

537th Transportation Technical Committee
Fargo-Moorhead Metropolitan Council of Governments
THURSDAY, January 12, 2023 – 10:00 a.m.
Metro COG Conference Room
AGENDA

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| 1. Call to Order and Introductions | |
| 2. Approve the Agenda | Action Item |
| 3. Consider Minutes of the December 8, 2022 TTC Meeting | Action Item |
| 4. Public Input Opportunity | Public Input |
| 5. 2023-2026 TIP Amendment #3 | Action Item |
| 6. F-M Metro Bicycle & Pedestrian Plan | Action Item |
| 7. F-M Regional ITS Architecture Plan | Action Item |
| 8. Electric Vehicle Readiness Study Request for Proposals | Action Item |
| 9. Metropolitan Transportation Plan 2050 Request for Proposals | Action Item |
| 10. Performance Measures Update | Information Item |
| 11. 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 | |
| 12. Additional Business | Information Item |
| 13. Adjourn | |

REMINDER: The next TTC meeting will be held **Thursday, February 9, 2023** at 10:00 a.m.

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_R7d0IBkuSqWQ9pMNU6UBIQ

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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**536th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, December 8, 2022 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Julie	Bommelman	City of Fargo, MATBUS
Maegin	Elshaug	City of Fargo Planning (alternate for Nicole Crutchfield)
Jeremy	Gorden	City of Fargo Transportation Engineering
Cindy	Gray	Metro COG
Jace	Hellman	City of Horace – Community Development Director
Robin	Huston	City of Moorhead Planning
Don	Lorsung	City of Dilworth Community Development
Aaron	Nelson	West Fargo City Planning
Grace	Puppe	Cass County Planning
Mary	Safgren	MnDOT – District 4
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:

Jason	Benson	Cass County Highway Engineering
Nicole	Crutchfield	City of Fargo Planning (alternate present)
Matthew	Jacobson	Clay County Planning
Kelly	Krapu	Freight Representative - TrueNorth Compliance Service
Joe	Raso	GFMEDC
Justin	Sorum	Clay County Engineering

Others Present:

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Ethan	Bialik	Moore Engineering
Angie	Bolstad	Stantec
Jaron	Capps	Metro COG
Luke	Champa	SRF
Dylan	Dunn	Moore Engineering
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Sharijad	Hasan	NDSU/UGPTI
Matthew	Huettl	HDR
Joe	Klein	MnDOT
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	MnDOT
Bobbi	Retzlaff	FHWA – MN
Kristen	Sperry	FHWA – ND
Kalvin	Strecker	Houston Engineering

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on December 8, 2022 by Chair Gray. A quorum was present.

2. Approve the 536 TTC Meeting Agenda

Chair Gray asked if there were any questions or changes to the 536 TTC Meeting Agenda.

**Motion: Approve the 536 TTC Meeting Agenda.
Mr. Hellman moved, seconded by Mr. Lorsung
MOTION, PASSED.
Motion carried unanimously.**

3. APPROVE November 10, 2022 TTC MEETING MINUTES

Chair Gray asked if there were any questions or changes to the November 10, 2022 TTC Meeting Minutes.

**Motion: Approve the November 10, 2022 TTC Minutes.
Mr. Atkins moved, seconded by Mr. Hellman
MOTION, PASSED
Motion carried unanimously.**

4. Public Comment Opportunity

No public comments were made or received.

5. 2021-2022 Unified Planning Work Program Amendment #7

Ms. Gray presented amendment #7 to the 2021-2022 Unified Planning Work Program (UPWP). Staff hours were approximately 300 less than budgeted due to a staff change mid-year that resulted in an unfilled position for a period of two months. Some of the hours were made up by an increase in intern time, but at a much lower hourly rate. We anticipated this, and used approximately \$15,500 in carryover funds from 2021 and \$17,000 of the unused 2022 operations budget in the last UPWP amendment (#6) to purchase the Urban SDK license.

Metro COG's 2022 overhead expenditures are very close to the amount budgeted. The table in the staff memo shows estimated and actual overhead expenses for the year. The only category that went overbudget is the maintenance of traffic count equipment.

An estimated \$31,653 remains in the 2022 overhead budget, which Metro COG recommends carrying over into the 2023 budget. We recommend shifting \$700 from Category 800a, the travel/training budget to cover the overage in 800p, traffic count equipment maintenance.

The recommended 2022 year-end amendment is summarized as follows:

- Amend the staff hours and costs as discussed
- Amend the overhead budget to shift \$700 from 800a to 800p to cover the overage in traffic count equipment maintenance.

- Amend the UPWP to carry over \$32,000 in remaining overhead funds into 2023. The proposed amendments to the 2023-2024 UPWP will address how these funds will be used.

Motion: Recommend approval to the Policy Board of the 2022 year-end UPWP Amendment, consisting of the changes identified below:

- Amend the staff hours and costs as shown in the table on p. 1.
- Amend the overhead budget to shift \$700 from 800a to 800p to cover the overage in traffic count equipment maintenance.
- Amend the UPWP to carry over \$32,000 in remaining overhead funds into 2023. The proposed amendments to the 2023-2024 UPWP will address how these funds will be used.

Mr. Atkins moved, seconded by Mr. Lorsung

MOTION, PASSED

Motion carried unanimously.

6. 2023-2024 Unified Planning Work Program Amendment #1

Ms. Gray presented amendment #1 to the 2023-2024 Unified Planning Work Program (UPWP). The purpose of this amendment is to consider additional projects to utilize approximately \$210,000 in unprogrammed CPG funds for the 2023 work program and approximately \$32,000 in unused 2022 overhead funds, for a total of approximately \$244,000.

She stated that since completion of the 2023-2024 UPWP earlier this fall, a few other project requests have been put forth that were not under consideration when we prepared the 2023 budget or the 2023-2024 UPWP. We do not have enough funding in our 2023 budget to do all of the projects, and at this time, we don't have flexibility in our 2024 budget either, so it will be important to choose carefully and focus broadly on the future transportation needs of the region.

The projects that have been suggested are as follows:

- West Metro Perimeter Highway Study – Cass County (referred to as a ring route in the interstate operations analysis)
- Horace Downtown Neighborhood Plan – City of Horace
- BNSF Railroad Grade Separation Study at 14th St NE in Dilworth – No local sponsor identified at this time

In addition to these projects, interest has also been expressed in moving the beginning of the Heartland Trail Study up into 2023. The project has been programmed to begin in 2024 and be completed in 2025.

Ms. Gray stated that the West Metro Perimeter Highway Study is recommended as the highest priority project for the use of CPG funds, because it has the highest level of regional planning significance and is important from a timing perspective due to the short-term need to sell the excess right-of-way purchased for the diversion.

The Horace Downtown Neighborhood Plan is recommended for partial funding because it is significantly less regional in nature and more focused on a neighborhood planning process. Metro COG could provide staff assistance for the project to supplement funds. The challenge with a project of this size is that the federal funding pushes it into a full Qualifications Based Selection (QBS) process, which is expensive for consultants to go through in pursuit of a small-scale project. The City of Horace will need to take this into consideration.

Ms. Gray stated that the BNSF project in Dilworth is not recommended as a CPG-funded project at this time. She stated that a feasibility study would need to get into some level of preliminary engineering, which is difficult or not allowed to be incorporated into a CPG-funded project. She said that past studies have documented the intended location, and she is open to further discussion, but the incorporation of this project at this time isn't recommended with CPG funding. Furthermore, more funding than what we have available would likely be needed. Mr. Lorsung said that it is very rare for BNSF to want to partner or do any updates/construction, and we should seize the opportunity before we lose it. Ms. Safgren said that MnDOT likely will not be the lead local partner on a project like this. Ms. Gray stated there are other opportunities for funding that would allow for more engineering work to occur as part of the project.

Motion: Recommend approval of amendment #1 to the 2023-2024 Unified Planning Work Program to the Policy Board
Mr. Hellman moved, seconded by Ms. Huston
MOTION, PASSED
Motion carried unanimously.

7. Public Participation Plan Update Adoption

Ms. Gray presented the updated Public Participation Plan. In October, 2022, the TTC and Policy Board approved the opening of the required 45-day public comment period for the updated Public Participation Plan.

Public notice was published in The Forum on October 26, 2022 and November 16, 2022. Metro COG's mailing list was also used to notify the public about the opportunity to comment on the document, and the opportunity to comment was also posted on our website. A press release was also sent out to regional media outlets.

One comment was received by a member of the public describing the document as "wordy" and suggesting that an Executive Summary be provided. The document contains a table of contents and an introductory section that allows the reader to quickly determine the purpose of the document and the location of relevant information. This is not the type of document that would benefit from a separate Executive Summary, so thus far, none has been provided.

Mr. Zacher said that he should have comments submitted by the end of the day, as the comment period is still open until Friday, December 9.

Motion: Recommend approval and adoption of the Public Participation Plan Update to the Policy Board
Mr. Lorsung moved, seconded by Ms. Huston
MOTION, PASSED
Motion carried unanimously.

8. Transit Section 5310/5339 Grant Applications

Mr. Farnsworth presented the Transit Section 5310 and 5339 Grant applications. The NDDOT recently solicited applications for annual transit grants under FTA Section 5310 and Section 5339. Section 5310 provides funding for transit projects that improve mobility for the elderly and persons with disabilities while Section 5339 provides funding for transit projects that involve replacement of buses, improvements to bus facilities, and more. Awarded projects involving ADA-accessible vehicles are funded up to 85% Federal funds with a required 15% local match; awarded capital projects (including mobility manager salaries) are funded up to 80% Federal funds with a required 20% local match; and operations requests are awarded 50% Federal funds with a required 50% local match.

All applicants with projects within Metro COG's planning area are required to submit their applications to Metro COG for review and approval by Metro COG's Policy Board. Two applicants submitted applications – the City of Fargo and Handi-Wheels.

Below are the FTA Section 5310 and 5339 projects Metro COG has received. The 5310 and 5339 applications will be submitted to NDDOT before the December 30th, 2022 deadline.

Section 5310 – Urban

- Mobility Manager (submitted by City of Fargo)
 - Total cost: \$102,000 (\$81,600 Federal / \$20,400 local)
 - Eligible funding match: 80% Federal / 20% local
- General Operations (submitted by Handi-Wheels)
 - Total cost: \$60,000 (\$30,000 Federal / \$30,000 local)
 - Eligible funding match: 50% Federal / 50% local

Section 5339 – Urban (Submitted by City of Fargo)

- Replacement of a 35-foot fixed route bus
 - Total cost: \$575,000 (\$488,750 Federal / \$86,250 local)
 - Eligible funding match: 85% Federal / 15% local
- Replacement of a 35-foot fixed route bus
 - Total cost: \$575,000 (\$488,750 Federal / \$86,250 local)
 - Eligible funding match: 85% Federal / 15% local
- Replacement of a paratransit vehicle
 - Total cost: \$145,000 (\$123,250 Federal / \$21,750 local)
 - Eligible funding match: 85% Federal / 15% local
- Replacement of a paratransit vehicle
 - Total cost: \$145,000 (\$123,250 Federal / \$21,750 local)
 - Eligible funding match: 85% Federal / 15% local
- Finalize renovation of GTC bus deck
 - Total cost: \$1,000,000 (\$800,000 Federal / \$200,000 local)

- Eligible funding match: 80% Federal / 20% local
- Purchase of paratransit and fixed route AVL/AVA software/hardware
 - Total cost: \$700,000 (\$560,000 Federal / \$140,000 local)
 - Eligible funding match: 80% Federal / 20% local
- Replacement service vehicle (skid steer)
 - Total cost: \$64,000 (\$51,200 Federal / \$12,800 local)
 - Eligible funding match: 80% Federal / 20% local

Motion: Recommend Policy Board approval of the FTA Section 5310 and 5339 transit grant applications as shown above.

Ms. Bommelman moved, seconded by Ms. Van Beek

MOTION, PASSED

Motion carried unanimously.

9. Electric Vehicle Readiness Study

Metro COG has drafted an RFP for an electric vehicle (EV) readiness study for the Fargo-Moorhead metropolitan area. It is envisioned that this study will provide local jurisdictions with public understanding of EV feasibility and benefits, assist in identifying current and potential barriers to EV adoption, and inform cities, counties, and other planning partners on infrastructure-related best practices to meet current and future EV needs of the metropolitan area. This is similar in scope to plans developed by cities and regional areas throughout the United States, which take an impartial look at EV trends and how best communities should lay the groundwork to become EV-ready. This study will also tie into recent National Electric Vehicle Infrastructure (NEVI) plans completed by NDDOT and MnDOT, including goals, strategies, and key takeaways identified in each plan.

TTC members are encouraged to reach out with any questions regarding this study. The RFP will be brought forward for consideration by the TTC and Policy Board in either January or February.

10. 2023-2026 Transportation Improvement Program Amendment #2

Mr. Bervik presented amendment #2 to the 2023-2026 Transportation Improvement Program (TIP).

A public notice was published in The Forum of Fargo-Moorhead on Wednesday, November 30, 2022, which advertised the public meeting, detailed how to request more information, and provided information on how to make public comment regarding the proposed amendment. The public notice advertised that all public comments will be accepted until 12:00 p.m. (noon) on Thursday, December 15, 2022. No written comments have been received.

The proposed amendment to the 2023-2026 TIP is as follows:

1. **Modification of Project 9200031:** NDDOT is rehabilitating the 25th Street I-94 interchange (2023). The project cost increased by 132%.
2. **Modification of Project 9221006:** NDDOT will be repairing a slide along Main Avenue in West Fargo (2023). The project year was shifted from 2024.
3. **Modification of Project 9231005:** NDDOT will be reconstructing the I-94 interchange at Lynchburg. (2024) The project year shifted from 2025.

4. **Modification of Project 9231005:** Moorhead Transit will be purchasing a new utility vehicle (2023). The project description is being modified.
5. **New Project 4232020:** City of Fargo construction of new shared use path along the Red River between 35th Avenue South and 40th Avenue South (2024). This is for the federal funding in fiscal year 2024 for 4232021.
6. **New Project 4232021:** City of Fargo construction of new shared use path along the Red River between 35th Avenue South and 40th Avenue South (2025). This is for the federal funding in fiscal year 2025 for 4232020 and the local portion.
7. **New Project 4232022:** City of Fargo construction of a shared use path and drain crossing on Drain 27. This project will connect two existing trail networks (2025).
8. **New Project 7232023:** City of Horace construction of a shared use path along the east side of Country Road 17. (2024).

Motion: Recommend approval of Amendment #2 of the Metro COG 2023-2026 Transportation Improvement Program (TIP) to the Policy Board.

Mr. Hellman moved, seconded by Mr. Gorden

MOTION, PASSED

Motion carried unanimously.

11. 2023-2024 NDDOT MPO Contract

Ms. Gray presented the 2023-2024 Metropolitan Planning Organization (MPO) Grant contract with North Dakota Department of Transportation (NDDOT). This contract sets forward the agency's planning activities and funding for the next two years, according to the 2023-2024 UPWP.

12. Agency Updates

Fargo – 52nd Ave construction, city growth plan interviewing consultants

Moorhead – 12th avenue/20th street South railroad crossing has a pre-signal installed (first of its kind in the region). 2022 Comprehensive Plan completed, starting process for Southwest Growth Plan.

MATBUS – Dilworth transit hub construction update

West Fargo – Downtown Master Plan grant from ND

Dilworth – TH10 Stakeholder meeting yesterday

Horace – Land Use Ordinance close to completion

Cass County – 76th Ave/45th St connection working well, 52nd Ave Roundabout bidding open

NDDOT – Functional Class training in February

MnDOT – staffing changes, Carbon Reduction Program FY23/24 bid opening

FHWA – staffing changes and openings

13. Additional Business

No additional business

14. Adjourn

The 536 Regular Meeting of the TTC was adjourned on December 8, 2022 at 11:25 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD January 12, 2023, 10:00 A.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant

To: Transportation Technical Committee
From: Paul Bervik, Assistant Transportation Planner
Date: January 6, 2022
Re: **2023-2026 Transportation Improvement Program (TIP) Amendment #3**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) will hold a virtual public meeting via Zoom Video Communications on Thursday, January 19, 2023 at 4:00 p.m. to consider public comments regarding a proposed amendment to the 2023-2026 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2023-2026 TIP reflects modified federally funded projects within the Metropolitan Planning Area (MPA).

A public notice was published in The Forum of Fargo-Moorhead on Wednesday, January 4, 2023, which advertised the public meeting, 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, January 19, 2023. As of the writing of this memo, no written comments have been received.

The proposed amendment to the 2023-2026 TIP is as follows:

1. **Modification of Project 1220005:** Construction of a shared-use path in Horace, ND (2023). The project cost decreased by 0.2%. Federal and local cost share of the project shifted.
2. **Modification of Project 1220006:** Third-phase of construction of a shared-use path along County Road 17 in Horace, ND (2023). The project cost decreased by 11.4%. Federal and local cost share of the project shifted.
3. **Modification of Project 5230001:** Purchase of AVA/AVL System (2023) for fixed-route transit vehicles by Moorhead Transit. The project cost increased by 20%.
4. **Modification of Project 5230002:** Purchase of paratransit scheduling software (2023) by Moorhead Transit. The project cost increased by 20%.
5. **Modification of Project 9162667:** Rehabilitation of 10.9 miles of I-94W with a thin mill and overlay from East of Casselton to near Fargo (2023) by NDDOT. The project cost increased by 55.9%.
6. **Modification of Project 9231003:** Pavement marking (2023) within NDDOT – Fargo District. The project cost increased by 48.2%.
7. **Modification of Project 5210020:** Construction of transit hub improvements at Walmart in Dilworth, MN (2023) by Moorhead Transit. Change in project description.
8. **Modification of Project 9210005:** Installation of High-Tension Cable Median Guardrail along I-29 from County Road 20 to south of Argusville (2024) by NDDOT. The project year shifted from 2023.

9. **Modification of Project 9220039:** Installation of High-Tension Cable Median Guardrail along I-29 from south of Argusville to Gardner (2024) by NDDOT. The project year shifted from 2023.
10. **Modification of Project 9221002:** Installation of a Wrong Way Detection System on I-29 at Exist 69 (2024) by NDDOT. The project year shifted from 2023.
11. **Modification of Project 9221004:** Upgrading lighting to LEDs at various locations throughout Fargo District (2024) by NDDOT. The project description was updated.
12. **Modification of Project 9221005:** Rehabilitating the shoulder of ND 46 (2026) by NDDOT. The project year shifted from 2025.
13. **New Project 5233024:** Purchase of software for Moorhead, MN (2023) by City of Moorhead.
14. **New Project 5233025:** Construction of transit hub improvements at Walmart in Dilworth, MN (2023) by Moorhead Transit.
15. **New Project 8233026:** Improving interchange lighting on I-94 at exits 22, 24, 32, 38, 56, 67, 77(2024) by MNDOT.
16. **New Project 9233027:** Rehabilitating the bridge deck of the Cass County Legal Drain 14 crossing on 37th Street NE (2023) by NDDOT.
17. **New Project 9233028:** Rehabilitating the bridge deck, approach slab and guardrail of the I-29 and ND46 interchange (2026) by NDDOT.
18. **New Project 9233029:** Rehabilitating the bridge decks with an over lay and spall repair on the swan creek and I-94 bridges (2026) by NDDOT.
19. **New Project 9233030:** Rehabilitating two bridges with new coatings (paint crack sealing, and bridge deck seal) on I-29 at the interchanges of ND 46 and I-94 (2026) by NDDOT.

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

Requested Action: Recommend approval of Amendment #3 of the Metro COG 2023-2026 Transportation Improvement Program (TIP) to the Policy Board.

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits From To	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
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Amendment 3 - 2023-2026 Metro COG TIP

Existing projects with a change in cost

Cass County	1220005 23242-8027	2023	Center Ave	0.3	Wall Ave Nelson Drive	Center Ave Multi-Modal Improvement in Horace, ND (City of Horace Co-Sponsor)	Bike/Ped	\$166,000 \$166,250	TA	Local	\$134,344 \$120,329 \$31,656 \$45,921
Cass County	1220006 23241-8021	2023	CR 17	0.3	76th Ave S 73rd Ave S	Construction of a Shared Use Path - Phase 3 (City of Horace Co-Sponsor)	Bike/Ped	\$302,000 \$341,145	TA	Local	\$244,409 \$246,915 \$57,591 \$94,230
Moorhead Transit	5230001 TRF-0034-23H	2023	Transit			Sect 5339: Purchase Equipment (AVA/AVL System) (ITS) (Includes Sect: 5339)	Transit Capital	\$241,800 \$201,500	FTA 5339	Local	\$193,440 \$161,200 \$48,360 \$40,300
Moorhead Transit	5230002 TRF-0034-23J	2023	Transit			Sect 5339: City of Moorhead, Replace Paratransit Scheduling Software	Transit Capital	\$30,000 \$25,000	FTA 5339	Local	\$24,000 \$20,000 \$6,000 \$5,000
NDDOT	9162667 22599-8007	2023	I-94W	10.9	E Casselton Near W Fargo	Thin Mill and Overlay	Rehabilitation	\$4,521,200 \$2,900,000	IM	State	\$4,069,080 \$2,610,000 \$452,120 \$290,000
NDDOT	9231003 23799	2023				VAR HWYS - VAR HWYS - FARGO DISTRICT PAVEMENT MARK	Safety	\$1,482,300 \$1,000,000	HES	State	\$1,185,840 \$800,000 \$296,460 \$200,000

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits From To	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
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Amendment 3 - 2023-2026 Metro COG TIP

Existing projects with a non-cost change

Moorhead Transit	5210020 TRF-0034-23K	2023	Transit			Transit Hub Improvements - Dilworth Walmart Connected to 5233025. Transit Hub Improvements - Dilworth Walmart	Transit Capital	\$250,000	FTA 5307	Local	\$200,000 \$50,000	
NDDOT	9210005 22888-8030	2024 2023	I-29	8.1	CR 20	S of Argusville Interchange	High Tension Cable Median Guardrail (HTCMG)	Safety	\$2,040,000	HSIP	State	\$1,836,000 \$204,000
NDDOT	9220039 23330	2024 2023	I-29	8.6	S of Argusville Interchange	Gardner Interchange	High Tension Cable Median Guardrail (HTCMG)	Safety	\$2,656,000	HSIP	State	\$2,390,000 \$266,000
NDDOT	9221002	2024 2023	I-29		I-29 @ Exit 69		Wrong Way Detection System (ITS) (Total project cost reflects statewide estimates. Cost estimate for the Fargo MPA is \$82,728)	Safety	\$777,423	HSIP	State	\$699,681 \$77,742
NDDOT	9221004 23280	2023	Fargo District		52nd Ave S, University Dr, Main Ave, 12th Ave N, 19th Ave N		LED Lighting Upgrade ***Pending*** LED Lighting Upgrade	Rehabilitation	\$1,000,000	Non NHS-S	State	\$800,000 \$200,000
NDDOT	9221005 23390	2026 2025	ND 46		9.0 East of Enderlin E	I-29	Minor Rehabilitation Including Shoulder Repair	Rehabilitation	\$5,300,000	Non NHS-S	State	\$4,240,000 \$1,060,000

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits From To		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
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Amendment 3 - 2023-2026 Metro COG TIP

The following are new projects.

City of Moorhead	5233024	2023	Moorhead				Software Purchase. Moorhead may choose to use the purchase of a computer as part of their local match	Safety	\$60,000	CRP	Local	\$50,000 \$10,000
Moorhead Transit	5233025 TRF-0034-23K	2023	Transit				Transit Hub Improvements - Dilworth Walmart Connected to 5210020.	Transit Capital	\$84,000	CRP	Local	\$70,000 \$14,000
MNDOT	8233026 5690-152	2024	I-94 at 5 Interchanges				ON I94, INTERCHANGE LIGHTING AT EXIT 22, 24, 32, 38, 56, 67, 77 (22 and 24 are within the MPA)	Safety	\$1,200,000	HSIP	State	\$960,000 \$240,000
NDDOT	9233027 23628	2023	2.5 Miles East of Mapleton on the Frontage Road South of I-94			Intersection of 37th Street NE and Cass County Legal Drain 14	Bridge Deck Replacement (#0010-013.192)	Rehabilitation	\$528,500	IIJA	State	\$422,800 \$105,700
NDDOT	9233028 23905	2026	I-29 Interchange		ND 46	I-29	Various Structures on I-29 - Fargo District Deck Replacement, Approach Slab Replace, Guardrail (#0029-048.182)	Rehabilitation	\$1,439,000	IM	State	\$1,295,100 \$143,900
NDDOT	9233029 23906	2026	I-94 Interchange		Swan Creek	I-94	Various Structures on I-94 - Fargo District Deck Overlay, Spall Repairs (#0094-334.998L & #0094-334.998R)	Rehabilitation	\$674,900	IM	State	\$607,410 \$67,490
NDDOT	9233030 23907	2026	I-29 Interchange I-29/I-94 Interchange			I-29	Various Structures on I-29 - Fargo District Structure Paint, Crack Sealing, Bridge Deck Seal (#0029-048.182 I-29 & ND 46)(#0029-063.267 I-29 & I-94)	Rehabilitation	\$2,125,800	NH	State	\$1,700,640 \$425,160



To: Transportation Technical Committee
From: Dan Farnsworth, Transportation Planner
Date: January 6, 2023
Re: **Fargo-Moorhead Metro Bicycle & Pedestrian Plan**

In June of 2021 Metro COG began the Fargo-Moorhead Metropolitan Bicycle & Pedestrian Plan Update. Every five years Metro COG, in cooperation with the local jurisdictions, updates the Bicycle & Pedestrian Plan.

This plan was guided by a 23-member study review committee with representation from local jurisdictions, parks departments, local health agencies, citizens, and more. Public engagement was also held twice throughout Plan's development. Upon completion of the final plan, presentations were made to all local elected bodies and some planning commissions. The plan has received broad support.

The Plan including the Plan's appendices can be found on Metro COG's website at the following link:

<https://www.fmmetrocog.org/projects-rfps/BikePedPlan21/project-materials>.

Requested Action: Recommend Policy Board approval of the 2022 Fargo-Moorhead Metropolitan Bicycle & Pedestrian Plan.

To: Transportation Technical Committee
From: Dan Farnsworth, Transportation Planner
Date: January 6, 2023
Re: **Fargo-Moorhead Regional ITS Architecture Plan Update**

In early 2022 Metro COG in cooperation with the Upper Great Plains Transportation Institute's Advanced Traffic Analysis Center (ATAC) began the Fargo-Moorhead Regional ITS Architecture Plan Update.

ITS, or Intelligent Transportation Systems, uses technology and communication to improve traffic flow, improve transportation safety, and notify roadway users of current traveling conditions. Such ITS in our region can include dynamic message signs, traffic signal coordination, emergency vehicle preemption, and more.

ITS architecture is the blueprint which displays and coordinates the existing and proposed connectivity and interaction of all ITS components in an area or region. The goal of the Fargo-Moorhead Regional ITS Architecture is to guide the implementation of ITS systems and coordinate funding, development, information sharing, and operations of ITS systems in the region. This plan utilizes the latest national standard for ITS architecture (ARC-IT 9.1).

This plan was guided by the Fargo-Moorhead Metropolitan Traffic Operations Working Group which consists of local and state traffic engineers and other applicable stakeholders. In addition, regional stakeholders were contacted to better identify needs and issues and inform the contents of this plan.

The final draft plan can be viewed at the following location:

<https://regional.atacenter.org/fargomhd/downloads/FMRA2022.pdf>

This is the fourth F-M Regional ITS Architecture Plan update, with the last update occurring in 2014.

Requested Action: Recommend Policy Board approval of the Fargo-Moorhead Regional ITS Architecture Plan Update.



To: Transportation Technical Committee
From: Adam Altenburg, AICP
Date: January 5, 2023
Re: **Electric Vehicle Readiness Study RFP**

To prepare for a growing number of plug-in electric vehicles (PEVs) in the Fargo-Moorhead metropolitan area and to better understand the needs and impacts this will have on communities and local governments, Metro COG has prepared an RFP to develop a regional electric vehicle (EV) readiness study.

This study will provide local jurisdictions with public understanding of EV feasibility and benefits, assist in identifying current and potential barriers to EV adoption, and inform cities, counties, and other planning partners on infrastructure-related best practices to meet current and future EV needs of the metropolitan area. This is similar in scope to plans developed by cities and regional areas throughout the United States in recent years, which take an impartial look at EV trends and how best communities should lay the groundwork to become EV-ready. This study will also tie into recent National Electric Vehicle Infrastructure (NEVI) plans developed and completed by NDDOT and MnDOT, including goals, strategies, and key takeaways identified in each plan.

Requested Action: Recommend Policy Board approval the Electric Vehicle Readiness Study RFP.

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2023-204

ELECTRIC VEHICLE READINESS STUDY

JANUARY 20, 2023

APPROVED:

Cynthia R. Gray
Metro COG, Executive Director

METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS (RFP)

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

Electric Vehicle Readiness Study

Selection criteria will follow a qualifications-based review process to analyze proposals from responding consultants. The most qualified candidates will be invited to present an oral interview. Upon completion of technical ranking, oral interviews and possible discussion with candidate consultants, Metro COG will enter into negotiations with the top ranked consulting firm. **Proposals shall be submitted in PDF format. Sealed costs proposals shall be submitted as a hard copy. Both proposal and cost proposal shall be due by the date and time specified below.** 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 cost proposals submitted. This project will be funded in part with federal transportation funds and has a not-to-exceed budget of **\$150,000 dollars**.

Interested firms may request a hard copy of this RFP by telephoning 701.532.5100, or by email at leach@fmmetrocog.org. Copies will be posted on the North Dakota Department of Transportation QBS website (www.dot.nd.gov) and will also be available for download in PDF format at www.fmmetrocog.org.

All proposals received by **4:30 p.m. on Friday, February 24, 2023** at Metro COG's office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Respondents must submit one (1) PDF of the proposal, and one (1) sealed hard copy of the cost proposal. The full length of each proposal should not exceed thirty (30) pages; including any supporting material, charts, or tables.

A PDF of the proposal may be emailed or delivered by USB. Hard copies of sealed cost proposals shall be delivered to the contact below:

Adam Altenburg, AICP
Fargo-Moorhead Metropolitan Council of Governments
One 2nd Street North, Suite 232
Fargo, ND 58102-4807
altenburg@fmmetrocog.org
701.532.5105

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

Note – This document can be made available in alternative formats for persons with disabilities by calling Savanna Leach, Metro COG Office Manager at 701.532.5100 or email at leach@fmmetrocog.org.

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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 local planning partners, for carrying out the metropolitan transportation planning process and other planning issues of a regional nature. Metro COG represents eleven cities and portions of two counties that comprise the Metro COG region in these efforts.

II. Purpose of Request

To prepare and guide electric vehicle (EV) implementation in the Fargo-Moorhead metropolitan area, Metro COG is seeking proposals to develop an Electric Vehicle Readiness Study. The study is intended to assist in coordinating the implementation and siting of appropriate Plug-in Electric Vehicle (PEV) charging infrastructure and inform jurisdictions, government agencies, and other partners in PEV infrastructure-related best practices and funding opportunities to meet the electric vehicle needs of the metropolitan area and its future growth.

III. Project Background and Project Objective

Electric vehicles are gaining traction among consumers, governments, and automakers as battery prices fall and the benefits of EVs increase. Since 2016, virtually every major automobile manufacturer has announced plans to transition to electric or plug-in hybrid vehicles. As cities and regions look to capitalize on the opportunity that EVs can bring, from lower maintenance costs for consumers to better air quality for residents, they also must lay the groundwork for their communities to become 'EV-ready'.

With battery prices coming down, EVs are already among the lowest total cost of ownership vehicles in the passenger car market and will continue to become more affordable for the average consumer. Moreover, EVs can help cities and regions meet air quality goals, save money in city fleets, limit consumer shock to volatile oil and gasoline prices, and more. In an era where an increasing number of cities are setting local goals for reducing energy use and greenhouse gas emissions, facilitating EV deployment is becoming a vital tool in cities' toolbox to achieve energy and sustainability goals.

However, more EVs on the road will require more infrastructure and support, and cities and regional areas will play a huge role in shaping this future.

The objective of this report is to make the Fargo-Moorhead metropolitan area EV ready by developing a vision for electric vehicle readiness, identifying key partnerships and actionable strategies, and facilitating community support for EVs.

IV. Scope of Work and Performance Tasks

Metro COG is seeking a consultant that can not only provide the typical qualifications necessary in the development of the Electric Vehicle Readiness Study but also has the ability to provide pro-activeness, vision, innovation, and collaboration in examining and proposing EV strategies and recommendations.

Outlined below is the scope of work that will guide the development of the Electric Vehicle Readiness 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.

This outline is not necessarily all-inclusive and the consultant may include in the proposal any additional performance tasks that will integrate innovative approaches to successfully complete the report. At a minimum, the consultant shall be expected to establish detailed analyses, assessments, and recommendations for the following tasks:

Task 1: Project Structure and Work Plan. Building on the scope of work presented in their proposal, and incorporating any relevant changes made during contract negotiations, the consultant will prepare a detailed work plan and the achievable timeline for the Electric Vehicle Readiness Study anticipated to be completed by March 2024. The work plan will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the study.

Task 2: Project Management and Coordination. The consultant shall be required to manage the study and coordination with any sub-consultants, as well as bear responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact for Metro COG's project manager.

This task will also include regular progress meetings with Metro COG, the preparation of monthly progress reports, documentation of travel and expense receipts, and the preparation and submission of invoices. When submitting progress reports, the consultant will be required to outline the following:

- Performed work;
- Upcoming tasks or milestones;
- Status of scope and schedule; and
- Any issues to be aware of.

Development of the Electric Vehicle Readiness Study will be guided by a Study Review Committee (SRC), which will provide oversight and input into study assessments, analyses, policies, and recommendations. The consultant should expect up to five (5) meetings with the SRC.

The consultant shall be responsible for the preparation and coordination of all data collection, data analysis, technical memorandum, and draft documents for the SRC. Metro COG shall be responsible for coordinating and scheduling SRC meetings and assisting the consultant in

developing agendas. The consultant will be expected to work closely with Metro COG on the coordination and distribution of materials to the SRC as applicable to consultant work tasks, as well as be responsible for the recording of meeting minutes.

The SRC is scheduled to be comprised of representatives from each of Metro COG's seven primary jurisdictions: Fargo, West Fargo, Horace, and Cass County, ND; and Moorhead, Dilworth, and Clay County, MN. Metro COG will look to the consultant for guidance on including other SRC members whose consistent input and feedback may be valuable, including potential stakeholders identified in Task 3 (see below). The proposal should describe if input from these or other entities would be better as SRC members or stakeholder groups.

Task 3: Public Involvement and Stakeholder Consultation. In compliance with Metro COG's adopted Public Participation Plan (PPP), the consultant will develop and implement a community engagement program that seeks to gain input from community members from across the Fargo-Moorhead metropolitan area. At minimum, the community engagement program should address the following:

- Engagement strategies and activities tied back to reaching identified stakeholder groups;
- Timeline for community engagement activities and desired type of community feedback;
- Communication methods for sharing information with residents, businesses, and community members; and
- Strategy for effective and consistent messaging.

The consultant will conduct outreach with stakeholders to identify existing conditions, obstacles to, and opportunities for increased use of EVs and EV infrastructure in the Fargo-Moorhead metropolitan area. Initial stakeholder outreach may include interviews with city and county departments, transit agencies, automobile dealerships, local groups with EV interest and ownership, representatives of other transportation-related stakeholder groups, utility providers, and technical experts. The consultant will facilitate all stakeholder activities.

In addition to stakeholder consultation, the consultant will facilitate, at minimum, one (1) general public involvement meeting. Online community engagement software, tools, or surveys may be utilized in order to provide a robust and well-rounded engagement experience.

It is imperative that the community is informed of planning activities and outcomes using strategies that include the use of the internet and social media. Providing information to Metro COG for posting on their website and other social media platforms will be required.

The consultant is encouraged to review [Promising Practices for Meaningful Public Involvement in Transportation Decision-Making](#) for additional insights.

Task 4: Identification of Desired Outcomes, Vision, and Goals. Early in the study, the consultant shall work with the SRC to determine the desired outcomes of the study, the vision for the region relative to the integration of EVs, and goals for regional readiness to support the vision. The vision and goals are likely to evolve throughout the study process, but ultimately will guide the team toward actionable strategies, as described in subsequent tasks.

Task 5: Assessment. Assessment is needed to outline existing conditions in the Fargo-Moorhead metropolitan area, identify critical barriers and gaps, identify key needs, identify potential programs and partnerships, and provide background for report development. Knowledge of EV infrastructure, trends, and research is critical to inform this assessment.

This task shall include the review of pertinent local and regional plans to provide a community context and description of how the study aligns with or connects to other community goals, plans, and priorities. Strategies and goals of North Dakota's and Minnesota's Electric Vehicle Infrastructure Plans shall also be acknowledged and incorporated where applicable.

This task shall also include the evaluation of existing conditions, including the collection and assessment of existing PEV data, forecasts, and tools, and work to adapt them to Metro COG's metropolitan planning area. It shall include identification and description of current PEV charging infrastructure and existing PEV and EV services, available technologies, and best practices.

The consultant will perform needs and gaps research to identify barriers to PEV usage, including barriers in the areas of policy, infrastructure, services, land use and zoning, parking, building and development codes, permitting and inspection, procurement, training and education, coordination, and funding.

The consultant shall identify opportunities to support PEV usage, including partnerships, procurement, incentives, electric rate structures, non-financial public sector incentives and programs, outreach to local businesses and residents, funding, and market-based and other approaches.

Task 6: Equity Analysis. The consultant shall assess equitable access to EV infrastructure and services in the Fargo-Moorhead metropolitan area. Opportunities to increase equitable access to EV infrastructure and services for traditionally underserved residents, such as multifamily housing residents, renters, lower-income residents, non-native English speakers, and BIPOC, must be analyzed for incorporation into the vision, goals, and action-based strategies.

Task 7: Identification of Infrastructure and Service Needs. The consultant shall develop a charging infrastructure plan for the Fargo-Moorhead metropolitan area that recommends potential upgrades, analyzes options for EV charging station locations based on current demand, and anticipated demand growth within existing infrastructure in both developed and newly developing areas of the metropolitan area. The plan shall also distinguish between public and private opportunities, determines appropriate equipment types and charging speeds for each recommended location, and provides cost estimates for recommended improvements.

The infrastructure plan should provide an analysis of the potential grid impacts of EVs, address electricity rate structures, identify battery and other options needed to manage demand charge, and summarize predominant concerns and issues as well as preferred alternatives.

The consultant shall also identify needed services, such as local EV sales and services, among other desirable services, to support widespread EV usage and recommend methods to address, deliver, or incentivize solutions to ensure the development of any missing vital services.

Task 8: Strategies and Recommendations. The consultant shall identify barriers to and methods of increasing EV usage by residents and in public and private fleets, identify opportunities such as smart charging, renewable energy, and battery storage to optimize grid capacity, analyze innovative charging options (e.g. curbside, streetlight, solar, and wireless) and their applicability in the Fargo-Moorhead metropolitan area. The consultant shall also investigate opportunities to partner with regional organizations and entities to increase EV usage and opportunities.

The consultant shall make recommendations for implementation options by key stakeholders (such as state and local governments and public-private partnerships) and other actions to further develop EV readiness and support current and future implementation. Strategies should include estimated deployment to meet the increasing demand and codes or ordinances needed.

Recommendations shall strive to advance EV usage, leverage existing plans and data sources, and lead to widespread deployment of public and private PEV infrastructure. Specific recommendations should address infrastructure, services, policies, programs, partnerships, leading by example, funding, and guidance.

Task 9: Funding Guidance. The consultant shall identify existing and potential funding opportunities, incentives, and rebates, including grants and funding sources for EV usage and implementation of strategies and recommendations. This may include local funds, public and private grants, and other funding mechanisms.

The consultant shall also research and recommend utility payment methods for PEV customer usage of public charger ports to recover costs and generate revenue. This includes developing guidance in regard to the implementation of PEV-related codes or ordinances. The consultant shall identify cost-effective strategies for jurisdictions to support EV charging on municipal property and the public right-of-way for fleet and/or public use and analyze factors such as ownership models, parking and charging fees, infrastructure costs, operations and maintenance costs, Low Carbon Fuel Standard credits, utility demand charges, and synergies with other alternative transportation efforts. New or complementary technologies including solar energy systems, battery storage, demand management systems, bidirectional charging, and possible integration with emerging autonomous vehicle (AV) technologies should be considered in funding guidance as well.

Task 10: Implementation Plan. The consultant shall develop timelines, estimated costs, and opportunities for funding, identify roles and responsibilities for Metro COG planning partners, stakeholders, potential partners, and the community, and metrics and/or performance targets to track performance. The implementation plan should include both immediate guidance and anticipated needs in five-year increments over the next 20 years.

Task 11: Administrative Draft and Final EV Readiness Plan. The consultant will prepare an administrative draft of the report for review and comment by the SRC. This draft is to be provided as an electronic PDF to SRC members. Comments received from the SRC will be incorporated into the final report.

Upon final review and consent by the SRC, the consultant will develop a final report that is visually appealing, easy for policymakers and stakeholders to understand, and communicates EV strategies and recommendations. The report should be able to be used both digitally and in hard copy format. This may take the form of separate print and web formats.

Specifically, the consultant should develop a final report that:

- Is organized and communicates a clear message both graphically and with accompanying text;
- Is easy to read and understand; and
- Explains key implications as they relate to infrastructure, services, policies, programs, partnerships, funding, and recommendations.

The consultant shall provide Metro COG with appropriate presentation materials for final review and approval of the Electric Vehicle Readiness Study by Metro COG's TTC and Policy Board. Metro COG shall be responsible for presenting and achieving final recommendations and approval of the study. If the consultant wishes to include assistance with the final approval process in their scope of work, this should be accounted for in the proposal.

Task 12: Executive Summary/Fact Sheet. Upon completion of the final report, the consultant shall develop a brief executive summary or fact sheet in PDF format which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting major assumptions, strategies, and recommendations.

Task 13: Deliverables. Upon final completion, the consultant will be responsible for providing a reproducible original of the study in PDF format. All meeting summaries and technical analyses should be included in the appendix of the study.

The consultant is expected to provide Metro COG with all data and study products as well as a high-resolution document in PDF format for printing.

NOTE: If the consultant wishes to modify or include additional tasks deemed necessary to complete the study, this must be agreed to by Metro COG before issuing the notice to proceed.

V. Implementation Schedule

1) Consultant Selection.

Advertise for Consultant Proposals	1/20/2023
Deadline for RFP Clarifications/Questions	2/17/2023
Due Date for Proposal Submittals (by 4:30 p.m.)	2/24/2023
Review Proposals/Identify Finalists	(week of) 2/27/2023
Interview Finalists	(week of) 3/6/2023
Preliminary Scoping Meeting/Contract Negotiations	(week of) 3/13/2023
Metro COG Policy Board Approval/Consultant Notice	(week of) 3/13/2023

2) Project Development (Major Milestones).

Notice to Proceed and Project Start-Up/Mobilization*	(week of) 3/20/2023
Draft Report Completed	December 2023
Final Report Received/Project Closeout	February 2024
Final Invoices Received	March 2024

*Notice to Proceed shall not be issued until the consultant has provided all materials required for contracting, including but not limited to the Proposed Sub-Consultant Request form (SFN 60232 (9-2016) and Prime Consultant Request to Sublet form (SFN 60233 (9-2019) form, if applicable, and the Qualifications Based Selection documentation has been fully compiled by Metro COG and submitted to and approved by the North Dakota Department of Transportation.

VI. Evaluation and Selection Process

Selection Committee. Metro COG has established a selection committee to select a consultant. The selection committee will consist of representatives from each of Metro COG's seven primary jurisdictions: Fargo, West Fargo, Horace, and Cass County, ND; and Moorhead, Dilworth, and Clay County, MN.

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

- 20% The consultant's past experience with similar projects, including the consultant's ability, familiarity, and involvement in handling similar types of activities
- 20% Specific qualifications of the consultant's project manager and key staff's experience related to the development of similar studies
- 20% The consultant's project understanding, proposed project approach and methodology, project work plan, and project management techniques
- 20% The consultant's record of past performance on similar projects, including quality of work, ability to meet deadlines, and ability to control costs
- 20% Current workload and the availability of key personnel and other resources to perform the work within the specified timeframe

The selection committee, at the discretion of Metro COG and under the guidance of NDDOT policy, will entertain formal oral presentations for the top candidates to provide additional input into the evaluation process. Oral presentations will be followed by a question-and-answer period during which the selection committee may question the prospective consultants about their proposed approaches.

A consultant will be selected on or before March 16, 2023 based on an evaluation of the proposals submitted, the recommendation of the selection committee, and approval by Metro COG's Policy Board. Metro COG 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. Metro COG reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgement of Metro COG, best accomplishes the desired results.

The RFP does not commit Metro COG 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. Metro COG reserves the right to withdraw this RFP at any time without prior notice.

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

VII. Proposal Content and Format

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the consultant seeking to provide comprehensive services specified herein for Metro COG, 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.

At minimum, proposals shall include the following information:

- 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 firm name, business address (including telephone, email address(es), year established, type of ownership and parent company (if any)), project manager name and qualifications, and any major features that may differentiate this proposal from others, if any.
- 3) **Work Plan and Project Approach Methodology.** Proposals shall include the following, at minimum:
 - 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) Timeline for completion of the requested services, including all public outreach 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) 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 in Section IX: General RFP Requirements;
 - f) 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; and
 - 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
 - Exhibit B – Debarment of Suspension Certification
 - Exhibit C – Certification of Restriction on Lobbying
 - Exhibit D – Federal Clauses

VIII. Submittal Information

Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to the project manager as defined below:

Adam Altenburg, AICP
 Fargo-Moorhead Metropolitan Council of Governments
 One 2nd Street North, Suite 232
 Fargo, ND 58102-4807
altenburg@fmmetrocog.org

All proposals received by **4:30 p.m. on Friday, February 24, 2023** at Metro COG's office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to apply. Respondents must submit one (1) PDF copy of the proposal. The full length of each proposal should not exceed thirty (30) 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 February 17, 2023. Metro COG reserves the right to decline a response to any question if, in Metro COG's assessment, the information cannot be obtained and shared with all potential firms in a timely manner. All questions and responses will be forwarded to applicants and posted on Metro COG's website on February 20, 2023.

IX. General RFP Requirements

- 1) **Sealed Cost Proposal.** All proposals must be clearly identified and marked with the appropriate project name, with 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 shall 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 fifteen (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 document must 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.
- 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/her ability to perform or finance this work.
- 5) **Disadvantaged Business Enterprise.** Pursuant to U.S. Department of Transportation policy and 49 CFR Part 26, 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 in North Dakota or Minnesota shall be included within the proposal.

If the consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the subcontractor's certification shall be included. The percent of the total proposed cost to be completed by the DBE/MBE shall be shown within the proposal. Respondents should substantiate (within proposal) efforts made to include DBE/MBE businesses.

- 6) **U.S. Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodations.** Consultants are advised to review and consider the *U.S. Department of Transportation 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.** Consultants are advised to follow procedures contained in the *North Dakota Department of Transportation Consultant Administration Services Procedure Manual*, which includes pre-qualifications of consultants. Copies of the manual may be found on the Metro COG website at www.fmmetrocog.org or the NDDOT website at www.dot.nd.gov.

X. Additional Information

1) **Reference Documents.** Respondents are encouraged to review the following:

- a) [North Dakota Electric Vehicle Infrastructure Plan](#) (2022)
- b) [Minnesota Electric Vehicle Infrastructure Plan](#) (2022)

XI. Contractual Information

- 1) Metro COG 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. Metro COG shall not pay for any information contained in proposals obtained from participating firms.
- 2) Metro COG 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 Metro COG's Policy Board.
- 4) If, through any cause, the consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, Metro COG 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 Metro COG and shall contain, as a minimum, applicable provisions of the RFP. Metro COG reserves the right to reject any agreement that does not conform to the RFP 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.

XII. Payments

The selected consultant shall submit invoices for work completed to Metro COG. Payments shall be made to the consultant by Metro COG in accordance with the contract after all required services and tasks have been completed to the satisfaction of Metro COG.

XIII. 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.

XIV. Title VI Assurances

Prospective consultants should be aware of the following contractual 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, 49 CFR 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 subcontractors, 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 subcontractor or supplier shall be notified by the

consultant of the contractor's obligations to Metro COG and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, or income status**.

- 4) **Information and Reports.** The 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 NDDOT 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 NDDOT, 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, Metro COG and NDDOT shall impose such sanctions as it or FHWA may determine to be appropriate, including but not limited to:
 - a) Withholding of payments to the consultant under the contract until the consultant complies; and/or
 - b) Cancellation, termination, or suspensions of the contract, in part or in whole.
- 6) **Incorporation of Title VI Provisions.** The consultant shall include the provisions of Section XIII, paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The consultant shall take such action with respect to any subcontract or procurement as Metro COG, the U.S. Department of Transportation, or FHWA 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 subcontractor 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 USC 324; age, 42 USC 6101; disability/handicap, 29 USC 790; and low income, EO 12898.

XV. Termination Provisions

Metro COG 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 Metro COG.

Metro COG may cancel or reduce the amount of service to be rendered if there is, in the opinion of Metro COG, 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, Metro COG 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, Metro COG shall pay the agreed rate only for services delivered up to the date of termination. Metro COG has no obligation to the consultant, of any kind, after the date of termination. The consultant shall deliver all records, equipment, and materials to Metro COG within twenty-four (24) hours of the date of termination.

XVI. Limitation on Consultant

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

The consultant should expect to have access only to the public reports and public files of local governmental agencies and Metro COG 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.

XVII. Conflict of Interest

No consultant, subcontractor, 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 Metro COG or in any way compromise the services to be performed under this agreement. The consultant shall immediately notify Metro COG of any and all potential violations of this paragraph upon becoming aware of the potential violation.

XVIII. Insurance

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

XIX. Risk Management

The consultant agrees to defend, indemnify, and hold harmless MetroCOG and the State of North Dakota, its agencies, officers and employees, from and against claims based on the vicarious liability of Metro COG and the State or its agents, but not against claims based on Metro COG'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 Metro COG and the State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for Metro COG and the State is necessary. The consultant also agrees to defend, indemnify, and hold Metro COG and the State harmless for all costs, expenses and

attorneys' fees incurred if Metro COG or the State prevails in an action against the consultant in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of the contract.

The consultant shall secure and keep in force during the term of the contract, 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) Metro COG 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 Metro COG 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 Metro COG and the State Risk Management Department.

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

Metro COG 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, Metro COG, 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 Metro COG or the State of North Dakota. Any insurance, self-insurance or self-retention maintained by Metro COG 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. Metro COG 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.

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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 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 contractor. 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.	Subcontractor 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 – Federal Clauses

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Federal Clauses

Equal Employment Opportunity Clause – 41 CFR 60-1.4(a) and 2 CFR Part 200 Appendix II (C)

41 CFR 60-1.4(a)

- (a) *Government contracts.* Except as otherwise provided, each contracting agency shall include the following equal opportunity clause contained in section 202 of the order in each of its Government contracts (and modifications thereof if not included in the original contract): during the performance of this contract, the contractor agrees as follows:
- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
 - (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
 - (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the secretary of labor.
 - (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the secretary of labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the secretary of labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 - (6) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the secretary of labor, or as otherwise provided by law.

- (7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the secretary of labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the secretary of labor as a means of enforcing such provisions including sanctions for noncompliance: *provided, however*, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the united states to enter into such litigation to protect the interests of the United States.

2 CFR Part 200 Appendix II (C)

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Sanctions and Penalties for Breach of Contract – 2 CFR Part 200 Appendix II (A)

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Termination for Cause and Convenience – 2 CFR Part 200 Appendix II (B)

- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Rights to Inventions Made Under a Contract or Agreement – 2 CFR Part 200 Appendix II (F)

- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and

Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Debarment and Suspension - 2 CFR Part 200 Appendix II (I)

- (I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Byrd Anti-Lobbying Amendment - 2 CFR Part 200 Appendix II (J)

- (J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

To: Transportation Technical Committee
From: Michael Maddox, AICP
Date: January 6, 2023
Re: **2050 Metropolitan Transportation Plan Update RFP**

Metro COG's core responsibility as an agency is to provide a long-range, fiscally constrained listing of multimodal transportation needs within the Fargo Moorhead Region and establish a cooperative, continuous, and comprehensive planning process to identify, prioritize, study, and program funding for those identified needs. This is done through the Metropolitan Transportation Plan (MTP), which is required to be updated every five years and has a planning horizon of twenty-five years.

Metro COG is seeking consultants to complete the 2050 MTP. The attached RFP includes the outline of a scope of work to give insight into project intent, context, coordination responsibilities, and other elements to help facilitate proposal development. Metro COG has set a budget of \$400,000 for this project.

The Census Bureau released the 2020 Census Urbanized Area populations in December 2022. The Fargo Moorhead Region has now officially surpassed the 200,000 population threshold, and as such will become a Transportation Management Area (TMA) in federal fiscal year 2024 (October 1, 2023). The 2050 MTP must include all required elements to facilitate a smooth transition to TMA status.

Upon approval by Metro COG's Policy Board, the RFP will be released through NDDOT – Local Governments Division. Proposals are slated to be due by 4:30 p.m. CDT on Friday, February 17, 2023.

Recommended Action:

Recommend approval and release of the 2050 Metropolitan Transportation Plan Update RFP to the Policy Board.

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2023-202

2050 Metropolitan Transportation Plan Update

January, 2023

APPROVED:

Cynthia R. Gray
Metro COG, Executive Director

METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS (RFP)

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

2050 Metropolitan Transportation Plan Update

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. **Proposals shall be submitted in PDF format. Sealed cost proposals shall be submitted as a hard copy. Both proposal and sealed cost proposal shall be due by the date and time specified below.** 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 cost proposals submitted. This project will be funded, in part, with federal transportation funds and has a not-to-exceed budget of **\$400,000**.

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

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

All proposals received by **4:30 p.m. (Central Time) on Friday, February 17, 2023** at the Metro COG office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Proposals received after 4:30 p.m. on February 17 shall not be considered. Respondents must submit one (1) PDF of the proposal and one (1) sealed hard copy of the cost proposal. The full length of each proposal shall not exceed fifteen (15) double sided pages for a total of thirty (30) pages; including any supporting material, charts, or tables.

A PDF of the proposal may be emailed or delivered by USB. Hard copies of sealed cost proposal shall be delivered to the contact below:

Michael Maddox, AICP
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
1 - 2nd Street North
Fargo, ND 58102
maddox@fmmetrocog.org
701-532-5104

Fax versions will not be accepted as substitutes for the PDF or the hard copy of the sealed cost proposal. Once submitted, the proposals will become property of Metro COG.

Note: This document can be made available in alternative formats for persons with disabilities by contacting Savanna Leach, Office Manager at 701.532.5100 or leach@fmmetrocog.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 as well as addressing other planning issues of a regional nature that have an impact on or are associated with transportation. Eleven cities and two counties comprise the Metro COG Metropolitan Planning Area (MPA).

II PROJECT BACKGROUND AND OBJECTIVE

Metro COG facilitates transportation planning by engaging the public and fostering strong partnerships between the MPO and other agencies, local governments, and communities. One of Metro COG's most important responsibilities is developing and implementing its Metropolitan Transportation Plan (MTP) in coordination with other regional and local planning efforts, while moving toward an agreed-upon vision for transportation in the Metro COG region. The MTP is updated every five years to identify evolving transportation-related needs and priorities in the region, adapt to population shifts, policy changes, new legislation and guidance (federal and state), and other changes affecting the region.

The last update to the Metro COG MTP was in November of 2019. That plan, entitled MetroGROW, sought to develop regional transportation policies, delineate transportation needs, integrate new agency responsibilities due to the upcoming designation as a TMA, and integrate federal performance-based planning and programming approach into the transportation planning process. Metro COG would like to build upon this plan by refining and furthering the concepts, policies, and approach documented in that plan with the updated 2050 MTP.

The time horizon for the updated MTP is 2050 with an interim year of 2035. Metro COG is committed to continued improvement and innovation in delivery of the 2050 MTP update. The 2050 update will focus on greater coordination, while fully adhering to the guiding principles of the Infrastructure Investment and Jobs Act (IIJA).

Metro COG is a bi-state MPO with a planning area encompassing 14 townships in Cass County, ND and 16 townships in Clay County, MN. The North Dakota portion of the Metro COG region is the most populous urbanized area in North Dakota, with a 2020 population

2050 Metropolitan Transportation Plan Update

estimate of 216,214. Together with the Minnesota portion of the MPO, Metro COG is the largest MPO in North Dakota and second only to the Metropolitan Council (Minneapolis/St Paul) in Minnesota. This total region's population is expected to continue to increase between now and 2050, with a projected 2050 MSA population of 357,322. This growth presents both challenges and opportunities for how the region will collaboratively plan for regional multimodal transportation needs in a coordinated manner.

2020 Census results put the Fargo Moorhead Urbanized Area (UZA) at a population of 216,214, which exceeds the threshold required for designation as a Transportation Management Area (TMA). Due to a delay within the Census Bureau, the agency was not able to delineate urban areas until December 2022. FHWA made the determination that it would wait until 2023 to announce new MPOs and TMAs. As such, it is anticipated that Metro COG will become a TMA in federal fiscal year 2024, during the development of this plan. Additional consideration should be given to the estimation of financial resources available to Metro COG in the development of the MTP.

Metro COG has completed multiple planning efforts that may inform the development of elements of MTP. Such plans include, but are not limited to:

- 2045 Metro COG MTP: MetroGROW
- Fargo West Fargo Parking and Access Study
- Southwest Metropolitan Transportation Plan
- Northwest Metropolitan Transportation Plan
- Fargo Transportation Plan (underway)
- 76th Avenue Corridor Study
- Veteran's Blvd Corridor Study
- Transit Development Plan
- Interstate Operations Analysis
- Bicycle and Pedestrian Plan Update
- Red River Greenway Corridor Study
- Fargo 17th Avenue S Corridor Study
- 13th Avenue S Corridor Study
- Moorhead 17th Street N Corridor Study
- Regional housing needs assessment
- University Dr and 10th Street Corridor Study (underway)
- Fargo 25th Street S Corridor Study (underway)
- Dilworth US 10 Corridor Study (underway)
- 2050 Demographic Forecast

These Plans include discussions of future infrastructure needs, future land use designations, transportation policy, as well as providing insight into the growing needs of the region.

As Metro COG transitions to a Transportation Management Area (TMA), it becomes extremely important that transportation projects utilizing its directly suballocated funds

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are studied, programmed, and developed according to a schedule that would lead to prompt utilization of those funds within a predictable timeframe so that funds are not in danger of lapsing. This plan should lay out the priorities for each directly suballocated funding source for the 25-year period, paying special attention to project priorities that are expected to lead to funding applications during the first five fiscal years after adoption of the MTP, and those one to three years outside the five-year window that will need to be under project development during the next five years. Projects identified in the MTP are expected to lead to inclusion in the Transportation Improvement Program (TIP), project development, and ultimately construction.

III SCOPE OF WORK AND PERFORMANCE TASKS

This RFP provides for the tasks necessary to assist Metro COG and local stakeholders in the development of the 2050 update to Metro COG's MTP.

The MTP will use a performance-based planning and programming methodology to provide for a system-level, data driven process to identify strategies and investments for the Metro COG region. Such a process will help to define key goals and objectives for the MTP update and to analyze and evaluate strategies and scenarios for meeting the stated goals developed for the Plan.

The MTP will use 2050 as the horizon year, with an interim scenario year of 2035 in order to document and assess the need for transportation facilities in all modes, and policy direction over the next 25 years. Importantly, it will continue the new paradigm established in the previous plan update (2045) to provide a balanced transportation system that achieves optimum mobility and supports economic growth through improvements in multiple transportation modes.

The 2050 MTP update will look to implement new and innovative transportation system performance measures that de-emphasize traditional road "congestion" in lieu of broader desirable transportation outcomes to a) recognize the funding limitations relevant to capacity expansion, and b) forward regional livability goals. To that end, the MTP is expected to detail Transportation Systems Management and Operations (TSMO) solutions to address transportation needs and issues where possible. Metro COG would like to strike a balance between new infrastructure needs of a growing region, right-sizing infrastructure, system efficiency and creating livable built environments for residents.

Metro COG is particularly interested in the furtherance of a congestion management process, specifically detailing how congestion manifests in our region, local tolerance to congestion, and right-sizing the transportation network to respond to the ability to pay for and maintain the system. Metro COG is also interested in how transportation infrastructure choices can impact safety, especially the recent national speeding trend. This would include how the built environment (transportation infrastructure, utility infrastructure, and land uses) can be broadly laid out to meet regional goals. This ultimate build transportation network map will provide Metro COG a basis for

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commenting on roadway design projects and provide regional jurisdictions with an idealized transportation network they can use as a basis in decision-making.

The update process will consider a wide range of social, mobility, freight, safety, infrastructure, environmental, energy, and economic factors reflected by the MTP's Goals, Objectives (G&O) and Measures/Performance Measures (PM) to identify future transportation needs. The 2050 MTP update will weigh and balance the cost of various transportation investments against anticipated future funding to ensure the 2050 MTP update is a fiscally constrained plan for the Metro COG Region over the next 25 years.

This Scope of Services specifies the tasks that may be issued, in whole or in part, to the Consultant to support Metro COG in the development of the 2050 MTP update. During contract negotiations, tasks and work elements may be refined, added or deleted at the discretion of Metro COG in coordination with our representative jurisdictions and the consultant team.

The Consultant will prepare a final work plan (to be included in the contract). It is desired that all work be completed before the start of federal fiscal year 2025 (September 30, 2024). This is Metro COG's required timeline for having an updated MTP in place and adopted. If the process is incomplete by September 30, 2024, special authorization will be required from NDDOT and FHWA.

The 2050 MTP update will include long-range and short-range strategies/actions that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods. In keeping with the intent and requirements of IIJA, and the requirements stipulated by the Federal Highway Administration ("FHWA"), the Federal Transit Administration ("FTA"), and the North Dakota and Minnesota Departments of Transportation ("State DOTs"), this plan update will be multimodal in nature. It will include: public transportation; pedestrian facilities; bikeways; highways; transportation system management and operations ("TSMO"); and freight transportation. Coordination with local airport management will be used to document relevant air- and land-side airport improvements that are relevant to the regional transportation plan. The 2050 MTP update will also include safety and security elements to meet the Federal requirements included in 23 CFR 450.

The update will include a robust public engagement effort to provide interested parties opportunities to participate in the 2050 MTP update process. This update shall also be developed in consultation with Federal, State, and local agencies responsible for: land use management, natural resources, environmental protection, conservation, historic preservation and other cognizant agencies as well.

The 2050 MTP update will consider new and emerging technologies and services such as electrification, automation, and sharing. Improvements in these areas should be linked to policies and funding opportunities in IIJA.

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The overall update process and policy decisions will be guided by the Metro COG Policy Board and its subcommittees: Transportation Technical Committee, Bike Ped Committee, Safety Committee, and Freight Committee.

Outlined below is the scope of work that will guide development of this project. 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. The Consultant is encouraged to offer innovative initiatives in addition to, or supplemental to the included scope of work.

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

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 hours spent on the project, travel and expense receipts, and preparing and submitting invoices for reimbursement. In addition, this task includes progress meetings with Metro COG. It should be assumed that progress meetings will occur at least monthly and as needed in between.

The Consultant will assign a single person to serve through the life of the contract as Consultant Project Manager ("PM"). The PM must be the person identified in the selected firm's proposal and may not be changed without prior written approval of Metro COG. The PM is responsible for overall project management necessary to ensure the satisfactory completion of the 2050 MTP update, on-time and on-budget, in accordance with the scope of services. The PM will serve as a single point of contact and will be expected to ensure the consultant team is properly managed, adequate resources are available, submittals are timely, quality control processes are utilized for maximum benefit, and invoices are paid in a timely fashion.

The PM will submit monthly invoices with documentation acceptable to Metro COG within 30 business days following the end of each month throughout the life of the contract. Invoices must include the monthly progress report, a breakout of activities by task, employee hours for those tasks, and any supportive documentation for expenses. Metro COG reviews and processes all invoices for payment that are received prior to its Policy Board (3rd Thursday of each month). Any invoice received after the Wednesday before Policy Board meetings will not be processed until the next Policy Board meeting.

Task 2 - Public Participation

Public input is a key component of all of Metro COG's planning efforts. This is particularly true in the case of the MTP. The consultant should employ an active public engagement strategy that focuses on meeting people where they are at. The consultant should purpose a mixed strategy of online and in-person engagement techniques as well as

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methods for public engagement that lead to measurable feedback that can be utilized to develop the various elements of the plan.

Public participation will be in accordance with Metro COG's Public Participation Plan, as adopted in December of 2022, and will involve the following:

1) Project Leadership Team Meetings

The consultant should propose a committee structure for how the study is led and how decisions are made, the purpose of which is to lead the development of all of the individual components of the study as well as guide the process of the MTP update. The consultant should detail who should be involved, and committee structure used in decision-making. The consultant should take into consideration: representatives from local governments, regional stakeholders, local subject matter experts, multi-modal representation, local champions, etc.

2) Public Meetings

As mentioned above, Metro COG prefers an active participation method that prioritizes meeting people where they are. It is vital to the planning effort that input be gathered from the public in meaningful ways that help the development of all elements of the MTP. Public input should be done in such a manner that gains measurable results.

The public should be given multiple opportunities at various times and locations to attend public meetings in places that are convenient, easily accessible, and open to the public. The consultant should propose a public engagement strategy that identifies an identified number of meetings, the timing of public engagement during the development of the MTP, potential techniques for engagement, and how that engagement will be measured in order to be usable for the MTP development.

3) Outreach and Education

The development of the MTP is a good opportunity to advertise Metro COG and educate the region on transportation planning. The consultant should propose a strategy that incorporates outreach efforts in both traditional and online media, including social media. This should be aimed at both developing the MTP, educating the public on transportation planning, and bringing greater awareness of Metro COG as an organization. The consultant should consider the use of videos or other such means to accomplish this task.

Task 3 – Integration of Previous Planning Efforts

In the past ten-years, Metro COG has completed numerous plans. These plans contain transportation policy, future projects, and project timing among other topics. In order to solidify these priorities and to carry the elements of these studies forward, Metro COG

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would like the consultant to incorporate the findings of these planning efforts into the MTP. Such plans are listed on page 6 of this RFP.

Other documents relevant to this task may include local comprehensive plans. The consultant should work with Metro COG to incorporate elements of these plans into the MTP. Project managers of each study will share summaries of recommendations.

Task 4 – Transportation System Vision

Following on the efforts in Task 3, Metro COG would like the consultant to develop an ultimate, full build transportation network representative of “full build-out” of the region. This future vision should emphasize the functionality of corridors, differentiate mobility vs livability corridors, include barriers to transportation (drains, rivers, etc.), logical extensions of the arterial network, and carry forward the ideas that have been developed in legacy plans. This effort should culminate in a GIS mapping tool that can be integrated into Metro COG’s website where the public can digest how the future roadway network will look, feel, and operate. Metro COG is currently developing a full-build scenario for the Interstate Operations Analysis, which can be used and referenced for the development of this vision.

Task 5 – Goals and Objectives

The 2045 MTP included a number of goals and objectives, derived both locally and from federal guidance. These goals and objectives are currently used to not only score and rank projects during funding solicitations, but also to direct Metro COG’s transportation planning efforts.

Metro COG would like to refine these goals and objectives in order to clarify how project selections are made and to provide clear direction on preferred regional outcomes on a variety of transportation related topics. This effort should include discussion and coordination with Metro COG staff and its regional partners in order to gain perspective amongst agencies and to garner feedback on issues important to local jurisdictions.

Task 6 – Performance-Based Planning and Programing of Projects

The development of future projects utilizing federal funding suballocated to this region is a critical element of the MTP. This listing of project priorities serves as a basis for necessary transportation improvements needed over the life of the plan and provides the agency and its partners a roadmap in guiding funding decisions.

1) Travel Demand Model (TDM)

The consultant will work with the Advanced Traffic Analysis Center (ATAC) at NDSU to run TDM scenarios to develop future transportation scenarios that lead to the identification of future transportation needs. ATAC has developed the TDM using the Cube platform. ATAC will provide a calibrated TDM to the consultant, at which time the consultant will be responsible for developing and running future

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scenarios. The consultant will be required to develop and run at least three scenarios, a base year scenario, an interim year 2035, and a target year 2050.

The consultant should propose how it will accomplish this task and is encouraged to propose its own approach to this task, detailing how its approach may be beneficial to Metro COG planning efforts.

2) Fiscal Constraint

The MTP is required to be a fiscally constrained document. The consultant will work with Metro COG to develop fiscal constraint (funding that can be reasonably expected over the life of the plan that can be used to implement, maintain, and operate the transportation system) which is required to be inflated over the life of the plan. This can be based upon past projects funded through the TIP and the current funding levels within IJA.

3) Performance-based Programming of Future Projects

The consultant will be required to develop future projects stemming from the needs identified by both the TDM and maintenance needs identified by local jurisdictions utilizing a performance-based planning and programming methodology. The consultant will develop three separate project tables: 1) total project needs, 2) fiscally constrained project needs, and 3) visionary future projects (large projects outside of fiscal constraint and 2050 needs). These project tables should be organized into five-year time bins based upon need.

The consultant should develop a methodology to prioritize needs across modes and develop funding scenarios for the fiscally constrained needs table listed above. Metro COG's 2045 MTP includes a rudimentary scoring matrix that the consultant may utilize as a starting point. It also contains an ideal funding distribution chart that sets idealized funding distribution across different modes, for system expansion projects, and for maintenance projects. Metro COG would like the consultant to update this chart and use it as a guide in creating funding allocation scenarios.

4) Future Transportation Planning Projects

Metro COG is interested in creating a process by which projects are studied, programmed for funding, developed, and ultimately constructed in a predictable manner. This is critical as Metro COG will be responsible for programming its directly suballocated TMA funds. Sometimes, corridor studies that are undertaken lead to programming, but other times are too far in advance of the project need, often leading to the need to reopen studies and re-evaluate their findings.

Metro COG would like the consultant to identify possible future corridor studies that would be necessary based upon the needs analysis completed in the previous subtask. This task may include the review of corridor studies that have

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recently been completed (last 5-years). These future transportation planning projects should correlate to construction project needs developed in previous tasks.

Task 7 – Congestion Management Process and TMA Planning Requirements

It was expected that Metro COG was to become a TMA in FY2023 (Fall 2022); however, due to the delay in the Census Bureau's process of delineating urban area populations, Metro COG is now slated to become a TMA in FY2024 (Fall 2023). Many of the TMA requirements were integrated into the 2045 MTP. Metro COG would like to further develop these elements as well as ensure that the agency is meeting all the requirements of a TMA.

1) Federal Requirement Review

Metro COG would like the consultant to review federal TMA requirements and make sure that the agency is meeting those requirements either through the development of the 2050 MTP, or ensure that it has already met those requirements through previous planning and coordination efforts.

2) Congestion Management Process (CMP)

Metro COG would like the consultant to develop a Congestion Management Process utilizing the work that was included in the 2045 MTP. Unlike the 2045 MTP, Metro COG would like this to be a stand-alone document. It should include the required CMP framework, but should also include a primer on how the agency can fulfill the CMP requirement as well as how a CMP strategy can be integrated into the work Metro COG performs through its other required work products. Metro COG would like direction on how it can utilize this tool, develop necessary datasets, and achieve both MTP and federal goals.

Task 8 – Document

The consultant will prepare technical memorandums that represent the information developed in each individual task as they are completed. These will be made available to Metro COG and the project leadership team for review during the development of the MTP. These can be used in the development of the final document at the end of the planning process.

1) Graphics

The document and technical memorandums should be as graphically rich as possible and shall include charts, graphs, infographics, etcetera where applicable. These graphics should be developed along with the content in the technical memorandums so that they can be reviewed by Metro COG.

2050 Metropolitan Transportation Plan Update2) Executive Summary

The consultant will be required to develop an executive summary. The consultant should propose how it would develop such a summary and what it will look like. Metro COG is open to innovate methods, such a video, to achieve this subtask. The executive summary should encompass and explain all important elements of the MTP (as determined through conversations with Metro COG staff and the project leadership team).

3) Final Document

The culmination of the process should result in an MTP that is coordinated, comprehensive, and continuous. It should meet federal TMA requirements as well as contain state and local goals, policies, and initiatives. The document should be graphically rich and be able to be both used for technical purposes and also be understandable to the public. Metro COG will require PDFs of the document and appendices that are suitable for both printing and for posting on our website. This may involve providing documents of different file sizes. Products developed during the process, such as Word or InDesign files, spreadsheets, GIS layers, map files, etc. shall be provided to Metro COG upon adoption of the plan to ensure that we have possession of the files needed to process future plan amendments.

Task 9 – Plan Adoption

Metro COG represents seven jurisdictions (five cities and two counties). The adoption of the plan should include meetings where elected officials and leadership can engage the consultant team to gain a thorough understanding of the contents of the plan, including explanations of policy ramifications and their ultimate relationship to implementation and impacts. Learning sessions should be scheduled to give each entity this opportunity.

After the learning sessions are conducted, the consultant will work with Metro COG staff as well as staff from each of the jurisdictions to schedule times to bring the final plan forward to the applicable commission or council to show support for the MTP. The consultant should develop a stock resolution of support and staff memo language that each jurisdiction can utilize for their Board approvals. Some jurisdictions may desire presentations to technical staff or other committees. The consultant should include an adoption process within its proposal.

Final adoption of the plan should occur no later than September 30, 2024.

IV IMPLEMENTATION SCHEDULE

1) Consultant Selection

Advertise for Consultant Proposals	approximately 1/25/2023
Due Date for Proposal Submittals (by 4:30pm)	2/17/2023
Review Proposals/Identify Finalists	(week of) 2/20/2023
Interview Finalists	between 2/27/2023 – 3/8/2023
Metro COG Board Approval/Consultant Notice	3/16/2023
Contract Negotiations	Upon selection of a preferred consultant
Notice to Proceed*	One day after contract signing

*Notice to Proceed shall not be issued until the consultant has provided all materials required for contracting, including, but not limited to, the Proposed Sub-Consultant Request form (SFN 60232 (9-2016) and Prime Consultant Request to Sublet form (SFN 60233 (9-2019) form, if applicable, and the Qualifications Based Selection documentation has been fully compiled by Metro COG and submitted to and approved by the North Dakota Department of Transportation.

V EVALUATION AND SELECTION PROCESS.

Selection Committee. The Client will establish a multijurisdictional selection committee to select a Consultant. The committee will potentially consist of Metro COG staff and representatives from some or all of Metro COG's seven primary jurisdictions: Fargo, west Fargo, Horace, and Cass County, ND; and Moorhead, Dilworth, and Clay County, MN. Representatives from the North Dakota Department of Transportation and/or Minnesota Department of Transportation may also participate in the selection committee

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 March 16, 2023 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 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 – Federal Clauses
 - Exhibit C – SFN 60232: Proposed Sub-Consultant Request

VII CERTIFICATION FORM Submittal Information

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

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

All proposals received by **4:30 pm (Central Time) on Friday, February 17, 2023** at the Metro COG office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to participate. Respondents must submit one Adobe Acrobat (.pdf) copy of the proposal. The full length of each proposal should not exceed fifteen (15) double sided pages for a total of thirty (30) 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 **February 8, 2023**. No response will be given to verbal questions; however, Metro COG will entertain meeting with consultant teams before the proposal deadline to answer any questions or to give insight into the needs of the organization in regards to the MTP. 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.

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. The sealed cost proposal shall include the following documentation:

- a. Documentation from the ND Secretary of State detailing the prime consultant is in good standing and is licensed to do business in the State of North Dakota**

- b. Documentation that the prime consultant is registered with the ND Board of Registration**
 - c. Documentation showing registration with the federal System for Award Management (SAM.gov) that the prime consultant has not been suspended, debarred, voluntarily excluded, or deterred ineligible**
- 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 within the sealed cost proposal.**
- 3) 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.
- 4) 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.
- 5) North Dakota Department of Transportation Consultant Administration Services Procedure Manual.** Applicants to this Request for Proposal are required to follow procedures contained in the *NDDOT Consultant Administration Services Procedure Manual*, which includes prequalification of Consultants. Copies of the Manual may be found on the Metro COG website www.fmmetrocog.org or the NDDOT website at www.dot.nd.gov.

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.

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- 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.
- 7) The Consultant agrees to not start any work on the project until the Qualifications Based Selection requirements have been satisfied and approved by the NDDOT.

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

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- 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

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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

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(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 - Federal Clauses

Federal Clauses

Equal Employment Opportunity Clause – 41 CFR 60-1.4(a) and 2 CFR Part 200 Appendix II (C)

41 CFR 60-1.4(a)

- (a) *Government contracts.* Except as otherwise provided, each contracting agency shall include the following equal opportunity clause contained in section 202 of the order in each of its Government contracts (and modifications thereof if not included in the original contract): during the performance of this contract, the contractor agrees as follows:
- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
 - (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
 - (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the secretary of labor.
 - (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the secretary of labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the secretary of labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 - (6) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the secretary of labor, or as otherwise provided by law.

- (7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the secretary of labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the secretary of labor as a means of enforcing such provisions including sanctions for noncompliance: *provided, however*, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the united states to enter into such litigation to protect the interests of the United States.

2 CFR Part 200 Appendix II (C)

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Sanctions and Penalties for Breach of Contract – 2 CFR Part 200 Appendix II (A)

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Termination for Cause and Convenience – 2 CFR Part 200 Appendix II (B)

- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Rights to Inventions Made Under a Contract or Agreement – 2 CFR Part 200 Appendix II (F)

- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and

Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Debarment and Suspension - 2 CFR Part 200 Appendix II (I)

- (I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Byrd Anti-Lobbying Amendment - 2 CFR Part 200 Appendix II (J)

- (J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Exhibit C – SFN 60232: Proposed Sub-Consultant Request

PROPOSED SUB-CONSULTANT REQUEST

North Dakota Department of Transportation, Environmental & Transportation Services
SFN 60232 (9-2016)

Sub-Consultant firms that have been contacted and agree to be listed on a Prime Consultants Project Proposal for work with NDDOT must submit original form and one copy to be attached to the Prime Consultants Proposal. This form is used for informational purposes only.

NDDOT Project Number		NDDOT Project Control Number		Prime Consultant Company Name	
Company Name		Owner			
Address		City		State	ZIP Code
Company Telephone Number	Fax Number		Email Address		

Type of Work to be Subcontracted

<input type="checkbox"/> Appraisals	<input type="checkbox"/> Environmental	<input type="checkbox"/> Planning	<input type="checkbox"/> Structural Design
<input type="checkbox"/> Architecture	<input type="checkbox"/> Geotechnical	<input type="checkbox"/> Public Involvement	<input type="checkbox"/> Survey
<input type="checkbox"/> Bridge Inspection	<input type="checkbox"/> Materials Testing	<input type="checkbox"/> Roadway Design	<input type="checkbox"/> Traffic Operations
<input type="checkbox"/> Construction Engineering	<input type="checkbox"/> Partnering Facilitation	<input type="checkbox"/> Soil Contamination	<input type="checkbox"/> Wetlands Delineation
<input type="checkbox"/> Cultural Resources	<input type="checkbox"/> Photogrammetry	<input type="checkbox"/> Steel Fabrication	<input type="checkbox"/> Other

The undersigned declares that all statements listed above are true.

Firm Name
Print Name
Title

Signature	Date
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Is Firm Currently NDDOT Certified as a DBE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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To: Transportation Technical Committee
From: Ari Del Rosario, AICP
Date: January 6, 2023
Re: **Performance Measures Update**

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

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

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

Performance Measure 2 (PM2) is meant to establish performance targets related to pavement and bridge condition. This falls under §490 Subpart C and §490 Subpart D. As such, as well as reporting annually on each of these targets, every four years each State DOT is required by Federal Highway Administration (FHWA) to establish six (6) pavement and bridge condition performance measure targets:

1. Percent of Interstate Pavement in Good Condition
2. Percent of Interstate Pavement in Poor Condition
3. Percent of Non-interstate NHS Pavement in Good Condition
4. Percent of Non-interstate NHS Pavement in Poor Condition
5. Percent of NHS Bridges in Good Condition
6. Percent of NHS Bridges in Poor Condition

Performance Measure 3 (PM3) is meant to establish performance targets related to auto and truck travel time reliability. This falls under §490 Subpart E and §490 Subpart F. As such, as well as reporting annually on each of these targets, every four years each State DOT is required by Federal Highway Administration (FHWA) to establish three (3) auto and truck travel time reliability performance measure targets:

1. Percent of person-miles traveled on the Interstate that are reliable
2. Percent of person-miles traveled on the Non-Interstate NHS that are reliable
3. Truck Travel Time Reliability Index

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

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

In years previous, TTC has recommended to Policy Board to support the performance targets established by each respective state. This has meant the adoption of MnDOT's Performance Measure targets for the Minnesota portion of the MPA and the adoption of NDDOT's Performance Measure targets for the North Dakota portion of the MPA.

MetroCOG is currently in the process of collecting and analyzing the performance data and plans to continue supporting the performance targets established by each respective state as explained above. MetroCOG will be seeking a recommendation to adopt its MPO targets at next month's February TTC meeting.

Requested Action: None