

## 548th Transportation Technical Committee Fargo-Moorhead Metropolitan Council of Governments THURSDAY, December 14, 2023 – 10:00 a.m.

### AGENDA

#### 9:30 AM – 10:00 AM MnDOT Carbon Reduction Plan Toolkit for MN Jurisdictions

1. Call to Order and Introductions
2. Approve the Agenda Action Item
3. Consider Minutes of the November 9, 2023 TTC Meeting Action Item
4. Public Input Opportunity Public Input
5. Rural Transportation Alternatives Applications Action Item
6. 2023-2024 UPWP Amendment 5 Action Item
7. 25<sup>th</sup> Street South Corridor Study – Final Report Action Item
8. 2023 Metro Profile Action Item
9. Horace Core Neighborhoods Plan Request for Proposals Action Item
10. TIP Project Solicitations Overview 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, JANUARY 11, 2024** at 10:00 a.m.

Metro COG is encouraging citizens to provide their comments on agenda items via email to [leach@fmmetrocog.org](mailto: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](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**

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

**547th Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, November 9, 2023 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Jonathan	Atkins	City of Moorhead Traffic Engineering
Julie	Bommelman	City of Fargo, MATBUS
Nicole	Crutchfield	City of Fargo Planning
Jeremy	Gorden	City of Fargo Transportation Engineering
Ben	Griffith	Metro COG
Cole	Hansen	Cass County Planning
Jace	Hellman	City of Horace – Community Development Director
Robin	Huston	City of Moorhead Planning
Matthew	Jacobson	Clay County Planning
Kelly	Krapu	Freight Representative - TrueNorth Compliance Service
Don	Lorsung	City of Dilworth Community Development
Aaron	Nelson	West Fargo City Planning
Joe	Raso	GFMEDC
Mary	Safgren	MnDOT – District 4
Jordan	Smith	MATBUS (alternate for Van Beek)
Justin	Sorum	Clay County Engineering
Brit	Stevens	NDSU – Transportation Manager
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

**Members Absent:**

Jason	Benson	Cass County Highway Engineering
Lori	Van Beek	City of Moorhead, MATBUS (alternate present)

**Others Present:**

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Jaron	Capps	Metro COG
Luke	Champa	SRF
Cody	Christianson	Bolton & Menk
Dan	Farnsworth	Metro COG
Patrick	Hollister	PartnerSHIP4Health
Will	Hutchings	Stantec
Brian	King	HDR
Savanna	Leach	Metro COG
Chelsea	Levorsen	Metro COG
Clay	Lexen	Moorhead Engineering
Michael	Maddox	Metro COG
Brent	Muscha	Apex Engineering
Ayden	Schaffler	Metro COG
Erika	Shepard	MnDOT
Steven	Strack	Houston Engineering
Daniel	Triller	SEH
Blue	Weber	Bolton & Menk

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:00 am, on November 9, 2023 by Chair Griffith. A quorum was present.

**2. Approve the 547 TTC Meeting Agenda**

Chair Griffith asked if there were any questions or changes to the 547 TTC Meeting Agenda.

***Motion: Approve the 547 TTC Meeting Agenda.***

***Mr. Hellman moved, seconded by Mr. Lorsung***

***MOTION, PASSED.***

***Motion carried unanimously.***

**3. APPROVE October 12, 2023 TTC MEETING MINUTES**

Chair Griffith asked if there were any questions or changes to the October 12, 2023 TTC Meeting Minutes.

***Motion: Approve the October 12, 2023 TTC Minutes.***

***Mr. Atkins moved, seconded by Ms. Crutchfield***

***MOTION, PASSED***

***Motion carried unanimously.***

**4. Public Comment Opportunity**

No public comments were made or received.

**5. 2023 Unified Planning Work Program Amendment #4**

Mr. Griffith presented amendment 4 to the 2023 Unified Planning Work Program (UPWP). The Infrastructure Investment & Jobs Act (IIJA) of 2021 identified a mandatory set-aside of 2.5% of "Planning Funds" at the state level to be used towards complete streets efforts. This amounts to approximately \$55,000 per year in North Dakota. IIJA incentivized the use of Complete Street Set-Aside Funds by waiving the 20% local match requirement.

Metro COG will receive \$81,473 of Complete Streets Set-Aside funding. Metro COG has identified the Horace Core Neighborhoods Plan as an underfunded project recommending these funds be used to fully fund that effort. The RFP for that project is scheduled to be released in December 2023.

Metro COG would therefore like to amend its 2023-2024 UPWP to include the dedication of \$81,473 of Complete Streets Set-Aside funding to the Horace Core Neighborhoods Plan.

Mr. Zacher asked why this project is being added to the 2023 UPWP, as opposed to the 2024 UPWP, being that it is starting in 2024. There was discussion regarding

Ms. Huston asked if the Complete Streets set-aside is only for North Dakota projects, even after we move into TMA status? Mr. Griffith said he is not certain, but the states differ in their allocations to MPOs. Mr. Atkins would like clarification for 2024. Ms. Shepard believes the set-aside can be used region-wide.

**Motion: Recommend approval of Amendment #4 to the 2023-2024 UPWP to the Policy Board, with the condition that listing the project in 2024.**  
**Mr. Lorsung moved, seconded by Mr. Atkins.**  
**MOTION, PASSED**  
**Motion carried unanimously.**

**6. 2023-2026 Transportation Improvement Program (TIP) Amendment #9**

Mr. Bervik presented amendment #9 to the 2023-2026 Transportation Improvement Program (TIP). As both state STIPs have not yet been approved, the 2024-2027 TIP cannot be amended. The proposed amendment to the 2023-2026 TIP reflects modified federally funded projects within the Metropolitan Planning Area (MPA). After discussion with NDDOT, Metro COG is still considering the 2023-2026 TIP to be active, and therefore this is the TIP that needs to be currently amended.

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

1. **Modification of Project 8210019:** MNDOT construction of a grade separation of 11<sup>th</sup> Street at BNSF railroad (2024). Updating costs.
2. **Modification of Project 5210018:** MNDOT construction of a grade separation of 11<sup>th</sup> Street at BNSF railroad (2024). Updating costs and Project Description.
3. **Modification of Project 8230011:** MNDOT construction of a grade separation of 11<sup>th</sup> Street at BNSF railroad, AC payback (2026). Updating Project Description.
4. **Modification of Project 8241055:** MNDOT construction of a grade separation of 11<sup>th</sup> Street at BNSF railroad, AC payback (2027). Updating Project Description and state project number.
5. **Modification of Project 8240043:** MNDOT construction of a grade separation of 11<sup>th</sup> Street at BNSF railroad (2024). Updating Project Cost.
6. **Modification of Project 2210017:** Clay County rehabilitation of CSAH 14 bridge over South Branch of Buffalo River (2024). Updating Project Cost and Cost Breakdown.
7. **Modification of Project 3220021:** City of West Fargo urbanization of 9<sup>th</sup> street NE and 7<sup>th</sup> avenue NE (2025). Update total project cost.
8. **Modification of Project 8240050** MNDOT construction of fiber communications/ cameras and dynamic message signs (DMS) (2025). Updating Project Description.
9. **Modification of Project 8230010:** MNDOT construction of a grade separation of 11<sup>th</sup> Street at BNSF railroad, AC payback (2025). Updating Project Description.
10. **New Project 8242057:** MNDOT construction of a grade separation of 11<sup>th</sup> Street at BNSF railroad (2024).
11. **New Project 8242058:** MNDOT construction of a grade separation of 11<sup>th</sup> Street at BNSF railroad (2024).
12. **New Project 8242059:** MNDOT construction of a grade separation of 11<sup>th</sup> Street at BNSF railroad (2024).
13. **New Project 8242060:** MNDOT construction of a grade separation of 11<sup>th</sup> Street at BNSF railroad (2024).
14. **New Project 9242061:** NDDOT pavement marking at various highways throughout the Fargo District (2024).

Ms. Safgren said the first project needs an additional \$9.1M funds added and updating the total costs. She has requested both TIPs to be amended (contingent on FHWA's approval of STIPs) to update that project.

**Motion: Recommend approval of Amendment 9 of the Metro COG 2023-2026 Transportation Improvement Program (TIP) to the Policy Board, with discussed revision to project 1.**

**Mr. Lorsung moved, seconded by Mr. Hellman**

**MOTION, PASSED**

**Motion carried unanimously.**

**7. University & 10<sup>th</sup> Street Corridor Study Contract Amendment #1**

Mr. Maddox presented Amendment 1 to the University & 10<sup>th</sup> Street Corridor Study Contract. The original scope of work was split into two phases. The first phase was to look at the possible conversion of the one-way pair system, as well as to gather issues along the corridor, which incorporated an intensive public participation campaign. Phase Two of the study was meant to respond to the findings of the first phase, and as such, a specific scope of work was not developed at that time.

Now that the initial phase has been completed, Metro COG worked with its prime consultant Bolton & Menk to scope the second phase of the study. Metro COG also secured an additional \$100,000 of federal Consolidated Planning Grant (CPG) funds matched by the City of Fargo (\$25,000) to fund Phase Two of the effort. There is approximately \$25,000 left in the original Phase One budget that will supplement Phase Two. The total budget for Phase Two included in Amendment #1 is \$150,026.23.

**Motion: Recommend approval of Amendment #1 to the University and 10th Street Corridor Study contract.**

**Ms. Crutchfield moved, seconded by Mr. Atkins**

**MOTION, PASSED**

**Motion carried unanimously.**

**8. Clay County Heartland Trail Routing Analysis – Consultant Selection**

Mr. Farnsworth presented SRF as the highest-ranked consulting firm to complete the Clay County Heartland Trail Routing Analysis.

Metro COG and the consultant selection panel met on Wednesday, November 1st to interview the firms and select the top ranked firm. The deadline for consulting firms to submit proposals was October 18<sup>th</sup>. Metro COG received proposals from four firms – Bolton & Menk, SEH, SRF, and WSB. Upon interviews with the four consultant teams, SRF was the highest ranked firm. The SRF team includes the subconsultants Alta and Mend. This project has a budgeted amount of \$250,000 (\$200,000 funded using Federal CPG funds and \$50,000 from local matches).

SRF's cost proposal came in at \$249,828.83, which is within the budgeted amount.

**Motion: Recommend Policy Board approval of SRF as the top ranked firm to complete the Clay County Heartland Trail Routing Analysis and to authorize Metro COG to enter into a contract after successful contract negotiations.**

**Mr. Lorsung moved, seconded by Ms. Crutchfield**

**MOTION, PASSED**

**Motion carried unanimously.**

**9. Draft 2023 Metro Profile**

Mr. Capps and Ms. Levorsen presented the draft 2023 Metro Profile.

**10. Agency Updates**

Moorhead – Downtown roads now open, midtown trail complete & open

Fargo – Federal/State submissions, open bids, Growth Plan updates, Transit Reorganization Study

West Fargo – Lights Path TA funding project, Downtown Master Plan open house with draft and document ready soon

Horace – construction updates, Downtown Neighborhood Plan RFP in process

Dilworth – Downtown mixed-use zoning updates

Cass County – construction updates, NW Growth Plan

Clay County – construction updates

GFMEDC – CAVs discussion – workforce meeting in Fargo December 1

MnDOT – MN MPO Directors meeting

**11. Additional Business**

No additional business.

**12. Adjourn**

The 547 Regular Meeting of the TTC was adjourned on November 9 at 11:28 a.m.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD December 14, 2023, 10:00 A.M.**

Respectfully Submitted,

Savanna Leach  
Executive Assistant



**To:** Transportation Technical Committee  
**From:** Dan Farnsworth  
**Date:** December 8, 2023  
**Re:** **Rural Transportation Alternatives Applications**

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

Applying jurisdictions within Metro COG's planning area are required to submit their applications to Metro COG. For rural applications (outside Metro COG's urbanized boundary) Metro COG reviews and submits applications to the respective state Departments of Transportation (DOTs). For urban projects (inside Metro COG's urbanized boundary) Metro COG scores, ranks, and awards projects internally. Metro COG will bring the urban projects to the TTC and Policy Board in January 2024.

Metro COG received a total of three rural TA applications, all located on the ND side of Metro COG planning area. Below is a description of each application. Also, **attached** are the full applications.

The Bicycle & Pedestrian Committee intends to score the rural TA application projects at the Committee's December 13<sup>th</sup> meeting. The TTC can expect a revised memo prior to the TTC meeting showing the rural TA application scoring.

**City of Casselton – Governor’s Drive Shared Use Path (Phase 2)**

The City of Casselton is seeking funding to construct a shared use path along the west side of Governor's Dr / ND Hwy 18 from 37<sup>th</sup> St SE to approximately 0.2 miles south of Cottonwood Dr. This would be Phase 2 of a two-phase project. Phase 1 (currently programmed for funding) will be constructed from Cottonwood Dr. to 0.2 miles south, crossing Swan Creek and connecting to Phase 2. This project will connect the developed north end of Casselton with the expanding south end of Casselton, which includes new residential development as well as new and existing commercial development.  
*Cost: \$1,130,000 construction total; \$914,509 requested from TA*

**Cass County (within City of Kindred) - County Rd 15 Shared Use Path**

Cass County is seeking funding to reconstruct a shared use path along the east side of County Rd 15 from Kindred Elementary School (Linden St) to ND Hwy 46. The total length of this path is approximately 1 mile. The existing path was originally constructed in 1998 and overlaid in 2006. Since 2006 there have been

no improvement to this path. The existing facility is an 8 ft wide asphalt path. This project would replace it with a 10 ft wide concrete path.  
*Cost: \$945,110 construction total; \$756,088 requested from TA*

**City of Mapleton – Pedestrian Safety Improvements, Sunset Dr & Carlsbad Ave**

The City of Mapleton is seeking funding to construct five raised crosswalks along two residential corridors. The first set of raised crosswalks are proposed along Sunset Dr. These would be installed at intersections and would connect to/from recently-constructed sidewalks & paths. The second set of raised crosswalks are proposed along Carlsbad Ave, which leads to Mapleton Elementary School. These would also be installed at intersections and would connect to sidewalks on both sides of the roadway.

The purpose of the raised crosswalks are to provide safe pedestrian crossings as well as reduce traffic speeds on these corridors.

*Cost: \$653,000 construction total; \$528,472.90 requested from TA*

**Requested Action:**

**Recommend Policy Board approval of the attached Transportation Alternatives (TA) applications and the associated scoring as determined by the Metropolitan Bicycle & Pedestrian Committee.**



**Casselton Application  
Governor's Dr Shared Use Path**



# Governor's Dr Shared Use Path

## City of Casselton

Contact: Dylan Dunn, PE

Email: [dylan.dunn@mooreengineeringinc.com](mailto:dylan.dunn@mooreengineeringinc.com)

Phone Number: 701-551-1075



# GOVERNOR'S DR SHARED USE PATH

## Project Name

Governor's Dr Shared Use Path

## Project Location

Along Governor's Dr / North Dakota Highway 18 from 37<sup>th</sup> Street SE to Cottonwood Dr, in Casselton.

## Project Contact / Contact Person

The City of Casselton

Dylan Dunn from Moore Engineering representing the City of Casselton.

Address: 925 10<sup>th</sup> Ave E West Fargo, ND 58078

Phone: 701-551-1075

Email: [Dylan.dunn@mooreengineeringinc.com](mailto:Dylan.dunn@mooreengineeringinc.com)

## Project Sponsor

The City of Casselton

## Sponsoring Official

Mayor Michael Faught

Address: 702 1st St N Casselton, ND

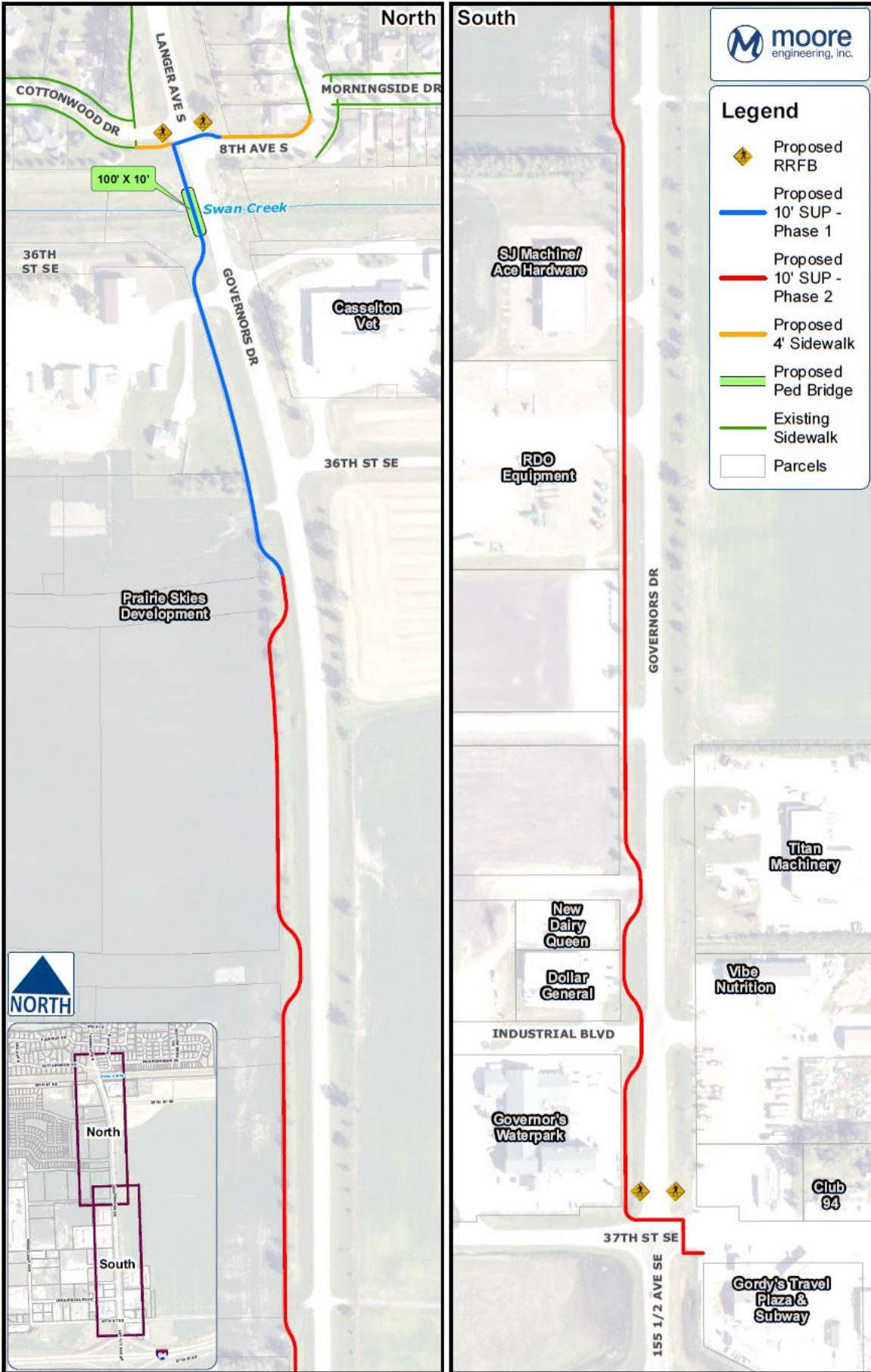
Phone: 701-388-3182

Email: [forthepeople.casselton@gmail.com](mailto:forthepeople.casselton@gmail.com)

## Project Description

The Governor's Drive Shared Use Path will provide a safe and reliable connection between popular commercial destinations and growing residential subdivisions in the City of Casselton. The project will construct a 1.1-mile, 10'-wide concrete path that connects residential areas to new commercial destinations (e.g., Dairy Queen, Dollar General) and long-established ones (Governor's Inn & Waterpark, Gordy's Travel Plaza). Importantly, a recently completed, 185-home residential subdivision is located along the desired corridor, adding potential users and connecting the isolated development to the City's amenities. The project will therefore provide a safe and reliable non-motorized connection for young families and adolescents to access nearby businesses.

A conceptual route with auxiliary features is shown below. As shown, the City is considering splitting the project into two phases to lower the financial burden on Casselton's residents. Phase 1 received grant assistance from FHWA's Carbon Reduction Program. The present application is seeking Transportation Alternatives funding for Phase 2.



## Project Cost

Estimated project construction cost: \$1,130,000

Federally Eligible (80.93%): \$914,509.00

## What TA category best fits your project?

Category A: Construction of a on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.

## Supporting Data

The project route for the Governor's Drive Shared Use Path was initially identified in a Master Plan Study of shared use paths within the City of Casselton. Two recent developments have elevated the priority of this project and the City's sense of and urgency to complete it. First, a new Dairy Queen was developed along Governor's Drive in 2023. This has generated considerable pedestrian and bicycle traffic along the shoulder of the highway, particularly for young families and adolescents. Second, the 185-home Prairie Skies development was completed in 2023. This new development has only increased the need for a safe and reliable connection to the commercial destinations to the south.

Casselton recently completed a path project along 15<sup>th</sup> Avenue N. The City ultimately intends to use that project and the one proposed here to catalyze a broader initiative to create a shared use path network throughout Casselton. This project has received widespread support throughout the community. The Appendix below includes letters of support from MetroCOG, the School District, the Park District, and the local Dairy Queen.

## Public Accessibility

The project corridor is along a State-owned highway, accessible to the public. The NDDOT will continue to own and maintain the highway. The City of Casselton will maintain the shared use path.

## Matching Funds Provided by

The local share of matching funds will be provided by the City of Casselton. It is anticipated that Special Assessments will be used to fund the local share.

## Will Right-of-Way for this Project be Needed?

The proposed project is planned within NDDOT or City owned Right-of-Way or parcels.

## Maintenance of this Project will be Provided By

The City of Casselton Public Works Department will be responsible for providing maintenance of this project.


## Environmental Impacts

Due to Federal funding on Phase One, an environmental document has been started, investigating environmental impacts. The environmental document will cover both phases of the project under one report.

- Land Use - No Impact
- Farmland - No Impact
- Social - positive impact through the extension of a livable, walkable community and encouragement of an active, healthy lifestyle
- Section 4(f) & (f) - No Impact
- Economic - positive impact connecting consumers to commercial destinations
- Relocations - No Impact
- Wetlands - Wetland Delineation complete, pending USACE review (*submitted 10/31*)
- Floodplain - No Impact
- Threatened or Endangered Species - No Impact confirmed by NDDOT Biologist
- Cultural Resources - No Impact confirmed by SHPO [Ref # 23-5706]
- Hazardous Waste - No Impact

## Required Signatures

Contact Person:



Dylan Dunn, Project Engineer

Responsible Official:



Michael Faught, Mayor

MPO Official:

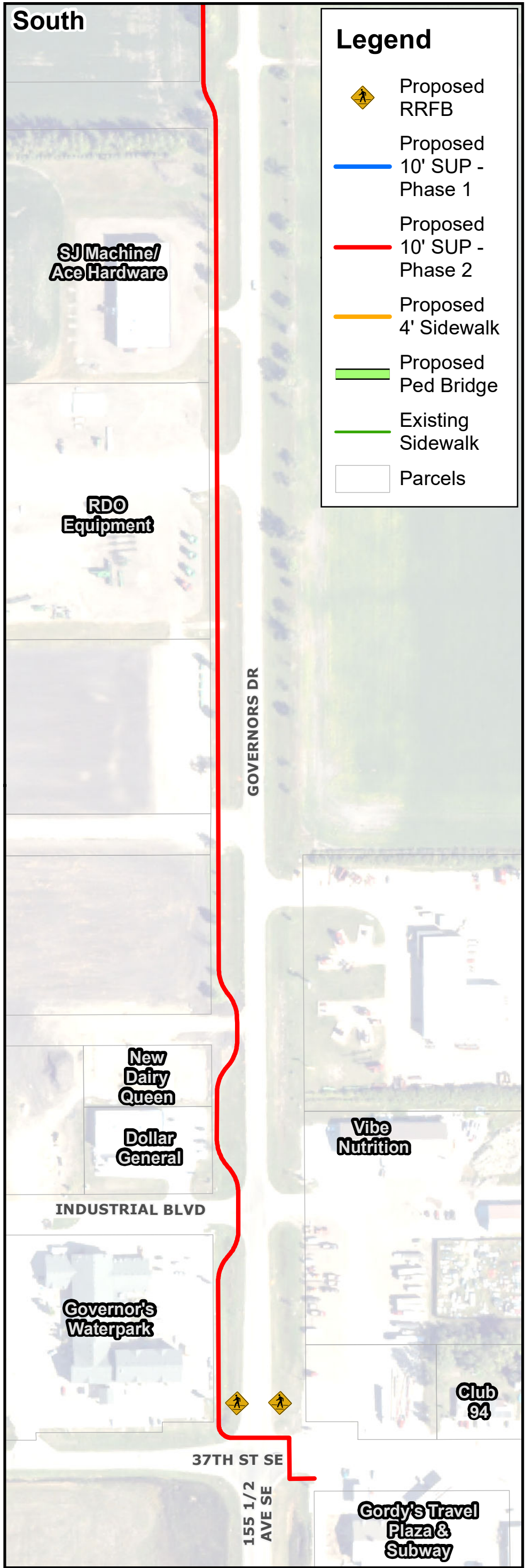
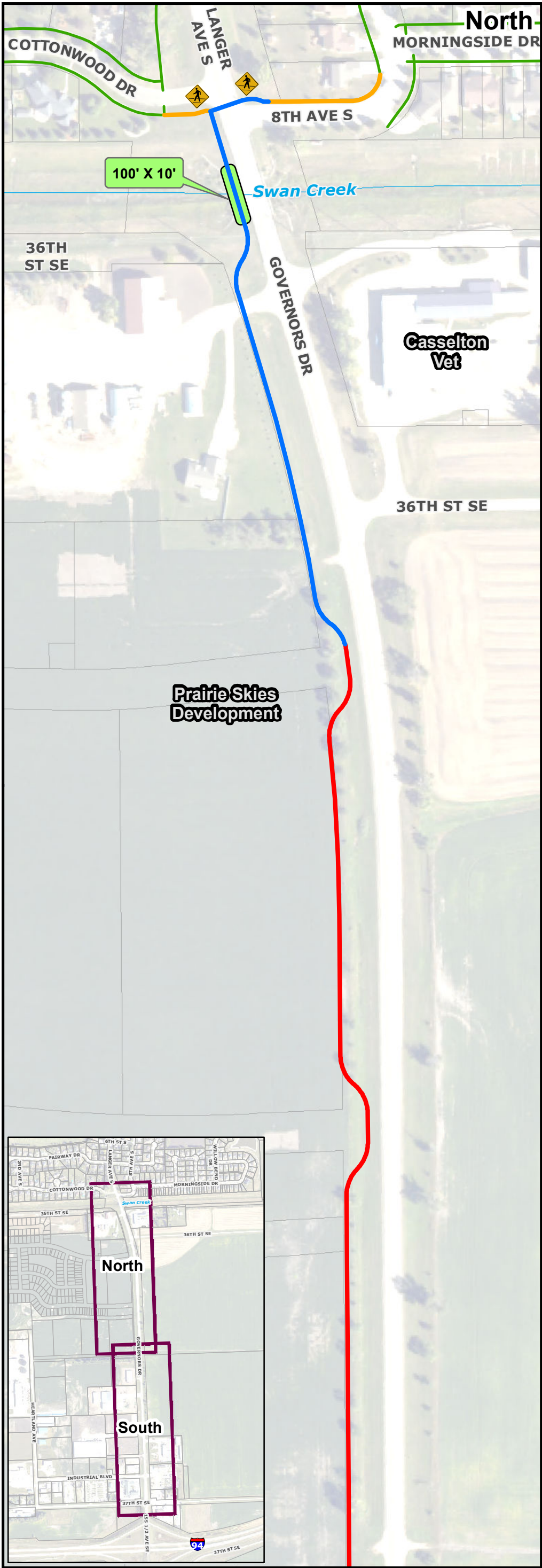
---

Ben Griffin, Executive Director










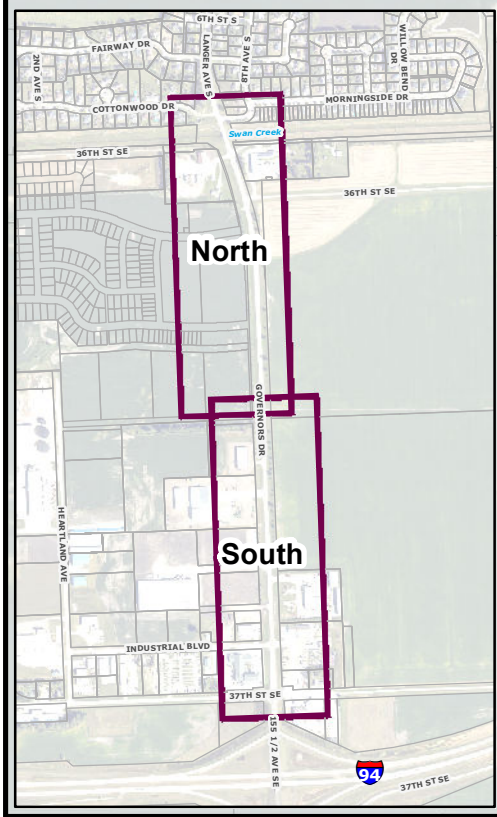
# Appendix

- Project General Layout
- Preliminary Cost Estimate
- Letters of Support



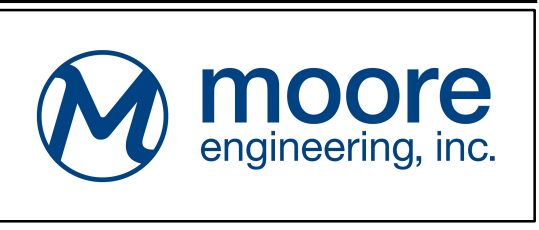
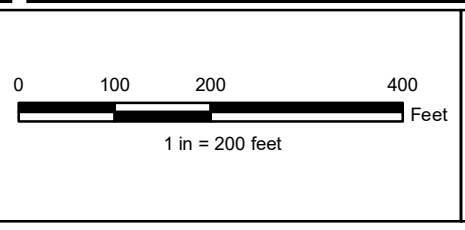
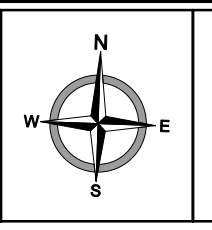
### Legend

-  Proposed RRFB
-  Proposed 10' SUP - Phase 1
-  Proposed 10' SUP - Phase 2
-  Proposed 4' Sidewalk
-  Proposed Ped Bridge
-  Existing Sidewalk
-  Parcels



**GENERAL LAYOUT  
GOVERNOR'S DRIVE SHARED USE PATH  
CASSELTON, NORTH DAKOTA**

Created By: TJS Date Created: 04/14/23 Date Saved: 07/06/23 Date Plotted: 01/27/16 Date Exported: 07/06/23  
Plotted By: Tanner Schmidt Parcel Date: 03/03/23 Aerial Image: 2022 County NAIP SIDS Elevation Data: Lidar  
Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988  
T:\Projects\230001\23049\23049\_ProposedSUP.mxd





**PATH IMPROVEMENT DISTRICT NO. 2024-1  
GOVERNOR'S DRIVE SHARED USE PATH - PHASE 2 (SOUTH)  
CASSELTON, ND**

*Engineer's Preliminary Opinion of Probable Cost*

<i>BID ITEM NO. &amp; DESCRIPTION</i>	<i>UNIT</i>	<i>QUANTITY</i>	<i>UNIT PRICE</i>		<i>TOTAL</i>
1. Contract Bond	L SUM	1	\$	7,500.00	\$ 7,500.00
2. Mobilization	L SUM	1	\$	50,000.00	\$ 50,000.00
3. Embankment	L SUM	1	\$	40,000.00	\$ 40,000.00
4. Pavement Removal	SY	350	\$	25.00	\$ 8,750.00
5. Drainage Improvements	L SUM	1	\$	50,000.00	\$ 50,000.00
6. Sidewalk Concrete - 5"	SY	5000	\$	85.00	\$ 425,000.00
7. Detectable Warning Panel	SF	220	\$	70.00	\$ 15,400.00
8. Curb & Gutter	LF	250	\$	70.00	\$ 17,500.00
9. Asphalt Driveway 7"	TON	60	\$	400.00	\$ 24,000.00
10. Topsoil, Seeding, & Hydraulic Mulch	L SUM	1	\$	25,000.00	\$ 25,000.00
11. Striping (4 crossings)	L SUM	1	\$	35,000.00	\$ 35,000.00
12. RRFBs (1 crossing)	L SUM	1	\$	20,000.00	\$ 20,000.00
13. Traffic Control	L SUM	1	\$	10,000.00	\$ 10,000.00

Construction Subtotal	\$	728,150.00
Contingencies (~40%)	\$	295,100.00
<b>Total Construction</b>	<b>\$</b>	<b>1,023,250.00</b>
<b>5% Inflation to 2026</b>	<b>\$</b>	<b>1,130,000.00</b>
	80.93%	\$914,509.00

**Cass Co (Kindred) Application  
County Rd 15 Shared Use Path**



## Highway Department

Telephone: 701-298-2370

Fax: 701-298-2395

SMB-HWY@casscountynd.gov

---

12/6/23

Pam Wenger  
Transportation Alternatives & Special Programs  
NDDOT

**Subject:**

TA Application

**Project Name:**

Cass County Road 15 Shared Use Path

**Project Location:**

The East Side of County Road 15, from Kindred to State Hwy 46

**Project Contact:**

Cass County Highway Department

**Contact Person:**

Kyle Litchy  
1201 Main Ave West  
West Fargo, ND 58078  
701-298-2380  
[litchyk@casscountynd.gov](mailto:litchyk@casscountynd.gov)

**Project Sponsor:**

Cass County Commission

**Sponsoring Official:**

Jason Benon, PE, County Engineer  
1201 Main Ave West  
West Fargo, ND 58078  
701-298-2370

**Project Description:**

Cass County Road 15 Shared Use Path is the planned reconstruction of an existing asphalt shared use path that is at the end of its life. The existing path connects State Highway 46 to Kindred Elementary School on the East side of Cass County Road 15. The existing path was originally constructed in 1998 and overlaid in 2006. Since 2006 there have been no improvements to this



## Highway Department

Telephone: 701-298-2370

Fax: 701-298-2395

SMB-HWY@casscountynd.gov

path, and it is showing major deterioration which is starting to cause safety concerns from residents. There were also no ADA compliant ramps installed with the original construction.

The reconstruction will include removing existing 8' wide asphalt path and replacing it in the same location with a 10' wide, 5" thick Concrete shared use path with ADA compliant ramps at intersections adjacent to Cass County Road 15, in Kindred ND. The Project runs North and South for approximately 5,500' along the east side of Cass County Road 15 from State Highway 46 (South) to the Kindred Elementary School (North). The North end of the project will connect into the existing sidewalk facilities throughout the City of Kindred. The South end of the project dead ends, however it will accommodate the subdivision south of State Highway 46 with access to Kindred by way of a path.

In the project area, Cass County Road 15 is a two lane rural section with 2 – 12' driving lanes and 2 – 6' shoulders. Currently there is a concrete sidewalk on west side of Cass County Road 15 from Dakota St to 53<sup>rd</sup> St SE, and an asphalt shared use path on the east side of Cass County Road 15 from the Kindred Elementary School to State Highway 46. There are two flashing crossings across Cass County Road 15, one at Spruce St and one at Elm St. However, there are no crossings from Elm St to State Highway 46. With the condition of the existing asphalt path pedestrians are starting to use the nicer concrete path on the west side.

This project most directly benefits subdivision south and east of Kindred, including Newport ridge, Woodlawn estates, and Evergreen lanes.

When the project is completed, it will greatly improve pedestrian connectivity from the south end to the north end of Kindred.

### **Project Cost:**

The Project is estimated to have a total construction cost of \$945,110.00. See attachment 4 for the Engineers estimate.

- A. 80% Federal = \$756,088.00
- B. 20% Local = \$189,022.00
- C. The Preliminary Engineering and Construction Engineering will be done with Cass County forces, we will not be asking for any reimbursement for this portion of the project.

### **What TA category best fits your project?:**

- A. Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and**



## Highway Department

Telephone: 701-298-2370

Fax: 701-298-2395

SMB-HWY@casscountynd.gov

### **other safety-related infrastructure, and transportation projects to achieve compliance with Americans with Disabilities Act of 1990.**

- B. Construction of infrastructure related projects that will substantially improve the ability of students to walk and bicycle to school.
- C. Construction of infrastructure related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- D. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- E. Construction of turnouts, overlooks, and viewing areas.
- F. Community improvement activities, including:
  - Historic preservation and rehabilitation of historic transportation facilities that are continuing to, or upon rehabilitation, function for their intended transportation purpose;
  - Vegetation management practices in transportation rights of way to improve roadway safety, prevent against invasive species, and provide erosion control;
  - Archaeological activities relating to impacts from implementation of a transportation project; and
  - Streetscape improvements and corridor landscaping.
- G. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
  - Address storm water management, control and water pollution User prevention or abatement related to highway construction or due to highway runoff, including activities described in 23 U.S.C. 133(b)(11), 328(a), and 329; or
  - Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitat.

### **Supporting Data:**

#### **1. Is your project part of an identified recreation of transportation plan? If so, explain.**

Yes. Two planning documents identify the need for this project.

- 1) The Cass County Comprehensive & Transportation Plan adopted in 2018 identifies the need for continued safety improvements and preservation to existing county facilities.
- 2) The Cass County Comprehensive Highway & Bridge 5 Year Plan from 2024-2028



## Highway Department

Telephone: 701-298-2370

Fax: 701-298-2395

SMB-HWY@casscountynd.gov

identifies the mission as stated “To provide and maintain an efficient, safe, environmentally responsible, and cost-effective county road system that effectively meets the citizen’s needs for personal mobility and the movement of freight consistent with the importance of the economy.”

**2. Is your project tied to another project? If so, please explain.**

No, this is a standalone project.

**3. How does your project fit with similar projects in your community and/or region?**

This project will connect with other sidewalks through the City of Kindred, as well as connect existing and future subdivision south of town in this growing community. 10ft wide shared use pathways along county arterials are common practice for Cass County through urban and rural cities.

**4. Provide documentation of governmental agencies that are in support of this project.**

**Also, please provide documentation of support, if any, from general public, other groups, and organizations.**

This project was endorsed by partner agencies and organizations with an interest in promoting safe transportation alternatives in Cass County, such as the City of Kindred and the Kindred Parks District.

**Public Accessibility:**

Cass County will be the owner of the project once completed and the public will have access to path at all times. Cass County also works with the City of Kindred during winter months to clear snow to keep path accessible.

**Matching Funds Provided By:**

Cass County.

**Will Right of Way for this Project be Needed?**

No.

**Maintenance of this Project Will Be Provided By:**

Cass County will take care of any path maintenance, and City of Kindred will take care of clearing snow during winter months.

**Environmental Impacts:**





## Highway Department

Telephone: 701-298-2370

Fax: 701-298-2395

SMB-HWY@casscountynd.gov

- **Land Use - Describe changes or potential changes this project will have upon land use in the vicinity.**  
This project enhances existing land uses in the vicinity by providing for increased transportation choices between the City's newest housing development, the schools, commercial zones, and the old town area. Increased multi-modal infrastructure and transportation choices are proven to foster higher land values and promote the highest and best uses of undeveloped and underdeveloped land.
- **Farmland - If any farmlands are to be used for this project, identify what their present usage is.**  
N/A
- **Social - Describe the project's impact upon the neighborhood and community.**  
Increasing choices for walking and biking to schools and amenities has broad social benefits. In particular, this project has 1) public health benefits as it expands the network in which one can walk or bike, and 2) promotes equity by enhancing transportation options to access services for those who cannot drive a car.
- **Section 4(f) & 6(f) - Are there any impacts to Section 4(f) or Section 6(f) properties?**  
No.
- **Economic - Describe the project's economic impact.**  
This project creates opportunities for residents to safely access commercial amenities without having to drive, as the pathway directly connects the Kindred School District and Kindred Parks facilities to residential developments south of town. The economic impact of this is threefold:
  1. The project will make city amenities more accessible, promoting equity and choice.
  2. Public investment in facilities that foster more walkable communities increases land value, thus promoting higher quality development.
  3. Enhanced the City's sustainability through a balanced transportation system, which will lessen the maintenance costs on other facilities.
- **Relocation - Will this project require the displacement of any people or businesses?**  
No.
- **Wetlands - Will this project result in fill material being placed in any wetlands?**  
No.
- **Floodplain - Is this project within a floodplain?**  
No.



## Highway Department

Telephone: 701-298-2370

Fax: 701-298-2395

SMB-HWY@casscountynd.gov

- **Threatened or Endangered Species - Are there any threatened or endangered species in the project vicinity?**  
No.
- **Cultural Resources - Are there any properties on or eligible to be on the National Register of Historic Places in the project vicinity?**  
No.
- **Hazardous Waste - Are there any hazardous waste sites in the area?**  
No.

### Required Signatures and Dates:



**Highway Department**

Telephone: 701-298-2370

Fax: 701-298-2395

SMB-HWY@casscountynd.gov

**Kyle Litchy**

Digitally signed by Kyle Litchy  
DN: G=US, E=litchyk@casscountynd.gov,  
O=Cass County, OU=Highway Department,  
CN=Kyle Litchy  
Date: 2023.12.07 14:58:14-06'00'

**Contact Person:**

12/6/23

**Date:**

**Responsible Official:**

12/6/23

**Date:**

**MPO Official:**

**Date:**

**Attachments:**



## **Highway Department**

Telephone: 701-298-2370

Fax: 701-298-2395

SMB-HWY@casscountynd.gov

1. Attachment No. 1 – Project Location Map
2. Attachment No. 2 – Proposed Typical Section
3. Attachment No. 3 – Engineer’s Opinion of Probable Cost
4. Attachment No. 4 – Letters of Support



Esri Community Maps Contributors, County of Cass, ND, State of North Dakota, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METANASA, USGS, EPA, NPS, US Census Bureau, USDA, Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasysteisen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

# Cass County Road 15 Shared Use Path

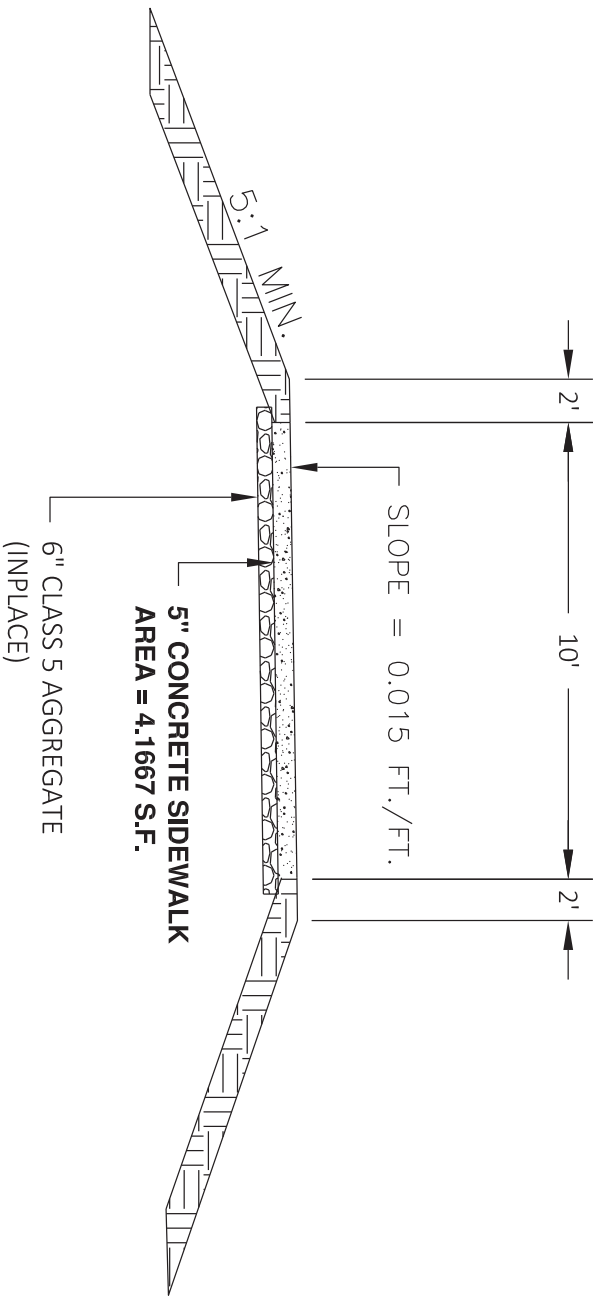
Date: 10/12/2023

Cass County Government



This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

STATE	PROJECT NUMBER	SECTION	SHEET
N.D.	CASS COUNTY ROAD 15 SHARED USE PATH	NO.	NO.
		30	1



CASS COUNTY HIGHWAY DEPARTMENT  
 CASS COUNTY ROAD 15 SHARED USE PATH  
 TYPICAL SECTION

CASS COUNTY HIGHWAY DEPARTMENT									
TA GRANT APPLICATION									
GRADING, CEMENT TREATED BASE, & AGGREGATE SURFACING									
KINDRED, ND SHARED USE PATH									
ITEM	SPEC NO.	CODE NO.	DESCRIPTION	UNITS	ESTIMATED QUANTITIES	UNIT COST	TOTAL	ENGINEER'S ESTIMATE	
1	103	100	CONTRACT BOND	L SUM	1	\$15,000.00	\$15,000.00		
2	202	114	REMOVAL OF CONCRETE PAVEMENT	SY	75	\$30.00	\$2,250.00		
3	202	132	REMOVAL OF BITUMINOUS SURFACING	SY	5,000	\$30.00	\$150,000.00		
4	202	170	REMOVAL OF PIPES ALL TYPES & SIZES	LF	84	\$40.00	\$3,360.00		
5	203	125	REMOVE & SALVAGE TOPSOIL	CY	750	\$10.00	\$7,500.00		
6	251	300	SEEDING CLASS III	ACRE	1.25	\$1,200.00	\$1,500.00		
7	253	201	HYDRAULIC MULCH	ACRE	1.25	\$1,200.00	\$1,500.00		
8	261	112	FIBER ROLL 12IN	LF	200	\$5.00	\$1,000.00		
9	302	407	RESHAPE AGGREGATE BASE COURSE	STA	550	\$250.00	\$137,500.00		
10	430	500	COMMERCIAL GRADE HOT MIX ASPHALT	TON	150	\$200.00	\$30,000.00		
11	702	100	MOBILIZATION	L SUM	1	\$50,000.00	\$50,000.00		
12	704	1000	TRAFFIC CONTROL SIGNS	UNIT	500	\$8.00	\$4,000.00		
13	704	1054	SIDEWALK BARRICADE	EA	10	\$50.00	\$500.00		
14	704	1060	DELINIATER DRUMS	EA	40	\$30.00	\$1,200.00		
15	714	5200	PIPE CORR STEEL .079IN 24IN	LF	84	\$75.00	\$6,300.00		
16	714	5820	END SECT CORR STEEL .064IN 24IN	EA	6	\$300.00	\$1,800.00		
17	750	120	SIDEWALK CONCRETE 5IN REINF	SY	6,150	\$80.00	\$492,000.00		
18	750	1016	DRIVEWAY CONCRETE 6IN REINFORCED	SY	250	\$130.00	\$32,500.00		
19	750	2115	DETECTABLE WARNING PANELS	SF	120	\$60.00	\$7,200.00		
						<b>TOTAL =</b>	<b>\$945,110.00</b>		

**20% LOCAL SHARE= \$189,022.00**

**80% FEDERAL SHARE= \$756,088.00**

**Mapleton Application  
Pedestrian Safety Improvements**



# City of Mapleton, North Dakota



---

## Pedestrian Safety Improvements Sunset Drive & Carlsbad Avenue

*North Dakota Department of Transportation  
Transportation Alternative Program (TAP)*

# Table of Contents

<b>1. Project Name</b> .....	2
<b>2. Project Location</b> .....	2
<b>3. Project Contact</b> .....	2
<b>4. Contact Person</b> .....	2
<b>5. Project Sponsor</b> .....	2
<b>6. Sponsoring Official</b> .....	2
<b>7. Project Background</b> .....	3
<b>8. Project Description</b> .....	4
<b>9. Project Cost</b> .....	5
<b>10. TAP Category Best Fits Proposed Project</b> .....	5
<b>11. Supporting Data</b> .....	5
<b>12. Public Accessibility</b> .....	7
<b>13. Matching Funds Provided By</b> .....	7
<b>14. Right-of-Way Needed</b> .....	7
<b>15. Maintenance of This Project will be provided by</b> .....	7
<b>16. Environmental Impacts</b> .....	7
<b>17. Signatures</b> .....	8
<b>18. Attachments</b> .....	8
Appendix A: Maps .....	9
Appendix B: Project Cost .....	12
Appendix C: Letters of Support.....	14

## 1. Project Name

Pedestrian Safety Improvements  
Sunset Drive and Carlsbad Avenue Speed Tables

## 2. Project Location

The City of Mapleton is located in the central region of Cass County, North Dakota in Sections 1 and 6, Township 139N, and Range 51W and Sections 36 and 31, Township 140N and Range 50W. Mapleton is served by Interstate 94 and is located approximately 10 miles west of West Fargo, ND and 10 miles east of Casselton, ND. A state and county map can be found in Appendix A.

## 3. Project Contact

Andrew Draeger, Mayor  
(701) 282-6992  
[adraeger@meridianseeds.com](mailto:adraeger@meridianseeds.com)  
City of Mapleton  
PO Box 9  
651 2<sup>nd</sup> St  
Mapleton, ND 58059

## 4. Contact Person

Brandon Oye, City Engineer  
(701) 282-4962  
[brandon.oye@mooreengineeringinc.com](mailto:brandon.oye@mooreengineeringinc.com)  
Moore Engineering, Inc.  
925 10<sup>th</sup> Avenue East  
West Fargo, ND 58078

## 5. Project Sponsor

City of Mapleton  
PO Box 9  
651 2<sup>nd</sup> St  
Mapleton, ND 58059

## 6. Sponsoring Official

Andrew Draeger, Mayor  
(701) 282-6992  
[adraeger@meridianseeds.com](mailto:adraeger@meridianseeds.com)  
City of Mapleton  
PO Box 9  
651 2<sup>nd</sup> St  
Mapleton, ND 58059

## 7. Project Background

The City of Mapleton is currently studying the cost and scope of improving the safety of pedestrians that use the City's sidewalks and shared-use path network. The City has received numerous complaints regarding pedestrian safety issues involving vehicles throughout town. The complaints received have been concentrated around the Ashmoor Glen 1<sup>st</sup> Addition neighborhood on Sunset Drive and around the Mapleton Elementary School on 1<sup>st</sup> St and the adjacent Carlsbad Avenue.

Sunset Drive is a local residential roadway that also serves as the only access to the adjacent Maple River Golf Course. As a result, the road sees significant traffic during the summer months. Sunrise Drive currently has sidewalks, however there are no safe and

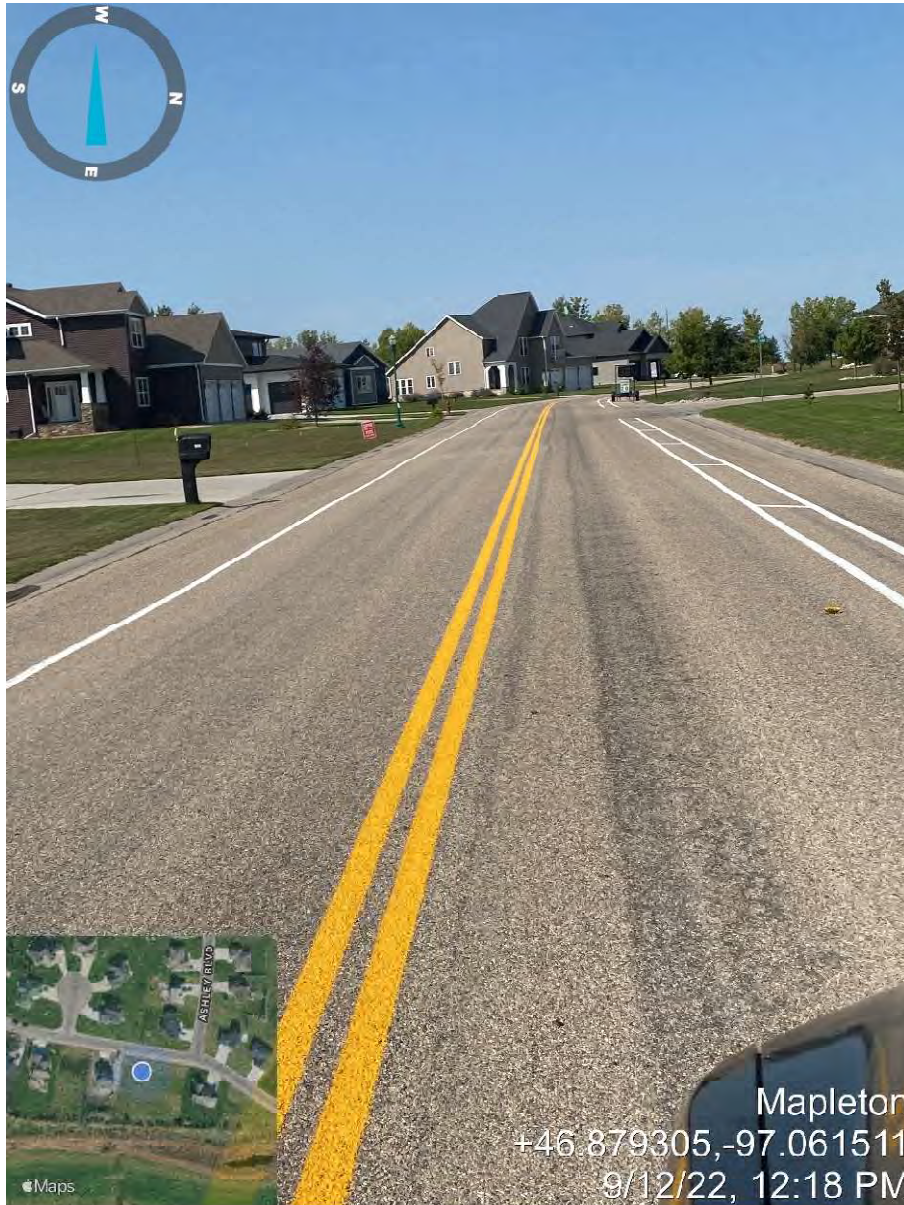


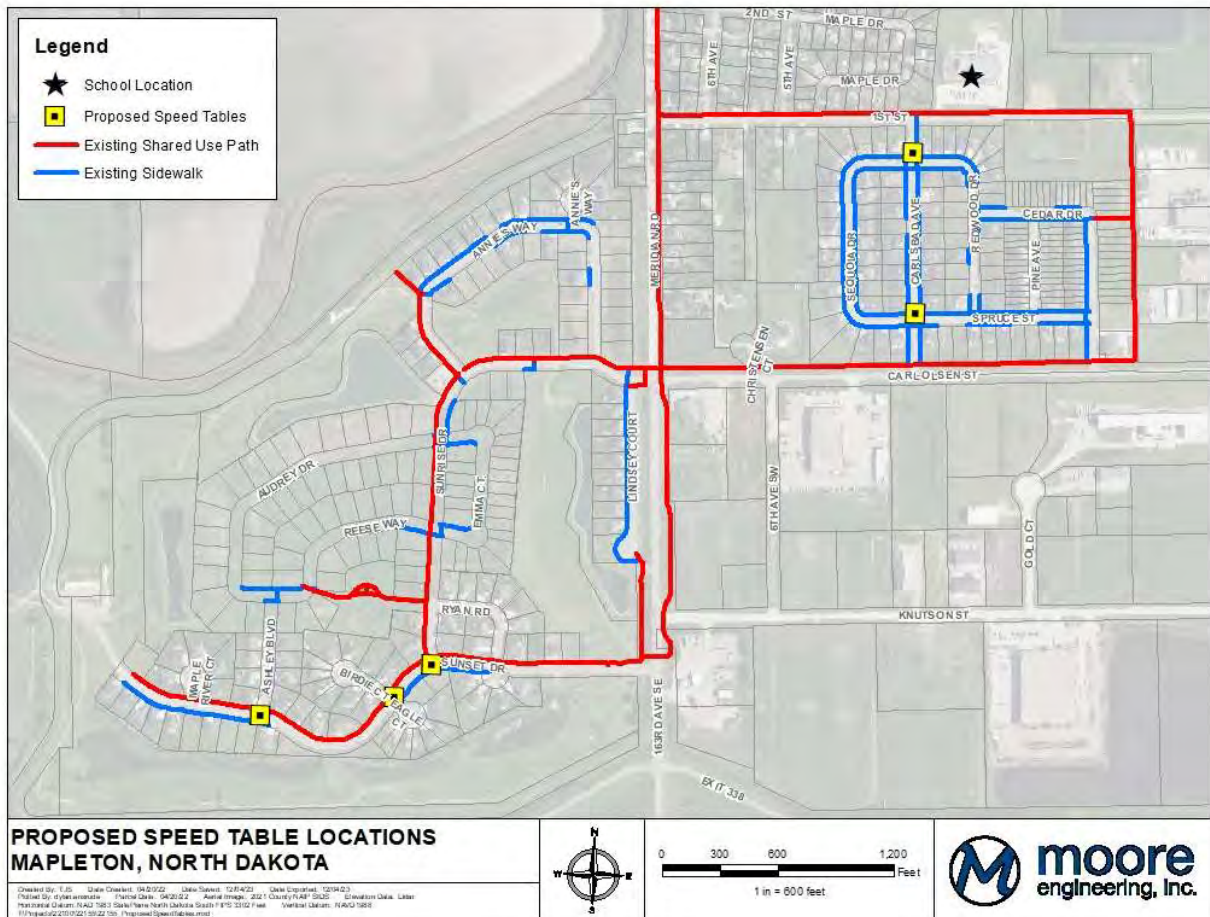
Figure 1: Sunset Drive - Existing Striping

designated locations for pedestrians to cross Sunset Drive, partly due to high vehicle speeds, and partly due to the existing bike lane within the street . While there haven't yet been any pedestrian accidents involving vehicles, there have been close calls, and the City is focused on providing a safe alternative before an accident takes place. The City has engaged the Cass County Sheriff's Office for additional patrols and mobile radar speed enforcement, but are limited by available resources.

Carlsbad Avenue is another local residential roadway within close proximity to the elementary school. Carlsbad Avenue serves as the main thoroughfare in the Meridian Grove neighborhood and is a busy pedestrian corridor for parents and children traveling to and from the elementary school. While there is an established sidewalk network in this neighborhood, pedestrians have trouble safely crossing the street due to the vehicle traffic.

### 8. Project Description

The proposed project includes installing concrete speed tables at strategic locations along Sunset Drive and Carlsbad Avenue. The speed tables will provide safe locations for pedestrians to cross both Sunset Drive and Carlsbad Avenue at critical pedestrian nodes and force traveling vehicles to reduce their speed, further increasing the safety of



pedestrians. The Public Works Department has been consulted about the proposed speed

tables, and it has been noted that the speed tables will not conflict with snow removal or street cleaning equipment. A map showing preliminary locations for the speed tables is below and can also be found in Appendix A.

## 9. Project Cost

The costs for the proposed improvements are outlined in the Engineer's Opinion of Probable Cost which can be found in Appendix B. The total eligible construction cost for the proposed shared-use path improvements is \$653,000 adjusted for inflation to fiscal year 2026. The City of Mapleton is requesting the maximum allowable financial participation amount of \$528,472.90.

The Engineer's Opinion of Probable Cost was prepared by:  
Dylan Ensrude, PE - Assistant City Engineer  
(701) 282-4962

[dylan.ensrude@mooreengineeringinc.com](mailto:dylan.ensrude@mooreengineeringinc.com)

Moore Engineering, Inc.  
925 10<sup>th</sup> Avenue East  
West Fargo, ND 58078

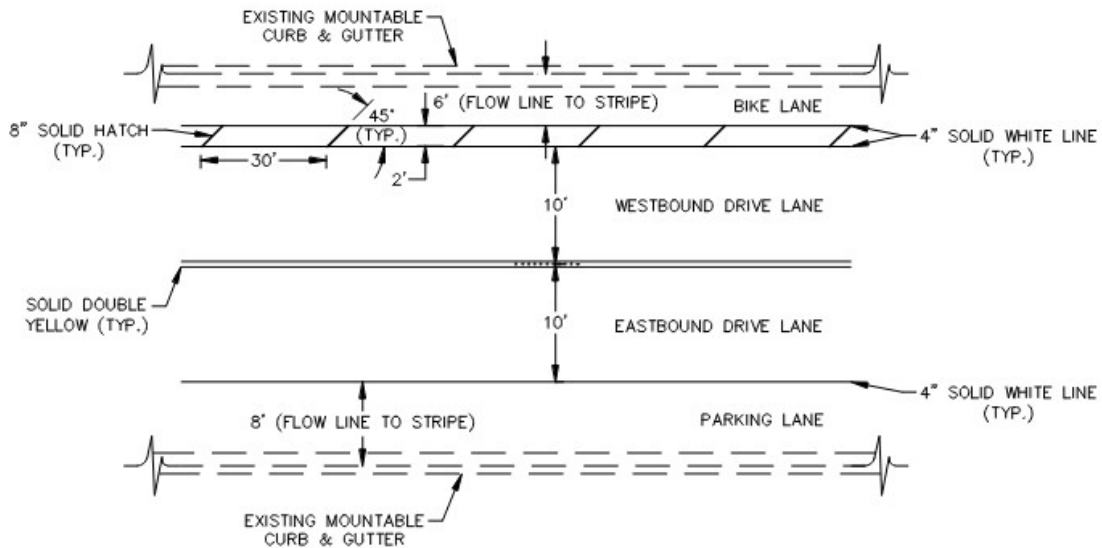
## 10. TAP Category Best Fits Proposed Project

"A" - Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrians and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.

## 11. Supporting Data

The proposed project is intended to bolster the City's existing shared-use path and sidewalk network by providing additional safety measures for pedestrians. The City is extremely proactive when it comes to maintaining and improving infrastructure to build a stronger community. The proposed safety improvements are a crucial part to the City's overall improvement plan. The Public Works department currently maintains one speed table on 1<sup>st</sup> Street near the school, and is comfortable taking on the maintenance of the additional speed tables.

The proposed speed tables on Sunset Drive tie together with a project completed in the Fall of 2023 that installed sidewalks on both sides of Sunset Drive, and eliminated the existing pedestrian space within the roadway. The sidewalk project established an ADA compliant route along Sunset Drive, with ramps at crossing locations. These crossing locations would be modified to accommodate the speed tables. Additionally, the existing striping on Sunset Drive has been updated per Figure 2 below in an effort to slow down traffic.



## **SUNSET DRIVE STRIPING**

NO SCALE

*Figure 2: Existing Striping - Sunset Drive*

The proposed project will smoothly integrate within the similar completed projects within the City. Over the past several years, the City of Mapleton has worked diligently to provide the residents with a safe and ubiquitous pedestrian path and sidewalk network. As the City has continued to grow, so has the traffic volume and the need to increase the safety of the existing pedestrian routes. The City of Mapleton's rapid growth is exciting, but brings with it many challenges, that include a financial burden that many existing residents are unable to handle. This grant will help the City keep up with many of the needs that a growing community experiences.

Previously, the City of Mapleton has collaborated with Cass County on multiple projects to install shared-use paths along Meridian Road, which is also Cass County Road 11, the most recent of which was constructed this summer. These projects were completed in order to provide a safe pedestrian route along the county highway as part of an overall plan which provides a pedestrian route between the City's park system, school system, and other destinations within the city that are frequently accessed.

## 12. Public Accessibility

The owner of the proposed shared-use path improvement project will be the City of Mapleton. The proposed improvements will be exclusively provided for and accessible by the public.

## 13. Matching Funds Provided By

- 13.1. Finance construction costs by Improvement and Revenue Bonds or Bank of North Dakota Infrastructure Loan Fund
- 13.2. Repayment by Cash on Hand

## 14. Right-of-Way Needed

No additional right-of-way will be needed. All proposed improvements will be located in existing street right-of-way.

## 15. Maintenance of This Project will be provided by

City of Mapleton  
Tom Pederson, Public Works Director  
701-630-1821  
PO Box 9  
651 2<sup>nd</sup> St  
Mapleton, ND 58059

## 16. Environmental Impacts

- 16.1. Land Use: No changes or potential changes regarding land use in the vicinity will take place with this project.
- 16.2. Farmland: No farmlands are to be used for this project.
- 16.3. Social: By completing the proposed project, which includes improving pedestrian safety throughout the community, this will strengthen the bond within the community, increase community involvement and offer more access possibilities to different areas of the growing city. The use of safe shared-use paths and sidewalk networks encourage the use of the City's parks, recreation areas, and generate a welcoming environment for new and current residents.
- 16.4. Economic: As surrounding cities become established and options for new home building decreases in those areas, Mapleton is determined to provide an accommodating community with similar recreational features and safe access throughout their shared-use paths and sidewalk networks. New businesses will develop to accommodate the future growth and will also entice new residents to become established in the City.
- 16.5. Relocation: The proposed project will not require any relocation or displacement of and people or businesses.

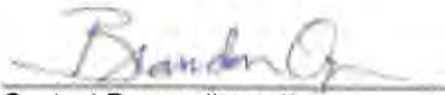


- 16.6. Wetlands: The proposed project will not result in fill material being placed in any known wetlands.
- 16.7. Floodplain: The proposed project is not within a flood plain.
- 16.8. Threatened or Endangered Species: There are no threatened or endangered species known to be in the project vicinity.
- 16.9. Cultural Resources: There are no properties on or eligible to be on the National Register of Historic Places in the project vicinity.
- 16.10. Hazardous Waste: There are no hazardous waste sites known to be located in the proposed project area.

## 17. Signatures



Project Contact (Item 3)  
Andrew Draeger, Mayor  
City of Mapleton



Contact Person (Item 4)  
Brandon Oye, City Engineer  
Moore Engineering, Inc.







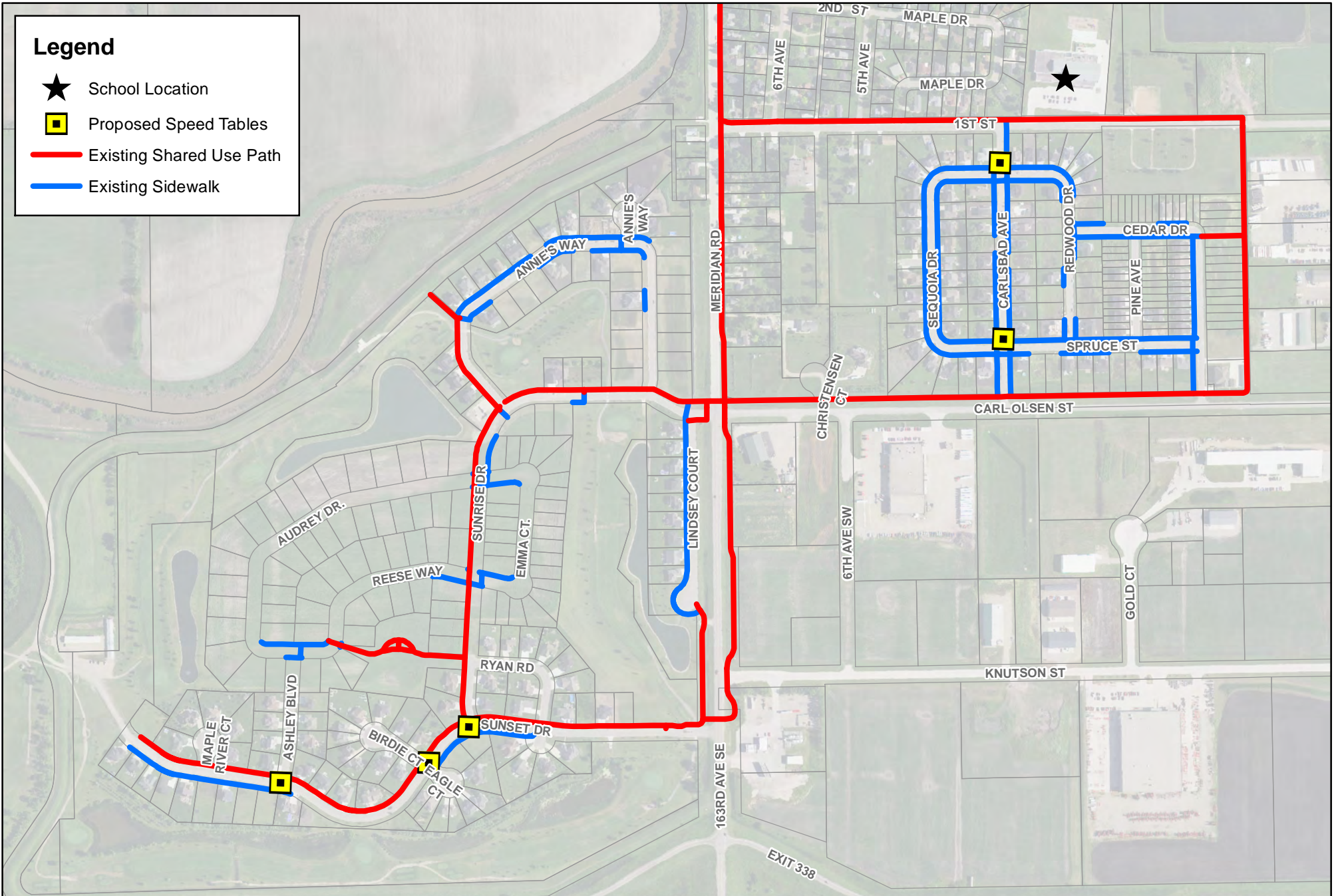
MPO Director  
Ben Griffith, Executive Director  
F-M Metropolitan Council of Governments

## 18. Attachments

# Appendix A: Maps

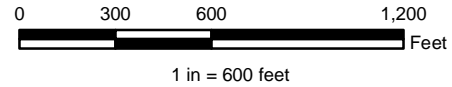
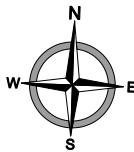
# Legend

-  School Location
-  Proposed Speed Tables
-  Existing Shared Use Path
-  Existing Sidewalk



## PROPOSED SPEED TABLE LOCATIONS MAPLETON, NORTH DAKOTA

Created By: TJS Date Created: 04/20/22 Date Saved: 12/04/23 Date Exported: 12/04/23  
 Plotted By: dylan.ensrude Parcel Date: 04/20/22 Aerial Image: 2021 County NAIP SIDS Elevation Data: Lidar  
 Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988  
 T:\Projects\22100\22155\22155\_ProposedSpeedTables.mxd



# Appendix B: Project Cost

**PEDESTRIAN SAFETY IMPROVEMENTS  
SUNSET DRIVE AND CARLSBAD AVENUE SPEED TABLES  
MAPLETON, NORTH DAKOTA**

*Engineer's Preliminary Opinion of Probable Cost*

<i>BID ITEM NO. &amp; DESCRIPTION</i>	<i>UNIT</i>	<i>QUANTITY</i>	<i>UNIT PRICE</i>	<i>TOTAL</i>
<b><u>Base Bid</u></b>				
1. Mobilization	LSUM	1	\$44,000.00	\$44,000.00
2. Removal of Curb and Gutter	LF	400	\$22.00	\$8,800.00
3. Removal of Bituminous Surfacing	SY	980	\$11.00	\$10,780.00
4. Storm Sewer - 15In	LF	200	\$88.00	\$17,600.00
5. Storm Sewer - 18In	LF	90	\$110.00	\$9,900.00
6. Inlet - Type 2	EA	8	\$5,500.00	\$44,000.00
7. Concrete Speed Table	EA	5	\$33,000.00	\$165,000.00
8. Curb Ramp	SY	50	\$110.00	\$5,500.00
9. Curb & Gutter - Type 1	LF	400	\$82.50	\$33,000.00
10. Detectable Warning Panels	SF	64	\$55.00	\$3,520.00
11. Geotextile Fabric	SY	387	\$5.50	\$2,126.67
12. Aggregate Base Course - CI5	SY	340	\$55.00	\$18,700.00
13. Superpave FAA42	TON	160	\$192.50	\$30,800.00
14. Striping	L SUM	1	\$3,300.00	\$3,300.00
15. Signing	L SUM	1	\$3,300.00	\$3,300.00
16. Traffic Control	L SUM	1	\$8,250.00	\$8,250.00
17. Turf Establishment	L SUM	1	\$5,500.00	\$5,500.00

Construction Subtotal	\$414,076.67
Contingencies	\$166,437.96
<b>TOTAL CONSTRUCTION</b>	<b>\$580,514.62</b>
<b>TOTAL CONSTRUCTION (FY2026)</b>	<b>\$653,000.00</b>
Non-Construction Costs	\$155,000.00
<b>Non-Construction Costs (FY2026)</b>	<b>\$177,000.00</b>
<b>TOTAL PROJECT COST (FY2026)</b>	<b>\$830,000.00</b>

<b><u>Eligible Construction:</u></b>	
<i>Federal Share (80.93%)</i>	\$528,472.90
<i>Local Share (19.07%)</i>	\$124,527.10

<b><u>Non-Participating:</u></b>	
Local Share (Non-Construction)	\$177,000.00

Note: Inflation was calculated using a 4% inflation rate per year to the year 2026.



**To:** Transportation Technical Committee members  
**From:** Ben Griffith, AICP, Executive Director  
**Date:** December 8, 2023  
**Re:** **2023-2024 Unified Planning Work Program (UPWP) Amendment #5**

The purpose of this agenda is to address changes to operations and overhead costs for 2023 and amend the 2023-2024 UPWP to bring it into alignment with our year-end estimates.

Metro COG staff hours were approximately 300 hours under what was budgeted due to a resignation leaving an unfilled position vacant for several weeks, as well as a one-week vacancy between Executive Directors.

Program Area	Budget Reconfiguration
100	\$5,625.10
200	\$5,974.50
300	\$14,593.50
400	\$22,621.60
500	\$1,945.80
600	\$8,888.40
700	\$21,134.50
800	\$11,482.77
900	\$3,832.43
1000	\$0.00

Program Area	New Program Area Budget
100	\$66,803.80
200	\$115,271.46
300	\$166,259.59
400	\$148,321.88
500	\$17,319.20
600	\$42,749.65
700	\$46,697.25
800	\$257,067.19
900	\$13,927.63
1000	\$20,817.20

There were differences in staff hours on various projects in various programming categories, which have been reconfigured into other categories, maintaining a budget neutral approach to the reconfiguring of these staff hours, as seen above in the two tables. The table on the following page provides a breakdown of the budgeted and used staff hours, along with the differences for comparison.

**Comparison of 2023 Budget for Staff Hours and 2023 Year-End Actual Hours**

Program Area	2023 UPWP		2023 Actual		Difference	
	Budget	Staff Hours	\$ Spent	Staff Hours	Variation from Budget	Staff Hours
100 Policy and Administrative Forums	\$72,429	1,260	\$66,048	1,118	\$6,380.99	-245
200 Contracted Planning	\$121,246	2,178	\$104,563	1,785	\$16,682.83	185
300 Federal Transportation Planning & Documentation	\$151,666	2,757	\$163,369	2,887	(\$11,702.86)	-117
400 Technical Transportation Data & Analysis	\$125,700	2,852	\$146,791	3,358	(\$21,090.38)	460
500 Transit Planning	\$15,373	360	\$17,177	341	(\$1,803.38)	-170
600 Bicycle & Pedestrian Planning	\$33,861	704	\$38,883	1,028	(\$5,021.48)	444
700 Local Planning Assistance	\$67,832	1,305	\$44,265	829.25	\$23,566.94	-1,055
800 General Administration*	\$274,221	3,374	\$177,459.81	3,244	\$96,760.95	11
900 Publications Public Information and Communication	\$17,760	403	\$9,023	202	\$8,737.36	-154
1000 Community Planning and Technical Assistance	\$20,817	440	\$23,085	547	(\$2,268.06)	341
<b>TOTAL</b>	<b>\$900,906</b>	<b>15,633</b>	<b>\$790,663</b>	<b>15,340</b>	<b>\$110,243</b>	<b>-300.00</b>

\*General Administration includes all staff leave time (holiday, vacation and sick leave)

[Rest of this page intentionally left blank.]

Metro COG's 2023 overhead expenditures are very close to the amounts budgeted. The table below provides a detailed breakdown of overhead expenses for 2023. Some areas were over, such as Office Rent, due to increased CAM charges, Insurance due to new hires, IT for software application purchases, and overages in the Audit and Accounting Services categories. All of these increases will be accounted for in the preparation of the 2024 budget.

<b>2023 Overhead Budget, Amounts Spent by Category, and Remaining Amounts</b>				
800	Category	Budget	Spent	Remaining
800a	Travel/Training	\$20,840.00	\$9,950.14	\$10,889.86
800b	Dues/Subscriptions	\$10,034.00	\$6,167.68	\$3,866.32
800c	Office Supplies	\$3,900.00	\$1,298.04	\$2,601.96
800d	Postage/Meter Lease	\$2,184.00	\$1,305.93	\$878.07
800e	Advertising	\$2,000.00	\$1,460.59	\$539.41
800f	Office Rent	\$92,123.00	\$105,256.40	(\$1,313.34)
800g	Insurance	\$7,880.00	\$10,576.18	(\$2,696.18)
800h	Phone/Internet	\$4,200.00	\$4,191.94	\$8.06
800i	Information Systems/IT	\$138,288.00	\$147,608.70	(\$9,320.70)
800j	Audit	\$13,500.00	\$15,000	(\$1,500.00)
800k	Office Equipment	\$500.00	\$0.00	\$500.00
800L	Printing/Copier Lease	\$4,004.00	\$3,971.60	\$32.40
800m	Legal Services	\$1,500.00	\$500.00	\$1,000.00
800n	Accounting	\$16,800.00	\$18,956.40	(\$2,156.40)
800o	HR Services	\$500.00	\$0.00	\$500.00
800p	Traffic Count Maint	\$3,925.00	\$2,121.41	\$1,803.59
800q	Payroll Services	\$1,680.00	\$1,674.00	\$6.00
800r	Newsletter	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$323,858.00</b>	<b>\$330,039.01</b>	<b>\$5,639.05</b>
Locally Funded Categories				
801a	Bike Map App/Misc	\$1,800.00	\$522.15	\$1,277.85
801b	Traffic Count Fund	\$1,000.00	\$199.25	\$800.75
<b>TOTAL</b>		<b>\$2,800.00</b>	<b>\$721.40</b>	<b>\$2,078.60</b>
5508	Employee Recruitment	\$0.00	\$2,260.29	(\$2,260.29)

An estimated \$5,457.36 remains in the 2023 overhead budget, which Metro COG staff recommends carrying over into the 2024 budget. This includes the \$5,639.05 for the 800 categories, plus \$2,078.60 in the locally funded categories, minus \$2,260.29 for employee recruitment, which had not been budgeted for.



Metro COG staff is requesting an End of Year Amendment to the 2023 UPWP for operations and overhead costs and budgeted time and as follows:

- Amend the staff hours and costs as shown in the tables on page 1 and supported by the table on page 2 of this memo.
- Amend the UPWP to carry over \$5,457.36 in remaining overhead funds into 2024, based on the table on page 3 of this memo. The proposed amendments to the 2024 UPWP and budget will address how these funds will be used.

**Requested Action:** Recommend approval to the Policy Board of the 2023 year-end UPWP Amendment (#5), consisting of the changes identified below:

- Amend the staff hours and costs as shown in the tables on page 1 and supported by the table on page 2.
- Amend the UPWP to carry over \$5,457.36 in remaining overhead funds into 2024. The proposed amendments to the 2024 UPWP and budget will address how these funds will be used.



**To:** Transportation Technical Committee  
**From:** Michael Maddox, AICP  
**Date:** December 8, 2023  
**Re:** **25<sup>th</sup> Street Corridor Study – Final Report**

The City of Fargo and Metro COG embarked on a study in 2022 to identify any improvements that could be made to improve vehicular circulation, improve bicycle and pedestrian movements, enhance the context/character of the roadway, and forward the goals of Fargo's Go2030 Comprehensive Plan to the 25<sup>th</sup> Street Corridor between 32<sup>nd</sup> Ave S and 64<sup>th</sup> Ave S in advance of the reconstruction of the roadway.

KLJ worked with Metro COG, the City of Fargo, stakeholders adjacent to the corridor and members of the public, to identify and study issues in the study area. KLJ has successfully delivered the results of their investigation and analysis. The 25<sup>th</sup> Street Corridor Study includes alternatives that will be forwarded once the project moves forward into design.

Scott Middaugh, the project manager from KLJ will give a presentation on the efforts to develop the plan as well as the results of their analysis.

**Requested Action:**  
**Recommend Policy Board approval of the 25<sup>th</sup> Street Corridor Study**

**To:** Transportation Technical Committee  
**From:** Jaron Capps, GIS Coordinator/ Assistant Transportation Planner  
Chelsea Levorsen, Assistant Transportation Planner  
**Date:** December 14, 2023  
**Re:** **2023 Metro Profile**

The latest Metropolitan Profile is now complete. This annual report is prepared by Metro COG to provide a snapshot of the Fargo-Moorhead metropolitan area based on data from 2022. Like last year, the report is divided into five sections (community profile, roadways, freight, bike & pedestrian, and transit) with metrics to be continually tracked in the future to identify larger trends.

Changes made to the draft document presented at the November TTC meeting will be presented at the December TTC meeting. To view the entire document, please see **Attachment 1**.

The full 2023 Metro Profile can also be reviewed on Metro COG's website at:

<http://fmmetrocog.org/resources/metro-profile>

**Requested Action:**  
**Recommend Policy Board approval of the 2023 Metropolitan Profile**

# METROPOLITAN PROFILE 2023

Annual Report for the Fargo-Moorhead Metropolitan Area



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

Adopted:  
1-2nd Street N, Suite 232  
Fargo, ND 58102  
[www.fmmetrocog.org](http://www.fmmetrocog.org)



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

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

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

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is pleased to present the Metropolitan Profile 2023 (Metro Profile), a document previously known as the Surveillance and Monitoring Report for the Fargo-Moorhead Metropolitan Area. The data presented within this Profile pertains to the 2022 calendar year (January 1, 2022 through December 31, 2022).

Metro COG began producing the Metropolitan Transportation Surveillance and Monitoring Report in 1981. Over time, this document has taken various forms in order to ensure compliance and compatibility with relevant surface transportation authorization. The Infrastructure Investment and Jobs Act (IIJA), the Metro Profile has become an essential performance management tracking tool.

The profile is structured to document and monitor the following:

- (a) Changes to the transportation system;
- (b) Demographic and socioeconomic conditions;
- (c) Changes in land use patterns and/or development patterns;
- (d) Accuracy of projections/assumptions made within the Metropolitan Transportation Plan (MTP); and
- (e) Implementation of the Transportation Improvement Program (TIP).

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

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

Any questions or comments on the content of this document should be directed to Metro COG. Supporting plans, studies, and other transportation data for the Fargo-Moorhead Metropolitan Area is available by contacting Metro COG (701.532.5100), by email at [metrocog@fmmetrocog.org](mailto:metrocog@fmmetrocog.org), or visiting Metro COG's website at [www.fmmetrocog.org](http://www.fmmetrocog.org).



**Chuck Hendrickson**  
Chair, Metro COG Policy Board

**Ben Griffith**  
Executive Director, Metro COG







# CONTENTS

## INTRODUCTION

	<b>Introduction</b>	5
	Jurisdictions	6
	Organizational Chart	7
	Vision and Mission	8
	Executive Summary: COVID-19	9
	<b>Community Profile</b>	
	Overview	10
	Demographics	11
	Employment	12
	Housing	13

## TRANSPORTATION

	<b>Roadways</b>	
	Overview	14
	Projects	15
	Safety and Pavement Condition	16
	Functional Classification	17
	<b>Freight</b>	
	Overview	18
	Truck	19
	Rail and Air	20
	Rail and Air Map	21
	<b>Bike &amp; Pedestrian</b>	
	Overview	22
	Projects	23
	Network Map	24
	Counts	25-27
	<b>Transit</b>	
	Overview	28
	Projects	29
	Route Map & Inventory	30
	Vehicle Condition	31-32
	Acronyms	33
	Additional Resources	34

# INTRODUCTION

## Who is Metro COG?

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

## What is the Metro Profile?

The 2023 Metropolitan Profile is separated into five chapters, each of which focuses on trends affecting the development patterns and transportation network of the Fargo-Moorhead MPA. Together the chapters provide a comprehensive snapshot of the conditions and trends affecting the metro area based on 2022 data (or the most recent data available).

The chapters are grouped into two sections:

### Community Profile

#### Transportation

The Transportation section encompasses topics focused on the:

#### Roadway System

#### Freight & Interstate Travel

#### Bicycle & Pedestrian Network

#### Local & Regional Transit

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





# JURISDICTIONS

CASS COUNTY 1,768 SQ. MILES

FARGO 51.18 SQ. MILES

WEST FARGO 16.41 SQ. MILES

HORACE 12.68 SQ. MILES

CASSELTON 2.18 SQ. MILES

HARWOOD 1.31 SQ. MILES

MAPLETON 3.91 SQ. MILES

CLAY COUNTY 1,053 SQ. MILES

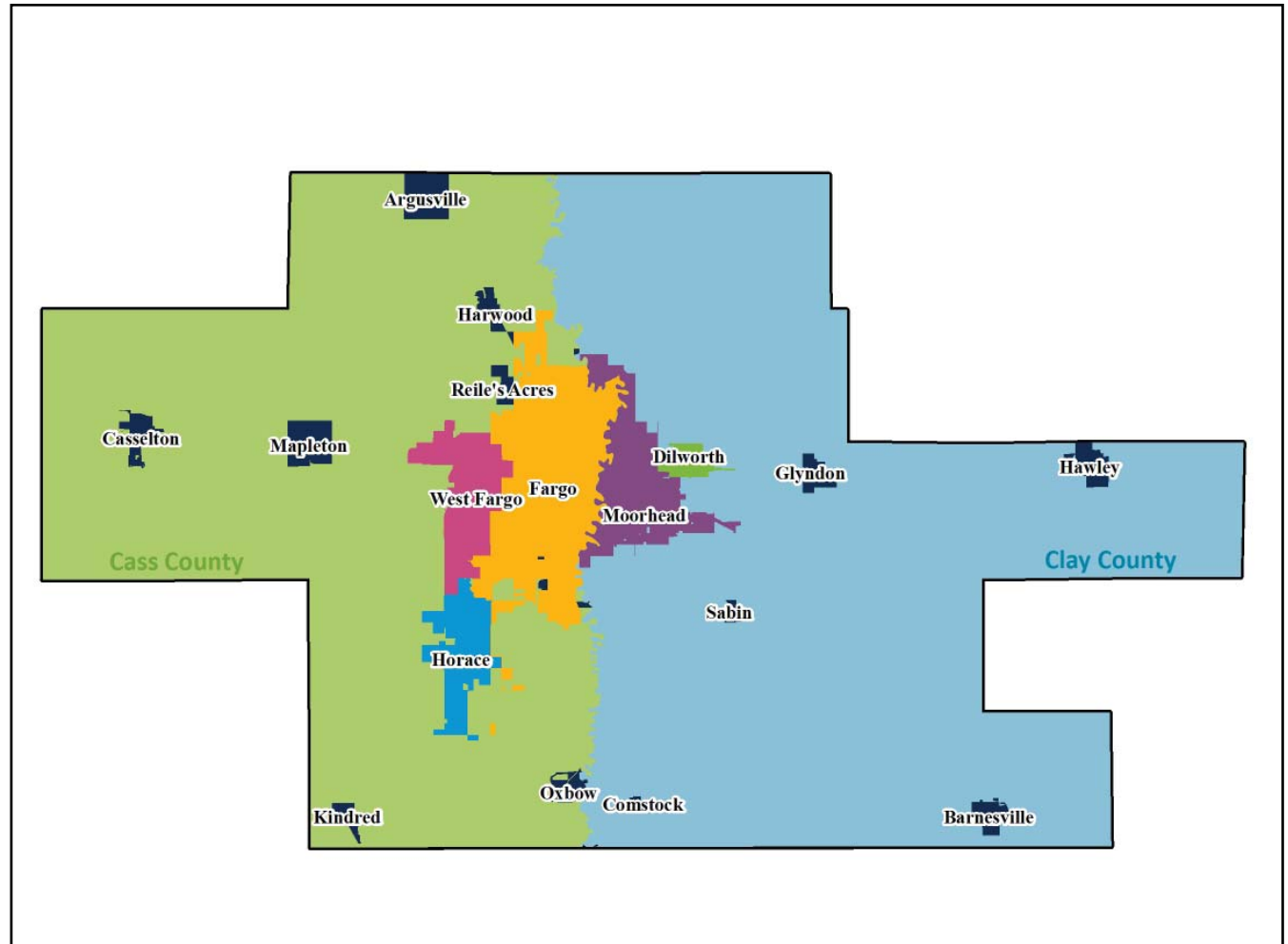
MOORHEAD 22.32 SQ. MILES

DILWORTH 3.22 SQ. MILES

BARNESVILLE 1.96 SQ. MILES

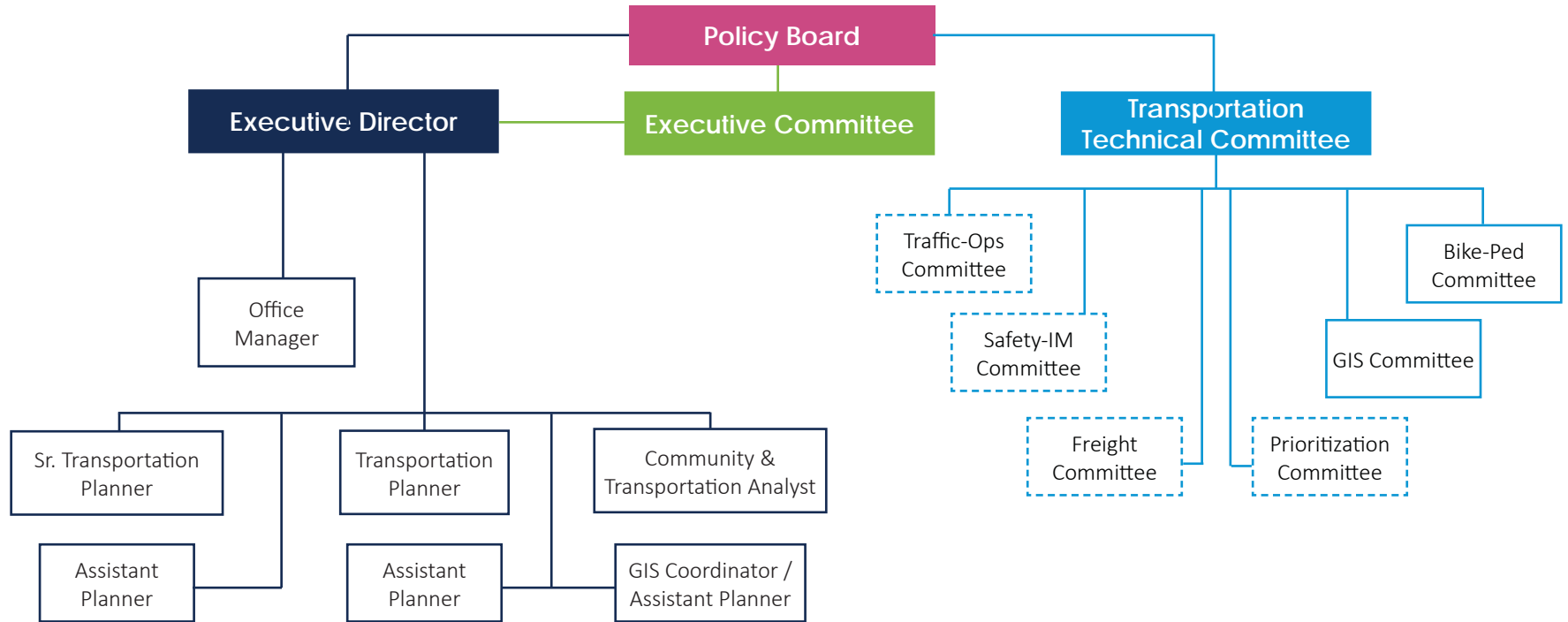
GLYNDON 1.59 SQ. MILES

HAWLEY 2.448 SQ. MILES



NOTE: Jurisdiction acreage was calculated from the GIS information provided by each jurisdiction. Associate Jurisdictions are depicted in navy, while the Member Jurisdictions are color coded by pink, purple, greens, bright blues, or yellow.

# 2023 ORGANIZATIONAL CHART



## Metro COG 701.532.5100

**Executive Director**  
Ben Griffith ..... 701.532.5103

**Office Manager**  
Savanna Leach ..... 701.532.5101

**Senior Transportation Planner**  
Michael Maddox ..... 701.532.5104

**Transportation Planner**  
Dan Farnsworth ..... 701.532.5106

**Community & Transportation Analyst**  
Adam Altenburg ..... 701.532.5105

**Assistant Planner**  
Chelsea Levorsen ..... 701.532.5102

**Assistant Planner**  
Paul Bervik ..... 701.532.5107

**Assistant Planner / GIS Coordinator**  
Jaron Capps ..... 701.532.5110

----- Committees that do not meet regularly or those that are called upon as needed.





# VISION AND MISSION

## Vision Statement

**Provide quality, proactive regional planning services for a changing society.**

## Mission

1. Harmonize the activities of federal, state, and local agencies
2. Render technical assistance
3. Encourage public participation in the development of the area

---

## Core Functions

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

# EXECUTIVE SUMMARY

## Post COVID-19 Pandemic Trends

In early 2022, the metro experienced peak total infections due to the Delta and Omicron Variants of the COVID-19 Virus. In 2022, the number of people working from home decreased, showing the Metro's return to normalcy. The economy saw growth trends during 2022 as it neared pre-pandemic levels. This can be seen through Hector International Airport reporting its second highest passenger volume of all time.

## Demographic Highlights

The Fargo-Moorhead Metropolitan Statistical Area (MSA) has continued to experience faster population growth than the country as a whole. In 2022, proportionally, much of this growth is estimated to have occurred within Horace, Fargo, and Dilworth. The population of the metro remains younger and more educated than national averages thanks to the number of higher education institutions in the area. However, the metro showed signs of aging, but at a much slower trend than the national average. Furthermore, the metro also continues to look more diverse despite having lower rates of foreign-born individuals and those speaking a language other than English at home. Even though the MSA is diversifying, regional trends are slower than what is occurring nationally.

## Economic Recovery

The unemployment rate in the Metro continues to decrease. In 2022, the Fargo-Moorhead Metro area was ranked #2 in the nation for lowest unemployment rate and saw a slight increase within the labor force. Despite the FM Area observing increased median household incomes, the region fell below the national average. Furthermore, the regional poverty rate increased, nearing the national average.

## Transportation

Vehicle miles traveled (VMT) in the region decreased from 2021, and has not caught up to pre-pandemic levels. VMT per capita rates in the Metro area are lower than 2021 and are still below the national average.

The Metro area welcomed two Amazon Warehouses at the end of 2021. In 2022 construction continued on a series of four buildings for the Dakota Commerce Center and Marvin Windows completed a major expansion. Despite new distribution center construction, both truck average daily traffic (ADT) and pounds of air cargo declined.

Amtrak's Empire Builder saw a significant increase in passenger ridership and a decline of their on-time performance in 2022. Hector International Airport also saw an improvement in both air passengers and enplanements.

Strava, a data source previously used by Metro COG, is no longer available. The number of bicycle and pedestrian activity is slightly lower this year. Metro COG saw a slight decrease in the number of non-motorized crashes but the amount of serious injuries nearly doubled.

MATBUS ridership has increased in Fargo and West Fargo. Ridership is up for paratransit and Metro Senior ride as well. Ridership in Moorhead, however has decreased. In 2022, the ridership from local university students is up tremendously. Like 2021, driver shortages have required the reduction or suspension of service.

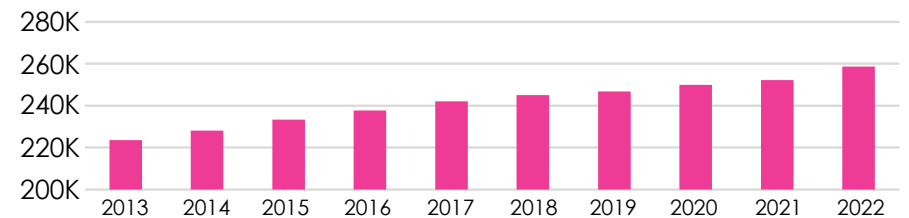


# COMMUNITY PROFILE

## Overview

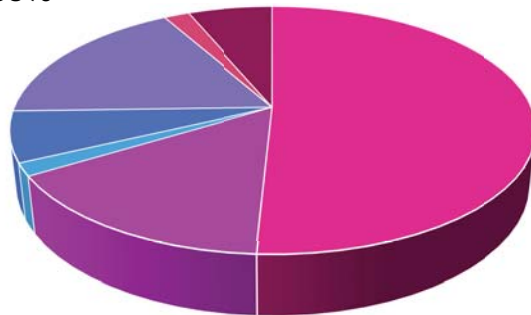


2013 - 2022  
FM MSA Annual population growth

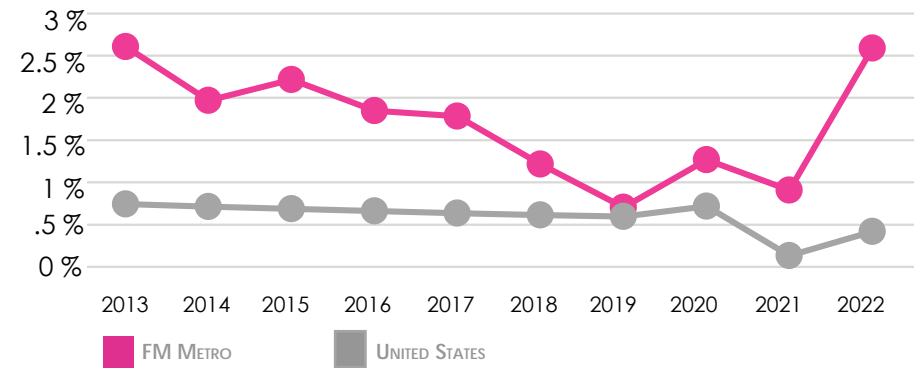


Population & Growth by jurisdiction

<b>FARGO</b> 131,444	<b>+3.7%</b>	<b>MOORHEAD</b> 44,861	<b>+.43%</b>
<b>WEST FARGO</b> 39,985	<b>+1.26%</b>	<b>DILWORTH</b> 4,771	<b>+2.96%</b>
<b>HORACE</b> 4,277	<b>+27.3%</b>	<b>RURAL CLAY</b> 16,297	<b>+.15%</b>
<b>RURAL CASS</b> 17,028	<b>+.35%</b>		

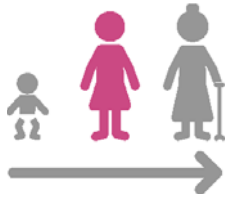


2013 - 2022  
Population Growth by %



COMMUNITY PROFILE

# Demographics



Median age

FM MSA **33.5** +2.7% | United States **39 yrs**



Speaks a language other than English at home<sup>^</sup>

FM MSA **8.6%** +7.5% | United States **21.7%**



Bachelor's degree or higher:  
25 Years and Over

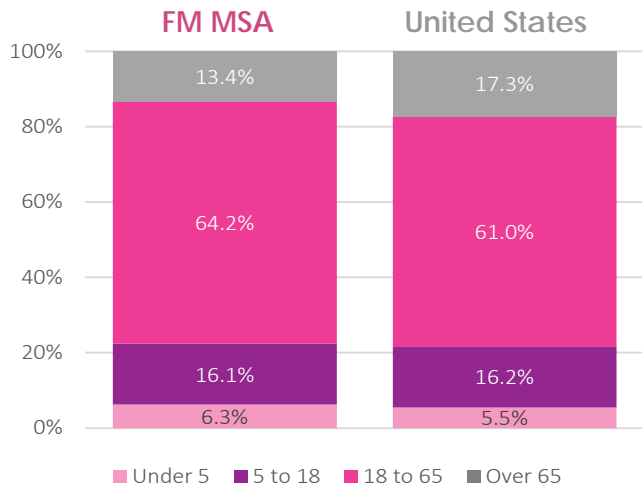
FM MSA **43%** +9.9% | United States **35.7%**



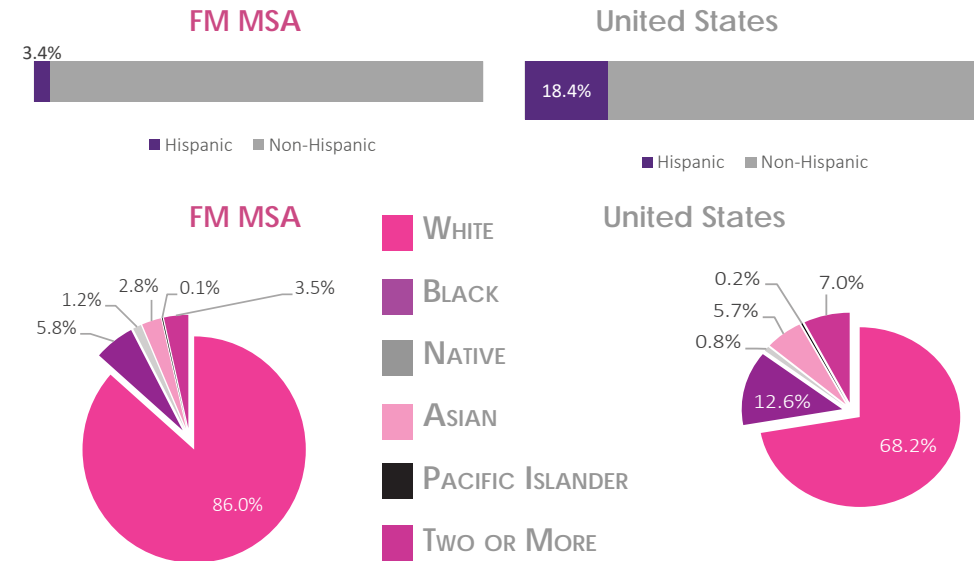
Foreign born

FM MSA **6.9%** -1.4% | United States **13.6%**

## Age distribution



## Racial composition<sup>^</sup>



+ / - Designates change from previous year  
<sup>^</sup>2017-2021 American Community Survey (ACS) 5-year estimates

# COMMUNITY PROFILE

## Employment



**Unemployment rate in 2022**  
 FM MSA **1.86%**  
 -34.7%

United States  
**3.64%**



**Percent in labor force<sup>^</sup>**  
 FM MSA **75.0%**  
 +.67%

United States  
**63.6%**



**Median household income<sup>^</sup>**  
 FM MSA **\$68,531**  
 +3.8%

United States  
**\$69,021**



**Percent in poverty<sup>^</sup>**  
 FM MSA **11.3%**  
 +18.9%

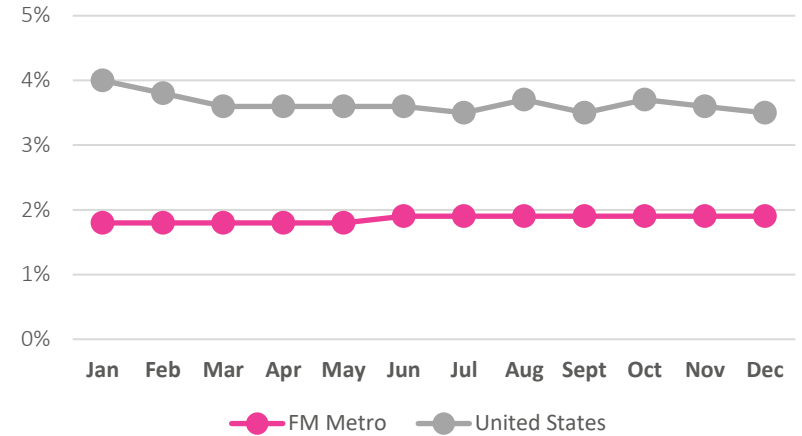
United States  
**12.6%**



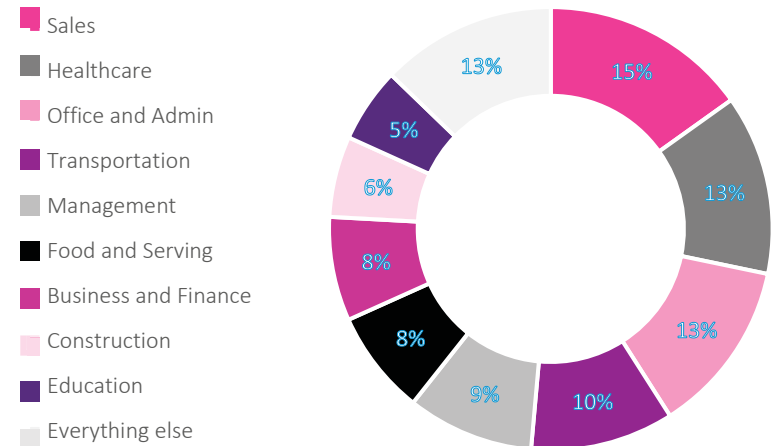
**Worked from home<sup>^</sup>**  
 FM MSA **7.0%**  
 -47.7%

United States  
**9.7%**

Unemployment rate in 2022 by month



Top 10 industries ranked by employment



+ / - Designates change from previous year

<sup>^</sup>2017-2021 American Community Survey (ACS) 5-year estimates

NOTE: For full industry titles and more comprehensive economic profile, see "Economic Profile" in Additional Resources.

COMMUNITY PROFILE

# Housing

Average household size

FM MSA **2.26** -2.5% United States **2.50**

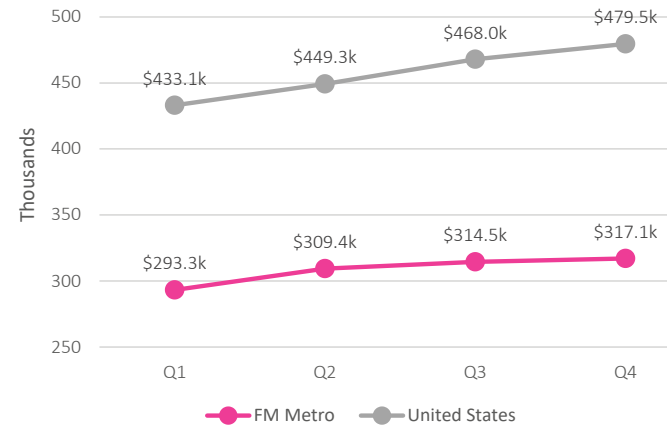
Owner-occupied rate<sup>^</sup>

FM MSA **56.5%** United States **64.6%**

2022 30-Yr Fixed Mortgage US Average

Average **5.64%**  
Year High **7.08%**  
Year Increase **3.20%**

2022 Median Household Price



NOTE: House prices may not be reflective of additional special assessment costs



**116,595**

Housing units metro wide

**1033**

New single-family residential units

- +411 Fargo
- +193 West Fargo
- +308 Horace
- +59 Moorhead
- +16 Dilworth
- +46 Associate Jurisdictions

**1370**

New multi-family residential units

- +996 Fargo
- +55 West Fargo
- +180 Horace
- +139 Moorhead
- +0 Dilworth
- +0 Associate Jurisdictions



**2,403**

Building permits issued in 2022

NOTE: For more in-depth information, see "Permits Plus" in Additional Resources.

+ / - Designates change from previous year

<sup>^</sup>2017-2021 American Community Survey (ACS) 5-year estimates



# ROADWAYS

## Overview

Vehicle miles traveled (VMT)

**2.3 billion+**

Change from 2021

**-3.2%**



Average commute time in minutes<sup>^</sup>

FM Metro  
**18.0**

United States  
**26.8**

Auto Travel Time Reliability (Interstate)

ND Portion of the MPA

**100%**

MN Portion of the MPA

**100%**

Auto Travel Time Reliability (Non-Interstate)

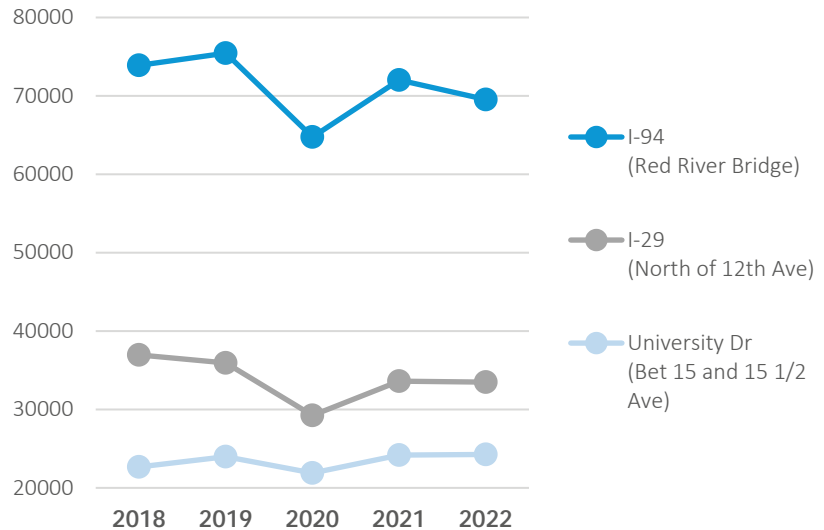
ND Portion of the MPA

**98.2%**

MN Portion of the MPA

**89.4%**

Average Daily Traffic on I-94, I-29 and University Dr



NOTE: For more information, see "Performance Measures" in Additional Resources.



VMT per capita

FM Metro  
**9,154**

United States  
**9,508**

Sources in this section: NDDOT, MnDOT, American Community Survey (ACS) estimates  
<sup>^</sup>2017-2021 American Community Survey (ACS) 5-year estimates

ROADWAYS

# Projects



Number of TIP Projects in 2022

# 43

Total cost

# \$ 96,382,096

Federal funding

# \$ 69,928,209

State funding

# \$ 32,695,472

Local funding

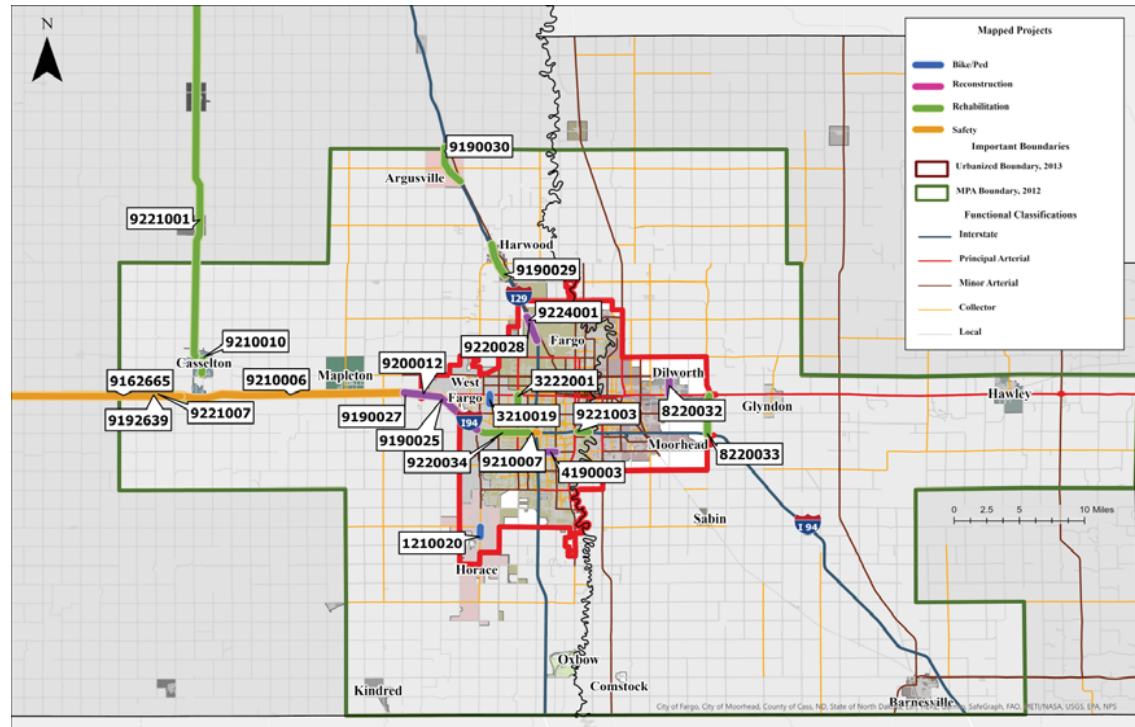
# \$ 38,743,415

## Top 2022 Federal Funded TIP Projects



- Interstate Maintenance on I-94 (9190025)
- Interstate Maintenance on I-94 (9190027)
- Reconstruction of 32nd Ave S (4190003)
- Reconstruction of 52nd Ave S (4200016)
- Safety Improvements on I-94 (9210006)
- Safety Improvements on I-94 (9221007)

2022 Mapped Federally Funded TIP Projects



ROADWAYS

# Safety & Pavement Condition Targets



### ND-Side of the FM MPA 2022 safety data

- 8** Number of fatalities
- 58** Number of serious injuries
- 8** Number of non-motorized fatalities and non-motorized serious injuries

### MN-Side of the FM MPA 2022 safety data

- 4** Number of fatalities
- 4** Number of serious injuries
- 1** Number of non-motorized fatalities and non-motorized serious injuries

### ND-Side of the FM MPA 2022 Pavement Conditions



- 84.46%** of Interstate in good condition
- 0.11%** of Interstate in poor condition
- 12.28%** of non-Interstate in good condition
- 0.44%** of non-Interstate in poor condition

### MN-Side of the FM MPA 2022 Pavement Conditions

- 61.95%** of Interstate in good condition
- 0.0%** of Interstate in poor condition
- 56.34%** of non-Interstate in good condition
- 1.60%** of non-Interstate in poor condition

### ND-Side of the FM MPA 2022 Bridge Conditions



- 54.2%** of NHS bridges in good condition
- 1.7%** of NHS bridges in poor condition

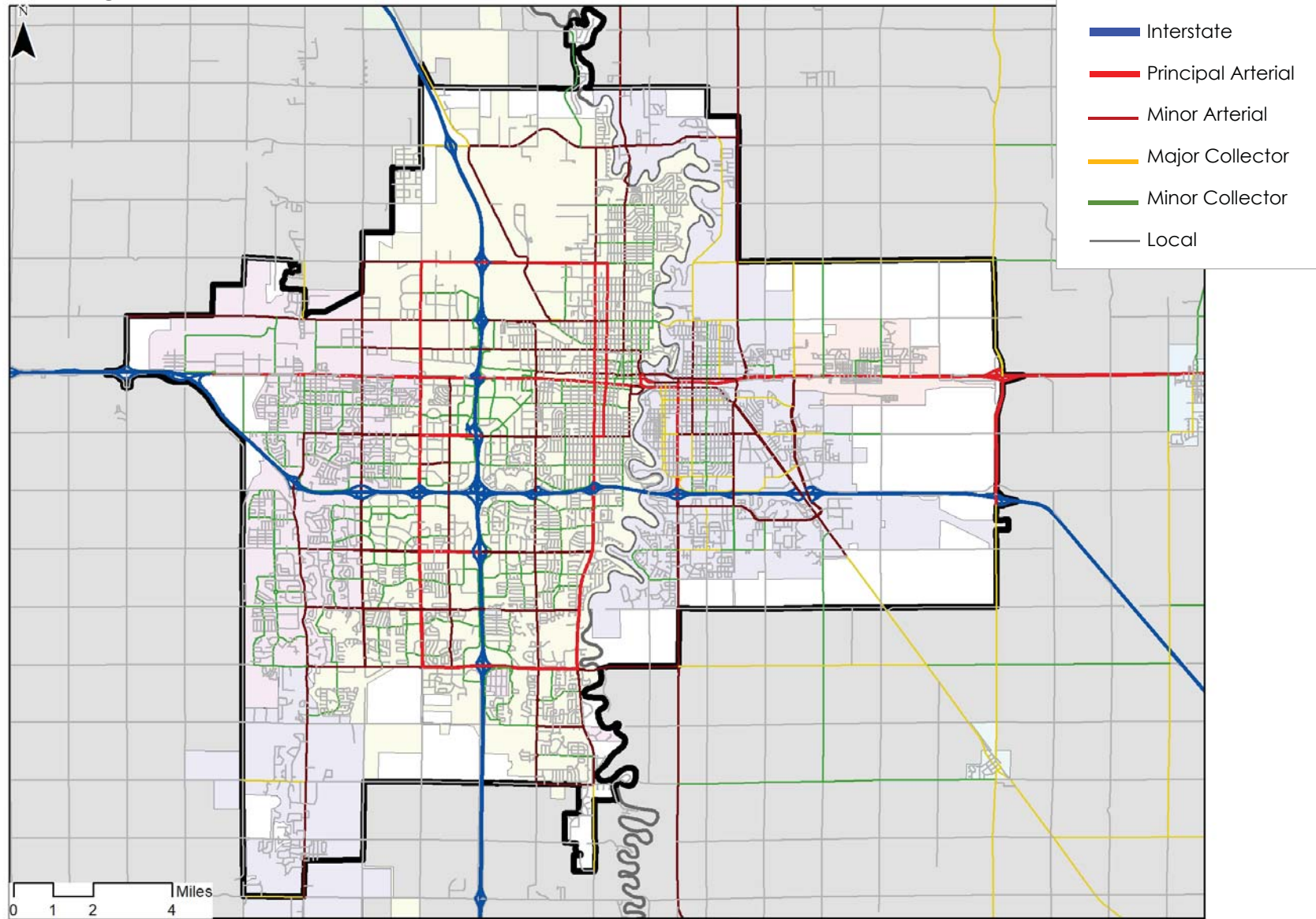
### MN-Side of the FM MPA 2022 Bridge Conditions

- 38.5%** of NHS bridges in good condition
- 4.6%** of NHS bridges in poor condition

## ROADWAYS

# Functional Classification

No Change in Function Classification from 2021



# FREIGHT

## Overview



Air cargo total landed weight in 2022 (lbs)  
**410 million**

Change from year previous  
**-2.5%**



Truck Travel Time Reliability Index (TTTR)

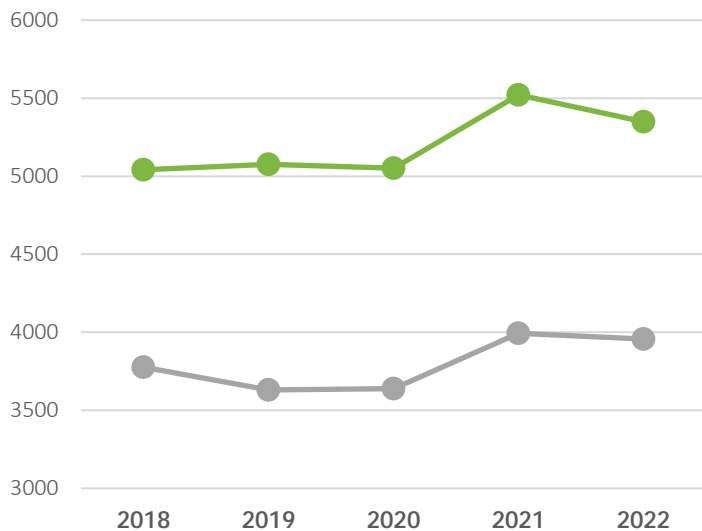
Fargo-Moorhead  
 MPA

**1.26**

Minneapolis-St Paul  
 MPA

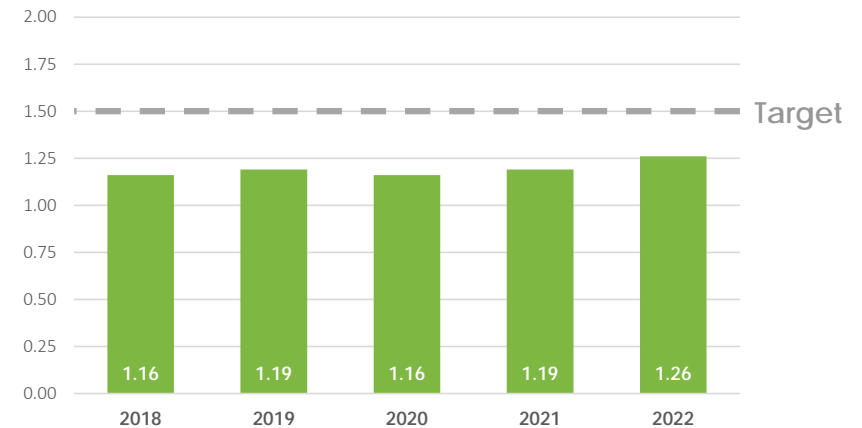
**1.75**

Truck Average Daily Traffic (ADT) on I-94 and I-29



- I-94 / Red River Bridge
- I-29 / North of 12th Ave.

TTTR Actual vs Target



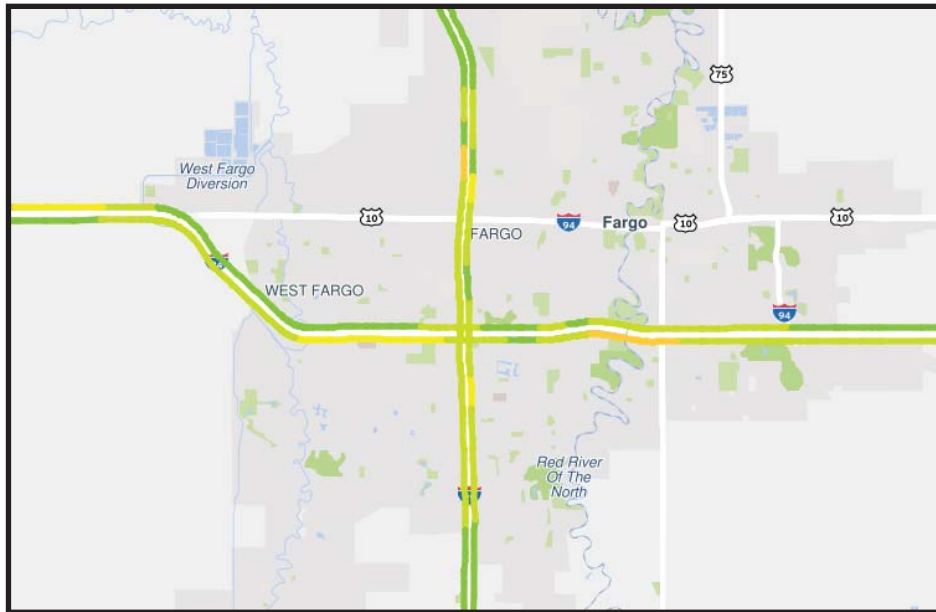
NOTE: For more information, see "Performance Measures" in Additional Resources.

## FREIGHT

# Truck

## 9 Number of unreliable road segments

- I-29 southbound approaching 12th Avenue N/EXIT 66 in Fargo
- I-29 northbound approaching 12th Avenue N/Exit 66 in Fargo
- I-94 eastbound approaching 45th Street/Exit 348 in Fargo
- I-29 northbound at 32nd Avenue/Exit 62 in Fargo
- I-94 westbound from County Road 15/Exit 340 between Fargo & West Fargo
- I-94 eastbound at I-29 Interchange
- I-94 eastbound approaching US-75/Exit 1 in Moorhead



## New Facilities

### Amazon

1.3 million sf Fargo distribution warehouse opened (Late 2021)

### Amazon

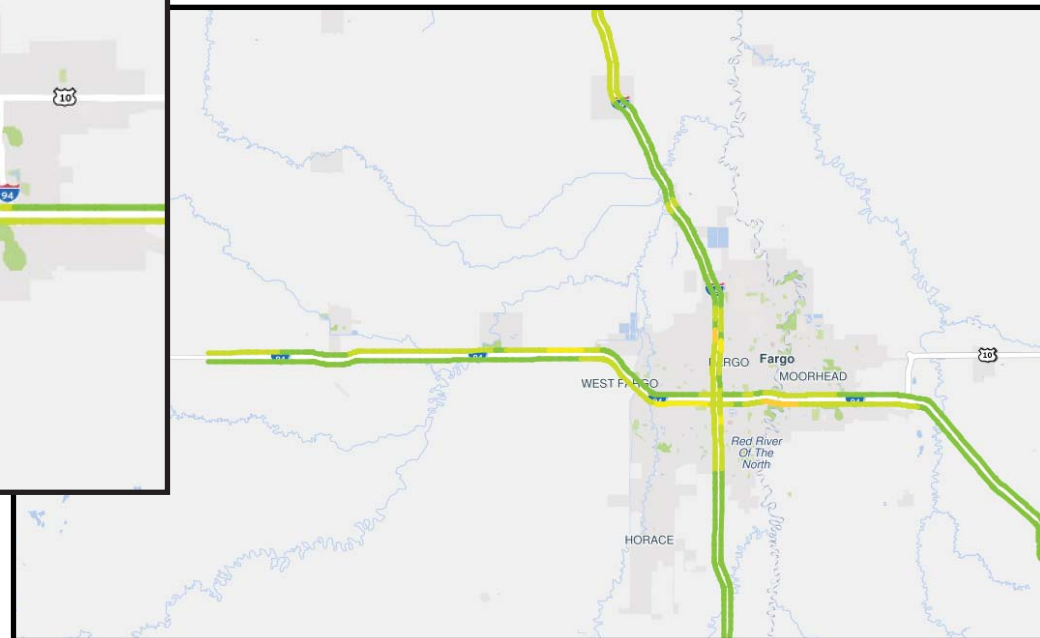
63,000 SF West Fargo distribution Center opened (March 2021)

### Marvin Windows

expanded their distribution center in March (2022)

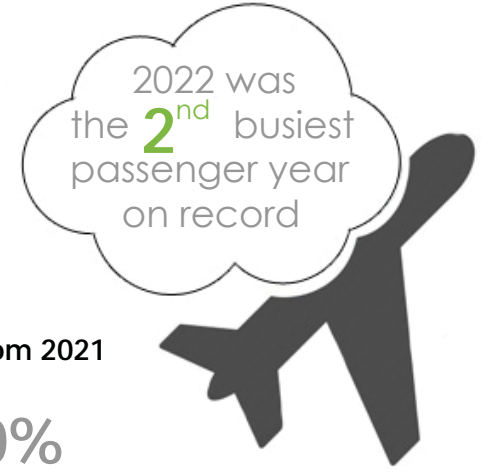
### Dakota Commerce Center

continued construction on their four-building e-commerce facility



FREIGHT

Rail and Air



Fargo Amtrak station ridership in 2022

14,723

Change from 2021

+40.1%

FAR air passengers in 2022

908,075

Change from 2021

+14.0%

Empire Builder passengers in 2022

303,568

Change from 2021

+37.6%

FAR enplanements (boarding) in 2022

455,512

Change from year previous

+14.1%

Empire Builder on-time performance

48.0%

Change from 2021

-12.3%

NOTE: For more information, see "Hector International Airport Year-End Statistics" in Additional Resources.

Trains per Day

Crossing #070839F, North Track

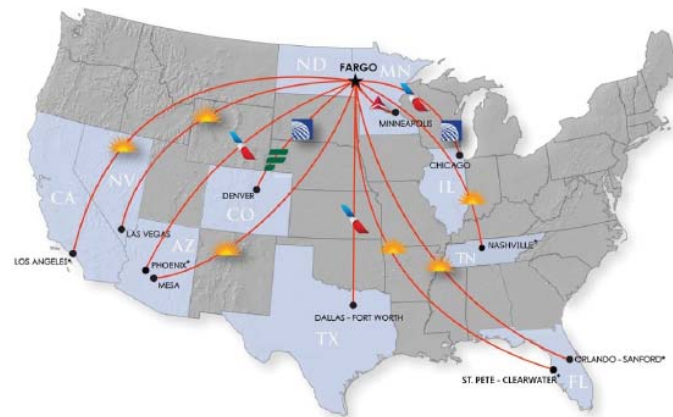
6 BNSF Freight & 2 Empire Builder

Crossing #070807A, South Track

26 BNSF Freight



Direct Flights from Hector International Airport

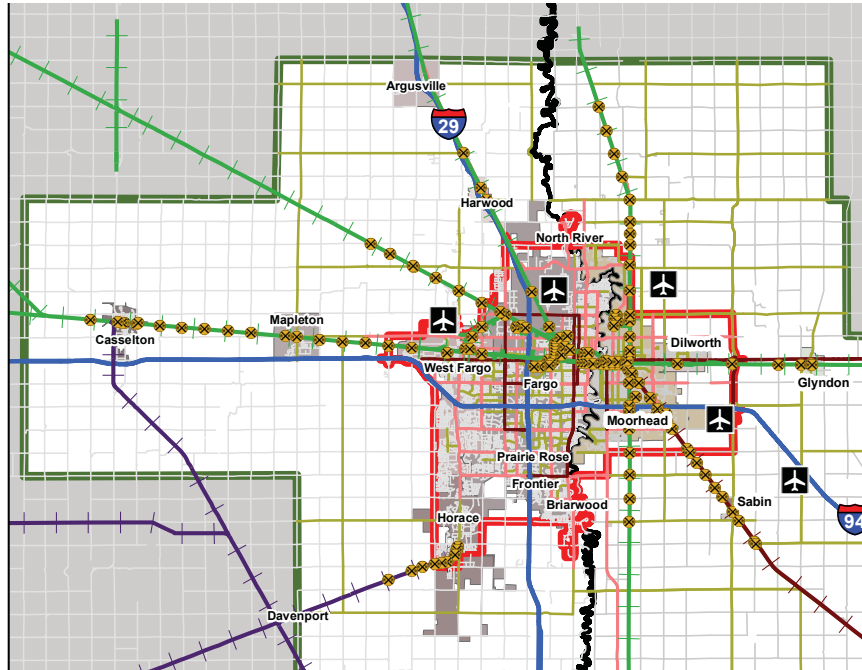


\* Seasonal

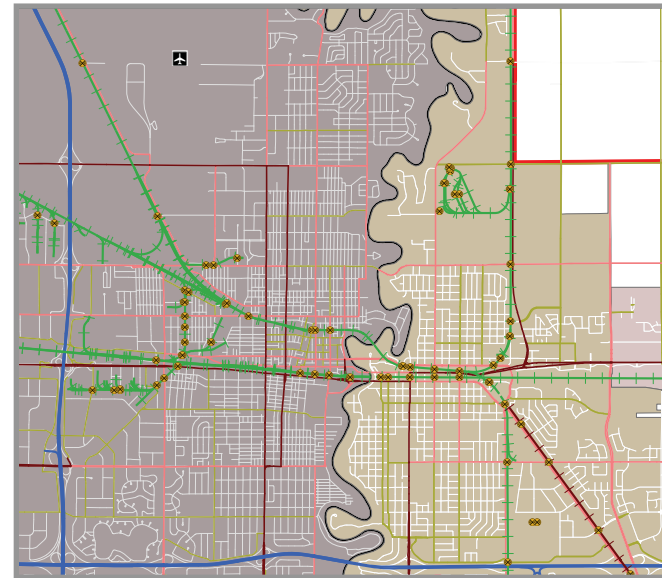
NOTE: For more information, see "Fargo Amtrak Station" in Additional Resources.  
+ / - Designates change from previous year

FREIGHT

# Rail and Air Map



Downtown Inset



**Legend**

- MPA Airport Locations
- At-Grade Rail Crossings
- Clay County Railroads**
- BNSF
- OTVR
- Cass County Railroads**
- BNSF
- CPRS
- RRVW
- Interstate
- Principal Arterial
- Minor Arterial
- Collector
- Local and Other Roads
- UZA Boundary
- MPA Boundary

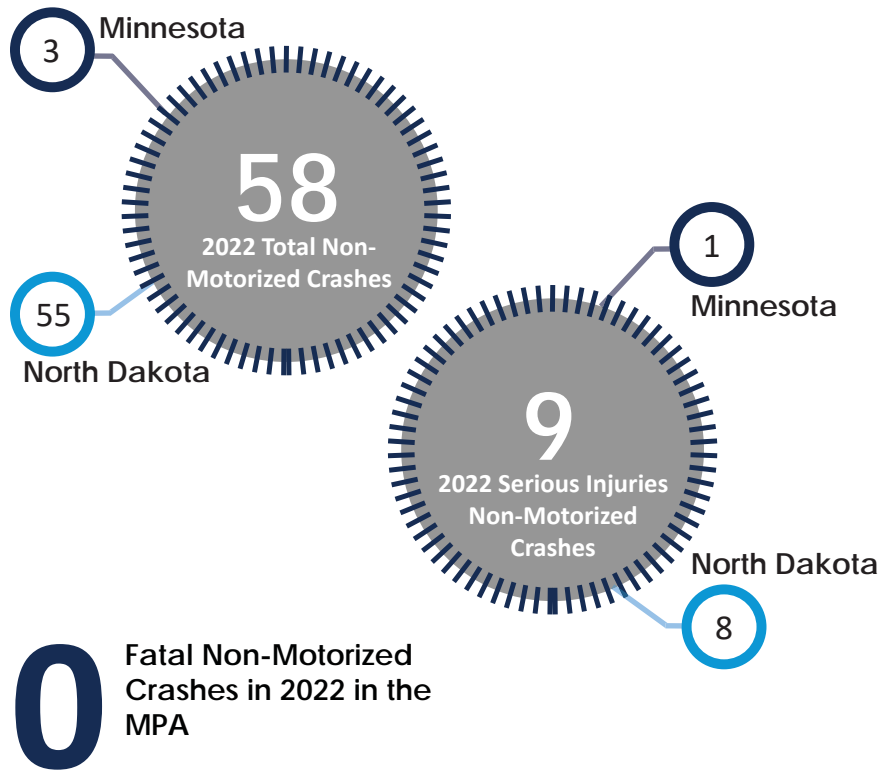
## All Aboard **NORTHWEST**

Created in 2021, All Aboard Northwest officially became a registered 501(c)(4) nonprofit in 2022. All Aboard Northwest is the Greater Northwest Passenger Rail Working Group, working to bring economic, environmental and equity benefits to the communities of the Greater Northwest. They advocate for the needs of rail passengers, especially on a regional scale over state lines, and coordinates with infrastructure and transportation interests to strengthen relationships with groups and citizens.

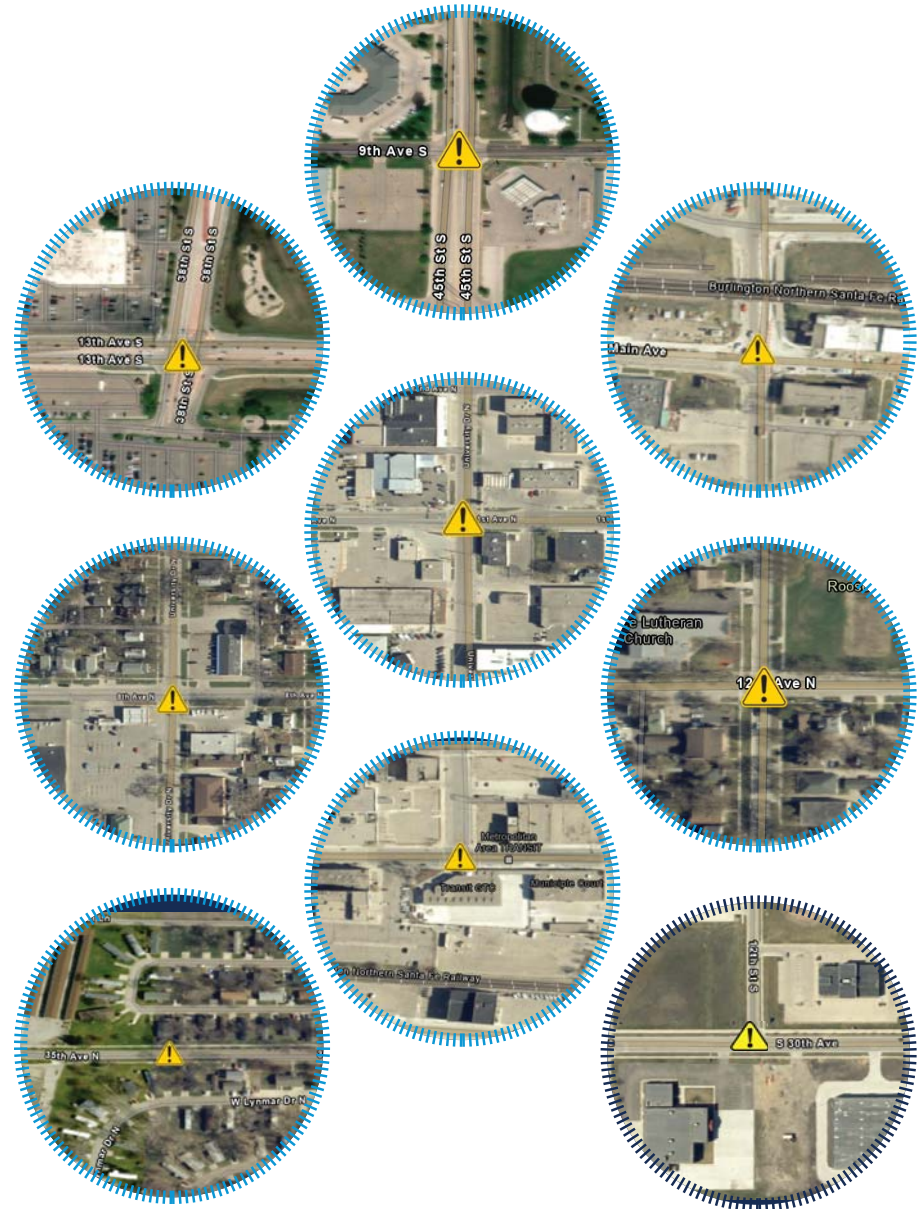


# BIKE & PEDESTRIAN

## Safety Overview

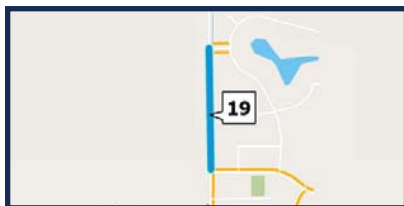
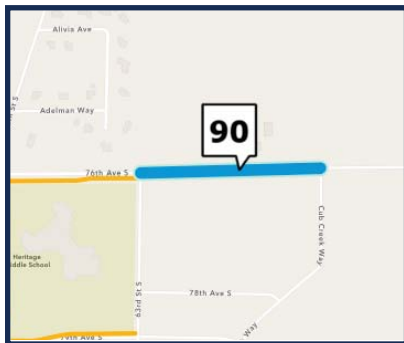


### Serious Non-Motorized Crash Locations



NOTE: For more information, please click [here](#) or see "Performance Measures" in additional resources.

# BIKE & PEDESTRIAN Projects



Bikeway Topologies

**249**  
Miles of Shared-Use Bikeway Paths

**11**  
Miles of Bikeway Lanes

**9**  
Miles of Signed Bike Lanes

**8**  
Miles of Bikeway Sharrows (shared-lane)

**5**  
Miles of Buffered Bike Lanes

**<1**  
Miles of Separated Bike Lanes

**Partially Complete**

- Center Ave (4th St to 8th St) (50)
- CR 17 (81st Ave S to 76th Ave S) (71)
- 45th St (52nd Ave S to 56th Ave S) (86)
- 76th Ave S (63rd St to Cub Creek Pkwy) (90)
- 7th St NE (8th Ave NE to Summerwood) (19)

**Completed**

- 64th Ave S (33rd St to 45th St) (84)
- 7th St NE (US 10 to 3rd Ave NE) (94)



## BIKE & PEDESTRIAN

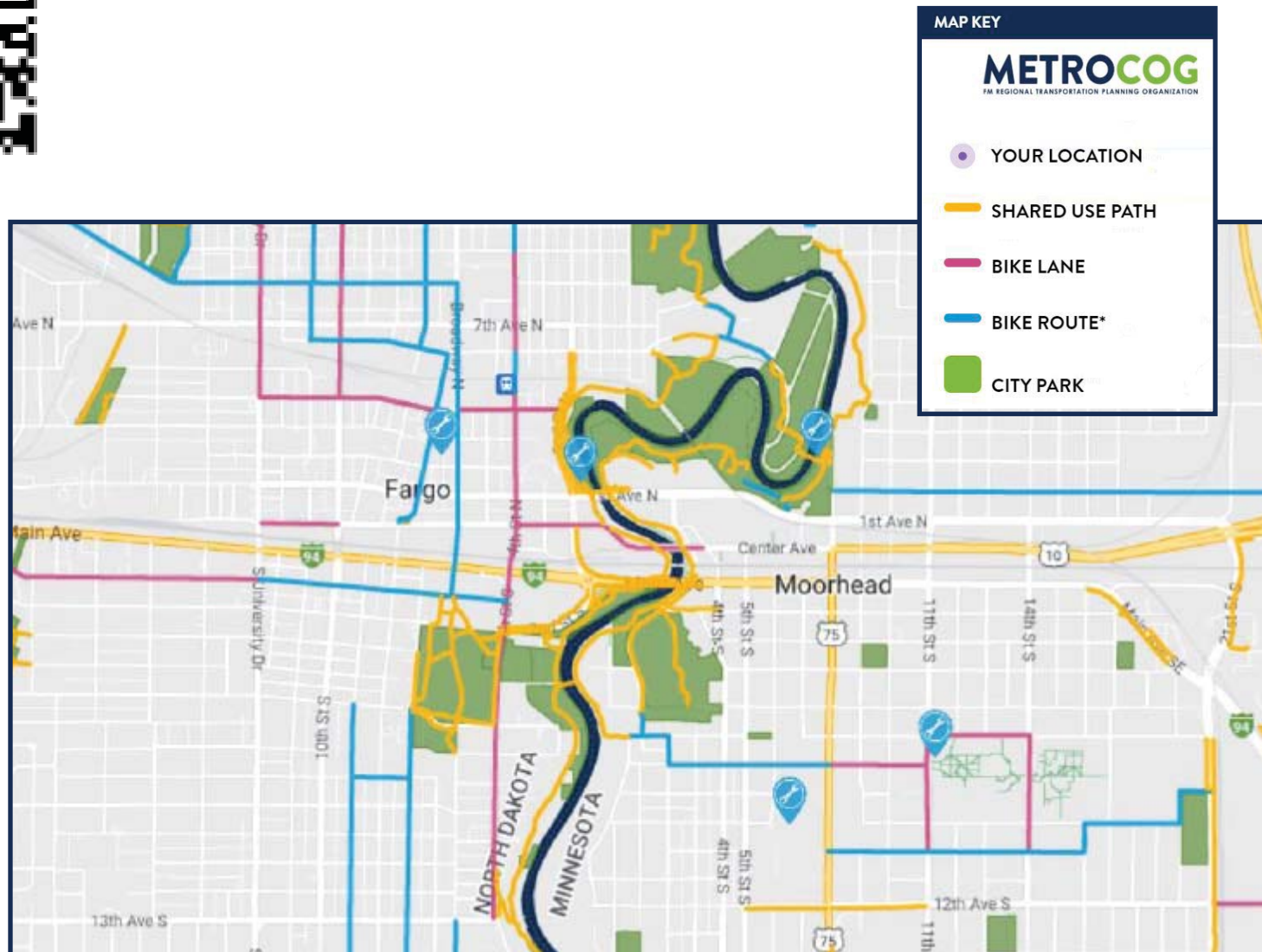
# Network map



### Fargo-Moorhead Bike Map

The application is available on Google Play and the Apple App Store

The bike map of the Fargo-Moorhead metro area includes locations of bikeways (streets with sharrows, wide shoulders, bike lanes or bike-signed roadways) and shared use paths (paths for biking and walking). Also included in the map are the locations of bike repair stations and bike lockers.

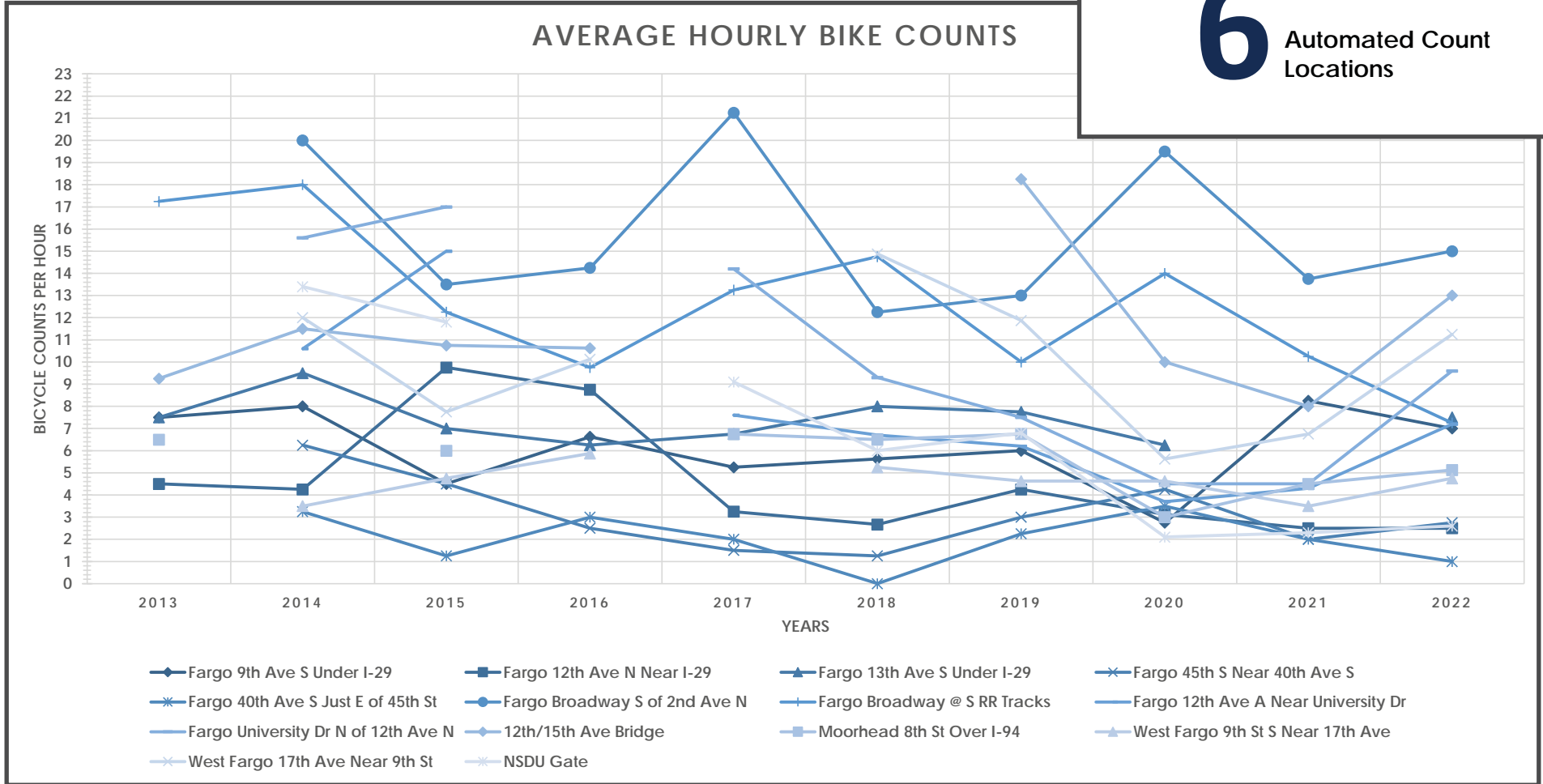


NOTE: For the most up-to-date bike network map, please click [here](#) or see "Fargo-Moorhead Bike Map" in additional resources.

# BIKE & PEDESTRIAN Bicycle Counts

**16** Manual Count Locations - Taken once a year

**6** Automated Count Locations

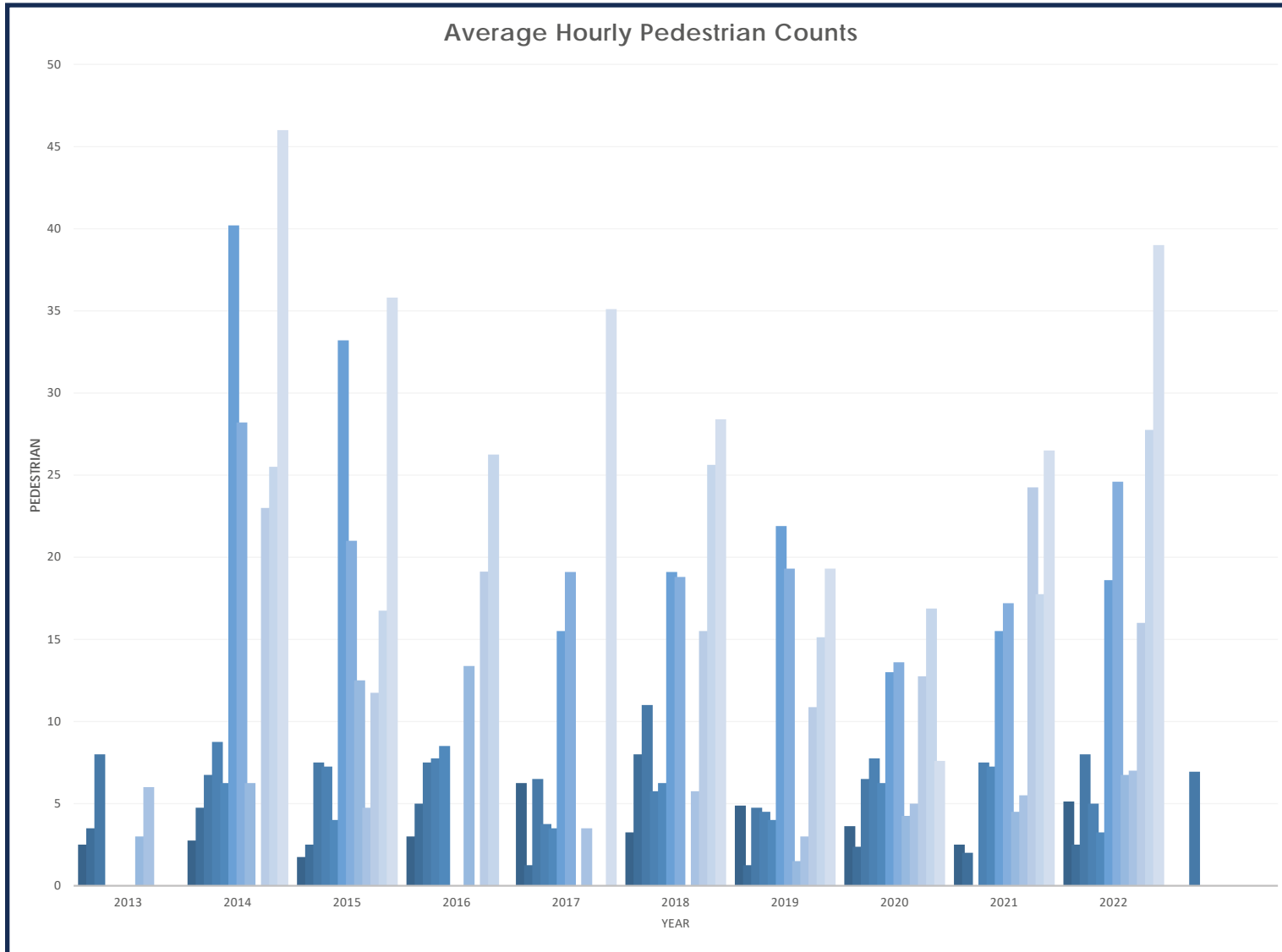


NOTE: For more information about the most recent counts, please click [here](#) or see "Bike & Ped Count Report" in additional resources.



BIKE & PEDESTRIAN

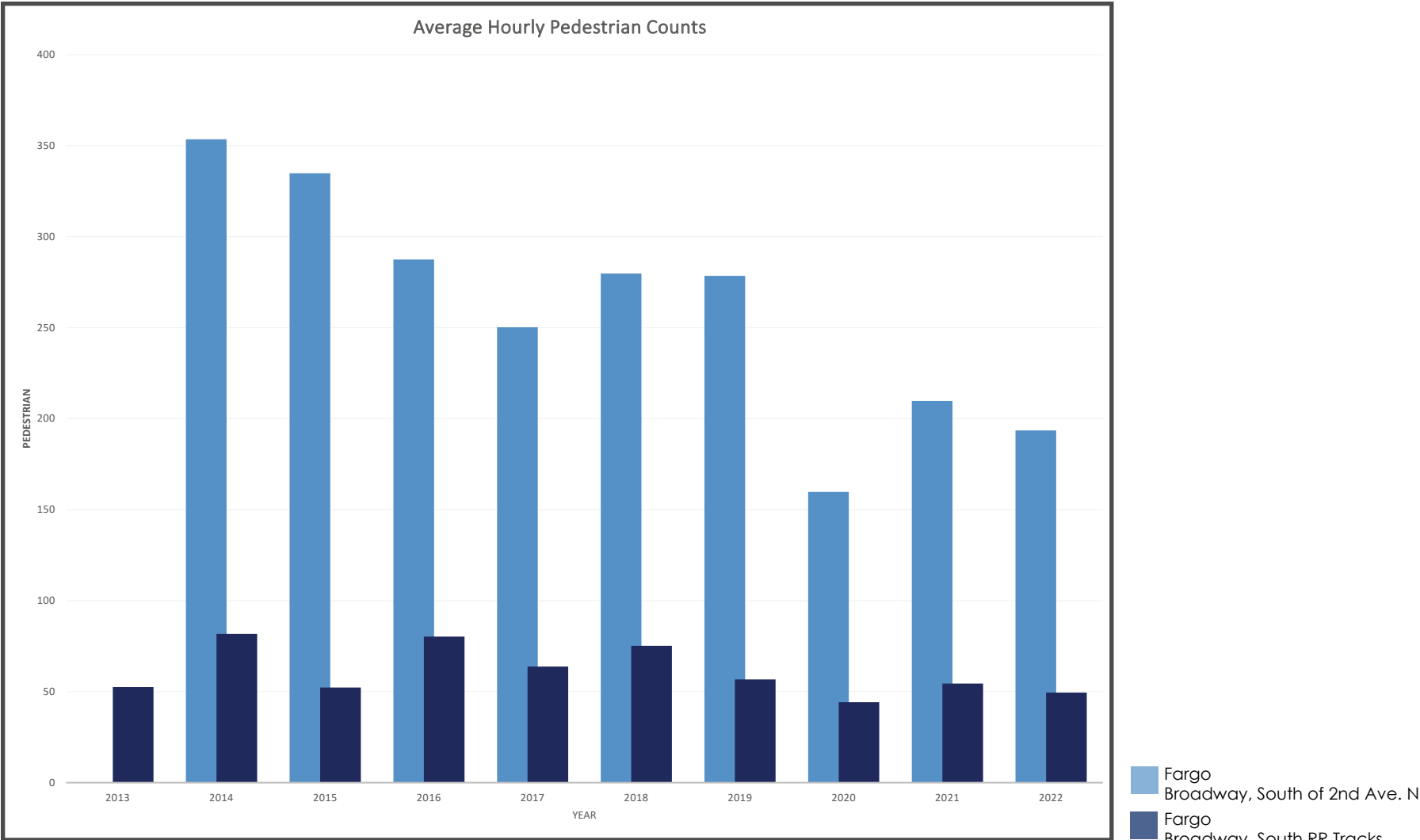
# Pedestrian Counts



- Fargo 9th Ave. S Under I29
- Fargo 40th Ave. S East of 45th St.
- Moorhead 8th St. Over I94
- Fargo 12th Ave. N. Near I29
- Fargo 12th Ave. S. Near University Dr.
- West Fargo 9th St. Near 17th Ave.
- Fargo 13th Ave. S. Under I94
- Fargo University Dr. N near 12th Ave. N
- West Fargo 17th Ave. Near 9th St.
- Fargo 45th St. S. Near 40th Ave. S.
- Fargo 12th Ave. / Mhd. 15th Ave. Bridge
- NDSU Gate

BIKE & PEDESTRIAN

# Broadway Pedestrian Counts



NOTE: For more information about the most recent counts, please click [here](#) or see "Bike & Ped Count Report" in additional resources.



# TRANSIT

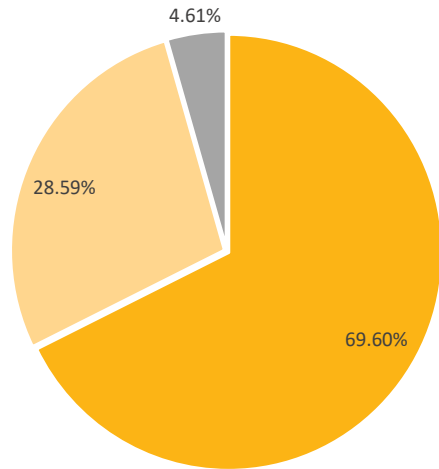
## Overview



Total MATBUS passengers in 2022  
**1,244,233**

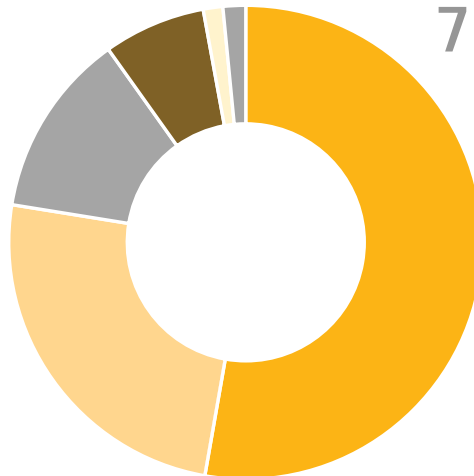
Change from year previous  
**+5.27%**

Driver shortages have significantly decreased MATBUS operations. Including reduced and eliminated routes and shortened operating hours. However, MATBUS had exponential increases in the numbers of student ridership.



Fargo Moorhead Paratransit

- Adult
- College
- Disabled
- Elderly
- Youth
- Child



Fargo/West Fargo passengers in 2022  
**837,015**

Change from year previous  
**+6.45%**

Moorhead/Dilworth passengers in 2022  
**343,863**

Change from year previous  
**-5.46%**

Paratransit passengers in 2022  
**55,422**

Change from year previous  
**+4.75%**

Metro Senior Ride Mhd/Dilworth in 2022  
**7,932**

Change from year previous  
**+18.74%**

- NDSU + **55.21%**
- MSUM + **39.37%**
- Concordia + **43.48%**
- M|State + **46.39%**
- NDSCS - **21.52%**

## TRANSIT

# Projects

### Route and Service Changes - Due to Driver Shortage (January, 2022)

- ❑ MATBUS service end time was changed from 11:15pm to 9:45pm
- ❑ TapRide service to the Fargo Industrial Park was suspended on Saturday
- ❑ Route 32W was temporarily eliminated
- ❑ Route 33 was reduced to 10 minute frequency all day
- ❑ Routes 11, 13, and 14 were reduced from 30 minute frequency to 60 minute frequency
- ❑ Route 15 was reduced from 15 minute frequency to 30 minute frequency, with an additional vehicle on route from 10:30am to 5:30pm to provide additional service during peak service times

### Marketing

- ❑ Created a new commercial to show the benefits of riding MATBUS during winter weather
- ❑ Promoted transit to new riders during Try MATBUS Week
- ❑ Provided LinkFM service during the Street Fair, Scandinavian Festival, Frostival, Celtic Festival, and the Trollwood Mainstage Musical
- ❑ Offered Get Your Can on the Bus promotion during Earth Week
- ❑ Educated college students at back to school events in the Holiday Lights Parade
- ❑ Sponsored a Red Hawks and Fargo Force game

### Fares

- ❑ Implemented the MATBUS Connect system, allowing riders to pay with their account balance through a MATBUS Connect card or the MATBUS Connect app
- ❑ Monthly fare rates were increased from \$40.00 to \$42.00 (adult) and \$26.00 to \$27.00 (discount) and monthly cycles were increased from 30 to 31 days
- ❑ The downtown business pass was changed to the business pass to allow other area business to purchase discounted bus passes for their employees. Fare was increased from \$22.50 for 30 days to \$27 for 31 days.
- ❑ College Semester Pass was changed from \$45 per semester to \$60 for 120 days (Non U-Pass Students)
- ❑ Established a new Paratransit Sunday Fare for the general public who are not ADA Paratransit eligible of \$25.

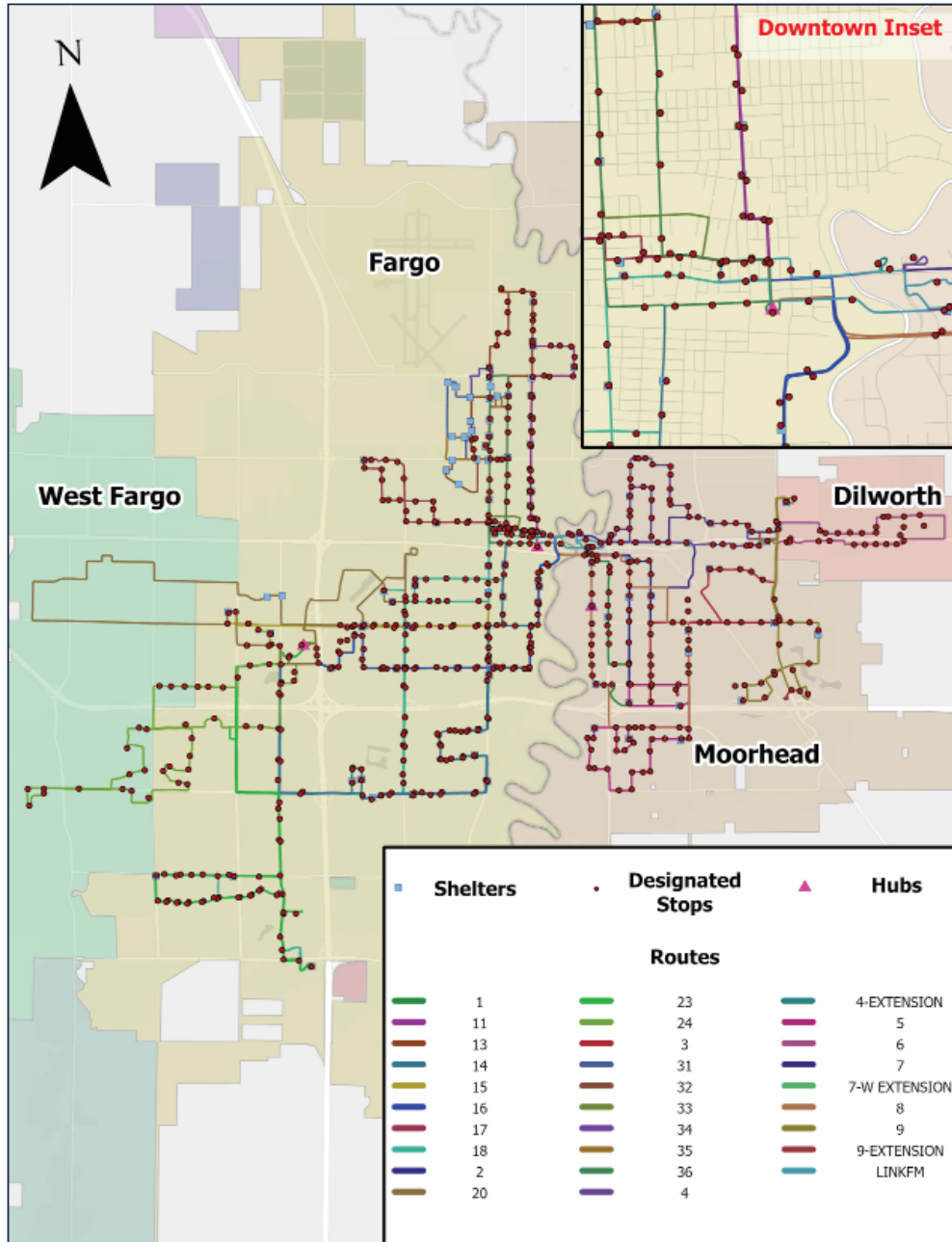
### Studies

- ❑ Began Transit Reorganization Study
- ❑ Updated Safety Plan in July 2022
- ❑ Updated to Transit Asset Management Plan in October 2022.
- ❑ Completed the FTA Triennial Review (covering four years due to pandemic)



TRANSIT

# Route Map



## Inventory

### Fleet

- 12** 35 ft. Buses owned by Moorhead, all diesel (acquired between 2015-2020)
- 25** 35' Buses owned by Fargo, of which 2 are diesel-electric hybrid buses (acquired between 2007-2021)
- 6** 40' Buses owned by Fargo, of which all are diesel-electric hybrid buses

### On Demand

- 2** - On Demand vehicles owned by Fargo

### Paratransit

- 4** - Cutaway buses owned by Moorhead
- 11** - Cutaway buses owned by Fargo
- 1** - Passenger Van owned by Fargo

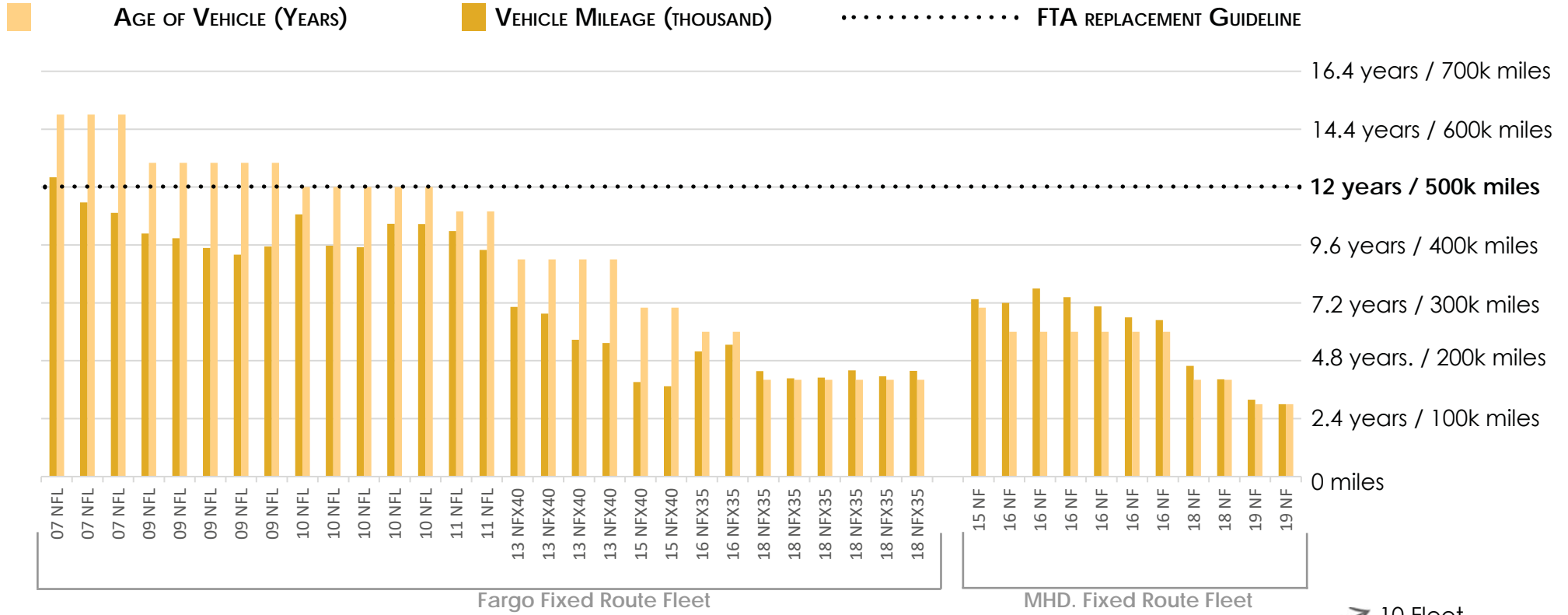
### Valley Senior Service

- 4** - Dodge Caravans owned by Moorhead

TRANSIT

# Vehicle Condition

## FLEET BUSES (GREATER THAN 35 FEET)



AVERAGE MILEAGE FARGO FLEET **319,098 miles**

AVERAGE MILEAGE MOORHEAD FLEET **215,964 miles**

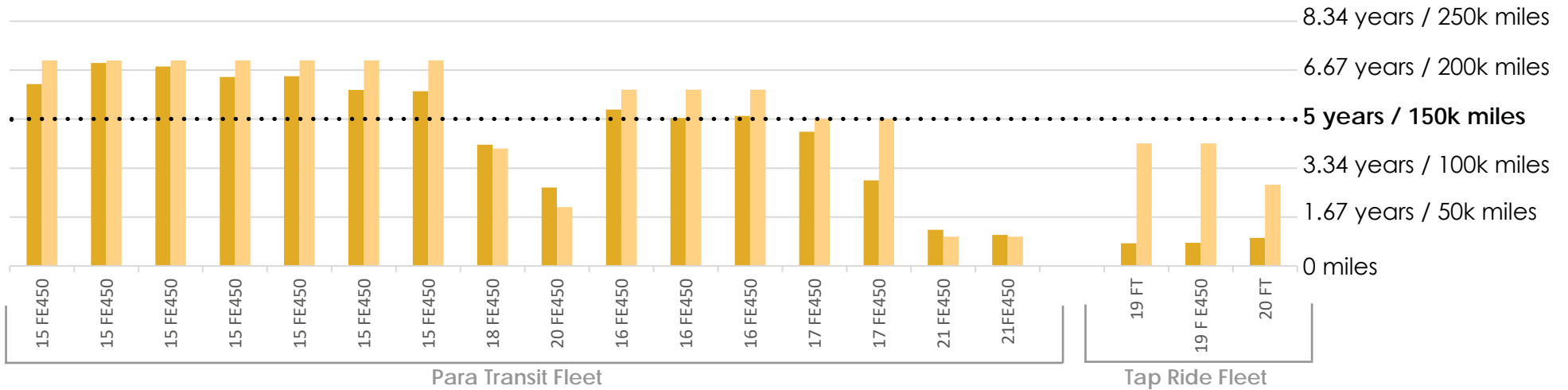
10 Fleet Replacements Ordered in 2022  
**13** NEED REPLACEMENT

TRANSIT

# Vehicle Condition

## PARA TRANSIT BUSES (LESS THAN 30 FEET)

■ AGE OF VEHICLE (YEARS)    
 ■ VEHICLE MILEAGE (THOUSAND)    
 ..... FTA REPLACEMENT GUIDELINE



**AVERAGE MILEAGE PARATRANSIT FLEET 143,913 miles**

**AVERAGE MILEAGE TAP RIDE FLEET 25,233 miles**

**12 NEED REPLACEMENT**

6 Para Replacements Ordered in 2022

# ACRONYMS

<b>ACS</b>	American Community Survey (U.S. Census Bureau)
<b>ADT</b>	Average Daily Traffic
<b>FAR</b>	Hector International Airport, Fargo
<b>FM</b>	Fargo-Moorhead
<b>FTA</b>	Federal Transit Administration
<b>GTC</b>	Ground Transportation Center
<b>MATBUS</b>	Metro Area Transit of Fargo-Moorhead
<b>Metro COG</b>	Fargo-Moorhead Metropolitan Council of Governments
<b>MnDOT</b>	Minnesota Department of Transportation
<b>MPA</b>	Metropolitan Planning Area
<b>MPO</b>	Metropolitan Planning Organization
<b>MSA</b>	Metropolitan Statistical Area (includes all of Cass County and Clay County)
<b>MTG</b>	Metro Transit Garage
<b>MTP</b>	Metropolitan Transportation Plan
<b>NDDOT</b>	North Dakota Department of Transportation
<b>NHS</b>	Non-Highway System
<b>NPMRDS</b>	National Performance Management Research Data Set
<b>TDP</b>	Transit Development Plan
<b>TIP</b>	Transportation Improvement Program
<b>TDM</b>	Travel Demand Model
<b>TMA</b>	Transportation Management Area
<b>TTTR</b>	Truck Travel Time Reliability (only applies to the National Highway System)
<b>VMT</b>	Vehicle Miles Traveled





# ADDITIONAL RESOURCES

**Bike & Ped Count Report** [fmmetrocog.org/resources/planning/bicycle-pedestrian-planning](https://fmmetrocog.org/resources/planning/bicycle-pedestrian-planning)

**Economic Profile** <https://fred.stlouisfed.org/>

**Fargo Amtrak Station** [greatamericanstations.com/stations/fargo-nd-far/](https://greatamericanstations.com/stations/fargo-nd-far/)

[safetydata.fra.dot.gov/officeofsafety/publicsite/crossings](https://safetydata.fra.dot.gov/officeofsafety/publicsite/crossings)

**Fargo-Moorhead Bike Map** [fmmetrocog.org/fmbikemap](https://fmmetrocog.org/fmbikemap)

**Hector International Airport Year-End Statistics** [fargoairport.com/december-2022-year-end-statistics/](https://fargoairport.com/december-2022-year-end-statistics/)

**Permits Plus** [issuu.com/homebuildersassociation/docs/permits\\_plus\\_issue\\_1\\_2022](https://issuu.com/homebuildersassociation/docs/permits_plus_issue_1_2022)

**Performance Measures** [fmmetrocog.org/resources/performance-measures](https://fmmetrocog.org/resources/performance-measures)

**Transportation Improvement Program (TIP)** [fmmetrocog.org/TIP](https://fmmetrocog.org/TIP)



**METROCOG**

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

**To:** Transportation Technical Committee  
**From:** Michael Maddox, Senior Assistant Transportation Planner  
**Date:** December 8, 2023  
**Re:** **Horace Core Neighborhood Plan Request for Proposals**

The City of Horace approached Metro COG earlier this year to include a study of bicycle and pedestrian connections from the surrounding neighborhoods to downtown in its UPWP. Most of Horace's core neighborhoods were built during a time when Horace was more rural in character, therefore, they did not include bicycle and pedestrian facilities. However, Horace has been the epicenter for regional growth in the last couple of years. Newer neighborhoods are being developed with bicycle and pedestrian facilities in mind, as is the current practice.

Horace would like to study how to retrofit their core neighborhoods and downtown with multimodal infrastructure providing access and mobility in and around the community. In order to achieve that goal, Horace would like Metro COG to assist them in conducting a study to establish a community multi-modal vision, develop community specific best practices, and figure out how they can overcome obstacles to implement construction of bicycle and pedestrian facilities.

The objective of the Horace Downtown Neighborhood Plan is to provide a long-range community vision for Downtown Horace. This vision should incorporate multimodal transportation infrastructure that balances bicycle and pedestrian movements with vehicular traffic, the relationship between the roadway and the surrounding land uses, streetscape and other such improvements that delineate Horace's downtown, and the connection of the downtown area to surrounding neighborhoods.

The Horace Downtown Neighborhood Plan will be a consultant-led study and is in Metro COG's Unified Planning Work Program (UPWP) to begin in 2024. The budget for this project is \$196,473 (\$92,000 CPG, \$23,000 local match, \$81,473 Complete Street Set-Aside).

**Attached** is the study's draft RFP which is anticipated to be released pending Policy Board approval on December 21<sup>st</sup>.

**Requested Action: Recommend Policy Board approval of the Horace Core Neighborhood Plan RFP**

**FARGO-MOORHEAD  
METROPOLITAN COUNCIL OF GOVERNMENTS**

**REQUEST FOR PROPOSALS (RFP)**

**PROJECT NO. 2023-209**

***Horace Downtown Neighborhood Plan***

*December, 2023*

**APPROVED:**

---

**Ben Griffith**  
Metro COG, Executive Director



## REQUEST FOR PROPOSALS (RFP)

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

### Horace Downtown Neighborhood Plan

Qualifications based selection criteria will be used to analyze proposals from responding consultants. The most qualified candidates may be invited to present an oral interview. Upon completion of technical ranking and oral interviews, Metro COG will enter into negotiations with the top ranked firm. **Sealed cost proposals shall be submitted with the RFP.** The cost proposal of the top ranked firm will be opened during contract negotiations. Those firms not selected for direct negotiations will have their unopened cost proposals returned. Metro COG reserves the right to reject any or all submittals. This project will be funded, in part with federal transportation funds and has a not-to-exceed budget of **\$196,473 (\$173,473 federal, \$23,000 local match).**

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

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

All proposals received by **4:30 p.m. (Central Time) on Wednesday, January 24, 2024** at the Metro COG office will be given equal consideration. Respondents must submit three (3) print copies of the 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.

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

Michael Maddox  
Fargo-Moorhead Metropolitan Council of Governments  
Case Plaza, Suite 232  
One 2<sup>nd</sup> Street North  
Fargo, ND 58102  
[maddox@fmmetrococg.org](mailto:maddox@fmmetrococg.org)  
701.532.5104

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

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

**TABLE OF CONTENTS**

I AGENCY OVERVIEW ..... 4

II PROJECT BACKGROUND AND OBJECTIVE ..... 4

III SCOPE OF WORK AND PERFORMANCE TASKS ..... 6

IV IMPLEMENTATION SCHEDULE ..... 10

V EVALUATION AND SELECTION PROCESS ..... 10

VI PROPOSAL CONTENT ..... 11

VII Submittal Information ..... 13

VIII GENERAL RFP REQUIREMENTS ..... 13

IX CONTRACTUAL INFORMATION ..... 14

X PAYMENTS ..... 15

XI FEDERAL AND STATE FUNDS ..... 15

XII TITLE VI ASSURANCES ..... 16

XIII TERMINATION PROVISIONS ..... 17

XIV LIMITATION ON CONSULTANT ..... 17

XV CONFLICT OF INTEREST ..... 18

XVI INSURANCE ..... 18

XVII RISK MANAGEMENT ..... 18

Exhibit A – Cost Proposal Form ..... 20

Exhibit B – Federal Clauses ..... 21

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

## **I AGENCY OVERVIEW**

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

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

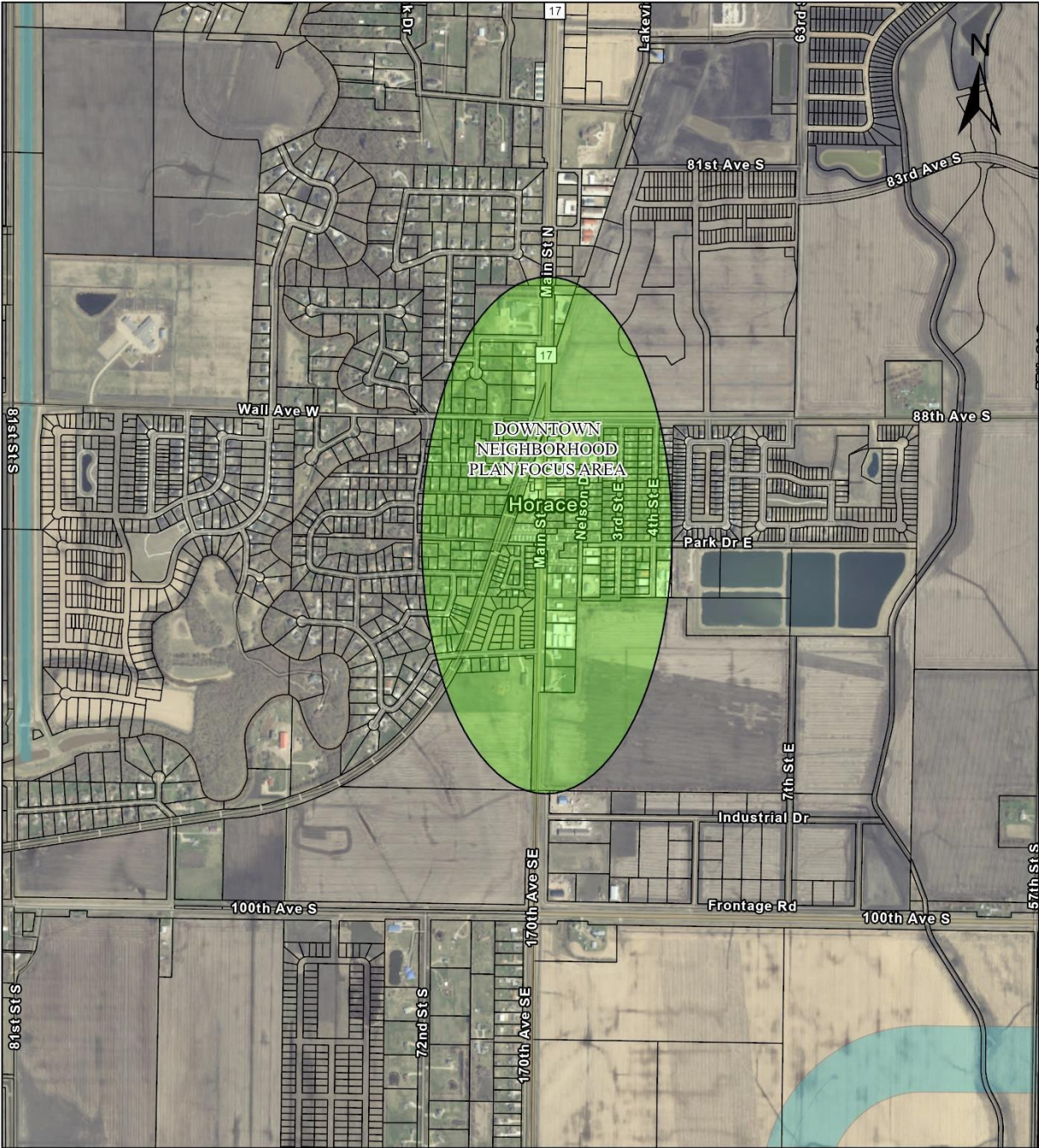
## **II PROJECT BACKGROUND AND OBJECTIVE**

The City of Horace is a rapidly growing bedroom community with a population of over 3,000 residents located in the southwest corner of the greater Fargo-Moorhead metropolitan area. While Horace has roots dating to the 1880's and was incorporated in the 1940's, the city has experienced a dramatic increase in population over the past 30 years, transitioning from a rural agricultural service center of around 660 in 1990, to a modern suburban community that is currently experiencing growth of over 290 dwelling units per year.

The objective of the Horace Downtown Neighborhood Plan is to provide a long-range community vision for Downtown Horace. This vision should incorporate multimodal transportation infrastructure that balances bicycle and pedestrian movements with auto-traffic, the relationship between the roadway and the surrounding land uses, streetscape and other such improvements that delineate Horace's downtown, and the connection of the downtown area to surrounding neighborhoods.

The Horace Downtown Neighborhood Plan should aim to be a multi-faceted plan that includes strategies for both transportation and land use. At a high level, this plan should provide guidance for bicycle and pedestrian safety, and connectivity improvements along Main Street and immediate residential neighborhoods. The plan should also include urban design focused recommendations for traffic calming, conceptual designs of the downtown neighborhood streetscape, identify areas for communal gathering, public art, and heritage celebration. These recommendations should be assessed with transition and connectivity strategies to create a cohesive, and easily accessible city core.

The rough study area for the plan is show below.



Downtown Neighborhood  
Plan Focus Area  
Horace, ND



County of Cass, ND, State of North Dakota, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, Fargo, North Dakota, Maxar

**Horace Downtown Neighborhood Plan**

**III 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 downtown neighborhood plan, but also has the ability to provide pro-activeness, vision, innovation, collaboration, and sustainability in examining and proposing new goals, objectives, and policies. It will be important for the consultant to be as efficient as possible in working through the study and to diligently work with City staff, City administration, and Horace residents to address needs, desires, and concerns.

Outlined below is the scope of work that will guide development of the Horace Downtown Neighborhood Plan. Metro COG has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

This outline is not necessarily all-inclusive and the consultant may include in the proposal any additional performance tasks that will integrate innovative approaches to successfully complete the project. At a minimum, the consultant will be expected to establish detailed analyses, 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 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 Horace Downtown Neighborhood Plan, 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 (3<sup>rd</sup> Thursday of each month). Any invoice received after the Wednesday before Policy Board meetings will not be processed until the next Policy Board meeting.

**Horace Downtown Neighborhood Plan**

**Task 2 – Community Engagement**

Community engagement will be in accordance with Metro COG's Public Participation Plan. Metro COG will also ensure engagement processes are pursuant to the Title VI and Limited English Proficiency (LEP) plans, which the Consultant should also be familiar with. Community engagement will involve the following:

1) Study Review Committee

Development of the Horace Downtown Neighborhood Plan will be guided by a Study Review Committee (SRC), which will provide oversight and input into the development of the Study. Once the project is awarded the consultant, Metro COG, and the City of Horace will identify the members that shall comprise the committee.

The Consultant should propose the quantity, timing, and content of the SRC meetings. The Consultant will be responsible for coordinating, scheduling, and developing agendas for meetings. This will be done in coordination with Metro COG's project manager. SRC meetings may be scheduled in conjunction with community engagement events or other project milestones to make efficient use of any travel expenditures. The Consultant will be expected to distribute materials to the SRC in a timely manner before public engagement events. The Consultant is also responsible for the recording of meeting minutes, which should be submitted to Metro COG's project manager after each meeting and will serve as documentation of the SRC's guidance and decisions.

2) Public Participation

Public Participation is vital to the success of this planning effort. The consultant will need to be strategic in organizing public events in order to focus on the information that is needed to be gathered for the development of the plan. The City of Horace is currently experiencing a high rate of growth and this is highly impacting those residents who live in the core of the community. The public is anticipated to be very vocal on issues affecting their community. The consultant will need to sensitively work to gather as much feedback about the desires of the community in regard to the future of Downtown Horace. It is expected that this effort be as robust as the budget allows and that the consultant should engage in active public engagement strategies that meet people where they congregate.

The Consultant should propose engagement methods they think would be most successful. The Consultant will facilitate all public engagement activities, and should propose the number, type, and strategy for each public involvement effort. Metro COG and the City of Horace will assist as necessary. The consultant should include the roles and responsibilities for public participation activities in their proposal.

At a minimum, public involvement should include:

**Horace Downtown Neighborhood Plan**

- a) Website, Social Media, and Survey (online or other method) – Metro COG will host a project website for the Study. Metro COG will also work with the Consultant in obtaining materials to display on the project website which will be updated frequently throughout the Study's progression.
- b) Public Input Meetings – Whether virtual, in-person (preferred), or a hybrid of the two, the Consultant should propose an approach to public input meetings during the course of the Plan. Public input methods utilized by Metro COG in the past include but are not limited to: open houses (virtual or in-person), pop-up meetings at community events (such as at Horace's 150<sup>th</sup> Anniversary celebrations), key stakeholder meetings, presentations or informational videos, and field visits.

The Consultant will be responsible for providing advertising materials including PDF flyers, social media posts, media release write-up, and an advertisement for the public notice to be published in the newspaper. All public notice costs will be the responsibility of the Consultant and should be accounted for as part of the project budget.

The Consultant will provide a summary of all public input meetings and if meetings are held in-person, is responsible for providing necessary materials at the meetings, including but not limited to, sign-in sheets, comment forms, handouts, roll drawings, meeting display boards, and meeting presentations. All public comments received shall be recorded, summarized in the final report, or considered for display in the final report's appendix. Metro COG will provide a contact person for which the public to provide input. The contact person or Metro COG project manager shall be made available by phone, mail, and e-mail.

**Task 3 – Community Vision**

Utilizing the public participation efforts in Task 2, the consultant should develop a vision for Downtown Horace. This vision should include:

- Delineation of Horace's downtown neighborhood;
- A vision for redevelopment of Downtown Horace (including municipal buildings, parks and open space, downtown businesses, residential/commercial mix, etc.);
- Address multimodal transportation infrastructure network taking into account mobility versus livability;
- Desired Streetscape improvements that correspond to the context and alternate uses for the space such as community gathering, outdoor dining, etc.

#### **Task 4 – Complete Streets Strategy**

The consultant will work with the City of Horace and Metro COG to craft a specific Complete Streets strategy to be applied to Horace. This strategy should incorporate an overarching mission, vision, and goals to direct the City of Horace as it grows.

Specifically, the consultant should focus on identifying complete streets strategies and infrastructure that responds to desired outcomes of Horace residents and creates a welcoming environment for both transportation and community needs.

#### **Task 5 – Multimodal Infrastructure Connection**

The consultant should consider what types of bicycle and pedestrian infrastructure the community would like to see extended into both growing the surrounding parts of Horace connecting them to the core of the community, and how bicycle and pedestrian infrastructure can be retrofitted in pre-existing parts of the community in order to create a network connection to municipal buildings, parks, and commercial businesses. This should include on-street facilities, paths, signed routes, safe crossing treatments, traffic calming, as well as innovative techniques to make a welcoming environment for multimodal transportation options.

#### **Task 6 – Implementation Strategy**

The consultant should prepare strategies to assist Horace with implementation of the above tasks. The consultant should take into consideration how projects could be phased in over time, the cost of the project, maintenance responsibilities, funding sources, locations where critical connections need to be made to create a network, and other mechanisms that can be utilized by the City of Horace to implement the recommendations of this study.

#### **Task 7 – Plan Document**

The final document should place an emphasis on portraying information in the most visually appealing, easy for the public to understand, and clearly communicable manner linking the document's components to the city's plans and goals. The plan 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 city is seeking a plan that:

- Is clearly organized and communicates a clear message both graphically and with accompanying text;
- Is easy to read and understand;
- Has clear goals, objectives, policies, and recommended implementation strategies;
- Links implementation strategies to funding opportunities;
- Includes forward-thinking practices to reach the city's desired outcomes; and



**Horace Downtown Neighborhood Plan**

- Is adaptable and easy to update as the city evolves after plan adoption.

**Task 8 – Plan Approval**

The consultant will prepare an administrative draft of the Horace Downtown Neighborhood Plan for review and comment by the SRC. This draft is to be provided as an electronic PDF to study review committee members. Comments received from the SRC will be incorporated in the final draft of the plan for public review. The consultant will consider and incorporate the comments received on the draft Downtown Neighborhood Plan into the final plan, as appropriate, and present it to the SRC, Metro COG Transportation Technical Committee (TTC), Metro COG Policy Board, Horace Planning and Zoning Committee, and the Horace City Council.

The consultant is expected to provide the City of Horace with plan products including GIS shape files used to create maps and a high-resolution document PDF format for printing.

**IV Task 7 - IMPLEMENTATION SCHEDULE**

**1) Consultant Selection**

Advertise for Consultant Proposals	approximately 1/3/2024
Due Date for Proposal Submittals (by 4:30pm)	1/24/2024
Review Proposals/Identify Finalists	(week of) 1/25-30/2024
Interview Finalists	between 1/31/2024 – 2/7/2024
Metro COG Board Approval/Consultant Notice	2/15/2024

**\*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.**

**V EVALUATION AND SELECTION PROCESS.**

**Selection Committee.** The Client will establish a multijurisdictional selection committee to select the Consultant. The committee will consist of Metro COG staff, local jurisdictions, and state Department(s) of Transportation.

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

**Horace Downtown Neighborhood Plan**

- 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 2/15/2024 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.

**Horace Downtown Neighborhood Plan**

- 2) **Introduction and Executive Summary.** This section shall document the Consultant 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 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) 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

**Horace Downtown Neighborhood Plan**

Exhibit C – SFN 60232: Proposed Sub-Consultant Request

**VII Submittal Information**

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

Michael Maddox  
Senior Transportation Planner  
Fargo-Moorhead Metropolitan Council of Governments  
Case Plaza, Suite 232  
One 2<sup>nd</sup> Street North  
Fargo, ND 58102-4807  
[Maddox@fmmetrocog.org](mailto:Maddox@fmmetrocog.org)

All proposals received by 4:30 p.m. on Wednesday, January 24, 2024 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 October 13, 2023. Metro COG reserves the right to decline a response to any question.

**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 is required to 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**

**Horace Downtown Neighborhood Plan**

- 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 with the sealed cost proposal. The submitted Indirect Rate MUST match the Indirect Rate on all invoicing.**
- 3) **Debarment of Suspension Certification and Certification of Restriction on Lobbying.** See Exhibit B, Federal Clauses regarding Debarment of Suspension and Restriction on Lobbying.
- 4) **Respondent Qualifications.** Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the requested services within this RFP. Each respondent may also be required to show that similar work has been performed in a satisfactory manner and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent whom is engaged in any work that would impair his or her ability to perform or finance this work.
- 5) **North Dakota Department of Transportation Consultant Administration Services Procedure Manual.** Applicants to this Request for Proposal are **required** to follow procedures contained in the *NDDOT Consultant Administration Services Procedure Manual*, which includes prequalification of Consultants. Copies of the Manual may be found on the Metro COG website [www.fmmetrocog.org](http://www.fmmetrocog.org) or the NDDOT website at [www.dot.nd.gov](http://www.dot.nd.gov).

**IX CONTRACTUAL INFORMATION.**

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

**Horace Downtown Neighborhood Plan**

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, and Metro COG has provided the consultant with a notice to proceed.**

## **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

**Horace Downtown Neighborhood Plan**

- 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



**Horace Downtown Neighborhood Plan**

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

**XV CONFLICT OF INTEREST**

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

**XVI INSURANCE**

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

**XVII RISK MANAGEMENT**

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

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

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

**Horace Downtown Neighborhood Plan**

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.

**Horace Downtown Neighborhood Plan****Exhibit A – Cost Proposal Form**

**Cost Proposal Form** – Include completed cost form (see below) in a separate sealed envelope – labeled “**Sealed Cost Form – Vendor Name**” and submit with concurrently with the technical proposal as part of the overall RFP response. The cost estimate should be based on a not to exceed basis and may be further negotiated by Metro COG 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
				<b>Subtotal</b>	=	0.00	0.00
2.	<b>Overhead/Indirect Cost (expressed as indirect rate x direct labor)</b>					0.00	0.00
3.	<b>Subconsultant Costs</b>					0.00	0.00
4.	<b>Materials and Supplies Costs</b>					0.00	0.00
5.	<b>Travel Costs</b>					0.00	0.00
6.	<b>Fixed Fee</b>					0.00	0.00
7.	<b>Miscellaneous Costs</b>					0.00	0.00
<b>Total Cost</b>					=	0.00	0.00

***Horace Downtown Neighborhood Plan***

**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 the nondiscrimination clause.
  - (2) The contract will, in all solicitations or advertisements for employees placed by or no behalf of the contractor, state that all qualified applicants will receive considerations 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 affected and the basis for settlement.

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

- (F) Right 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.

Appendix C: State Forms 60232 & 60233



# 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

Is Firm Currently NDDOT Certified as a DBE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

**PRIME CONSULTANT REQUEST TO SUBLET**

North Dakota Department of Transportation, Environmental & Transportation Services  
 SFN 60233 (9-2016)

Project Number	PCN	Project Description
Sub-Consultant		Address
Prime Consultant		Address

The subcontract between the sub-consultant and prime consultant specified above contains all the pertinent provisions and requirements of the prime contract with the North Dakota Department of Transportation (NDDOT). It is specifically agreed and understood by and between the prime consultant and the sub-consultant that should the Deputy Director for Engineering of the NDDOT determine that progress on any sublet item of work is not satisfactory, the Deputy Director shall notify the prime consultant in writing of that fact and the prime consultant shall have the right to terminate the subcontract by giving written notice thereof to sub-consultant, and the sub-consultant shall have no cause of action against the prime consultant or the state of North Dakota for such termination. A prime contractor's organization shall perform work amounting to not less than 30 percent of the total original contract amount.

Name																			
Title																			
Sub-Consultant																			
I hereby acknowledge that I have received and am aware of the following applicable provisions to this subcontract:																			
<table border="0"> <tr> <td></td> <td style="text-align: center;">NOT</td> <td></td> </tr> <tr> <td style="text-align: center;">APPLICABLE</td> <td style="text-align: center;">APPLICABLE</td> <td></td> </tr> </table>		NOT		APPLICABLE	APPLICABLE		<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Consultant Agreement</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Request for Proposal</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Appendix A and E (Title VI Assurance)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Risk Management Appendix</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Consultant Agreement	<input type="checkbox"/>	<input type="checkbox"/>	Request for Proposal	<input type="checkbox"/>		Appendix A and E (Title VI Assurance)	<input type="checkbox"/>	<input type="checkbox"/>	Risk Management Appendix
	NOT																		
APPLICABLE	APPLICABLE																		
<input type="checkbox"/>	<input type="checkbox"/>	Consultant Agreement																	
<input type="checkbox"/>	<input type="checkbox"/>	Request for Proposal																	
<input type="checkbox"/>		Appendix A and E (Title VI Assurance)																	
<input type="checkbox"/>	<input type="checkbox"/>	Risk Management Appendix																	
Signature	Date																		

Name																			
Title																			
Prime Consultant																			
I hereby acknowledge that I have received and am aware of the following applicable provisions to this subcontract:																			
<table border="0"> <tr> <td></td> <td style="text-align: center;">NOT</td> <td></td> </tr> <tr> <td style="text-align: center;">APPLICABLE</td> <td style="text-align: center;">APPLICABLE</td> <td></td> </tr> </table>		NOT		APPLICABLE	APPLICABLE		<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Consultant Agreement</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Request for Proposal</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Appendix a and E (Title VI Assurance)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Risk Management Appendix</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Consultant Agreement	<input type="checkbox"/>	<input type="checkbox"/>	Request for Proposal	<input type="checkbox"/>		Appendix a and E (Title VI Assurance)	<input type="checkbox"/>	<input type="checkbox"/>	Risk Management Appendix
	NOT																		
APPLICABLE	APPLICABLE																		
<input type="checkbox"/>	<input type="checkbox"/>	Consultant Agreement																	
<input type="checkbox"/>	<input type="checkbox"/>	Request for Proposal																	
<input type="checkbox"/>		Appendix a and E (Title VI Assurance)																	
<input type="checkbox"/>	<input type="checkbox"/>	Risk Management Appendix																	
Signature	Date																		

**ITEMS COVERED BY SUBCONTRACT**

Work Description	Unit	Amount

Total:	\$.00
--------	-------

**Prime Consultant: Submit original form to Consultant Administrative Services**

NDDOT USE ONLY			
Approved: CAS or Contract Manager	Date	Percent Sublet This Request	Total Percent Sublet to Date

**NDDOT Distribution:** Submit one copy of Contract Documents to FileNet.

**To:** Transportation Technical Committee  
**From:** Paul Bervik, Assistant Transportation Planner  
**Date:** December 8, 2023  
**Re:** **TIP Project Solicitation Overview**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) opened a solicitation for Surface Transportation Block Grant (STBG), Transportation Alternatives (TA), and Carbon Reduction Program (CRP) on Friday, October 6 for the funding in the following federal fiscal years:

- TA – FY25 & FY26 & FY27
- CRP – FY26 & FY27
- STBG – FY27 & FY28

The project applications were due on Thursday, November 30, 2023. Metro COG staff received the following applications:

#### Minnesota

- TA
  - Metro COG is not Soliciting for TA funding in Minnesota at this time.
- CRP
  - Reconstruction of Shared Use Path along 34<sup>th</sup> Street North (4<sup>th</sup> Ave S – 3<sup>rd</sup> Ave N) Moorhead, MN and Dilworth, MN
  - LED Lighting on 1<sup>st</sup> Avenue North (Red River – 8<sup>th</sup> St N) Moorhead, MN
- STBG
  - Reconstruction of 34<sup>th</sup> Street North (28<sup>th</sup> Ave S – 3<sup>rd</sup> Ave N) Moorhead, MN and Dilworth, MN

## North Dakota

- TA
  - Reconstruction and updating ADA compliance of University Drive Shared Use Path from (54th Ave - 88th Ave) Fargo, ND
  - Construction of a new shared use path along Drain 27 in the Deer Creek area Phase 1 from (52nd Ave - 64th Ave) Fargo, ND
  - Construction of a new shared use path along Drain 27 in the Deer Creek area Phase 2 from (Drain 27 - 63rd St) Fargo, ND
  - Construction of a new pedestrian crossing at Drain 53 (near 58th Ave S) Fargo, ND
  - Construction of a new shared use path from along Drain 53 (64th Ave - 73rd Ave) Fargo, ND
  - Construction of a new shared use path in the area of the Water Reclamation Facility (Broadway - 0.5 miles east) Fargo, ND
  - Construction of a new shared use path along County Road 17 (76th Ave - 81st Ave) Horace, ND
  - Construction of a new shared use path along 76th Avenue from (County Road 17 - Brink Drive) Horace, ND
  - Construction of a new pedestrian crossing at the Sheyenne River in the River's Bend area (near 23rd Ave E) West Fargo, ND
- CRP
  - Construction of a new shared use path along Governor's Drive (8th St S - 37 St SE) Casselton, ND
  - Reconstruction and updating ADA compliance of University Drive Shared Use Path from (54th Ave - 88th Ave) Fargo, ND
  - Construction of a new shared use path along Drain 27 in the Deer Creek area Phase 1 from (52nd Ave - 64th Ave) Fargo, ND
  - Construction of a new shared use path from along Drain 53 (64th Ave - 73rd Ave) Fargo, ND
  - Construction of a new shared use path along County Road 17 (76th Ave - 81st Ave) Horace, ND
  - Construction of a new shared use path along 76th Avenue from (County Road 17 - Brink Drive) Horace, ND
  - Construction of a new pedestrian crossing at the Sheyenne River in the River's Bend area (near 23rd Ave E) West Fargo, ND
  - 45th Street Adaptive Traffic Signal Corridor (9th Ave S - 44th Ave S) Fargo, ND

- STBG
  - Reconstruction of 1st Avenue North from (10th Street - Roberts Street) Fargo, ND
  - Reconstruction of 1st Avenue North from (Roberts Street - 3rd Street) Fargo, ND
  - Reconstruction of 17th Avenue from (38th Street - 42nd Street) Fargo, ND
  - Reconstruction of 13th Avenue from (Sheyenne Street - 9th Street) West Fargo, ND
  - Reconstruction of the Broadway Bridge (Crossing the Red River) Fargo, ND and Moorhead, MN

At this time, the received projects are being presented solely as an informational item. As of the writing of this memo, local jurisdictions were still adjusting their submittals at the suggestions of Metro COG staff. Projects presented at the TTC meeting may have been altered based upon conversations between Metro COG, its local jurisdictions, MnDOT, and NDDOT. The TTC will be asked to perform a technical evaluation on the below projects at the regularly scheduled TTC meeting on Thursday January 11<sup>th</sup>, 2024.