

571st Transportation Technical Committee
Fargo-Moorhead Metropolitan Council of Governments
THURSDAY, November 13, 2025 – 10:00 AM
Metro COG Conference Room

AGENDA

1. Call to Order and Introductions
2. Approve the Agenda Action Item
3. Approve Meeting Minutes of September 11, 2025 Action Item
4. Public Input Opportunity Public Input
5. 2025 Metro Profile Report **Action Item**
6. West Metro Perimeter Route Amendment **Action Item**
7. University Drive & 10th Street Corridor Final **Action Item**
8. 2055 Socioeconomic and Demographic Forecasts RFP **Action Item**
9. 2026 Metro Area-wide Traffic Counts RFP **Action Item**
10. Agency Updates Discussion Item
 - a. City of Fargo
 - b. City of Moorhead
 - c. City of West Fargo
 - d. City of Dilworth
 - e. City of Horace
 - f. Cass County
 - g. Clay County
 - h. MATBUS
 - i. Others
11. Additional Business Information Item
12. Adjourn

REMINDER: The next TTC meeting will be held **Thursday, November 13, 2025** at 10:00 AM.

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.

Please use the following link to join this meeting online:

<https://us02web.zoom.us/j/84162245739?pwd=owhbe9DgrPNXi7PUQxgcRaTDnVmU2u.1>

Bolded Action Items require roll call votes.

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

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, 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 accommodate all requests for translation services for meeting proceedings, and related materials. Please contact Angela Brumbaugh at 701-532-5100 at least three 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.

**570th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, September 11, 2025 – 10:00 AM
Metro COG Conference Room**

Members Present:

Paul	Bervik	West Fargo Engineering
Nathan	Boerboom	City of Fargo Engineering (Alt for J. Gorden)
Julie	Bommelman	MATBUS
Rose	Bruce-White	MNDOT -Dist. 4 Planning (Alt for M. Safgren)
James	Dahlman	City of Horace - Planning/Engineering (left at 11:32 am)
Maegin	Elshaug	City of Fargo Planning (Alt. for N. Crutchfield)
Steinhoff	Forrest	Moorhead Planning (Alt. for R. Huston)
Ben	Griffith	Metro COG
Luke	Grittner	MATBUS
Cole	Hansen	Cass County Planning Director
Will	Hutchings	NDDOT – Local Government Division
Kyle	Litchy	Cass County Highway
Don	Lorsung	City of Dilworth Community Development
Brian	McCoy	MNDOT - Left at 11:40 am
Aaron	Nelson	West Fargo City Planning
Joey	Ness	GFMEDC (Alt. for J. Raso)
Justin	Sorum	Clay County Engineering
Tom	Trowbridge	Moorhead Engineering

Members Absent:

Nicole	Crutchfield	City of Fargo Planning (Alternate present)
Jeremy	Gorden	City of Fargo Engineering (Alt. present)
Robin	Huston	City of Moorhead Planning (Alt. present)
Matthew	Jacobson	Clay County Planning
Kelly	Krapu	Freight
Joe	Raso	GFMEDC (Alt. present)
Mary	Safgren	MnDOT – Dist. 4 Planning Director (Alt. present)
Brit	Stevens	NDSU – Transportation Manager

Others Present:

Adam	Altenburg	Metro COG
Karissa	Beierle Pavek	Metro COG
Angela	Brumbaugh	Metro COG
Dan	Farnsworth	Metro COG
Aiden	Jung	Metro COG
Michael	Maddox	Metro COG
Wade	Frank	Stantec Engineering
Dylan	Dunn	Moore Engineering
Jason	Gottfried	MnDOT – MPO Coordinator
Brent	Muscha	Apex Engineering

Walter	Samuel	6396 27th St S, Fargo, ND
Robert	Kost	6357 27th St S, Fargo, ND
Mark	Sell	2505 64th Ave S, Fargo, ND
Brent	Mitchell	6205 25th St S, Fargo, ND
Clarence	Whisman	1514 64th Ave S, Fargo, ND
Don	Kinzler	6313 27th St S, Fargo, ND
Nathaniel	McHaffie	City of Horace Planning
Tom	Soucy	Cass County Engineer

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 AM, on September 11, 2025 by Chair Griffith. A quorum was present.

2. Approve the 570th TTC Meeting Agenda

Chair Griffith asked if there were any questions or changes to the September 11, 2025 TTC Meeting Agenda.

Motion: Approve the September 11, 2025 TTC Meeting Agenda

Ms. Bommelman moved, seconded by Mr. Lorsung

MOTION, PASSED.

Motion carried unanimously.

3. Approve August 14, 2025 TTC MEETING MINUTES

Chair Griffith asked if there were any questions or changes to the August 14, 2025 TTC Meeting Minutes. He stated that the place of employment for one attendee had been corrected.

Motion: Approve the August 14, 2025 TTC Minutes.

Mr. Trowbridge moved, seconded by Ms. Bommelman

MOTION, PASSED

Motion carried unanimously.

4. Public Comment Opportunity

The following attendees commented on opposing the 64th Avenue Project in the Draft 2026-2029 TIP:

Rob Kost – 64th Avenue isn't designed for additional traffic and is already busy.

Walter Samuel – 64th Avenue was never intended to be an interchange and was only designed for an overpass.

Clarence Whisman – The traffic will increase with an interchange and already live on a racetrack.

Brent Mitchell – The area isn't designed to handle the traffic flow of an interchange.

5. Final Draft 2026-2029 TIP Adoption

Mr. Altenburg presented information on the 2026-2029 Transportation Improvement Program (TIP). A public notice was published on Wednesday, August 13, 2025, and comments would be accepted through Monday, September 15, 2025.

A public meeting was held at the Hjemkomst Center on Tuesday, September 2, 2025.

Motion: Pending public comment through September 15, 2025, recommend approval of the Final Draft Metro COG 2026-2029 Transportation Improvement Program (TIP) to the Policy Board.

Mr. Bervig moved, seconded by Mr. Trowbridge

MOTION, PASSED

Motion carried unanimously.

6. Final Draft 2026-2027 UPWP Adoption

Mr. Griffith presented the final draft of the 2026-2027 UPWP & Budget. Projects either stayed the same or were slightly modified. The total contracted planning amounts are \$488,552 and \$225,637 respectively. Most planning projects are related to the 2055 MTP. The operating budget is \$1,545,344 for 2026 and \$1,537,688 for 2027.

Mr. Griffith requested approval with the inclusion of any updated tables/projects and verbiage as Metro COG reviews it again before Policy Board.

Motion: Recommend adoption of the 2026-2027 UPWP and Budget to the Policy Board including any updated tables, projects, and verbiage.

Mr. Trowbridge moved, seconded by Ms. Bruce-White

MOTION, PASSED

Motion carried unanimously.

7. Minnesota Federal Functional Classification 2025

Ms. Beierle Pavek presented information on the Minnesota Federal Functional Classification for 2025. The proposed changes:

- Update Initiated because of the Urbanized Area Expansion – 2023
- Special attention given to updated FHWA Guidelines Update - *Highway Functional Classification Concepts, Criteria and Procedures (2023)*
- No Changes made to Interstate or Principal Arterials at this time
- Local Roadways all due to expanded Urbanized Zoning Area, unless noted as a Downgrade

Mr. Trowbridge discussed changing 15th Ave N from 11th St N to Hwy 75 N in Moorhead as a Minor Arterial instead of the current classification of Major Collector currently.

Motion: Recommend Policy Board approval of the Minnesota Federal Functional Classification 2025 Proposed Map with the addition of 15th Ave N from 11th St N to Hwy 75 N as a Minor Arterial.

Mr. Trowbridge moved, seconded by Mr. Lorsung

MOTION, PASSED

Motion carried unanimously.

**** The Zoom portion of the meeting was logged off at 11:15 AM due to being hacked and then started a new zoom meeting to continue discussion. ****

8. Moorhead I-94 & 20th St Interchange Study

Mr. Farnsworth presented information for the Moorhead I-94 and 20th Street Interchange stating Moorhead requested the study to analyze the feasibility of converting the partial interchange over to a full interchange.

Two public input meetings and two stakeholders' meetings were held. Most people were in favor of a full interchange. Public comments

included improving signing and pavement marking at the interchange and on 20th Street to mitigate driver confusion.

Mr. Farnsworth introduced Wade Frank with Stantec to discuss the study further. Mr. Frank stated they had five alternatives which were narrowed down to two alternative interchange designs. Some were removed due to large construction footprints and the impacts to existing properties.

Motion: Recommend Policy Board approval of the Moorhead I-94 and 20th Street Interchange Study.

Mr. Steinhoff moved, seconded by Mr. Trowbridge

MOTION, PASSED

Motion carried unanimously.

**** The Zoom portion of the meeting was restarted at 11:58 AM due to being hacked again. ****

9. TTC Bylaw Amendment

Mr. Griffith stated the change to the bylaws is to formally establish the Prioritization Committee, which has been an informal committee for the past year. The amendment was reviewed not only by the jurisdictions but also by Legal Counsel. Some changes were made based on the comments from smaller communities.

Motion: Recommend approval of the proposed TTC Bylaw amendment formally establishing the Prioritization Committee to the Policy Board.

Mr. Bervik moved, seconded by Mr. Lorsung

MOTION, PASSED

Motion carried unanimously.

**** The Zoom portion of the meeting was turned off due to another hack. ****

10. Agency Updates

Due to all the issues on zoom, no agency updates were provided.

11. Additional Business

No additional business was brought forward.

12. Adjourn

The 570th Regular Meeting of the TTC was adjourned on September 11, 2025 at 12:03 PM.

**Ms. Bommelman moved to Adjourn; Mr. Lorsung seconded
MOTION, PASSED**

Motion carried unanimously.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE
MEETING WILL BE HELD OCTOBER 9, 2025, 10:00 AM.**

Respectfully Submitted,

Angela Brumbaugh
Office Manager

To: Transportation Technical Committee
From: Aiden Jung and Karissa Pavak
Date: November 13, 2025
Re: **2025 Metro Profile**

The latest Metropolitan Profile is now complete. This annual report is prepared by Metro COG to provide a snapshot of the Fargo-Moorhead metropolitan area based on data collected from 2024. For this year, staff have added an additional chapter to the report. The Metro Profile is divided into six sections (community profile, roadways, freight, bike & pedestrian, transit and system performance) with metrics to be continually tracked in the future to identify larger trends.

The draft document was sent out to the Transportation Technical Committee members on October 10th for review and comments.

Requested Action:

Recommend Policy Board approval of the 2025 Metropolitan Profile

METRO PROFILE 2025

Annual Report for the Fargo-Moorhead Metropolitan Area



PREPARED BY
METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Draft: 11/06/2025
One 2nd Street N, Suite 232
Fargo, ND 58102
www.fmmetrocog.org



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Dear Interested Persons, Stakeholders, Jurisdictions, Agencies and Organizations

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is pleased to present the 2025 Metropolitan Profile: Annual Report for the Fargo-Moorhead Metropolitan Area. This document is previously known as the Surveillance and Monitoring Report for the Fargo-Moorhead Metropolitan Area. **The data presented within this Profile pertains to the 2024 calendar year (January 1, 2024 through December 31, 2024).**

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

The profile is structured to document and monitor the following:

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

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

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

Any questions or comments on the content of this document should be directed to Metro COG. Supporting plans, studies, and other transportation data for the Fargo-Moorhead Metropolitan Area is available by contacting Aiden Jung or Karissa Pavek by email at jung@fmmetrocog.org/pavek@fmmetrocog.org, or visiting Metro COG's website at www.fmmetrocog.org.

Jenny Mongeau

Chair, Metro COG Policy Board

Ben Griffith, AICP

Executive Director, Metro COG



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100

100

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INTRODUCTION

Who is Metro COG?

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

In June of 2023, Metro COG became a designated Transportation Management Area (TMA). A TMA is an urbanized area with a population of greater than 200,000 people that is designated by the US Secretary of Transportation. With the new TMA status, Metro COG will have a stronger role in setting priorities for transportation improvement projects.

What is the Metro Profile?

The Metro Profile is an annual report that provides a snapshot of the Fargo-Moorhead metro area based on data from the previous year. The Metropolitan Profile is separated into six chapters, each of which focus on trends affecting the development patterns and transportation network of the Fargo-Moorhead MPA. Together the chapters provide a comprehensive snapshot of the conditions and trends affecting the metro area based on 2024 data.

The chapters are grouped into two sections:

Community Profile

Transportation

The Transportation section encompasses topics focused on the:

Roadway System

Freight & Interstate Travel

Bicycle & Pedestrian Network

Local & Regional Transit

System Performance

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



JURISDICTIONS

NORTH DAKOTA

CASS COUNTY 1,768 SQ. MILES

FARGO 51.59 SQ. MILES

WEST FARGO 16.41 SQ. MILES

HORACE 12.70 SQ. MILES

CASSELTON 2.18 SQ. MILES

HARWOOD 1.31 SQ. MILES

MAPLETON 1.51 SQ. MILES

MINNESOTA

CLAY COUNTY 1,053 SQ. MILES

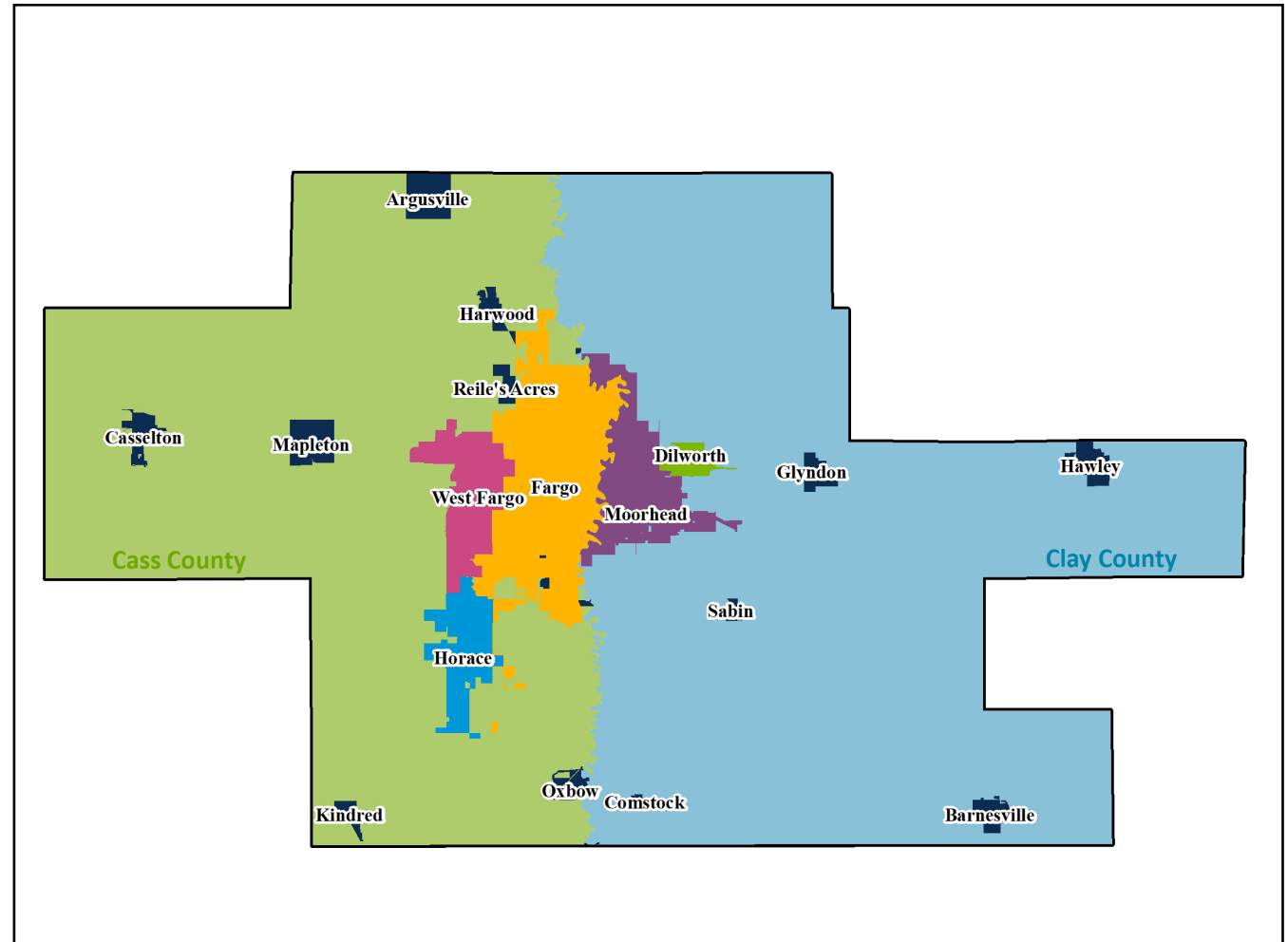
MOORHEAD 22.32 SQ. MILES

DILWORTH 3.46 SQ. MILES

BARNESVILLE 2.00 SQ. MILES

GLYNDON 1.59 SQ. MILES

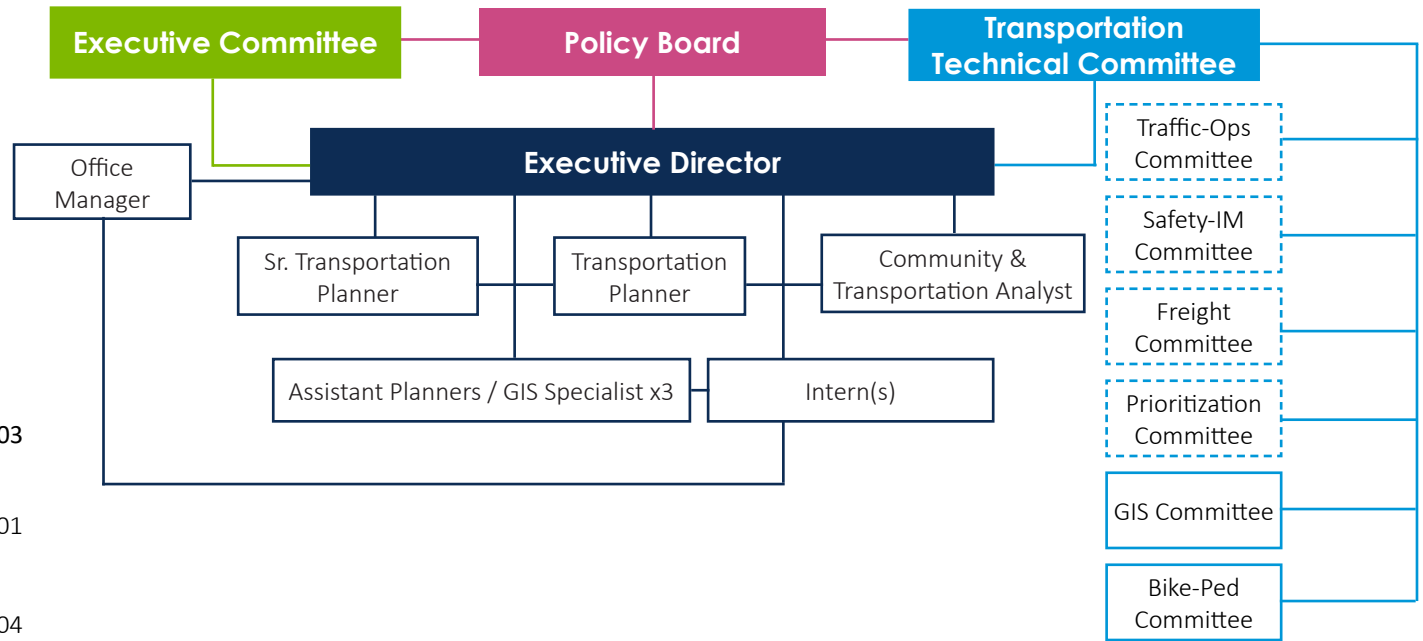
HAWLEY 2.62 SQ. MILES



***2024 INFORMATION WAS USED IN 2025 METRO PROFILE**

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

STAFF ORGANIZATIONAL CHART



Metro COG
701.532.5100

Executive Director
Ben Griffith 701.532.5103

Office Manager
Angela Brumbaugh 701.532.5101

Senior Transportation Planner
Michael Maddox 701.532.5104

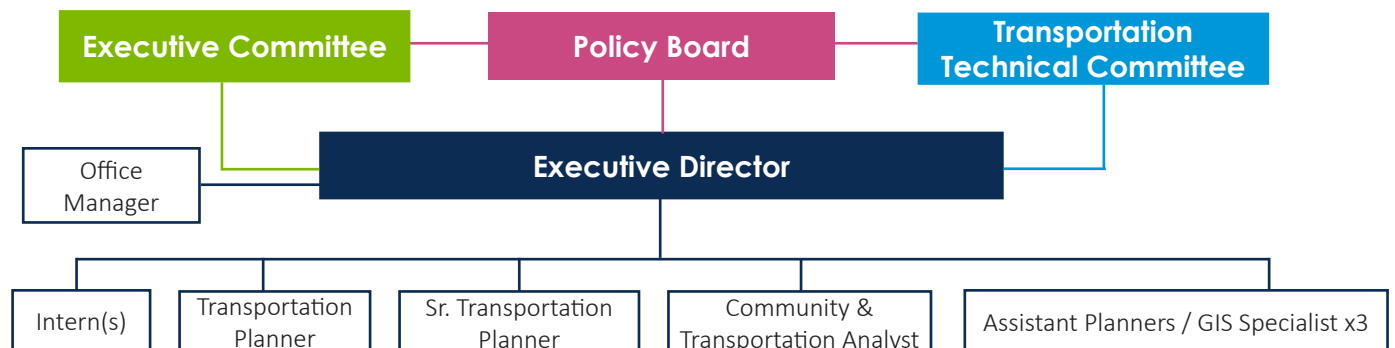
Transportation Planner
Dan Farnsworth 701.532.5106

Community & Transportation Analyst
Adam Altenburg 701.532.5105

Assistant Planner / Transit
Aiden Jung 701.532.5102

GIS Specialist / Assistant Planner
Karissa Pavek 701.532.5110

PROJECT ORGANIZATIONAL CHART



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





MISSION & CORE FUNCTIONS

Mission

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

Core Functions

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

EXECUTIVE SUMMARY

The Fargo-Moorhead Metropolitan Statistical Area (MSA) continued its positive economic trajectory in 2024. This growth is highlighted by Hector International Airport reporting its highest passenger volume of all time, marking a significant milestone for the region.

Demographic Highlights

The FM Metro experienced faster population growth than the national average in 2024, with Horace seeing a particularly high rate of expansion. The population remains younger and more educated than the national average, largely due to the presence of multiple higher education institutions in the region.

The region is also becoming increasingly diverse, although it still has lower rates of foreign-born residents and fewer individuals speaking a language other than English at home compared to national figures. While diversification is happening, regional demographic shifts are occurring at a slower pace than national trends.

Economics

In 2024, the Fargo-Moorhead Metro area was ranked second in the nation for the lowest unemployment rate, tied with Burlington, Vermont. While median household incomes in the region increased, they still remain below the national average. At the same time, the regional poverty rate rose, bringing it closer to the national level.

Transportation

In 2024, both vehicle miles traveled (VMT) and VMT per capita declined in the Fargo-Moorhead Metro. Average commute times also decreased compared to 2023. The region welcomed several large freight-generating facilities, which contributed to an increase in average daily truck traffic and improved truck travel time reliability. Despite these improvements in ground freight movement, air cargo volumes continued to decline.

Public transportation and air travel also saw notable developments. Amtrak's Empire Builder improved its on-time performance and experienced a significant increase in passenger ridership. Hector International Airport saw growth in both enplanements and total air passengers, making 2024 the busiest year on record for the facility. MATBUS ridership increased across all jurisdictions, although ridership from Concordia College declined.

In 2024, bike and pedestrian activity in the Fargo-Moorhead Metro saw an overall increase compared to previous years. Supporting this trend, Metro COG expanded its data collection capabilities by adding seven new counters throughout the area, enhancing its ability to monitor and analyze non-motorized transportation patterns.



COMMUNITY PROFILE

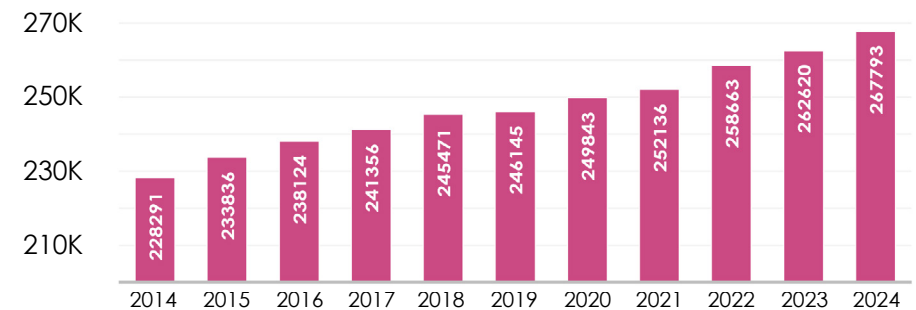
Overview



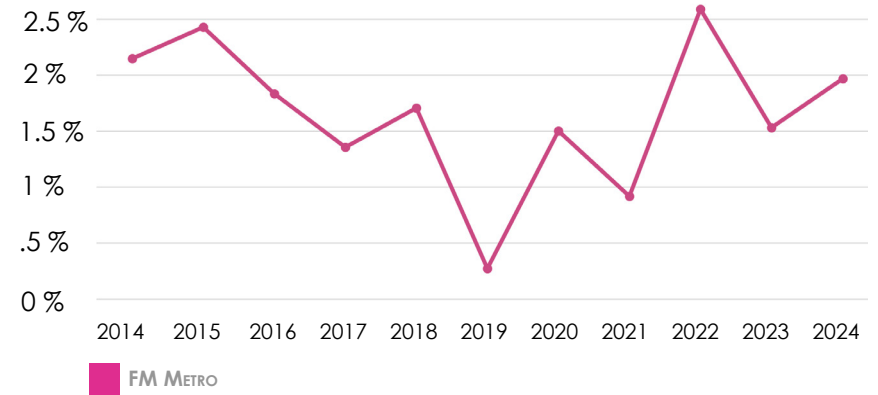
Population & Growth by Jurisdiction

FARGO 136,285* +1.43%	MOORHEAD 45,726* +0.92%
WEST FARGO 41,027* +0.51%	DILWORTH 4,811* +0.63%
HORACE 6,286* +10.61%	RURAL CLAY 16,284 -0.08%
RURAL CASS 17,131 + 0.60%	

2014 - 2024 FM MSA Annual Population Growth



2014 - 2024 Population Growth by %

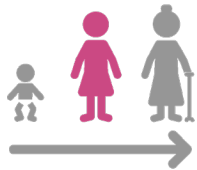


* 2024 American Community Survey (ACS) 1-year estimates

Sources in this section: Census data, American Community Survey (ACS) estimates, Federal Reserve Bank, Home Builders Association of Fargo-Moorhead

COMMUNITY PROFILE

Demographics



Median age

FM MSA

34.2 +3.8%

United States

39.2 yrs



Bachelor's degree or higher

25 Years and Over

FM MSA

50.3% +7.4%

United States

40.9%



Speaks a language other than English at home*

FM MSA

8.3% +1.4%

United States

23.0%



Foreign born

FM MSA

6.8% +0.9%

United States

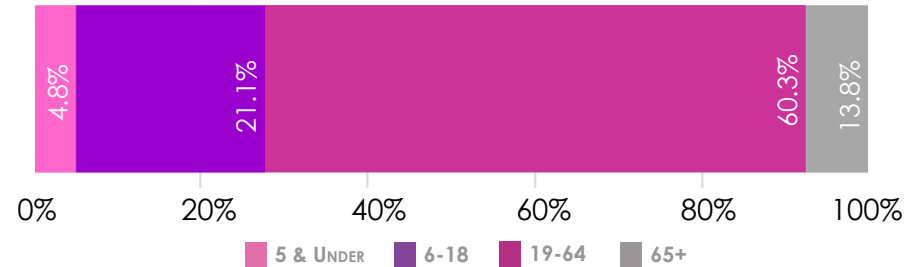
14.8%

Age distribution

United States

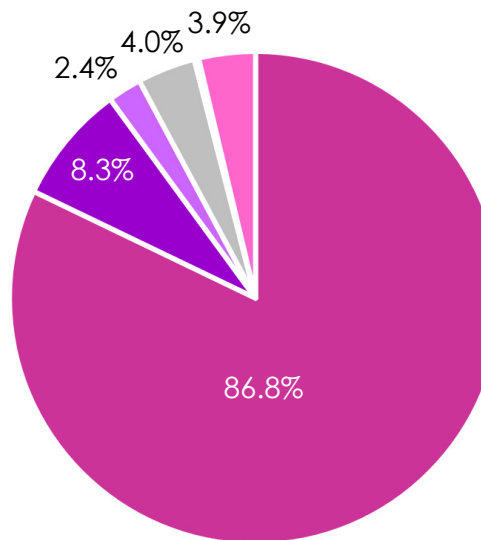


FM MSA

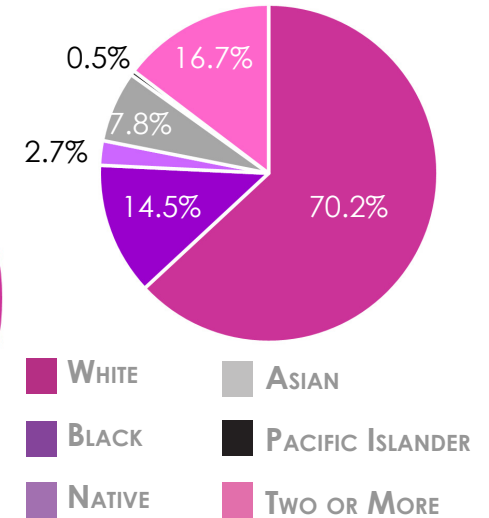


Racial composition*

FM MSA



United States



+ / - Designates change from previous year

* 2024 ACS 1-year estimates

COMMUNITY PROFILE

Employment



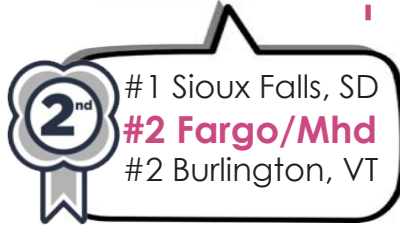
Unemployment rate in 2024

FM MSA

2.20% +0.39%

United States

4.60%



Percent in labor force*

FM MSA

73.7% -1.2%

United States

64.0%



Median household income*

FM MSA

\$76,945 +4.3%

United States

\$81,604



Percent in poverty*

FM MSA

11.8% +0.0%

United States

12.5%



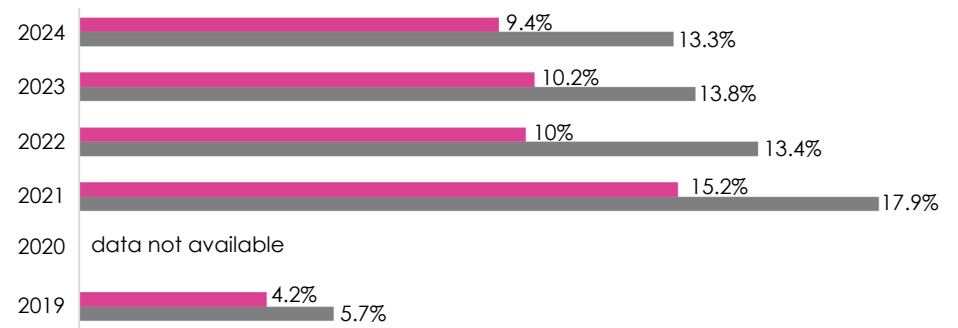
Worked from home

FM MSA

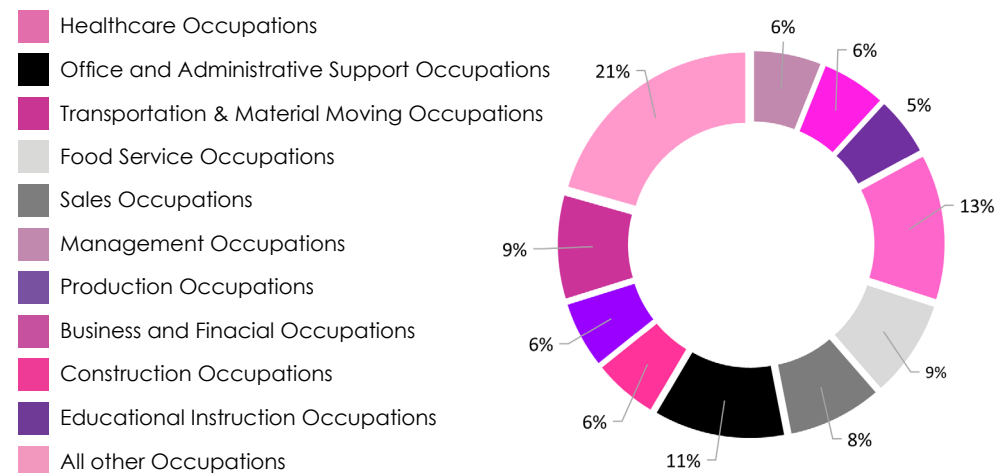
9.4% -0.80%

United States

13.3%



Top 10 occupations ranked by employment



+ / - Designates change from previous year

*2024 American Community Survey (ACS) 1-year estimates

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

COMMUNITY PROFILE

Housing



119,974

Housing units metro wide

Average household size

FM MSA
2.19 -.08% | **United States**
2.50

Owner-occupied rate[^]

FM MSA
53.4% -1.6% | **United States**
65.3%



931

Building permits
issued in 2024

925 | **New single-family**
Permits

6 | **New multi-family**
Permits [& 554 units]

+ / - Designates change from previous year

* fred.stlouisfred.org

*2024 American Community Survey (ACS) 1-year estimates

2024 30-Yr Fixed Mortgage*

Average

6.63% -0.18% from 2023

Median Home Price*

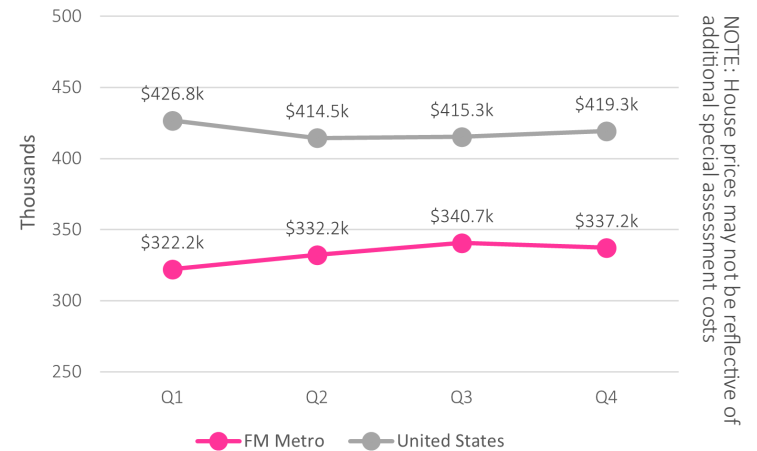
\$333,075

+ \$10,642 from 2023

Average Rent (3 bedroom)*

\$1,203 -\$17 from 2023

2024 Median Household Price*



New single-family Permits

+291	Fargo
+229	West Fargo
+289	Horace
+74	Moorhead
+5	Dilworth
+37	Associate Jurisdictions

New multi-family Permits & Units

+4 [401]	Fargo
+0	West Fargo
+0	Horace
+2 [155]	Moorhead
+0	Dilworth
+0	Associate Jurisdictions

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

ROADWAYS

Overview



Vehicle miles traveled (VMT)*

2.43 billion (-1.8%)

FM Area Auto Travel Time Reliability*

*Some reliability data is not included in this year's Metro Profile due to Metro COG's loss of access to the National Performance Management Research Data Set (NPMRDS), our primary source for this information. We are exploring options to restore or replace this data in future editions.

VMT per capita

FM Metro
9,100

- 351 from 2023

United States**
9,592

Average Daily VMT per capita

FM Metro
24.93

United States
26.28

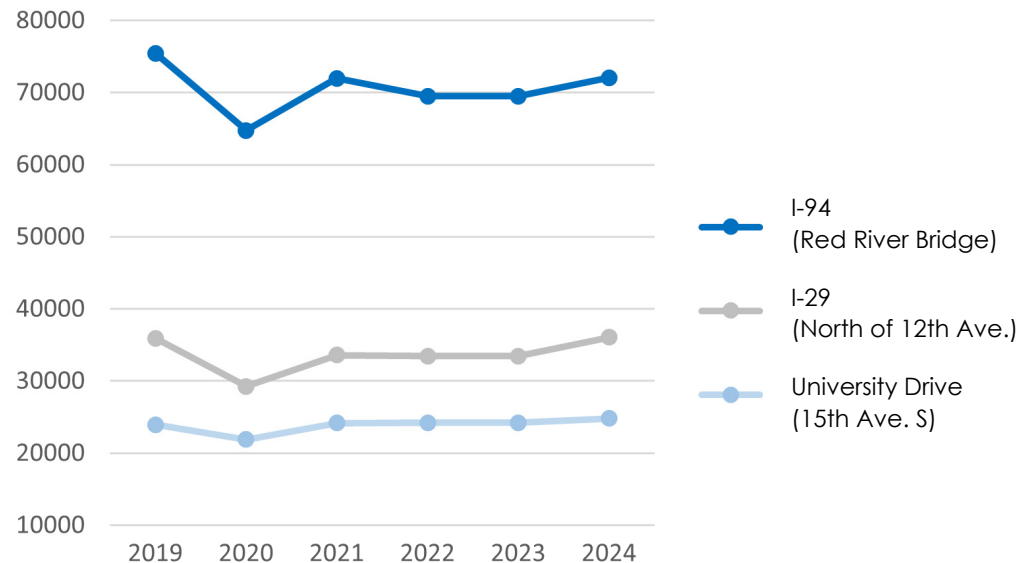
Average commute time in minutes^

FM Metro
17.1

United States
27.2



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



^2024 American Community Survey (ACS) 1-year estimates

*VMT is based on county level data from NDDOT, MNDOT, Urban SDK

** ST Louis FRED

ROADWAYS

Projects



Top 2024 Federal Fiscal Year Funded TIP Projects

11th St. Underpass (8210019)
32nd Ave. Reconstruction (4210002)
Metro Transit Garage Expansion (4240021)
Transit Operating Assistance (4210001)

Number of TIP Projects in 2024

41

Total cost

\$ 196,071,587

Federal funding

\$ 74,146,741

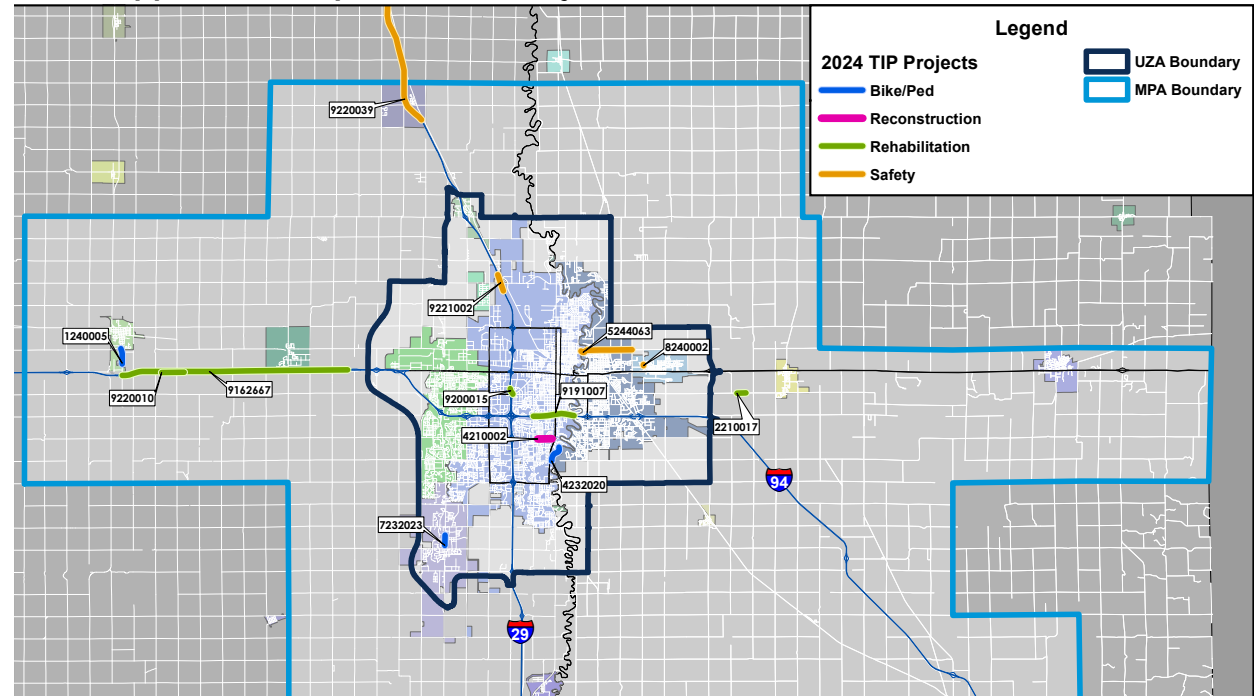
State funding

\$ 94,211,277

Local funding

\$ 27,713,569

2024 Mapped Federally Funded TIP Projects



ROADWAYS

Safety & Pavement Conditions



ND-Side of the FM MPA 2024 safety data

6	Number of fatalities
74	Number of serious injuries
14	Number of non-motorized fatalities and non-motorized serious injuries

MN-Side of the FM MPA 2024 safety data

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

ND-Side of the FM MPA 2023 Pavement Conditions*



76.54%	of Interstate in good condition
0%	of Interstate in poor condition
29.60%	of non-Interstate in good condition
0%	of non-Interstate in poor condition

MN-Side of the FM MPA 2023 Pavement Conditions*

65.31%	of Interstate in good condition
0%	of Interstate in poor condition
49.21%	of non-Interstate in good condition
1.41%	of non-Interstate in poor condition

ND-Side of the FM MPA 2023 Bridge Conditions*



55%	of NHS bridges in good condition
0%	of NHS bridges in poor condition

MN-Side of the FM MPA 2023 Bridge Conditions*

17.39%	of NHS bridges in good condition
13.04%	of NHS bridges in poor condition

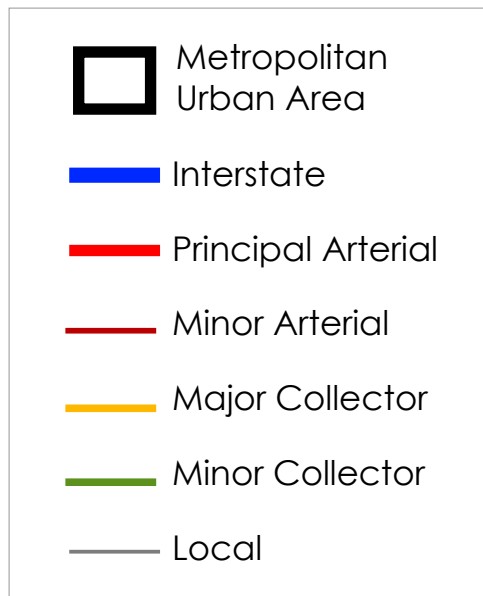
*NOTE: Pavement and bridge conditions reported are based on the NHS system only, and do not represent local roadways.

*NOTE: Pavement and bridge conditions reported in 2025 reflect data collected during the 2023 calendar year.

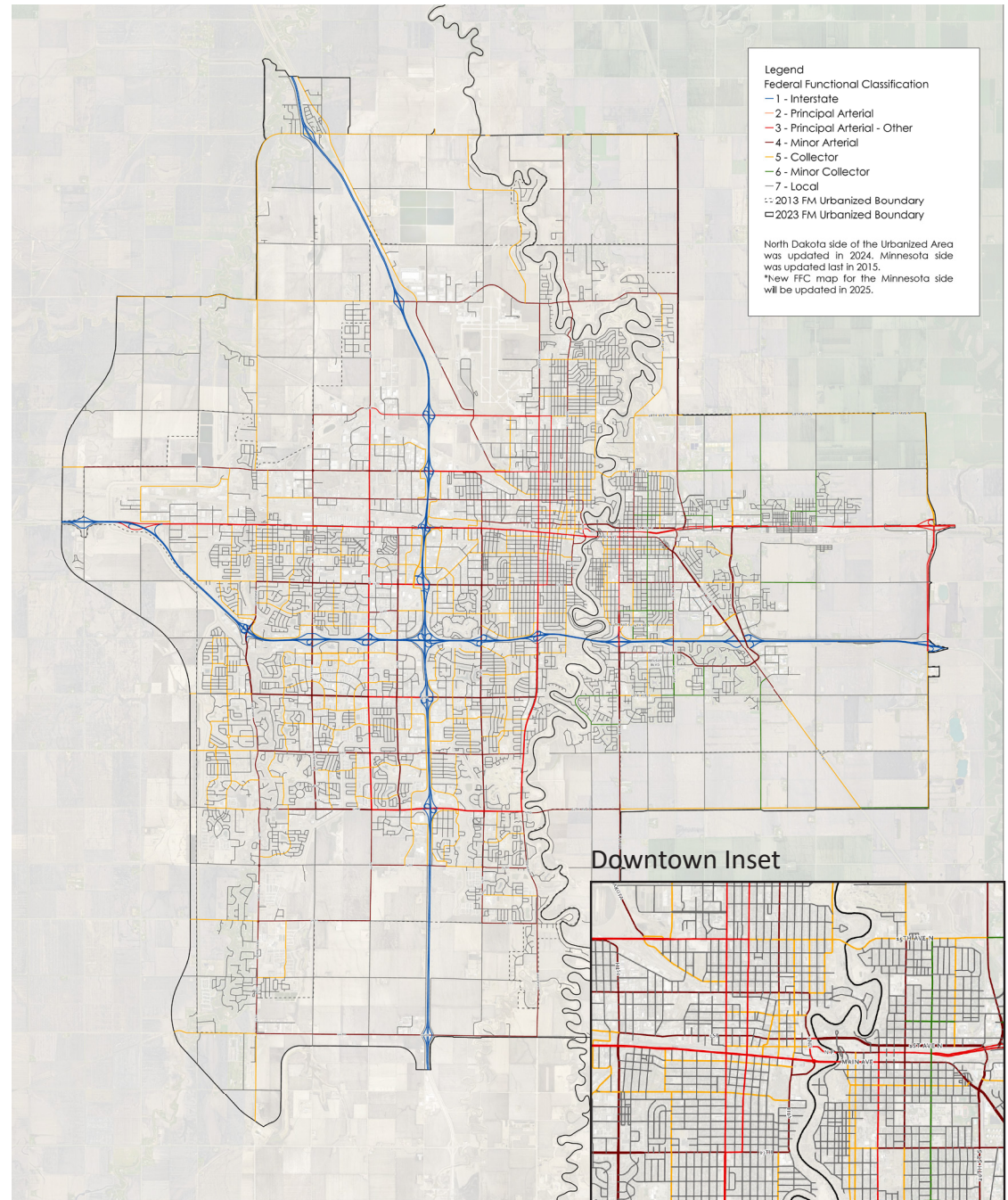
ROADWAYS

Functional Classification

The Federal Functional Classification is assigned to each roadway in the FM urbanized area. The North Dakota side of the UZA was updated in December 2024. The Minnesota side is pending approval from Mndot. It was last updated as a whole in 2015.



For more information regarding functional classification, please see FHWA's [Highway Functional Classification Concepts, Criteria and Procedures 2023 Edition](#).



FREIGHT

Overview

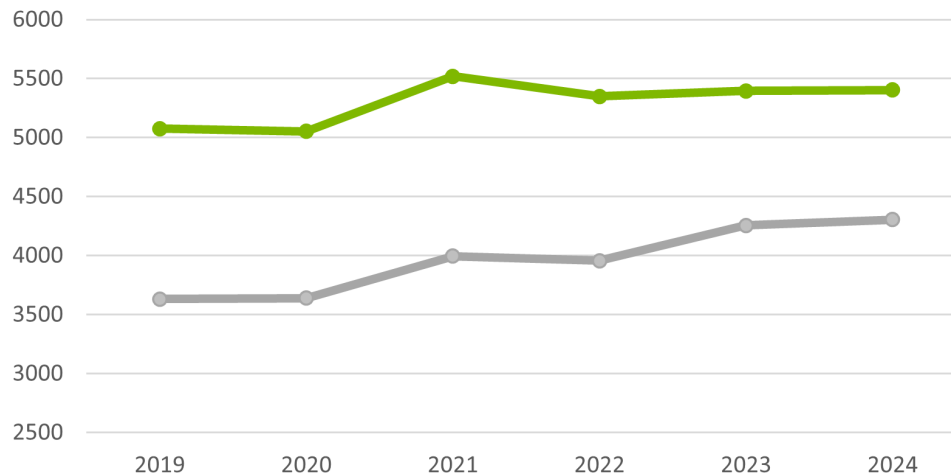


Air cargo total landed weight in 2024 (lbs)
349.3 million

Change from year previous
-14%

In 2024, 5,518 air cargo aircraft landed with a total weight of 349,270,730 pounds. 2024 had a -14% decrease over the previous year. This decline reflects a national downward trend in air cargo, as well as the termination of FedEx's USPS mail contract.

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



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



Freight trucks account for **7.4%** off all traffic on Interstate 94*

Freight trucks account for **11.7%** off all traffic on Interstate 29*

New Facilities

Packet Digital (Fargo)

80,000 sq. ft. battery cell plant currently under construction

Border States Industries (Fargo)

350,000 sq. ft. Distribution center in North Fargo

Precision Dental Labs (Fargo)

15,000 sq. ft. headquarters and manufacturing facility

John Deere (Fargo)

84,000 sq. ft. manufacturing facility for electronics

FREIGHT

Travel Time Reliability



Truck Travel Time Reliability Index (TTTR) *

Fargo-Moorhead MPA	Minneapolis-St Paul MPA	Duluth-Superior MPA
1.19	1.81	1.37

TTTR Actual vs Target



Source: NPMRDS*

FM Area Auto Travel Time Reliability*

*Some reliability data is not included in this year’s Metro Profile due to Metro COG’s loss of access to the National Performance Management Research Data Set (NPMRDS), our primary source for this information. We are exploring options to restore or replace this data in future editions.



FREIGHT

Rail and Air



In the spring of 2024, construction on a terminal expansion and parking garage began. The parking garage is planned to be complete August 2025, with the terminal expansion and renovation complete in 2027.

2024 was the **busiest** passenger year on record



Fargo Amtrak Station
Ridership in 2024

19,986

Change from 2023

+13.91%

FAR Air Passengers
in 2024

1,092,836

Change from 2023

+6.0%

Empire Builder
Passengers in 2024

387,953

Change from 2023

+11.2%

FAR Enplanements
(Boarding) in 2024

546,787

Change from 2023

+6.0%

Hector International Airport
broke enplanement records for 12
consecutive months in 2024.

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

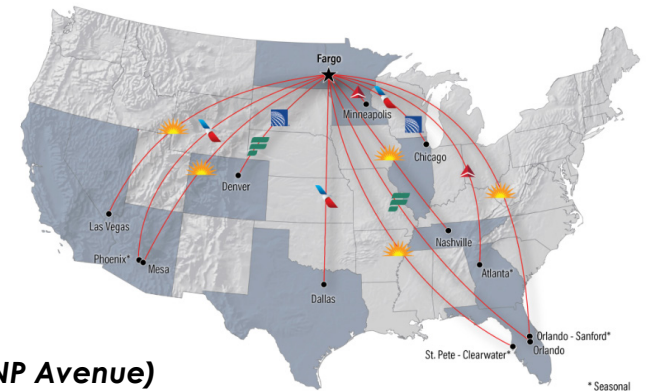
Empire Builder 2024
On-time Performance

55.5%

Change from 2023

+4.50%

Direct Flights from Hector International Airport



Trains per Day, FRA Crossing Inventory Data (December 2024)

8 Thru Freight Trains & **2** Passenger Trains (Empire Builder)
Crossing #070839F, Roberts Street, Fargo

26 Thru Freight Trains
Crossing #070807A, 4th Street N, Fargo (between Main Avenue and NP Avenue)



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

<https://www.fargoairport.com/fly-with-us/airlines/>

FREIGHT

Rail and Air Map

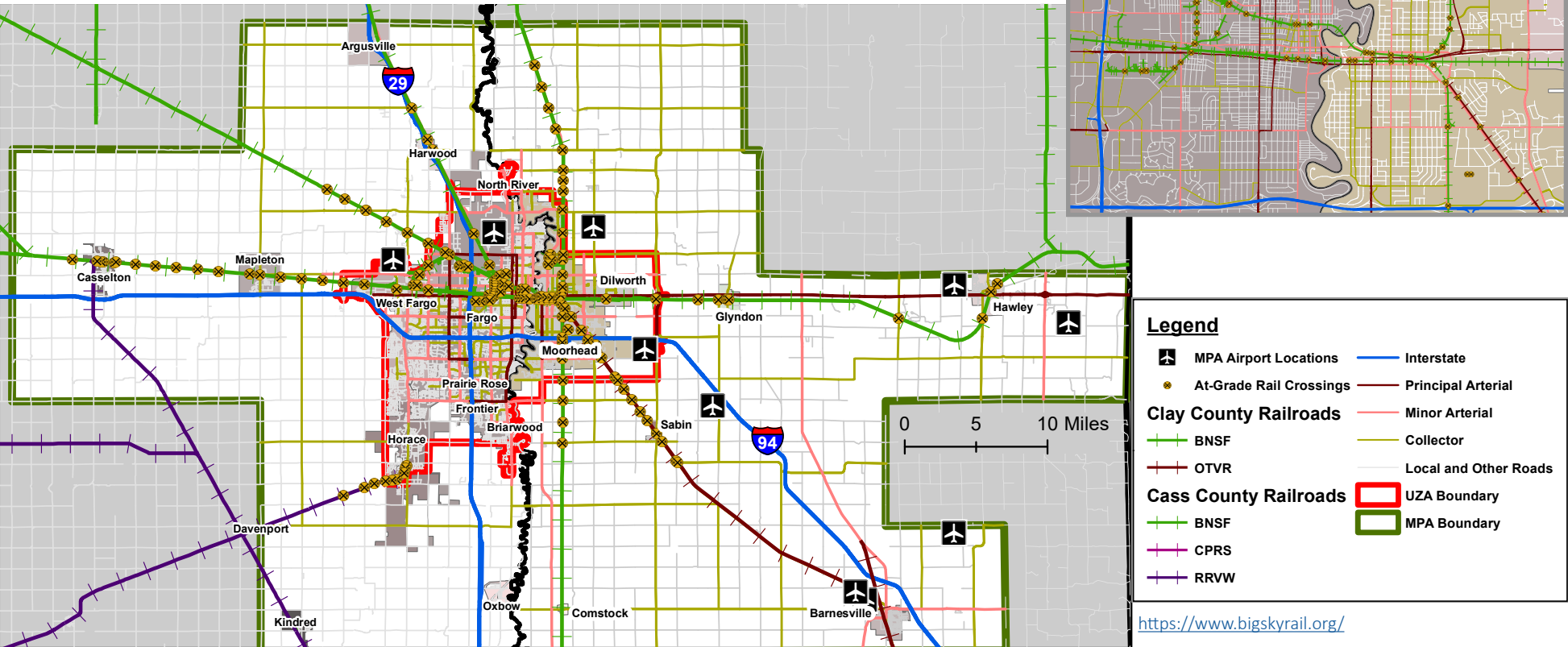
Amtrak Projects & Studies

In 2024 Fargo Amtrak modified it’s station and platform to be ADA compliant.

Big Sky Passenger Rail Authority (BSPRA)

BSPRA continues to lead the expansion and enhancement of passenger rail service throughout the greater northwest region for the development of economic, environmental, social, and comprehensive benefits, now and into the future.

In 2024 the BSPRA was chosen for the Federal Corridor ID and Development Program. To learn more about the BSPRA visit: <https://www.bigskyrail.org/>



BIKE & PEDESTRIAN

In 2024, the Fargo-Moorhead Metro Area saw continued expansion of the Bike & Pedestrian network including Shared Use Paths, and Off-Road Recreation Trails.

During 2024, Metro COG continued work on the Heartland Trail Study

Metro COG's automated counters recorded over **850,000** trips by foot or bike, marking a **4.05%** increase over the previous year.

Area Bikeway Typologies

295 (+8 miles)
Miles of Shared-Use Paths

13
Miles of Signed Roadways

5
Miles of Buffered Bike Lanes

Nearly all 8 miles of new Shared Use Paths built in 2024 were located in the City of Horace

15
Miles of Bike Lanes

12
Miles of Sharrows (shared-lane)

<1
Miles of Separated Bike Lanes

* All Calculations were made using centerline miles from the July 2024 shapefile update

Top 3 Most-Used Corridors

Location	2024 Count	% Change from 2023
Broadway, Downtown Fargo	530,583	+0.40
Lindenwood/Gooseberry Bridge	140,267	+4.80
Milwaukee Trail, Fargo	92,946	+13.20



Safety Overview

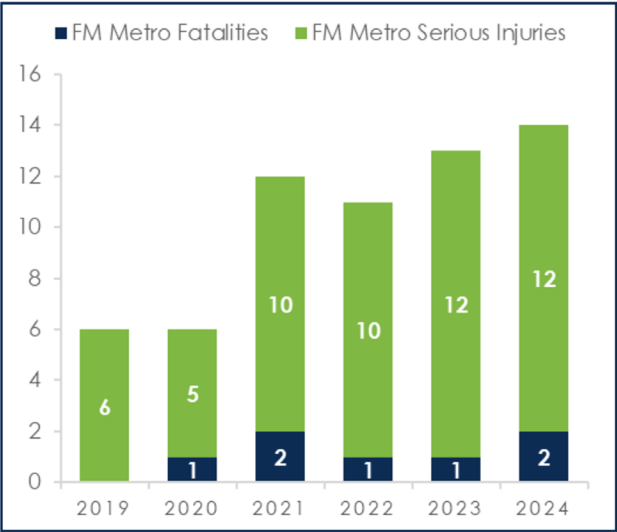
Non-Motorized Incidents

75 Non-Motorized Incidents
59 Possible / Minor Injuries
14 Serious Injuries
2 Fatalities

9/10/24 - Bicycle vs car 40th Ave S / 25th St S
12/23/24 - Pedestrian hit and run 38th St S / 53rd Ave S

52% involved Bicycles
48% involved Pedestrian

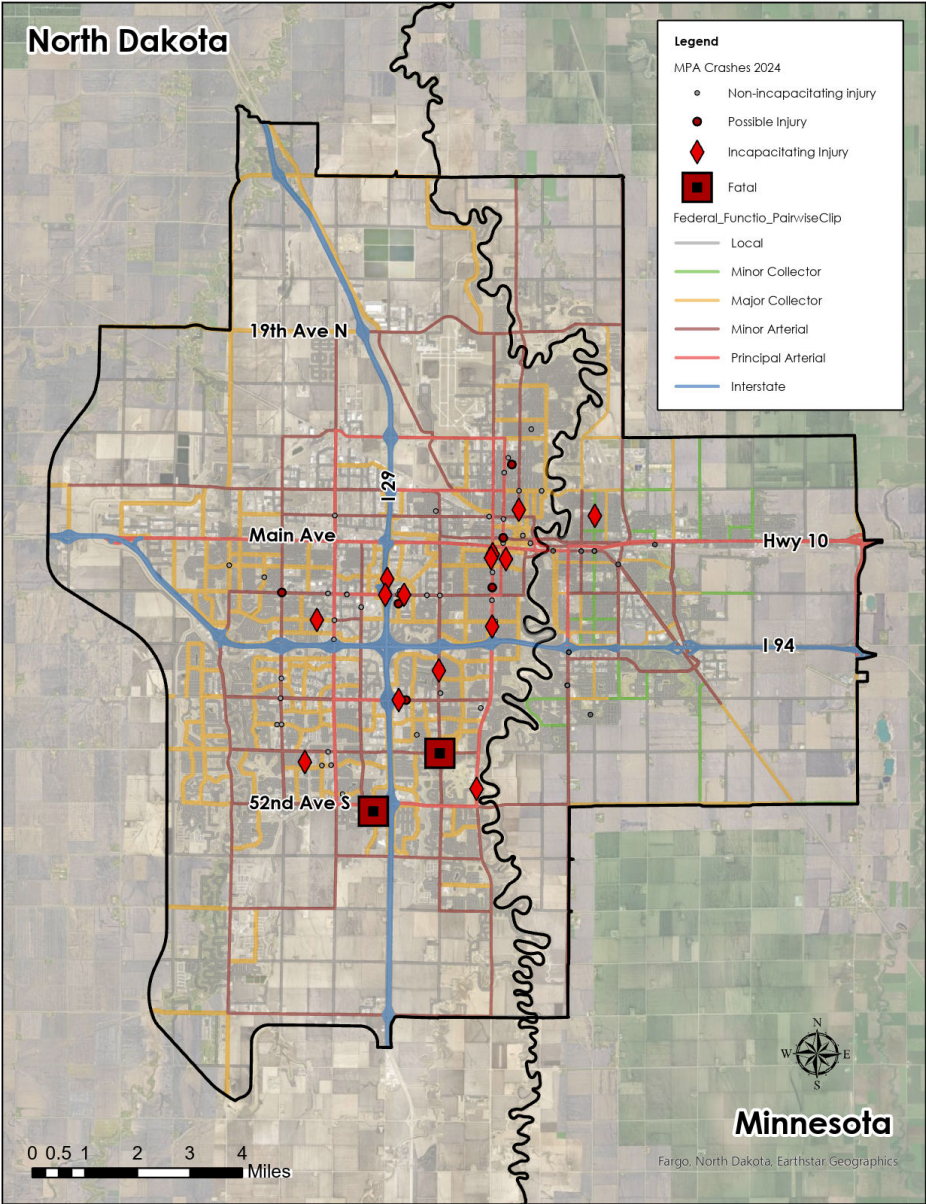
Fatalities & Serious Injury Trends



NOTE: For more information, please see "Performance Measures" in additional resources.

Sources in this section: NDDOT, MnDOT

Non-Motorized Crash Locations

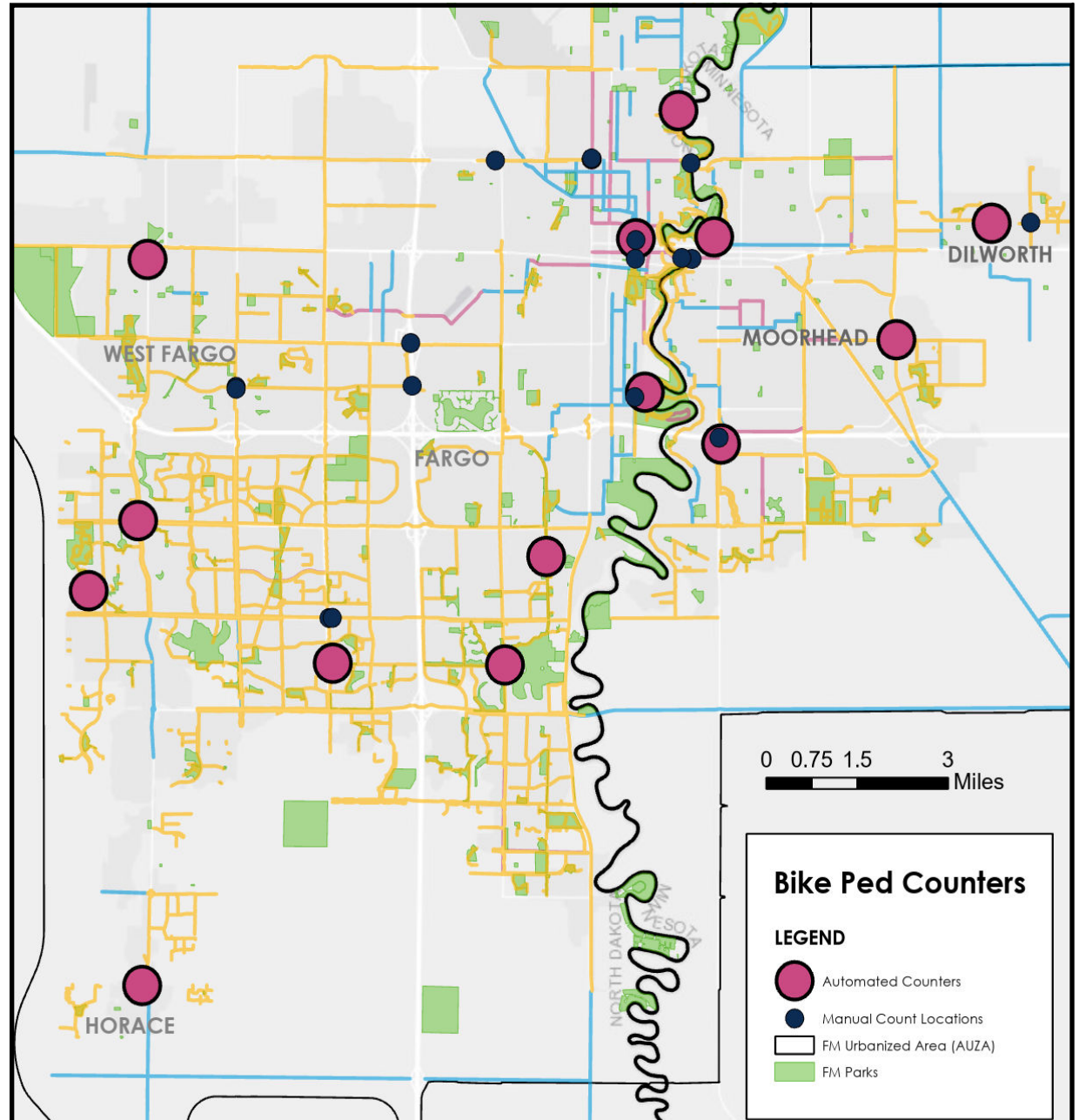


Bike & Pedestrian Counting Program

Metro COG maintains 14 automated bicycle and pedestrian counters strategically located throughout the Metro Area. These devices collect continuous, year-round data on non-motorized travel patterns, providing valuable insight into how people walk and bike throughout the region. This data supports a variety of planning efforts from identifying high use corridors and gaps in the network to evaluating infrastructure improvements.

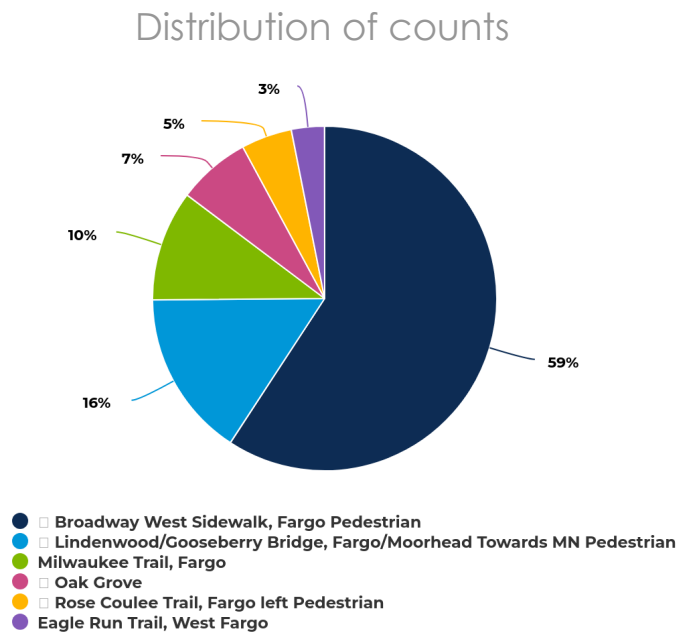
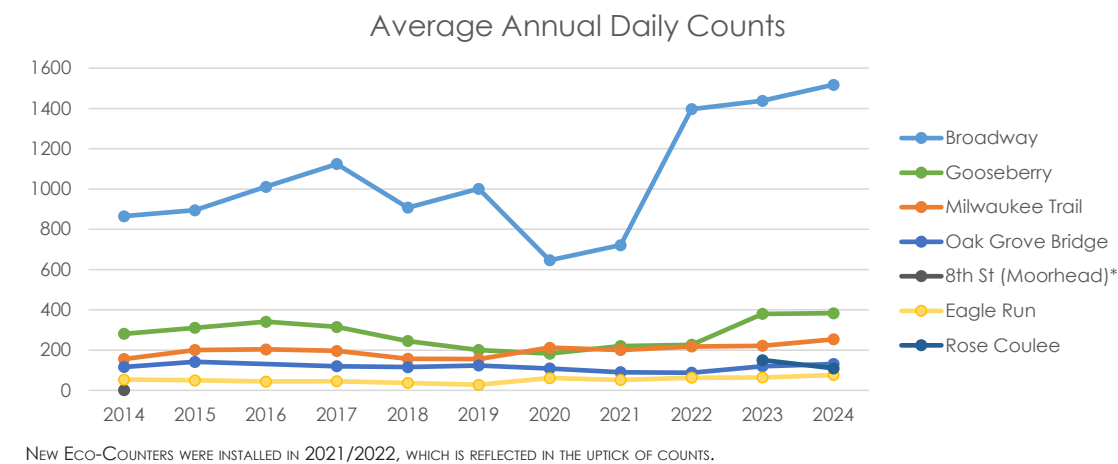
In addition to the automated counters, Metro COG conducts manual counts at 16 locations each year as a part of our ongoing data collection program. These manual counts are essential for capturing bike and pedestrian activity in areas where no permanent counters exist. They also help validate and supplement the automated data, ensuring more accurate counts across the entire system.

NOTE: For more information about the most recent counts, please see "Bike & Ped Count Report" in additional resources.



Automated Counters

Pedestrian Counts

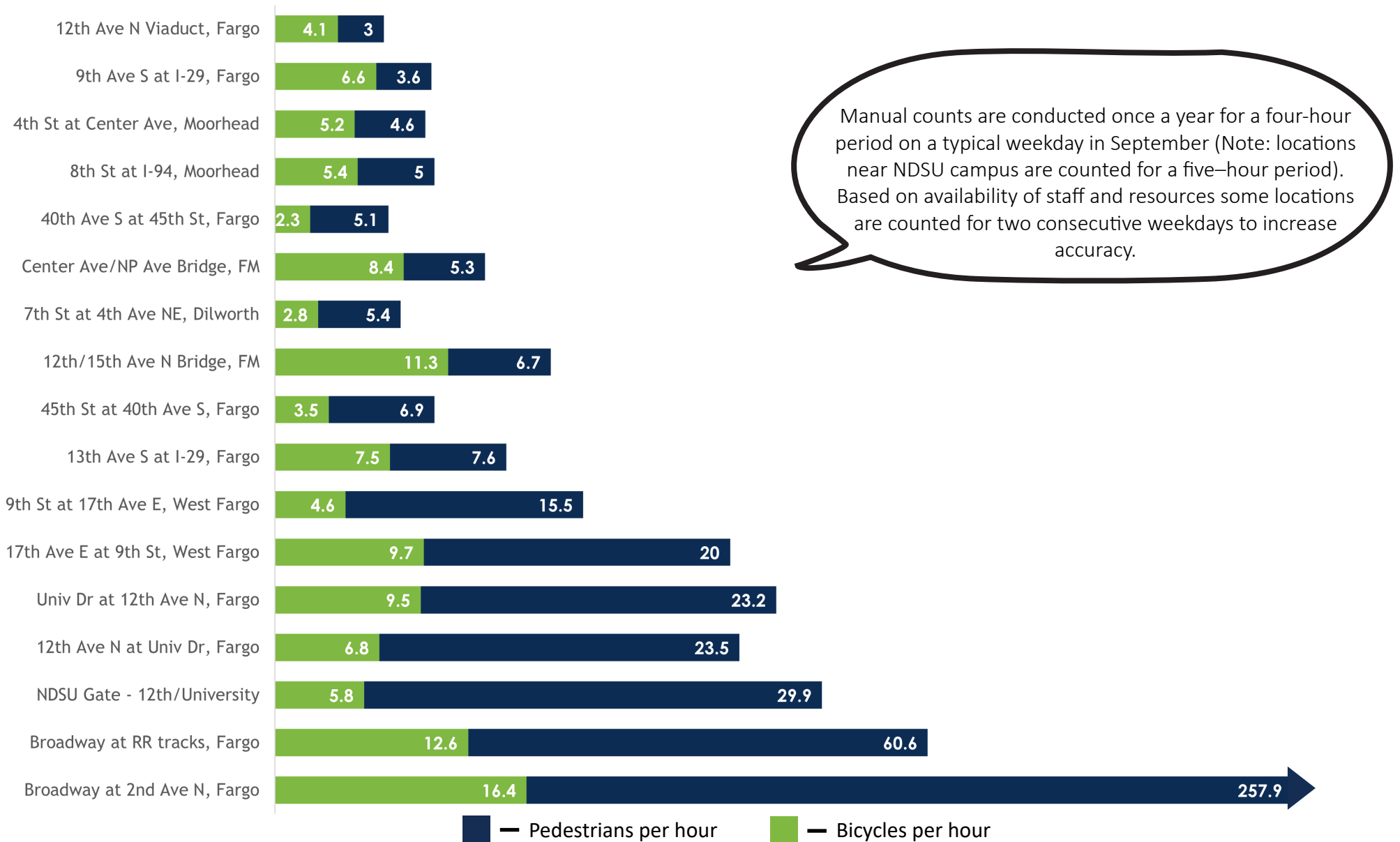


In 2024, Metro COG installed automated bicycle/pedestrian counters at seven new locations in the Fargo-Moorhead area. Since these counters were installed in late 2024, full analysis of the data is not being performed for this year’s report. To view the location of these counters, please refer to the full Bike-Ped Count Report. Metro COG is planning to increase the number of counting locations throughout the Metro Area to provide more full picture of the pedestrian and bicycle data.

LOCATION	JURISDICTION	PEAK DAY	PEAK DATE	DAILY PEAK	DAILY AVERAGE	WEEKEND AVERAGE	WEEKDAY AVERAGE
4TH AVE. NE	DILWORTH	SATURDAY	12/28/2024	55	20	28	17
WALL AVE. W	HORACE	SUNDAY	11/17/2024	32	9	12	8
12TH AVE. S	MOORHEAD	FRIDAY	12/12/2024	28	15	9	17
SHEYENNE ST.	WEST FARGO	FRIDAY	12/7/2024	244	109	115	107
32ND AVE. W	WEST FARGO	SUNDAY	11/17/2024	39	12	19	9
ELM ST. N	FARGO	SUNDAY	11/17/2024	138	37	43	35
WOODHAVEN DR. S	FARGO	SATURDAY	12/28/2024	88	29	47	21

Manual Counts

Average Hourly Bike/Pedestrian Counts



TRANSIT

Overview



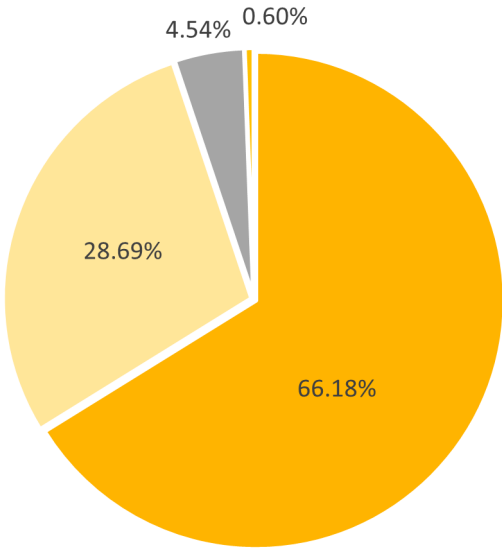
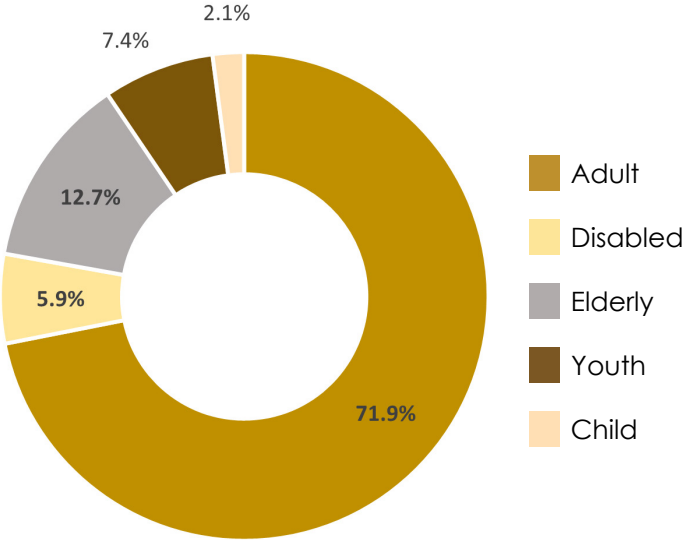
Total MATBUS
passengers in 2024

1,323,645

Change from year
previous

+2.2%

Driver shortages have continued to affect MATBUS operations, however, MATBUS was able to extend previously shortened operating hours to 10:15pm. MATBUS has continued to see an increase in ridership since the Covid 19 pandemic.



Passengers in 2024

Fargo/West Fargo	881,197	+3.13%
Moorhead/Dilworth	382,012	+1.89%
Paratransit	60,436	+5.02%
Metro Senior Ride	7,934	-5.26%

University Ridership

NDSU	321,638	+0.03%
MSUM	23,423	+29.02%
Concordia	10,009	-27.95%
M State	13,747	+4.23%

+ / - Designates change from previous year
Sources in this section: MATBUS

Projects & Maps

Route and Service Changes

- ❑ **January, 2024:**
 - ❑ Expanded temporary suspension of bus service due to driver shortage
 - ❑ Reduced Saturday service to end at 8:15 rather than 10:15
 - ❑ Eliminated Saturday service on Routes 6, 9 and 16
- ❑ **March, 2024:**
 - ❑ Reinstated frequency on Route 15 to 15 minutes during peak ridership times, 10 am to 6 pm and reinstated Saturday service on Routes 6 and 9
- ❑ **June, 2024 - Held public hearing and approved permanent changes to:**
 - ❑ End service Monday-Friday at 10:15pm
 - ❑ End service Saturday 8:15pm
 - ❑ Reduce Route 15 to 30 minute frequency from 6:15 am to 9:45 am.
 - ❑ Eliminate Route 32W and Route 36
 - ❑ Reduce Route 33 to 10 minute service all day, from 10 minute service with 7 minute service during peak ridership times
 - ❑ Reduce Route 13 from 30 minute service to 60 minute service on Saturdays only
- ❑ **June, 2024 - Held public hearing to confirm reinstatement of the following routes:**
 - ❑ Restore 15 minute service on Route 11 and Route 14
 - ❑ Resume Saturday service on Route 16
 - ❑ Restore 15 minute service on Route 2 during the MSUM academic year (from 2:30-6:30 pm Monday-Friday)

For full system map scan the QR code:

Individual maps can also be viewed at:
www.matbus.com/routes



August 2024 edition

Marketing

- ❑ Promoted transit to new riders during Try MATBUS Week
- ❑ LinkFM service during the Street Fair, Scandinavian Festival, Frostival, Celtic Festival, Pangea, and Trollwood Mainstage Musical
- ❑ Offered 'Get Your Can on the Bus' promotion during Earth Week
- ❑ Holiday ridership campaign called 'Season of Giving' providing a free ride with the donation of a non-perishable food item

Studies

- ❑ Completed Transit Reorganizational Study project with KLJ
- ❑ Began 2026 - 2030 Transit Development Plan with Bolton & Menk

Fare Changes

- ❑ Approved increase in Connect card replacement fee from \$5 to \$10 effective January 1, 2024



Inventory

Fixed Route Buses	Paratransit	On-Demand	Valley Senior Service
12 Moorhead - 35' - diesel	21 Cutaway buses	2 Cutaway buses	4 Caravans
30 Fargo - 35' - diesel			
2 Fargo - 35' - diesel-electric hybrid			
6 Fargo - 40' - diesel-electric hybrid			

Public Transportation Agency Safety Plan (PTASP)

2024 Safety Performance Metrics*

Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events	Safety Events (per 100 thousand VRM)	System Reliability	
							VRM/ Failures	Maintenance within 10% of Scheduled Miles
Fixed Route Bus	0	0	0	0	4	0.31	9,000	90%
On Demand/ADA Paratransit (Senior Ride)	0	0	0	0	0.2	0.06	12,000	90%
Valley Senior Services	0	0	0	0	0	0		

*Based on five year rolling average of National Transit Database reportable safety events

Collisions

Preventable: 27 : +25.9% Unpreventable: 28 : -28.2% Major*: 1 : -66.6%

+ /- Designates change from previous year
Sources in this section: MATBUS

Note: *Collision resulting in serious injury, fatality, or exceeds \$25,000 in damage



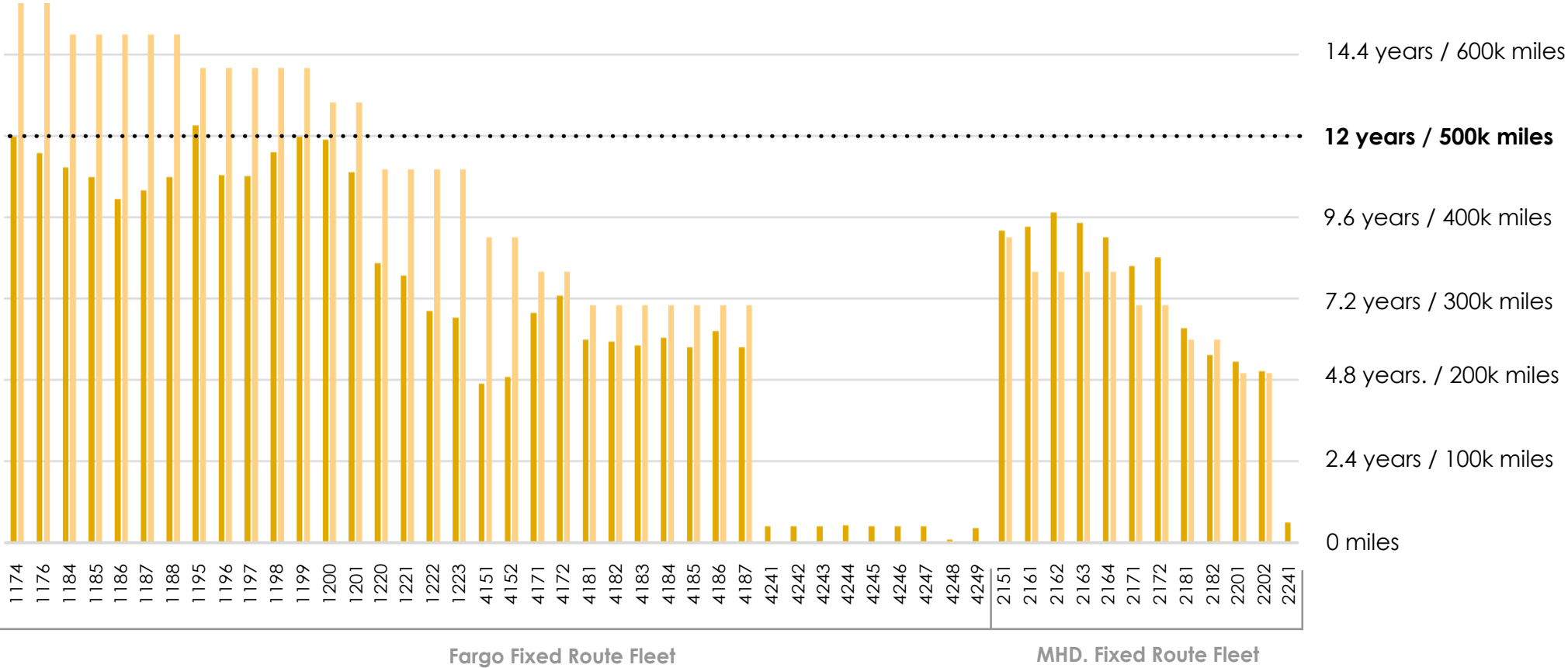
TRANSIT

Vehicle Condition

FLEET BUSES (GREATER THAN 35 FEET)

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

10 Fleet Replacements Ordered in 2022 - All 10 were recieved in 2024



AVERAGE MILEAGE FARGO FLEET 280,294 miles

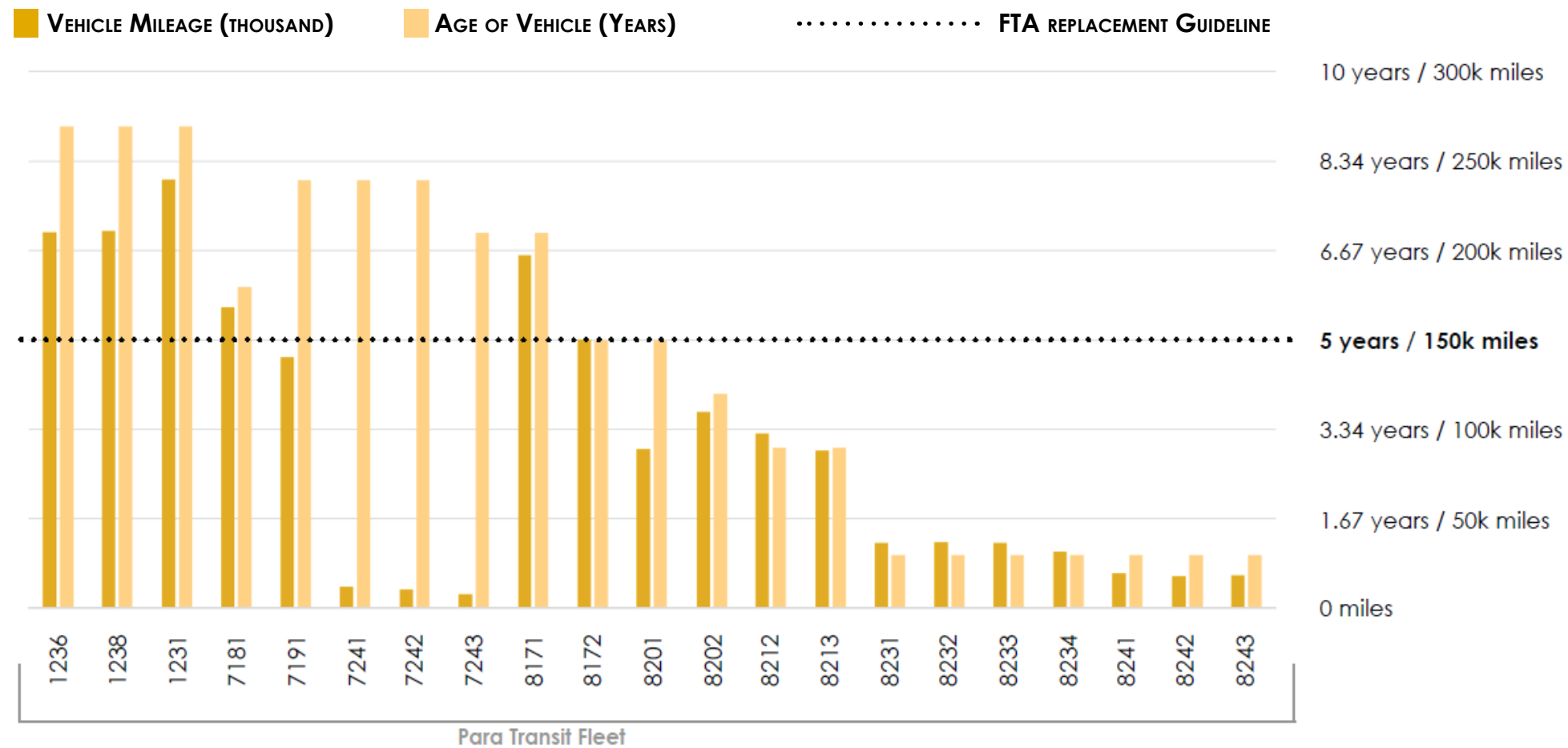
AVERAGE MILEAGE MOORHEAD FLEET 299,369 miles

14 NEED REPLACEMENT

TRANSIT

Vehicle Condition

PARATRANSIT BUSES (LESS THAN 30 FEET)



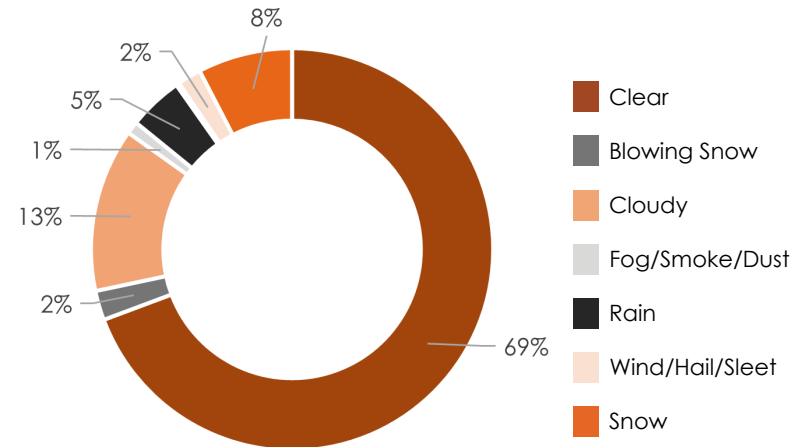
AVERAGE MILEAGE
PARATRANSIT FLEET **111,480 miles**

9 NEED REPLACEMENT

Sources in this section: MATBUS

SYSTEM PERFORMANCE

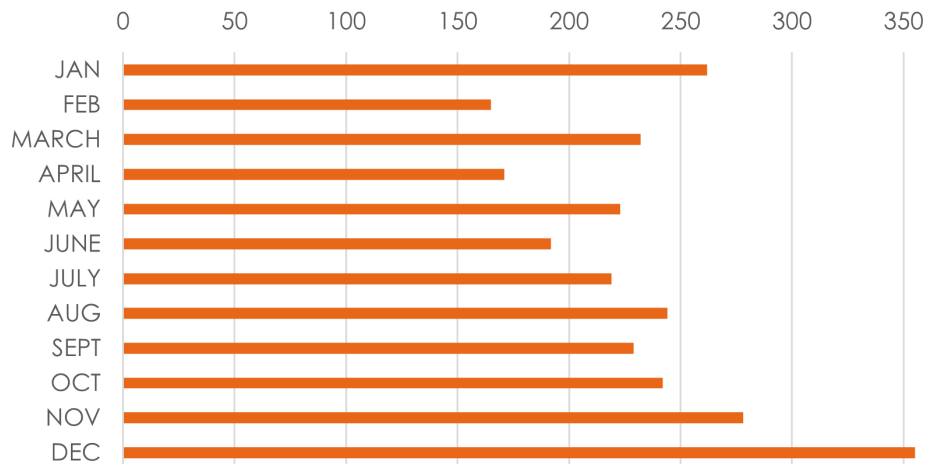
Metro COG tracks how well the transportation system is working across the metro area. This includes looking at traffic flow, travel times, safety, on-time performance, and mode share. By studying these trends each year, we can see what's working well, where problems are forming, and what areas need improvement. This helps us make smarter decisions about future projects and investments that keep people and goods moving safely and efficiently.



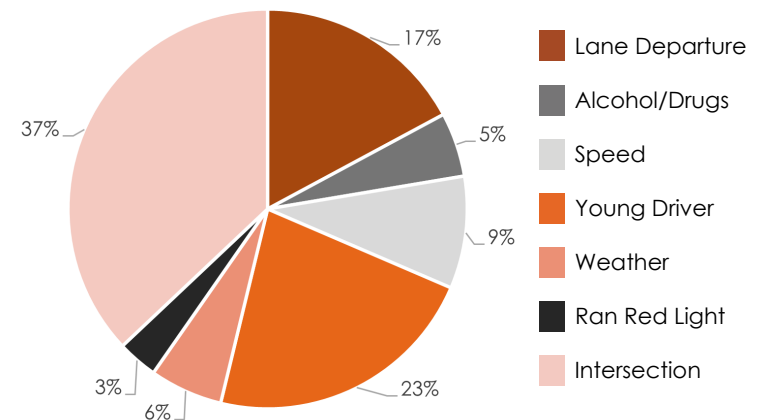
Vehicle Crashes by Weather Type

SAFETY & INCIDENT CHARACTERISTICS

Vehicle Crashes by Month

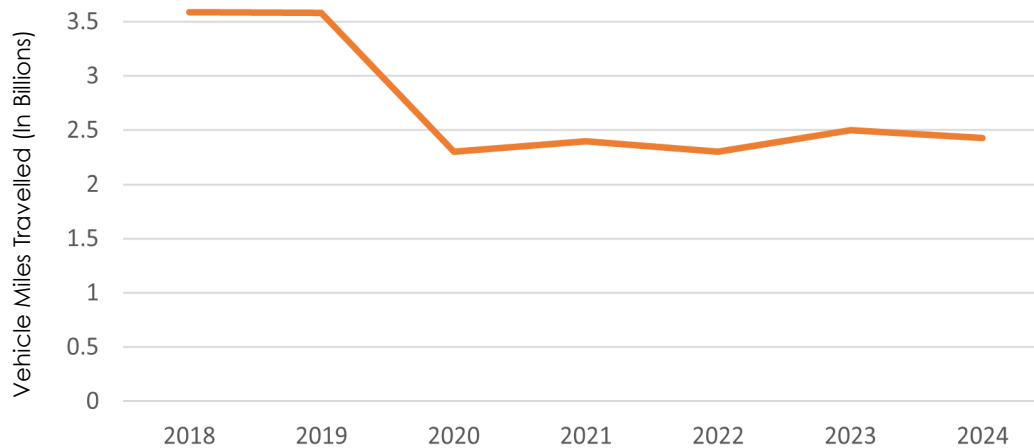


Contributing Factors to Vehicle Crashes

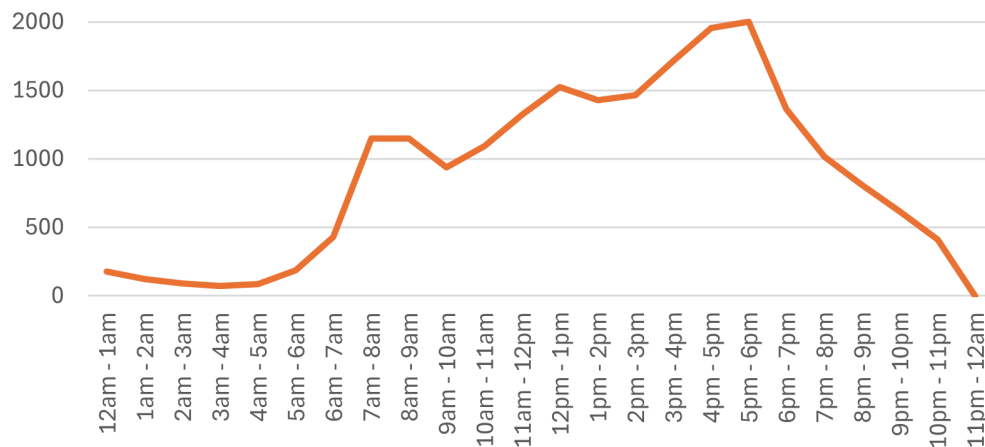


Over the past five years, total vehicle miles traveled (VMT) has remained relatively steady. However, during the same period, population growth has led to a decline in VMT per capita. These fluctuating figures could be attributed to several factors, including changes in driver behavior, fewer young people acquiring driver's licenses, increased reliance on alternative forms of transportation, and potential variations in data collection methods.

VMT trends in our region



Vehicle Hours of Delay by hour (CMP Network)



Sources in this section: NDDOT, MNDOT, Streetlight, Urban SDK

VMT per capita

2024	Change from 2023
9,100	-3.71%
2023	Change from 2022
9,451	+3.24%
2022	Change from 2021
9,154	-5.63%
2021	Change from 2020
9,700	+3.99%
2020	Change from 2019
9,328	-35.88%

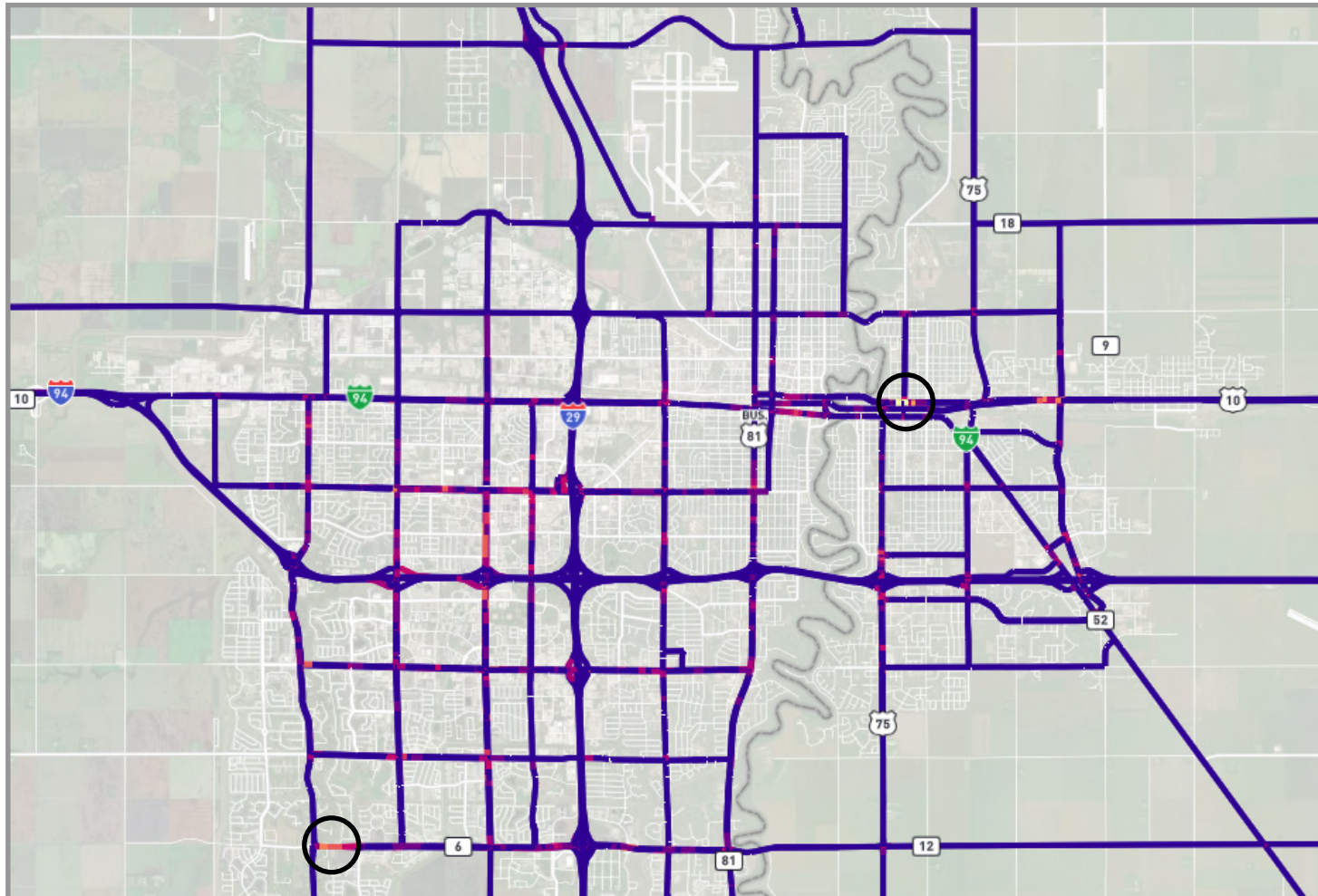
SYSTEM PERFORMANCE

Travel Time Index - Peak Hour Congestion

The Travel Time Index (TTI) compares peak-period travel times to free-flow conditions. A TTI of 1.30 means a trip that takes 10 minutes in free-flow conditions takes 13 minutes during peak periods.

Recurring congestion typically occurs during the PM peak (4:30–5:30 PM), primarily along the region's highest-volume arterial roadways.

PM PEAK



CORRIDORS OF INTEREST

1. U.S. Highway 10/Main Avenue (10th St. to Red River) - Throughout the year, this segment of Main Ave saw on average a TTI of 1.27 during the PM Peak.
2. 45th Street (13th Ave. to I-94) - Throughout the year, this segment of 45th St. saw on average a TTI of 1.34 during the PM Peak.
3. U.S. Highway 10 in Moorhead (30th St. to 34th St.) - Throughout the year, this segment of HWY 10 saw on average a TTI of 1.32 during the PM Peak.

Travel Time Index Scale



Sources in this section: Urban SDK

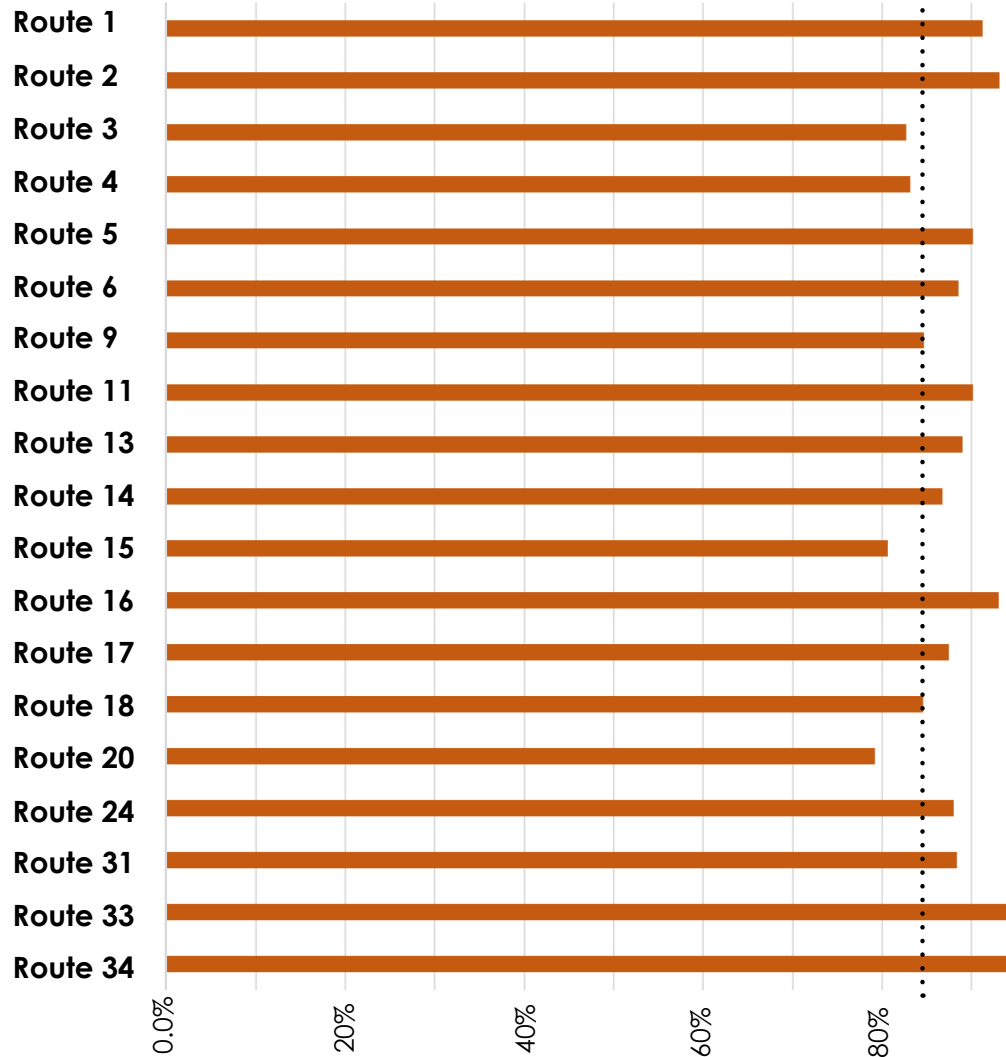
— The two circled areas reflect roadway closures, which are the cause of the high TTI values in these locations - not typical traffic congestion.

SYSTEM PERFORMANCE

Transit On-Time Performance

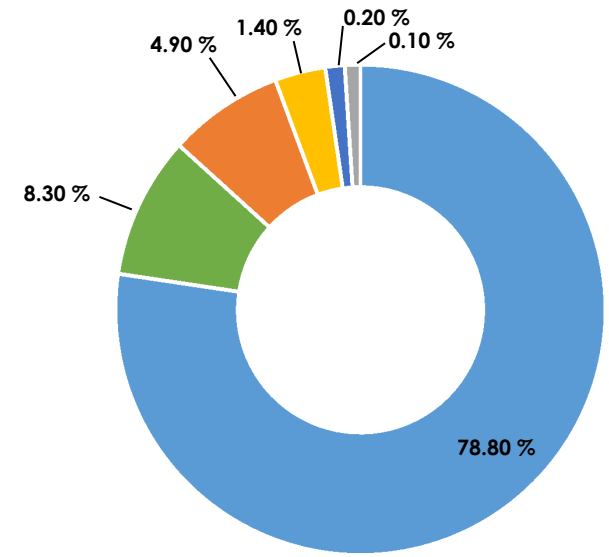
■ ON-TIME PERFORMANCE

..... ON-TIME PERFORMANCE TARGET (85.0%)*



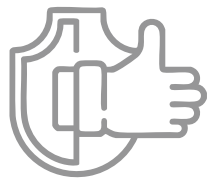
*OTP target is based on 2021-2025 Transit Development Plan targets
Sources: ^2024 American Community Survey (ACS) 1-year estimates

Mode Share of Transportation to Work



- - Drove Alone
- - Worked From Home
- - Carpool
- - Walked
- - Bicycle, motorcycle, other
- - Public Transportation

SYSTEM AVERAGE **87.9%**



SYSTEM PERFORMANCE

Demographic Overview of Residents Living Within ½ Mile of Transit stops

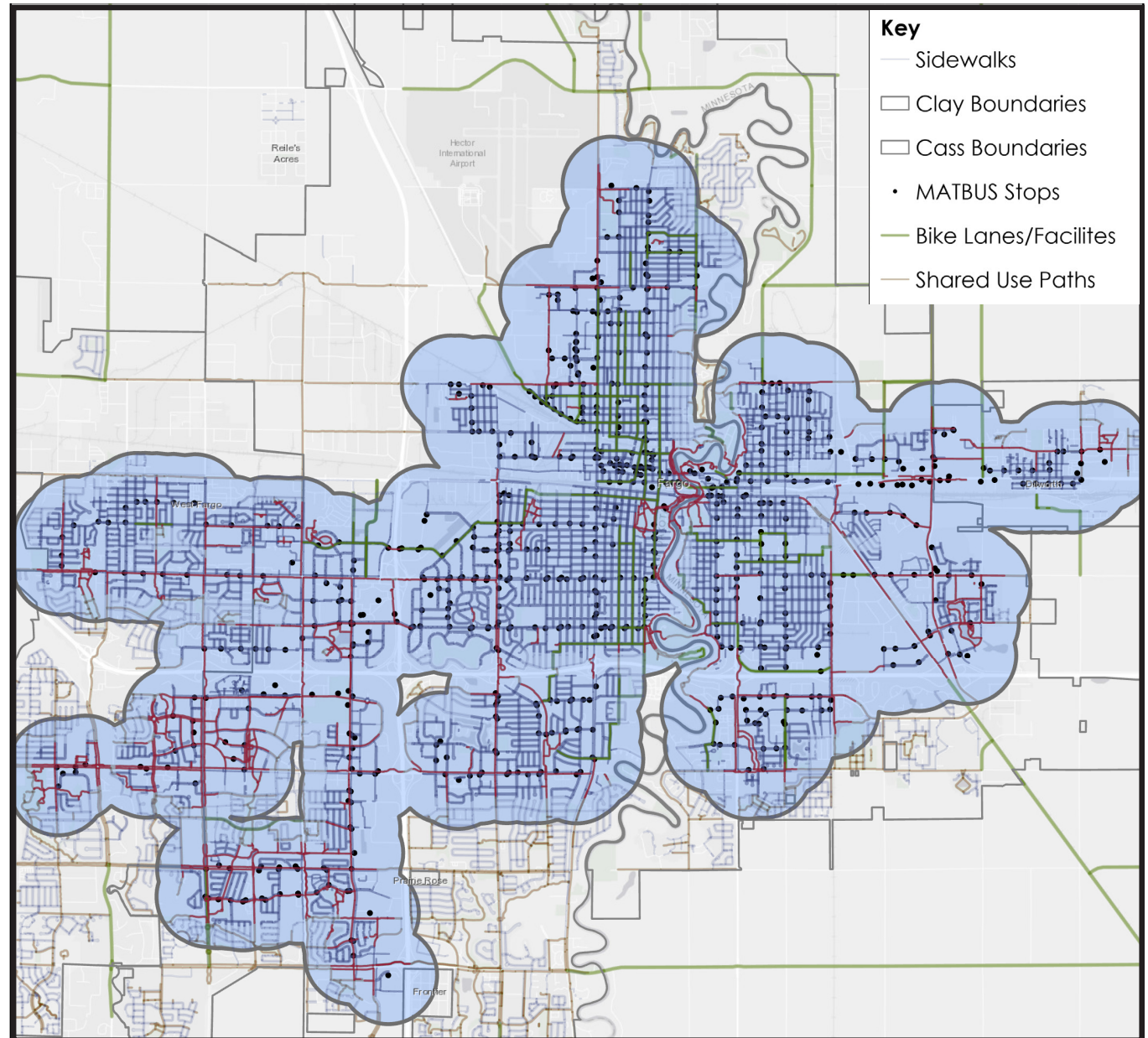
Population : **170,109**
67% of total population

Jobs : **108,704**
70% of all jobs

Car-Free
Households : **8%**

People
living with a
disability : **12%**

65 +
population : **13%**



Sources in this section: Remix, ^2024 American Community Survey (ACS) 1-year estimates

ACRONYMS

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





ADDITIONAL RESOURCES

Community Profile:

<https://fred.stlouisfed.org/series/ATNHPIUS22020Q>

<https://data.bls.gov/oes/#/area/0022020>

[Permits Plus](#)

Freight:

<https://www.fargoairport.com/december-2024-year-end-statistics/>

<https://www.greatamericanstations.com/stations/fargo-nd-far/>

<https://www.safetydata.fra.dot.gov/officeofsafety/publicsite/crossings>

Bike & Ped Count Report <https://www.fmmetrocog.org/resources/planning/bicycle-pedestrian-planning>

Performance Measures <https://www.fmmetrocog.org/resources/performance-measures>

Transportation Improvement Program (TIP) <https://www.fmmetrocog.org/TIP>

Vehicle Miles Travelled <https://fred.stlouisfed.org/series/M12MTVUSM227NFWA#>



METROCOG

WWW.FMMETROCOG.ORG



Fargo-Moorhead Metropolitan
Council of Governments

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Fargo, North Dakota 58102-4807
p: 701.232.3242 | f: 701.232.5043
e: metrocog@fmmetrocog.org
www.fmmetrocog.org

To: Transportation Technical Committee
From: Michael Maddox, AICP
Date: November 6, 2025
Re: **West Metro Perimeter Route Amendment #1**

Metro COG began work on the West Metro Perimeter Route Study in August of 2023. HDR Engineering was selected to complete the effort. The project team met challenges and local jurisdiction opposition during the analysis in December of 2024 as it relates to the southern portion of the study area. This necessitated Metro COG pausing the study to re-evaluate the study approach.

Metro COG worked with HDR to develop a new direction for the study, which focused on the north-south elements of the corridor as well as providing concepts for local connection to the north-south route. The study team has had additional coordination with the City of Horace, Cass County, and the North Dakota Department of Transportation (NDDOT). Through discussions of this change, both HDR and Metro COG agree on this path forward and restarted the study in August of 2025.

Due to the pause in the project, Metro COG elected to delay elements of the project until 2026. Additional funding is being provided in 2026 to accomplish the new project approach as well as to complete items in the existing scope.

HDR has submitted an updated scope and fee to compete the West Perimeter Route Study which can be found in **Attachment 1** to this memo. Metro COG set a budget of \$25,000 in CPG funding for this project in 2026. Of that amount, \$19,230.09 has been identified to fund new scope items as enumerated in **Attachment 1**.

Requested Action: Recommend approval of Amendment #1 to the West Perimeter Route Study contract to the Metro COG Policy Board.



November 6, 2025

Mr. Michael Maddox
Senior Transportation Planner
Fargo-Moorhead Metropolitan Council of Governments
One 2nd Street North, Suite 232
Fargo, ND 58102

West Metro Perimeter Roadway Study Scope Update

Dear Mr. Maddox,

HDR Engineering, Inc. and FM Metro COG began work on the West Metro Perimeter Roadway Study in August of 2023. The project team met challenges and jurisdictional opposition to routes and alternatives in the southern portion of the study area. HDR was directed to continue analysis and to seek additional feedback from local jurisdictions to reach a consensus on technically feasible routes for a west metro perimeter roadway from Interstate 29 to Interstate 94 in both the northwest and southwest quadrants of the metro area. Some opposition and challenges remained and HDR was directed to pause work on the study in January of 2025.

FM Metro COG is now seeking a new direction for the study, which will focus on a north-south corridor that will intersect with several east-west corridors, rather than identifying a single east-west connection to Interstate 29 as a part of the west metro perimeter roadway. The study team will have additional coordination with the City of Horace and Cass County going forward, as well as additional analysis and materials pertaining to the southern portion of the study area. Through discussions of this change, both HDR and FM Metro COG agree on this path forward for the study.

As directed by FM Metro COG, HDR has prepared a supplemental scope for the West Metro Perimeter Roadway Study. The additional items identified in the supplemental scope will require effort not previously included in the project fee. FM Metro COG is aware of this and has identified \$19,230.09 to fund the study in 2026.

Sincerely,
HDR Engineering, Inc.

Brian King, PE ^{ND, MN}
Project Manager
brian.j.king@hdrinc.com

Jason Kjenstad, PE ^{ND, SD}
Senior Vice President
jason.kjenstad@hdrinc.com

EXHIBIT A,

Engineer's Services, dated November 6, 2025
Referred to in and part of the **Agreement
Between Owner and Engineer for Study
and Report Professional Services originally dated
August 4th, 2023. The tasks provided in this
Exhibit supersede the tasks shown in the
contract proposal.**

Engineer's Services

Article 1 of the Agreement is supplemented to include the following agreement of the parties:

Engineer will provide Basic and Additional Services as set forth below:

TASK 1 PROJECT MANAGEMENT AND COORDINATION

HDR will be responsible for the coordination of project activities, organizing and facilitating bi-monthly project meetings with Metro COG, invoicing, maintaining budget utilization, and managing data sharing. HDR will assemble monthly progress reports which will outline work performed during the reporting period as well as progress per task. Invoices will include a breakdown of activities by task as well as employee hours for task. All invoices and progress reports will be submitted to Metro COG no later than the second Thursday of each month.

Assumptions (Task 1)

- Up to 8 additional progress meetings, scheduled as needed.

Deliverables (Task 1)

- Project Invoices (second Thursday of each Month)

TASK 2 DATA COLLECTION AND EXISTING CONDITIONS

Included in previous scope of work.

TASK 3 COMMUNITY ENGAGEMENT

HDR will continue coordination and engagement with both Cass County and the City of Horace.

Assumptions (Task 3)

- Up to two (2) meetings with Cass County
- Up to one (1) meetings with City of Horace
- One (1) council presentation meeting with Horace
- HDR will compile and document the results, comments, and feedback from the stakeholder and public engagement opportunities.

Deliverables (Task 3)

- Meeting Notes

TASK 4: PURPOSE AND NEED

Included in previous scope of work.

TASK 5: TRAVEL ANALYSIS

Included in previous scope of work.

TASK 6: DEVELOPMENT OF ALTERNATIVES

Additional analysis has been requested for 100th Avenue in and near Horace. This work will include developing typical sections and intersection layouts within or near the City of Horace.

Metro COG has requested that HDR develop a north-south corridor all the way to ND 46 and identify east-west connections. Additional effort will be required for this. Effort will include coordinating with Cass County planning and engineering in particular, as well as NDDOT. Extending to ND 46 was previously eliminated at an early stage in the study schedule.

Assumptions (Task 6)

- Up to three (3) urban or semi-urban typical sections
- Up to two (2) urban intersection layouts

Deliverables (Task 6)

- Urban Typical Sections

TASK 7: RIGHT-OF-WAY NEEDS

Included in previous scope of work.

TASK 8: IMPLEMENTATION PLAN

Included in previous scope of work.

TASK 9: DRAFT REPORT

Included in previous scope of work.

TASK 10: FINAL REPORT

Included in previous scope of work.

TASK 11: ADOPTION PROCESS

Included in previous scope of work.

Summary of Estimated Project Cost

Project No. 2023-208

West Metro Perimeter Roadway Study

Direct Labor	Hours	x	Estimated 2026 Rate	=	Total
Project Manager	21	x	\$87.29	=	\$1,833.02
Transportation Engineer	48	x	\$61.32	=	\$2,943.36
Transportation Planner	22	x	\$67.16	=	\$1,477.48
Communications Coordinator	10	x	\$41.20	=	\$412.02
Subtotal (Labor Costs)				=	\$6,665.87
Overhead/Indirect Cost @ 157.28%				=	\$10,484.09
Subcontractor Costs				=	\$0.00
Materials and Supplies Costs				=	\$22.13
Travel Costs				=	\$0.00
Fixed Fee @ 12% of non-Subcontractor Costs				=	\$2,058.00
Miscellaneous Costs				=	\$0.00
Total Cost				=	\$19,230.09



To: Transportation Technical Committee
From: Michael Maddox, AICP
Date: November 6, 2025
Re: **University & 10th Street Corridor Study – Final Report Approval**

Metro COG started a corridor study of University Drive and 10th Street (Uni10) in February of 2022. One of the main objectives of the study was to analyze scenarios to convert the one-way pairs to two-way operations. However, the intent of the study was to analyze scenarios to provide information to elected officials to use in making decisions about the operations of the corridors.

The study was split into two phases. The first phase of the study analyzed the feasibility of conversion scenarios. It was discovered in the first phase that conversion of the one-way pairs to two-way operations is likely unfeasible. After the first phase was completed in 2023, the second phase was scoped to analyze solutions to issues, such as speeding and bicycle and pedestrian access, that were identified in phase one through extensive public engagement efforts.

The study has now concluded and is being brought forward for approval. A presentation was given to NDDOT management, as the corridors are a signed US Highway 81. NDDOT did not have any significant comments. The City of Fargo has elected to bring this document forward to its City Commission on November 10, 2025, where it will consider the study as well as projects that can be integrated into its yearly Highway Safety Improvement Program (HSIP) funding applications.

The Final Draft of the University Drive and 10th Street Corridor Study can be found at <http://www.fmmetrocog.org/Uni10CorridorStudy>.

Requested Action: Recommend approval of Amendment #1 to the West Perimeter Route Study contract to the Metro COG Policy Board

To: Transportation Technical Committee (TTC)
From: Adam Altenburg, AICP
Date: November 6, 2025
Re: **2055 Socioeconomic and Demographic Forecasts RFP**

Metro COG is seeking proposals for 2055 Socioeconomic and Demographic Forecasts, with the primary objective of completing a demographic forecast for the Fargo-Moorhead metropolitan area to the year 2055. The most current demographic study was completed in 2022 and set forth projections through the year 2050 for the Metropolitan Statistical Area (MSA), which comprises the whole of Cass County, North Dakota, and Clay County, Minnesota. Metro COG's Metropolitan Planning Area (MPA), which represents portions of Cass County and Clay County, encompasses 31 townships and 21 cities. The urban area includes the cities of Fargo, West Fargo, and Horace in North Dakota, and Moorhead and Dilworth in Minnesota.

Demographic forecast data is a critical element to Metro COG's metropolitan planning program. Although forecast data is used by Metro COG and local jurisdictions for a variety of purposes, its core purpose is to maintain and update the regional travel demand model (TDM). The TDM is a critical component in the development of the Metropolitan Transportation Plan (MTP), relying on demographic data, including detailed population, household, and employment assessments and projections, to properly calibrate trip generations, distributions, and assignments in the TDM's traffic analysis zones (TAZs).

This forecast will consist of an update to regional demographic projections, including population, households, and employment. The projections will be aggregated for the entire MSA and broken down by both jurisdiction and TAZ. Age, household size, vehicle ownership, and income characteristics will also be analyzed as part of the forecast. The Fargo-Moorhead metropolitan area has traditionally exceeded growth projections based on historical analyses due to the long-term health of the regional economy and economic drivers such as higher education, healthcare, agriculture, and manufacturing.

The consultant will be responsible for forecast projections and working with Metro COG and other planning partners with TAZ allocation. Metro COG intends to review and revise TAZ boundaries as needed in late 2025 and early 2026. TAZ geographies and base households and employment values will be provided to the consultant prior to development of the demographic projections

The 2055 Socioeconomic and Demographic Forecasts has a not-to-exceed budget of \$120,000, of which \$96,000 will be funded with CPG funds. Metro COG will be reaching out to member jurisdictions to participate in the project's Study Review Committee (SRC), whose purpose will be to provide input on the work performed by the consultant for future growth projections.

Requested Action: Recommend Policy Board approval of the 2055 Socioeconomic and Demographic Forecasts RFP

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2026-232

***2055 Socioeconomic and
Demographic Forecasts***

for the Fargo-Moorhead Metropolitan Area

November 2025

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:

2055 Socioeconomic and Demographic Forecasts

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 **\$120,000**.

Interested firms can request a full copy of the RFP by telephoning 701.532.5100, or by email: metrocoog@fmmetrocoog.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.fmmetrocoog.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, January 22, 2026** at Metro COG's office will be given equal consideration. 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@fmmetrocoog.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.

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I. Agency Overview

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

Metro COG is responsible, in cooperation with the North Dakota and Minnesota Departments of Transportation (NDDOT and MnDOT, respectively) and local planning partners, for carrying out the metropolitan transportation planning process and other planning issues of a regional nature. Metro COG represents 12 cities and portions of two counties that comprise the Metro COG region in these efforts.

II. Purpose of Request

Metro COG is seeking proposals with the primary objective to complete socioeconomic and demographic forecasts for the Fargo-Moorhead metropolitan area to the year 2055. The most current demographic study was completed in 2022 and set forth projections through the year 2050 for the Metropolitan Statistical Area (MSA), which comprises the whole of Cass County, ND, and Clay County, MN. Metro COG's planning area encompasses thirty townships which represent portions of Cass County, North Dakota and Clay County, Minnesota (which reflects the extent of Metro COG's regional travel demand model). The urban area includes the cities of Fargo, West Fargo, and Horace in North Dakota; and Moorhead and Dilworth in Minnesota. Forecast disaggregation pursuant to these geographic scales will be important, as further delineated in this RFP.

III. Project Background and Objective

Demographic forecast data is a critical element to Metro COG's metropolitan planning program. Although forecast data is used by Metro COG and local jurisdictions for a variety of purposes, its core purpose is in maintaining and updating the regional travel demand model (TDM).

Metro COG's TDM is based on a four-step planning model with trip generation, trip distribution, mode choice, and trip assignment comprising the main modules of the model. Base demographic data such as population, households, and employment play a major role in model development and calibration. The TDM is divided into geographic areas called traffic analysis zones (TAZs) which are used to create trip generation rates for the region. The TDM is a critical component in the development of the Metropolitan Transportation Plan (MTP), and relies on demographic data including detailed population, household, and employment assessments and projections to properly calibrate trip generations, distributions, and assignments.

Planning for future transportation and infrastructure needs in the metropolitan area requires a realistic vision of the region's future population, households, and employment. As these projections will be a primary tool for communities within the metropolitan area to plan for future growth, the process in which they are derived must be transparent and clear to both policymakers and stakeholders.

This forecast will consist of an update to regional demographic projections, including population, households, and employment. The projections will be aggregated for the entire MSA, and broken down by county, city, and township. Age, household size, and income characteristics shall also be analyzed as part of the forecasts. The Fargo-Moorhead metropolitan area has traditionally exceeded growth projections based on historical analyses due to the long-term health of the regional economy and economic drivers such as higher education, healthcare, agriculture, and manufacturing.

The *Metro COG Baseline 2050 Demographic Forecast* was the framework for development of Metro COG's TDM for the years 2030 and 2050. The current demographic forecasts supported the development of the current MTP and subsequent studies and subarea analyses conducted through Metro COG since 2022. Metro COG is pursuing an update to socioeconomic and demographic forecasts with a planning horizon of 2055 to address three primary needs:

- 1) Evaluate demographic projections which consider both recently purchased datasets for households and employment as well as U.S. Census Bureau statistics for the Fargo-Moorhead MSA and other local and regional projections;
- 2) Develop TDM forecast models for the years 2035 and 2055; and
- 3) Update of the current 2050 Fargo-Moorhead MTP, which will be initiated in 2028 and will be built upon updated demographic forecasts to the year 2055.

IV. Scope of Work and Performance Tasks

Metro COG is seeking a consultant that can not only provide the typical qualifications necessary in the development of socioeconomic and demographic forecasts but also can provide pro-activeness, vision, innovation, and collaboration in examining and proposing forecast results and assumptions.

Outlined below is the scope of work that will guide development of the 2055 Socioeconomic and Demographic Forecasts. Metro COG has included the following scope of work to provide interested consultants with 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 socioeconomic and demographic forecasts. At a minimum, the consultant shall be expected to establish detailed analyses, projections, 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 December 2026. 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 coordinate with any subconsultants, as well as all project activities preparation and coordination of all data collection, data analysis, technical memorandum, and draft documents for the SRC. Metro COG shall be responsible for coordinating and scheduling SRC meetings and assisting the consultant in developing agendas. The consultant will be expected to work closely with Metro COG on coordination and distribution of materials as applicable to consultant work tasks, as well as responsible for the recording of meeting minutes. The consultant should also plan on weekly to biweekly updates between the consultant project manager and the Metro COG project manager.

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.

Development of the 2055 Socioeconomic and Demographic Forecasts will be guided by a Study Review Committee (SRC), which will provide oversight and input into the development of study assumptions, patterns, and results. The consultant should expect three meetings with the SRC. The SRC is scheduled to be comprised of the planning directors or their equivalents from each of Metro COG's seven primary jurisdictions: Fargo, West Fargo, Horace, and Cass County, ND; and Moorhead, Dilworth, and Clay County, MN.

Task 3: Stakeholder and Public Engagement Program. The consultant shall gain an understanding of factors influencing recent and future changes in population, households, and employment in the Fargo-Moorhead metropolitan area by conducting brief interviews with groups and individuals with specific insights. At minimum, these organizations should include:

- Economic development;
- Housing and developers;
- Social service agencies;
- School districts;
- Higher education; and
- Large employers.

In lieu of formal public involvement events, the consultant shall work with Metro COG to develop a brief video presentation that easily explains the purpose of the socioeconomic and demographic forecasts to the public as well as demographic assumptions and results. This video presentation will be posted to Metro COG's website and YouTube account and shared with local jurisdictions.

Task 4: Evaluation of Base Data and Previous Forecast Methodologies. The consultant will work with Metro COG staff and the SRC to collectively analyze base data Metro COG has procured, with specific focus on possible irregularities. After base data is reviewed, the consultant will work with staff and the SRC to develop, analyze, and select the preferred methodology that will be used to establish demographic forecasts.

The consultant shall develop and provide a technical memorandum incorporating a thorough review and evaluation of Metro COG's data sources used in the MTP/TDM development process and an analysis of the methodology employed in previous demographic projections, including:

- Forecast methodology and data sources used in development of previous MTP's and transportation studies.
- Accuracy of previous forecasts/analyses.
- Appropriateness of duplicating past methodologies or supplanting with additional data sources and/or changes in methodology.
- An evaluation of the current Metro COG data development process and recommendation on how to proceed.

The consultant shall include at least three potential growth scenarios and methodological options within the technical memorandum. These scenarios will include, at minimum, both "most likely" and "high growth" scenarios for demographic growth within the region to the horizon year. These growth scenarios will be vetted by the SRC and Metro COG staff.

Metro COG acknowledges that there are a number of strategies, techniques, variables, and methodologies that can be used to forecast demographics. Metro COG does not require the consultant to prepare or propose a detailed demographic forecast methodology as part of this RFP. Rather, Metro COG is requesting a proposal that outlines the process and/or strategy whereby the selected consultant, Metro COG, and SRC will collectively analyze and select a preferred methodology to be used to establish socioeconomic and demographic forecasts.

Task 5: Socioeconomic and Demographic Projections and Scenarios. The consultant will provide socioeconomic and demographic projections for the Fargo-Moorhead MSA to the year 2055. The following activities are minimum scope of work requirements.

- 1) **Population.** Estimate population from 2025 and every five years thereafter until 2055 for the following geographies:
 - a) Traffic Analysis Zones (TAZs) within the Metro COG planning area. TAZ geographies and base values will be provided to the consultant prior to development of the demographic projections. The consultant, in coordination with Metro COG and applicable staff from member organizations, may suggest changes to the TAZ geography if necessary;
 - b) Metropolitan Statistical Area (MSA) (defined as all of Cass County, ND and Clay County, MN);
 - c) Metro COG's Metropolitan Planning Area (MPA) (including the 31 townships and 21 cities);
 - d) Rural Cass County (cities and townships within Cass County outside of the MPA); and
 - e) Rural Clay County (cities and townships within Clay County outside of the MPA).
- 2) **Households.** The consultant will provide the following household projections at county, city, township, and TAZ geography levels in five year increments from 2025 through the horizon year of 2055:
 - a) Household Type. Percentage splits between single family and multifamily dwelling units. The forecasts shall consider single family households as those with three or less units and multifamily households as those with four or more units.
 - b) Household Size. Percentage splits by total number of households by household type. Size classification shall be based on one person, two person, three person, and four or more person households.
 - c) Percentage Owner and Renter Occupied. Percentage splits by total number of households.

- d) Income. Percentage splits by total number of households. Income category definitions will be based on those used in the American Community Survey (ACS).
 - e) Vehicle Ownership per Household. Percentage splits by total number of households by vehicle type, by household type, income and size.
 - f) School-aged children. Number of children between the ages of 5 and 18, allocated by TAZ.
 - g) College Students. Number of enrolled college students, allocated by TAZ.
- 3) **Employment.** Estimates of employment projections by industry type are vital to development of the TDM and an accurate forecast of growth within the region. The consultant shall provide the following employment forecasts at county, city, township, and TAZ geography levels in five year increments from 2025 through the horizon year of 2055: by North American Industry Classification System (NAICS) code as described:
- a) Agriculture (NAICS 11)
 - b) Education (NAICS 61)
 - c) Manufacturing (NAICS 31-33)
 - d) Other Industrial (NAICS 21, 23)
 - e) Retail (NAICS 44-45)
 - f) Service (NAICS 51, 52, 53, 55, 56, 62, 71, 81, 99)
 - g) Wholesale Trade, Trans Utilities (NAICS 22, 42, 48, 49)
- 4) **Considerations.** The Fargo-Moorhead metropolitan area is strongly influenced by national, state, and local variables, all of which need to be considered when estimating socioeconomic and demographic trends affecting the region. At minimum, the following will need to be considered and addressed when examining demographic trends and establishing future projections:
- a) Where new population growth is being generated from;
 - b) The proportion of population growth that is migrating to the area from other metropolitan areas in the region/nation;
 - c) The amount of growth attributed to New Americans and international immigration;
 - d) The influence of adjacent, regional small cities on the demographic shifts of the Fargo-Moorhead MSA;
 - e) The influence/impact of higher education institutions in regards to enrollment and the retention of graduates as part of the local workforce;
 - f) The impact of existing large employers, both public and private, on regional growth;
 - g) The influence of national macro-economic trends including remote work and other work arrangements;

- h) The impacts of increased market desirability for certain areas of the region for new development due to locally driven/supported/financed initiatives and investments (i.e. downtown revitalization efforts, new elementary schools, etc.); and
- i) The impacts of other local issues such as land use and zoning policies, comprehensive planning efforts, flood protection, cost of living, etc.

Task 6: Administrative Draft and Final Report. The consultant will prepare an administrative draft of the socioeconomic and demographic forecast for review and comment by the SRC. This draft is to be provided as an electronic PDF to SRC members. Comments received from the SRC will be incorporated in the final report.

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

- Is clearly organized and communicates a clear message both graphically and with accompanying text;
- Is easy to read and understand; and
- Explains key implications as they relate to population characteristics, housing, and employment.

The consultant shall provide Metro COG with appropriate correspondence for final review and approval of the 2055 Socioeconomic and Demographic Forecasts by Metro COG's TTC and Policy Board. Metro COG shall be responsible for presenting and achieving final recommendations and approval of the forecasts.

Task 7: Executive Summary/Fact Sheet. Upon completion of the 2055 Socioeconomic and Demographic Forecasts, the consultant shall develop a brief executive summary or fact sheet in PDF format which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting major assumptions, patterns, and results.

Task 8: Deliverables. Upon final completion, the consultant will be responsible for providing a reproducible original of the study in PDF format. All meeting summaries and technical analyses should be included in the appendix of the study. The consultant is expected to provide Metro COG with all data and study products.

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

V. Implementation Schedule

1) Consultant Selection.

Advertise for Consultant Proposals	approximately 11/24/2025
Deadline for RFP Clarifications/Questions	1/12/2026
Metro COG Response to RFP Clarifications/Questions	1/13/2026
Due Date for Proposal Submittals (by 4:30 p.m.)	1/22/2026
Review Proposals/Identify Finalists	(week of) 1/26/2026
Interview Finalists	(week of) 2/2/2026
Metro COG Board Approval/Consultant Notice	2/19/2026
Contract Negotiations/Signed Contract	(week of) 2/23/2026
QBS Submittal & Approval (between NDDOT & Metro COG)	(week of) 2/23/2026
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) 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 3/2/2026
Draft Forecast Completion	September 2026
Final Forecast Completion	October 2026
Forecast Adoption	December 2026
Final Invoices Received	No later than 1/29/2027

VI. Evaluation and Selection Process

Selection Committee. Metro COG will establish a selection committee to select a consultant. The selection committee will consist of Metro COG and the planning directors or their equivalents from each of Metro COG's seven primary jurisdictions: Fargo, West Fargo, Horace, and Cass County, ND; and Moorhead, Dilworth, and Clay County, MN.

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

- 20% The consultant's 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 proposed project approach, methodology, and project management techniques
- 20% The consultant's current workload, availability of key personnel, and record of past performance

The selection committee will entertain formal in-person or virtual 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 February 19, 2026 based on an evaluation of the proposals submitted, the recommendation of the selection committee, and approval by Metro COG's Policy Board. Metro COG reserves the right to reject any or all proposals or to waive minor irregularities in said proposal, and reserves the right to negotiate minor deviations to the proposal with the successful consultant. Metro COG reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgement of Metro COG, best accomplishes the desired results.

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

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

VII. Proposal Content and Format

The 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) A 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) 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 in Section IX: General RFP Requirements;
 - f) A list of any subcontracted agencies, the tasks they will be assigned, the percent of work to be performed, and the staff that will be assigned;
 - g) List of client references for similar projects described within the RFP; and
 - 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 (submit as sealed hard copy)
Exhibit B – Federal Clauses (for review purposes only)

VIII. 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, January 22, 2026** will be given equal consideration. 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 January 12, 2026. 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 January 13, 2026.

IX. 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; and
 - 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 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) **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.
- 6) **North Dakota Department of Transportation Consultant Administration Services Procedure Manual.** Applicants to this Request for Proposal are **required** to follow relevant and currently applicable procedures contained in the *NDDOT Consultant Administration Services Procedure Manual*, which includes prequalification of consultants. Copies of the Manual may be found on the NDDOT website at <https://www.dot.nd.gov/sites/www/files/documents/construction-and-planning/Consultant-Admin-Services-Procedures.pdf>.

X. 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.

XI. 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.

XII. 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. Insurance

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

XVIII. 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, 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

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.



To: Transportation Technical Committee
From: Dan Farnsworth, Metro COG
Date: November 6, 2025
Re: **2026 FM Metro Area-Wide Traffic Counts RFP**

Every five years Metro COG retains consultant services for F-M Metro area-wide traffic counts. The purpose of these counts is to develop a data set to which the regional travel demand model can be calibrated. The counts are also used for other purposes such as corridor studies, jurisdictional needs, traffic requests by the public, and more. The last F-M Metro area-wide counts were conducted in 2021.

These 2026 area-wide traffic count locations were developed in coordination with NDDOT and MnDOT, who also collect traffic count data on various annual cycles.

Attached is the draft RFP for the 2026 Fargo-Moorhead Metro Area-Wide Traffic Counts. The project budget is \$150,000 with counts at approximately 440 locations, approximately 125 of which will include truck counts. The scope of work calls for the counts to begin in late-April and be completed in mid-October.

Requested Action:

Recommend Policy Board approval of the 2026 Fargo-Moorhead Metro Area-Wide Traffic Counts RFP

**FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS**

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2026-230

2026 Fargo-Moorhead Metro Area-Wide Traffic Counts

November, 2025

APPROVED:

Ben Griffith
Metro COG, Executive Director

Request for Proposals (RFP)

2026 Fargo-Moorhead Metro Area-Wide Traffic Counts

REQUEST FOR PROPOSALS (RFP)

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

2026 Fargo-Moorhead Metro Area-Wide Traffic Counts

Qualifications based selection criteria will be used to analyze proposals from responding consultants. The most qualified candidates will be invited to present an in-person, virtual, or hybrid interview. 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 **\$150,000.**

Interested firms can request a full copy of the RFP by telephoning 701.532.5100, or by e-mail: metrococog@fmmetrococog.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.fmmetrococog.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 Friday December 19, 2025** will be given equal consideration. Respondents must submit one (1) PDF of the proposal, and one (1) sealed hard copy of the cost proposal. The full length of each proposal shall not exceed thirty (30) pages; including any supporting material, charts, or tables.

A PDF of the proposals may be emailed or delivered by USB. The sealed cost proposals shall be shipped to ensure timely delivery to the contact defined below:

Dan Farnsworth
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102
farnsworth@fmmetrococog.org
701-532-5106

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

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

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Note: Throughout this RFP 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

Every five years Metro COG conducts and coordinates area-wide traffic counts for the purpose of developing a data set to which the regional travel demand model can be calibrated. These counts serve other purposes as well. Each traffic count covers at least a 48-hour period with some counts being vehicle classification counts (heavy vehicle counts) while others are simply vehicle counts.

While Metro COG wishes to conduct the Fargo-Moorhead Metro area-wide traffic counts the same year as the North Dakota Department of Transportation's (NDDOT's) and the Minnesota Department of Transportation's (MnDOT's) counts, those agencies' schedules do not always align. NDDOT counts the Fargo area every three years, so NDDOT's most recent counts were in 2024, except for the Interstates which are counted every year. Meanwhile MnDOT counts certain roadways every two, four, six, or twelve years, depending on the roadway classification. Therefore, the only 2026 NDDOT counts in the Fargo region will be on the Interstates, while MnDOT will be counting roughly 67 locations in Clay County, MN in 2026.

Metro COG and Metro COG's member jurisdictions desire counts at additional locations beyond those provided by the DOTs. These counts will be used for transportation planning purposes such as corridor planning studies, regional traffic analysis, and more. Metro COG also needs additional counts conducted at specific locations for use in accurately calibrating the base year of our travel demand model. A consultant is being sought to conduct these additional counts for which Metro COG is responsible. The Consultant will be responsible for collecting a minimum of 48-hour traffic count data at about 441 locations across the Fargo-Moorhead Metropolitan Area.

III SCOPE OF WORK AND PERFORMANCE TASKS

Historically the Fargo-Moorhead area-wide traffic counts have been collected using road-tube automated traffic counters on the moderate and low volume roadways while the higher volume roadways (such as urban interstate) have been collected using less intrusive devices. The Consultant is welcome to propose various counting methods and equipment that has proven to provide accurate traffic count data.

Below are tasks the Consultant is expected to complete as part of this project:

Task 1 - Project Management and Coordination

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 monthly progress meetings with Metro COG.

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 2026 Fargo-Moorhead Metro Area-Wide Traffic Counts, 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 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. All invoice submittals, including progress reports, and any supportive materials shall be submitted to the Metro COG project manager no later than the 2nd Thursday of the month. This is to ensure invoices are processed in a timely fashion.

Task 2 – Traffic Collection Preparation

The Consultant shall determine which locations they plan to count prior to each deployment and shall determine whether or not there are any events, closures or any other activities that may interfere with the counting equipment or may hinder reliability of the counts. The Consultant can work with the Metro COG project manager in determining such events, closure or other activities. The Consultant shall also notify the proper maintenance jurisdiction of the subject roadway at least 2 working days prior to each counter deployment so that the proper maintenance crews are aware of the presence of the counting equipment when performing their work.

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Upon arrival at each count location, the Consultant's technicians should assess the area to determine if there are temporary conditions that may impact the count data. In such cases, the location may need to be rescheduled. If the Consultant has any questions regarding the impact of certain events/closures on desired traffic counts, the Consultant may ask the Metro COG contact.

The Consultant shall determine if any permits are necessary to perform the work and shall obtain any permits necessary prior to beginning work. Any costs associated with permits will be the responsibility of the Consultant.

At all times the Consultant's technicians in the field will be responsible for determining the relative level of safety for deploying traffic counters. If a technician feels unsafe at any time, they should not deploy traffic counters. The Consultant is strongly encouraged to schedule technicians so that counter deployment can occur during non-peak hour travel times and only during daylight hours. The Consultant's technicians will be responsible for wearing all appropriate personal safety equipment, and for deploying appropriate signage and traffic control devices (e.g., cones, etc.) to alert motorists to their presence. Metro COG strongly recommends that all technicians work in teams of no less than two persons, where one person can act as flagger and spotter for the person deploying the traffic counter (see MUTCD for appropriate flagging techniques).

Task 3 – Traffic Data Collection

The Consultant will be responsible for safely and accurately collecting 48-hour (minimum) traffic count data at approximately 441 locations across the Fargo-Moorhead Metropolitan Area. Vehicle class (truck) count data will be required at specific locations, however class data will be optional at the remainder of the locations. Trucks shall be considered vehicle classes 5 through 12. See Exhibit C for maps of the desired vehicle count locations and truck count locations.

Equipment

The Consultant may use whichever traffic data collection equipment best suits the roadway configuration and traffic conditions. For example, tube counters may be desired on medium and low traffic volume roadways while non-intrusive counters such as radar or visual counters may be preferred on roadways where the traffic volume and number of lanes may be unsafe and/or less accurate than using tube counters.

The Consultant's proposal should identify the nature of the counting equipment proposed and explain the reliability and proven capability of the equipment to gather accurate, reliable data.

Count Locations and Count Timing

Exhibit C contains maps showing the 441 count locations where the Consultant shall collect traffic count data. These count locations are also available as GIS shapefiles and can be provided to the Consultant upon request.

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Whenever possible the Consultant should avoid placing counters where turn lanes are present or any other locations where vehicles might be stopped such as near signalized intersections or railroad tracks. Also, placing counters in front of driveways should be avoided whenever possible.

The Consultant shall begin counts on the tentative start date of April 27, 2026. This date is dependent on favorable weather conditions and/or forecasts at that time. Occasional major spring flooding can also impact traffic patterns. The Consultant shall work with the Metro COG contact to determine the exact start date. The counts shall be completed by October 15, 2026. Traffic counts shall be collected on a Monday, Tuesday, Wednesday, and/or Thursday but shall not be conducted on any public holidays. These holidays include: Memorial Day, 4th of July, and Labor Day.

Counts within Metro COG's urbanized boundary (see maps for urbanized boundary) shall be counted while schools are in session. Counts outside of Metro COG's urbanized boundary can be counted in the summer when schools are out of session. If a count is located on the urbanized boundary line, it can be considered outside of the urbanized boundary. Counts within the specified proximity to the three local colleges/universities shall be counted while the colleges/universities are in session. Below is a schedule of the count windows for specific parts of the Fargo-Moorhead Metro Area, including the colleges/universities. Counts for the various geographies of the Fargo-Moorhead Area shall be conducted within these time windows:

- Within urbanized boundary:
 - Within Fargo, Horace, and West Fargo city limits:
 - April 27 – May 21
 - Aug 31 – Oct 15
 - If within NDSU buffer: April 27 – May 7, Aug 31 – Oct 15
 - Within Moorhead and Dilworth city limits:
 - April 27 – May 27
 - Sept 9 – Oct 15
 - If within Concordia and MSUM buffer: Sept 9 – Oct 15
- Outside of urbanized boundary: June, July, August

Task 4 – Providing of Count Data

The Consultant shall collect a minimum of 48 continuous hours of traffic data with all counts collected in a format which is compatible with MS2. The data file from each type of counter must have accurate header information for the file to be read by MS2. Please refer to pages 30-31 of the [MnDOT Traffic Counting Handbook](#) before configuring the counter to ensure the MS2 system will be able to interpret the data.

The Consultant shall provide the data to Metro COG in a Microsoft Excel spreadsheet which Metro COG will provide (see Exhibit D). The spreadsheet will ask for date & time of counts, location information (street, location description, and GPS coordinates), counter information, first 24-hour traffic count, second 24-hour traffic count, truck counts (when

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applicable), and more. Please note certain columns in the spreadsheet will be completed by Metro COG either as count results are being provided or upon completion of all Consultant counts.

The Consultant shall provide Metro COG with the most current spreadsheet once every seven (7) days for Metro COG's review. Metro COG will review all the latest traffic count data in the spreadsheet and will work with the Consultant to identify possible inaccuracies in recorded count data, and will cooperatively develop a list of re-count locations if necessary.

Once all locations have been counted, the Consultant shall provide Metro COG with the completed spreadsheet of all traffic data information and Metro COG will review all data in the spreadsheet. Metro COG will work with the Consultant to identify possible inaccuracies in recorded count data and will cooperatively develop a list of re-count locations (if necessary). Any recounts will be at the expense of the Consultant.

Upon collection of all traffic count data, the Consultant shall provide Metro COG with a GIS shapefile consisting of count information with a point at each specific count location. The points shall be shown in North American Datum (NAD) 1983, UTM Zone 14N, feet. The GIS shapefile will include attributes collected by the Consultant as well as attributes provided by Metro COG. The attributes of each count location shall be identical to the columns in the final spreadsheet.

Once completed with the project all count information shall become the property of Metro COG. The Consultant shall not keep or sell any of the traffic data without prior permission from Metro COG.

NOTE: While under contract, if the Consultant wishes to modify or include additional tasks deemed necessary to complete the study, this must be agreed to by Metro COG before issuing the notice to proceed.

IV IMPLEMENTATION SCHEDULE

1) Consultant Selection

Advertise for Consultant Proposals	approximately 11/21/2025
Deadline for RFP Clarifications/Questions	12/10/2025
Due Date for Proposal Submittals (by 4:30pm)	12/19/2025
Review Proposals/Identify Finalists	1/5/2026 – 1/13/2026
Interview Finalists	between 1/22/2026 – 1/28/2026
Metro COG Board Approval/Consultant Notice	2/19/2026

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Finalize & Sign Contract	2/20/2026
QBS Submittal & Approval (between NDDOT & Metro COG)	1 to 4 weeks
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) 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 Schedule

Begin project (weather-dependent)	4/27/2026
Submittal of most recent count data to Metro COG	every 7 days
Progress meetings/reports, invoice submittals	every month
Final day of collecting count data	10/15/2026
Final count data provided to Metro COG/Project completion	11/30/2026
All invoices for project to be received by Metro COG	12/10/2026

V EVALUATION AND SELECTION PROCESS.

Selection Committee. Metro COG will establish a selection committee to select a Consultant. The committee will likely consist of Metro COG staff as well as staff from local jurisdictions.

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

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

The Selection Committee, at the discretion of Metro COG and under the guidance of NDDOT policy, will entertain formal in-person or virtual presentations for the top

candidates to provide additional information for the evaluation process. The 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 February 19th, 2026 based on an evaluation of the proposals submitted, the recommendation of the Selection Committee and approval by the Metro COG 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.

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 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 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

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relative to the requested study tasks and expected product as outlined in this RFP;

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

Exhibit A - Cost Proposal Form (as identified in VIII 1) – Submit as sealed hard copy

Exhibit B – Federal Clauses

VII SUBMITTAL INFORMATION

A PDF of the proposal may be emailed or delivered by USB. Sealed cost proposals shall be submitted as a hard copy. 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:

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Dan Farnsworth
Transportation Planner
Fargo-Moorhead Metropolitan Council of Governments
Case Plaza, Suite 232
One 2nd Street North
Fargo, ND 58102-4807
farnsworth@fmmetrocog.org

All proposals received by 4:30 p.m. on Friday, December 19, 2025 will be given equal consideration. 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.

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

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is met. Firms that have submitted all the necessary information to Metro COG and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Firms that do not have a current cognizant Federal Acquisition Regulations (FARs) audit of indirect cost rates must provide this audit prior to the interview. **This documentation should be attached with the sealed cost proposal. The submitted Indirect Rate MUST match the Indirect Rate on all invoicing.**

- 3) Debarment of Suspension Certification and Certification of Restriction on Lobbying.** See Exhibit B, Federal Clauses regarding Debarment of Suspension and Restriction on Lobbying.
- 4) Respondent Qualifications.** Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the requested services within this RFP. Each respondent may also be required to show that similar work has been performed in a satisfactory manner and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent whom is engaged in any work that would impair his or her ability to perform or finance this work.
- 5) North Dakota Department of Transportation Consultant Administration Services Procedure Manual.** Applicants to this Request for Proposal are **required** to follow procedures contained in the *NDDOT Consultant Administration Services Procedure Manual*, which includes prequalification of consultants. This Manual may be found on the NDDOT website at <https://www.dot.nd.gov/sites/www/files/documents/construction-and-planning/Consultant-Admin-Services-Procedures.pdf>.

IX 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 will 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 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, 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 Request for Proposals. Metro COG 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 Metro COG. Payments shall be made to the Consultant by Metro COG 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 Metro COG.

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, Metro COG 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:
 - a. Withholding of payments to the Consultant under the contract until the Consultant complies; or
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
- 6) **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

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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

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. Consultant shall deliver all records, equipment and materials to Metro COG within 24 hours of the date of termination.

XIV LIMITATION ON CONSULTANT

All reports and pertinent data or materials are the sole property of Metro COG and its state and federal planning partners 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.

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 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.

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 Metro COG and the state of North Dakota, its agencies, officers and employees (State), 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. 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 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. 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.

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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 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 State. 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 with concurrently with the technical proposal as part of the overall RFP response. The cost estimate should be based on a not to exceed basis and may be further negotiated by Metro COG upon identification of the most qualified Consultant. Changes in the final contract amount and contract extensions are not anticipated.

REQUIRED BUDGET FORMAT

Summary of Estimated Project Cost

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

Exhibit B - Federal Clauses

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.

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- (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.

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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)

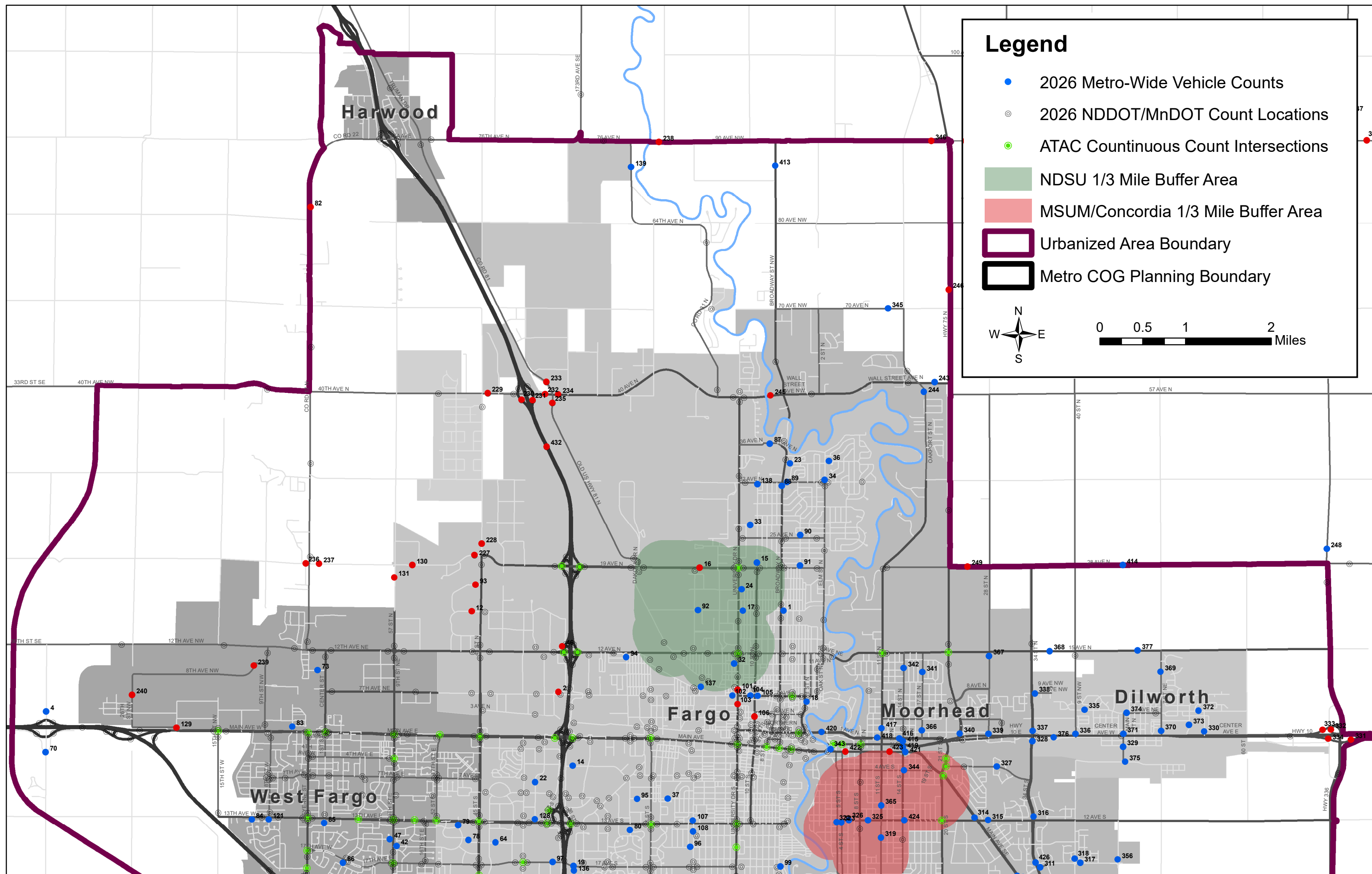
- (I) Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive 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.

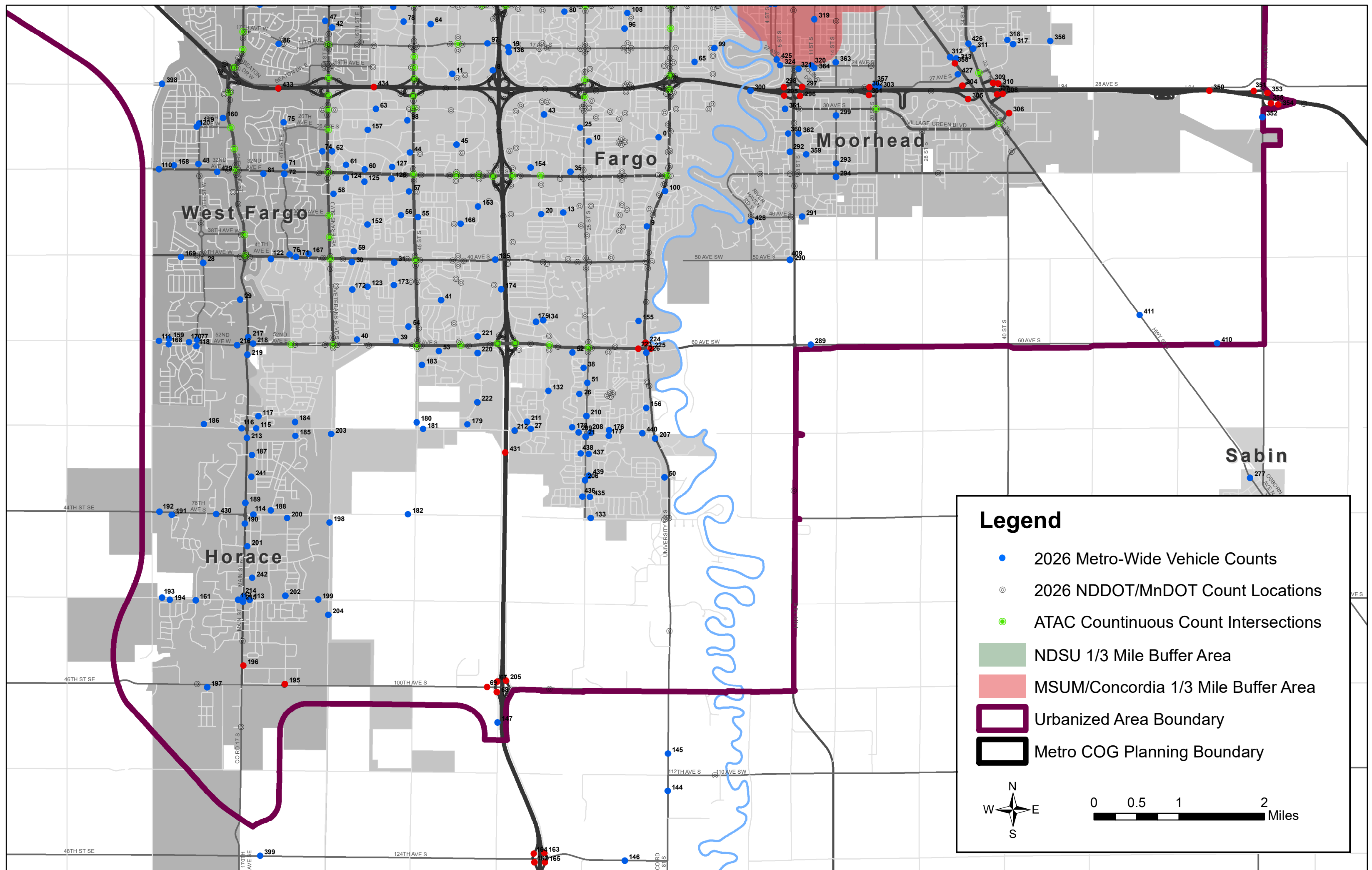
Byrd Anti-Lobbying Amendment – 2 CFR Part 200 Appendix II (J)

- (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 – Traffic Count Location Maps

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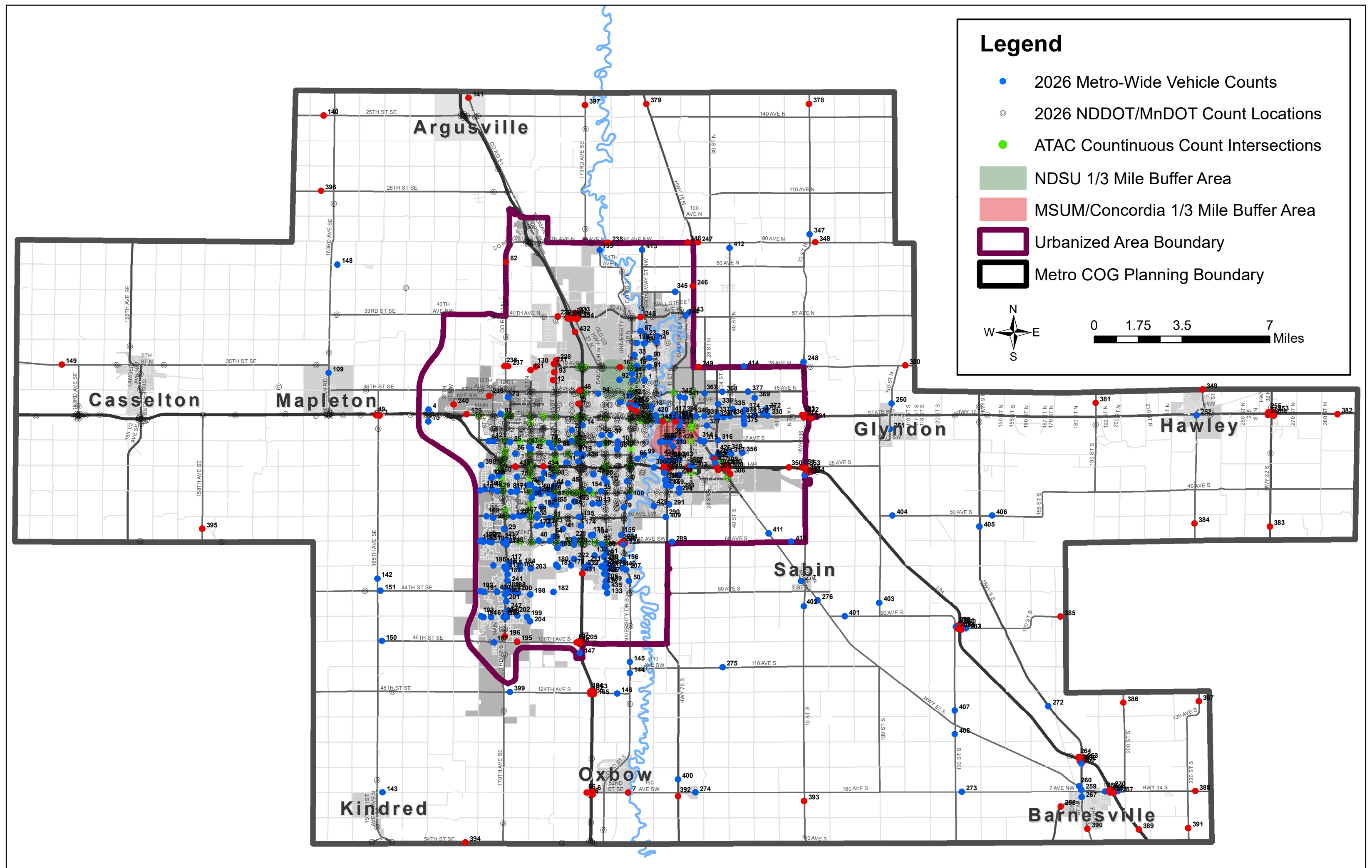


Exhibit D – Sample Traffic Data Entry Table

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Exhibit D - Sample Traffic Data Entry Table

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Indicates Examples
Columns to be completed by Metro COG

[illegible]