provided by the Client, and classifications may be combined or modified to include a compact and useful set of categories. Any modification or combination of categories will be completed in coordination with the Client. The modified land use and functional class data will then be combined to create a street

typology system that provides street design guidance based on desired land use character and street function.

High-level design guidance will be provided for each street typology, to include example cross sections and a street design table that conveys typical design considerations. Specific information included in the design tables will be finalized in coordination with the Client, but may include number and width of lanes, design speed, and multimodal accommodations. The information provided in the Street Design Table will build on and update existing design guidance provided in previous planning documents.

- Finalize and tweak Street Design Matrix
- Recommend tweaking to focus on priority bikeways/transitways instead of low and high-speed streets

New tasks:

- Development of Multimodal toolkit
 - Roadway
 - Bicycle
 - Pedestrian
 - Transit

Task 4 Deliverables:

- Policy Diagnostic Memo with Focus Group takeaways
- Street Design Typology Map, consisting of consolidated land use and modified functional classifications
- Street Design Table providing information and example cross sections for each typology

TASK 5: IMPLEMENTATION GUIDEBOOK

Task 5.1: Policy Modernization

Based on the findings from the policy inventory and policy diagnostic tasks, the Consultant will prepare recommendations to modernize the city’s transportation policies and processes. Recommendations will be based on national best practices, professional judgment, and stakeholder input. The Consultant will work with the Client to identify up to ten (10) top policy priorities. Each policy priority will be documented as a one-page guide that identifies key recommendations, next steps, goals, and responsible parties. These one-page summaries will be graphical and are intended to be included in the final plan documentation. A draft of the policy recommendations will be provided to the Client for review, and the recommendations will be summarized based on a single round of consolidated edits provided by the Client.

- Tweak/update existing policy recommendations as necessary

Task 5.2: Roadway Master Plan

The mapping, multimodal needs assessment, and street design principles developed earlier in the project will be combined to create a single, roadway master plan that aligns previous efforts with current goals and provides functional design guidance for every functionally classified thoroughfare in the City of Fargo. This guidance will align relevant recommendations from corridor plans, small area plans, and mode specific plans, and integrate a context-sensitive approach to street design to develop a multimodal street network that serves each area appropriately. The plan will consist of a single consolidated map to provide basic street design guidance for every corridor.

As part of this roadway master plan, more refined analysis will create a vision plan for up to ten (10) locations (corridors or intersections) in the City of Fargo. These locations will be selected based on Client input and results from the multimodal needs assessment. Using intuition, professional judgment, and multimodal best practices, the study team will develop concepts that apply the street design principles and policy guidance developed throughout the plan. This may include qualitative assessments and high-level quantitative assessments of the conditions for all modes (vehicles, pedestrians, cyclists, transit users, parking, ride-hailing, safety, and cost and impacts).

The Master Plan map and corridor and intersection concepts will be developed in close coordination with the Client and will be presented in a graphic manner similar to the Downtown Fargo Playbook.

- Update roadway master plan to reflect conflict resolution exercise (identify bicycle and transit priority corridors)
 - Better explain neighborhood commercial nodes (how it influences street design)
- Include identification of new connections
- Edit existing corridor concepts work to focus on “lessons learned” – no additional analysis needed

Task 5.3: Action Plan

The roadway recommendations and policy modernization will be brought together through a detailed action plan matrix. The content of this matrix will include information most relevant to the City of Fargo, and may include elements such as measurable goals, likely cost, who is best positioned to lead, what partners need to be engaged, and potential funding sources. The action plan will be documented in an easy-to-understand playbook that is also graphically memorable and easy to use.

- Tweak/update action plan to reflect new additions

Optional Task 5.4: Peer Agency Learning Sessions

As part of the Policy Modernization exercise, the Consultant team will facilitate up to three (3) learning sessions with peer agencies from across the country who have found success navigating major challenges. The peer agencies will be identified in coordination with the Client based on major challenges and recommendations the Client would like to further explore. These learning sessions will include an informal interview process to probe key lessons learned through previous experience and will be documented in a summary for the client’s benefit. Any key takeaways from the peer learning sessions will be incorporated into the Policy Modernization recommendations and action plan.

Task 5 Deliverables:

- Up to ten (10) one-page policy guides for inclusion in the final report
- Roadway Master Plan Map
- Vision Plans for up to ten (10) locations within the City, including up to two concepts per corridor and an alternative comparison matrix.
- Action Plan Matrix documenting key recommendations and next steps
- Optional: Peer Agency Learning Session summary

TASK 6: DOCUMENTATION AND APPROVAL

Task 6.1: Final Plan Document

The Consultant will compile information from the previous tasks into a final report. This document will be attractive and graphically focused documents they are easy to understand for people from all backgrounds and of all abilities. The Consultant will provide the final document to the project team at least one month before the approval process is set to begin for review and comments. The document will be revised based on one single round of consolidated Client comments, and the document will be posted for public and elected official review on the project webpage. The Client will be responsible for advertising the availability of the plan and collecting any comments. The plan will be finalized following adoption based on any comments received through the public review and adoption process.

- Update of existing content to create new final plan document

Task 6.2: Adoption Support

The Consultant will support the Client through the plan's adoption process and assist in communication of the plan's concepts and outcomes. The Consultant will produce a single-page plan handout to be distributed to commission and board members. The handout will support the final plan by answering frequently asked questions and providing any necessary background on the process necessary to facilitate adoption. The Consultant will attend and facilitate discussion at up to two (2) board or commission meetings where adoption is considered (selected in coordination with the project team), and will provide a presentation for use by the Client to facilitate any further adoption hearings.

- Consultant present at city council adoption hearing
- Roadshow presentation

Task 6.3: Technical Data and Digital Files

The Consultant will compile necessary technical documentation (e.g. spreadsheets, GIS map packages, and geodatabases) and data files (e.g. high-resolution graphics, maps) for delivery to the Client via USB or ShareFile.

- Provide all files and data to City

Task 6 Deliverables:

- Draft final plan for project team review

- Final draft plan for public review and adoption process
- Final Plan document based on public review (10 bound hard copies and PDF)
- All electronic project files
- Project Handout/Fact Sheet
- Adoption presentation content

Task No.	Task Description	L Statz Project Manager \$ 148	B Bartz/J Guy QC/Advisory \$ 277	Barrett/Caroline Analyst \$ 109	Task Hours	Task Fee	
1	Project Management and Coordination	36	0	10	46	\$ 6,398.48	
	Ongoing Project Team Coordination Meetings (up to 4)	4			4	\$ 590.02	
	SRC Meetings	20		10	30	\$ 4,038.41	
	Concurrent Planning Process Coordination	8				\$ 1,180.03	
	Project Management Updates	4				\$ 590.02	
2	Stakeholder and Public Engagement	60	0	10	70	\$ 9,938.58	
	Elected & Appointed Officials Work Sessions	60		10	70	\$ 9,938.58	
4	Policy and Mobility Integration	25	3	60	88	\$ 11,048.63	
	Street Design Principles	15	3	30	48	\$ 6,308.62	
	Multimodal Toolkit	10		30	40	\$ 4,740.01	
5	Implementation	35	3	80	118	\$ 14,700.32	
	Policy Modernization	10	2	10	22	\$ 3,117.42	
	Roadway Master Plan	20		60	80	\$ 9,480.03	
	Action Plan	5	1	10	16	\$ 2,102.87	
6	Approval	45	10	80	135	\$ 18,114.56	
	Draft Plan Documentation	15	5	40	60	\$ 7,951.00	
	Final plan Documentation	10	3	30	43	\$ 5,571.10	
	Council Presentation	10				\$ 1,475.04	
	PPT development	10	2	10	22	\$ 3,117.42	
	Total Hours	201	16	240	457		
	<i>Raw rate</i>	\$ 44.73	\$ 84.00	\$ 33.00			
	Labor Costs						\$ 18,253.93
	Overhead					194.46%	\$ 35,496.58
	Fixed Fee					12%	\$ 6,450.06
	Total KH Labor Costs						\$ 60,200.57
	Travel Costs (assume up to 4 trips for one person)						\$ 1,160.00
	Materials and Supplies Costs						\$ -
	Total Cost						\$ 61,360.57

Remaining Contract budget

\$ 16,383.92

Amendment Needed

\$ 44,976.65