

The 629th Policy Board Special Call Meeting Fargo-Moorhead Metropolitan Council of Governments MONDAY, June 24, 2024 – 4:00 PM AGENDA

1. Call to Order and Introductions
 - a. Introductions Information Item
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Minutes (May 16, 2024 Board Meeting and May 24, 2024 Special Call Board Meeting) Action Item
 - d. Approve June 2024 Bills Action Item
2. Consent Agenda **Action Item**
 - a. May End of Month Report
 - b. Letter of Commitment – SMART Grant
 - c. 2026-2030 Transit Development Plan (TDP) Consultant Selection
 - d. Dilworth 8th Avenue N Extension Study RFP
 - e. Kindred Comprehensive & Transportation Plan RFP
 - f. Metro Railroad Needs Study RFP
 - g. Office Manager Employment Offer
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2023-2024 Unified Planning Work Program (UPWP) Amendment 5 **Action Item**
 - c. 2024-2027 Transportation Improvement Program (TIP) Amendment 8 **Action Item**
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held Thursday, July 18, 2024 at 4:00 PM.

Metro COG is encouraging citizens to provide their comments on agenda items via email to metrocog@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 8:00 AM 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_J2XKjGHUSRqaAn0g5fRSg

Bolded Action Items require roll call votes.

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

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

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/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 Metro COG 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.

**627th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, May 16, 2024 – 4:00 pm**

Members Present:

Duane	Breitling	Cass County Commission
Chuck	Hendrickson	Moorhead City Council
Julie	Nash	Dilworth City Council
Ryan	Nelson	Moorhead City Council
Brad	Olson	West Fargo City Commission
Arlette	Preston	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
Scott	Stofferahn	Fargo Planning Commission (alternate)
Jeff	Trudeau	Horace City Council
Deb	White	Moorhead City Council

Members Absent:

Amanda	George	West Fargo City Commission
John	Gunkelman	Fargo Planning Commission (alternate present)
Denise	Kolpack	Fargo City Commission
Jenny	Mongeau	Clay County Commission
Dave	Piepkorn	Fargo City Commission
Thomas	Schmidt	Fargo Planning Commission
John	Strand	Fargo City Commission
Aaron	Murra	NDDOT – Fargo District (ex-officio)
Shiloh	Wahl	MnDOT – District 4 (ex-officio)

Others Present:

Adam	Altenburg	Metro COG
John	Campbell	FM Coalition to end Homelessness
Jaron	Capps	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Paul	Krabbenhof	Clay County Commission
Savanna	Leach	Metro COG
Chelsea	Levorsen	Metro COG
Brent	Muscha	Apex
Ayden	Schaffler	Metro COG
Kristen	Sperry	FHWA - ND
Wayne	Zacher	NDDOT

1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 4:00 pm, on May 16, 2024 by Chair Breitling, noting a quorum was present. Introductions were made.

1b. Approve Order and Contents of Overall Agenda, approved

Chair Breitling asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the May 16, 2024 Policy Board Meeting.

Ms. White moved, seconded by Ms. Preston

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Breitling asked for approval of the Minutes of the April 18, 2024 Meeting.

MOTION: Approve the April 18, 2024 Policy Board Meeting Minutes.

Ms. White moved, seconded by Ms. Nash

MOTION, passed

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Breitling asked for approval of the May 2024 Bills as listed on Attachment 1d.

MOTION: Approve the May 2024 Bills List.

Ms. Preston moved, seconded by Ms. Nash

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

Chair Breitling asked for approval of Items a-c on the Consent Agenda.

Chair Breitling asked for clarification on the ND Clean Cities Partnership application. Mr. Altenburg provided clarification.

a. April Month End Report

b. Potential Metro COG Associate Memberships

c. North Dakota Clean Cities Partnership Agreement Request

MOTION: Approve Items a-c on the Consent Agenda.

Ms. Preston moved, seconded by Mrs. White

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. 2024-2027 Transportation Improvement Program (TIP) Amendment 7

Mr. Farnsworth presented the 2024-2027 TIP Amendment 7. A public notice was published in the Forum of Fargo-Moorhead on Wednesday, April 24, 2024. Public

comments were accepted until 12:00 noon on Thursday, May 9, 2024. No comments were received.

The proposed amendment to the 2024-2027 TIP is as follows:

1. Modification of Project 4220019: Fargo rehabilitation of 36th Street South bridge at Rose Coulee (2025). Updating project description, total project cost, and cost breakdown.
2. Modification of Project 9231001: NDDOT rehabilitation of City of Fargo's 36th Street South bridge at Rose Coulee (2025). Removing redundant project.
3. Modification of Project 5245068: Moorhead reconstruction of 34th Street from 4th Avenue S to 3rd Avenue N (2025). Updating local and state cost breakdown.
4. Modification of Project 5245069: Moorhead reconstruction of 34th Street from 4th Avenue S to 3rd Avenue N (2025). Updating local and state cost breakdown.
5. New Project 8247070: MnDOT construction of a NEVI charging station along I94 (2025).

Ms. White asked if project 8247070 would require a local match from Moorhead, as she did not recall approving this project locally. Mr. Farnsworth said that it is a MnDOT project, but would need to talk to Mr. Bervik for clarification. They will follow-up with Ms. White.

MOTION: Approve the 2024-2027 Transportation Improvement Program (TIP) Amendment 7

Ms. Preston moved, seconded by Mr. Olson.

MOTION, passed

Motion carried unanimously.

3c. 2026-2030 Transit Development Plan (TDP) Request for Proposals

Ms. Levorsen presented the 2026-2030 Transit Development Plan (TDP) Request for Proposals. Metro COG staff has worked with MATBUS staff to develop a Request for Proposal (RFP) with a draft scope of work for the 2026-2030 TDP.

The TDP lays out all of the transit service goals, priorities, and service changes that MATBUS would like to implement between 2026 and 2030. This Study will be consultant-led with a total budget of \$200,000. 80% (\$160,000) will come from Metro COG's CPG funds with 20% (\$16,666 Fargo Transit and \$13,334 Moorhead Transit) coming from MATBUS.

MOTION: Approval and subsequent release of the 2026-2030 Transit Development Plan Request for Proposals.

Ms. White moved, seconded by Ms. Nash.

MOTION, passed

Motion carried unanimously.

3d. Fargo-Moorhead Regional Housing Commission Update

Mr. Altenburg presented an update to the Fargo-Moorhead Regional Housing Commission. The current idea is that this commission would be overseen by a steering committee made up of city/county staff, local housing authorities, Metro COG, and other housing-related groups in the area. Mr. Altenburg presented some recommendations of activities that could be overseen by the Commission, such as Guidance for New Land Use Tools and Overseeing New Funding and Investment Programs.

Ms. White had a question about the makeup of the steering committee and the commission itself.

4. Additional Business

Chair Breitling said he has been in communication with Brady Martz, who is conducting Metro COG's annual Federal audit.

Mr. Griffith said that Metro COG's long-time intern, Ayden Schaffler, will be done at the end of May, as he is going to Grad school.

Ms. Leach announced that she will be leaving Metro COG as well, with her last day being Friday, May 24th. She has been involved with the hiring process for her replacement.

Mr. Griffith said that Metro COG's mid-year review was conducted in-office last Thursday.

Mr. Griffith also said that with the RFPs that Policy Board has been pushing through multiple RFPs, and hopes that after consultant interviews, he hopes that a Special Call Policy Board meeting could be made for next Friday, May 24. Mr. Breitling said that he will be able to attend and chair a meeting on that morning. Mr. Griffith said that it would be to get the projects started sooner than the next month's Policy Board meeting. He reminded the Policy Board members that with new projects coming on-line, there would be a need for the local jurisdictions to provide the 20% local match.

5. Adjourn

The 627th Meeting of the FM Metro COG Policy Board held Thursday, May 16, 2024 was adjourned at 4:45 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD June 20, 2024, 4:00 P.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant

**628th Policy Board Special Call Meeting
Fargo-Moorhead Metropolitan Council of Governments
Friday, May 24, 2024 – 10:00 AM**

Members Present:

Duane	Breitling	Cass County Commission
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Denise	Kolpack	Fargo City Commission
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Brad	Olson	West Fargo City Commission
Arlette	Preston	Fargo City Commission
Jeff	Trudeau	Horace City Council
Deb	White	Moorhead City Council

Members Absent:

Amanda	George	West Fargo City Commission
Ryan	Nelson	Moorhead City Council
Dave	Piepkorn	Fargo City Commission
Thomas	Schmidt	Fargo Planning Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission
Aaron	Murra	NDDOT – Fargo District (<i>ex-officio</i>)
Shiloh	Wahl	MnDOT – District 4 (<i>ex-officio</i>)

Others Present:

Dan	Farnsworth	Metro COG
Michael	Maddox	Metro COG
Ben	Griffith	Metro COG
Savanna	Leach	Metro COG

1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 10:00 AM, on May 24, 2024 by Chair Breitling, noting a quorum was present. Introductions were made.

1b. Approve Order and Contents of Overall Agenda, approved

Chair Breitling asked for approval of the order and contents of the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the May 24, 2024 Policy Board Meeting.

Ms. White moved, seconded by Ms. Kolpack.

MOTION, passed

Motion carried unanimously.

2. REGULAR AGENDA

2a. West 94 Area Transportation Plan Consultant Selection

Dan Farnsworth presented the recommendation of the interview team to the Policy Board. The interview team selected Bolton & Menk for the West 94 Area Transportation Study. The selection was submitted to the TTC via e-mail seeking their concurrence and a majority of the TTC members responded affirmatively. There were no questions from the Policy Board regarding the selection.

MOTION: Approval of Bolton & Menk as the top ranked firm to complete the West 94 Area Transportation Plan and provide authorization for Metro COG's Executive Director to enter into a contract for services with said consultant.

Mr. Gunkleman moved, seconded by Ms. Preston.

MOTION, passed

Motion carried unanimously.

2b. Dilworth 15th Street N Corridor Study Consultant Selection

Michael Maddox presented the recommendation of the interview team to the Policy Board. The interview team selected KLJ Engineering for the Dilworth 15th Street N Corridor Study. The selection was submitted to the TTC via e-mail seeking their concurrence and a majority of the TTC members responded affirmatively. There were no questions from the Policy Board regarding the selection.

MOTION: Approval of KLJ as the preferred team recommended by the study's consultant selection panel to complete the study; and recommend approval for the Executive Director to enter into a contract with said consulting team for the 15th Avenue North Corridor Study.

Ms. Nash moved, seconded by Ms. Kolpack .

MOTION, passed

Motion carried unanimously.

3. Adjourn

Mr. Trudeau asked about the approval of UPWP Amendment and requested that the Executive Director e-mail the Policy Board when the latest responses to NDDOT/FHWA comments had been submitted.

With no further business to discuss, Chair Breitling adjourned the Special Call meeting at 10:15 AM.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD June 20, 2024, 4:00 PM.

Respectfully Submitted,
Savanna Leach
Executive Assistant

<u>Vendor</u>	<u>Date</u>	<u>Num</u>	<u>Memo/Description</u>	<u>Due Date</u>	<u>Open Balance</u>
American United Life Insurance Company					
American United Life Insurance Company	07/01/2024	G00622518 07/24		07/11/2024	60.91
Total for American United Life Insurance Company					\$ 60.91
Balance Tax & Accounting					
Balance Tax & Accounting	45444	2696		6/3/2024	1,500.00
Total for Balance Tax & Accounting					\$ 1,500.00
Ben Griffith					
Ben Griffith	06/12/2024	06.12.24 Reimb		06/22/2024	485.01
Total for Ben Griffith					\$ 485.01
Bervik, Paul					
Bervik, Paul	06/14/2024	06.14.24 Reimb		06/24/2024	92.46
Total for Bervik, Paul					\$ 92.46
Blue Cross Blue Shield Of ND					
Blue Cross Blue Shield Of ND	07/01/2024	240613489642		07/31/2024	8,487.74
Total for Blue Cross Blue Shield Of ND					\$ 8,487.74
Business Essentials					
Business Essentials	05/22/2024	WO-1298289-1		06/01/2024	390.47
Total for Business Essentials					\$ 390.47
Cardmember Services					
American Airlines					348.61
Zoom					87.97
Moorhead Ace					7.54
Facebook					2.75
Hotel Albuquerque					655.62
Total Cardmember Services					\$ 1,102.49
Case Plaza LLC					
Case Plaza LLC	07/01/2024	07/24 Rent		07/31/2024	8,425.21
Total for Case Plaza LLC					\$ 8,425.21
Eide Bailly LLP					
Eide Bailly LLP	06/04/2024	60377		06/14/2024	1,247.00
Total for Eide Bailly LLP					\$ 1,247.00
FMWF Chamber of Commerce					

FMWF Chamber of Commerce	06/04/2024	336719		06/14/2024	500.00
Total for FMWF Chamber of Commerce					\$ 500.00
HDR Engineering Inc					
HDR Engineering Inc	05/31/2024	1200627467		06/30/2024	11,138.43
Total for HDR Engineering Inc					\$ 11,138.43
Hutman, Inc					
Hutman, Inc	05/15/2024	35680		05/25/2024	25.00
Hutman, Inc	05/31/2024	35764		06/10/2024	330.00
Total for Hutman, Inc					\$ 355.00
Kimley-Horn & Associates Inc					
Kimley-Horn & Associates Inc	05/31/2024	28256563		06/10/2024	5,903.90
Total for Kimley-Horn & Associates Inc					\$ 5,903.90
Liberty Business Systems Inc					
Liberty Business Systems Inc	05/13/2024	41607			-731.40
Total for Liberty Business Systems Inc					-\$ 731.40
Liberty Business Systems, Inc					
Liberty Business Systems, Inc	06/10/2024	36760525		06/30/2024	182.93
Total for Liberty Business Systems, Inc					\$ 182.93
Metro COG Staff					
Metro COG Staff	05/15/2024		Employee withholding	05/15/2024	40.00
Metro COG Staff	05/31/2024		Employee withholding	05/31/2024	40.00
Total for Metro COG Staff					\$ 80.00
Midco Business					
Midco Business	06/11/2024	16879260214089		06/21/2024	323.57
Total for Midco Business					\$ 323.57
Mutual of Omaha					
Mutual of Omaha	07/01/2024	1721156048		07/11/2024	235.71
Total for Mutual of Omaha					\$ 235.71
North Dakota Planning Association					
North Dakota Planning Association	05/22/2024	52		06/01/2024	335.00
Total for North Dakota Planning Association					\$ 335.00
Ohnstad Twichell PC					
Ohnstad Twichell PC	06/13/2024	196664		06/30/2024	70.50

Total for Ohnstad Twichell PC				\$	70.50
Payroll Professionals					
Payroll Professionals	5/15/2024				65.00
Payroll Professionals	5/31/2024				65.00
Total Payroll Professionals				\$	130.00
Pitney Bowes Credit Corp					
Pitney Bowes Credit Corp	06/12/2024	17461111		06/30/2024	171.00
Total for Pitney Bowes Credit Corp				\$	171.00
ReadiTech					
ReadiTech	06/01/2024	2586800	06/24	06/11/2024	135.00
Total for ReadiTech				\$	135.00
SRF Consulting Group, Inc.					
SRF Consulting Group, Inc.	05/01/2024	17185.00-3		05/11/2024	21,286.44
SRF Consulting Group, Inc.	05/31/2024	17185.00-4		06/10/2024	14,010.36
SRF Consulting Group, Inc.	05/31/2024	16766.00-11		06/10/2024	21,025.90
SRF Consulting Group, Inc.	05/31/2024	15722.00-12		06/10/2024	33,414.08
Total for SRF Consulting Group, Inc.				\$	89,736.78
Wex Health Inc					
Wex Health Inc	05/31/2024	1957950-IN		06/10/2024	25.00
Total for Wex Health Inc				\$	25.00
TOTAL				\$	130,382.71

Payroll Liabilities

Federal Withholding	4,126.26
Federal Social Security - ee	2,380.77
Federal Social Security - er	2,380.78
Federal Medicare - ee	556.78
Federal Medicare - er	556.79
Minnesota Withholding	0.00
North Dakota Withholding	245.00
Health Savings	687.50
Employee IRA	1,345.89
Employer IRA	963.19

Total	<u>\$ 13,242.96</u>
Grand Total	<u><u>\$ 143,625.67</u></u>

Agenda Item 2a Attachment 1

Metro COG Month End Budget Summary May 2024			
Unified Planning Work Program			
Staff Time Categories	Budget⁴	Spent	% Spent
100 - Policy/Admin Forums	\$75,508.10	\$30,269.10	40.1%
200 - Contracted Planning Services	\$151,875.70	\$45,085.38	29.7%
300 - Federal Transportation Planning	\$155,440.43	\$103,020.32	66.3%
400 - Technical Transportation Data	\$103,435.23	\$53,405.95	51.6%
500 - Transit Planning	\$20,942.30	\$7,983.26	38.1%
600 - Bicycle & Pedestrian Planning	\$28,920.38	\$34,490.10	119.3%
700 - Local Planning Assistance	\$77,585.56	\$16,337.95	21.1%
800 - General Administration ¹	\$285,816.86	\$72,572.94	25.4%
900 - Publications, Public Info & Comms	\$20,589.16	\$5,513.45	26.8%
1000 - Community Planning (local only) ²	\$22,799.68	\$2,594.97	11.4%
Internal Program Subtotal	\$942,913.40	\$371,273.42	39.4%
800a - 800r - Overhead (Fed Elig.)	\$302,970.00	\$201,663.83	66.6%
801 - Overhead (local only)	\$2,800.00	\$1,401.49	50.1%
Sub Total Internal Program Operations	\$1,248,683.40	\$574,338.74	46.0%
1100 - Contracted Planning Services³	\$813,896.00	\$235,566.83	28.9%
Summary of UPWP Costs	\$2,062,579.40	\$809,905.57	39.27%
Breakdown of Personnel Costs	Budget	Actual YTD	% Spent
Payroll Salaries	\$780,647.10	\$335,100.68	42.9%
Health, Vision, Dental Insurance ⁵	\$59,312.49	\$31,776.70	53.6%
Life & AD&D Insurance (Mutual of Omaha)	\$2,976.00	\$599.95	20.2%
Employer Simple IRA Contribution	\$23,048.61	\$7,727.04	33.5%
Payroll Tax Expense - FICA	\$58,773.96	\$23,689.49	40.3%
Employer HSA Contribution	\$18,150.00	\$17,600.00	97.0%
Misc. Payroll, Recruitment			N/A
North Dakota Unemployment Insurance			N/A
Total	\$942,908.16	\$416,493.86	44.2%

¹Includes vacation, sick and holiday leave in addition to general administration

²Includes contracts with local entities (Assistance to Food Comm., Mapleton Comp Plan)

³Includes both carryover projects and new projects starting in 2022 for which consultants are engaged

⁴Amounts as approved in 2023-2024 Amendment #5, which is still under review

⁵Employer Contribution Only

To: Metro COG Policy Board
From: Dan Farnsworth, Transportation Planner
Date: June 14, 2024
Re: **Letter of Commitment – SMART Grant**

For over the past decade, consideration of a traffic operations center (TOC) have been discussed and studied. In 2014 Metro COG completed a concept of operations study for a TOC. Several components of this study have been implemented throughout the region, such as compatible traffic signal controllers and increased fiber optic cable connections.

A TOC could assist in traffic operations and safety by allowing for real-time monitoring of traffic conditions, real-time adjustments to traffic signal timings, improving accident response actions, improved transit travel times, and more. A multi-jurisdiction application for a SMART grant is being developed to implement a traffic signal system project which will be a step towards implementing a regional traffic operations center.

The **attached** letter acknowledges Metro COG's commitment to assisting with coordination efforts associated with the planning of the proposed traffic signal system project, if awarded the associated SMART grant.

This application is a joint effort led and funded by the jurisdictions of Fargo, West Fargo, and Moorhead. Other agencies also associated with this application include NDDOT, MnDOT, NDSU's Advanced Traffic Analysis Center (ATAC), and the Red River Regional Dispatch Center.

Requested Action: Approval to submit the attached letter of commitment for the SMART grant application to plan an area traffic operations center (TOC).

June 14, 2024

The Honorable Pete Buttigieg
Secretary, US Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Dear Secretary Buttigieg,

I am writing to express the Fargo-Moorhead Metropolitan Council of Governments' (Metro COG) commitment to the cities of Fargo, Moorhead, and West Fargo in delivering the Far-Moor SMART Traffic Signal System project. Metro COG is the Metropolitan Planning Organization (MPO) for the Fargo-Moorhead Metropolitan Area and has recently become a transportation management area (TMA) with the urbanized area recently surpassing 200,000 in population.

While this project is titled a 'traffic signal system project', it is part of a larger plan for a regional multi-jurisdictional traffic operations center, involving several cities within two states – North Dakota and Minnesota.

As the regional MPO, support and coordination from Metro COG is necessary to deliver on the project vision. To deliver the proposed project the Fargo-Moorhead Metro COG establishes the following new, specific, and measurable commitments:

- To share regional traffic operations data with project partners.
- To engage key stakeholders and local leaders throughout the project delivery process.
- To provide the necessary review and approval of critical project elements.

By providing regional traffic operations data and organizational support, Metro COG will enable the success of the Far-Moor SMART Traffic Signal System which will result in improved safety and transit travel-time reliability. The multi-jurisdictional proposal envisions centers that will serve as a focal point for coordinating and supporting transportation operations in the region. It is a new commitment that will have lasting and measurable benefits.

We ask that you please give this application your full consideration and approval.

Yours in public service,

Ben Griffith, AICP
Executive Director
FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS



Fargo-Moorhead Metropolitan Council of Governments

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To: Policy Board
From: Chelsea Levorsen, Assistant Transportation Planner
Date: June 20, 2024
Re: **2026-2030 Transit Development Plan Consultant Selection**

In May, the Metro COG Policy Board approved the request for proposals (RFP) for the 2026-2030 Transit Development Plan. This project has a total budget of \$200,000. 80% (\$160,000) will come from Metro COG's CPG funds with 20% (\$16,666 Fargo Transit and \$13,334 Moorhead Transit) coming from MATBUS.

The deadline for consulting firms to submit proposals was Wednesday, June 12th. Metro COG received proposals from two firms: KLJ Engineering and Bolton & Menk.

The consultant selection panel met on Tuesday, June 18th to interview the firms and select the top ranked firm. The firms were scored on their project approach, task deliverables, and relevant project experience. Upon completion of the interviews, it was concluded that Bolton & Menk was the highest ranked firm. Bolton & Menk's sealed cost proposal came in at \$199,580.94, which is within the not-to-exceed budget of \$200,000.

interviewer	KLJ		Bolton & Menk	
	score	rank	score	rank
Interviewer 1	70	2	88	1
Interviewer 2	75	2	85	1
Interviewer 3	95	2	97	1
Interviewer 4	83	2	93	1
Interviewer 5	85	2	96	1
Interviewer 6	88	2	92	1
TOTAL	496	2	551	1

Due to the aggressive 2024 project timeline, Metro COG asked TTC, via e-mail vote, to accept the findings of the selection committee and recommend approval of Bolton & Menk as the top ranked firm to Policy Board.

Recommended Motion:

Approval of Bolton & Menk as the top ranked firm to complete the 2026-2030 Transit Development Plan and provide authorization for Metro COG's Executive Director to enter into a contract for services with said consultant.

To: Policy Board
From: Michael Maddox, AICP – Senior Transportation Planner
Date: June 14, 2024
Re: **Dilworth 8th Ave Extension Study RFP**

Metro COG met with each jurisdiction over the last couple of months to discuss each community's planning needs so that Metro COG can utilize its remaining Consolidated Planning Grant (CPG) funds. The City of Dilworth indicated that they were interested in studying the extension of 8th Avenue from 34th Street to 60th Street, as well as the northward extension of Main Street to intersect with 8th Avenue (through the area where Bob Marshall field is currently). Alternative intersection design treatments, such as roundabouts, at major intersections along the current and future alignment of 8th Avenue will also be considered.

8th Avenue would act as a collector roadway upon its completion, as it would provide access directly from residential areas in Dilworth to Walmart and the East-Ten Shopping Center, without having to utilize US Highway 10. The roadway would traverse Dilworth's primary growth areas north of existing development. A future 8th Avenue would also provide access to a regional park facility that the City of Dilworth is currently developing.

Additional consideration within the framework of the study includes an analysis of future land uses and development patterns along 8th Avenue. Developers have expressed interest in areas adjacent to the new regional park, that would be along the 8th Avenue corridor. In order to ensure a logical development pattern and roadway network, Metro COG and the City of Dilworth would like the consultant to integrate an analysis of land use and development in areas adjacent to the future alignment into its alternatives analysis for the extension of the roadway.

The budget for the Dilworth 8th Avenue Extension Study is \$150,000 (\$120,000 CPG and \$30,000 local match). The project must be substantially completed by December 31, 2024, in order to fully utilize Metro COG's 2024 CPG funds.

The TTC considered this item at their regularly scheduled meeting on June 13, 2024, and acted unanimously to recommend Policy Board approval of the release of the Dilworth 8th Avenue Extension Study RFP.

Attached is the study's draft RFP which is anticipated to be released pending Policy Board approval on June 20, 2024.

Requested Action: Approve the Dilworth 8th Avenue Extension Study RFP

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2024-227

Dilworth 8th Avenue Extension Study

June 2024

APPROVED:

Ben Griffith
Metro COG, Executive Director

METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS (RFP)

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

Dilworth 8th Avenue Extension Study

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 **\$150,000.**

Proposing consultants will be evaluated on their ability to complete as much work and expend as much of the \$150,000 budget as possible within calendar year 2024. Proposing consultants shall be able to guarantee that the contract can be executed immediately and work can begin without delay.

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

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 **4:00 p.m. (Central Time) on Thursday, July 18, 2024** at the Metro COG office will be given equal consideration. Respondents must submit one (1) PDF electronic version and two (2) 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, AICP
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102
maddox@fmmetrocog.org
701-532-5104

Fax versions will not be accepted as substitutes for the cost proposal hard copy. 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 Michael Maddox, AICP – Senior Transportation Planner at 701.532.5104 or maddox@fmmetrocog.org.

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TABLE OF CONTENTS

I	AGENCY OVERVIEW	5
II	PROJECT BACKGROUND AND OBJECTIVE	5
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	12
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’.

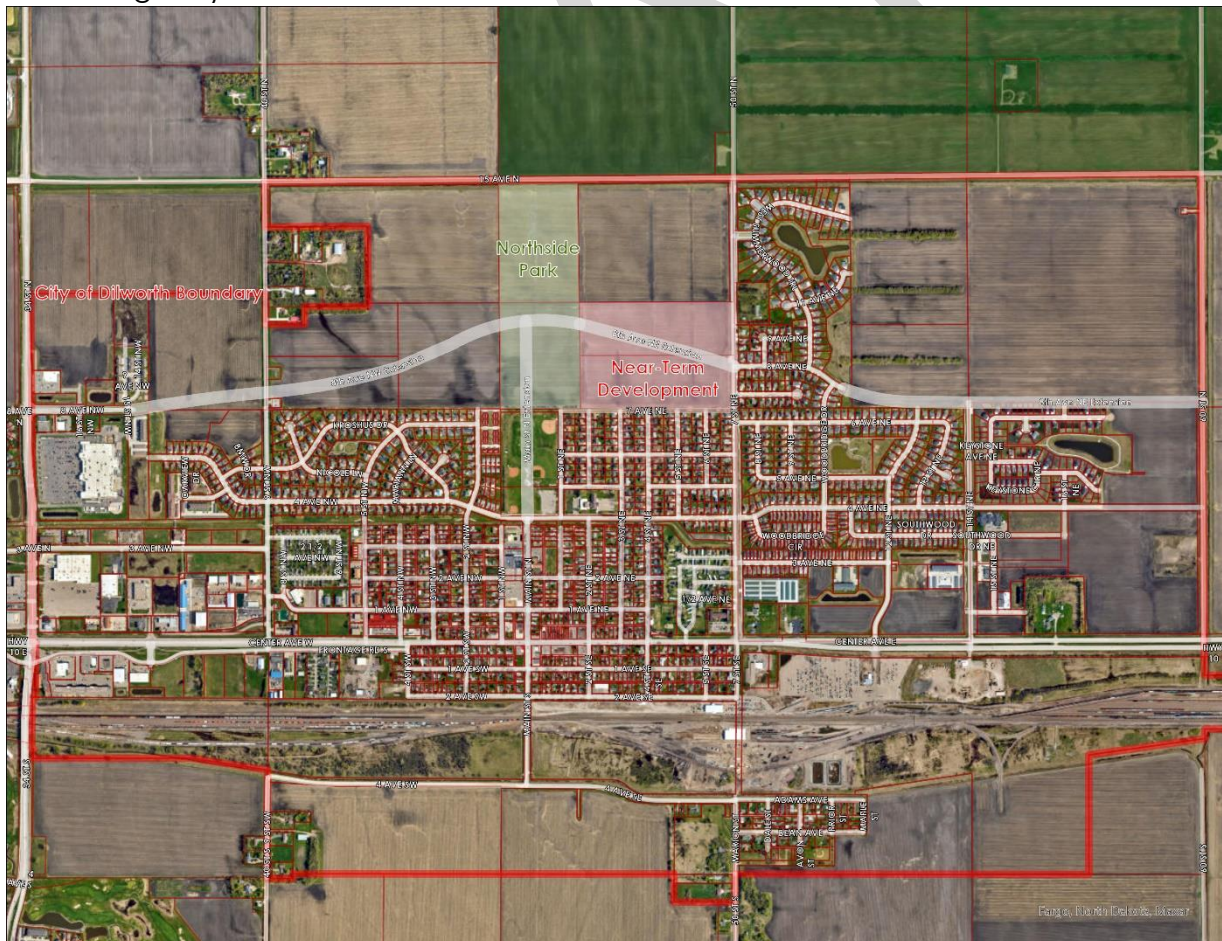
I AGENCY OVERVIEW

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

Metro COG and the City of Dilworth are partnering to engage a consultant to study the extension of 8th Avenue from 34th Street to 60th Street through Dilworth. Currently, two segments of 8th Avenue have been constructed (34th Street to 15th Street and 7th Street to Woodbridge Dr).



Dilworth 8th Avenue Extension Study

The Study would encompass development of a corridor plan for the extension of 8th Avenue in Dilworth from 34th Street N to 60th Street N. 8th Avenue will be a designated collector road upon completion, as it has area significance in connecting Dilworth and Moorhead. The roadway will connect the 34th Street commercial area to housing developments and a future regional park.

Metro COG recently completed a corridor study of TH10 through Dilworth. That study identified the main users of TH10 to be Dilworth residents. This is mainly due to the limited roadways available to make connections to the west. As Dilworth grows to the north, 8th Avenue will play a pivotal role in providing connection to the shopping opportunities on 34th Street. At some point in the future, Moorhead will likely construct the remaining segment within their jurisdiction. This would provide connection all the way to US75.

The City of Dilworth is currently working to construct a new regional park north of Bob Marshall Field. As a part of the study, the consultant should also incorporate the extension of Main Street to connect with 8th Avenue as well as evaluating intersection treatments to at CSAH 9, Main Street, 7th Street NE and 14th Street NE. Intersection concepts should include recommendations for type and signage as well as assess any NEPA impacts the extension may have, at a planning level.

8th Avenue will extend into Dilworth's primary growth area. The consultant should work with the City of Dilworth on surrounding land use patterns and how those correspond to the roadway alternatives that are developed. The consultant should be particularly focused on how the extension of 8th Avenue may affect development patterns, future land use, traffic patterns, and the development of the local roadway network.

III SCOPE OF WORK AND PERFORMANCE TASKS

Outlined below is a scope of work that the Consultant should use as a guide to determine the intent of the Dilworth 8th Avenue Extension Study. Metro COG has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

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

Task 1 – Project Management

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

Dilworth 8th Avenue Extension Study

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 Dilworth 8th Avenue Extension Study, on-time and on-budget, in accordance with the scope of services. The PM will serve as a single point of contact and will be expected to ensure the consultant team is properly managed, adequate resources are available, submittals are timely, quality control processes are utilized for maximum benefit, and invoices are paid in a timely fashion.

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

Several tasks shall be conducted simultaneously in order to complete all of this plan's work and expend the project's budget in 2024. The Consultant is encouraged to assemble multiple work teams which can work simultaneously on the plan's tasks in order to complete work expeditiously. The consultant is also encouraged to propose innovative ways to complete the technical work on the project before the end of 2024. This approach could include shifting responsibilities (such as the project approval process) to Metro COG staff. The consultant will not be reimbursed for time spent on the project after December 31, 2024.

Task 2 – Public Participation

The Consultant will be responsible for developing a strategy for public participation which shall be in accordance with Metro COG's most current Public Participation Plan (PPP). The consultant should propose how, in its opinion, public participation should be approached. At a minimum this should include:

1) Study Review Committee Meetings

Metro COG will work with the Consultant to arrange a Study Review Committee (SRC). This committee will be tasked with overseeing and directing the planning effort. The consultant shall propose the number and frequency of such meetings as well as its composition. The Consultant will be responsible for scheduling and developing materials necessary to conduct the SRC meetings, as well as developing meeting minutes to document the discussions had and decisions made at each meeting.

2) Public Input

Since one of the purposes of this study is to weigh the pros and cons of Clay County ownership of the roadway, public input meetings are necessary to allow residents the chance to comment. The Consultant shall propose at least one (1) public input meeting to gauge the public's desire for such roadway improvements. All property owners along the study corridor shall be notified of the public meeting.

Dilworth 8th Avenue Extension Study

The Consultant should also consider other mechanisms that would facilitate public input in its approach, whether these be virtual or in-person.

The Consultant shall be responsible for developing and providing advertising materials necessary for public participation. The Consultant will be responsible for all costs pertaining to public participation including mailing notices to the property owners along the corridor.

The Consultant will provide a summary of all public engagement and is responsible for presentation materials at public meeting(s), 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 included in the final report or an appropriate report appendix. The Consultant will provide a contact person for which the public to provide input. The contact person shall be made available by phone, mail, and email.

3) Stakeholder Meetings

The Consultant should take into consideration the need to coordinate with project stakeholders such as adjacent landowners. The Consultant should propose any such meetings that it deems are necessary for the development of the plan. The Consultant should include in its proposal any such entities that, in its opinion, would have a stake or be impacted by the improvement of 15th Avenue N.

This study will likely include a high degree of coordination amongst the City of Dilworth, City of Moorhead, and the developers/landowners. The consultant should include multiple coordination meetings and/or charrette style engagements with this group in order to conceptualize alternatives and to work out any issues that may arise.

Task 3 – Existing Conditions

The Consultant shall be responsible for collecting or documenting necessary data and documenting existing issues to provide insight into the conditions and characteristics of the corridor as they currently exist. At a minimum this should include:

- Current Functional Classification
- Roadway geometry and typical sections
- ADT, truck volumes, speeds
- Traffic control and posted speeds
- Accesses
- Structures
- Crash history
- Utilities
- Roadway Maintenance Costs, including past improvements

Task 4 – Alternative Development

The consultant shall develop alternative corridor cross-section(s) for the extension of 8th Avenue. The consultant shall also develop alternative(s) for the northward extension of

Dilworth 8th Avenue Extension Study

Main Street to intersect with 8th Avenue, taking into consideration minimizing the impacts to Bob Marshall field. This task should be linked with Task 6.

Task 5 – Land Use, Urban Form, and Roadway Network Connectivity Considerations

Developers have shown interest in utilizing the growth areas surrounding the new regional park for higher-density land uses. The City of Dilworth would like the consultant to develop land use scenarios, with a focus on the pattern of development in forming a logical roadway network. The Alternatives for 8th Avenue developed in Task 5 should take remnant parcels into consideration as well as how those remnant parcels could be developed. The goal should be an efficient use of land while developing a logical development pattern with a connected roadway network.

Task 6 – Intersection Alternatives

The City of Dilworth is interested in analyzing alternative intersection treatments along the 8th Avenue Corridor, namely roundabouts at major intersections, including 34th Street. The consultant shall develop alternate intersection treatments at major intersections along the corridor. The analysis shall include a detailed traffic operations analysis (for 34th Street and entrance to Walmart), ROW, and other such impacts.

Task 7 – Final Report and Adoption Process

The Consultant shall provide four (4) hard copies and a PDF version of the final report. The report should detail the findings of all of the project tasks and should employ high quality graphical methods, where applicable, to convey information in a manner that is easily understood by decision-makers and the public.

The consultant should include an approach to the adoption process within its proposal that addresses the December 31, 2024 cutoff date for funding.

****Note**** - The consultant will be expected to complete the Dilworth 8th Avenue Extension Study before December 31, 2024. The Consultant should provide a schedule that enumerates how it will complete the study by the deadline. It is expected that the Consultant shall have to capability and staff availability to accomplish the study within the specified timeline.

IV Task 7 - IMPLEMENTATION SCHEDULE

1) Consultant Selection

Advertise for Consultant Proposals	approximately 6/26/2024
Due Date for Proposal Submittals (by 4:30pm)	7/18/2024
Interview Finalists	Tuesday, 7/23/2024
Metro COG Board Approval/Consultant Notice	7/29/2024

***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 a Consultant. The committee will potentially consist of Metro COG staff, local jurisdictions, and state Department(s) of Transportation.

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

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

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 July 18, 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

Dilworth 8th Avenue Extension Study

said proposal, and reserves the right to negotiate minor deviations to the proposal with the successful Consultant. The Client reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgement of the Client, best accomplishes the desired results.

The RFP does not commit the Client to award a contract, to pay any costs incurred in the preparation of the contract in response to this request or to procure or contract for services or supplies. The Client reserves the right to withdraw this RFP at any time without prior notice.

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

VI PROPOSAL CONTENT

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

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

- 1) **Contact Information.** Name, telephone number, email address, mailing address and other contact information for the Consultant's Project Manager.
- 2) **Introduction and Executive Summary.** This section shall document the Consultant name, business address (including telephone, 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.

Dilworth 8th Avenue Extension Study

- 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 firms, 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

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 2nd Street North
Fargo, ND 58102-4807
maddox@fmmetrocog.org

All proposals received by **4:00 p.m.** on **Thursday, July 18, 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 and two (2) hard copies. The full length of each proposal should not exceed thirty (30) pages; including any supporting material, charts, or tables.

Dilworth 8th Avenue Extension Study

The consultant may ask for clarifications of the content within the RFP by contacting the Metro COG project manager identified above. The project manager will attempt to answer reasonable questions regarding the project purpose and intent providing that they are submitted in a timely manner. If you wish to meet with the Metro COG regarding the RFP, please work with the project manager to schedule a time. Metro COG will not discuss specific approaches or desired outcomes of the study, rather will explain the background, purpose, and intent of the project. The project manager will not share the composition of the selection committee or knowledge of any other firms which have inquired about the project.

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**
 - 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

Dilworth 8th Avenue Extension Study

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 D, 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) **Disadvantaged Business Enterprise.** Pursuant to Department of Transportation policy and 49 CFR Part 23, Metro COG supports the participation of DBE/MBE businesses in the performance of contracts financed with federal funds under this RFP. It is encouraged that Consultants make an effort to involve DBE/MBE businesses in this project. If the Consultant is a DBE/MBE, a statement indicating that the business is certified DBE/MBE in North Dakota or Minnesota shall be included within the proposal. If the Consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the Subconsultant's certification shall be included. The percent of the total proposed cost to be completed by the DBE/MBE shall be shown within the proposal.
- 6) **US DOT Policy Statement on Bicycle and Pedestrian Accommodations.** Consultants are advised to review and consider the *US DOT Policy Statement on Bicycle and Pedestrian Accommodation* issued in March of 2010 when developing written proposals.
- 7) **North Dakota Department of Transportation Consultant Administration Services Procedure Manual.** Applicants to this Request for Proposal are **required** to follow procedures contained in the *NDDOT Consultant Administration Services Procedure Manual*, which includes prequalification of Consultants. Copies of the Manual may be found on the Metro COG website www.fmmetrocog.org or the NDDOT website at www.dot.nd.gov.

IX CONTRACTUAL INFORMATION.

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

Dilworth 8th Avenue Extension Study

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

Dilworth 8th Avenue Extension Study

- 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

Dilworth 8th Avenue Extension Study

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 \$500,000 per person and \$2,000,000 per occurrence.
2. Workforce Safety insurance meeting all statutory limits.
3. The Client and the State of North Dakota, its agencies, officers, and employees (State) shall be endorsed as an additional insured on the commercial general

liability and automobile liability policies.

4. Said endorsements shall contain a "Waiver of Subrogation" in favor of the Client and the state of North Dakota.
5. The policies and endorsements may not be canceled or modified without thirty (30) days prior written notice to the undersigned Client and the State Risk Management Department.

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

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

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

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

Dilworth 8th Avenue Extension Study**Exhibit A – Cost Proposal Form**

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

REQUIRED BUDGET FORMAT

Summary of Estimated Project Cost

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

DRAFT

Exhibit C – SFN 60232: Proposed Sub-Consultant Request

DRAFT

**Exhibit D – Debarment of Suspension Certification and Certification of Restriction
on Lobbying**

DRAFT

To: Policy Board
From: Adam Altenburg, AICP
Date: June 14, 2024
Re: **Kindred Comprehensive & Transportation Plan RFP**

Metro COG and the City of Kindred are in the process of initiating a comprehensive plan for the city. This plan will examine existing conditions and economic, demographic, and social trends in the city and surrounding area, as well as an in-depth look at transportation and related infrastructure needs. Emphasis will also be placed on an assessment of existing land use patterns, an analysis of supplementary planning strategies, goals and policies, and an action and implementation matrix to achieve community objectives and initiatives.

The project would be a consultant-led study funded in part with federal transportation planning funds with a not-to-exceed budget of \$100,000. A proposed cost split would require \$28,000 for a local match with the remaining \$72,000 coming from Metro COG's federal Consolidated Planning Grant (CPG) funds. This cost split is also based in part on scope of work tasks that are eligible or ineligible for federal transportation planning funds.

To better aid the local match requirement, Metro COG has proposed that the \$28,000 local match be split evenly between the City of Kindred and Cass County. Important roadway corridors including County Highway 15 and County Highway 18 will be analyzed as part of a citywide transportation plan to improve mobility and safety for pedestrians, bicyclists, and vehicular traffic.

Requested Action: Approve of the Kindred Comprehensive & Transportation Plan RFP.

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2024-228

***Kindred Comprehensive
& Transportation Plan***

June 2024

APPROVED:

Ben Griffith
Metro COG, Executive Director

REQUEST FOR PROPOSALS (RFP)

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

Kindred Comprehensive & Transportation Plan

Qualifications based selection criteria will be used to analyze proposals from responding consultants. The most qualified consultant teams will be invited to interview in-person, virtually, or in a hybrid format. Upon completion of technical ranking and interviews, Metro COG will enter into negotiations with the top ranked firm. **Sealed cost proposals shall be submitted with the RFP.** The cost proposal of the top ranked firm will be opened during contract negotiations. Those firms not selected for direct negotiations will have their unopened cost proposals returned. Metro COG reserves the right to reject any or all submittals. This project will be funded, in part, with federal transportation funds and has a not-to-exceed budget of **\$100,000**. **Proposing consultants will be evaluated on their ability to complete as much work and expend as much of the \$100,000 budget as possible within calendar year 2024. Proposing consultants shall be able to guarantee that the contract can be executed immediately, and work can begin without delay.**

Interested firms can request a full copy of the RFP by telephoning 701.532.5100, or by email: metrocof@fmmetrocog.org. Copies will be posted on the North Dakota Department of Transportation website (<https://www.dot.nd.gov>) and will also be available for download in PDF format at www.fmmetrocog.org. All applicants must be prequalified with the North Dakota Department of Transportation (NDDOT). If not prequalified with the NDDOT, applicants will be required to submit a completed Standard Form 330 with their submittal of information.

All proposals received by **4:30 p.m. (Central Time) on Thursday, July 18, 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 of the proposal, and one (1) sealed hard copy of the cost proposal. The full length of the proposal should not exceed thirty (30) pages; including any supporting material, charts, or tables.

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

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

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

Note: This RFP can be made available in alternative formats for persons with disabilities by contacting the contact above.

TABLE OF CONTENTS

I.	Agency Overview	4
II.	Purpose of Request	4
III.	Background Information	4
IV.	Project Objective	6
V.	Scope of Work and Performance Tasks	6
VI.	Implementation Schedule.....	15
VII.	Evaluation and Selection Process	16
VIII.	Proposal Content and Format.....	17
IX.	Submittal Information	18
X.	General RFP Requirements	19
XI.	Contractual Information.....	20
XII.	Payments	21
XIII.	Federal and State Funds	21
XIV.	Title VI Assurances	21
XV.	Termination Provisions.....	23
XVI.	Limitation on Consultant.....	23
XVII.	Conflict of Interest.....	23
XVIII.	Insurance	24
XIX.	Risk Management	24
	Exhibit A – Cost Proposal Form	26
	Exhibit B – Federal Clauses.....	27
	Exhibit C – SFN 60232: Proposed Sub-Consultant Request	31

I. Agency Overview

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

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

II. Purpose of Request

The purpose of this RFP is to receive competitive proposals from qualified, multi-disciplinary consultant teams with expertise in land use planning, transportation, community development, urban design, economic development, and community outreach and engagement to complete a new Comprehensive and Transportation Plan for Kindred, North Dakota. This plan shall be completed in accordance with accepted planning, design, and engineering practices, and pertinent sections of Chapter 40-48 of the North Dakota Century Code.

This planning effort will focus on two primary components: a comprehensive plan reflecting the changing dynamics of the city; and a citywide transportation plan addressing vehicular and multi-modal transportation system policies and improvements.

The Comprehensive and Transportation Plan is envisioned as both a physical plan and policy guide for city staff and decision makers regarding future land uses and development in Kindred over the next 25 years. The plan will also incorporate a vision for Kindred that reflects the direction that citizens and other community stakeholders envision for the city.

III. Background Information

The City of Kindred is a rapidly growing community with a population of nearly 1,000 residents located 25 miles southwest of the Fargo-Moorhead metropolitan area. The city encompasses approximately 1.45 square miles, and an additional 3.91 square miles are within the city's extraterritorial (ET) planning area providing zoning and platting jurisdiction.

While Kindred has roots dating to the 1880's and was incorporated in 1949, the city has experienced a significant population increase over the past 15 years, transitioning from a rural agricultural service center to a modern bedroom community. The city has increased by over 300 new residents since 2010, with many living in the newly developed Newport Ridge subdivision adjacent to the Kindred Davenport Regional Airport. Approximately one-third of the city's housing stock has been built since 2000, comprised of many upscale single-family homes.

Kindred has one of the highest household incomes in the state. The median household income in Kindred is \$92,400, which is \$20,430 higher than the median household income for North Dakota as a whole. At 44.2 percent, the percentage of adults in Kindred with a bachelor's degree or higher is over 13 percentage points higher than the statewide rate of 30.7 percent. Kindred also has a high rate of home ownership, with an estimated 81.3 percent of all dwelling units owned by their residents. The current median home value is \$286,900.

Kindred is connected to the metropolitan area via three principal corridors: County Highway 15, County Highway 18, and North Dakota Highway 46. County Highway 15 is a paved two-lane rural highway while County Highway 18 is an aggregate surfaced roadway. North Dakota Highway 46 is a two-lane highway facility with paved shoulders. This roadway is part of the Northern Tier Route, a continuous east-west Adventure Cycling Route from New York to Washington. From 2015 to 2021, North Dakota Highway 46 saw a rise in reported traffic volumes, with average annual daily traffic increasing over 13 percent (1,905 to 2,160 AADT). Traffic volumes on County Highway saw a reported 16 decrease during the same time (1,765 to 1,475 AADT).

The Kindred Davenport Regional Airport is a public airport located on the east side of Kindred. The airport averages 115 aircraft operations a week with 57 percent being for local general aviation, 42 percent for transient general aviation, and the remaining for air taxi and other services.

Recent transportation and revitalization planning efforts include the Kindred Downtown Vision Plan. This study was developed to create a more vibrant community space for residents, visitors, and businesses. Included in this study is space for a future community center, an outdoor plaza and greenspace, roadway and parking improvements, and designated rail quiet zone.

The Kindred School District serves nearly 900 students from pre-kindergarten through grade 12 across southern Cass County and northern Richland County, with an average enrollment growth of 28 new students per year. In 2021, voters in the Kindred School District approved a \$26.4 million bond referendum to expand and remodel the elementary school and add a new middle school to the existing high school. The middle school addition included 15 new classrooms, a 650-seat auditorium, gymnasium, and other recreational amenities. The elementary school

building project was completed prior to the 2023-2024 school year and the middle school addition will be ready for the 2024-2025 school year.

Rural homes and properties northeast of Kindred and south near State Highway 46 are susceptible to overland flooding from the Sheyenne River during times of high precipitation. Earthen dikes protect areas of the city from the Sheyenne River, and some rural properties are protected by private ring dikes. The Baldhill Dam located in Barnes County aids in impounding the Sheyenne River during flood events.

Until recently, Kindred's wastewater system was significantly undersized for the community's population growth and water infiltration/inflow. The main sanitary sewer lift station experienced sanitary sewer overflows and the previous lagoons were not properly treating wastewater prior to discharge. With \$4.62 million in grant funding, the city made several wastewater improvements in 2023 including a new main sanitary lift station and a four-cell lagoon located 2 miles west of the city. The new lagoon includes 31 acres of surface area and has a 37.6 million gallon operating storage volume. The city's old lagoons were decommissioned, allowing the land to be used for other beneficial purposes for the city.

IV. Project Objective

The objective of this project is the preparation of a new Comprehensive and Transportation Plan for Kindred, North Dakota which will document a vision for the city's future and provide strategic guidance relative to future growth decisions. The plan will include goals and guidelines that are tangible and achievable during a 25-year planning horizon. The plan, incorporating the most recent census data, city and regional trends, development challenges and issues, and best planning practices, should create an overall blueprint for Kindred. It should recognize and appropriately plan for the city's physical, social, and economic assets.

The city intends for the Comprehensive and Transportation Plan to be a living, accessible, and engaging document that will help guide long term policy decisions and be directive to specific transportation and development issues when relevant. The aim for this project is to garner long term support and commitment of residents, stakeholders, the Planning and Zoning Committee, and the City Council for realizing the goals and vision of the Comprehensive and Transportation Plan.

V. 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 comprehensive and transportation plan but also can provide pro-activeness, vision, innovation, collaboration, and sustainability in examining and proposing new goals, objectives, and policies.

Outlined below is the scope of work that will guide development of the Comprehensive and Transportation Plan for the City of Kindred. 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 Structure and Work Plan. Building on the scope of work presented in their proposal, and incorporating any relevant changes made during contract negotiations, the consultant will prepare a detailed work plan and achievable timeline for the project anticipated to be completed by June 2025. The work plan will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the project.

Task 2: Project Management and Coordination. The consultant will be required to manage the project and coordination with any subconsultants, as well as all project activities including meetings with the project's study review committee (SRC), the preparation of meeting agendas, and the taking and reporting of meeting minutes. The consultant will identify a project lead from their team to act as the direct point of contact for the project manager and city staff. At a minimum, these coordination activities will include:

- Weekly to biweekly updates with the consultant project manager, the Metro COG project manager, and City of Kindred Auditor/Deputy Auditor; and
- Regular meetings with the SRC.

This task also includes the preparation of monthly progress reports, documenting travel and expense receipts, and preparing and submitting invoices. When submitting progress reports, the consultant will be expected to outline the following subjects:

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

The SRC will provide oversight and input into the development of the plan. Metro COG will assist with coordinating and scheduling SRC meetings. The SRC is tentatively scheduled to be comprised of members from the following:

- Kindred City Council;
- Kindred Planning and Zoning Committee, including extraterritorial (ET) representative;
- City of Kindred Staff;
- Kindred Park District;
- Kindred Public School District;
- Cass County Staff; and
- Metro COG.

Task 3: Stakeholder and Public Engagement Program. In compliance with Metro COG's adopted Public Participation Plan (PPP), the consultant will develop and implement a detailed stakeholder and public engagement program that seeks to gain authentic and meaningful public input from community members of all ages and backgrounds. At minimum, the community engagement program should address the following:

- Identification of stakeholders;
- Engagement strategies and activities, tied back to reaching all identified stakeholder groups, including those difficult to reach;
- Timeline for community engagement activities and desired type of community feedback at project checkpoints or milestones;
- Communication methods for sharing information with city residents; and
- Strategy for effective and consistent messaging across platforms and messengers.

Online community engagement software and survey tools should be utilized to ensure a robust and well-rounded community engagement program. The consultant will facilitate all community engagement activities. It is expected that at least two large community workshops or public meetings will be conducted: (1) an early input and issues identification meeting; and (2) a draft plan meeting. Separate stakeholder meetings and small outreach events (i.e. pop-up events) are also highly desirable.

It is imperative to consider the public and keep them informed of the planning activities and outcomes using strategies that include use of the internet and social media. Metro COG shall create a project webpage to keep the community informed of planning activities and outcomes. This webpage will be located on Metro COG's website, with the ability to be linked and accessed by visitors to the City of Kindred's website. The consultant shall work with Metro COG and the City of Kindred to provide information for the project website. The consultant shall also work

with Metro COG and the city to create and share Facebook notifications that provide up-to-date project and meeting information.

The consultant is encouraged to utilize creative methods, opportunities, and activities when collaborating, engaging, and informing stakeholders and the public, especially for communities disproportionately impacted and traditionally underserved. The consultant is also encouraged to review [Promising Practices for Meaningful Public Involvement in Transportation Decision-Making](#) for additional insights.

Task 4: Plan Document. The final document must be visually appealing, easy for the public to understand, and clearly communicate 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;
- Includes forward-thinking practices to reach the city's desired outcomes; and
- Is adaptable and easy to update as the city evolves after plan adoption.

The following is an outline of the specific sections or topic areas to be included in the Comprehensive and Transportation Plan update:

Executive Summary. It is envisioned that the executive summary will be a standalone document distributed more widely to the public. The summary should be concise and highly graphic, highlighting the community's vision and incorporating all major recommendations of the plan, including brief summaries relating to existing conditions, community engagement, plan development, and implementation strategies.

Community Profile. The plan will include an assessment of relevant existing conditions in Kindred relating to land use, population and demographics, housing, employment and economic development conditions, recreation, health and wellness, and natural and cultural resources. The consultant should detail how leading demographic and socioeconomic indicators have changed over past years and how the city's performance relates to other communities in the greater Fargo-Moorhead metropolitan area. The consultant should also provide documentation of natural and manmade features that influence growth and development, such as drainage infrastructure, elevation (i.e. floodplain), and soil conditions.

Vision. The plan will include a vision statement based on discussions with the SRC, areas of consensus from community engagement, and a comprehensive analysis of existing community assets and opportunities in the city. The visioning process should be a consensus-building technique that brings the community together to recognize their shared values and purposes and helps create a sense of ownership in the plan document. The final vision statement should reflect a consensus on core values, character, status, and functions of the community over the next 25 years, as well as serve to guide development of goals, objectives, policies, and other sections of the plan.

Housing and Population. The plan will provide an analysis of Kindred's housing needs in relation to future demographics and predicted population growth rates for the city and the region. The consultant should pay special attention to strategies that will help Kindred provide an adequate housing supply to meet existing and forecasted demand, as well as provide for any current unmet housing needs. A review of existing housing conditions and demand for new housing units that meet the needs of diverse income and age groups within the city and the metropolitan area should be included as part of this section. The needs identified in the housing element should correlate strongly to the future land use plan and any plan strategies needed to meet the housing needs and goals such as zoning ordinance updates.

Land Use. The plan will include an assessment of the city's existing land use patterns, identifying any existing issues such as incompatible land uses and developed areas that may be in transition either now or in the future due to changing conditions.

As part of community engagement outreach, it will be important to incorporate activities that build stakeholder understanding and general consensus about the intent and vision tied to different land use categories (i.e. land uses and densities intended for different land use categories). Stakeholders may also benefit from knowing how their vision and their definitions compare with that of neighboring communities.

Based on initial community visions, existing conditions, and other identified factors, it is envisioned that the consultant will develop at least two alternative future land use and growth scenarios for review and discussion purposes. These scenarios should be accompanied by summaries that highlight the benefits and opportunity costs (trade-offs) of each scenario for review and consideration by the SRC and the public during community engagement activities. Ultimately, the draft and final future land use plan is expected to consist of a blend of the initial alternatives. The results of the community outreach program will be captured in the final plan document and land use map.

Priority growth areas and phasing of growth is an element that should be considered for future land use planning to help guide the city's future extension of infrastructure. Acreages of different land uses should be correlated with different amounts of residential and non-residential growth, to help the city gauge the likely acreage consumption at different levels of growth (i.e. at different levels of household and population growth).

The future land use plan shall include the area encompassed by the City of Kindred as well as the area included within the city's extraterritorial jurisdiction. These may be represented as one full map or two separate maps.

If zoning ordinance changes are needed to achieve the community's vision for future growth, these changes should be identified and described as implementation strategies.

Transportation. The plan will include a new citywide transportation plan that provides transportation alternatives along with a long-range vision for the City of Kindred's transportation system. This vision will be aimed at improving mobility, mitigating traffic congestion, improving safety for pedestrians, bicyclists and vehicular traffic, enhancements of important roadway corridors (including County Highway 15, County Highway 18, and North Dakota Highway 46), maintenance needs, and future integration and connections with neighboring communities.

The consultant should integrate essential information from various regional plans and studies to develop a highly visual and descriptive comprehensive transportation plan. The consultant should incorporate both a high-level capacity analysis to ensure that proposed transportation improvements are representative to Kindred's needs, as well as specific detailed analyses for certain transportation enhancements for specific areas of the city. The transportation plan should be prepared in a manner that allows for the city to incorporate future transportation updates as needed.

The consultant should provide an inventory and thorough needs assessment of the current transportation network including existing conditions, traffic statistics, roadway capacity ratings, connectivity needs, and safety issues. The consultant should address practical recommendations for alternative modes of transportation including bicycle and pedestrian improvements. The plan should also take into consideration Kindred's transportation needs in relation to regional and state transportation plans and determine appropriate system connectivity within the city and neighboring communities. Additionally, the plan should include a review of trucking and freight movements (including rail freight) within the city, right-of-way protection needs, and city access management standards.

The citywide transportation plan should describe the city's current transportation funding methods, suggest funding methods for securing sufficient revenues and develop a financial plan to cover costs of implementing future transportation improvements.

Parks and Recreation. The plan will provide an assessment of existing park and recreation facilities and identify strategies and opportunities for the community to further develop and bolster recreation options in Kindred. This plan component will tie strongly to the future land use plan and identify areas that are most suitable for park and recreational land use. This will also include an analysis of greenspace preservation needs and future recreational facilities desired by the community based on community engagement.

City Facilities and Services. The plan will provide documentation of Kindred's existing city facilities and determine the level of service for existing and future city facilities and services. This should include, at minimum, an inventory of the city's water supply and treatment, sewage system and wastewater treatment, storm water, public safety, and other city services.

Community Character and Design. The plan will include a brief section on community character and design themes that address the city's uniqueness and have the potential to establish a sense of place for residents. The consultant should identify design guidelines and recommendations that can assist the city in planning for future neighborhoods and streetscapes that are attractive and context sensitive. Working off the Kindred Downtown Vision Plan, the consultant should provide urban design strategies for strengthening Kindred's downtown corridor and adjacent neighborhoods. Gateways and corridors that serve as entrances to the city should also be examined for ideas that project a distinct and positive image for residents and visitors.

Economic Development. The plan will include a snapshot of Kindred's economic base, jobs and workforce projections, a review of the city's role in the regional economy, and recommendations for economic development based on the community's assets. The consultant should address ways to balance residential growth with commercial and industrial development, as well as other value-added economic activities to Kindred. The consultant should identify economic development strategies based upon a review of existing city planning efforts and programs. The plan should also examine and document the relationship between economic development opportunities and future land use and transportation plans.

Natural Resources and Floodplain Management. The plan will provide an inventory of existing natural resources and identify areas for future protection within Kindred. This should include strategies or practices that pertain to

environmental protection and quality of life. The future land use and transportation plans will need to be reflective of floodplain information and relevant information related to storm water retention.

Implementation Strategy. The implementation strategy will include specific actions or strategies that are tied to goals, objectives, or policies that will help attain the city's vision. The strategies should identify short-term, mid-term, and/or long-term recommendations that are clear, concise, and relevant. This includes any activities, initiatives, programs, ordinances, or administrative systems to be put in place to implement the plan. The implementation strategy should clearly outline and identify the appropriate entities responsible for each recommended strategy or action along with possible funding sources. The implementation strategy should also include methods for measuring success or benchmarks for each action item. The consultant should include the following information for each listed strategy:

- Brief description of the measure;
- Legal authorization for the measure, if applicable;
- Timeframe for initiating and completing the measure;
- Responsible party or entity for implementing the measure;
- Estimated cost (if any) of implementing the measure; and
- Funding source(s), if applicable.

Additional Topics. Additional themes or topics may be identified during community engagement activities or throughout the development of the plan. These topic areas may be included at the recommendation of the City of Kindred and/or the SRC as appropriate and based upon eligibility/non-eligibility for federal transportation funds.

Task 5: Deliverables. The consultant will prepare an administrative draft of the Comprehensive and Transportation 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 Comprehensive and Transportation Plan into the final plan, as appropriate, and present it to the SRC, Metro COG Transportation Technical Committee (TTC), Metro COG Policy Board, Kindred Planning and Zoning Committee, and the Kindred City Council.

Upon final project completion, the consultant will be responsible for providing a high-resolution document in PDF format. The consultant is also expected to provide Metro COG and the City of Kindred with all data and study products, including GIS shapefiles used to create maps. All meeting summaries and technical analyses should be included as an appendix of the study.

Because of certain requirements associated with the use of federal transportation funds, the consultant will be asked to allocate a minimum of 90 percent of the project budget to the following task items:

- Task 1 – Project Structure and Work Plan
- Task 2 – Project Management and Coordination
- Task 3 – Stakeholder and Public Engagement Program
- Task 4 – Plan Document
 - Executive Summary
 - Community Profile
 - Vision
 - Housing and Population
 - Land Use
 - Transportation
 - Implementation Strategy
- Task 5 - Deliverables

If the consultant wishes to modify or include additional tasks deemed necessary to successfully complete the plan, this must be agreed to by Metro COG and the City of Kindred prior to issuing the notice to proceed.

VI. Implementation Schedule

1) Consultant Selection.

Advertise for Consultant Proposals	approximately 6/26/2024
Deadline for RFP Clarifications/Questions	7/10/2024
Due Date for Proposal Submittals (by 4:30 p.m.)	7/18/2024
Review Proposals/Identify Finalists	7/19/2024
Interview Finalists*	7/24/2024
Metro COG Board Approval/Consultant Notice	7/29/2024
Contract Negotiations/Signed Contract	(week of) 7/29/2024
QBS Submittal & Approval (between NDDOT & Metro COG)	(week of) 7/29/2024
Notice to Proceed**	Immediately after QBS Approval

***Consultant teams should be prepared to interview with the selection committee on July 24, 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) and Prime Consultant Request to Sublet form (SFN 60233) 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.**

2) Project Development (Major Milestones).

Project Start-Up/Mobilization	approximately 8/1/2024
Draft Comprehensive Plan Completion	March 2025
Final Comprehensive Plan Completion	April 2025
Comprehensive Plan Adoption	May 2025
Final Invoices Received	June 2025

VII. Evaluation and Selection Process

Selection Committee. Metro COG will establish a selection committee to select a consultant. The selection committee will include representatives from the City of Kindred, Kindred City Council, Kindred Planning and Zoning Committee, Cass County, and Metro COG.

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

- 20% The consultant's related experience with similar projects, including the consultant's ability, familiarity, and involvement in handling similar types of activities
- 20% Specific qualifications of the consultant's project manager and key staff's experience related to the development of similar studies
- 20% The consultant's understanding of the project scope and knowledge of local/regional issues related to the study
- 20% The consultant's project understanding, proposed project approach and methodology, project work plan, and project management techniques
- 15% The consultant's current workload, availability of key personnel, and record of past performance
- 5% The consultant or subconsultant is documented as a Disadvantaged Business Enterprise (DBE)

The selection committee will entertain formal oral presentations for the top candidates to provide additional input into the evaluation process. Oral presentations will be followed by a question-and-answer period during which the selection committee may question the prospective consultants about their proposed approaches.

A consultant will be selected on July 25, 2024 based on an evaluation of the proposals submitted, the recommendation of the selection committee, and approval by Metro COG's Policy Board. Metro COG reserves the right to reject any or all proposals or to waive minor irregularities in said proposal, and reserves the right to negotiate minor deviations to the proposal with the successful consultant. Metro COG reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgement of Metro COG, best accomplishes the desired results.

The RFP does not commit Metro COG to award a contract, to pay any costs incurred in the preparation of the contract in response to this request, or to procure or contract for services or supplies. Metro COG reserves the right to withdraw this RFP at any time without prior notice.

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

VIII. Proposal Content and Format

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

The proposal should demonstrate qualifications of the firm and its staff to undertake this project. It should also specify the proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications under the Scope of Work and Performance Tasks.

At minimum, proposals shall include the following information:

- 1) **Contact Information.** Name, telephone number, email address, mailing address, and other contact information for the consultant's project manager.
- 2) **Introduction and Executive Summary.** This section shall document the firm name, business address (including telephone, email address(es), year established, type of ownership and parent company (if any), project manager name and qualifications, and any major features that may differentiate this proposal from others, if any.
- 3) **Work Plan and Project Approach Methodology.** Proposals shall include the following, at minimum:
 - a) Detailed work plan identifying the major tasks to be accomplished relative to the requested study tasks and expected product as outlined in this RFP;
 - b) Timeline for completion of the requested services, including all public outreach and stakeholder meetings, identifying milestones for development of the project, and completion of individual tasks;
 - c) List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past;
 - d) List of the proposed principal(s) who will be responsible for the work, proposed Project Manager, and project team members (with resumes);
 - e) Breakout of hours for each member of the team by major task area, and an overall indication of the level of effort (percentage of overall project team hours) allocated to each task. Note that specific budget information is to be submitted in a sealed cost proposal as described in Section IX: General RFP Requirements;
 - f) List of any subcontracted agencies, the tasks they will be assigned, the percent of work to be performed, and the staff that will be assigned;

- g) List of client references for similar projects described within the RFP;
 - h) Required Disadvantaged Business Enterprise (DBE) firms participation documentation, if applicable; and
 - i) Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project.
- 4) **Signature.** Proposals shall be signed in ink by an authorized member of the firm/project team.
- 5) **Attachments.** Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:

Exhibit A – Cost Proposal Form (submit as sealed hard copy)
Exhibit B – Federal Clauses (for review purposes only)
Exhibit C – SFN 60323: Proposed Sub-Consultant Request (if applicable)

IX. Submittal Information

A PDF of the proposal may be emailed or delivered by USB. Sealed cost proposals shall be submitted as hard copies. Hard copies of the sealed cost proposals may either be hand delivered or shipped to ensure timely delivery to the project manager as defined below:

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

All proposals received by **4:30 p.m. on Thursday, July 18, 2024** 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 July 10, 2024. Metro COG reserves the right to decline a response to any question if, in Metro COG's assessment, the information cannot be obtained and shared with all potential firms in a timely manner. All questions and responses will be forwarded to applicants and posted on Metro COG's website on July 11, 2024.

X. General RFP Requirements

- 1) **Sealed Cost Proposal.** All proposals must be clearly identified and marked with the appropriate project name; inclusive of a separately sealed cost proposal per the requirements of this RFP. Cost proposals shall be based on an hourly “not to exceed” amount and shall follow the general format as provided within Exhibit A of this RFP. Metro COG may decide, in its sole discretion, to negotiate a price for the project after the selection committee completes its final ranking. Negotiation will begin with the consultant identified as the most qualified per requirements of this RFP, as determined in the evaluation/selection process. If Metro COG is unable to negotiate a contract for services negotiations will be terminated and negotiations will begin with the next most qualified consultant. This process will continue until a satisfactory contract has been negotiated.
- 2) **Consultant Annual Audit Information for Indirect Cost.** Consulting firms proposing to do work for Metro COG must have a current audit rate no older than fifteen (15) months from the close of the firms Fiscal Year. Documentation of this audit rate must be provided with the sealed cost proposal. Firms that do not meet this requirement will not qualify to propose or contract for Metro COG projects until the requirement is met. Firms that have submitted all the necessary information to Metro COG and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Firms that do not have a current cognizant Federal Acquisition Regulations (FARs) audit of indirect cost rates must provide this audit prior to the interview. **This 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) **Disadvantaged Business Enterprise.** Pursuant to Department of Transportation policy and 49 CFR Part 23, Metro COG supports the participation of DBE businesses in the performance of contracts financed with federal funds under this RFP. Consultants shall make an effort to involve DBE businesses in this project. If the consultant is a DBE, a statement indicating that the business is certified DBE in North Dakota or Minnesota shall be included within the proposal.

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

- 6) **US DOT Policy Statement on Bicycle and Pedestrian Accommodations.** Consultants are advised to review and consider the *US DOT Policy Statement on Bicycle and Pedestrian Accommodation* issued in March of 2010 when developing written proposals.
- 7) **North Dakota Department of Transportation Consultant Administration Services Procedure Manual.** Applicants to this Request for Proposal are **required** to follow procedures contained in the *NDDOT Consultant Administration Services Procedure Manual*, which includes prequalification of consultants. Copies of the Manual may be found on the Metro COG website www.fmmetrocog.org or the NDDOT website at www.dot.nd.gov/manuals/environmental/proceduremanual.pdf.

XI. Contractual Information

- 1) Metro COG reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal. Metro COG shall not pay for any information contained in proposals obtained from participating firms.
- 2) Metro COG reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.
- 3) Any proposal may be withdrawn up until the proposal submission deadline. Any proposals not withdrawn shall constitute an irrevocable offer for services set forth within the RFP for a period of ninety (90) days or until one or more of the proposals have been approved by Metro COG's Policy Board.
- 4) If, through any cause, the consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, Metro COG shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- 5) Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by Metro COG and shall contain, as a minimum, applicable provisions of the RFP. Metro COG reserves the right to reject any agreement that does not conform to the RFP and any Metro COG requirements for agreements and contracts.

- 6) The consultant shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of Metro COG.
- 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.

XII. Payments

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

XIII. Federal and State Funds

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

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

XIV. Title VI Assurances

Prospective consultants should be aware of the following contractual requirements regarding compliance with Title VI should they be selected pursuant to this RFP:

- 1) **Compliance with Regulations.** The consultant shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation, 49 CFR Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations).
- 2) **Nondiscrimination.** The consultant, with regard to the work performed by it, shall not discriminate on the grounds of race, color, national origin, sex, age, disability/handicap, or income status**, in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The consultant shall not participate, either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- 3) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations, either by competitive bidding or negotiation, made by the consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the consultant of the contractor's obligations to Metro COG and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, or income status**.
- 4) **Information and Reports.** The consultant shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Metro COG or NDDOT to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to Metro COG, or NDDOT, as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the consultant's noncompliance with the nondiscrimination provisions as outlined herein, Metro COG shall impose such sanctions as it or FHWA may determine to be appropriate, including but not limited to:
 - a) Withholding of payments to the consultant under the contract until the consultant complies; and/or
 - b) Cancellation, termination, or suspensions of the contract, in part or in whole.
- 6) **Incorporation of Title VI Provisions.** The consultant shall include the provisions of Section XIII, paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

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

** The Act governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 USC 324; age, 42 USC 6101; disability/handicap, 29 USC 790; and low income, EO 12898.

XV. Termination Provisions

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

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

In the event of any termination, Metro COG shall pay the agreed rate only for services delivered up to the date of termination. Metro COG has no obligation to the consultant, of any kind, after the date of termination. The consultant shall deliver all records, equipment, and materials to Metro COG within twenty-four (24) hours of the date of termination.

XVI. Limitation on Consultant

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

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

XVII. Conflict of Interest

No consultant, subcontractor, or member of any firm proposed to be employed in the preparation of this proposal shall have a past, ongoing, or potential involvement which could be deemed a conflict of interest under North Dakota Century Code or other law. During the term of this agreement, the consultant shall not accept any employment or engage in any consulting work that would create a conflict of interest with Metro COG or in any way compromise the services to be performed

under this agreement. The consultant shall immediately notify Metro COG of any and all potential violations of this paragraph upon becoming aware of the potential violation.

XVIII. Insurance

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

XIX. Risk Management

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

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

- 1) Commercial general liability and automobile liability insurance - minimum limits of liability required are \$500,000 per person and \$2,000,000 per occurrence.
- 2) Workforce Safety insurance meeting all statutory limits.
- 3) Metro COG and the State of North Dakota, its agencies, officers, and employees (State) shall be endorsed as an additional insured on the commercial general liability and automobile liability policies.
- 4) Said endorsements shall contain a "Waiver of Subrogation" in favor of Metro COG and the State of North Dakota.
- 5) The policies and endorsements may not be canceled or modified without thirty (30) days prior written notice to Metro COG and the State Risk Management Department.

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

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

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

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

Exhibit A – Cost Proposal Form

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

REQUIRED BUDGET FORMAT

Summary of Estimated Project Cost

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

Exhibit B – Federal Clauses

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Federal Clauses

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

41 CFR 60-1.4(a)

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

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

2 CFR Part 200 Appendix II (C)

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

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

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

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

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

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

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

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

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

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

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

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

Exhibit C – SFN 60232: Proposed Sub-Consultant Request

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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
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To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: June 14, 2024
Re: **Metro Railroad Needs Study RFP**

In early 2023, BNSF Railroad approached Metro COG and the local jurisdictions in the Fargo-Moorhead metropolitan area, indicating their interest in conducting a study of various railroad crossings along the different rail lines throughout Metro COG's metropolitan planning area (MPA).

The potential closure of at-grade rail crossings and quiet zones are areas of concern for each of the local jurisdictions. A draft proposal of railroad crossing study sites was reviewed by Metro COG and local jurisdictions' staff members late last year to identify any glaring issues and there were none. The Policy Board has identified this study as a high priority since it potentially affects every local jurisdiction within the urbanized area. The total budget for the Metro Railroad Needs Study is \$400,000 and BNSF has indicated its willingness to contribute the required local match and overmatch to the programmed CPG funds. This is a complex study and it is expected to run well into 2025, hence our eagerness to get it underway.

At their regularly scheduled meeting on June 13, 2024, the TTC unanimously recommended approval of the release of the Metro Railroad Needs Study RFP to the Policy Board.

Requested Action: Recommend Policy Board approval of the release of the Metro Railroad Needs Study Request for Proposals (RFP)

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2024-215

***Fargo-Moorhead
Metro Railroad Needs Study***

June 2024

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:

Metro Railroad Needs Study

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 **\$400,000**.

Proposing consultants will be evaluated on their ability to complete as much work and expend as much of the \$400,000 budget as possible within calendar year 2024. Proposing consultants shall be able to guarantee that the contract can be executed immediately and work can begin without delay.

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

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 PM (Central Time) on Thursday, July 18, 2024** at the Metro COG office will be given equal consideration. Respondents must submit five (5) print copies of the proposal and one (1) PDF copy 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:

Ben Griffith, Executive Director
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102
griffith@fmmetrocog.org
701-532-5103

Fax versions will not be accepted as substitutes for the cost proposal hard copy. 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 the Metro COG offices at 701.532.5100 or metrocof@fmmetrocog.org.

DRAFT

TABLE OF CONTENTS

I	AGENCY OVERVIEW	5
II	PROJECT BACKGROUND AND OBJECTIVE	5
III	SCOPE OF WORK AND PERFORMANCE TASKS	5
IV	IMPLEMENTATION SCHEDULE	11
V	EVALUATION AND SELECTION PROCESS	12
VI	PROPOSAL CONTENT	12
VII	Submittal Information	14
VIII	GENERAL RFP REQUIREMENTS	15
IX	CONTRACTUAL INFORMATION	16
X	PAYMENTS	17
XI	FEDERAL AND STATE FUNDS	17
XII	TITLE VI ASSURANCES	17
XIII	TERMINATION PROVISIONS	19
XIV	LIMITATION ON CONSULTANT	19
XV	CONFLICT OF INTEREST	19
XVI	INSURANCE	20
XVII	RISK MANAGEMENT	20
	Exhibit A – Cost Proposal Form	22
	Exhibit B – Federal Clauses	23

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

At the request of BNSF, metro area representatives met with Metro COG in early 2023 to discuss the potential for a study related to the railroad lines that traverse the metro area. The jurisdictions included Cass and Clay Counties, and the Cities of Dilworth, Fargo, Moorhead and West Fargo. The City of Horace was not included in this conversation since they would no longer have an active railroad track once the connection to the grain elevator is removed.

At the meeting, BNSF indicated they would be willing to provide funding for a study because one of their objectives is to study the potential for closure of the Main Street at-grade crossing in Dilworth to allow for expansion and/or greater flexibility at their Dilworth intermodal facility. They asked the group to consider any aspect about the railroad tracks that would benefit from a planning study.

The following are topics of study that the local jurisdictions indicated could go into a metro-wide rail study.

- **City of Dilworth**

As discussed, a study of the closure of the at-grade crossing at Main Street S in Dilworth should be accompanied by identifying a grade-separated crossing to serve the area south of the tracks. Previous studies have identified this on the alignment of 14th Street, but the feasibility or desirability of a grade-separated crossing at this location has not been studied beyond the early conceptual planning level.

- **City of Moorhead**

The City of Moorhead would prefer not to study the at-grade crossing at 14th Street, as suggested by BNSF, until the grade separations at 11th Street are completed. At that time, more relevant data will be available about traffic volumes and route choices through downtown Moorhead. Generally

speaking, Moorhead does not support closure of additional at-grade crossings due to the number of crossings that were already closed as part of the rail quiet zone improvements.

In Moorhead's growth area, the BNSF Moorhead subdivision rail line parallels the future alignment of 20th Street S south of where it currently terminates at 45th Avenue S. As Moorhead's growth continues to the south, 20th Street S will be extended and existing railroad crossings at 50th Avenue S (Clay Co Rd 75) and 60th Avenue S (CSAH 12) will need to be improved. The City of Moorhead anticipates the need to begin the process of identifying the future alignment of 20th Street S and right-of-way that would be required for rail grade separations of 50th Avenue S and 60th Avenue S at this rail line.

Moorhead also expressed interest in studying the intersection of 40th Avenue S (County Road 76) with the OTV rail line. There was also interest in an underpass at 34th Street and Hwy 10 that would connect Moorhead and Dilworth commercial areas.

- **Clay County**

Clay County's interests lie with rail lines along Hwy 52, where rail crossings complicate intersections, and with the growth areas of Moorhead and Dilworth, where roads that are now the county's responsibility may be the subject of a rail study.

- **City of Fargo**

The City of Fargo's primary concern is the railroad grade crossings of 10th Street N and North University Drive. The railroad bridges over these roadways, which are designated as US 81, only allow for narrow underpasses with extremely narrow and deteriorating pedestrian facilities. Conditions under the bridges are not well-lit and lane widths are narrow. BNSF owns the bridges over these roadways, and the City is interested in studying what it would take to improve pedestrian, bicycle and vehicular travel at these locations.

Other areas of concern include a future shared-use path grade separation on 19th Avenue N, just west of Dakota Drive, on the Hillsboro Subdivision; and a potential future grade separation of 7th Avenue N on the Hillsboro/Prosper Subdivision.

Fargo does not support closure of additional at-grade crossings since several were already closed to accommodate the rail quiet zones.

- **City of West Fargo**

The City of West Fargo recently received grant funds for a rail grade separation on 9th Street NE, which serves a growing industrial area and links two major east/west corridors – Main Avenue and 12th Avenue N.

The City has concerns with the size and condition of the existing railroad bridges over Center Street and 9th Street NW. These bridges have relatively low vertical clearance. The bridge over Center Street has been stuck by a vehicle, resulting in the need to further reduce the vehicle height limit to 12' 6".

One of West Fargo's future growth areas is along 26th Street NW. This roadway has the potential for an interchange with I-94 and would serve both the north growth area protected by the Red River Diversion, and the decommissioned wastewater lagoons, which are slated for eventual development. Therefore, a rail grade separation of 26th Street or 15th Street would potentially serve the city into the future.

- **Cass County**

Cass County's primary concerns revolve around past requests from BNSF that are aimed at closure of at-grade crossings on township roads. This issue has arisen along the Prosper Line, for example, northwest of the urban area. Townships have little to no funding at their disposal to address issues such as that, and rural roadway connectivity is extremely important.

- **Northwest Metro Transportation Plan**

<https://fmmetrocog.org/projects-rfps/completed-projects/nwmetro-transportation-plan>

This study addresses the northerly growth of Fargo and West Fargo primarily west of I-29. The future land use plan for the area identifies future industrial land use along the Prosper Line west of 45th Street N. Growth has begun to occur in the area along 40th Avenue N west of I-29. The intent would be for industries that use rail to locate on the sites adjacent to the tracks.

Metro COG's Capacity to Participate in a Study

Metro COG determined that the agency could program a study in 2024 or 2025, depending on availability of funding. CPG funds may be used for data collection, planning, public and stakeholder engagement, and other planning-related activities, but may not be used for engineering or design. BNSF has indicated it would contribute funding for the local match portion of a metro-wide rail study.

III SCOPE OF WORK AND PERFORMANCE TASKS

Outlined below is the scope of work that will guide development of the Metro Railroad Needs Study. Metro COG has included the following scope of work to provide interested Consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

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

Task 1 – Project Management

This task involves activities required to manage the project including staff, equipment and documentation. It also includes the preparation of monthly progress reports, documenting travel and expense receipts, and preparing and submitting invoices 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 Metro Railroad Needs Study, on-time and on-budget, in accordance with the scope of services. The PM will serve as a single point of contact and will be expected to ensure the consultant team is properly managed, adequate resources are available, submittals are timely, quality control processes are utilized for maximum benefit, and invoices are paid in a timely fashion.

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

Several tasks shall be conducted simultaneously in order to complete the majority of this plan's work and expend the majority of the funding in 2024. The Consultant is encouraged to assemble multiple work teams which can work simultaneously on the study's tasks in order to complete work expeditiously.

The contract for this project shall be executed immediately upon approval of consultant selection by Metro COG's Policy Board.

Task 2 – Public and Jurisdictional Engagement

The Consultant will be responsible for developing a strategy for public participation which shall be in accordance with Metro COG's most current Public Participation Plan (PPP). The Consultant should propose how, in its opinion, public participation should be approached. At a minimum, this should include the following:

Study Review Committee Meetings

Metro COG will work with the Consultant to arrange a Study Review Committee (SRC). This committee will be tasked with overseeing and directing the planning effort. The consultant shall propose the number and frequency of such meetings as well as their composition. The Consultant will be responsible for scheduling and developing

materials, as well as developing meeting summaries to document the discussions had and decisions made at each meeting.

Public & Jurisdictional Engagement

Since one of the purposes of the study is to identify and analyze rail crossings, public and jurisdictional input meetings are necessary to allow residents and elected officials and their professional staff to comment. The Consultant shall propose at least one (1) public meeting in each jurisdiction to gauge the public's and jurisdiction's perceptions of the rail crossings in question. All property owners within the vicinity of the study area shall be notified of the public meeting. The Consultant should also consider other mechanisms that would facilitate public input and engagement in its approach, whether this be virtual or in-person.

The Consultant shall be responsible for developing and providing advertising materials necessary for public participation. The Consultant will be responsible for all costs pertaining to public participation including mailing notices to the property owners located within the specific study areas.

The Consultant will provide a summary of all public engagement and is responsible for presentation materials at public 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 included in the final report or an appropriate report appendix. The Consultant will provide a contact person for which the public may provide input. The contact person shall be made available by phone, mail, and e-mail.

Stakeholder Meetings

The Consultant should take into consideration the need to coordinate with project stakeholders such as adjacent landowners and local jurisdictions. The Consultant should propose any such meetings that it deems are necessary for the development of the study. The Consultant should include in its proposal any such entities that, in its opinion, would have a stake or be impacted by any proposed changes to rail crossings.

Task 3 – Existing Conditions

The Consultant shall be responsible for collecting and/or documenting necessary data to provide insight in the conditions and characteristics of the specific study areas as they currently exist. At a minimum, this should include, but not be limited to the following:

- Current Functional Classification
- Roadways within study areas
- Rail infrastructure within the study areas
- Roadway authority and access management
- AADT counts, movements and speeds within the study areas
- Traffic control and posted speeds
- Utilities identification, location condition and ownership

- Access management for roadways and railroads
- Structures located within study areas, both above and below ground
- Crash history
- Maintenance costs for roadways and railroads

Task 4 – Alternatives Development

A sufficient number of alternatives should be developed to fully understand the options available to address the current operational issues present in communities related to vehicle-rail conflicts. It is possible that the alternatives may require the development of sub-alternatives. Alternatives should be developed and evaluated so as to follow future potential projects directly into the NEPA phase of project development and design.

Task 5 – Cost-Benefit Analysis

Given the potentially large investment required to implement potential alternatives, an approved planning/feasibility level cost-benefit analysis shall be initiated between the various alternatives, specifically between new grade separation alternatives and options that may utilize existing grade separations or at-grade crossings.

Task 6 – Alternatives Analysis and Preliminary Environmental Review

This task shall involve a pre-NEPA level investigation to identify potential environmental issues and community impacts of developed project alternatives. This task shall provide an evaluation of project alternatives to inform future project decisions regarding environmental documentation and permitting. In-depth efforts will include an assessment of community characteristics and impacts of proposed projects to provide insight on consistency with local plans, an assessment of economic development and/or redevelopment opportunities, effects on historic properties, and an evaluation of the proposed project's effects on the greater community. This evaluation should also note potential project impacts on emergency services, public transit, and bicycle/pedestrian connectivity.

Task 7 – Implementation Plan

The Consultant shall prepare an Implementation Plan that clearly delineates roles and responsibilities, as well as establishing a timeframe for each phase necessary to implement the findings of the study. At a minimum, this should include:

- Funding sources to be used for the construction of proposed improvements
- Timeline of when applications for funding would need to be submitted (for each funding source)
- Desired year individual projects should be implemented
- Timeline for actions needed to implement the findings of the study

Task 8 – Draft Report

Upon completion of the above-mentioned tasks, the Consultant shall provide a draft

report for review by the SRC. The report shall include, but not be limited to: existing conditions, intersection alternatives analysis, summary of public and stakeholder engagement, proposed/conceptual crossing layouts, cost estimates, and pertinent maps and graphics.

Task 9 – Final Report and Adoption

The Consultant shall provide seven (7) hard copies and a PDF version of the final report. The final report should detail the findings of all the project tasks and should employ high quality graphical methods, where applicable, to convey information in a manner that is easily understood by decision-makers and members of the public.

At a minimum, the Consultant shall be required to present the findings of the study to Metro COG's TTC and Policy Board, as well as the Cities of Dilworth, Moorhead, Fargo, West Fargo and Horace, and to Clay and Cass Counties. The order in which these presentations are made shall be determined by consensus of the SRC, Metro COG staff and the Consultant.

IV Task 7 - IMPLEMENTATION SCHEDULE

1) Consultant Selection

Advertise for Consultant Proposals	approximately 6/26/2024
Due Date for Proposal Submittals (by 4:30 PM)	7/18/2024
Interview Finalists	7/25/2024
Metro COG Board Approval/Consultant Notice	7/29/2024
Contract Negotiations	(week of) 7/29/2024
Finalize and Sign Contract	Immediately after Board Approval/Notice
QBS Submittal & Approval (between NDDOT & Metro COG) Expedited Process	
Notice to Proceed*	Immediately after QBS Approval

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

V EVALUATION AND SELECTION PROCESS.

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

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

- 20% - Understanding of study objectives and local/regional issues
- 20% - Proposed approach, work plan, and management techniques
- 20% - Experience with similar projects
- 20% - Expertise of the technical and professional staff assigned to the project
- 15% - Current workload and ability to meet deadlines
- 5% - The Consultant or Subconsultant is documented as a Disadvantaged Business Enterprise (DBE)

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 July 29, 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.
- 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 firms, 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

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:

Ben Griffith, Executive Director
 Fargo-Moorhead Metropolitan Council of Governments
 Case Plaza, Suite 232
 One 2nd Street North
 Fargo, ND 58102-4807
griffith@fmmetrocog.org

All proposals received by 4:30 PM on Friday, July 18, 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 five (5) print copies of the proposal and 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 content within the RFP by contacting the Metro COG project manager identified above. The project manager will attempt to answer reasonable questions regarding the project purpose and intent providing that they are submitted in a timely manner. If you wish to meet with Metro COG regarding the RFP, please work with the project manager to schedule a time. Metro COG will not discuss specific approaches or desired outcomes of the study, rather will explain the background, purpose, and intent of the project. The project manager will not share the composition of the selection committee or knowledge of any other firms which have inquired about the project.

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**
 - 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 firm's 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) **Disadvantaged Business Enterprise.** Pursuant to Department of Transportation policy and 49 CFR Part 23, Metro COG supports the participation of DBE/MBE businesses in the performance of contracts financed with federal funds under this RFP. It is encouraged that Consultants make an effort to involve DBE/MBE businesses in this project. If the Consultant is a DBE/MBE, a statement indicating that the business is certified DBE/MBE in North Dakota or Minnesota shall be included within the proposal. If the Consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the Subconsultant's certification shall be included. The percent of the total proposed cost to be completed by the DBE/MBE shall be shown within the proposal.
- 6) **US DOT Policy Statement on Bicycle and Pedestrian Accommodations.** Consultants are advised to review and consider the *US DOT Policy Statement on Bicycle and Pedestrian Accommodation* issued in March of 2010 when developing written proposals.
- 7) **North Dakota Department of Transportation Consultant Administration Services Procedure Manual.** Applicants to this Request for Proposal are **required** to follow procedures contained in the *NDDOT Consultant Administration Services Procedure Manual*, which includes prequalification of Consultants. Copies of the Manual may be found on the Metro COG website www.fmmetrocog.org or the NDDOT website at www.dot.nd.gov.

IX CONTRACTUAL INFORMATION.

- 1) The Client reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal. The Client will not pay for any information contained in proposals obtained from participating firms.
- 2) The Client reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.
- 3) Any proposal may be withdrawn up until the proposal submission deadline. Any proposals not withdrawn shall constitute an irrevocable offer for services set forth within the RFP for a period of ninety (90) days or until one or more of the proposals have been approved by the Metro COG Policy Board.
- 4) If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, the Client shall have the right to terminate its

contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

- 5) Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the Client and shall contain, as a minimum, applicable provisions of the Request for Proposals. The Client reserves the right to reject any agreement that does not conform to the Request for Proposal and any Metro COG requirements for agreements and contracts.
- 6) The Consultant shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of Metro COG.
- 7) **The Consultant agrees to not start any work on the project until the Qualifications Based Selection requirements have been satisfied and approved by the NDDOT, 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
 - 7) Cancellation, termination, or suspension of the contract, in whole or in part.
- 8) **Incorporation of Title VI Provisions.** The Consultant shall include the provisions of Section XII, paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The Consultant shall take such action with respect to any subcontract or procurement as Metro COG or the U.S. Department of Transportation, Federal Highway Administration, may direct as a means of enforcing such provisions, including sanctions for

noncompliance provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation by a Subconsultant or supplier as a result of such direction, the Consultant may request Metro COG enter into such litigation to protect the interests of Metro COG; and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

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

XIII TERMINATION PROVISIONS

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

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

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

XIV LIMITATION ON CONSULTANT

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

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

XV CONFLICT OF INTEREST

No Consultant, Subconsultant, or member of any firm proposed to be employed in the preparation of this proposal shall have a past, ongoing, or potential involvement which

could be deemed a conflict of interest under North Dakota Century Code or other law. During the term of this Agreement, the Consultant shall not accept any employment or engage in any consulting work that would create a conflict of interest with the Client or in any way compromise the services to be performed under this agreement. The Consultant shall immediately notify the Client of any and all potential violations of this paragraph upon becoming aware of the potential violation.

XVI INSURANCE

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

XVII RISK MANAGEMENT

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

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

1. Commercial general liability and automobile liability insurance - minimum limits of liability required are \$500,000 per person and \$2,000,000 per occurrence.
2. Workforce Safety insurance meeting all statutory limits.
3. The Client and the State of North Dakota, its agencies, officers, and employees (State) shall be endorsed as an additional insured on the commercial general liability and automobile liability policies.
4. Said endorsements shall contain a "Waiver of Subrogation" in favor of the Client and the state of North Dakota.
5. The policies and endorsements may not be canceled or modified without thirty (30) days prior written notice to the undersigned Client and the State Risk Management Department.

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

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

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

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

Exhibit A – Cost Proposal Form

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

REQUIRED BUDGET FORMAT

Summary of Estimated Project Cost

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

Exhibit B - 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 of subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

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

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

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

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

Exhibit C – SFN 60232: Proposed Sub-Consultant Request

DRAFT

To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: June 19, 2024
Re: **Office Manager Employment Offer**

Upon Savanna Leach's resignation last month, Metro COG posted her position with two job descriptions, Executive Assistant and Office Manager. The intent was to hire one person, determining the job title based on candidates' qualifications and experience. We received nearly three dozen applications within a couple days of posting. Savanna and I reviewed them all and scheduled Zoom interviews with several who seemed to be the most qualified.

Of those, we interviewed three candidates in person. The interview team included Adam Altenburg, Dan Farnsworth, Michael Maddox and myself. Following the interviews, I provided the candidates with a tour of the office and introduced them to the rest of the staff. The interview team initially selected another candidate, but we were unable to agree to terms of employment.

Angela Brumbaugh was selected unanimously by the interview team and a draft offer of employment presented to the Executive Committee via e-mail on June 18, seeking their approval of the offer letter and to place the request on the June 20 Policy Board agenda as an added Action Item. Ms. Brumbaugh has indicated that she could begin on Monday, July 1.

Requested Action: Authorize the Executive Director to extend an offer of employment to Angela Brumbaugh as Office Manager at a Grade 12/Step 1, along with the standard package of benefits.

June 18, 2024

Ms. Angela Brumbaugh
1214 Baldwin Avenue #101
Glencoe, MN 55336

Subject: Offer of Employment as Office Manager at the Fargo-Moorhead
Metropolitan Council of Governments

Dear Ms. Brumbaugh:

Thank you for taking the time to apply and interview for the position of Office Manager at Metro COG. As we discussed, we believe your education, experience, skills, and interests will make a great addition to the organization. We are pleased to offer you the position of Office Manager. The following are terms of employment for your consideration:

1. Your job title will be "Office Manager" with an annualized salary of \$62,455 (Grade 12, Step 1). Metro COG follows the pay grade ranges of the City of Fargo. While there are no guarantees of annual salary updates, Metro COG's Policy Board typically approves an increase to our pay ranges on an annual basis (cost of living adjustment), effective January 1st after getting feedback on the annual salary adjustments being implemented by the local jurisdictions within our planning area.
2. Annual salary step increases are implemented in the first pay period following your employment anniversary, provided you have been successfully carrying out the requirements of your position as determined by the Executive Director.
3. Metro COG will offer you immediate access to all health, dental and vision benefits effective on your first day of employment. Metro COG employees share in the cost of our individual insurance premiums based on percentages established by our Policy Board. The currently approved percentages result in employees covering 30 percent of health insurance coverage, 25 percent of dental coverage, and 30 percent of vision coverage, with Metro COG paying the remaining percentage.
4. Health Savings Account – Metro COG participates in a High Deductible Health Plan through Blue Cross Blue Shield of ND at this time. Metro COG will match an employee's contribution into their Health Savings Account (through Wex) up to 50 percent of the deductible. This amount will be prorated for the remainder of 2023.
5. On-the-job training will be provided as well as opportunities to participate in on-line training, attendance at off-site training and other training opportunities as they become available.

6. Retirement Savings – Metro COG matches up to three percent (3%) of an employee's annual salary if the employee agrees to participate at the same or greater rate. Participation in the program is optional. Simple IRA Retirement Plan.
7. Life and Accidental Death and Dismemberment (AD&D) and Long-Term Disability Insurance – Metro COG provides a \$50,000 life insurance policy and a \$50,000 AD&D policy. These policies are active as of the first day of employment. Long Term Disability insurance is also provided as a benefit. Metro COG also offers participation in a Short-Term Disability Insurance policy, but the premium must be paid by the employee.
8. Employee Assistance Program – Metro COG provides each employee access to an Employee Assistance Program (EAP), which can help with financial problems, relationship or family difficulties, mental health, substance abuse or work conflicts. The program is strictly confidential.
9. As with all Metro COG employees, your employment is subject to a six-month probationary period consistent with our employment policies. Your employment may be terminated by you or Metro COG at will and without cause during that period.
10. By accepting the offer of employment, you agree to follow Metro COG's employee policies and procedures. You also agree to perform both those duties listed within the job description, and any other reasonable duties related to the planning profession that may be assigned to you.
11. Vacation, Sick Leave, Compensation Time, and Holidays – Regular employees with less than three years of services will accumulate vacation time with pay at the rate of eight hours for each month of service (12 days per year). Regular employees also accrue sick leave at the rate of one day per month (12 working days per year). If an employee works extra hours, the extra hours are recorded as compensation time. Comp time carries over from one pay period to the next if not used during the same pay period. A maximum of 40 hours may be accumulated. Metro COG employees are entitled to the following paid holidays:
 - New Year's Day
 - Good Friday
 - Presidents Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Eve Day (½ day)
 - Christmas Day
 - Birthday

Good Friday and an employee's birthday are considered floating holidays, and if you decide to work those days, your vacation time will be credited with eight hours for each day if not used during the pay period in which Good Friday or your birthday occur.

Our work week is 40 hours, but we are flexible in that we allow alternate work schedules.

Drug Free Workplace. Metro COG believes strongly in making the work environment of all employees free of drugs and the accompanying abuses. Further, the Drug-Free Workplace Act of 1988 mandates that federal contractors initiate and maintain a drug free workplace for their employees. Accordingly, all employees are informed as follows:

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and employees found to have engaged in any of the above activities will be subject to disciplinary action, up to and including termination.

If the aforementioned terms meet with your approval, please indicate your acceptance with your signature in the space provided and return it to me as soon as possible. On behalf of Metro COG, I look forward to working with you and helping you contribute to the success of our region, our agency, and your career. If you have any questions, please do not hesitate to contact me (griffith@fmmetrocog.org, 701-532-5103).

Sincerely,



Ben Griffith, AICP
Executive Director

I, _____, accept the employment terms as provided in this letter, and I certify that I understand and will comply with these terms.

Signature

Date

Anticipated Starting Date

To: Policy Board
From: Michael Maddox, AICP – Senior Transportation Planner
Date: June 14, 2024
Re: **2023-2024 UPWP Amendment #5**

Metro COG has been working with the North Dakota Department of Transportation on programming re-obligated Consolidated Planning Grant (CPG) funds from 2023. Metro COG programmed approximately half of the \$812,000 in 2023 CPG funding through UPWP Amendment #4, which was recently approved.

Metro COG met with local jurisdictions over the course of the last two months to get a feel for local planning needs and priorities. Staff has selected projects and assigned CPG funds to projects it feels can be completed before the end of 2024, when these funds expire. Please see below for a description of the projects and the CPG funding that has been programmed to complete those efforts:

- Dilworth 8th Avenue Extension Study – This project will look at the extension of 8th Avenue through Dilworth's growth area from 34th Street to 60th Street as well as the northward extension of Main Street. The study will also look at intersection treatments and land use considerations along the corridor. **Project Budget:** \$150,000 (\$120,000 CPG, \$30,000 local Match)
- Kindred Comprehensive Plan – This was originally going to be an in-house effort conducted by staff, but because of the availability of CPG funding is being offered as consultant-led effort. Kindred approached Metro COG last year to create a comprehensive plan for them as they are experiencing growth as a result of their proximity to the FM Region. **Project Budget:** \$100,000 (\$72,000 CPG, \$28,000 local match).
- West 94 Area Transportation Plan – This project was programmed in Amendment #4 for the City of West Fargo. After selecting a consultant and going through scoping negotiations, an additional task was identified, which was additional TDM modeling and O/D study that may impact the reconfiguration of the Main Avenue/I-94 Interchange. **Project Budget:** \$25,000 (\$20,000 CPG, \$5,000 local match)
- West 94 Area Transportation Plan – The total project cost of the study was \$300,000, with \$150,000 being programmed to occur in 2024. In coordinating with the consulting firm selected to complete the project, they think they can utilize \$200,000 in 2024. Staff is therefore adjusting the programming for this project. West Fargo is providing 100% of the local

match in 2024, so they will be unaffected by the change in programming.

- Heartland Trail Alignment Analysis – This project has a total budget of \$250,000, with \$125,000 being programmed for 2024. In coordination with the project consultants, they believe they can accomplish 75% project completion in 2024. Therefore, Metro COG is adjusting the programming accordingly (\$187,500). The project sponsors (Moorhead, Dilworth, Clay County, and Partnership 4 Health) will need to provide the additional \$12,500 in local match in 2024 so that the project can move forward with a more aggressive schedule.

The Transportation Technical Committee discussed this item at their meeting on June 13, 2024. There were questions about how projects were chosen to receive the remaining 2023 de-obligated CPG funds. Staff mentioned that they previously met with all of the jurisdictions to solicit projects, and placed an emphasis on projects that could be foreseen to be completed, with a high degree of certainty, by the end of 2024.

The TTC ultimately voted to recommend approval of Amendment #5 to the 2023-2024 UPWP. However, two members did dissent.

Attached is the draft 2023-2024 UPWP Amendment #5

Requested Action: Approval of the 2023-2024 UPWP Amendment #5.

Unified Planning Work Program

2023 - 2024

Amendment #54



Fargo-Moorhead Metropolitan Council of Governments

Fargo-Moorhead Metropolitan Council of
Governments (Metro COG)



2023-2024

Unified Planning Work Program

Ben Griffith, AICP
Executive Director
1 2nd St N, Suite 232
Fargo, ND 58102
701-532-5100

www.fmmetrocog.org
griffith@fmmetrocog.org

Approved by the Metro COG Policy Board
September 14, 2022

Updated and Revised per
~~UPWP #4 by Metro COG Policy Board on
February 15, 2024~~Metro COG Policy Board
on June 20, 2024

Disclaimer

The preparation of this document was funded in part by the United States Department of Transportation with funding administered through the North Dakota Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. Additional funding was provided by the Minnesota Department of Transportation and through local contributions from the governments of Fargo, 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 herein only because they are considered essential to the objective of this document.

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

The work activities described herein are supported by funding from the Federal Highway Administration, the Federal Transit Administration, the North Dakota Department of Transportation, the Minnesota Department of Transportation, Cass County, ND, Clay County, MN, the Cities of Fargo, Horace and West Fargo, ND and the cities of Dilworth and Moorhead, MN.

The signature below constitutes the official adoption of the 2023-2024 Unified Planning Work Program (UPWP) by the Fargo-Moorhead Metropolitan Council of Governments (Metro COG), serving as the region's Metropolitan Planning Organization (MPO). The UPWP was adopted by Metro COG's Policy Board at its regular monthly meeting on September 15, 2022.



Dave Piepkorn, Chair

Fargo-Moorhead Metropolitan Council of Governments

9/15/22

Date

Meeting minutes from September 15, 2022 Policy Board meeting are included as Appendix I.

Contents

1. Introduction	2
2. UPWP Framework	6
3. Funding Overview and Annual Budgets	12
4. Carryover Projects	16
5. 2022 and 2022 Projects.....	17
6. Strategic Plan	19
7. Statement of Nondiscrimination	19
8. Self-Certification and Restrictions on Lobbying	20
9. Program Areas and Subtasks	22
100 Policy and Administrative Forums	22
200 Contracted Planning Services	25
300 Federal Transportation Planning Documentation	46
400 Technical Transportation Data & Analysis	52
500 Transit Planning.....	58
600 Bicycle & Pedestrian Planning.....	60
700 Local Planning Assistance	64
800 General Administration	66
900 Publications, Public Information and Communication	69
1000 Community Planning and Technical Assistance	70

Introduction

The Unified Planning Work Program (UPWP) documents the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) planning-related activities and projects for the 2023-2024 calendar years. Metro COG serves as an association of local governments in the greater Fargo-Moorhead metropolitan area. Metro COG performs transportation and community planning work, especially to address problems and issues that are regional in scope and span jurisdictional boundaries.

Metro COG's original role of a regional planning agency continues to drive some of the agency's planning activities. In addition, Metro COG serves as the federally required Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead metropolitan area. The agency's role as the MPO necessitates the preparation and adoption of this UPWP. Metro COG serves a bi-state area with a planning region that covers 14 townships in Cass County, North Dakota and 16 townships in Clay County, Minnesota.

North Dakota (ND) and Minnesota (MN) Townships in the Metro COG Region		
Alliance (MN)	Glyndon (MN)	Moorhead (MN)
Barnes (ND)	Harmony (ND)	Morken (MN)
Barnesville (MN)	Harwood (ND)	Normanna (ND)
Berlin (ND)	Hawley (MN)	Oakport (MN)
Casselton (ND)	Holy Cross (MN)	Pleasant (ND)
Durbin (ND)	Humboldt (MN)	Raymond (ND)
Eglon (MN)	Kragnes (MN)	Reed (ND)
Elkton (MN)	Kurtz (MN)	Riverton (MN)
Elmwood (MN)	Mapleton (ND)	Stanley (ND)
Everest (ND)	Moland (MN)	Warren (ND)

Source: Metro COG (2018)

Metro COG's transportation planning process provides a forum for deciding how to improve the regional transportation system and how to allocate federal transportation funds to pay for these improvements. The decision-making process is **C**ontinuing, **C**omprehensive and **C**ooperative (3C planning process). It requires extensive coordination and cooperation with our local, state and federal planning partners, as well as other stakeholders and the citizens of the region.

Metro COG is also responsible for following and implementing the requirements of Title VI of the Civil Rights Act of 1964, as amended, in its planning efforts and in the preparation of its documents.

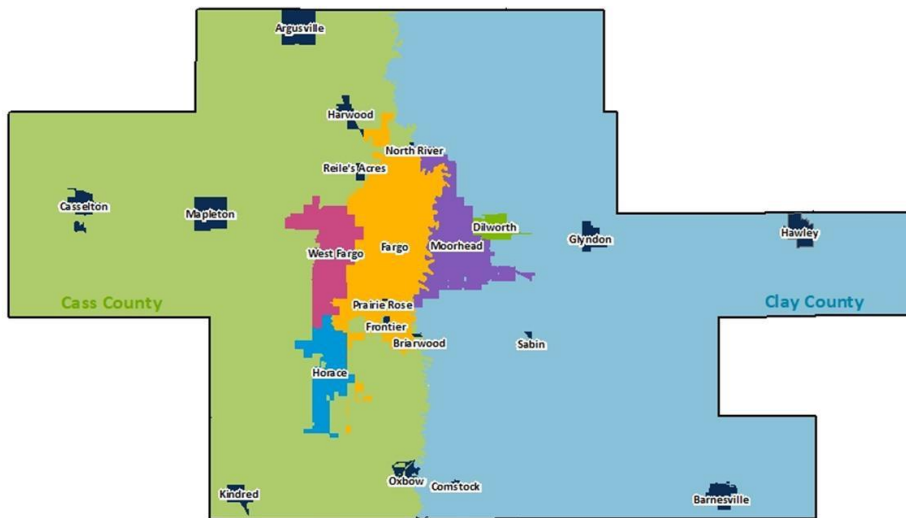
Many federal transportation programs, policies and funding categories rely upon a clear and well-documented distinction between urban and rural areas. Urban and rural areas are explicitly defined by the Census Bureau according to specific population, density and related criteria. The boundary separating urban from rural is called the

Urbanized Area Boundary (UZA). UZAs may be expanded to accommodate irregularities and boundaries that are separated from or inconsistent with transportation features. The UZA may not be reduced in size, only adjusted outward.

In 2023, the Fargo-Moorhead metropolitan area is expected to be designated as a Transportation Management Area (TMA) as a result of exceeding an urbanized area population of 200,000 in the 2020 U.S. Census. With this designation, the MPO and its local member jurisdictions will become responsible for selecting projects for implementation using the direct suballocation of federal funds – specifically Surface Transportation Block Grants, Transportation Alternatives program funds, and Carbon Reduction program funds. Along with this, the MPO will need to work closely with local jurisdictions to program projects in the TIP and monitor project progress to ensure that our urban area’s direct suballocation can be used in the appropriate year of funding.

Figure 1 outlines the Metro COG Planning Area Boundary and identifies the local jurisdictions within the Metropolitan Planning Area (MPA).

Figure 1 Map of Fargo-Moorhead Metropolitan Planning Area

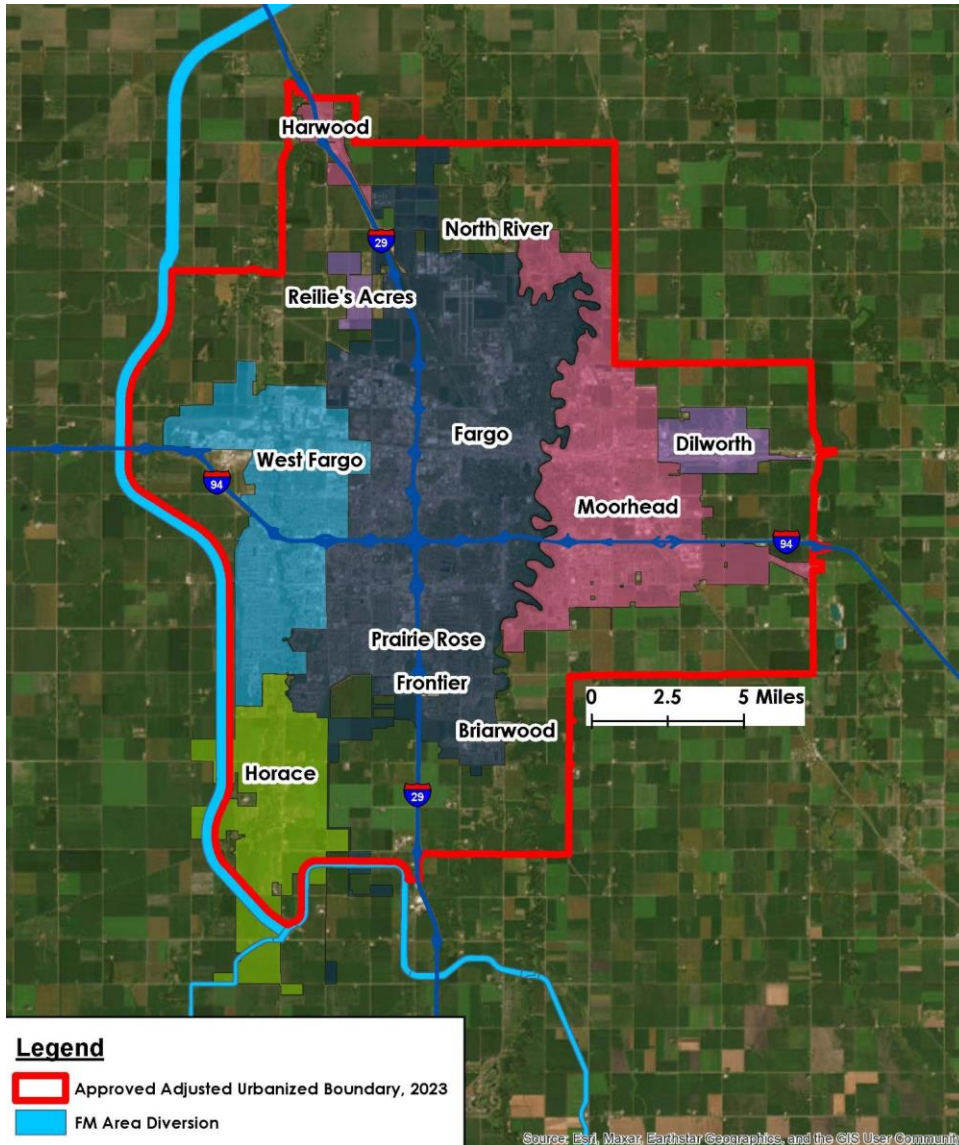


The map depicted in Figure 1. shows the five municipalities that make up the urbanized area (UZA) and the portions of Cass and Clay Counties that are within the UZA.

Figure 2 Map of Fargo-Moorhead Urbanized Area

Urbanized Area Boundary

(replaced with map below approved by FHWA in December 2023)



The governing body for Metro COG is a twenty-three-member Policy Board consisting of sixteen voting members and five associate members representing cities and counties within the Metropolitan Planning Area (MPA). Transit interests are represented by a voting member from the City of Fargo and the City of Moorhead. The North Dakota and Minnesota Departments of Transportation each have one Ex-officio member on the Policy Board as well.

The Metro COG Executive Committee is a seven-member board consisting of one member each from each of the seven voting member jurisdictions. The relationship, responsibility, and composition of these bodies is identified and described in the *Metro COG Articles of Association*.

The Metro COG Transportation Technical Committee (TTC) reviews and makes recommendations related to transportation to the Policy Board. The TTC is a 22-member body with representatives from the planning and public works/engineering departments of local jurisdictions, transit agencies, North Dakota and Minnesota Departments of Transportation, the MPO and members representing transportation-related interests in the Metro COG region (freight, bike/pedestrian, higher education and economic development). Six additional committees provide input to TTC and Policy Board decisions based on their specific area of expertise.

Policy Board and TTC membership and Metro COG staff is listed in Appendix A. The dates for all Policy Board, Executive Committee and Transportation Technical Committee meetings are published in the newspaper of record (The Forum of Fargo-Moorhead) in January of each year. Notice of all meetings and full agenda packets are posted on the Metro COG website in advance of the meetings, and interested persons receive an email distribution when the agenda and meeting information is available prior to each meeting. Anyone may sign up as an interested person on Metro COG's website. Policy Board and TTC meeting dates are shown in Appendix B. Executive Committee meetings are held on an as-needed basis on the first Wednesday of each month.

The Policy Board hires an Executive Director and professional staff to accomplish the tasks identified in this UPWP. In addition to the Executive Director, agency staff consists of six planning positions, one of whom is also a GIS Coordinator, one Office Manager and one part-time intern.

The Metro COG organizational structure is identified in Figure 3 and 4 .

Figure 3 Metro COG Organizational Chart for Staff Supervision and General Reporting

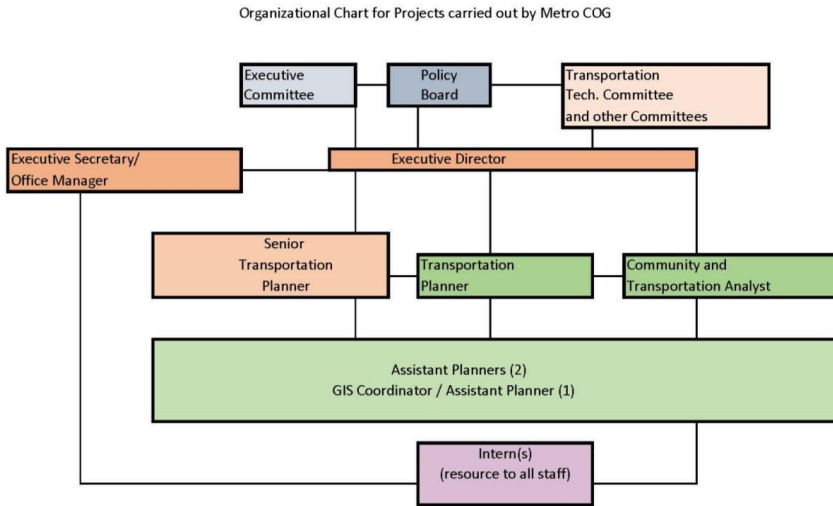
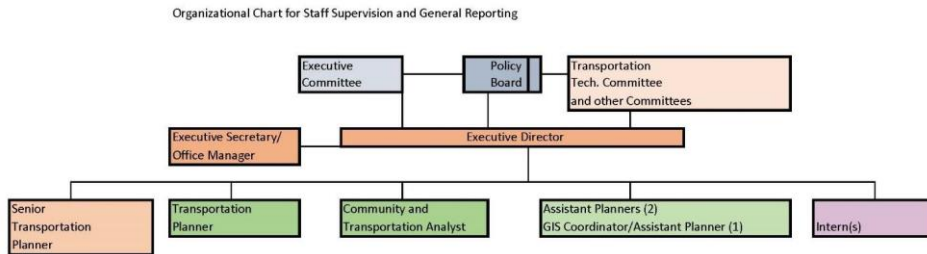


Figure 4 Organizational Chart for Projects Carried out by Metro COG



UPWP Framework

The Metro COG UPWP is a unified program that identifies work elements needed to carry out the organization's function as both a COG and an MPO. To meet federal regulations of an MPO, the Metro COG UPWP is developed in accordance with the metropolitan planning provisions described in 23 CFR, part 450 and 49 CFR, part 613. It is created in cooperation with federal and state agencies that are financial sponsors and it is intended as a management tool for participating agencies.

The 3C (Continuing, Comprehensive & Cooperative) planning process Metro COG employs is intended to meet federal requirements and is included in this UPWP to meet the transportation needs of the residents and businesses of the region to the greatest extent possible with the resources available.

The transportation planning process in the Fargo-Moorhead metropolitan area considers all modes of transportation: road and highway, transit, pedestrian, bicycle, air, and rail. The provision of transportation planning and non-transportation planning services must also be consistent and compatible with the overall vision and goals for the region.

In addition to the UPWP, Metro COG's responsibilities include the development and maintenance of a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP) and a proactive public participation effort guided by an approved Public Participation Plan (PPP). Metro COG must be, and is, compliant with civil rights legislation and maintains a Title VI Plan (reflecting requirements included in the Civil Rights Act of 1964, as amended) as reflected by the *Metropolitan Transportation Planning Self Certification (2022)*. More information on federal requirements is provided in Section 6 - Statement of Nondiscrimination.

Program Area Overview

The regional transportation planning activities and products contained in this UPWP are categorized by ten program areas with multiple sub-tasks assigned to each. Sub-tasks are specific work activities or projects within each program area. The 2023-2024 Program Areas are identified in Figure 5.

Figure 5 Metro COG UPWP Program Area Overview

Program Area	
100	Policy and Administrative Forums
200	Contracted Planning
300	Federal Transportation Planning Documentation
400	Technical Transportation Data and Analysis
500	Transit Planning
600	Bicycle and Pedestrian Planning
700	Local Planning Assistance
800	General Administration
900	Publications, Public Information and Technical Assistance
1000	Community Planning and Technical Assistance

Metro COG Long Range Plans and Planning Emphasis Areas

The Program Areas and sub-tasks that are identified in the UPWP support and inform the goals and objectives of the Metro COG MTP. The most current MTP, *Metro Grow* was approved in November, 2019. It established policies, goals and associated objectives to guide transportation investments in the Metro COG Region through the year 2045. These goals include:

- **System Safety & Security** – Provide a transportation system that is safe for all users and resilient to incidents.
- **Travel Efficiency & Reliability** – Improve regional mobility.
- **Walking and Biking** – Increase walking and biking as a mode of transportation
- **Transit Access** – Support enhanced access to existing and future MATBUS system.
- **Maintain Transportation Infrastructure** – Provide a financial plan that supports maintaining transportation infrastructure in a state of good repair.
- **Environmental Sustainability** – Provide a transportation system that provides access equitably and limits impacts to the natural and built environment.
- **Economic Development & Transportation Decisions** – Promote transportation projects that support regional economic goals, support freight movement, and promote projects that can be financially sustained for the long term.
- **Emerging Transportation Trends** – Incorporate transportation trends and new technologies in regional transportation plans.

Figure 6 shows the relationship between the goals of Metro Grow – the 2045 Fargo-Moorhead MTP and the program areas of the UPWP.

Figure 6 – UPWP Program Areas and Goals of the MPT

Metro COG's UPWP Program Areas		Transportation Goals of Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan							
		System Safety & Security	Travel Efficiency & Reliability	Walking & Biking	Transit Access	Maintaining Transp. Infrastructure	Environmental Sustainability	Economic Development	Emerging Transportation Trends
100	Policy & Administrative Forums	S	S	S	S	S	S	S	S
200	Contracted Planning	P	P	P	P	P/S	P	S	S
300	Federal Transportation Planning Documentation	P	P	S	S	P/S	S	S	S
400	Technical Transportation Data & Analysis	P	P	S	S	P/S	S	S	S
500	Transit Planning	P	P	S	P	S	S	S	S
600	Bicycle & Pedestrian Planning	P	P	P	P	P/S	S	S	S
700	Local Planning Assistance	S	S	S	S	S	S	S	S
800	General Administration	A	A	A	A	A	A	A	A
900	Publications, Public Information & Communications	S	S	S	S	S	S	S	S
1000	Community Planning & Technical Assistance	S	S	S	S	S	S	S	S

P – Primary relationship between UPWP Program Area and MTP Goal – this program area is specifically aimed at these MTP goals and objectives.

S – Secondary relationship between UPWP Program Area and MTP Goal – these UPWP Program Areas are important opportunities for conveying information to local officials or the public, and at finding cross-over benefits for other modes of transportation or other metropolitan area goals.

A – Administrative – the administrative functions needed to operate the agency and achieve all the other areas of the UPWP.

Source: Metro Grow (2019)

Federal Planning Factors

This UPWP also contains activities to assist in the implementation of provisions contained in surface transportation legislation. The most current federal authorizing legislation is the Infrastructure Investment and Jobs Act (IIJA). The IIJA builds upon previous legislation entitled Fixing America's Surface Transportation Act (FAST Act), and identifies ten planning factors to be considered by MPOs in developing plans and programs that are reflected in the various tasks of the Metro COG UPWP. The UPWP, will consider the following planning factors in the transportation planning process and they will be reflected in the Program Areas and tasks identified in this UPWP. The ten planning factors are:

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

Figure 7 identifies the Program Areas of the UPWP that address each of the ten planning factors.

Figure 7 FAST Planning Factors Addressed in the Metro COG UPWP (as listed in 23 CFR 450. Carried forward from MAP-21 to FAST Act to IIJA)

Metro COG's UPWP Program Areas		FAST Planning Factors									
		Economic Vitality	System Safety	System Security	Accessibility	Protect Environment	Integration & Connectivity	Efficiency	System Preservation	Resiliency & Reliability	Travel & Tourism
100	Policy & Administrative Forums	S	S	S	S	S	S	S	S	S	S
200	Contracted Planning	P	P	P	P	P	P	P	P	P	P
300	Federal Transportation Planning Documentation	P	P	P	P	P	P	P	P	P	P
400	Technical Transportation Data & Analysis	P	P	P	P	P	P	P	P	P	P
500	Transit Planning	P	P	P	P	P	P	P	P	P	P
600	Bicycle & Pedestrian Planning	P	P	P	P	P	P	P	P	P	P
700	Local Planning Assistance	S	S	S	S	S	S	S	S	S	S
800	General Administration	A	A	A	A	A	A	A	A	A	A
900	Publications, Public Information & Communications	S	S	S	S	S	S	S	S	S	S
1000	Community Planning & Technical Assistance	S	S	S	S	S	S	S	S	S	S

P – Primary relationship between UPWP Program Area and FAST Act – this program area is specifically aimed at these Factors

S – Secondary relationship between UPWP Program Area and MTP Goal – these UPWP Program Areas are important opportunities for conveying information to local officials or the public, collaborating with other agencies and levels of government, and integrating cross-over benefits for between the Factors and metropolitan area goals.

A – Administrative – the administrative functions needed to operate the agency and achieve all the other areas of the UPWP, including monitoring our activities relative to Federal legislation.

Federal Planning Emphasis Areas

On December 31, 2021, the FTA and FHWA jointly issued updated Planning Emphasis Areas (PEAs). FHWA and FTA field offices were directed to emphasize these aspects of transportation planning when coordinating with MPOs regarding the development of their UPWPs and the projects and tasks that are carried out as a result of the UPWPs. PEAs are not binding and do not have the effect of law, but are intended to provide clarity regarding the USDOT's priorities in the area of transportation planning. The PEAs are:

- **Tackling the Climate Crisis** – Transition to a Clean Energy, Resilient Future – Ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme

weather events and other disasters resulting from the increasing effects of climate change.

- **Equity and Justice40 in Transportation Planning** – Advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas.
- **Complete Streets** – Review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.
- **Public Involvement** – Increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.
- **Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination** – Coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities.
- **Federal Land Management Agency (FLMA) Coordination** – Coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.
- **Planning and Environmental Linkages (PEL)** – Implement PEL as part of the transportation planning and environmental review process.
- **Data in Transportation Planning** – Encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.

Each work activity summary includes a brief explanation regarding how the programmed work is related to these PEAs. With respect to Federal Land Management Agency Coordination, there are no Federal lands within Metro COG's urbanized area. Within our MPA, there are US Fish and Wildlife Service properties and/or easements that need to be taken into consideration if any planning projects are undertaken in the

vicinity of those properties. Figure 8 summarizes the UPWP's program areas and their relationship to the PEAs.

Figure 8 UPWP Program Areas and the Goals of Federal Planning Emphasis Areas

Metro COG's UPWP Program Areas		Planning Emphasis Areas								
		Tackling the Climate Crisis	Equity & Justice40	Complete Streets	Public Involvement	Protect Environment	STRAHNET/DOD Coordination	FLMA Coordination	Planning & Environmental Linkages	Data in Transportation Planning
100	Policy & Administrative Forums	S	S	S	P	S	S	S	S	S
200	Contracted Planning	P	P	P	P	P	P	P	P	P
300	Federal Transportation Planning Documentation	P	P	P	P	P	P	P	P	P
400	Technical Transportation Data & Analysis	P	P	P	P	P	P	P	P	P
500	Transit Planning	P	P	P	P	S	S	S	S	P
600	Bicycle & Pedestrian Planning	P	P	P	P	S	S	S	S	P
700	Local Planning Assistance	P	S	P	P	S	S	S	S	S
800	General Administration	A	A	A	A	A	A	A	A	A
900	Publications, Public Information & Communications	S	S	S	S	S	S	S	S	S
1000	Community Planning & Technical Assistance	S	S	S	S	S	S	S	S	S

P – Primary relationship between UPWP Program Area and PEAs – this program area is specifically aimed at these PEAs

S – Secondary relationship between UPWP Program Area and PEAs – these UPWP Program Areas are important opportunities for conveying information to local officials or the public, collaborating with other agencies and levels of government, and integrating cross-over benefits for between the PEAs and metropolitan area plans and goals.

A – Administrative – the administrative functions needed to operate the agency and achieve all the other areas of the UPWP.

Funding Overview and Annual Budgets

Federal Funding

The Federal Highway Administration and Federal Transit Administration provide federal funding (PL and FTA Section 5303 funds, respectively) to assist Metro COG in providing the services identified in the UPWP. These funds are combined into an annual Consolidated Planning Grant (CPG). Per agreement between the North Dakota Department of Transportation (NDDOT) and the Minnesota Department of Transportation (MnDOT), the NDDOT administers funds from both states through the CPG grant.

State and Local Funding

Metro COG collects annual dues from its member jurisdictions that have voting privileges on the Metro COG Policy Board. These include the cities of Dilworth and Moorhead in Minnesota, the cities of Fargo, West Fargo and Horace in North Dakota, Cass County in North Dakota and Clay County in Minnesota. These funds are used as local match for federal funds identified in the CPG grant and for purchases and activities that are not eligible for federal funds.

MnDOT also provides funds from the state general fund to supplement local contributions for local match and non-reimbursable activities and purchases. Projects identified under Planning Activity 1000 will be carried out internally by Metro COG staff, and are funded either partially or fully by local jurisdictions, depending on the extent to which the work is eligible for Federal transportation planning funding.

Budget

The Metro COG Budget has two components: an operations budget and a contracted planning services budget. The contracted planning services budget includes the Consolidated Planning Grant (CPG) federal funds to accomplish planning studies in the region. Local funds for these projects are provided by a jurisdiction or multiple jurisdictions and are to be used only for these projects. The operating budget also consists of CPG funds, but the local share of funds come from all voting member jurisdictions through an annual collection of jurisdiction dues.

Since local jurisdictions begin work on their budget in spring and summer, Metro COG also prepares a budget in the spring, which is reviewed by the Transportation Technical Committee (TTC) and approved by the Policy Board. This information is used by each local jurisdiction as they prepare their budgets for the following year.

Tables showing local jurisdiction dues for 2023 and 2024 are included as Appendix D. A summary of the approved 2023-2024 budget is shown in Figure 9 on the following page.

The Metro COG Budget assigns funding in amounts to accomplish each of the Program Areas of the UPWP. Figure 10 identifies the major Program Areas for 2023 and 2024, as well as the portion of the annual budget assigned to each.

Activities related to surface transportation are considered eligible for reimbursement through NDDOT with Consolidated Planning Grant (CPG) funds at an 80% federal funding, 20% local funding split.

All other non-eligible activities included within the UPWP are noted and are funded through a 100% local contribution. Metro COG's indirect cost allocation plan demonstrates how Metro COG ensures accuracy in billing to its various local, state, and federal funding sources. The Metro COG Cost Allocation Plan is included as Appendix E.

Figure 9 Metro COG Biannual Budget Summary 2023-2024

Revenues	Revised
	2024
Consolidated Planning Grant (CPG)	\$1,852,282.00
Consolidated Planning Grant (CPG) - Safe and Accessible Transport-Option SA	\$81,473.00
Local Match for Consolidate Planning Grant (CPG)	\$463,070.50
MnDOT State Planning Funds	\$31,820.00
Carbon Reduction Program Funds for EV Readiness Study	\$119,963.06
Safe Street for All (SS4A) Grant	\$154,473.30
Misc. Revenues from Members	\$0.00
Local Dues for Non-Fed. Eligible Activities	\$2,800.00
Local Planning Studies/Ineligible Projects	\$25,000.00
State Match on Contracted Planning ⁶	\$7,955.00
Re-Obligated 2023 Consolidated Planning Grant (CPG)	\$812,274.00
Local Match for Re-Obligated 2023 Consolidated Planning Grant (CPG)	\$203,068.50
Total Revenues	\$3,754,179.36

Expenses	Revised 2024
Salaries/Benefits (CPG)	\$771,873.11
Salaries/Benefits (Local)	\$192,968.28
Overhead (CPG)	\$292,323.20
Overhead (Local)	\$73,080.80
Additional Overhead (Reobligated Funds - CPG)	\$76,696.35
Additional Overhead (Reobligated Funds - Local)	\$19,174.09
Overhead Funded Locally (Non-eligible)	\$2,800.00
Total Internal Budget	\$1,428,915.83

Contracted Planning Federal and Local Match

<u>Federal CPG</u>	<u>\$747,199.68</u>
<u>Signalized Intersections Traffic Data Collection Phase II</u>	<u>\$19,302.20</u>
<u>Moorhead I-94 & 20th Street Interchange Analysis</u>	<u>\$86,111.70</u>
<u>University Drive & 10th Street Corridor Study - Phase II</u>	<u>\$103,724.46</u>
<u>NDSU ATAC Annual Participation</u>	<u>\$8,000.00</u>
<u>Metropolitan Transportation Plan 2050 Update (Year 2 of 2)</u>	<u>\$176,000.00</u>
<u>Heartland Trail Alignment Analysis (2024 is Year 1 of 2)</u>	<u>\$100,000.00</u>
<u>Horace Downtown Core Neighborhoods Plan (Comp Sts Set-Aside)</u>	<u>\$81,473.00</u>
<u>Horace Downtown/Core Neighborhoods Plan</u>	<u>\$37,843.42</u>
<u>Moorhead Intersection Traffic Data Collection (Year 3 of 3)</u>	<u>\$9,896.00</u>
<u>West Perimeter Highway Corridor Study (Year 2 of 2)</u>	<u>\$120,000.00</u>
<u>Moorhead Intersection Traffic Data Collection (Year 2 of 3)</u>	<u>\$4,848.90</u>
Reobligated CPG Funds Projects	\$721,487.64
<u>15th Ave N Corridor Study</u>	<u>\$120,000.00</u>
<u>Metropolitan Transportation Plan 2050 Update (Year 1 of 2)</u>	<u>\$69,497.64</u>
<u>Metro Railroad Needs Study</u>	<u>\$80,000.00</u>

<u>West 94 Area Transportation Plan</u>	<u>\$180,000.00</u>
<u>MATBUS Transit Development Plan</u>	<u>\$80,000.00</u>
<u>Dilworth 8th Ave Extension Study</u>	<u>\$120,000.00</u>
<u>Kindred Comprehensive Plan</u>	<u>\$72,000.00</u>
<u>Other Federally Funded Projects (Fed Amount)</u>	<u>\$274,436.36</u>
<u>Electric Vehicle Readiness Study - CRP Funding</u>	<u>\$119,963.06</u>
<u>SS4A Comprehensive Safety Action Plan (other funds/FHWA)</u>	<u>\$154,473.30</u>
<u>Local Match for CPG</u>	<u>\$166,432.36</u>
<u>Signalized Intersections Traffic Data Collection Phase II</u>	<u>\$4,825.55</u>
<u>Moorhead I-94 & 20th Street Interchange Analysis</u>	<u>\$21,527.92</u>
<u>University Drive & 10th Street Corridor Study - Phase II</u>	<u>\$25,931.11</u>
<u>NDSU ATAC Annual Participation</u>	<u>\$2,000.00</u>
<u>Metropolitan Transportation Plan 2050 Update (Year 2 of 2)</u>	<u>\$44,000.00</u>
<u>Heartland Trail Alignment Analysis (2024 is Year 1 of 2)</u>	<u>\$25,000.00</u>
<u>Horace Downtown/Core Neighborhoods Plan - Set-Aside</u>	<u>\$0.00</u>
<u>Horace Downtown/Core Neighborhoods Plan</u>	<u>\$9,460.85</u>
<u>Moorhead Intersection Traffic Data Collection (3 of 3)</u>	<u>\$2,474.00</u>
<u>West Perimeter Highway Corridor Study (Year 2 of 2)</u>	<u>\$30,000.00</u>
<u>Moorhead Intersection Traffic Data Collection (Year 2 of 3)</u>	<u>\$1,212.93</u>
<u>Local Match for Reobligated CPG Funds Projects</u>	<u>\$190,374.41</u>
<u>15th Ave N Corridor Study</u>	<u>\$30,000.00</u>
<u>Metropolitan Transportation Plan 2050 Update (Year 1 of 2)</u>	<u>\$17,374.41</u>
<u>Metro Railroad Needs Study</u>	<u>\$20,000.00</u>
<u>West 94 Area Transportation Plan</u>	<u>\$45,000.00</u>
<u>MATBUS Transit Development Plan</u>	<u>\$20,000.00</u>
<u>Dilworth 8th Ave Extension Study</u>	<u>\$30,000.00</u>
<u>Kindred Comprehensive Plan</u>	<u>\$28,000.00</u>
<u>Other Federally Funded Projects (Local Amount)</u>	<u>\$68,609.10</u>
<u>Electric Vehicle Readiness Study - Carbon Red Prog. Funding</u>	<u>\$29,990.77</u>
<u>SS4A Comprehensive Safety Action Plan (other CPG funds/FHWA)</u>	<u>\$38,618.33</u>
<u>State Funding Participation</u>	<u>\$1,000.00</u>
<u>Interstate Operations Analysis (2021-22)</u>	<u>\$0.00</u>
<u>Signalized Intersections Traffic Data Collection Phase II</u>	<u>\$0.00</u>
<u>Intersection Data Collection and Reporting - Expansion Project</u>	<u>\$1,000.00</u>
<u>Moorhead I-94 & 20th Street Interchange Analysis</u>	<u>\$0.00</u>
<u>Total Contracted Planning (Federal, Local and State)</u>	<u>\$2,168,543.55</u>

Contracted Planning – Federal and Local Match	
Federal CPG	\$247,199.64
<u>Signalized Intersections Traffic Data Collection Phase II</u>	<u>\$19,302.20</u>
<u>Moorhead I-94 & 20th Street Interchange Analysis</u>	<u>\$86,111.70</u>
<u>University Drive & 10th Street Corridor Study – Phase II</u>	<u>\$103,724.46</u>
<u>NDSU ATAC Annual Participation</u>	<u>\$8,000.00</u>
<u>Metropolitan Transportation Plan 2050 Update (Year 2 of 2)</u>	<u>\$176,000.00</u>
<u>Heartland Trail Alignment Analysis (2024 is Year 1 of 2)</u>	<u>\$100,000.00</u>

Commented [SK(1)]: Heading colors/shading is needed on this table to call out headings or adding up the columns as is currently shown does not end up with the total at the bottom of this table.

Commented [BG2R1]: Please click on vertical line to the left of the text and it will show the updated table with colored headings. Total has been revised.

Horace Downtown Core Neighborhoods Plan (Set-Aside)	\$81,473.00
Horace Downtown/Core Neighborhoods Plan	\$37,843.42
Moorhead Intersection Traffic Data Collection (Year 3 of 3)	\$9,896.00
West Perimeter Highway Corridor Study (Year 2 of 2)	\$120,000.00
Moorhead Intersection Traffic Data Collection (Year 2 of 3)	\$4,848.90
Reobligated CPG Funds Projects	\$469,497.64
15th Ave N Corridor Study	\$120,000.00
Metropolitan Transportation Plan 2050 Update (Year 1 of 2)	\$69,497.64
Metro Railroad Needs Study	\$80,000.00
15th Street W - I-94 and Sheyenne Diversion Overpass Study - PEL (West 94)	\$120,000.00
MATBUS Transit Development Plan	\$80,000.00
Other Federally-Funded Projects (Fed Amount)	\$274,436.36
Electric Vehicle Readiness Study - CRP Funding	\$119,963.06
SS4A Comprehensive Safety Action Plan (other funds/FHWA)	\$154,473.30
Local Match for CPG	\$166,423.36
Signalized Intersections Traffic Data Collection Phase II	\$4,825.55
Moorhead I-94 & 20th Street Interchange Analysis	\$21,527.92
University Drive & 10th Street Corridor Study - Phase II	\$25,931.11
NDSU ATAC Annual Participation	\$2,000.00
Metropolitan Transportation Plan 2050 Update (Year 2 of 2)	\$44,000.00
Heartland Trail Alignment Analysis (2024 is Year 1 of 2)	\$25,000.00
Horace Downtown/Core Neighborhoods Plan - Set Aside	\$0.00
Horace Downtown/Core Neighborhoods Plan	\$9,460.85
Moorhead Intersection Traffic Data Collection (3 of 3)	\$2,474.00
West Perimeter Highway Corridor Study (Year 2 of 2)	\$30,000.00
Moorhead Intersection Traffic Data Collection (Year 2 of 3)	\$1,212.93
Local Match for Re-obligated CPG Funds Projects	\$117,374.41
15th Ave N Corridor Study	\$30,000.00
Metropolitan Transportation Plan 2050 Update (Year 1 of 2)	\$17,374.41
Metro Railroad Needs Study	\$20,000.00
15th Street W - I-94 and Sheyenne Diversion Overpass Study - PEL	\$30,000.00
MATBUS Transit Development Plan	\$20,000.00
Other Federally-Funded Projects (Local Amount)	\$58,609.10
Electric Vehicle Readiness Study - Carbon Red Prog. Funding	\$29,990.77
SS4A Comprehensive Safety Action Plan (other CPG funds/FHWA)	\$38,618.33
State Funding Participation	\$1,000.00
Interstate Operations Analysis (2021-22)	\$0.00
Signalized Intersections Traffic Data Collection Phase II	\$0.00
Intersection Data Collection and Reporting - Expansion Project	\$1,000.00
Moorhead I-94 & 20th Street Interchange Analysis	\$0.00
Total Contracted Planning (Federal, Local and State)	\$1,844,549.55

Commented [SK(3)]: If this is year 2 of 3 shouldn't it go into the Reobligated CPG Funds Projects List since year 3 of 3 is also listed here and it is shown as carryover in the description of the project in Section 200?

Commented [BG4R3]: The (Year 2 of 3) item referenced was originally programmed for 2023 and the (Year 3 of 3) item for 2024. When funding did not carryover from 2023, the (Year 2 of 3) phase of the project was programmed to use 2024 funds since it was a small amount, in order to complete the project. This was our reasoning for listing it in this section and not under "Reobligated".

Commented [SK(5)]: Increase in cost from previous \$64,000 to \$80,000, but not updated in the other table.

Commented [BG6R5]: Yes, it was increased to \$80,000.

- ¹Federal Reimbursement on Eligible Internal Costs (labor + overhead)
- ²Federal Reimbursement on Contracted Planning
- ³Carryover of funds in contracts prior CY (Federal + Local)
- ⁴20% local match to Federal Funds
- ⁵Includes local match collected for contracted planning projects
- ⁶MnDOT and NDDOT providing part of local match on two projects
- ⁷Local funds collected for local planning contracts pays salaries/benefits in excess of available Federal Grant Funds

Figure 10 Metro COG 2023-2024 UPWP Operating Budget by Program Area

Program Area	2023		2024	
	Budget	Staff Hours	Budget	Staff Hours
100 Policy & Administrative Forums	\$72,428.90	1,260	\$75,508.10	1,260
200 Contracted Planning	\$121,245.96	2,178	\$151,875.70	2,607
300 Federal Transportation Planning & Documentation	\$151,666.09	2,757	\$155,440.43	2,777
400 Technical Transportation Data & Analysis	\$125,700.28	2,852	\$103,435.23	2,246
500 Transit Planning	\$15,373.40	360	\$20,942.30	440
600 Bicycle & Pedestrian Planning	\$33,861.25	704	\$28,920.38	598
700 Local Planning Assistance	\$67,831.75	1,305	\$77,585.56	1,438
800 General Administration*	\$274,220.76	5,006	\$285,816.86	4,996
900 Publications, Public Information & Communications	\$17,760.06	403	\$20,589.16	444
1000 Community Planning & Technical Assistance	\$20,817.20	440	\$22,799.68	484

*Includes estimates of staff leave time (holiday, vacation, and sick leave)

Safe and Accessible Transportation Options Set-Aside

A Safe and Accessible Transportation Options are safe, and feels safe, for all users. FHWA and FTA encourages MPOs and other localities to conduct analyses and produce plans to make short-term improvements and set long-term goals for the surface transportation network. These plans are inter-disciplinary and may explore the transportation, safety, land use, environmental, economic, housing, employment, health and other factors of a roadway's structure and the function it serves for a community. Under a Safe and Accessible Transportation Options design model, safety for all users will be incorporated into all these transportation planning and analysis processes.

The Bipartisan Infrastructure Law (BIL) requires FHWA to set aside 2½% of all PL (planning) funds for Safe and Accessible Transportation Options projects. This equates to approximately \$56,000 annually for the entire State of North Dakota, which is then distributed to the three (soon to be four) North Dakota MPOs based on a percentage of their respective populations from the 2020 Census. The table in Figure 11 shows the amounts Metro COG is programmed to receive in 2024. To help incentivize implementation of the Safe and Accessible Transportation Options program, the BIL waives the usual 20% local match for funding selected projects. Metro COG staff has identified the City of Horace Downtown/Core Neighborhoods Study as a Safe and Accessible Transportation Options project in which to utilize these funds which have accumulated since 2022.

Figure 11 – Safe and Accessible Transportation Options Set-aside funding amounts

Year	ND Amount	Metro COG %	Metro COG Amount
2022	\$55,373.00	49.86%	\$27,608.98
2023	\$56,480.00	49.86%	\$28,160.93
2024	\$57,609.85	44.62% *	\$25,703.21
		Total:	\$81,473.12

*Uses 2020 Census data and adds fourth ND MPO into equation

Re-obligated Funds

FHWA-ND, in coordination with NDDOT, has crafted a one-year Consolidated Planning Grant (CPG) contract approach, wherein unspent funds from the previous year are de-obligated.

NDDOT is working to establish a process to re-obligate those funds to continue planning efforts that started in the previous year and continue into the next. NDDOT instituted the first step of this process in 2023, by establishing a one-year CPG contract. Metro COG was successful in receiving the unspent funds (\$812,274) from 2023, as it has numerous projects that were ongoing. Those CPG funds (see Figure 9 above) and the projects they are funding have been integrated into this document; however, the entire balance of those funds has not been programmed. Those will be addressed in an upcoming UPWP Amendment in June 2024.

2023 and 2024 Projects

Annually/biannually, Metro COG identifies needed projects within the region to study local transportation related issues. These projects are typically completed by a consultant team. Over the course of the past few years, Metro COG has expanded this program because of the needs of the fast-growing Fargo Moorhead Region.

Metro COG partners with its local jurisdictions and agencies such as the Minnesota and North Dakota Departments of Transportation, to advance transportation, and its related components, by developing, leading, and funding projects aimed at tackling regional issues. Figures 13 and 14 list those projects that Metro COG has developed, with the assistance of its regional partners, to complete in 2023 and 2024. These projects were vetted and prioritized by the Transportation Technical Committee (TTC) and approved by the Metro COG Policy Board. Project descriptions can be found in Section 10.

Figure 13 2023 Contracted Planning Projects

2023 Contracted Projects							
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share	Other ¹
NDSU ATAC Annual Participation (MPO Technical Assist)	Regional	\$10,000	80%	\$8,000	20%	\$2,000	\$0.00
Travel Demand Model Update (2nd Year)	Regional	\$40,000	80%	\$32,000	20%	\$8,000	\$0.00
Metropolitan Transportation Plan 2050 Update	Regional	\$180,000	80%	\$144,000	20%	\$36,000	\$0.00
Interstate Operations Analysis (\$100,000 in 2021 and \$200,000 in 2022, \$124,445 in 2023; 3-year project with NDDOT and MnDOT funding participation)	Regional	\$124,445	80%	\$83,555	20%	\$12,890	\$28,000.00
Electric Vehicle Readiness Study	Regional	\$150,000	80%	\$120,000	20%	\$30,000	\$0.00
Moorhead Intersection Traffic Data Collection - \$10,000, moved \$5,000 to 2022	Moorhead	\$12,370	80%	\$9,896	20%	\$2,474	\$0.00
Signalized Intersections Traffic Data Collection Phase II	Fargo, West Fargo, Moorhead, MnDOT	\$100,000	80%	\$80,000	20%	\$19,000	\$1,000.00
Moorhead I-94 & 20th Street Interchange Analysis	Moorhead	\$150,000	80%	\$120,000	20%	\$15,000	\$15,000.00
University Drive and 10th Street N One-Way Pair Conversion Study (Assumes \$100,000 out of \$275K for 2021)	Fargo	\$25,000	80%	\$20,000	20%	\$5,000	\$0.00
Total		\$791,815		\$617,451		\$130,364	\$44,000

¹ Other match sources include MnDOT and NDDOT for the Interstate Operations Analysis, MnDOT for the I-94 & 20th St. Interchange Analysis, and MnDOT for the Signalized Intersection Data Collection

Figure 14 2024 Contracted Planning Projects

2024 Contracted Projects							
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share	Other
NDSU ATAC Annual Participation (MPO Tech Assist)	Regional	\$10,000	80%	\$8,000	20%	\$2,000	\$0
Metropolitan Transportation Plan 2050 Update (Year 2 of 2)	Regional	\$220,000	80%	\$176,000	20%	\$44,000	\$0
Metropolitan Transportation Plan 2050 Update (Year 1 of 2)	Regional	\$86,872.05	80%	\$69,497.64	20%	\$17,374.41	\$0
Heartland Trail Alignment Analysis (Year 1 of 2, with \$125,000 also budgeted for 2025) ¹	Clay County, Dilworth, Moorhead, Glyndon, Hawley	\$187,500	80%	\$150,000	20%	\$28,500	\$9,000
University Drive & 10th Street (Uni10) Corridor Study	Fargo, NDDOT	\$129,655.57	80%	\$103,724.46	20%	\$25,931.11	\$0

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<u>15th Ave N Corridor Study</u>	<u>Dilworth, Clay County</u>	<u>\$150,000.</u>	<u>80%</u>	<u>\$120,000.</u>	<u>20%</u>	<u>\$30,000.</u>	<u>\$0.</u>
<u>15th Street W - I-94 and Sheyenne Diversion Overpass Study - PEL (West 94 Area Transportation Plan)</u>	<u>West Fargo</u>	<u>\$225,000.</u>	<u>80%</u>	<u>\$180,000.</u>	<u>20%</u>	<u>\$45,000.</u>	<u>\$0.</u>
<u>Signalized Intersections Traffic Data Collection and Reporting Phase II</u>	<u>Fargo, Moorhead, West Fargo, MnDOT</u>	<u>\$24,127.75</u>	<u>80%</u>	<u>\$19,302.20</u>	<u>20%</u>	<u>\$4,825.55</u>	<u>\$0</u>
<u>West Perimeter Highway Corridor Study</u>	<u>Cass County</u>	<u>\$150,000.00</u>	<u>80%</u>	<u>\$120,000.00</u>	<u>20%</u>	<u>\$30,000.00</u>	<u>\$0</u>
<u>Moorhead I-94 & 20th Street Interchange Analysis</u>	<u>Moorhead, MnDOT</u>	<u>\$107,639.62</u>	<u>80%</u>	<u>\$86,111.70</u>	<u>20%</u>	<u>\$21,527.92</u>	<u>\$0</u>
<u>Metro Railroad Needs Study²</u>	<u>Fargo, Moorhead, West Fargo, Horace, Dilworth, Cass Co., Clay Co., BNSF</u>	<u>\$100,000.00</u>	<u>80%</u>	<u>\$80,000.00</u>	<u>20%</u>	<u>\$0</u>	<u>\$20,000.00</u>
<u>Horace Downtown/Core Neighborhoods Plan (Complete Streets Set-Aside Funds - NO local match required)</u>	<u>Horace</u>	<u>\$81,473.12</u>	<u>100%</u>	<u>\$81,473.12</u>	<u>0%</u>	<u>\$0</u>	<u>\$0.00</u>
<u>Horace Downtown/Core Neighborhoods Plan</u>	<u>Horace</u>	<u>\$47,304.27</u>	<u>80%</u>	<u>\$37,843.42</u>	<u>20%</u>	<u>\$9,460.85</u>	<u>\$0</u>
<u>Moorhead Intersection Traffic Data Collection (Year 3 of 3)</u>	<u>Moorhead</u>	<u>\$12,370.</u>	<u>80%</u>	<u>\$9,896.</u>	<u>20%</u>	<u>\$2,474.</u>	<u>\$0.</u>
<u>Moorhead Intersection Traffic Data Collection (Year 2 of 3)</u>	<u>Moorhead</u>	<u>\$6,061.83</u>	<u>80%</u>	<u>\$4,849.46</u>	<u>20%</u>	<u>\$1,212.37</u>	<u>\$0</u>

<u>Safe Streets For All (SS4A) Comprehensive Safety Action Plan (Federal Grant)³</u>	<u>Regional</u>	<u>\$193,091.63</u>	<u>80%</u>	<u>\$154,473.30</u>	<u>20%</u>	<u>\$38,618.33</u>	<u>\$154,473.30</u>
<u>Electric Vehicle (EV) Readiness Study (CRP funds)⁴</u>	<u>Regional</u>	<u>\$149,953.81</u>	<u>80%</u>	<u>\$119,963.06</u>	<u>20%</u>	<u>\$29,990.77</u>	<u>\$119,963.06</u>
<u>MATBUS Transit Development Plan (TDP)</u>	<u>MATBUS</u>	<u>\$100,000.00</u>	<u>80%</u>	<u>\$80,000.00</u>	<u>20%</u>	<u>\$20,000.00</u>	<u>\$0.00</u>
<u>Dilworth 8th Ave Extension Study</u>	<u>Dilworth</u>	<u>\$150,000</u>	<u>80%</u>	<u>\$120,000.00</u>	<u>20%</u>	<u>\$30,000.00</u>	<u>\$0.00</u>
<u>Kindred Comprehensive Plan</u>	<u>Kindred</u>	<u>\$100,000</u>	<u>72%</u>	<u>\$72,000.00</u>	<u>28%</u>	<u>\$28,000.00</u>	<u>\$0.00</u>
Total		\$2,231,050		\$1,793,134		\$408,915	\$303,436

¹ Other match sources include Glyndon and PartnerSHIP 4 Health

² Overmatch of \$62,500 by BNSF

³ Safe Streets for All (SS4A) is a discretionary grant from FHWA

⁴ EV Readiness Study uses a portion of Metro COG's directly-suballocated apportionment of Carbon Reduction Program (CRP) Funding

2024 Contracted Projects							
Project	Jurisdiction	Total Cost	Federal %	Federal Share	Local %	Local Share	Other
NDSU ATAC Annual Participation (MPO Tech Assist)	Regional	\$10,000	80%	\$8,000	20%	\$2,000	\$0
Metropolitan Transportation Plan 2050 Update (Year 2 of 2)	Regional	\$220,000	80%	\$176,000	20%	\$44,000	\$0
Metropolitan Transportation Plan 2050 Update (Year 1 of 2)	Regional	\$86,872.05	80%	\$69,497.64	20%	\$17,374.41	\$0
Heartland Trail Alignment Analysis (Year 1 of 2, with \$125,000 also budgeted for 2025) ¹	Clay County, Dilworth, Moorhead, Glyndon, Hawley	\$125,000	80%	\$100,000	20%	\$19,000	\$6,000

University Drive & 10th Street (Unit 10) Corridor Study Phase II	Fargo, NDDOT	\$129,655.57	80%	\$103,724.46	20%	\$25,931.11	\$0
15th Ave N Corridor Study	Dilworth, Clay County	\$150,000	80%	\$120,000	20%	\$30,000	\$0
15th Street W - 194 and Shoyenne Diversion Overpass Study - PEL (West 94 Area Transportation Plan)	West Fargo	\$150,000	80%	\$120,000	20%	\$30,000	\$0
Signalized Intersections Traffic Data Collection and Reporting Phase II	Fargo, Moorhead, West Fargo, MnDOT	\$24,127.75	80%	\$19,302.20	20%	\$4,825.55	\$0
West Perimeter Highway Corridor Study	Cass County	\$150,000.00	80%	\$120,000.00	20%	\$30,000.00	\$0
Moorhead 194 & 20th Street Interchange Analysis	Moorhead, MnDOT	\$107,639.62	80%	\$86,111.70	20%	\$21,527.92	\$0
Metro Railroad Needs Study ²	Fargo, Moorhead, West Fargo, Horace, Dilworth, Cass Co., Clay Co., BNSF	\$100,000.00	80%	\$80,000.00	20%	\$0	\$20,000.00
Horace Downtown/Core Neighborhoods Plan (Complete Streets Set Aside Funds - NO local match required)	Horace	\$81,473.12	100%	\$81,473.12	0%	\$0	\$0.00
Horace Downtown/Core Neighborhoods Plan	Horace	\$47,304.27	80%	\$37,843.42	20%	\$9,460.85	\$0

Moorhead Intersection Traffic Data Collection (Year 3 of 3)	Moorhead	\$12,370-	80%	\$9,896-	20%	\$2,474-	\$0-
Moorhead Intersection Traffic Data Collection (Year 2 of 3)	Moorhead	\$6,061.83	80%	\$4,849.46	20%	\$1,212.37	\$0-
Safe Streets For All (SS4A) Comprehensive Safety Action Plan (Federal Grant) ³	Regional	\$193,091.63	80%	\$154,473.30	20%	\$38,618.33	\$154,473.30
Electric Vehicle (EV) Readiness Study (CRP funds) ⁴	Regional	\$149,953.81	80%	\$119,963.06	20%	\$29,990.77	\$119,963.06
MATBUS Transit Development Plan (TDP)	MATBUS	\$100,000.00	80%	\$80,000.00	20%	\$20,000.00	\$0.00
-	-	-	-	-	-	-	-
Total	-	\$1,843,550-	-	\$1,491,134-	-	\$326,415-	\$300,436-

¹ Other match sources include Glyndon and PartnerSHIP 4 Health -

² Overmatch of \$62,500 by BNSF -

³ Safe Streets for All (SS4A) is a discretionary grant from FHWA

⁴ EV Readiness Study uses a portion of Metro COG's directly suballocated apportionment of Carbon Reduction Program (CRP) Funding

Strategic Plan

The Metro COG MTP is updated every five years, but the initial work for the update begins soon after the last approved update. To assure documents and other actions that inform the MTP are completed on a timeline that facilitates the use of this information, Metro COG provides a strategic plan identifying UPWP Program Areas and tasks that support or become part of the MTP update. The Metro COG Strategic Plan (Figure 15) establishes a timeline for the development of the MTP by identifying those UPWP work activities, in chronological order, to prepare for, develop and inform the next update of the Metropolitan Transportation Plan.

Figure 15 Metro COG Strategic Plan for Major Activities

Major Program Activity	2019-2020 UPWP		2021-2022 UPWP		2023-2024 UPWP	
	2019	2020	2021	2022	2023	2024
Metropolitan Transportation Plan		MTP Updates			2050 Update (approval Q3 2024)	
MTP Origin Destination/Travel Time		*	*			
Transit Development Plan (TDP)		*				
Metropolitan-Wide Traffic Counts			*			
Traffic & Bicycle Counts (Annually/As-needed)	*	*	*	*	*	*
Bicycle & Pedestrian Plan			*			
Demographics			*	*		
Model Calibration				*	*	
Intelligent Transportation Plan				*		
Regional Freight Plan (2018)						
Congestion Management Process				*		
Regional Railroad Safety Plan (2018)						
Aerial Photography		*			*	
Regional Safety Plan					*	
TIP Development/Management	*	*	*	*	*	*

Statement of Nondiscrimination

Metro COG hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency and related statutes and regulations in all programs and activities. In 2020, Metro COG adopted the Title VI and Non-Discrimination Plan. Title VI requires that no person in the United States of America shall, on the grounds of race, color or national origin, be excluded from the participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which Metro COG receives federal financial assistance. Any person who believes that they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Metro COG. Any such complaint must be in writing and filed with the Metro COG Title VI Coordinator

within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

For more information, or to obtain a Title VI Discrimination Complaint Form, please contact:

Ben Griffith, Executive Director
Metro COG Title VI
Coordinator Case Plaza, Suite
232
One North 2nd Street
Fargo, North Dakota 58102-
4807
griffith@fmmetrocog.org
701.532.5103

The 2020 Title VI and Non-Discrimination Plan and a downloadable version of the Discrimination Complaint Form can also be found on the Metro COG website at: <https://www.fmmetrocog.org/titlevi>.

Self-Certification and Restrictions on Lobbying

Self-Certification

It is a requirement of 23 CFR 450.336 that the State and the Metropolitan Planning Organization (MPO) certify at least once every four years, concurrent with submittal of the Transportation Improvement Program (TIP) as part of State TIP approval, that its transportation planning process is being carried out in compliance with all applicable requirements. Metro COG updates its self-certification documentation on an annual basis, as part of the TIP.

The requirements of self-certification include:

1. 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
2. In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Sections 1101 (b) of FAST (Pub. L. 112-141) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial

assistance;

9. Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

In addition to those requirements outlined in 23 CFR 450.336, Metro COG is also required to certify that its transportation planning process complies with additional Federal requirements, as follows:

- Private Enterprise Participation in Metro COGs Planning Process (49 USC 1607 and 1602 [c])
- Drug Free Workplace Certification (49 CFR, Part 29, sub-part F)
- Restrictions on Influencing Certain Federal Activities (49 CFR, Part 20)
- Restrictions on Procurements from Debarred or Suspended Persons/Firms (49 CFR, Part 29, sub-parts A to E)
- Executive Order 12898 – Environmental Justice in Metropolitan Transportation Plan

The Metro COG Policy Board also certifies that the 3-C (continuing, comprehensive, and cooperative) planning process used in the FM Metropolitan area complies with the above federal requirements.

Every three years Metro COG reviews the federal regulations in relationship to Metro COG's planning program, and generates a Metropolitan Transportation Planning Process Certification document to identify Policy Board requirements in meeting the intent of federal legislation. Annually, as part of the Transportation Improvement Program, the Policy Board Chair signs on behalf of the full Policy Board a self-certification statement expressing the Board's confidence that Metro COG's planning activities are in compliance with the federal requirements noted above.

Signed copies of three resolutions are included in Appendix F. They include a resolution endorsing the FY 2023 – FY 2026 TIP for the Fargo-Moorhead Metropolitan Area, a Resolution Confirming the MTP as being Currently Held Valid, and a Transportation Planning Process Self Certification Statement.

Restrictions on Lobbying

Similar to the Self Certification Statement, Metro COG must attest to the fact that we abide by federal legislation and sign a statement on restrictions on lobbying. Appendix G. includes a signed statement on Restrictions on Lobbying.

Program Areas and Subtasks

Metro COG breaks the Program Areas into individual sub-tasks to be complete in each of the calendar years covered by this UPWP. Each Program Area has identified an objective, a budget and sub-task. Each sub-task has an estimated period for completion and identifies the responsible agencies and participants.

100 Policy and Administrative Forums

Objective:

To maintain and coordinate policy and administrative forums. Work includes, but is not limited to creating agendas and supporting material, conducting meetings, traveling to and from meetings and communications with committee members.

Relation to Planning Factors:

This task addresses all Federal planning factors and Federal highway program national goals through its high level of coordination with local, state, and federal leaders.

Relation to IJJA Planning Emphasis Areas:

Policy and administrative forums involve extensive work with elected officials and staff at all participating jurisdictions and with MnDOT, NDDOT, FHWA, and FTA, as well as with numerous stakeholders. While the outcome of these Forums is necessary for the achievement of all of the planning emphasis areas, the primary benefit is **Public Involvement**.

Assigned Staff Hours in UPWP:	2023	2024
	1,260	1,260

Previous Accomplishments:

- Monthly MPO Policy Board Meetings
- Scheduled Metro COG Executive Committee Meetings (usually monthly)
- Monthly TTC Meetings
- Bi Annual North Dakota MPO Directors meetings
- Mid-Year Reviews by FHWA, FTA, NDDOT and MNDOT
- Quarterly MnDOT MPO Directors meetings
- Quarterly ATP-4 meetings
- Various Federal, State, and Local Committee Meetings

Figure 16 provides a breakdown of staff hours and budget in Policy and Administrative Forums.

Figure 16 Activity Budget and Funding Source Split for Program Area 100

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$57,943	80%	\$60,406	\$118,350
Local	20%	\$14,486	20%	\$15,102	\$29,587
Total	100%	\$72,249	100%	\$75,508	\$147,937

101 Metro COG Policy Board

Participant(s): Metro COG

The Policy Board meets monthly and is charged with adopting major plans, approving the agency's annual budget and work program, reviewing and approving monthly bills, providing oversight of Metro COG's activities, and carrying out activities identified in the Metro COG Articles of Association, as amended.

Activities:

- Developing, emailing and website posting of meeting agendas and agenda packets
- Preparing and reviewing meeting minutes
- Contacting Policy Board members
- Providing staff support and research
- Preparing staff reports and presentations
- General meeting facilitation

Products

2023 Monthly Policy Board meetings
2024 Monthly Policy Board meetings

Completion Date

Monthly
Monthly

102 Metro COG Executive Committee

Participant(s): Metro COG

The Metro COG Executive Committee meetings are scheduled monthly, but the Committee meets on an "as needed" basis. The Executive Committee recommends the agency's annual budget and work program to the Policy Board, as well as other recommendations as required in the day-to-day operations of the agency.

Activities:

- Developing, and emailing of meeting agendas and agenda packets
- Preparing and reviewing meeting minutes
- Contacting Policy Board members
- Providing staff support and research
- Preparing staff reports and presentations
- General meeting facilitation

Products

2023 Executive Committee Meetings (as needed).
2024 Executive Committee Meetings (as needed).

Completion Date

As Needed
As Needed

103 Transportation Technical Committee (TTC)

Participant(s): Metro COG

Metro COG works with the Transportation Technical Committee (TTC) to carry out a program of continuing, comprehensive and coordinated transportation planning. Through this work with the TTC, Metro COG maintains correspondence and coordination with participating agencies, and provide other technical support necessary to the transportation planning program. The TTC typically meets on a monthly basis to approve action items and discuss issues in the Metro COG region in order to forward recommendations to the Metro COG Policy Board for disposition.

Activities:

- Developing, emailing and website posting of meeting agendas and agenda packets
- Preparing and reviewing meeting minutes
- Contacting TTC members
- Providing staff support and research
- Preparing staff reports and presentations
- General meeting facilitation

Products

2023 Monthly TTC meetings
2024 Monthly TTC meetings

Completion Date

Monthly
Monthly

104 Federal, State, and Local Committee Meetings

Participant(s): Metro COG

The MPOs in North Dakota and Minnesota meet to discuss transportation issues related to MPOs and coordination with the respective State Departments of Transportation in carrying out MPO activities. Meetings are held two times per year (biannually) in North Dakota and four times (quarterly) in Minnesota. There are also various meetings on Federal, state, and local topics that Metro COG staff attend regularly. This includes meetings such as ATP-4, statewide plans, STIC, local coordination on specific areas, and other such meetings that are not specifically tied to a Metro COG study.

Activities:

- Agenda development
- Staff support and research
- Travel to and from meeting venue or participate remotely
- Review of materials prior to meetings

Products

Attendance at Federal, State, and Local meetings

Completion Date

Annually

200 Contracted Planning Services

Objective:

To conduct Metro COG's annual contracted planning projects for the purposes of analyzing local and regional issues as well as development of Metro COG's required transportation planning documentation. This element allows Metro COG the resources to develop contracted planning scopes of work, go through the consultant procurement process, and provide contract management and oversight for work that is contracted to a consultant. Staff actively participate in the plan's development by coordinating with local jurisdictions as well as guiding the consultant teams based upon Metro COG's goals as stated in the adopted Metropolitan Transportation Plan.

Relation to Planning Factors:

Different projects represent different planning factors, and the relationships will be discussed below with each project.

Relation to IJA Planning Emphasis Areas:

Each of the projects included in this section of the UPWP emphasize different elements of the planning emphasis areas. The primary area of emphasis will be highlighted with the description of each project.

Assigned Staff Hours in UPWP:	2023	2024
	2,178	2,607

Previous Accomplishments:

- Veterans Boulevard Corridor Extension Study
- Metro Area Bicycle and Pedestrian Plan Update
- 76th Avenue S Corridor Study
- Metro Grow – 2045 Metropolitan Transportation Plan
- Northwest Metro Transportation Plan
- Horace Comprehensive and Transportation Plan
- Moorhead 12th Avenue S Corridor Study
- FM Diversion Recreation Plan
- West Fargo 9th Street Corridor Study
- 2019 MATBUS Transit Development Plan

Figure 17 provides a breakdown of staff budget in Contracted Planning Services.

Figure 17 Activity Budget and Funding Source Split for Program Area 200

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$96,997	80%	\$121,501	\$218,497
Local	20%	\$24,249	20%	\$30,375	\$54,624
Total	100%	\$121,246	100%	\$151,876	\$273,122

2021-214 Interstate Operations Analysis (CARRYOVER)

Participant(s): Metro COG/
DOTs/Member Jurisdictions/
Consultant

Project Complete – Adopted by Metro COG Policy Board on July 20, 2023.

Project Budget:	\$400,000 (original)
	\$24,445 (amendment)
2023 Portion of Budget:	\$124,445
Estimated Carryover from 2021-2022 UPWP:	\$90,000

The last interstate operations analysis was completed in 2011. Since then, the metro area has grown considerably, and many of the recommendations of the plan have been implemented or are in the process of being implemented. Both MnDOT and NDDOT have scheduled interstate reconstruction projects within the next 5 to 10 years. This study will inform those reconstruction projects relative to future ADT and peak hour volumes, pinch points, weaving issues, potential CD opportunities, and potential need for and feasibility of future interchanges. In addition, the Cass County Comprehensive and Transportation Plan included a planning level alignment of a ring route around the west side of the metro area. Metro Grow called for additional study of this ring route, and a similar facility on the Minnesota side, to provide an efficient alternative route around the metro area. The need for and potential benefit of such a facility will be studied as part of the interstate operations analysis, since these facilities have the potential to serve as a reliever to regional interstate routes.

This project is already programmed to extend into 2023. However, budget from 2022 is likely to need some level of carryover into 2023. An early estimate of 2022 carryover of the consultant budget is \$90,000. The 2023 consultant budget for the project is \$124,445 which includes the amount budgeted for 2023 and Amendment 1, approved in July, 2022. The carryover of the project will also involve additional staff time.

Relation to Planning Factors:

This project primarily addresses economic vitality, safety, security, accessibility and mobility, economic development, integration and connectivity, efficient management and operation, preservation of the existing system, and resiliency and reliability. It also relates to tourism, since I-94 and I-29 are significant routes for tourists traveling to and through the metro region.

Relation to Planning Emphasis Areas:

Tackling the Climate Crisis – addressing future congestion on the interstate highway system through the metropolitan area is a necessary component of reducing greenhouse gas.

Equity and Justice40 in Transportation Planning – with this project, we are studying the impacts of future interstate improvements on low income and minority areas of the community.

Public Involvement – stakeholder groups have been identified that can speak specifically to the needs and issues of interstate highway users.

Planning and Environmental Linkages (PEL) – while this project is not being conducted as a PEL, environmental considerations will be identified relative to recommended roadway modifications.

Data in Transportation Planning – numerous efforts have been made and continue to be made as part of this project to access existing data sources, and to share data between agencies for use in conducting the analysis.

Activities:

- Document existing conditions (safety, volumes, level of service, travel times, peak vs. non-peak operations)
- Use regional TDM to identify future traffic volumes
- Use Streetlight to gather origin/destination information for interstate system
- Use DTA to test impacts of congestion, construction or incidents at key locations on the interstate system
- Use DTA and TDM to run sensitivity analyses of various segments of ring routes around the metro area
- VISSIM analysis (or other visualization/analysis tool) of interstate operations on entire system or where beneficial
- Identify opportunities for collector/distributor facilities and analyze for operational and/or safety benefits
- Identify the needs and opportunities for active transportation crossings of interstate mainline and ramps
- Consider Red River Bridge rehabilitation or replacement
- Address equity considerations identified in MnDOT District 4 Study, including the highway impacting certain populations
- Planning level NEPA considerations
- Need for noise walls
- Flooding considerations
- Freight considerations
- Moorhead rest area
- Snow control measures
- Public and stakeholder engagement
- Prioritized list of future improvements
- Planning level cost estimates
- Buildout Traffic Projections for further analysis of the benefits of a ring route (Amendment 1)

Products

Final Interstate Operations Analysis

Completion Date

~~1st QTR 2023~~

3rd QTR 2023

2021-217 Red River Greenway Study (CARRYOVER)

Participant(s): Metro COG/
Fargo/Consultant

Project Complete – Adopted by Metro COG Policy Board on March 16, 2023.

Total Project Budget:	\$155,000
Estimated Carryover from 2021-2022 UPWP:	\$14,000

A Red River Greenway Study was last completed on the North Dakota side of the Red River in 2008. Since then, many things have changed, including the construction of a floodwall and the acquisition of many properties along the river. Residents have increasingly demonstrated the extent to which they value the river corridor as a bicycle

and pedestrian route for travel within the metro area and an opportunity for exercise in a natural non-traffic environment. However, opportunities exist to improve upon and expand access to areas along the river. Connections with the existing roadway network are critical to improve access to the greenway. Public and stakeholder engagement will be a significant part of the project. Recommendations from the Bicycle Gap Analysis will inform the study. The project is envisioned to begin in the third quarter of 2021, spanning through 2022. This will allow input and priorities from the bicycle and pedestrian plan update to inform the study.

Relation to Planning Factors:

This project primarily addresses accessibility and mobility for pedestrians and bicyclists, promoting energy conservation and improving quality of life, and improving economic development. Improved connectivity of the bicycle and pedestrian network along the Red River and to/from the river is a key component. The outcome of project has the potential to enhance tourism and travel.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – by improving the bicycle and pedestrian network through the recommendations of this study, the metro area will facilitate bicycle and pedestrian travel along the Red River Corridor.

Equity and Justice40 in Transportation Planning – By identifying improved bicycle and pedestrian networks along and to/from the Red River, access to both transportation corridors and recreation areas are made possible in a manner that is accessible to everyone.

Public Involvement – This study incorporates a broad range of public involvement activities and opportunities, including in-person meetings and pop-up events as well as on-line web-based opportunities for input.

Activities:

- Project management and oversight
- Documentation of existing conditions
- Identification of opportunities and constraints
- Identification of alternatives for improvements to the existing system and expansion to the system
- Public and stakeholder engagement
- Written and visual documentation of various improvement/expansion alternatives
- Prioritized list of improvements and expansion projects
- Draft and final report

Products

Final Study and Plan

Completion Date

1st QTR 2023

2022-219 Dynamic Traffic Assignment Scenario Analyses (ATAC) (CARRYOVER)

Participant(s): Metro COG/ ATAC

Project Halted at request of TTC member jurisdictions on August 10, 2023.

Project Budget: \$15,000
Estimated Carryover from 2021-2022 UPWP: \$10,000

Use the DTA model to analyze the effects of construction, detours, road closures, etc. at selected locations within the metropolitan planning area, and work with local jurisdictions to provide information that will allow them to better prepare for and implement travel demand management systems during construction or events.

Relation to Planning Factors:

The DTA Scenario analysis primarily addresses accessibility and mobility, as well as efficient system management and operations by analyzing the impacts of road closures and overlapping construction impacts to traffic flow.

Relation to IJJA Planning Emphasis Areas:

Data in Transportation Planning – the use of DTA is primarily a way of sharing data associated with travel demand modeling across multiple jurisdictions.

Tackling the Climate Crisis – DTA is a tool that can help to better manage the type of traffic congestion that occurs when incidents or roadway closures affect traffic flow has the potential to help reduce greenhouses gases.

Activities:

- Identify scenarios to study
- Set up model to study the scenario and alternatives
- Summarize immediate and longer term impacts
- Identify alternatives to reduce delay and congestion for the traveling public
- Meet and coordinate between ATAC, local jurisdictions, and Metro COG

Products

Model results, summary of results, and recommended Actions

Completion Date

2nd QTR 2023
3rd QTR 2023

2022-223 TH 10 Corridor Study through Dilworth (CARRYOVER)

Participant(s): Metro COG/ Dilworth/MnDOT/Consultant

Project Complete – Adopted by Metro COG Policy Board on May 18, 2023.

Project Budget: \$160,000
Estimated Carryover from 2021-2022 UPWP: \$60,000

The TH 10 Corridor Study through Dilworth will identify the future needs and vision of this portion of TH 10 prior to the initiation of roadway design for reconstruction. The study should consider existing conditions, future capacity needs, traffic control, safety, level of service, relationship to downtown Dilworth, safe routes to school, corridor aesthetics, access management, and impacts to existing and future land uses along the corridor.

Relation to Planning Factors:

This project will primarily relate to economic vitality, safety, mobility, economic development, and system management and operation. It also relates to the

preservation of the existing roadway.

Relation to IJJA Planning Emphasis Areas:

Equity and Justice40 in Transportation Planning – this corridor study is aimed at ensuring public involvement in the planning process and developing strategies that reflect various perspectives, concerns and priorities from impacted areas, many of which are disadvantaged in some way.

Complete Streets – This project is aimed at addressing safety for all road users. Bicyclist and pedestrian safety are of particular concern.

Public Involvement – many steps are being taken to seek input from the public and stakeholders along the corridor and within the community of Dilworth.

Activities:

- Documentation of existing conditions
- Traffic forecasts
- Traffic operations analysis
- Safety analysis
- City infrastructure needs and timing
- Equity considerations identified in MnDOT District 4 study, including the highway impacting certain populations
- Planning level NEPA considerations
- Multi-modal needs for bike/pedestrians, transit and freight
- Coordination with Highway 10 project in Moorhead
- Heartland Trail routing
- Public and stakeholder engagement
- Vision for the corridor
- 2050 needs of the corridor – balance mobility with the city's vision for the corridor
- Corridor alternatives
- Planning level cost estimates
- Project management and oversight
- Draft and final report
- Approval process

Products

Final TH 10 Corridor Study through Dilworth

Completion Date

2nd QTR 2023

2024-205 Moorhead Intersection Data Collection (Year 3 of 3)

Participant(s):

MetroCOG/
ATAC/
Moorhead

Project Budget:

\$12,370

Metro COG and the City of Moorhead will team with ATAC to initiate an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately 18 intersections.

Relationship to Planning Factors:

By having access to up-to-date turning movement count data, the City of Moorhead has the tools to improve mobility and optimize the efficiency of its signalized intersections and overall transportation system, making the roadway network more resilient and reliable.

Relationship to IJJA Planning Factors:

Tackling the Climate Crisis – improved traffic flow and reduced queueing times at traffic signals helps reduce greenhouse gas production.

Data in Transportation Planning – data collected for this project will be useful in multiple studies and efforts.

Activities:

- Place counting equipment (Metro COG and City of Moorhead) at 18 intersections
- Provide video files to ATAC for processing
- ATAC will conduct QA/QC on data collected and processed.
- ATAC will provide data to City of Moorhead for use in traffic monitoring, corridor studies, and signal timing
- Project management and oversight

Products

Completion Date

Intersection turning movement counts

3rd QTR 2024

**2022-224 Moorhead Intersection Data Collection
(Year 2 of 3)
(CARRYOVER)**

Participant(s): Metro COG/
ATAC/Moorhead

Project Budget:

\$6,061.83 (see remaining from 2023-205)

Metro COG and the City of Moorhead will team with ATAC to initiate an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately 18 intersections.

Relationship to Planning Factors:

By having access to up-to-date turning movement count data, the City of Moorhead has the tools to improve mobility and optimize the efficiency of its signalized intersections and overall transportation system, making the roadway network more resilient and reliable.

Relationship to IJJA Planning Factors:

Tackling the Climate Crisis – improved traffic flow and reduced queueing times at traffic signals helps reduce greenhouse gas production.

Data in Transportation Planning – data collected for this project will be useful in multiple studies and efforts.

Activities:

- Place counting equipment (Metro COG and City of Moorhead) at 18 intersections
- Provide video files to ATAC for processing
- ATAC will conduct QA/QC on data collected and processed.
- ATAC will provide data to City of Moorhead for use in traffic monitoring, corridor studies, and signal timing
- Project management and oversight

Products

Intersection turning movement counts

Completion Date

2nd QTR 2023

2022-225 University Drive & 10th Street Corridor Study (CARRYOVER)
2023-225 University Drive & 10th Street Corridor Study
2024-225 University Drive & 10th Street Corridor Study

Participant(s):
 Metro COG/
 Fargo/NDDOI/
 Consultant

Project Budget: \$275,000
Amendment #1: \$125,000

2024 Project Budget: \$129,655.57

Metro COG, the City of Fargo, and NDDOT will study the impacts and feasibility of converting the one-way portion of University Drive and 10th Street (Hwy 81) from a one-way pair to two-way streets between 19th Avenue N and 13th Avenue S. M Traffic forecasts and traffic operations analyses will be conducted to examine the extent to which the roadway sections can be used in their existing configurations and to identify roadway segments that would require reconstruction. Impacts to intersecting and parallel roadways must be identified and analyzed. Impacts to freight and delivery services

shall be identified and analyzed. Impacts to transit routes, bicyclists and pedestrians will be identified and addressed as part of the study. Complete streets components, including on-street parking (where applicable) and aesthetic improvements shall be identified. Roadway components, traffic control modifications, and other improvements needed to make such a change will be identified. Planning level cost estimates will be provided. Stakeholder and public engagement will be conducted to determine the level of support for leaving the corridors the same, and for changing them to two-way streets. A land use and economic analysis will be required to identify the pros and cons of changing this long-standing one-way pair, drawing upon public input received by the City of Fargo during the development of the Core Neighborhoods Plan.

Project was amended by the Metro COG Policy Board on November 16, 2023 to include scoping for the second phase of the project, which was left unscoped in the initial contract in order to incorporate the findings of the initial phase. Phase 2 of the Study, which consists of addressing issues discovered in the first phase, will continue in 2024. The study will also further examine a switch to two-way operations of just the downtown portion of University Drive and 10th Street. It will also address the westward growth of downtown and how bicycle and pedestrian amenities can be integrated to make it more multimodal-friendly.

Relation to Planning Factors:

This broad-based project has some level of relationship to all 10 of the planning factors.

Relation to IJJA Planning Emphasis Areas:

Equity and Justice40 in Transportation Planning – this study examines transportation alternatives along two one-way corridors along which a significant amount of

affordable housing is located. A high level of underserved and disadvantaged households exists in close proximity to these corridors.

Complete Streets – impacts on safety are being examined for all road uses, with special emphasis on pedestrians and bicyclists and adjacent land uses.

Public Involvement – the project involves extensive public engagement, both virtually, on-line, and in person.

Data in Transportation Planning – data developed as part of other recent studies, as

well as the regional travel demand model, has been shared with this project.

Activities:

- Project Management
- Data Collection
- Public and Stakeholder Engagement
- Development of Traffic Projections
- Traffic Analyses
- Identification of complete streets components
- Land use and economic impact analysis
- Freight and delivery service impacts and analyses
- Identification of traffic control modifications and other changes needed if a conversion were to take place
- Conceptual layouts
- Development of planning level cost estimates
- Identify existing and future roadway responsibilities (City of Fargo, NDDOT)
- Draft and final report
- Approval process

Products

University Drive & 10th Street (Hwy 81) One-Way Pair Conversion Study

Completion Date

2nd QTR 2025

2022-226 25th Street S Corridor Study (CARRYOVER)

Participant(s): Metro COG/
Fargo/Consultant

Project Complete – Adopted by Metro COG Policy Board on December 21, 2023.

Project Budget: \$125,000
Estimated Carryover from 2021-2022 UPWP: \$20,000

Metro COG and the City of Fargo will study the future traffic projections, traffic operations, and multi-modal needs along 25th Street S from 32nd Avenue S to 58th Avenue S to determine if changes are needed leading up to anticipated pavement replacement on this section of the corridor. Intersecting and parallel roadways must be identified and analyzed. Existing and future use of the corridor by MATBUS and by bicyclists and pedestrians will be identified and addressed as part of the study. Complete streets components and aesthetic improvements shall be identified. Roadway components, traffic control modifications, and other improvements expected to be needed within the next 20-25 years will be identified. Planning level cost estimates will be provided. Stakeholder and public engagement will be conducted.

Relation to Planning Factors:

To some extent, all of the planning factors are being addressed with this corridor study, with special emphasis on safety, mobility, multi-modal integration, and efficient operations.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – improved traffic operations and traffic flow along this

corridor will help reduce greenhouse gases, as will the integration of improved multi-modal opportunities.

Complete Streets – 25th Street is identified as an Active Living Corridor in the City of Fargo’s Comprehensive Plan, so improving the integration of multi-modal opportunities along the corridor is a special area of emphasis.

Public Involvement – meaningful public involvement is being carried out using on-line, virtual, and in-person methods, with social media and other methods being used to distribute information about engagement opportunities.

Activities:

- Project Management
- Data Collection
- Public and Stakeholder Engagement
- Development of Traffic Projections
- Traffic Analyses
- Identification of complete streets components
- Identification of traffic control modifications and other changes
- Conceptual layouts
- Development of planning level cost estimates
- Draft and final report
- Approval process

Products

25th Street S Corridor Study

Completion Date

4th QTR 2023

**2023-201 NDSU ATAC Participation
2024-201 NDSU ATAC Participation
(Technical Support)**

Participant(s): Metro COG/ATAC

Project Ongoing – Annual Participation by Metro COG and all member jurisdictions. Funded annually per NDDOT contract; currently set to expire September 30, 2024.

Project Budget: \$10,000/year for total of \$20,000

Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably staying abreast of technological advances in the field of traffic analysis and travel demand modeling, among other things. The master contract enables Metro COG to contract with ATAC for the purpose of updating and maintaining the Metro COG Travel Demand Model (TDM), furthering the signalized intersection data collection program, and maintaining/updating the Regional ITS Architecture.

Relation to Planning Factors:

Coordination with NDSU’s ATAC is aimed at addressing all of the planning factors to some extent. The technical assistance provided by ATAC facilitates many of the other work program activities.

Relation to IJA Planning Emphasis Areas:

Data in Transportation Planning – much of the work carried out by ATAC through this contract allows the collection and dissemination of data that reduces the time and cost involved with gathering data specifically for certain studies.

Activities:

- Quarterly meetings with the MPOs and NDDOT to discuss MPO support activities and modeling best practices
- Periodic assistance with travel demand model, and coordination between ATAC and consultants using the model

Products

Ongoing Technical Support and Contracting for Technical Analyses

Completion Date

Ongoing

2023-202 Metropolitan Transportation Plan 2050
2024-202 Metropolitan Transportation Plan 2050

Participant(s): Metro COG/
All Jurisdictions/Consultant

Project Budget: \$400,000
Phase 1 of 2 Portion of Budget: \$86,872.05
Phase 2 of 2 Portion of Budget: \$220,000
2024 Project Budget: \$306,872.05

Metro COG will lead and administer a consultant-led project to complete the next update of the Metropolitan Transportation Plan (MTP). The plan will build upon the steps of the process that have already been completed, such as 2021 traffic and freight counts, updated demographic forecasts, and an updated travel demand model. In addition to identifying the need for future transportation improvements, in the form of both system preservation and system expansion, the plan should build upon the 2045 MTP's efforts to identify and prioritize steps the metro area can take to expand upon transportation system management and operations (TSMO) as a means of managing future increases in traffic volumes. The MTP must be multi-modal in nature, and seek input from the public on the priorities of the transportation system over the next 25 years.

The MPT must incorporate an update to the Congestion Management Process included in the 2045 MTP, to ensure that the requirements of the metro area as a TMA are met or exceeded.

Relation to Planning Factors:

This broad-based plan relates to and draws upon all of the planning factors. At a metro- wide level, the Plan particularly emphasizes integration and connectivity of the transportation system across and between modes for people and freight. Resiliency and reliability, along with system preservation and system management are also critical.

Relation to IJJA Planning Emphasis Areas:

With the possible exception of Federal Land Management Agency Coordination, the

MTP will address all of the Planning Emphasis Areas. The absence of Federal Lands within our MPA, with a few small exceptions in the rural portion of Clay County, are the reason for the exception.

Activities:

- Project Management
- Data Collection
- Public and Stakeholder Engagement
- Development of Traffic Projections
- Traffic Analyses
- Update goals and objectives
- Update of CMP to ensure TMA requirements are met
- Identify future transportation revenues (maintenance and expansion)
- Identify need for future improvements (system preservation and system expansion)
- Development of planning level cost estimates
- Fiscal Constraint
- Draft and final plan
- Approval process

Products

2050 Metropolitan Transportation Plan

Completion Date

3rd QTR 2024

2023-203 Travel Demand Model Update

Participant(s): Metro COG/ATAC

Project Budget:	\$60,000
2023 Portion of Budget:	\$20,000

Project completed on November 30, 2023. Update required for update to the Metropolitan Transportation Plan and SS4A Comprehensive Safety Action Plan.

This project was budgeted for two years – 2022 and 2023, and consists of an update to the metro area travel demand model. The update will incorporate all roadway network changes that have occurred since the last model update. The 2021 traffic count data will be used to calibrate the model to the 2021 base year. An existing + committed (E+C) model will need to be prepared as the starting point for analyzing the performance of the E+C network with 2050 demographic forecasts. The StreetLight platform will be used to update origin designation information within the model.

Relation to Planning Factors:

Primarily, the travel demand model is aimed at promoting efficient system management and operation by providing travel demand forecasts based on predicted levels of growth. The model is also used to review mobility and connectivity. Its broad use by the majority of Metro COG’s plans and studies yields a relationship to all of the planning factors.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – the model provides the basis for analyzing travel time, trip length, and levels of congestion. It is a tool in analyzing our ability to reduce

greenhouse gas production.

Equity and Justice40 in Transportation Planning – the model, along with GIS and Census data, provides the tools to analyze the extent to which congestion or lack of roadway infrastructure affects disadvantaged segments of the metro area. By the same token the impacts of roadway improvements needed to address congestion can also be analyzed as a result of the data provided by the model.

Data in Transportation Planning – the model is shared with consultants carrying out corridor and sub-area studies, and metro-wide plans. Data is shared in this way, reducing the amount of rework necessary for each study, and bringing consistency to the assumptions used.

Activities:

- Update roadway network within model
- Update base year demographics (jobs, households)
- Model calibration – 2021
- Preparation of E+C network
- Run 2050 demographic projections on E+C Network
- QA/QC of model results
- Project management and oversight
- Write-up of modeling approach, tools, and methodology
- Meet and coordinate between ATAC, local jurisdictions, DOTs and Metro COG

Products

Updated and Calibrated Travel Demand Model

Completion Date

4th QTR 2023

2023-204 Electric Vehicle Readiness Study

Participant(s): Metro
COG/ Local
Jurisdictions/Consultant

Project Budget: \$150,000

2024 Project Budget: \$149,953.81

Metro COG will lead and administer this project, which will engage a consultant to advise the metro area on land use and regulatory considerations related to electric vehicle charging infrastructure. The North Dakota and Minnesota statewide electric vehicle charging plans will be reviewed as a starting point. The study will identify existing vehicle charging infrastructure, and anticipated needs in five-year increments over the next 20 years. Coordination with electricity providers will be an important component of this study, to document their capacity to provide the anticipated level of electricity within various parts of the metropolitan area. Charging options and needs will be taken into consideration (e.g., residential, commercial, employer-based, tourism needs, etc.).

Relation to Planning Factors:

This study has the potential to support economic vitality, security, mobility, and resiliency of the metro area by better preparing it to accommodate electric vehicles.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – electric vehicles result in lower greenhouse gas emissions.

Equity and Justice40 in Transportation Planning – the study will examine the best alternatives for electric vehicle charging in portions of the community that are typically underserved and disadvantaged.

Activities:

- Document existing conditions
- Estimate the number of electric vehicles in the vehicle fleet in five-year increments
- Coordination and data collection from electrical providers
- Review of statewide plans and documentation from electricity providers such as Xcel Energy
- Identify issues
- Review existing regulations pertaining to infrastructure provision and make recommendations as to how to best incorporate electric vehicle charging capacity into the urban environment, in both developed and newly developing areas of the metropolitan area.

Products

Electric Vehicle Readiness Study and Plan

Completion Date

4th QTR ~~2023~~ 2024

2023 – 206 Signalized Intersection Data Collection Phase II

Participant(s): Metro COG/
Fargo/Moorhead/ West
Fargo/MnDOT/ Consultant

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Project Budget: \$100,000

2024 Project Budget: \$24,127.75

Metro COG will lead and administer a data collection project carried out by MnDOT which will build upon the intersection data collection and reporting project that was started in recent year. The project results in the on-going day-to-day collection of turning movement counts at signalized intersections. The data can be accessed on a website, and data parameters can be set to any parameters (hours, number of days, specific dates, etc.). The intent of this data collection is to a) provide data for improved traffic signal timing and operation, and b) reduce the need for turning movement counts when traffic impact or corridor studies are done.

Relation to Planning Factors:

Primarily, this project is aimed at planning factors relating to mobility, efficient system management and operation, and reliability.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – The use of the data collected and reported as a result of this study will help reduce traffic congestion at signalized intersections, resulting in a

reduction in greenhouse gas production.

Equity and Justice40 in Transportation Planning – all drivers equally experiencing delay at signalized intersections. Improving operations for all is an equitable use of transportation funds.

Complete Streets – By having access to data about the numbers of pedestrians crossing signalized intersections, traffic engineers can better time traffic signals to accommodate pedestrian traffic.

Data in Transportation Planning – Data gathered as part of this work will be useful in multiple areas of study by multiple entities.

Activities:

- Project Management
- Coordination with cities and MnDOT regarding signalized intersections to include in the project
- Data Collection regarding characteristics of signal equipment, signal timing, travel lanes, etc.
- Implementation of counting program
- Set-up of website reporting

Products

Complete Intersection Data Collection & Reporting

Completion Date

4th QTR 2024

2023-207 Moorhead I-94 & 20th Street Interchange Analysis

Participant(s): Metro COG/ Moorhead/MnDOT/Consultant

Project Budget:	\$150,000
Amendment #1:	\$19,182.87

2024 Project Budget: \$107,639.62

The purpose of this project is to reanalyze interchange concepts at I-94 and 20th Street in Moorhead to determine the feasibility of modifying the interchange to include ramps to and from the east on I-94. This was studied nearly 15 years ago, and the City of Moorhead is interested in reanalyzing the area to determine how ramps to/from the east would affect local traffic flow on the City's street network, and how such a change may fit into the City's future land use plans for the area. Past interchange concepts will be reviewed and new or modified concepts will further examine feasibility of modifying this interchange.

Relation to Planning Factors:

This project relates to the planning factors of supporting economic vitality, accessibility and mobility, economic development, connectivity, and system resiliency.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – by facilitating access to I-94 at 20th Street, circuitous vehicular trips will be reduced, resulting in reduction of greenhouse gases.

Equity and Justice40 in Transportation Planning – studying the feasibility of a full

interchange at this location has the potential to better serve disadvantaged communities in close proximity to 20th Street who currently have to go out of their way or take a slower route on local streets to access eastbound I-94.

Public Involvement – meaningful public involvement will be sought using a variety of methods for engagement and input.

Planning and Environmental Linkages (PEL) – PEL considerations will be included in the form of early identification of environmental impacts and opportunities and constraints.

Data in Transportation Planning – Data from the Interstate Operations Analysis will be made available for use in this study.

Activities:

- Review of background material, such as City's future land use plan, Interstate Operations Analysis, and other pertinent documentation
- Interchange concept development (at least four concepts)
- Analysis of travel demand changes with ramps to/from the east
- Early identification of environmental impacts
- Opportunities and constraints analysis
- Project management and oversight
- Public and stakeholder engagement
- Coordination between Moorhead, MnDOT and Metro COG

Products

Interchange Study Report

Completion Date

~~4th QTR 2023~~

4th QTR 2024

2023-208 – West Perimeter Highway Corridor Study

Participant(s): Metro COG/Cass County/Consultant

2024 Project Budget: \$150,000

The purpose of this study would be to pick up where the Interstate Operations Analysis left off relative to future needs of the corridor. The Interstate Operations Analysis projected ADT volumes that would make this one of the most heavily traveled highways in Cass County. The timing of the study is critical in that excess right-of-way purchased for the Red River Diversion is available for the portion the corridor north of I-94. In the future, this property will need to be placed on the market, but the opportunity exists for the County to purchase all or a portion of the property. If delayed, the right-of-way will either no longer be available or will cost significantly more in the future. South of I-94, section line corridors exist, minimizing the need for additional right-of-way.

The study would serve as a template for moving forward into the project development process and would allow the metro area to apply for grants to construct the project.

Relation to Planning Factors:

The study will address land use and access management controls needed to protect the long-term mobility and suitability of the corridor for freight and

regional travel.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – the study will provide connectivity to the roadway network both within and outside the area protected by the Diversion Project, intended to prevent annual and seasonal flooding of the urbanized areas of the Red River Valley.

Complete Streets – the study will provide for such features as roadway alignment, structures, drainage, safety considerations and access management.

Public Involvement – they study will incorporate robust and meaningful public involvement using a variety of methods for engagement and input.

Planning and Environmental Linkages – the study will conduct early identification of environmental and permitting issues.

Activities:

- Project management
- Data collection
- Conceptual layouts
- Identification of roadway features
- Development of traffic projections
- Public and stakeholder engagement
- Early identification of environmental considerations
- Planning level cost estimates
- Preparation and presentation of final report
- Approval process

Products

West Perimeter Highway Corridor Study

Completion Date

2nd QTR 2025

**2023-209 – Horace Downtown Core
Neighborhoods Plan**

Participant(s):

MetroCOG/Horace

2024 Project Budget: \$128,777.39
(\$81,473.12 in Complete Streets Set-Aside Funds which requires NO local match)

The City of Horace has requested a study that would focus on their core neighborhoods and their downtown area. These areas were initially built without the pedestrian and bicycle features being put into the newly developed areas of the city, and connectivity to surrounding neighborhoods is limited. The City of Horace is looking for guidance for bicycle and pedestrian safety and connectivity improvements, traffic calming, conceptual designs of downtown neighborhood streetscape, areas for communal gathering, and overall accessibility to the City's core.

Relation to Planning Factors:

The City of Horace seeks assistance with adding bicycle and pedestrian infrastructure in its core downtown neighborhoods which were developed without any. The intent is to identify complete streets strategies and infrastructure that responds to desired outcomes of Horace's downtown residents and creates a safe and welcoming environment for both transportation and community needs.

Relation to IJJA Planning Emphasis Areas:

Equity and Justice40 in Transportation Planning – The neighborhoods surrounding Horace's traditional downtown area are comprised of affordable single-family and senior residences as well as a mobile home park. Unlike the newer areas of Horace, the residents are generally lower income and older than other areas of the community. Currently, no sidewalks or other bicycle and pedestrian amenities exist to provide safe opportunities to access downtown businesses as well as public parks within the neighborhoods. This study is specifically looking at retrofitting infrastructure within these neighborhoods to give those residents the same opportunities as the newer, wealthier areas of Horace.

Complete Streets – development of a specific Complete Streets strategy will guide future growth and redevelopment of Downtown Horace.

Data in Transportation Planning – collection of quantifiable data will be important in assessing multi-modal infrastructure needs.

Public Involvement – will be robust and crucial for success in an area which is actively engaged and vocal regarding their community.

Planning and Environmental Linkages – the study will conduct early identification of environmental and permitting issues.

Activities:

- Project management
- Data collection
- Identification of existing roadway features
- Public and stakeholder engagement
- Development of a specific Complete Streets strategy
- Planning level cost estimates
- Preparation and presentation of final report
- Approval process

Products

Horace Downtown Neighborhood Plan

Completion Date

2nd QTR 2025

2023-210 – SS4A (Safe Streets & Roads For All) Comprehensive Safety Action Plan

Participant(s): Metro COG/Cass County/Fargo/West Fargo/Horace/Clay County/Moorhead/ Dilworth/

2024 Project Budget: \$193,091.63 (funded by direct FHWA grant)

Metro COG and area jurisdictions understand our shared responsibility in eliminating fatal and serious crashes for all roadway users, including those who walk, bike, drive, ride transit, and travel by other modes in our community. We are committed to a holistic approach in how we think about transportation safety and how we prioritize investments across the entire transportation system so that we can build a safe and better system for all users of all modes.

By developing the first regional comprehensive safety action plan for the Fargo-Moorhead MSA, our area will commit to providing a framework of innovative strategies and implementation actions that will ensure crash reductions and support federal safety initiatives. Through expanded collaboration with regional stakeholders and community members, as well as guidance from FHWA's Safe System approach and SS4A's Action Plan Components, Metro COG and area jurisdictions will develop a joint comprehensive safety action plan that is visually appealing, easy for policymakers and stakeholders to understand, and communicates action plan strategies and recommendations.

Relation to Planning Factors:

Safety analysis, including an analysis of regional trends, contributing factors, and patterns of transportation-related accidents in the region will provide work products which can be implemented right away and provide local jurisdictions the basis for seeking grant funding to address safety issues in their own communities.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – climatic changes which may affect long-term traffic patterns and the overall transportation system in the region.

Equity and Justice40 in Transportation Planning – transportation equity review, including an assessment of regional equity indicators related to accessibility, connectivity, environment, health, engagement, and effectiveness, and how transportation systems affect and/or influence safe and equitable outcomes.

Data in Transportation Planning – robust data collection and analysis, as well as a peer review of comparable metropolitan communities.

Public Involvement – stakeholder and engagement plan with a strong emphasis on equity and outreach to BIPOC, New Americans, historically marginalized communities and economically disadvantaged communities.

Activities:

- Project management
- Data collection
- Perform a safety analysis of existing conditions
- Public and stakeholder engagement
- Transportation equity review

- Development of a dashboard and toolkit
- Creation of an implementation matrix
- Preparation and presentation of plan
- Approval process

Products

Dashboard, Toolkit, Implementation Matrix, and Comprehensive Safety Action Plan

Completion Date

4th QTR 2024

2024-208 211 Heartland Trail Alignment Analysis

Participant(s): Metro COG/
Clay County/Moorhead/
Dilworth/Hawley/
Consultant

Project Budget: \$250,000
 2024 Budget: ~~\$125,000~~187,500 (~~\$100,000~~150,000 in CPG Funds + \$25,000 in local match)
 2025 Budget: ~~\$125,000~~62,500 (~~\$100,000~~50,000 in CPG Funds + ~~\$25,000~~12,500 in local match)

Project currently underway as of January 2024. Proposed 2025 funding to be incorporated into upcoming 2025-2026 UPWP. Project expected to be completed in mid-2025. City of Hawley chose not to participate so PartnerSHIP 4 Health (of Minnesota) stepped in to provide local match. (A new project number has been assigned: 2024-211)

The purpose of this project is to build upon the work that has been done with the Heartland Trail alignment previously identified by Metro COG in consultation with the Heartland Trail Committee. The study would document planning level opportunities and constraints associated with the route previously identified and would identify potential routes that are likely to overcome constraints. Route characteristics such as right-of-way, wetlands, prime farmland, cultural or historical features, land use, and so forth will need to be documented to identify route alternatives. Public and property owner engagement will need to be included as part of the project. Funding opportunities should be researched and documented. The overall goal of the project is to provide the type of plan that can be used to secure funding for this facility.

Only half of the project is expected to be completed in 2024. The 2025-26 UPWP will need to include the other half of the project budget in 2025.

Relation to Planning Factors:

This study will address a broad range of planning factors, including economic vitality, safety, accessibility and mobility, environment, economic development, connectivity, and tourism.

Relation to IJA Planning Emphasis Areas:

Tackling the Climate Crisis – the Heartland Trail will serve bicyclists and pedestrians, resulting in a facility that will not increase greenhouse gases.

Equity and Justice40 in Transportation Planning – the planning of a regional trail moves our region in the direction of providing a low-cost opportunity for recreation and

transportation that is accessible to all users. Public health benefits of trail use are equally accessible to all.

Complete Streets – this study will review connectivity to the future trail, looking at the safety and convenience of accessing the trail from local roadway networks.

Public Involvement – public and stakeholder engagement efforts will seek input from all potential users in both urban and rural areas served by the trail.

Planning and Environmental Linkages (PEL) – a significant aspect of this study will be reviewing the characteristics of route alternatives, and conducting an early identification of environmental issues, opportunities, and constraints.

Activities:

- Documentation of surrounding trail network
- Documentation of existing conditions in area where routes will be sought
- Coordination with Study Review Committee
- Data collection – right-of-way, wetlands, cultural/historical, land use, terrain, soils, prime farmland, etc. as needed for planning level alignment and property owner coordination
- Comparison of route alternatives
- Early identification of environmental considerations
- Identification of opportunities and constraints
- Project management and oversight
- Public and stakeholder engagement
- Preparation of graphics showing data collected and alignment alternatives, and a draft and final report
- Approval process

Products

Heartland Trail Alignment Study

Completion Date

3rd QTR 2025

2024- 212 MATBUS 2026-2030 Transit Development Plan

Project Budget: \$200,000

Participant(s):

2024 Budget: \$100,000

Metro COG/Consultant

In 2024, the Metro COG will begin updating the 2021-2025 Transit Development Plan (TDP) for the Metropolitan Area. Metro COG will work in cooperation with MATBUS on the TDP update. A portion of the scope of work will require procurement of a consultant and Metro COG staff will work in coordination on various aspects of the TDP update. The TDP update will address transit operations within the metro area for the years 2026-2030.

Relation to Planning Factors:

This broad-based plan relates to and draws upon all of the planning factors. At a metro-wide level, the Plan particularly emphasizes integration and connectivity of the transit system for all people. Resiliency and reliability, along with system preservation and system management, are also critical.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Change – efficient use of public transit is a proven method to reduce carbon and greenhouse gas emissions; low or no-emission transit vehicles even more so.

Equity and Justice⁴⁰ in Transportation – transit service provides low-cost transportation to a wide cross-section of the community, especially disadvantaged and underserved communities. Reducing single-occupancy vehicle use helps in the overall reduction of carbon and greenhouse gas emissions in dense, high-volume transportation corridors.

Complete Streets – making our streets safe and easy to use for all modes of transportation, including transit, increases the efficiency and effectiveness of the overall transportation system.

Public Involvement – robust public engagement and outreach by a variety of means throughout the

Planning and Environmental Linkages (PEL) – identify any potential environmental issues associated with the establishment of new, or expansion of existing transit routes.

Data in Transportation Planning – data collection and analysis will help policy makers, administrators and management make informed decisions.

Activities:

- Analysis of existing routes
- Analysis of route changes based on existing and future land use, density, ridership, and demand based on public input
- Analysis of future needs and trends such as micro transit
- Transit asset management
- Performance targets and measures
- Public engagement
- Project Management

Products

Completion Date

2026-2030 Transit Development Plan

4th QTR 2025

2024-215 – Metro Railroad Needs Study

Participant(s): Metro COG/Cass County/Fargo/West Fargo/Horace/Clay County/ Moorhead/Dilworth/BNSF Railroad/Consultant

2024 Project Budget: \$100,000

Total Project Budget: \$400,000 (\$250,000 in CPG Funding with \$62,500 match from BNSF, and \$87,500 in overmatch from BNSF)

BNSF Railroad has participated in two meetings with Metro COG and additional meetings with local officials to request the metro area's participation in a rail study. They have offered \$150,000 in financial participation. Local jurisdictions have identified several matters that they would like studied relative to railroad bridges, street alignments near railroads, conversion of at-grade crossings to grade separations, and future roadway extensions that will require railroad grade separations.

Relation to Planning Factors:

This study will address a broad range of planning factors, including economic vitality, safety, access and mobility, environment, economic development, connectivity, resiliency and reliability.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – evaluate vehicular idling time at rail crossings and options to reduce or eliminate these activities.

Equity and Justice40 in Transportation Planning – review and assess impacts of regional equity indicators related to accessibility, connectivity, environment, health, engagement, and how transportation systems affect and/or influence safe and equitable outcomes.

Complete Streets – evaluate the safety and connectivity of the transportation system located within rail corridors, paying particular attention to safety of at-grade rail crossings.

Data in Transportation Planning – robust data collection and analysis to prepare for planned growth and economic development.

Public Involvement – strong engagement with multiple local jurisdictions as well as engagement with underserved and disadvantaged communities within the corridor study areas.

Planning and Environmental Linkages – the study will conduct early identification of environmental and permitting issues.

Activities:

- Project Management and Administration
- Transportation Equity Review
- Data Collection
- Coordination with Stakeholder Review Committee
- Safety Analysis of Existing and Proposed Conditions
- Public and Stakeholder Engagement
- Planning Level Cost Estimates
- Preparation and Presentation of Plan

- Approval Process

Products

Metro Rail Needs Study

Completion Date

4th QTR of 2025

2024-213 15th Avenue N Corridor Study

Participant(s): Metro COG/
Clay County/
Dilworth/Consultant

Project Budget: \$150,000 (\$120,000 in CPG Funding)

The purpose of this project is to study the future needs and characteristics of the 15th Avenue N corridor, starting at the Red River Bridge, and extending to Clay County Highway 11. The study will identify existing conditions, existing and future traffic characteristics, future capacity needs, and multi-modal characteristics that would benefit the adjacent areas of future development.

The study will also need to examine the future right-of-way needs of the corridor, along with opportunities and constraints associated with greater urbanization of the corridor, such as an urban section of roadway. The drainage ditch along the corridor must be taken into consideration, both from a roadway design perspective, and from a future connectivity perspective, since the drain limits the feasibility of vehicular, pedestrian, and bicycle connectivity to 15th Ave. N from the south.

Relation to Planning Factors:

This project will address a broad array of the planning factors, including safety and security, accessibility and mobility, economic development, connectivity, multi-modal integration, system management and operations, and reliability.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – as Moorhead and Dilworth grow, the 15th Avenue N corridor has the potential to serve as an improved connection between Clay County Highway 11 and the core of both cities, including the 15th Avenue N / 12th Avenue N bridge over the Red River. The corridor has the potential to remove traffic congestion from US 10, reducing the production of greenhouse gas.

Equity and Justice40 in Transportation Planning – improving this corridor as a route into and out of the metro area has the potential to better serve disadvantaged areas in close proximity to the corridor, and to improve conditions along the parallel route of US Highway 10.

Complete Streets – the study will consider multi-modal approaches to corridor design alternatives.

Planning and Environmental Linkages (PEL) – the study will conduct early identification of environmental and permitting issues.

Activities:

- Review of relevant studies, including the US Highway 10 study through Dilworth which is expected to be completed in 2023
- Documentation of existing conditions
- Coordination with Study Review Committee
- Data collection – right-of-way, hydrology, wetlands, cultural/historical, land use, terrain, soils, prime farmland, etc. as needed for planning level alignment and stakeholder coordination
- Comparison of alternatives
- Identification of future ROW needed
- Planning level cost estimates
- Identification of future multi-modal roadway characteristics
- Project management and oversight
- Public and stakeholder engagement
- Preparation of graphics showing data collected and corridor alternatives, and a draft and final report
- Approval process

Products

15th Avenue N Corridor Study

Completion Date

4th QTR 2024

2024-214 West 94 Area Transportation Plan

Participant(s): Metro COG/
West Fargo/Consultant

Project formally known as “15th Street West Connectivity Study (I-94 and Sheyenne Diversion Overpass” and assigned new project number from 211 to 214.

Total Project Budget: Funding)	\$ 32500 ,000 (\$26040 ,000 in CPG
2024 Project Budget: Funding)	\$ 150200 ,000 (\$16020 ,000 in CPG
<u>2024 Amendment #1 Budget:</u>	<u>\$25,000</u> (<u>\$20,000 in CPG Funding</u>)
2025 Project Budget: Funding)	\$ 10050 ,000 (\$80120 ,000 in CPG

The purpose of this project is to build upon the concept that was developed as part of West Fargo’s 13th Avenue S Corridor Study in approximately 2018-2019. As part of that study, a concept was developed that identified a future connection of 15th Street West over both the Sheyenne Diversion and I-94. The study would further examine the opportunities and constraints of such a connection, alignment alternatives, and provide planning level cost estimates.

The study will also need to examine the future right-of-way needs of the corridor, along with opportunities and constraints associated with greater urbanization of the corridor in the area that will receive protection from the Red River Diversion. Multi-modal characteristics should be considered, as well as connectivity to other roadways.

Amendment #1 - While previous planning efforts have provided some initial analysis of a conceptual reconfiguration of the interchange of I-94/Main Ave/26th St, no

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development was anticipated in the West 94 Area. This additional task will provide traffic modeling for a reconfigured interchange at I-94/Main Ave/26th St, which will include estimated trips generated from the West 94 Area.

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Relation to Planning Factors:

This study will address a broad array of planning factors including economic vitality and economic development, accessibility and mobility, environment, and integration and connectivity for multiple modes of travel.

Relation to IJJA Planning Emphasis Areas:

Public Involvement – this project will seek to engage the public through a variety of methods including online, virtual, and in-person.

Planning and Environmental Linkages (PEL) – early identification of environmental issues as well as opportunities and constraints will be part of this analysis.

Activities:

- Review of relevant studies, including the 13th Avenue S Corridor Study completed in approximately 2019 and the Northwest Metro Transportation Plan, which addressed the nearby interchange of I-94 and Main Avenue, and the Interstate Operations Analysis, which is expected to be completed in 2023.
- Documentation of existing conditions
- Coordination with Study Review Committee
- Data collection – right-of-way, hydrology, wetlands, cultural/historical, land use, terrain, soils, prime farmland, etc. as needed for planning level alignment and stakeholder coordination
- Comparison of alternatives
- Early identification of environmental issues and permitting
- Identification of future ROW needed
- Planning level cost estimates
- Identification of future multi-modal roadway characteristics
- Project management and oversight
- Public and stakeholder engagement
- Preparation of graphics showing data collected and corridor alternatives, and a draft and final report
- Approval process

Products

Completion Date

West 94 Area Transportation Plan

4th QTR 2025

2024-227 Dilworth 8th Avenue Extension Study Participant(s): MetroCOG/Dilworth

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Total Project Budget: \$150,000 (\$120,000 CPG)

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The purpose of this project is to study the extension of 8th Avenue from 34th Street through Dilworth's growth area [Rest of this page intentionally left blank.] growth northern to 60th Street.

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When the Dilworth Walmart was constructed, 8th Avenue provided its primary access off of 34th Street. The roadway was constructed to the edge of the Walmart property, with the idea that it would someday continue eastward providing for a continuous collector roadway that would facilitate trips to the shopping center.

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As Dilworth continues its expansion northward, the need for this collector roadway has increased. This connection was identified in the TH10 Corridor Study through Dilworth as providing opportunity for Dilworth residents to connect to the shopping center. This was particularly poignant due to the fact that an Origin/Destination analysis indicated that TH10 was primarily utilized by Dilworth residents rather than commuters.

The study will look at 8th Avenue from 34th Street to 60th Street as well as the extension of Main Street through the area where Bob Marshall Field is located and connecting to the future alignment of 8th Avenue. The study will also include an analysis of significant intersections along the corridor and provide concepts for alternative intersection treatments (roundabouts). The City of Dilworth is currently developing a large regional park on the north side of where Bob Marshall Field. Both Main Street and 8th Avenue will provide access to this regional park, which will have to be considered as part of the corridor study. Land use on adjacent parcels will also have to be considered in order to ensure that orderly development can be attained. Currently, a developer is interested in building medium to high-density residential along a portion of the future 8th Avenue extension. The roadway alignment must consider how development can be accommodated in a logical fashion to facilitate orderly development, a logical roadway pattern, as well as make connections to existing developments.

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Relation to Planning Factors:

This study will address a broad array of planning factors including economic vitality and economic development, accessibility and mobility, environment, and integration and connectivity for multiple modes of travel.

Relation to IJA Planning Emphasis Areas:

Public Involvement – this project will seek to engage the public through a variety of methods including online, virtual, and in-person.

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Activities:

- Review of relevant studies, including the TH10 Corridor Study through Dilworth, Dilworth's Comprehensive Plan and Transportation Plan
- Documentation of existing conditions
- Coordination with Study Review Committee
- Data collection – right-of-way, hydrology, wetlands, cultural/historical, land use, terrain, soils, prime farmland, etc. as needed for planning level alignment and stakeholder coordination
- Comparison of alternatives
- Land use and development analysis, as well as a wholistic review of the development/roadway pattern of Dilworth. The consultant will also have to

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review proposed developments being considered by the City of Dilworth for incorporation into the roadway alignment alternatives

- Identification of future ROW needed
- Planning level cost estimates
- Identification of future multi-modal roadway characteristics
- Project management and oversight
- Public and stakeholder engagement
- Preparation of graphics showing data collected and corridor alternatives, and a draft and final report
- Approval process

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Products	Completion Date
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8 th Avenue Extension Study	4 th Quarter 2024
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2024-228 Kindred Comprehensive Plan	Participant(s): MetroCOG/Kindred
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Total Project Budget:	\$100,000
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The objective of this project is the preparation of a new Comprehensive and Transportation Plan for Kindred, North Dakota which will document a vision for the city's future and provide strategic guidance relative to future growth decisions. This plan will examine existing conditions and economic, demographic, and social trends in the city and surrounding area, as well as an in-depth look at transportation and related infrastructure needs. Emphasis will also be placed on an assessment of existing land use patterns, an analysis of supplementary planning strategies, goals and policies, and an action and implementation matrix to achieve community objectives and initiatives. Important roadway corridors including County Highway 15 and County Highway 18 will be analyzed as part of a citywide transportation plan to improve mobility and safety for pedestrians, bicyclists, and vehicular traffic. The total project cost will be \$100,000.

Based on the scope of work, 90 percent of work elements are eligible to be funded by an 80/20 split (\$72,000 federal Consolidated Planning Grant funds, \$18,000 local match). The remaining 10 percent (\$10,000) is based on scope of work elements ineligible for federal transportation funds and would be 100 percent locally funded. The total local match for eligible and ineligible scope of work elements (\$28,000) will be split evenly between the City of Kindred (\$14,000) and Cass County (\$14,000).

Activities:

- SRC Meetings
- Public Presentations/Open Houses
- Document Development
- Citywide Transportation Plan
- Future Land Use Planning

Products

Final Comprehensive and Transportation Plan

Completion
Date

2nd QTR 2025

300 Federal Transportation Planning Documentation

Objective:

To develop, research, and implement Federal transportation planning directives and regulations.

Relation to Planning Factors:

All planning factors relate to the work carried out in this section of the UPWP.

Relation to IJJA Planning Emphasis Areas:

All Planning Emphasis Areas are addressed by this task, although the metropolitan planning area does not typically need to address federal land management agency coordination due to the limited amount of federal lands.

Assigned Staff Hours in UPWP:	2023	2024
	2,757	2,777

Previous Accomplishments:

- 2021-2024 Transportation Improvement Program
- 2022-2025 Transportation Improvement Program
- Implementation of Public Participation Plan
- Preparation of an updated Public Participation Plan
- Title VI Audit in 2021
- Updated Title VI and Non-Discrimination Plan and Limited English Proficiency Plan
- Initiating a Congestion Management Process
- 2021-2022 UPWP and amendments
- Ensuring compliance with Federal and state rules and regulation
- Working with NDDOT, MnDOT, FHWA, and FTA on the transition to a Transportation Management Area

Figure 18 provides a breakdown of staff hours and budget in Federal Transportation Planning Documentation.

Figure 18 Activity Budget and Funding Source Split for Program Area 300

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$121,333	80%	\$124,352	\$245,685
Local	20%	\$30,333	20%	\$31,088	\$61,421
Total	100%	\$151,666	100%	\$155,440	\$307,107

301 Transportation Improvement Program (TIP)

Participant(s): Metro COG

This effort involves maintaining and developing the Metro COG Transportation Improvement Program (TIP) to provide a program of Federal-aid transportation projects. Amendments are processed and approved as needed, and follow-up coordination and communication with NDDOT and MnDOT are carried out. The TIP includes at least

four fiscally-constrained years of programming and a prioritized listing of projects with a financial plan that will lead to project implementation. Metro COG coordinates with North Dakota and Minnesota Departments of Transportation to ensure that our TIP informs both the North Dakota and Minnesota Statewide TIPs.

Activities:

- Development of the 2023 (2024-2027) and 2024 (2025-2028)TIPs
- Process TIP Amendments, as required
- Develop Annual List of Obligated Projects (ALOP) for 2023 and 2024
- Coordinate with local jurisdictions
- Annual solicitation of project applications for direct suballocations of Surface Transportation Block Grants (STBG), Transportation Alternatives (TA), and Carbon Reduction Program funds.
- Review of applications and coordination necessary to prioritize projects for funding and inclusion in the TIP
- Review and processing of other applications for which solicitation and project selections are not made by Metro COG, such as applications outside the UZA, any HSIP applications, and NHS Regional projects

Products

2024-2027 TIP
 2025-2028 TIP
 TIP amendments
 Annual List of Obligated Projects
 Annual solicitations and project prioritization

Completion Date

3rd QTR
 3rd QTR
 As required
 with each TIP
 Annually

302 Unified Planning Work Program (UPWP) and Budget Maintenance and Reporting Participant(s): Metro COG

In 2023 Metro COG will amend the UPWP and budget as required and in 2024 to reflect changes in the two-year UPWP and budget. An annual Indirect Rate will be developed in conjunction with staff accountant and North Dakota Department of Transportation. Maintenance of CPG agreements with MnDOT and NDDOT will be carried out. Metro COG will provide quarterly reports to NDDOT and MnDOT, and will develop and submit the annual report to MnDOT and NDDOT. Monthly reports will be prepared for the Policy Board.

Activities:

- Maintenance and update of the two-year UPWP
- Develop, process and approve UPWP amendments
- Coordination with NDDOT, MnDOT, FHWA and FTA on UPWP issues
- Monthly reports to the Metro COG Policy Board
- Quarterly Reports to NDDOT and MnDOT
- Development and distribution of the Annual Report.
- Development and release of RFPs for 2025 projects
- Consultant selection for 2025 projects

Products

2023-2024 Updated UPWP / Amendments
2023-2024 Quarterly Reports to ND and MN DOTs
2023 Annual Report
2024 Annual Report
2023-2024 Monthly Reports to Policy Board
2023-2024 Quarterly Reports to Policy Board
2025 Requests for Proposals

Completion Date

On-going
Quarterly
1st Qtr
1st Qtr
Monthly
Quarterly
On-going

303 Public Participation

Participant(s): Metro COG

Public participation activities include coordination and facilitation of required program elements. Additionally, this category allows Metro COG to participate in informational and education events. These events or speaking opportunities are generally related to informing the public about the overarching mission of the Metropolitan Planning Organization (MPO). In other cases, these events may include specific opportunities for Metro COG staff to become better informed about local projects and activities that relate to transportation. This activity also includes the update and maintenance of the Metro COG Public Involvement Database and Reporting System.

The Public Participation Plan (PPP) outlines the many ways in which Metro COG engages the public, stakeholders, the media and the traditionally underserved populations in our transportation and community planning activities.

Products

Implementing the PPP

Completion Date

Ongoing

304 Congestion Management Process

Participant(s): Metro COG

This effort consists of consideration of the CMP in Metro COG transportation planning efforts to improve the performance of the existing multimodal transportation systems, maximize safety and mobility of people and goods in the region, and identify specific measures to relieve recurring and non-recurring vehicle congestion. Data will be collected and used as needed. Metro COG will work with local jurisdictions, MnDOT and NDDOT to implement recommendations aimed at identifying and resolving metro area causes of recurring and non-recurring congestion. Projects in the TIP will be reviewed annually to identify opportunities to implement CMP recommendations.

Data may be purchased to review and assess congestion and incorporate it into the CMP.

As a TMA, Metro COG will need to review and update the CMP periodically to ensure that the process is sufficient. A review and potential update is planned as part of the scope of work for the 2050 MTP.

Activities:

- Implementation of CMP recommendations
- Updating of Metro COG documents
- Annual analysis of CMP in the TIP
- Analysis of CMP in MTP and Performance Measures
- Updating and improving upon CMP as needed with the 2050 MTP Update

Products

Implementation of CMP recommendations
Update CMP with 2050 MTP

Completion Date

On-going
~~1st QTR 2024~~ 3rd QTR 2024

305 Federal and State Rules and Regulations Compliance and Maintenance

Participant(s): Metro COG

This task includes updating and maintaining Metro COG documents, reports and procedures to be compliant with changes in federal legislation, FHWA/FTA policy, North Dakota Century Code, NDDOT and MnDOT and oversight agency policy. At times, Metro COG may need to develop policy statements in response to critical federal and state transportation regulations, programs, policies, or plans. Metro COG will participate in events and review documents prepared by these entities to ensure that programs adopted by Metro COG are being adequately reflected and addressed.

Activities:

- Participate in FTA Triennial Reviews of MATBUS
- NDDOT Mid-year review preparation and follow-up
- Federal Certification Review
- Implement Certification Review Action Plan for Metro COG's programs
- Update and maintenance of 3C Agreement
- Review and update of bi-state MOU

Products

Updated Documents
Certification Review
Mid-year reviews (2023-2024)

Completion Date

Ongoing
As required
2nd QTR

306 Civil Rights / Title VI / LEP/ Environment Justice

Participant(s): Metro COG

Metro COG ensures compliance with Metro COG's Title VI Policy, Environmental Justice Policy (EJ) and Limited English Proficiency (LEP) Policy by carrying out the programs which include maintaining the required documents and reports. Implementation of the Plans will be applied across all Metro COG programs. If applicable, Metro COG will monitor sub-recipient's compliance of Title VI requirements. Civil rights activities will be communicated to FHWA and FTA. Metro COG will participate in regional equity forums to ensure that transportation is incorporated into broader planning and equity initiatives. Metro COG will maintain data and update annually the Environmental

Justice areas for inclusion in the TIP, MTP and other documents and reports generated by Metro COG. Metro COG will develop, publish and distribute an Annual Report of Title VI Activities.

Activities:

- Development of annual reports related to Title VI
- Maintaining database of related data

Products

2023 Annual Report on Title VI /LEP Activities
 2024 Annual Report on Title VI /LEP Activities
 2023 Annual report of Environmental Justice areas
 2024 Annual report of Environmental Justice areas
 Maintenance and update of Title VI, LEP and environmental justice plans

Completion Date

1st QTR 2023
 1st QTR 2024
 1st QTR 2023
 1st QTR 2024
 On-going

307 Metropolitan Transportation Plan (MTP) Implementation and Maintenance

Participant(s): Metro COG

In 2023 and 2024 Metro COG will be working on the 2050 MTP. While this plan is being developed, the agency will seek to further the implementation of the adopted MTP entitled Metro Grow, the 2045 MTP. Implementation will be accomplished through the development and completion of smaller work tasks relevant to the surface transportation program for the FM Metropolitan area. Metro COG will annually review the MTP in coordination with the TIP development process to ensure consistency between the MTP and projects seeking federal aid, and respond to early opportunities for input on environmental documents being prepared for projects moving toward final design and implementation to ensure consistency with adopted plans and with the TIP. Metro COG periodically reviews and assesses key elements of the MTP to ensure the document is still valid and consistent with local, state, and federal objectives and initiatives.

Activities:

- Amend the 2045 MTP as required
- Annual review of the TIP projects against the of goals and objectives of the 2045 MTP
- Respond to Solicitation of Views letters received for projects in the metropolitan planning area

Products

Implementation of the goals of the 2045 MTP

Completion Date

On-going

308 US Census Coordination and Technical Assistance

Participant(s): Metro COG

Metro COG annually allocates resources to update GIS databases respective to Census data and ACS data. Certain census and ACS information is critical to aspects of

the overall transportation planning program; inclusive of tract, block group, and block level demographic and socioeconomic data that supports the travel demand model calibration process, amongst other program activities. Further, census data and associated demographic data establishes a starting point for development of the federal-aid urban area boundary and acts as baseline data for subsequent socioeconomic and demographic forecasts for the FM Metropolitan area. In 2019 and 2020, Metro COG assisted with 2020 Census related activities as well as maintained and updated the Environmental Justice Database based on Census and ACS data as necessary. In 2021-2022, on-going review of the status of 2020 Census data was monitored. Metro COG began to familiarize ourselves with the results of the 2020 census after various data sets became available. In late 2022 and early 2023, we will review our metropolitan planning area and urbanized area and respond to questions and requests for assistance from the Census Bureau. Metro COG will provide input aimed at improving our ability to carry out transportation planning and forecasting over the next 10 years.

Activities:

- Provide GIS assistance
- Review data as it becomes available
- Update the UZA as needed
- Provide other technical assistance relative to census tracts and changes that have occurred in the metropolitan planning area over the past 10 years.

Products

Technical Assistance and review related to the 2020 Census

Completion Date

On-going

309 TMA Transition

Participant(s): Metro COG/NDDOT

Metro COG anticipates transitioning to a TMA in the fall of 2022 (onset of Federal FY 2023) based on the expected results of the 2020 census. Time spent in this program area will ensure that Metro COG is working towards and ready to meet the requirements of a TMA certification review. During 2022, this has involved updating the Policy Board bylaws to ensure TMA requirements are met. It has also involved a large amount of coordination and communication with local jurisdictions to establish an understanding of Metro COG's and their responsibilities regarding the programming and use of sub-allocated funds.

Activities:

- Increase familiarity with regulations related to TMAs
- Document any further changes or efforts needed as a TMA form of an MPO
- Train staff and acquire resources needed to carry out requirements
- Report to TTC, Executive Committee and Policy Board

Products

Preparation for TMA Certification

Completion Date

On-going

310 TIP Project Monitoring

Participant(s): Metro COG/ NDDOT

The onset of the TMA designation and the direct sub-allocation of STBG, TA and Carbon Reduction funds will make it extremely important that Metro COG is staying continually apprised of the status of projects as they move through the project development process. This task involves on-going meetings with local engineering staff to monitor the stages of project development to ensure that they are on track to be completed in the funding year identified in the TIP. This task will involve working with local governments to ensure eligibility for federal funding as the project evolves, cost estimates are up-to-date and milestones associated with project development are being met. If a project falls behind schedule or if costs are higher than anticipated, making project completion infeasible in the scheduled timeframe, this task will also coordinate with task 301 – TIP Development to make the necessary adjustments in project programming to ensure that the metro area's direct sub-allocations are spent on time.

This task will inherently involve monitoring the extent to which the projects meet the goals, objectives, and intent of the MTP and any relevant corridor studies or sub-area plans that have been completed.

Activities:

- Monthly meetings with local jurisdictions to monitor project development status
- Participation in project development team meetings
- Identification and monitoring of back-up projects that can be moved into the TIP in the event that another project becomes infeasible for construction during the designated fiscal year
- Report to TTC, Executive Committee and Policy Board

Products

Completion Date

Monitoring of project status for projects funded by TMA sub-allocation On-going

400 Technical Transportation Data & Analysis

Objective:

To conduct technical analysis of Metro COG's core responsibilities; implement and maintain the regional Metropolitan Transportation Plan; develop and update the Travel Demand Model; develop local and corridor-level planning studies; conduct Metro COG's traffic counting program; develop data reporting tools; integrate performance measurement; and support the activities recommended by the MTP.

Relation to Planning Factors:

All planning factors come into consideration when carrying out the work involved in this portion of the UPWP.

Relation to IJJA Planning Emphasis Areas:

All planning emphasis areas are relevant to and addressed by this work.

Assigned Staff Hours in UPWP:	2023	2024
	2,852	2,246

Previous Accomplishments:

- 2021 Traffic Counting Program
- 2020 and 2021 Metropolitan Profile
- Functional Classification Update
- Performance Measures
- Maintenance of the TDM

Figure 19 provides a breakdown of staff hours and budget in Technical Transportation Data and Analysis.

Figure 19 Activity Budget and Funding Source Split for Program Area 400

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$100,560	80%	\$82,748	\$183,308
Local	20%	\$25,140	20%	\$20,687	\$45,827
Total	100%	\$125,700	100%	\$103,435	\$229,136

401 Performance Measures

Participant(s): Metro COG

Metro COG initially adopted performance targets for PM1 (safety), PM 2 (pavement and bridge condition) and PM3 (travel reliability) as required in 2018. Since then, Metro COG has successfully reviewed and reported on the PMs annually. Metro COG will continue to coordinate with state and federal agencies to review performance and update targets as needed. Performance measurement and target information will be included in the Metropolitan Transportation Plan, Transportation Improvement Program and regional transportation planning activities.

As the primary transit provider within the metro area, MATBUS completes the Transit Asset Management Plan (TAM Plan) and the Public Transportation Agency Safety Plan (PTASP), and completes the necessary coordination with Metro COG.

In 2023-2024, Metro COG anticipates the addition of the greenhouse gas emissions PM by USDOT, and staff time and effort will be necessary to learn about the requirements of this new PM.

Activities:

- Coordination efforts with NDDOT and MNDOT to develop additional performance measure targets and metrics consistent with federal legislation and guidance.
- Integrate performance measures and metrics into the Metro COG planning process
- Purchase or develop data to support performance measurement analysis and implementation

- Develop and adapt performance measures as required

Products

PM Reporting & Monitoring

Completion Date

On-going

402 Federal Functional Classification Update

Participant(s): Metro COG

Metro COG will update, as necessary, the Federal Functional Classification (FFC) maps and database for Clay County in Minnesota and Cass County in North Dakota. In 2022, Metro COG completed an extensive update of the FFC system in the North Dakota portion of the UZA. In the near future, it will be necessary to initiate another smaller-scale update.

Activities:

- Processing of FFC change requests
- Generating draft FFC maps and database
- Tracking and recording FCC changes
- Submittal to the relevant DOT and FHWA for review, concurrence and approval
- Updating and producing FFC maps and related database

Products

Updated Minnesota and North Dakota FFC Maps
Continuous monitoring of FFC changes as they occur

Completion Date

2nd Qtr 2023
Ongoing

403 Travel Demand Model (TDM) Maintenance and Operation

Participant(s): Metro COG/ATAC

Metro COG currently retains a Master Agreement with the Advanced Traffic Analysis Center (ATAC) for the development and management of the travel demand model for the FM Metropolitan area. This element is to maintain and refine the regional travel demand model to provide forecasts for studies and planning activities. Updates are in accordance of needs based on new planning studies, peer review or subsequent federal guidance.

Activities:

- TDM updates as required
- Master Agreement with the Advanced Traffic Analysis Center (ATAC)

Products

Updated Travel Demand Model, as needed

Completion Date

On-going

404 Freight and Goods Movement

Participant(s): Metro COG

Incorporate freight and goods movement into the regional planning process. Support private sector participation in the transportation planning process by working with local

Chambers of Commerce and Economic Development Corporations, freight interests and representatives from other private transportation industries in reviewing transportation plans and programs. Use the Freight Analysis Framework (FAF) and other publicly available data.

During 2021 and 2022, both MN and ND were updating their statewide freight and rail plans. Metro COG participated on these committees, and helped identify freight stakeholders for the study review committees. As a result, Metro COG did not hold its own freight committee meetings, and instead, focused on seeking freight input as part of the Interstate Operations Analysis and the statewide plans.

Activities:

- If needed, purchase data to conduct planning studies, analysis and modeling of freight and goods movement in the region
- Integration of Regional Freight Plan into the Metro COG planning process.
- Biannual meetings of the Regional Freight Committee.

Products

2023 Biannual Regional Freight Committee (RFC) meetings
 2024 Biannual Regional Freight Committee (RFC) meetings
 Implementation of Freight Plan recommendations (2023 & 2024)

Completion Date

Quarterly
 Quarterly
 On-going

405 FM Metropolitan Profile

Participant(s): Metro COG

Annual update of the FM Metropolitan Profile with data collected as part of element 700. The Metropolitan Profile will also serve as a reporting tool for performance targets and measurement requirements of current and future federal transportation law.

Activities:

- Annual FM Metropolitan Profile development and approval

Products

2023 Annual Update to the FM Metropolitan Profile
 2024 Annual Update to the FM Metropolitan Profile

Completion Date

3rd QTR
 3rd QTR

406 Traffic Data Collection and Analysis

Participant(s): Metro COG

Collect, purchase and monitor local travel data, including detailed traffic count data (time of day, occupancy, vehicle classification, etc.) and speed and delay data, as available from local jurisdictions and other secondary sources. Develop factors to adjust traffic count data for seasonal and daily variation. Obtain data to review parameters for trip generation data, trip length, and vehicle occupancy for the regional travel model. Review and procure traffic counting and monitoring equipment as needed. Annually prepare such documentation as to graphically convey traffic trends.

Activities:

- Development of bi-annual traffic flow maps, traffic growth reports and intersection reports
- Ongoing collection, analysis and review of traffic count data
- Deployment, maintenance and purchase of traffic count equipment
- Origin-Destination studies

Products

Ongoing collection and processing of manual and automatic traffic data

Completion Date

On-going

Updated traffic data database

On-going

Preparation of Maps/Graphics

On-going

407 Metropolitan Transportation Technical Assistance

Participant(s): Metro COG

This work task provides Metro COG resources in both 2023 and 2024 to respond to requests for information and analysis regarding issues and items relative to the metropolitan transportation system.

Activities:

- Technical assistance (non-transit related) that may or may not be included in other UPWP work elements
- Respond to written or verbal requests for assistance from the public, local jurisdictions, local agencies, other MPOs/COGs, the media or any non-internal technical assistance.

Products

Technical Assistance

Completion Date

On-going

408 ITS/Traffic Operations Technical Assistance

Participant(s): Metro COG

Metro COG will continue to lead the effort regarding the integration/coordination of traffic signal operations within the FM Metropolitan area. Specific work includes continuation of coordination of exiting traffic operators regarding signal operations and maintenance metro wide. Maintain and update the Metro COG Regional ITS Architecture for the metro area as needed. Ensure that proposed ITS projects in the Metro COG Transportation Improvement Program are consistent with the Regional ITS Architecture. ATAC maintains the Regional ITS Architecture but is supplemented with staff efforts contained in this work element.

Activities:

- Participate in Traffic Operations Roundtable meetings arranged by NDSU's ATAC
- Arrange as-needed Traffic Operations Working Group meetings
- Traffic operations technical assistance and coordination
- Annual review of TIP projects against the Regional ITS Architecture

- Annual updates to the Regional ITS Architecture and associated coordination with ATAC, NDDOT, and MNDOT.
- Maintain Metro COG Regional Intelligent Transportation System database
- Maintain an understanding of traffic operations issues throughout the metro area through public input, site visits and travel within the metro area

Products

	Completion Date
2023 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	As Needed
2024 Quarterly Traffic Operations Committee (TOC) Meeting Facilitation	As Needed
Annual review and update of the Regional ITS Architecture	On-going
2023 Review of TIP projects against Architecture	3rd QTR
2024 Review of TIP projects against Architecture	3rd QTR

409 GIS Management, Mapping and Graphics

Participant(s): Metro COG

Metro COG maintains, updates, and manages a number of critical data sets that support the development and implementation of the MTP and its modal sub elements as well as various subarea studies and mapping needs. Additionally, on a cyclical basis, Metro COG updates 'base' metropolitan maps (i.e., federal-aid urban area, roadway functional classification, metropolitan traffic counts). This program area supports overall development and distribution of GIS data used by Metro COG as requested by the public, cognizant agencies or other interested persons. As part of this program area within the 2023-2024 UPWP, Metro COG will be working to establish a GIS page on Metro COG's website to establish a portal for dissemination of metropolitan-specific GIS data. This work task also provides Metro COG resources in both 2023 and 2024 to coordinate the Metropolitan Geographic Information System (GIS) Committee.

Activities:

- Gather GIS data from local jurisdictions and DOTs
- Maintain updated GIS database
- Coordinate the GIS Committee

Products

	Completion Date
Technical Assistance	On-going
2024 Review of TIP projects against Architecture	3rd QTR

410 Metro Area Traffic Calming Study

Participant(s): Metro COG/
Local Jurisdictions

In 2021, Metro COG worked with the City of West Fargo to complete a Traffic Calming Study that evaluated several types of traffic calming features for potential implementation within the community. Specific locations were studied, and a methodology for considering the installation of traffic calming measures was developed for use by the city. Metro COG has been asked to retool this study so it has

general applicability as a reference throughout the metropolitan area. Staff time has been devoted within this UPWP for that to be carried out.

Activities:

- Revise the West Fargo Traffic Calming Study to make it generally applicable as a reference throughout the metropolitan area
- Collaborate with local engineering, planning and public works departments
- Prepare updated, generalized graphics and document
- Address and differentiate between arterial, collector and local roadways relative to the implementation of traffic calming measures
- Differentiate between what IS and what IS NOT a traffic calming measure

Products

Metro wide Traffic Calming Guide
2024 Review of TIP projects against Architecture

Completion Date

4th QTR, 2023
3rd QTR

411 Household and Job Assignments to TAZs for TDM

Participant(s): Metro COG

Based on the demographic projections for jurisdictions within the metropolitan area, Metro COG staff will continue to work with local partners to refine locations of future job and household growth. 2050 growth projections and agreed upon interim growth scenarios will be documented in maps and spreadsheets, in a manner that will allow easy review by local partners, TTC and Policy Board as well as used by ATAC in the TDM.

Activities:

- Document existing conditions
- Identify opportunities and constraints to growth
- Identify agreed-upon density thresholds for different growth areas, based on local land use plans or input from local planners and engineers
- Verify for consistency with demographic projections
- Assign and map growth
- Document in written report or technical memorandum

Products

2050 and interim year assignment of job and HH growth by jurisdiction
Maps and Technical Memorandum

Completion Date

1st QTR 2023
On-going

500 Transit Planning

Objective:

To coordinate with MATBUS, the regional transit provider, to further multimodal transportation.

Relation to Planning Factors:

Safety, accessibility and mobility, security of the system, environment, economic development, integration of multi-modal transportation are all addressed by this element of the UPWP.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – an improved transit system with higher usage will help reduce vehicular travel resulting in reduced production of greenhouse gases.

Equity and Justice40 in Transportation Planning – transit is an important component of the transportation system, often serving underserved and disadvantaged communities.

Complete Streets – Street improvements must consider transit route and transit stops to ensure safety and convenience.

Public Involvement – meaningful public involvement will integrate virtual, online and in-person methods of engagement.

Data in Transportation Planning – ridership data, land use, traffic volumes, and other types of data are all sharable between MATBUS, Metro COG, local jurisdictions and DOTs. This has the potential to integrate transit into all forms of transportation planning and to better inform plans specifically aimed at transit.

Assigned Staff Hours in UPWP:	2023	2024
	360	440

Previous Accomplishments:

- MAT Coordinating Board Meetings
- Coordination and arrangements needed for purchase of transit routing software
- Furtherance of Transit Authority Model
- Technical assistance to MATBUS and on-going coordination

Figure 20 provides a breakdown of staff hours and budget in Transit Planning.

Figure 20 Activity Budget and Funding Source Split for Program Area 500

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$12,299	80%	\$16,754	\$29,053
Local	20%	\$3,075	20%	\$4,188	\$7,263
Total	100%	\$15,373	100%	\$20,942	\$36,316

501 Transit Technical Assistance

Participant(s): Metro COG

Provide data, technical analysis and coordination in support of short-range and long-range mass transit and para transit planning. This will include collaboration with MATBUS, MATBUS Coordinating Board committee members, para transit agencies, local governments, non-profit agencies, and other stakeholders in the transit planning process. Activities may include surveys or studies to gather transit ridership and travel behavior data. Includes coordination of activities related to coordinated public transit and human service agencies and FTA Section 5307 planning funding and efforts. Appendix H identifies those Sec. 5307 activities of the City of Fargo Transit Division and the City of Moorhead Transit Division, collectively known as MATBUS.

Activities:

- Staff assistance as required/requested

Products

Assistance as required

Completion Date

On-going

502 MATBUS Coordinating Board

Participant(s): Metro COG

Provide staff support for the MATBUS Coordinating Board to assist in the coordination of transportation opportunities for the general public, elderly, disabled and economically disadvantaged.

Activities:

- Meeting facilitation and support
- Attend meetings

Products

2023 MATBUS Coordinating Meetings
2024 MATBUS Coordinating Meetings

Completion Date

Monthly
Monthly

600 Bicycle & Pedestrian Planning

Objective:

To provide staff support; monitor, collect and process data; participate in bicycle and pedestrian planning activities and implement objectives of the Metro COG Bicycle/Pedestrian Plan as well as participate in local planning efforts and committees.

Relation to Planning Factors:

Safety, accessibility and mobility, security of the system, environment, economic development, integration of multi-modal transportation are all addressed by this element of the UPWP.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – an improved bicycle and pedestrian system with higher usage will help reduce vehicular travel resulting in reduced production of greenhouse gases.

Equity and Justice40 in Transportation Planning – walking and bicycling are important components of the transportation system, often serving underserved and disadvantaged communities, and providing public health benefits for all.

Complete Streets – Street improvements must consider bicycle and pedestrian facilities to ensure safety and convenience.

Public Involvement – meaningful public involvement will integrate virtual, online and in-person methods of engagement.

Data in Transportation Planning – biking and walking data, land use, traffic volumes, and other types of data are all sharable between MATBUS, Metro COG, local jurisdictions and DOTs. This has the potential to better integrate sidewalks and trails into

all forms of transportation planning and to better inform plans specifically aimed at bike and ped facilities.

Assigned Staff Hours in UPWP:	2023	2024
	704	598

Previous Accomplishments:

- Update to the Bicycle/Ped Plan
- Participation in Bike FM
- Annual bicycle and pedestrian counting program
- Updates to bike and pedestrian counting capabilities and equipment
- Bike & Ped subcommittee meetings
- Heartland Trail working group meetings and activities

Figure 21 provides a breakdown of staff hours and budget in Bicycle and Pedestrian Planning.

Figure 21 Activity Budget and Funding Source Split for Program Area 600

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$27,089	80%	\$23,136	\$50,225
Local	20%	\$6,772	20%	\$5,784	\$12,556
Total	100%	\$33,861	100%	\$28,920	\$62,782

601 Bicycle-Pedestrian Activities and Technical Assistance

Participant(s): Metro COG/
local jurisdictions/ MnDOT/
NDDOT

Participate in bicycle and pedestrian planning activities and support the implementation of Metro COG’s Bicycle and Pedestrian Plan and the Complete Streets policy adopted by Metro COG in 2013, as well as more recently completed planning documents such as the Bicycle and Pedestrian Gap Analysis and the Fargo Transportation Plan. Respond to requests for information and smaller analyses regarding issues and items related to the metropolitan bicycle and pedestrian transportation system. This work activity also covers quarterly meetings of Metropolitan Bicycle and Pedestrian Committee.

Activities:

- Quarterly meetings of the Bicycle and Pedestrian Committee
- Implement Bike/Ped plan recommendations into the Metro COG planning activities
- Coordination with local governments and park districts/departments in UZA and MPA regarding trail connectivity and plans
- Development, review and scoring of Transportation Alternative Program (TAP) applications
- Maintenance to and integration of changes and updates to the metropolitan Bike Map as necessary

- Implement recommendations of the Bike signage project
- Updates to the bike signage project
- On-going maintenance and updating of the map used in the bike trail phone app
- Efforts related to Great Ride Bike Share program, if revived
- Monitoring of micromobility options and usage within the metro area, and associated regulations adopted by local governments to address modes such as scooters
- Providing bicycle safety information and assistance at community events such as Streets Alive if this event is revived, or other similar community events.

Products

Completion Date

2023 Bike/Ped Committee Meetings
 2024 Bike/Ped Committee Meetings

Quarterly
 Quarterly

602 Bicycle and Pedestrian Counts and Analysis

Participant(s): Metro COG

Metro COG maintains a bicycle and pedestrian count program. The program consists of manual counts performed annually at 14 locations and the maintenance/data collection of automated counters at 6 locations in the greater Fargo-Moorhead metro area. Within this UPWP, hours have been assigned to ensure the accuracy of collected data and to format the data for release to interested parties. Metro COG will work to make this information available to the local units of government (including MnDOT and NDDOT), private sector entities, and other interested persons.

Over time, Metro COG intends to pursue additional automated bike and ped counters to improve and enhance the available data and the flexibility with which the data can be gathered. The intent is to use counters that can be moved from one location to another for the purpose of documenting changing travel demand, such as before and after trail improvements, before and after trail extensions, etc.

Activities:

- Maintain automatic counters
- Collect, process and analyze bike/ped count data
- Maintain and update bike/ped count database
- Annual reports of bike/ped count data to NDDOT and MnDOT as well as to the TTC and Policy Board

Products

Completion Date

2023 Updated Bicycle and Pedestrian Counts Database
 2024 Updated Bicycle and Pedestrian Counts Database
 2023 Annual Report to MnDOT and NDDOT
 2024 Annual Report to MnDOT and NDDOT

4th QTR
 4th QTR
 4th QTR
 4th QTR

Collection and processing of manual and automatic bike and ped counts.	On-going
Pursuit of additional bike and ped counting equipment and placement of equipment	On-going

603 Heartland Trail Extension (Countywide Coordination – Clay County Portion) **Participant(s):** Metro COG

The Heartland Trail is currently a 49-mile paved shared-use path that runs from Cass Lake, MN to Park Rapids, MN. In 2006 an extension of the Heartland Trail was legislatively authorized to extend west to the City of Moorhead — a distance of 85 to 100 miles. Metro COG will continue to work with Clay County Heartland Trail Advisory Committee to oversee Heartland Trail efforts through Clay County.

Activities:

- Coordination with affected cities and counties
- Responding to questions and requests for information
- Request for Proposal development
- Consultant selection process
- Staff support and input into the Study

Products

Heartland Trail Advisory Committee and Committee Support

Completion Date

On-going

604 Dilworth Glyndon Felton School District Safe Routes to School Plan **Participant(s):** Metro COG
Dilworth/Glyndon/Felton
DGF School District

Commented [ZWA7]: I believe this should be "Felton"
Commented [BG8R7]: Yes it should and has now been corrected.

In 2020-2021, DGF schools in Dilworth and Glyndon underwent renovations. Some of these renovations changed pedestrian, bicycle, and vehicular routes to school. This created a situation where an SRTS Plan in 2022 was an important next step in identifying necessary and desirable roadway and pedestrian facility improvements to improve pedestrian and bicycle safety.

Metro COG staff began work with the DGF School Districts and the Cities of Dilworth and Glyndon to complete the SRTS Plan in 2022. Metro COG originally anticipated completing this project in 2021, but construction on both schools has taken longer than anticipated. The SRTS Plan has been initiated, and is likely to extend into 2023 for final completion and adoption.

Activities:

- Project management
- Host monthly progress call updates
- Host Study Review Committee (SRC) meetings
- Existing conditions inventory and analysis with mapping

- Hold an Open House / host a table at the Back-to-School night at each school location
- Survey administration and instructions
- Survey results review
- Site investigations
- Circulation and challenges identification through tables and maps
- Recommendations tables and maps
- Project prioritization
- Suggest Safe Routes to School maps
- Funding opportunities
- Document development
- City of Dilworth Document presentation
- City of Glyndon Document presentation
- DGF School District Document presentation
- Metro COG TTC presentation
- Metro COG Policy Board presentation

Products

DGF SRTS Plan

Completion Date

~~1st QTR 2023~~ 3rd QTR 2023

700 Local Planning Assistance

Objective:

Knowing that land use and transportation are inexorably linked, Metro COG has created a program to assist local jurisdictions in planning efforts that may affect the regional transportation network, and in staying apprised about land use and other planning-related decisions made by local jurisdictions within both the UZA and the MPA. This includes assisting local jurisdictions with comprehensive planning efforts, educating communities on MPO goals, efforts, and initiatives, attendance at local planning commission meetings/commission meetings, and generally providing outreach to get communities involved in regional coordination.

Relation to Planning Factors:

This task relates to several planning factors, such as safety, accessibility and mobility, economic development, integration and connectivity of the multi-modal transportation system, resiliency, mitigating the storm water impacts of surface transportation, and enhancing travel and tourism.

Relation to IJJA Planning Emphasis Areas:

Tackling the Climate Crisis – coordination with local jurisdictions to ensure that development patterns include high levels of connectivity in the multi-modal transportation system has the potential to reduce greenhouse gas production.

Complete Streets – Since not all streets within the metro area fall within the purview of the MPO, local planning coordination can help to encourage complete street characteristics throughout the system.

Public Involvement – when Metro COG works with local jurisdictions on planning projects, we incorporate meaningful public involvement opportunities by integrating virtual, online, and in-person opportunities for engagement.

Assigned Staff Hours in UPWP:	2023	2024
	1,305	1,438

Previous Accomplishments:

- Casselton Comprehensive Plan
- Clay County Comprehensive Plan
- Attendance at various local meetings
- Participation in Moorhead's Comprehensive Plan
- Participation in Main Ave Public Engagement and Decision-Making
- Participation in NP/Center Ave build alternative development
- Participation in Moorhead's downtown planning input events
- Review of Planning Commission agendas and packet materials
- Participation in Fargo's Public Works Project Evaluation Committee Meetings

Figure 22 provides a breakdown of staff hours and budget in Local Planning Assistance.

Figure 22 Activity Budget and Funding Source Split for Program Area 700

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$54,266	80%	\$62,068	\$116,334
Local	20%	\$13,566	20%	\$15,517	\$29,063
Total	100%	\$67,832	100%	\$77,586	\$145,417

701 Agency Outreach

Participant(s): Metro COG

This task is to provide the opportunity for Metro COG staff to participate in local decision making, coordinating roadway construction projects, and educating jurisdictions both in the UZA and in the MPA on Metro COG goals and processes.

Activities

- Attendance at local planning commission meetings
- Attendance at local City Commission/Council meetings
- Education and Outreach efforts

Products

Local Outreach and Participation

Completion

Date

On-going

702 Local Planning Assistance

Participant(s): Metro COG

This activity reflects the participation of Metro COG planners in local land use, transportation, comprehensive and other planning efforts in the metropolitan planning area. The intent of this participation is to instill sound transportation planning themes within local planning documents. Staff will also work with smaller jurisdictions that do not have the capabilities of carrying out long-range planning activities.

Activities

- Working with local units of government on long-range planning
- Development of local transportation initiatives that tie into regional efforts
- Completion of eligible comprehensive and transportation planning activities for the Kindred, ND, Mapleton, ND and Dilworth, MN Comprehensive Plans

Products

Local Planning Assistance

Completion Date

On-going

800 General Administration

Objective:

To provide for the efficient administration of Metro COG programs; compliance with federal, state and local regulations; administer human resources and benefits responsibilities; and reporting on activities of the agency. Estimated staff hours and budget for vacation, sick leave, holidays and other leave is included in the total assigned staff hours and budget for this category of the UPWP.

Relation to Planning Factors:

These activities are necessary to carryout planning activities that relate to all planning factors.

Relation to IJJA Planning Emphasis Areas:

These activities are necessary to carry out planning activities that relate to all planning emphasis areas.

Assigned Staff Hours in UPWP:	2023	2024
	5,006	4,996

Previous Accomplishments:

- Multiple webinars and training sessions
- MN APA Confence
- Office organization and maintenance
- Timesheet Preparation and Review
- Staff Meetings
- Quarterly Reports
- Preparation of Monthly Reimbursement Packets
- Review of Invoices
- Staff Evaluations

- ROLF Training Event by FHWA
- AMPO Conference and Training

Figure 23 provides a breakdown of staff hours and budget in General Administration.

Figure 23 Activity Budget and Funding Source Split for Program Area 800

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$219,377	80%	\$228,653	\$448,030
Local	20%	\$54,844	20%	\$57,163	\$112,008
Total	100%	\$274,221	100%	\$285,817	\$560,038

801 General Administration, Management, IT, and Secretarial

Participant(s): Metro COG

Administrative, management, information technology, or secretarial/office management tasks which are not attributable to specific transportation program aspects. This task includes human resources and personnel management, as well as other operational duties required to ensure efficient and functional operations of Metro COG. From an accounting perspective, this element of the work plan also includes holidays, vacation, sick leave and other types of leave identified in the Metro COG Personnel Manual.

Activities:

- Employee benefits administration (benefits, retirement, health and other insurance programs)
- Human resource activities (personnel reviews)
- Coordination with and oversight of Metro COG's contract accountant
- Annual audits
- Records management and retention
- General correspondence
- Timesheet preparation and review
- Initial contact (answering phone calls, staffing the front desk)
- Staff retention and recruitment efforts
- Maintenance of Metro COG Operations/Personnel Manual
- Preparation of and review of travel requests
- Preparation of Quarterly Reports
- Development of a QAQC Policy and Procedure and Implementation
- Weekly staff meetings and timesheet development and approval

Products

2023 Employee Benefits
 2024 Employee Benefits
 2022 Audits in 2023 (financial and indirect rate)
 2023 Audits in 2024 (financial and indirect rate)
 Staff Performance Evaluations
 QAQC Policy and Procedure

Completion Date

On-going
 On-going
 2nd QTR
 2nd QTR
 As required
 2nd QTR

Timesheets
 Quarterly Report
 Travel Requests
 Expense Reports

Biweekly
 Quarterly
 As-needed
 As-needed

802 Financial Budgeting and Tracking

Participant(s): Metro COG

This task is designed for the Executive Director and Administrative Assistant to review invoices, prepare and review NDDOT reimbursement submittals, and other such financial documents needed to administer the Metro COG program. This includes working with Metro COG’s accountant on tracking time and expenses.

Activities

- Preparing NDDOT monthly reimbursement documentation
- Tracking Metro COG's Finances
- Preparation and processing of agency dues/invoices
- Evaluation of CPG balances and follow-up actions to adjust spending
- Consult with NDDOT and MnDOT on financial and contractual obligations
- Review of invoices received from contractors and vendors
- Review of expense reports and credit card statements
- Tracking of project budgets
- Coordination with Metro COG's accountants and auditors

Products

Metro COG NDDOT Reimbursement Package
 CPG Balance Tracking
 NDDOT Grant Contract
 MnDOT Grant Contract
 Coordination with Accountant

Completion Date

Monthly
 On-going
 4th QTR
 1st QTR
 On-going

803 Professional Development, Education and Training

Participant(s): Metro COG

Attend and host relevant training courses, workshops, conferences, webinars, and other educational and professional development opportunities. Such opportunities may be provided by, but not limited to, the American Planning Association (APA), National Highway Institute (NHI), National transit Institute (NTI), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Institute of Transportation Engineers (ITE), North Dakota and Minnesota Departments of Transportation (NDDOT & MnDOT), and other such organizations and opportunities. This also includes attaining Certification Maintenance (CM) credits for staff with their AICP or other professional certifications.

Activities:

- Webinars, workshops, conferences and training sessions

Products

Training and educational opportunities

Completion Date

On-going

900 Publications, Public Information and Communication

Objective:

To publicize Metro COG activities and accomplishments to Metro COG member jurisdictions, state and local officials, and the public. To provide transportation-related information and data to public and private sector representatives. To maintain contact databases and inventories of media resources and agency contact information.

Relation to Planning Factors:

These activities are necessary to carryout planning activities that relate to all planning factors.

Relation to IJJA Planning Emphasis Areas:

These activities are necessary to carry out planning activities that relate to all planning emphasis areas. In particular, Metro COG's website provides a source for multiple forms of data and information regarding transportation planning.

Assigned Staff Hours in UPWP:	2023	2024
	403	444

Previous Accomplishments:

- Published Metro COG Annual Report.
- Provided information related to transportation planning to the public, including traffic counts and forecasts, TIP, TDP and the MTP.
- Retrieve recent and past studies and maps in response to requests from the public.
- Expanded Metro COG website to include map resources and other reference material
- Updated Metro COG Webpages and Social Media
- Ongoing maintenance of website and social media

Figure 24 provides a breakdown of staff hours and budget in Publications, Public Information and Communication.

Figure 24 Activity Budget and Funding Source Split for Program Area 900

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
CPG	80%	\$14,208.05	80%	\$16,471	\$30,679
Local	20%	\$3,552.01	20%	\$4,118	\$7,670
Total	100%	\$17,760	100%	\$20,589	\$38,349

901 Metro COG Newsletter

Participant(s): Metro COG

Develop, produce and disseminate at least one issue of the Metro COG newsletter, both hard copy and electronic copies sent to interested individuals and posted on the Metro COG website. Metro Connection is sent to local units of government, cognizant

agencies, the general public, interested persons, community stakeholders, and other targeted interest groups. The newsletter is intended to provide an introduction and outline of project updates while also disseminating important information to the public and interested parties. Distribution of Metro Connection is timed to allow for notifications regarding key public involvement opportunities for Metro COG programs and projects, including the TIP and MTP development.

Activities:

- Develop newsletter content and final copy
- Post on Metro COG website and publish
- Distribute hard copy and/or email versions

Products

2023 Metro COG Newsletter
2024 Metro COG Newsletter

Completion Date

Annually
Annually

902 Website and Social Media

Participant(s): Metro COG

This work activity includes the necessary resources for Metro COG to accurately and efficiently maintain and manage its website (www.fmmetrocog.org) and social media accounts. The Metro COG website is the primary tool in implementing the current PPP. Metro COG posts all relevant program materials on its website and uses the website to directly notify stakeholders and interested persons about public input and involvement opportunities. Additionally, Metro COG utilizes the website to post project and study specific information and other surface transportation-related information.

This activity also includes maintaining project level or task-specific websites managed by Metro COG.

Activities:

- Post information to website and social media accounts as required
- Maintain and monitor Metro COG website
- Maintain and monitor social media accounts
- Respond, as required, to requests generated from social media interactions

Products

2023 Updated Metro COG website and Social Media platforms
2024 Updated Metro COG website and Social Media platforms

Completion Date

On-going
On-going

1000 Community Planning and Technical Assistance

Objective:

To provide technical planning assistance to local jurisdictions and perform various contracted planning functions to be funded entirely with funding provided by local jurisdictions.

Assigned Staff Hours in UPWP:	2023	2024
	440	484

Previous Accomplishments:

- Clay County Comprehensive and Transportation Plan
- Casselton Comprehensive and Transportation Plan
- Food Systems Advisory Commission support

Figure 25 provides a breakdown of budget in Community Planning and Technical Assistance.

Figure 25 Activity Budget and Funding Source Split for Program Area 1000

Funding Source	2023		2024		Total Activity Budget 2023-2024
	Percent	Amount	Percent	Amount	
Local Only	80%	\$20,817	80%	\$22,800	\$43,617

1001 Cass-Clay Food Systems Advisory Commission

Participant(s): Metro COG/
CCFSAC

Metro COG will provide administrative and technical assistance to the Cass-Clay Food Systems Initiative (CCFSI) Food Systems Advisory Commission (created by a joint powers agreement). Metro COG will serve to coordinate the functions of the commission. As part of its work on the joint powers board, Metro COG will assist and facilitate in commission proceedings, provide technical assistance, collect local, regional or national data, and serve to coordinate food systems planning issues among related stakeholders, etc.

Activities:

- Support to Food Commission during Covid19 pandemic, when frequent information was provided in writing and on social media, including Facebook Live presentations, to inform people with reduced income about resources for food security.
- Regional Food Commission meeting facilitation and staff support Travel time to meetings
- Presentations and information exchanges
- Attend conferences and training sessions

Products

2023 Regional Food Commission Support
2024 Regional Food Commission Support

Completion Date

On-going
On-going

1002 Dilworth Comprehensive Plan Update (2024)

Participant(s): Metro COG/
Clay County

Update Dilworth Comprehensive Plan based on an agreed upon scope of work. Carry out public engagement and stakeholder involvement. Dilworth will supplement with local funds in an amount yet to be determined, but estimated at approximately \$15,000 to 20,000, to allow Metro COG staff to fully address elements of the plan that are ineligible for use of CPG funds.

Activities:

- Data Collection and Mapping
- Draft Chapter and Final Draft development
- Study Review Committee Meetings
- Travel time to meetings
- Public Engagement, presentations and information exchanges

Products

Dilworth Comprehensive Plan Update

Completion Date

4th QTR 2024

1003 Mapleton Comprehensive & Transportation Plan (2022-2023)

Participant(s): Metro COG/
City of Mapleton, ND

Prepare a comprehensive and transportation plan for the City of Mapleton, ND based on an agreed upon scope of work. Carry out public engagement and stakeholder involvement. Mapleton will supplement with approximately \$19,000 to \$20,000 of local funds to allow Metro COG staff to fully address elements of the plan that are ineligible for use of CPG funds. Eligible activities are addressed under 702 – Local Planning Assistance.

Activities:

- Data Collection and Mapping
- Draft Chapters and Final Plan development
- Study Review Committee Meetings
- Travel time to meetings
- Public Engagement, presentations and information exchanges

Products

Mapleton Comprehensive Plan Update

Completion Date

2nd QTR 2023

1004 Metropolitan Housing Needs Assessment Plan (2022-2023)

Participant(s): Metro COG/
All member jurisdictions

This project began in 2022 and is studying extent to which housing needs are met within the metropolitan statistical area.

Activities:

- Data Collection and Mapping

- Draft Chapters and Final Plan development
- Study Review Committee Meetings
- Travel time to meetings
- Public Engagement, presentations and information exchanges

Products

Mapleton Comprehensive Plan Update

Completion Date

2nd QTR 2023

Summary

Estimates of staff hours for 2023 and 2024 are shown in Figures 26 - 29. Figures 26 and 28 show staff hours for each category of the UPWP for 2023 and 2024, and Figure 27 and 29 show staff hours estimated for consultant led projects in the 200 category for 2023 and 2024.

Figure 26 Estimates of Staff Hours for 2023

	TOTAL COST	TOTAL HOURS	Executive Director	Senior Planner	Transp Planner	C/T Analyst	Assistant Planner 1	Assistant Planner 2	GIS/Asst Planner	Office Mgr	Intern
			97.29	65.95	55.72	49.13	39.83	41.01	38.47	37.25	18.13
100	\$72,428.90	1260	310	110	100	110	90	90	90	340	20
200	\$121,245.96	2178	208	626	338	232	340	100	270	0	64
300	\$151,666.09	2757	405	391	298	113	90	1124	204	52	80
400	\$125,700.28	2852	40	274	450	145	666	160	871	0	246
500	\$15,373.40	360	0	50	0	0	260	0	40	0	10
600	\$33,861.25	704	0	10	420	10	45	75	75	4	65
700	\$67,831.75	1305	90	145	40	680	110	120	100	0	20
800	\$274,220.76	5006	996	454	394	384	384	380	380	1584	50
900	\$17,760.06	403	11	20	46	56	95	31	30	100	20
1000	\$20,817.20	440	20	0	0	350	0	0	20	0	50
TOTAL	\$900,906.65	17265	2080	2080	2080	2080	2080	2080	2080	2080	625

Figure 28 Estimates of Staff Hours for 2024

	TOTAL COST	TOTAL HOURS	Executive Director	Senior Planner	Transp Planner	C/T Analyst	Assistant Planner 1	Assistant Planner 2	GIS/Asst Planner	Office Mgr	Intern
			100.96	69.33	57.56	51.38	45.98	42.21	41.31	38.65	19.02
100	\$75,508.10	1260	310	110	100	110	90	90	90	340	20
200	\$151,875.70	2607	230	655	588	364	255	165	240	0	110
300	\$155,440.43	2,777	405	401	288	113	90	1,124	224	52	80
400	\$103,435.23	2246	30	210	290	75	496	110	815	0	220
500	\$20,942.30	440	0	50	0	0	340	0	40	0	10
600	\$28,920.38	598	0	10	340	10	30	60	50	4	84
700	\$77,585.56	1438	98	160	40	678	210	120	100	0	32
800	\$285,816.86	4996	996	454	394	384	384	380	360	1584	40
900	\$20,589.16	444	11	30	40	56	95	31	51	100	30
1000	\$22,799.68	484	0	0	0	290	90	0	80	0	24
TOTAL	\$942,913.40	17290	2080	2080	2080	2080	2080	2080	2080	2080	650

Appendix A - Policy Board, Transportation Technical Committee and Metro COG Staff

Metro COG Policy Board (as of September 2022)

Voting Members

Amanda George	City of West Fargo, North Dakota – City Commission
Matt Gilbertson	City of Moorhead, Minnesota – City Council
John Gunkelman	City of Fargo, North Dakota – Planning Commission
Chuck Hendrickson (VC)	City of Moorhead, Minnesota – City Council
Denise Kolpack	City of Fargo, North Dakota – City Commission
Steve Lindaas	City of Moorhead, Minnesota – City Council
Jenny Mongeau	Clay County, Minnesota – County Commission
Julie Nash	City of Dilworth, Minnesota – City Council
Brad Olson	City of West Fargo, North Dakota – City Commission
Dave Piepkorn (C)	City of Fargo, North Dakota – City Commission
Arlette Preston	City of Fargo, North Dakota – City Commission Mary
Scherling	Cass County, North Dakota – County Commission
Rocky Schneider	City of Fargo, North Dakota – Planning Commission
John Strand	City of Fargo, North Dakota – City Commission
Maranda Tasa	City of Fargo, North Dakota – Planning Commission
Jeff Trudeau	City of Horace, North Dakota – City Council

*(C) Chair and (VC) Vice Chair

ASSOCIATE MEMBERS

Brenda Andrews	City of Barnesville, Minnesota – City Administrator
Charlie Francis	City of Casselton, North Dakota – City Council
Ben Gunkelman	City of Hawley, North Dakota – City Council
Kevin Odegaard	Mapleton, North Dakota – City Council David
Owings	City of Glyndon, Minnesota – City Council
Richard Sundberg	City of Harwood, North Dakota – City Council

EX-OFFICIO MEMBERS

Bob Walton	North Dakota Dept. of Transportation – Fargo District Engineer
Shiloh Wahl	Minnesota Dept. of Transportation – District 4 Engineer

VOTING AND ASSOCIATE MEMBER ALTERNATES

Wendy Affield	City of Glyndon, Minnesota – City Clerk/Treasurer
Lee Anderson	City of Casselton, North Dakota – Mayor
Andrew Draeger	City of Mapleton, North Dakota – Mayor
Casey Eggermont	City of Harwood, North Dakota – City Auditor
Cecil Johnson	City of Glyndon, Minnesota – Mayor
Chelsey Johnson	City of Horace, North Dakota – City Councilmember
James Joy	City of Hawley, Minnesota – Mayor
Jenna Kahly	Clay County, Minnesota – County Commission
Joe Kolb	City of West Fargo, North Dakota – Public Works
Chad Olson	City of Dilworth, Minnesota – Mayor
Chad Peterson	Cass County, North Dakota – County Commissioner
Jason Rick	City of Barnesville, Minnesota – Mayor
Scott Stofferahn	City of Fargo, North Dakota – Planning Commissioner
Timothy Stone	City of Moorhead, Minnesota – City Councilmember

Appendix A - Policy Board, Transportation Technical Committee and Metro COG Staff

Transportation Technical Committee (as of Sept. 2022)

JONATHAN ATKINS	CITY OF MOORHEAD, MINNESOTA - CITY TRAFFIC ENGINEER
JASON BENSON	CASS COUNTY, NORTH DAKOTA - PUBLIC WORKS DEPARTMENT
JULIE BOMMELMAN	CITY OF FARGO, NORTH DAKOTA - TRANSIT (MATBUS)
MAEGIN ELSHAUG	CITY OF WEST FARGO, NORTH DAKOTA - PLANNING DIRECTOR
JEREMY GORDEN (VC)	CITY OF FARGO, NORTH DAKOTA - ENGINEERING DEPARTMENT
CINDY GRAY (C)	FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS
JACE HELLMAN	CITY OF HORACE, NORTH DAKOTA - PLANNING DEPARTMENT
ROBIN HUSTON	CITY OF MOORHEAD, MINNESOTA - CITY PLANNING AND ZONING
MATTHEW JACOBSON	CLAY COUNTY, MINNESOTA - PLANNING DIRECTOR
DON LORSUNG	CITY OF DILWORTH, MN – COMMUNITY DEVELOPMENT DIRECTOR
AARON NELSON	CITY OF WEST FARGO, NORTH DAKOTA - PLANNING DEPARTMENT
GRACE PUPPE	CASS COUNTY, NORTH DAKOTA - PLANNING DEPARTMENT
JOE RASO	GREATER FARGO-MOORHEAD ECONOMIC DEV FOUNDATION
MARY SAFGREN	MINNESOTA DEPARTMENT OF TRANSPORTATION DISTRICT 4
JUSTIN SORUM	CLAY COUNTY, MINNESOTA - COUNTY ENGINEERING DEPARTMENT
KRISTEN SPERRY	FEDERAL HIGHWAY ADMINISTRATION (EX-OFFICIO)
BRIT STEVENS	NORTH DAKOTA UNIVERSITY REPRESENTATIVE
RANAE TUNISON	FEDERAL TRANSIT ADMINISTRATION (EX-OFFICIO)
LORI VAN BEEK	CITY OF MOORHEAD, MINNESOTA - TRANSIT (MATBUS)
ANDREW WRUCKE	CITY OF WEST FARGO, NORTH DAKOTA - ENGINEERING DEPARTMENT
WAYNE ZACHER	NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
KELLY KRAPU	FREIGHT COMMITTEE REPRESENTATIVE
[VACANT]	MINNESOTA UNIVERSITY REPRESENTATIVE
[VACANT]	BICYCLE - PEDESTRIAN COMMITTEE REPRESENTATIVE

NOTE: C = CHAIR, VC= VICE CHAIR

Metro COG Staff

CYNTHIA GRAY	EXECUTIVE DIRECTOR
MICHAEL MADDOX	SENIOR TRANSPORTATION PLANNER
DAN FARNSWORTH	TRANSPORTATION PLANNER
ADAM ALTENBURG	COMMUNITY AND TRANSPORTATION ANALYST
ARI DEL ROSARIO	ASSISTANT PLANNER
JARON CAPPS	GIS COORDINATOR / ASSISTANT PLANNER
PAUL BERVIK	ASSISTANT PLANNER
SAVANNA LEACH	OFFICE MANAGER
AYDEN SCHAFFLER	INTERN

Appendix B - Policy Board and Transportation Technical Committee Meeting Schedules

2023		2024	
Transportation Technical Committee	Metro COG Policy Board	Transportation Technical Committee	Metro COG Policy Board
January 12	January 29	January 11	January 18
February 9	February 16	February 8	February 15
March 9	March 16	March 14	March 21
April 13	April 20	April 11	April 18
May 11	May 18	May 9	May 16
June 8	June 15	June 13	June 20
July 13	July 20	July 11	July 18
August 10	August 17	August 8	August 15
September 14	September 21	September 12	September 19
October 12	October 19	October 10	October 17
November 9	November 16	November 14	November 21
December 14	December 21	December 12	December 19

Metro COG Policy Board meetings are generally held at 4:00pm (CST). Transportation Technical Committee meetings are generally held at 10:00am (CST). Both meetings are generally held both as virtual meetings through the use of Zoom, and in person at the Metro COG offices:

FM Metro COG Case
 Plaza, Suite 232
 1 – 2nd Street North
 Fargo, North Dakota 58102-4807

Meeting agenda packets are posted to the Metro COG website: www.fmmetrocog.org and are available at the Metro COG offices one week in advance of the meetings.

On occasion, due to a holiday or an emergency, Metro COG must change a regularly scheduled meeting to a different date. When this occurs, the information is posted in advance on at www.fmmetrocog.org.

Appendix C. Notice of 2021 Planning Emphasis Areas Letter

U.S. Department of
Transportation
Federal Highway
Administration

Office of the Administrator

1200 New Jersey Ave., SE
Washington, D.C. 20590

Federal Transit
Administration

December 30, 2021

Attention: FHWA Division Administrators
FTA Regional Administrators

Subject: 2021 Planning Emphasis Areas for use in the development of Metropolitan and
Statewide Planning and Research Work programs.

With continued focus on transportation planning the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Offices of Planning are jointly issuing updated Planning Emphasis Areas (PEAs). The PEAs are areas that FHWA and FTA field offices should emphasize when meeting with the metropolitan planning organizations, State departments of transportation, Public Transportation Agencies, and Federal Land Management Agency counterparts to identify and develop tasks associated with the Unified Planning Work Program and the Statewide Planning and Research Program. We recognize the variability of work **program development and update cycles, so we encourage field offices to incorporate these** PEAs as programs are updated.

Please note that this letter is intended only to provide clarity regarding existing requirements. It is not binding and does not have the force and effect of law. All relevant statutes and regulations still apply.

Sincerely,


Nuria F. Hernandez
Administrator
Federal Transit Administration

Stephanie Pollack
Deputy Administrator
Federal Highway Administration

Enclosure

Appendix C. Notice of 2021 Planning Emphasis Areas Letter

2021 Planning Emphasis Areas:

Transition to a Clean Energy

Resilient Future

Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and other public transportation entities to ensure that transportation plans and infrastructure investments help address the national greenhouse gas reduction goal of 50-52 percent below 2005 by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change. Appropriate Unified Planning Regional Council (UPRC) tasks could include identifying the barriers to and opportunities for: deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation infrastructure to climate change impacts and evaluating potential solutions. We encourage you to visit FHWA's [Sustainable Transportation](#) or FTA's [Transit and Sustainability](#) Webpages for more information.

(See EO 13800 on "Investing in Infrastructure: A National Priority" and "Investing in Infrastructure: A National Priority")

"Climate-Resilient Infrastructure" FHWA Order 5500. "Transportation System Planning and Resilience to Extreme Events" FTA's "Infrastructure" Core Effectiveness Tool. "Infrastructure Resilience" and "CRIT" 70. "Improving the Resilience of Transit Systems" Threat to Infrastructure Due to Climate Change

Equity and Justice in Transportation Planning

FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, needs, and priorities from impacted areas. We encourage the use of strategic tools: (1) improve infrastructure for non-motorized travel, public transportation and walkable and wheelchair accessible infrastructure in underserved communities; (2) plan for the City of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities along major corridors; (4) offer reduced public transportation fares, appropriate, smart demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing, mixed-use and consideration of environmental justice populations.

Executive Order 13985, "Ensuring Racial Equity and Social Progress for All" defines the term "equity" as the condition and process of fair, just, and impartial treatment of individuals and groups who belong to underserved communities that have been denied such treatment, such as Black, Hispanic, and low-income and Native American persons, Asian

Americans and Pacific Islander and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequity. The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the following: "In addition, FHWA Order 4003 and b.b.2J... provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal DOT's money goes to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to address federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, education, and health care.

Complete Streets

FHWA Division and FTA regional offices should work with State DOTs, MPOs and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipient develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micromobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution—each complete street is unique and developed to best serve its community context and its primary role in the network.

Current National Highway Traffic Safety Administration 2019 data, 67 percent of motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack crosswalks and safe crossing opportunities. They can function as barrier, to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway adjacent to the road, or on a nearby parallel corridor. Jurisdiction will be required to prioritize safety improvements and speed management on arterials that are essential to creating complete street network for those without access to single-occupancy vehicles.

Appendix C. Notice of 2021 Planning Emphasis Areas Letter

4

Public Involvement

Early, effective, and continuous public involvement begins days before the decision-making process. FHWA Office of Federal Transit Administration (FTA) regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many digital tools also provide information in visual and interactive formats that enhance public understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs. More information is available [here](#).

Strategic Highway Network (STRANET) U.S. Department of Defense (DOD) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRANET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal Aid Highway System, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connectivity to these facilities are essential to national security. The 64,100-mile STRANET system consists of public highways that provide access, connectivity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRANET also contains approximately 1,800 miles of collector routes including more than 200 military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRANET maps and recent Power Project Platform (PPP) Initiative. These can be useful resources in the State and MPO areas covered by these route analyses.

Federal Land Management Agency (FLMA) Coordination

FHWA Division and FTA regional offices should encourage MPOs and State DOTs to coordinate with the FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, and FLMAs should focus on integration of their transportation planning activities and data-jointly assessing State and MPO transportation plans, programs, and commodity flows, as well as the Office of Federal Lands

5

Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation planning to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over lands within the boundaries of the State (23 CFR 450.208(a)(3)). MPOs must appropriately involve FLMAs in the development of the metropolitan transportation plan and the TIP (23 CFR 50.316(d)). Additionally, the National Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program (TIPs) must be included in the STIP directly or by reference, after FHWA approval in accordance with 23 U.S.C. 201(c) (23 CFR 450.118(e)).

Planning and Environment Linkages (PEL)

FHWA Office of Federal Transit Administration (FTA) regional offices should encourage State DOTs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationships building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one consistent flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources. More information on PEL is available [here](#).

Data in Transportation Planning

To address this emerging topic of data sharing, needs, and analytics, FHWA Division and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process; data assets have value across multiple programs. Data sharing principles and data management can be tailored for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing urban space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

Appendix D. Documentation of Local Match

2023 jurisdiction dues and project-specific responsibilities, as presented, were originally approved May 2022 as part of the 2023-Metro COG Budget. Each jurisdiction was provided written documentation of the approved local match following Policy Board approval. The 2024 jurisdiction dues will be generally approved with this UPWP, and refined in the spring of 2024.

The following table shows Metro COG's operations and overhead and the breakout between Federal and local funding for 2023.

Jurisdiction Operations Dues Summary - 2023 Budget Estimate										
Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	MnDOT	
Metro COG Dues										
Approved Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$8,127.72	\$9,354.55	\$3,067.07	\$76,676.63	\$1,993.59	\$29,597.18	\$24,843.23	\$26,820.00	\$900,866.28
Metro COG Overhead Costs	All	\$3,160.47	\$3,637.53	\$1,192.63	\$29,815.80	\$775.21	\$11,508.90	\$9,660.32	\$0.00	\$298,158.00
MnDOT Match Requirement	All	\$355.37	\$409.01	\$134.10	\$3,352.50	\$87.17	\$1,294.07	\$1,086.21	\$0.00	\$6,705.00
Total Dues (Internal)		\$11,643.56	\$13,401.08	\$4,393.80	\$109,844.93	\$2,855.97	\$42,400.14	\$35,589.76	\$26,820.00	\$1,205,729.28
Internal Operations (Ineligible costs)	All	\$148.40	\$170.80	\$56.00	\$1,400.00	\$36.40	\$540.40	\$453.60	\$0.00	\$2,800.00
Total		\$11,791.96	\$13,571.88	\$4,449.80	\$111,244.93	\$2,892.37	\$42,940.54	\$36,043.36	\$26,820.00	\$1,208,529.28

The following table shows the projects, project budgets and breakout between Federal and local funding for 2023.

Appendix D. Documentation of Local Match

Jurisdiction Project Dues Summary - 2023 Budget Estimate

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost	Federal Share ²	Fed%	Local Share	Loc%
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
Metro COG Dues														
Approved Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%				
Regional Contracted Planning Projects														
NDSU ATAC Annual Participation	All	\$106.00	\$122.00	\$40.00	\$1,000.00	\$26.00	\$386.00	\$324.00	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
MTP 2050	All	\$1,908.00	\$2,196.00	\$720.00	\$18,000.00	\$468.00	\$6,948.00	\$5,832.00	\$0.00	\$180,000.00	\$144,000.00	80%	\$36,000.00	20%
Travel Demand Model Update (2022-23)	All	\$424.00	\$488.00	\$160.00	\$4,000.00	\$104.00	\$1,544.00	\$1,296.00	\$0.00	\$40,000.00	\$32,000.00	80%	\$8,000.00	20%
Interstate Operations Analysis	All	\$683.17	\$786.29	\$257.80	\$6,445.00	\$167.57	\$2,487.77	\$2,088.18	\$28,000.00	\$124,445.00	\$83,555.00	80%	\$12,890.00	10%
EV Readiness Study -	All	\$1,590.00	\$1,830.00	\$600.00	\$15,000.00	\$390.00	\$5,790.00	\$4,860.00	\$0.00	\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
Total - Projects Shared Across Metro Area		\$4,711.17	\$5,422.29	\$1,777.80	\$44,445.00	\$1,155.57	\$17,155.77	\$14,400.18	\$28,000.00	\$504,445.00	\$387,555.00		\$88,890.00	
Jurisdiction-Specific Contracted Planning Studies														
Moorhead Intersection Traffic Data Collection	Moorhead						\$2,474.00			\$12,370.00	\$9,896.00	80%	\$2,474.00	20%
Signalized Intersections Traffic Data Collection Phase II	Fargo, West Fargo, MnDOT, Moorhead				\$11,000.00		\$3,400.00	\$4,600.00	\$1,000.00	\$100,000.00	\$80,000.00	80%	\$20,000.00	20%
Moorhead I-94 & 20th Street Interchange Analysis	Moorhead						\$15,000.00		\$15,000.00	\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
University Drive & 10th Street On-Way Pair Conversion	Fargo				\$5,000.00					\$25,000.00	\$20,000.00	80%	\$5,000.00	20%
Total - Jurisdiction-Specific Planning Studies		\$0.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$20,874.00	\$4,600.00	\$16,000.00	\$287,370.00	\$229,896.00		\$57,474.00	
Grand Total Project Dues		\$4,711.17	\$5,422.29	\$1,777.80	\$60,445.00	\$1,155.57	\$38,029.77	\$19,000.18	\$44,000.00	\$791,815.00	\$617,451.00		\$146,364.00	

Notes:

¹Contracted Studies will be billed to jurisdictions when the project is to begin.

²Contracted Planning Studies are contingent on the availability of federal funding.

Appendix D. Documentation of Local Match

The following table shows Metro COG's 2024 operations and overhead and breakout between Federal and local funding for 2024.

Jurisdiction Operations Dues Summary - 2024 Budget

Jurisdiction Operations Dues Summary - 2024 Budget										
Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
Metro COG Dues										
Approved Dues Formula		5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%
Internal Operations (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$10,227.32	\$11,771.06	\$3,859.37	\$96,484.14	\$2,508.59	\$37,242.88	\$31,260.86	\$0.00	\$ 964,841.39
Metro COG Overhead Costs	All	\$3,873.28	\$4,457.93	\$1,461.62	\$36,540.40	\$950.05	\$14,104.59	\$11,839.09	\$0.00	\$ 365,404.00
Metro COG Additional Overhead Costs	All	\$1,016.23	\$1,169.62	\$383.48	\$9,587.04	\$249.26	\$3,700.60	\$3,106.20	\$0.00	\$ 95,870.44
MnDOT Match Requirement	All	\$421.62	\$485.26	\$159.10	\$3,977.50	\$103.42	\$1,535.32	\$1,288.71	\$0.00	\$ 39,775.00
Total Dues (Internal)		\$15,538.44	\$17,883.87	\$5,863.56	\$146,589.08	\$3,811.32	\$56,583.39	\$47,494.86	\$0.00	\$1,465,890.83
Internal Operations (ineligible costs)	All	\$148.40	\$170.80	\$56.00	\$1,400.00	\$36.40	\$540.40	\$453.60	\$0.00	\$2,800.00
Total		\$15,686.84	\$18,054.67	\$5,919.56	\$147,989.08	\$3,847.72	\$57,123.79	\$47,948.46	\$0.00	\$1,468,690.83

Notes:
 1 Contracted Studies will be billed to jurisdictions when the project is to begin.

²Contracted Planning Studies are contingent on the availability of federal funding.

³Total is for 10 counting units.

⁴Projects "on deck" if federal funding becomes available.

⁵Local match for the project has not yet been determined but may come from agency(s) other than Metro COG jurisdictions.

Appendix D. Documentation of Local Match

The following table shows the 2024 projects, project budgets, and breakdown of Federal and local shares.

Jurisdiction Project Dues Summary - 2024 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
Approved Metro COG Dues Formula	-	5.3%	6.1%	2.0%	50.0%	1.3%	19.3%	16.2%	0.0%	100.00%
Regional Contracted Planning Projects	-	-	-	-	-	-	-	-	-	-
NDSU ATAC Annual Participation	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00
Metropolitan Transportation Plan 2050 Update (Year 2 of 2)	All	\$2,332.00	\$2,684.00	\$880.00	\$22,000.00	\$572.00	\$8,492.00	\$7,128.00	\$0.00	\$220,000.00
Metropolitan Transportation Plan 2050 Update (Year 1 of 2) (Dues collected in 2023)	All	\$920.84	\$1,059.84	\$347.49	\$8,687.21	\$225.87	\$3,353.26	\$2,814.65	\$0.00	\$86,872.05
Safe Streets for All Comprehensive Safety Action Plan (Dues collected in 2023)	All	\$2,046.77	\$2,355.72	\$772.37	\$19,309.16	\$502.04	\$7,453.34	\$6,256.17	\$0.00	\$193,091.63
Electric Vehicle Readiness Study (Dues collected in 2023)	All	\$1,589.51	\$1,829.44	\$599.82	\$14,995.38	\$389.88	\$5,788.22	\$4,858.50	\$0.00	\$149,953.81
Total - Projects Shared Across Metro Area	-	\$2,486.70	\$2,847.81	\$918.98	\$23,000.00	\$595.54	\$8,860.75	\$7,378.22	\$0.00	\$230,000.00
Jurisdiction-Specific Contracted Planning Studies	-	-	-	-	-	-	-	-	-	-
Heartland Trail Alignment Analysis (Year 1 of 2, with \$125,000 also budgeted for 2025)	Clay County, Dilworth, Moorhead, Glyndon, Hawley	-	\$18,750.00	\$4,500.00	-	-	\$5,250.00	-	\$9,000.00	\$187,500.00
15th Ave N Corridor Study	Moorhead, Dilworth, Clay County	-	\$15,000.00	\$15,000.00	-	-	-	-	-	\$150,000.00

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<u>15th Street W - I-94 and Sheyenne Diversion Overpass Study - PEL (West 94 Area Transportation Plan)</u>	West Fargo							<u>\$45,000.00</u>		<u>\$225,000.00</u>
<u>Horace Downtown Core Neighborhoods Plan</u>	Horace					<u>\$9,460.85</u>				<u>\$47,304.27</u>
<u>Horace Downtown Core Neighborhoods Plan - Complete Streets Set Aside</u>	Horace					<u>\$0.00</u>				<u>\$81,473.12</u>
<u>University and 10th Street Corridor Study (Dues collected in 2023)</u>	Fargo				<u>\$25,931.11</u>					<u>\$129,655.57</u>
<u>West Perimeter Highway Study (Dues collected in 2023)</u>	West Fargo, Cass County, Horace	<u>\$10,000.00</u>				<u>\$10,000.00</u>		<u>\$10,000.00</u>		<u>\$150,000.00</u>
<u>Moorhead I-94/20th Street Interchange Study (Dues collected in 2023)</u>	Moorhead, MnDOT						<u>\$6,527.92</u>		<u>\$15,000.00</u>	<u>\$107,639.62</u>
<u>Moorhead Intersection Traffic Data Collection (Year 2 of 3) (Dues collected in 2023)</u>	Moorhead						<u>\$1,212.37</u>			<u>\$6,061.83</u>
<u>Moorhead Intersection Traffic Data Collection (Year 3 of 3) (Dues collected in 2023)</u>	Moorhead						<u>\$2,474.00</u>			<u>\$12,370.00</u>
<u>Metro Railroad Needs Study</u>	Dilworth, Moorhead, Fargo, West Fargo, Cass County, BNSF								<u>\$20,000.00</u>	<u>\$100,000.00</u>
<u>MATBUS TDP</u>	MATBUS				<u>\$10,720.00</u>		<u>\$5,280.00</u>			<u>\$80,000.00</u>
<u>Dilworth 8th Avenue Extension Study</u>	Dilworth			<u>\$30,000.00</u>						<u>\$150,000.00</u>
<u>Kindred Comprehensive Plan</u>	Kindred, Cass County	<u>\$14,000.00</u>							<u>\$14,000.00</u>	<u>\$100,000.00</u>
<u>Signalized Intersection Traffic Data Collection Phase II (Dues Collected in 2023)</u>	Fargo, West Fargo, MnDOT, Moorhead				<u>\$2,654.05</u>		<u>\$820.34</u>	<u>\$1,109.88</u>	<u>\$241.28</u>	<u>\$24,127.75</u>

Total - Jurisdiction-Specific Planning Studies	-	\$24,000.00	\$33,750.00	\$49,500.00	\$39,305.17	\$19,460.85	\$21,564.64	\$56,109.88	\$58,241.28	\$1,551,132.16
	-	-	-	-	-	-	-	-	-	-
Grand Total	-	\$26,486.70	\$36,597.81	\$50,418.98	\$62,305.17	\$20,056.39	\$30,425.38	\$63,488.10	\$58,241.28	\$1,781,132.16

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Notes:

¹Contracted Studies will be billed to jurisdictions when the project is to begin.

²Contracted Planning Studies are contingent on the availability of federal funding.

Appendix E. Metro COG Cost Allocation Plan

Metro COG Cost Allocation Plan

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has prepared a cost allocation plan in support of the 2023-2024 Unified Planning Work Program (UPWP). It is intended to describe the procedures used by Metro COG to distribute indirect project costs incurred over the 24-month period (January 1, 2023 — December 31, 2024) among local, state, and federal granting agencies.

Metro COG Funding & Billing Procedures

Federal

For 2021-2022 Metro COG will receive the majority of its revenues from a Consolidated Planning Grant (CPG) administered by the North Dakota Department of Transportation. The 20% share of the CPG eligible costs are covered through local and state sources of funding. Metro COG bills NDDOT monthly for reimbursement of eligible CPG activities. Metro COG reimbursement requests to NDDOT break out costs by direct labor, indirect costs, and contracted planning costs.

State

Metro COG will receive approximately \$26,820 (based on estimates for CY 2021 and CY 2022 provided by MnDOT) annually from the Minnesota Department of Transportation (MnDOT) through a state funded planning grant. The MnDOT grant requires a 20% local match, which is met out of expenses billed to Program Area 901; and through the dues collected from Metro COG's member units of government. The 20% match on the MnDOT is estimated annually at approximately \$6,705 based on CY 2020 MnDOT Grant. The other 80% of the MnDOT grant is used as the 20% match on CPG eligible activities. Metro COG bills MnDOT three times annually for reimbursement of the state planning grant funds (50%, 40% and 10%).

Local

Metro COG will collect local dues annually from its local members' units of government. The local dues make up the majority of the required 20% match on CPG eligible costs for internal operations. Local match on contracted planning activities (Program Area 1000) are collected directly from benefiting jurisdictions or agencies and are not covered by Metro COG local dues contributions. Metro COG invoices all local member units of government once annually for payment of local dues and required match on contracted planning activities.

Appendix E. Metro COG Cost Allocation Plan

Labor Costs (Direct Costs)

The direct cost of Metro COG staff is determined based on both the annual salary and related labor costs which include fringe benefits. Metro COG includes the cost of fringe benefits (health, dental and vision), SIMPLE (retirement) plan contributions, Social Security, Medicare and other employee related expenses into its hourly billing rate. When Metro COG bills NDDOT or other benefiting agencies, it is directly recouping these employees' related costs.

Indirect Costs (Overhead, Administration and Release Time)

Metro COG's indirect costs for 2023 and 2024 are demonstrated in Program Area 800 and overhead costs 800a-800r. Program Area 800 is administrative time billed by Metro COG staff that is not attributable to any specific program activity in that it benefits the overall operation of Metro COG, as discussed under Program Area 800. Program Area 800a – 800r is overhead costs incurred to support the operations of Metro COG.

Metro COG's indirect costs support the implementation of Program Area 100-900 of the UPWP, as outlined below. Indirect (overhead) costs attributable to *non-metropolitan wide* Program Area 1000 projects are not charged against Metro COG's overhead for items such as advertising and meeting space costs. These costs are directly recouped from the project-specific Program Area 1000 budget. Certain soft costs such as printing, postage and miscellaneous supply costs for Program Area 1000 projects are charged against Metro COG's overhead, as these costs are difficult to separate. Indirect (overhead) costs attributable to Program Area 1000 projects, which are metropolitan wide (area wide plans, the MTP or modal plan updates, etc.), are billed against Metro COG's overhead costs.

Metro COG clearly delineates indirect costs from direct project costs (billable staff time or consultant and contracted charges) when its bills NDDOT for CPG reimbursements. Metro COG bills NDDOT an indirect rate (which is reconciled and approved annually) to recoup overhead and administrative costs incurred as part of its operation, as expressed through activities and expenses related to Program Area 800 and 800a – 800r.

For internal budgeting purposes Metro COG splits the overhead component of its indirect costs by those eligible for CPG reimbursement (overhead costs) and those ineligible for CPG reimbursement (801). Costs shown in 801 are cost considered ineligible for reimbursement with CPG funds. Metro COG uses costs incurred in 801 to partially meet the local match against the annual MnDOT state planning grant, which requires a local match of 20%, which is estimated annually at approximately \$6,705 based on CY 2018 MnDOT Grant. Metro COG and

Appendix E. Metro COG Cost Allocation Plan

NDDOT annually reconciles indirect billing amounts to ensure accuracy of costs being reimbursed as indirect with CPG funds.

Metro COG uses 19 categories of overhead costs; many are self-explanatory but a full description is provided below:

- *800a - Travel/Registration/Training*: Registration fees for conferences, workshops and seminars; mileage and travel reimbursements, including per diems, related to pre-approved staff travel.
- *800b - Dues/Subscriptions*: Expenses for dues and subscriptions for transportation planning related publications and professional organizations (if CPG eligible).
- *800c - Office Supplies*: Materials and supplies (paper, pens, pencils, etc.).
- *800d - Postage*: Postage meter lease and postage costs.
- *800e - Advertising*: Advertising costs related to the publication of Metro COG meetings and events (PPP); and ads regarding employee recruitment.
- *800f - Office Rent*: Rent payments regarding Metro COG office space.
- *800g - Insurance*: Several interrelated insurance policies protecting Metro COG material items, liability for staff, the Director, and the Policy Board.
- *800h - Communications*: Monthly internet/phone/data charges.
- *800i - Information Systems*: Related to support of information systems (IS) of Metro COG, including hardware, software, website hosting, and Managed IT services.
- *800j - Audit (contracted)*: Metro COG's annual audit.
- *800k - Office Equipment*: Replacement/purchase of office equipment, including desks, chairs, computers etc. (Metro COG is a stand-alone organization, and all equipment used by Metro COG is used solely for Metro COG functions).
- *800l - Equipment Rental (including printing)*: This relates to the lease/rental of equipment, primarily Metro COG's office multifunction printer; including cost-per-copy printing.
- *800m - Attorney's Fees*: Legal costs. *Banking Fees*: Service charges
- *800n - Accounting Services (contracted)*: Costs related to accounting services.
- *800o - HR Services*: Expenses related to Metro COG's use of Human Resources services.
- *800p - Traffic Count Equipment Maintenance*: Costs related to replacement/purchase of traffic count equipment and maintenance.

Appendix E. Metro COG Cost Allocation Plan

- 800q – Payroll Services: Payroll services not covered under accounting services.
- 800r – Newsletter Printing and Mailing: Costs related to the printing and distribution of the Metro Connection, Metro COG's quarterly newsletter (postage for distribution included).

Locally Funded Overhead

- 801a - Miscellaneous (Locally funded): Covers miscellaneous costs that are not eligible for federal reimbursement (occasional food/meals for meetings); and is used to cover unexpected expenses for which no other overhead category is suitable. With this UPWP, local funds were requested to build up a traffic count equipment replacement account.

The following table shows Metro COG's Overhead Costs as estimated for the 2023-2024 UPWP.

800 Overhead		REVISED 2024 Budget
800a	Travel / Registrations/ Training/etc..	\$22,800.00
800b	Dues / Subscriptions	\$10,250.00
800c	Office Supplies	\$4,000.00
800d	Postage	\$2,184.00
800e	Advertising	\$2,000.00
800f	Office Rent	\$90,000.00
800g	Insurance	\$8,535.00
800h	Communications	\$4,200.00
800i	Information Systems	\$158,684.00
800j	Audit	\$15,600.00
800k	Office Equipment	\$500.00
800l	Printing	\$4,196.00
800m	Legal Services	\$1,500.00
800n	Accounting Services	\$18,000.00
800o	HR Services	\$500.00
800p	Traffic Count Equipment Maintenance and Replacement	\$20,275.00
800q	Payroll Services	\$2,180.00
800r	Newsletter Printing and Mailing	\$0.00
Total Overhead¹		\$365,404.00
801 Overhead (Funded Locally)		REVISED 2024 Budget
801a	Bike Map App Updates and misc. locally funded supplies	\$1,800.00
801b	Traffic Count Equipment Replacement Fund	\$1,000.00
Total Overhead (Funded Locally)²		\$2,800.00
Total 2021 and 2022 Overhead Costs		\$368,204.00

Notes:

² Funds used for non-federally reimbursable products or purchases.

Additional 800 Overhead (Re-obligated CPG Funds)			
800i - IT Services, Software and Equipment			
Purpose	Unit Cost	#	2024 Cost
		TOTAL	\$ 40,692.75
800k - Office Equipment			
Purpose	Unit Cost	#	2024 Cost
		Total	\$ 4,200.00
800l - Printing			
Purpose	Unit Cost	#	2024 Cost
		Total	\$ 9,877.69
800p - Traffic Count Equipment Maintenance			
Purpose	Unit Cost	#	2024 Cost
		Total	\$ 41,100.00
TOTAL OVERHEAD			\$ 95,870.44

Appendix E. Metro COG Cost Allocation Plan

Metro COG's Indirect Rate

Metro COG's indirect rate is determined based on a reconciliation of past year costs (e.g., the CY 2021 indirect rate will be based on actual reconciled indirect costs for 2020). A new indirect rate is approved periodically by NDDOT. Review for a new rate is underway in fall of 2022. Indirect costs take into account all overhead costs (as show in Program 800a- 800r) and administrative costs shown in Program Area 800, as a factor of total direct costs (*indirect costs/direct costs = indirect rate*). The indirect rate is applied to all work (almost exclusively in the 1000 program area) provided by Metro COG for which costs are not reimbursed by NDDOT with CPG funds.

Contracted Planning Costs

All direct and identifiable indirect costs attributable to *non-metropolitan wide* Contracted Planning projects in Program Area 1000 are recouped directly from the project budget, and are therefore treated as excluded costs. No indirect costs for project implementation of non-metropolitan wide contracted planning studies (public meeting notices or meeting space rentals) are billed to Metro COG's overhead. The only deviation would be nominal costs incurred through actions such as photocopying and other tasks, which generate a very small cost to Metro COG's overhead, mostly related to the consultant procurement or contract management.

Special Project Costs

Metro COG has estimated that less than 5% of all billable labor by Metro COG staff over the calendar years of 2023-2024 will not be eligible for reimbursement through the CPG funds administrated by the NDDOT. These costs are exclusive to Program 1000, Community Planning and Technical Assistance. For services provided in the 1000 Program Area Metro COG recoups ineligible direct costs and indirect costs based on an hourly billing rate through a contact with the recipient community. For projects with a partial CPG component, costs are tracked and billed accordingly; and reconciled at the end of the project and the end of each calendar year. Metro COG timesheets and indirect cost tracking procedures allow for accurate tracking of costs by UPWP Program Area, and task activity.

Appendix F. Metro COG 2022 Transportation Improvement Program Self Certification Statement

**A RESOLUTION ENDORSING THE FY 2023- FY 2026
TRANSPORTATION IMPROVEMENT PROGRAM
FOR THE
FARGO-MOORHEAD METROPOLITAN AREA**

WHEREAS, the members of the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) have been formally designated by their respective legislative bodies to act as the official representative in planning matters of mutual concern; and

WHEREAS, Metro COG is the designated Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead metropolitan area; and

WHEREAS, it is the responsibility of the MPO, in conjunction with the States, to certify that the transportation planning process complies with all applicable federal laws and regulations; and

WHEREAS, a fiscally constrained and prioritized Transportation Improvement Program (TIP) for intermodal planning is required by the U.S. Department of Transportation (DOT) and was developed by the MPO for the greater Fargo-Moorhead metropolitan area; and

WHEREAS, the Fiscal Year 2023-2026 Transportation Improvement Program, dated September 2022, which defines the capital improvements for streets, highways, bicycle and pedestrian facilities, and transit in the metropolitan area for a four-year period, has been approved by the Transportation Technical Committee; and

WHEREAS, the Metro COG region is in attainment for all air quality standards and projects contained within the TIP are not subject to conformity regulations contained in 40 CFR part 93, subpart A; and

WHEREAS, the Fiscal Year 2023 - 2026 Transportation Improvement Program has been given due consideration by the public and Metro COG Policy Board; therefore, be it

RESOLVED, that Metro COG approves the Fiscal Year 2023- 2026 Transportation Improvement Program, dated September 2022, and recommends said program be forwarded to the appropriate state and federal agencies; and be it further

RESOLVED, that Metro COG certifies that the transportation planning process complies with applicable federal laws and regulations as required in 23 CFR 450.336.

PASSED this day of **ber**; 2022



Dave Piepkorn, Chair
Metro COG Policy Board

Appendix F. Metro COG 2022 Transportation Improvement Program Self Certification Statement

**A RESOLUTION CONFIRMING THE
METROPOLITAN TRANSPORTATION PLAN
AS BEING CURRENTLY HELD VALID**

WHEREAS, the U.S. Department of Transportation requires that the Metropolitan Planning Organization (MPO) designated with the authority to carry out metropolitan transportation planning in a given urbanized area shall prepare a transportation plan for that area; and

WHEREAS, the U.S. Department of Transportation further requires that the MPO annually review this transportation plan, and confirm that it is currently held valid and consistent with current transportation and land use issues; and

WHEREAS, the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) has been designated by the Governors of the State of Minnesota and North Dakota as the MPO for the Fargo-Moorhead metropolitan area; and

WHEREAS, Metro COG adopted its Metropolitan Transportation Plan, *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* in November of 2019, as well as detailed ancillary modal documents including the Metropolitan Bikeway & Pedestrian Plan (adopted February 2017), a Metropolitan Transit Development Plan (adopted July 2021); a Metropolitan Comprehensive ITS Plan (adopted June 2008); and

WHEREAS, *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* includes a transportation systems management element, a short-range transportation project prioritization element, and a long-range project prioritization element providing for the transportation needs of the urbanized area; and

WHEREAS, the Transportation Technical Committee of the Metro COG recommends that *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* be considered valid and consistent with current transportation and land use issues.

NOW, THEREFORE, BE IT RESOLVED THAT, the Metro COG Policy Board certifies that *Metro Grow: 2045 Fargo-Moorhead Metropolitan Transportation Plan* is currently held valid and consistent with current transportation and land use considerations.



Dave Piepkorn, Chair
Metro COG Policy Board
9/15/22

Date



Cynthia Gray, Executive Director
Metro COG
9/15/2022

Date


Appendix F. Metro COG 2022 Transportation Improvement Program Self Certification Statement


TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) hereby certifies that it is carrying out a continuing, cooperative, and comprehensive transportation planning process for the region in accordance with the applicable requirements of:

- 23 USC 134 and 49 USC 5303, and 23 CFR Part 450;
- In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended [42 USC 7504, 7506 (c) and (d)] and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
- 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the Fixing America's Surface Transportation (FAST) Act (PL 114-94) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 USC regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and CFR part 27 regarding discrimination against individuals with disabilities.

Full documentation of Metro COG's federal certification can be obtained by contacting Metro COG at (701) 532-5100, metrocoog@fmmetrocoog.org, or by visiting in person at One 2nd Street North Suite 232, Fargo, North Dakota 58102.

F-M Metropolitan Council of Governments

 Signature _____
 Date _____
 Cheryl
 Title _____

North Dakota Department of Transportation

 Signature _____ Date 9/19/2022
 Local Government Director
 Title _____

Appendix G. Certification of Restrictions on Lobbying

I, Dave Piepkorn, Fargo-Moorhead Metropolitan Council of Governments (Metro COG) Policy Board Chair, hereby certify on behalf of Metro COG to the best of my knowledge:

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

The certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

Executed this 15 September, 2022

By £7 _____

Dave Piepkorn, Chair

Fargo-Moorhead Metropolitan Council of Governments
Policy Board

Date 9/15/22

Appendix H. MATBUS FTA Section 5307 Projects

Local Transit Planning (FTA 5307 Funded)	Participant(s): City of Fargo Transit Division
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This section describes transit planning activities conducted by the City of Fargo through Section 5307 transit funding, so that FM COG's UPWP reflects the complementary nature of area wide and local planning efforts. Funding for these projects is not included in FM COG's UPWP budget, because the funding is provided directly to the City of Fargo.

Objective:

To provide staff support for planning activities for the City of Fargo transit system, including coordination with the City of Moorhead and other private and public transportation services and human service agencies for community wide transportation opportunities for the general public, elderly, disabled and economically disadvantaged.

Assigned Staff Hours: 360 (2023) 440 (2024)

Activities:

- Ridership and statistical analysis
- Financial planning - update short and long-term financial plans, capital improvement plans, asset management plans
- Route and operations planning - evaluation route performance, plan new routes and changes to existing routes, conduct passenger surveys
- Safety and security - review plans and analyze effectiveness
- Transit marketing - evaluate plans and analyze effectiveness of activities and communication through social media
- Meeting participation - Transportation Technical Committee, Bike and Pedestrian Committee, Metropolitan Area Transit Coordinating Board, Metropolitan Council of Governments Policy Board, Transportation Improvement Plan, Transit Development Plan, Long-range Transportation Plan, Downtown Comprehensive Plan, NP/1st Ave Corridor Plan, West Acres Study, U-Pass Program, and other transit and human service agencies
- Metro Transit Development Plan staff assistance and administration

Products

Ridership and Operations/Performance Reports
 Annual Ridership and Statistical Report
 Farebox Revenue Analyses
 10-Year Financial Plan
 5-Year Capital Improvement Plan
 Asset Management Plan Update
 Safety and security analysis
 Marketing and social media
 Meeting Participation

Completion Date

Monthly
 1st Quarter
 Quarterly
 2nd Quarter
 3rd Quarter
 1st Quarter
 Ongoing
 Ongoing
 Monthly

Appendix H. MATBUS FTA Section 5307 Projects

Local Transit Planning (FTA 5307 Funded)	Participant(s): City of Moorhead Transit Division
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This section describes transit planning activities conducted by the City of Moorhead through Section 5307 transit funding, so that FM COG's UPWP reflects the complementary nature of area wide and local planning efforts. Funding for these projects is not included in FM COG's UPWP budget, because the funding is provided directly to the City of Moorhead.

Objective:

To provide staff support for planning activities for the City of Moorhead transit system, including coordination with the City of Fargo and other private and public transportation services and human service agencies for community wide transportation opportunities for the general public, elderly, disabled and economically disadvantaged.

Assigned Staff Hours: 360 (2023) 440 (2024)

Activities:

- Ridership and statistical analysis
- Financial planning - update short and long-term financial plans, capital improvement plans, asset management plans
- Route and operations planning - evaluation route performance, plan new routes and changes to existing routes, conduct passenger surveys
- Safety and security - review plans and analyze effectiveness
- Transit marketing - evaluate plans and analyze effectiveness of activities and communication through social media
- Meeting participation - Transportation Technical Committee, Bike and Pedestrian Committee, Metropolitan Area Transit Coordinating Board, Metropolitan Council of Governments Policy Board, Transportation Improvement Plan, Transit Development Plan, Long-range Transportation Plan, Greater Minnesota Transit Investment Plan, U-Pass Program, and other transit and human service agencies
- Metro Transit Development Plan staff assistance and administration

Products

Ridership and Operations/Performance Reports
 Annual Ridership and Statistical Report
 Farebox Revenue Analyses
 10-Year Financial Plan
 5-Year Capital Improvement Plan
 Asset Management Plan Update
 Safety and security analysis
 Marketing and social media
 Meeting Participation

Completion Date

Monthly
 1st Quarter
 Quarterly
 2nd Quarter
 3rd Quarter
 1st Quarter
 Ongoing
 Ongoing
 Monthly

Appendix I. Policy Board Meeting Minutes, September 15, 2022

606th Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments Thursday, September 15, 2022 – 4:00 pm

Members Present:

Amanda	George	West Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Steve	Lindaas	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Arlette	Preston	Fargo City Commission
Mary	Scherling	Cass County Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission
Jeff	Trudeau	Horace City Council
Bob	Walton	NDDOT – Fargo District (ex-officio)

Members Absent:

Matthew	Gilbertson	Moorhead City Council
Denise	Kolpack	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission
Shiloh	Wahl	MnDOT – District 4 (ex-officio)

Others Present:

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Jaron	Capps	Metro COG
Ari	Del Rosario	Metro COG
Micah	Dickman	SDK
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Brent	Muscha	Apex Engineering

1a. **MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**

The meeting was called to order at 4:00 pm, on September 15, 2022 by Chair Piepkorn, noting a quorum was present. Introductions were made.

1b. **Approve Order and Contents of Overall Agenda, approved**

Chair Piepkorn asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the September 15, 2022 Policy Board Meeting.

Mr. Schneider moved, seconded by Mr. Hendrickson

MOTION, passed

Motion carried unanimously.

1c. **Past Meeting Minutes, approved**

Chair Piepkorn asked for approval of the Minutes of the August 18, 2022 Meeting.

MOTION: Approve the August 18, 2022 Policy Board Meeting Minutes.

Mr. Lindaas moved, seconded by Mr. Olson

MOTION, passed

Appendix I. Policy Board Meeting Minutes, September 15, 2022

Motion carried unanimously.

1d. Monthly Bills, **approved**

Chair Piepkorn asked for approval of the September 2022 Bills as listed on Attachment 1d.

MOTION: Approve the September 2022 Bills List.

Mr. Olson moved, seconded by Ms. Nash

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

Chair Piepkorn asked for approval of Items a-d on the Consent Agenda.

a. August Month End Report

b. 2021-2022 Unified Planning Work Program (UPWP) Amendment #6

MOTION: Approve Items a-b on the Consent Agenda.

Ms. Preston moved, seconded by Mr. Gunkelman

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. 2022-2025 Transportation Improvement Program (TIP) Amendment #8

Mr. Del Rosario presented amendment #8 to the 2022-2025 Transportation Improvement Program (TIP). The proposed amendment to the 2022-2025 TIP reflects a modified federally funded project within the Metropolitan Planning Area (MPA).

A public notice was published in The Forum of Fargo-Moorhead on Wednesday, August 31, 2022, which advertised the public meeting, detailed how to request more information, and provided information on how to make public comment regarding the proposed amendment. The public notice advertised that any public comments will be accepted until 12:00 p.m. (noon) on Thursday, September 15, 2022. No written comments were received.

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

1. **Modification of Project 9190025:** NDDOT reconstruction of I-94 E from near W Fargo E to W Horace Rd. The project year changed from 2023 to 2022. The total project cost increased by 31.02% from \$8,200,000 to \$10,743,764 of which Interstate Maintenance (IM) funds increased from \$7,380,000 to \$9,669,388 and state funds increased from \$820,000 to \$1,074,376.
1. **Modification of Project 9190027:** NDDOT reconstruction of I-94 W from near W Fargo E to W Horace Rd. The project year changed from 2023 to 2022. The total project cost increased by 31.02% from \$8,200,000 to \$10,743,764 of which Interstate Maintenance (IM) funds increased from \$7,380,000 to \$9,669,388 and state funds increased from \$820,000 to \$1,074,376.
2. **Modification of Project 9221002:** NDDOT Wrong Way Detection System safety project at I-29 Exit 69. The project year changed from 2022 to 2023.

MOTION: Approve Amendment #8 to the 2022-2025 Transportation Improvement Program (TIP).

Mr. Olson moved, seconded by Mr. Gunkelman.

Appendix I. Policy Board Meeting Minutes, September 15, 2022

MOTION, passed

Motion carried unanimously.

3c. 2023-2026 Transportation Improvement Program (TIP) Adoption

Mr. Del Rosario presented the final draft 2023-2026 Transportation Improvement Program (TIP). The Final Draft 2023-2026 TIP documents federally funded roadway, transit, and bicycle and pedestrian projects programmed for the years 2023-2026, as well as other regionally significant projects.

Since the initial draft document was released in July, Metro COG updated language throughout the document to reflect minor changes or clarifications and to address comments received by planning partners. Other sections with major updates include the Introduction, Project Locator Map, Detailed Project Listings, Financial Plan and Fiscal Constraint, Overview of Federal Aid Programs, Performance Measures, and Public Involvement sections. Appendix A, public input, and Appendix C, local CIPs, were also updated.

Specific items to highlight since the initial Draft Metro COG 2023-2026 TIP document was released in July:

1. Detailed project listings
2. Financial plan and fiscal constraint
3. Appendix A – public input

MOTION: Adopt the 2023-2026 Transportation Improvement Program

Mr. Olson moved, seconded by Mr. Schneider.

MOTION, passed

Motion carried unanimously.

3d. 2023-2024 Unified Planning Work Program (UPWP) Adoption

Ms. Gray presented the final draft 2023-2024 Unified Planning Work Program (UPWP). The 2023 portion of the UPWP is consistent with the budget that was brought forth in May of this year; however, consistent with follow-up correspondence earlier this summer with local Engineering and Planning staff, an ATAC project, Phase II of the Intersection Data Collection and Reporting, has been included in the work program for a total of \$100,000. The inclusion of this project results in a higher local match for Fargo, West Fargo, and Moorhead, and requires \$1,000 in participation from MnDOT for the inclusion of a MnDOT signal in Moorhead. The local funding splits were based on ATAC's estimated level of effort, which is based on the signal characteristics in each community.

Ms. Gray noted that there are a number of carryover projects from 2022 into 2023. All amounts are estimated at this time, and there is usually a UPWP amendment that is presented around the end of the calendar year to update the carryover estimates.

Ms. Gray said that this UPWP is fairly aggressive in its inclusion of contracted transportation planning studies, especially for 2024. She went over the 2024 contracted transportation planning studies in detail and identified the local match participants for each project, consistent with the materials sent out in the packet.

Ms. Gray pointed out that the 10 Planning Factors from the FAST Act and the Planning Emphasis Areas (PEAs) of the IIJA must be documented in the UPWP, and they are documented in both a summary manner and in the description of each UPWP category.

Mr. Piepkorn asked about the 15th Avenue N Corridor Study (2024) and if it would make sense to study that all the way across the metro area, especially given the funding

Appendix I. Policy Board Meeting Minutes, September 15, 2022

received to study the feasibility of raising the 12th / 15th Avenue N bridge above the floodway. Ms. Gray stated that portions of that corridor on the ND side have been studied in the fairly recent past, and that even in Moorhead, the technical staff indicated their desire to start the project at US Highway 75 rather than going all the way to the River, but stated that this is all open to further discussion during 2023 the months leading up to the development of an RFP.

If Metro COG's application for an SS4A Safety Action Grant is successful, we will need to work with the member jurisdictions to add the Safety Action Grant to the work program. Metro COG does not expect to learn if the grant was awarded until the end of 2022 or beginning of 2023.

MOTION: Adopt the 2023-2024 Unified Planning Work Program
Mr. Schneider moved, seconded by Ms. Nash
MOTION, passed
Motion carried unanimously.

***Mr. Schneider left the meeting at 4:57pm**

3e. Policy Board Bylaws – Updates related to TMA Designation

Ms. Gray presented updates to the Policy Board Bylaws, which needed revision regarding the upcoming transition into TMA status.

After discussion and consideration, the Executive Committee recommended that MnDOT and NDDOT representation on the Policy Board remain ex-officio. In addition, it was recommended that an additional ex-officio member of the Policy Board consist of a representative of Hector Airport Authority, as opposed to having an airport representative serve as a voting member of the Board.

Ms. Gray said that the revised bylaws have been reviewed by Metro COG attorney, John Shockley.

Ms. Scherling asked why the updated language includes the need for one committee member to be physically present at each meeting even if other members are participating virtually. She stated she was not comfortable mandating this into the bylaws, but Ms. Mongeau reminded the committee that during the COVID-19 pandemic, all government bodies were operating under emergency order, and that bylaws can always be updated.

Mr. Piepkorn asked Ms. Gray to follow up with Mr. Shockley on the requirement for a board member to be present at the meeting location.

MOTION: Approve the Policy Board Bylaws as amended in September 2022
Ms. Mongeau moved, seconded by Mr. Hendrickson
MOTION, passed
Motion carried unanimously.

3f. Transportation Management Area (TMA) Funding Memorandum of Understanding (MOU)

Ms. Gray presented a Memorandum of Understanding (MOU) with NDDOT regarding funding once Metro COG is designated as a Transportation Management Area (TMA).

Metro COG finds the MOU straight-forward and acceptable.

Appendix I. Policy Board Meeting Minutes, September 15, 2022

The MOU has been reviewed by Metro COG's attorney, John Shockley. Mr. Shockley indicated that he has no issues with the MOU and recommended that we move forward with approval.

Ms. Gray said that MnDOT has not prepared an MOU for the transition into TMA status.

**MOTION: Approve the TMA funding MOU and authorize the Policy Board Chair and Executive Director to sign the document.
Mr. Lindaas moved, seconded by Mr. Gunkelman
MOTION, passed
Motion carried unanimously.**

3g. Public Participation Plan

Ms. Gray said that staff is working on an update of the Metro COG Public Participation Plan (PPP). The PPP is a required document, and was last updated in 2016.

4. Additional Business

No additional business.

5. Adjourn

The 606th Meeting of the FM Metro COG Policy Board held Thursday, September 18, 2022 was adjourned at 5:16 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD October 20, 2022, 4:00 P.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant

To: Policy Board
From: Paul Bervik, Assistant Transportation Planner
Date: June 14, 2024
Re: **2024-2027 Transportation Improvement Program (TIP) Amendment 8**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a public meeting both in-person and via Zoom Video Communications on Thursday, June 13, 2024 at 10:00 AM to consider public comments regarding a proposed amendment to the 2024-2027 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2024-2027 TIP reflects modified, federally-funded projects within the Metropolitan Planning Area (MPA).

A public notice was published in the Forum of Fargo-Moorhead on Wednesday, May 29, 2024, which advertised the public meeting, detailed how to request additional information, and provided information on how to provide public comments regarding the proposed amendment. Public comments were accepted until 12:00 noon on Thursday, June 13, 2024. As of the writing of this memo, no written or verbal comments were received.

The proposed amendment to the 2024-2027 TIP is as follows:

1. **Modification of Project 1240005:** City of Casselton construction of a new shared use path along Governor's Drive from 8th Street South to 37th Street Southeast (2024). Combining the phases of the project into one bidding document and updating the project limits, project description, total project cost, and local cost.
2. **Modification of Project 9220025:** NDDOT rehabilitating the west bound I-94 bridge at the Red River including deck overlay, approach slabs, and structure repair (2025). Updating total project cost and cost breakdown.
3. **Modification of Project 9240032:** NDDOT rehabilitating the east bound I-94 bridge at the Red River including deck overlay, approach slabs, and structure repair (2025). Updating total project cost and cost breakdown.
4. **Modification of Project 9200030:** NDDOT repairing I-94 concrete pavement from Veterans Boulevard to the Red River east bound (2026). Moving the project year from 2025 to 2026.
5. **Modification of Project 9200032:** NDDOT repairing I-94 concrete pavement from Veterans Boulevard to the Red River west bound (2026). Moving the project year from 2025 to 2026.

6. **Removing Project 9241054:** NDDOT repairing I-94 concrete pavement from Veterans Boulevard to the Red River east and west bound (2025). Removing redundant project. See 9200030 and 9200032.

Metro COG staff presented the information contained in Amendment #8 to the TTC at their regularly scheduled meeting on June 13, 2024. The TTC did not have any comments and unanimously recommended the Policy Board approve the TIP amendment. No comments were received from the public during the public comment period.

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

Requested Action: Approval of Amendment 8 to the Metro COG 2024-2027 Transportation Improvement Program (TIP).

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits From	To	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
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Amendment 8 - 2024-2027 Metro COG TIP

Existing projects with changes

City of Casselton	1240005 24113	2024	Governor's Drive	1.0	37th Street Southeast 0.4 miles North of 37th Street	8th Street South 37th Street Southeast	Construction of a new shared use path along Governor's Drive and a pedestrian bridge crossing the Swan Creek Diversion between 8th Street South and 37th Street Southeast Phase 1 of the construction of and a pedestrian bridge crossing the Swan Creek Diversion and a new shared use path along Governor's Drive between 8th Street South and the Ace Hardware access point.	Bike/Ped	\$1,881,930 \$1,040,000	CRP	State Local	\$694,670 \$750,000 \$437,260 \$345,330
NDDOT	9220025 23520	2025	I-94 W		ND/MN Border Bridge @ Red River		Deck Overlay, Approach Slabs, Structure Repair	Rehabilitation	\$2,807,767 \$2,131,000	IM	State	\$2,526,990 \$1,918,000 \$280,777 \$213,000
NDDOT	9240032 23520	2025	I-94 E		ND/MN Border Bridge @ Red River		Deck Overlay, Approach Slabs, Structure Repair	Rehabilitation	\$2,807,767 \$2,131,000	IM	State	\$2,526,990 \$1,918,000 \$280,777 \$213,000
NDDOT	9200030 24112	2026 2025	I-94E	4.9	1.0 W of 45th St	Red River	Concrete Pavement Repair	Rehabilitation	\$1,850,000	IM	State	\$1,665,000 \$185,000
NDDOT	9200032 24112	2026 2025	I-94W	4.9	1.0 W of 45th St	Red River	Concrete Pavement Repair	Rehabilitation	\$1,850,000	IM	State	\$1,665,000 \$185,000
NDDOT	9241054 24112	2025	I-94	4.9	Veterans Boulevard 9th Street E	Red River	Concrete Pavement Repair Preventive Maintenance	Rehabilitation	\$4,000,000	IM	State	\$3,600,000 \$400,000