

TO: Bismarck-Mandan Metropolitan Planning Organization Policy Board

FROM: Rachel Drewlow, MPO Executive Director

DATE: February 7, 2022

RE: Policy Board Meeting

There will be a meeting of the Bismarck-Mandan MPO Policy Board on **Tuesday, February 15, 2022, at 1:30 PM.** The meeting will be held in the Tom Baker Meeting Room of the City/County Office Building at 221 N. 5th Street, Bismarck, ND. The agenda is outlined below.

The City of Bismarck and Policy Board members are encouraging citizens to provide their comments for public hearing items on the Bismarck-Mandan MPO Policy Board agenda via email to mpo@bismarcknd.gov. Please include which item number your comment references. It will be sent to the members, as well as placed with the minutes. To ensure your comments are received prior to the meeting, please submit them by 5:00 pm 1 business day prior to the meeting. If you would like to participate via video or audio link for a 3-5 minute comment on a regular agenda public hearing item, please provide your name, agenda item and e-mail address to the above e-mail at least 3 days before the meeting.

Many of the 5 (five) Policy Board members will attend this meeting remotely. **Policy Board members and those presenting at the meeting will receive ZOOM invites approximately 1 business day prior to the meeting. Individuals wishing to participate via ZOOM should email contact information to mpo@bismarcknd.gov at least 3 days in advance of the meeting to receive a meeting invite tailored uniquely to them.**

As always, live meeting coverage is available on Government Access Channels 2 & 602HD, Radio Access at 102.5 FM Radio, or stream FreeTv.org and RadioAccess.org. Agenda items can be found online at MPO Technical Advisory Committee.

AGENDA

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3. SUNSET DRIVE CORRIDOR REQUEST FOR PROPOSAL (RFP) – Kim Riepl, MPO
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7.	2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM MODIFICATIONS – Stephen Larson, MPO Bismarck Expressway Mill and Overlay Project, Modification (Exhibit I) Bismarck Expressway Railroad Bridge Project, Modification (Exhibit J)	75 77
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Next scheduled Policy Board meeting is on 03/15/2022. Please call 701-355-1852 with questions. Any individual requiring special accommodations to allow access or participation at the meeting is asked to notify ADA Coordinator, Bismarck-Mandan MPO, PO Box 5503, Bismarck, ND 58506-5503 or complete and submit the Request for Reasonable Accommodations form at <http://www.bismarcknd.gov/DocumentCenter/View/23201> at least five (5) days prior to the meeting.

PROJECTS UPDATE

<u>Project</u>	<u>% Complete</u>	<u>Contracted Completion Date</u>
Intersection Analysis Study	100	01/31/2021
2020 Ortho/Topo Mapping Project	100	11/30/2020
2020 Pavement Conditions & Analysis Report	100	4/30/2021

Common MPO Acronyms

ATAC: Advanced Traffic Analysis Center	NDDOT: North Dakota Department of Transportation
CPG: Consolidated Planning Grant	RSP: Regionally Significant Project
FHWA: Federal Highway Administration	TDM: Travel Demand Model
FTA: Federal Transit Administration	TIP: Transportation Improvement Plan
MTP: Metropolitan Transportation Plan	UPWP: Unified Planning Work Program

A full list of common MPO acronyms may be accessed online
<https://www.bismarcknd.gov/DocumentCenter/View/37890/MPO-acronyms>

**BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD MEETING
JANUARY 18, 2022**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Policy Board met on January 18, 2022, at 1:30 p.m. in the Tom Baker Meeting Room, City/County Office Building, 221 N. 5th Street, Bismarck, ND. Chairman Gerarld Wise presided.

Members present or participating via Zoom were Gerarld Wise, Steve Bakken, Kathleen Jones, and Tim Helbling. Member absent was Andy Zachmeier.

Others present or attending via Zoom were Rachel Drewlow, Kim Riepl and Stephen Larson of the Bismarck-Mandan MPO.

CALL TO ORDER

Chair Wise called the January 18, 2022 meeting of the Bismarck-Mandan Metropolitan Planning Organization Policy Board to order.

MINUTES

Chair Wise called for a motion to approve the minutes of the December 21, 2021 Regular Meeting of the Policy Board.

MOTION: Ms. Jones made a motion to approve the minutes of the December Regular Meeting. Mr. Bakken seconded the motion and with Tim Helbling, Steve Bakken, Kathleen Jones, and Chair Wise voting in favor, the minutes of the December 21, 2021 Regular Meeting were approved.

**2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
AMENDMENTS**

Mr. Larson explained the MPO advertised a total of five TIP Amendments for the required 15-day comment period, and no public comments were received on the amendments. Additionally, a public hearing was held at the TAC meeting earlier in the day, and no comments were received at the hearing. Mr. Larson reminded the board TIP amendments are required when significant changes are made to a project in the TIP. These changes include significant cost increases (greater than or equal to 25%), major scope changes, capacity-increasing projects, projects negatively impacting air quality or environmental justice areas, projects potentially affecting the Metropolitan Transportation Plan (MTP) fiscal constraint, or any project being added to or removed from the TIP. The MPO usually processes a higher volume of amendments in the early part of the year, due to its efforts to align the TIP with the North Dakota Department of Transportation (NDDOT) State Transportation Improvement Program (STIP).

Mr. Larson presented a brief overview of the amendments as shown in Exhibits A-E in the packet. The first two amendments, Exhibits A and B, involved the movement of projects from funding year 2021 to funding year 2022. The final three amendments, Exhibits C-E, were for new projects being added to the TIP. The first of these projects was for minor electronics related work at the Apple Creek east-bound Weigh-in-Motion

site at mile marker 165 on I-94. The second project was for the installation of wrong way detection systems on the McKenzie Drive Interchange (Mr. Larson noted the project location was slightly adjusted per TAC's feedback). Finally, the last of these projects was a statewide project for the replacement of delineators on 2-lane US and State Highways going both ways across North Dakota. ND 6 and ND 1806 were the roadways impacted by this project in the Bismarck-Mandan MPO area. TAC recommended approval of all five amendments.

MOTION: Ms. Jones made a motion to approve the 2022-2025 TIP Amendments as presented. Mr. Bakken seconded the motion, and with Tim Helbling, Steve Bakken, Kathleen Jones, and Chair Wise voting in favor, the motion was approved.

2022-2025 TIP ADMINISTRATIVE MODIFICATION

Mr. Larson presented on Exhibit G in the packet for this item. He explained administrative modifications are used when minor changes are made to a TIP project that do not meet the threshold for an amendment. Administrative modifications do not have to be advertised or opened for public comment, and they are presented to TAC and Policy Board for informational purposes. Mr. Larson noted the project being modified in Exhibit G is a Bismarck safety project for the installation of Rectangular Rapid Flashing Beacons at up to eleven locations around Bismarck. The modification addresses the addition of a federal funding source and a PCN number (23372) to the project, while all other project details remain unchanged.

Ms. Jones asked about the installation locations for this project. Mr. Larson did not have the specific locations but indicated he will reach out to the appropriate parties for that information, and forward it to Ms. Jones. Ms. Jones said she would appreciate the information.

ATAC MASTER AGREEMENT ADDENDUM NO. 2

Ms. Drewlow said Exhibit H in the packet is an addendum to the Master Agreement the MPO has with the Advanced Traffic Analysis Center (ATAC). ATAC performs modeling for the MPO, and they are housed at NDSU in Fargo. The addendum addresses the modeling ATAC will be doing for the East Main Avenue Corridor Study in Bismarck. This study will analyze the potential traffic impacts of lane reductions or reconfigurations, analyze potential infill or redevelopment along the corridor, analyze the effects of freight vehicles along the corridor, and evaluate impacts to the surrounding arterial network. ATAC's addendum indicates they should complete their portion of work on the study by the end of 2022, with an estimated cost of \$4,743.

Ms. Drewlow explained MPO staff was previously given authority by TAC and Policy Board to approve these kinds of addendums using staff authority. However, the MPO recognizes board approval is the best practice to follow, and because this item is not time sensitive, it was decided to bring it to Policy Board for consideration and approval as an action item. TAC recommended approval of the addendum at their meeting earlier in the day.

MOTION: Ms. Jones made a motion to approve the ATAC Master Agreement Addendum as presented. Mr. Bakken seconded the motion, and with Tim Helbling, Steve Bakken, Kathleen Jones and Chair Wise voting in favor, the motion was approved.

2021-2022 UPWP ADMINISTRATIVE MODIFICATIONS

Ms. Riepl presented on two UPWP administrative modifications for the board. She said administrative modifications are presented for informational purposes. According to the MPO's Public Participation Plan, there are three instances in which a change to the UPWP must be processed as an amendment. One instance is when budget is added to an existing contract within the UPWP, one instance is when a new project is added to the UPWP, and the third instance is for any budgetary change greater than or equal to 10% of the cumulative yearly task total. Neither of the modifications being presented rose to the level of an amendment under these requirements.

Ms. Riepl gave a brief overview of the administrative modifications as shown in the packet. The first modification addresses the inclusion of the appropriate transportation bills within the text of the UPWP. Back in December, TAC and Policy Board approved a formal UPWP amendment, which included revisions to areas of the document that reference transportation bills. Specifically, the December amendment removed references to MAP-21 and the FAST Act and replaced them with the Infrastructure Investment and Jobs Act (IIJA). The MPO made this change because the IIJA was signed into law on November 15, 2021 and it was assumed it should be treated as the current highway bill. The MPO has since learned the IIJA has not yet gone through Appropriations to allow MPOs to assign expenditures to the new bill. Further, MPOs are considered to be operating under a Continuing Resolution of the previous transportation bill, and its requirements until February of 2022. Therefore, all references to MAP-21 and the FAST Act have been restored to the UPWP with this administrative modification, while references to the IIJA have also been kept. The UPWP now references all three transportation bills.

Ms. Riepl said the final administrative modification involves a study budget increase to Task 204 (which is the MPO's planning studies task). She explained the study budget for the East Main Avenue Corridor Study was originally established in the UPWP with a maximum threshold of \$200,000. Due to complexities involved in the scope of work for the study, there is a need to increase the total study budget by an additional \$9,500. The MPO would provide 80% of this cost increase, with the City of Bismarck paying the remaining 20%. The MPO is required to advise both NDDOT and its federal oversight agencies of this budgetary change, even though it does not rise to the level of a UPWP amendment.

ADJOURNMENT

There being no further business, Chair Wise declared the meeting adjourned at 1:49 p.m.

The next scheduled meeting will take place January 18, 2022, at 1:30 p.m. in the Tom Baker Meeting Room in City/County Office Building, 221 N 5th Street, Bismarck.

Respectfully submitted,

Stephen Larson
Recording Secretary

APPROVED:

MPO Policy Board Chair

Bismarck-Mandan MPO

TIP AmendmentProject Year(s)

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.23 (new)	TBD	TBD	TBD	\$1,050,186	HES

Project Description:

This project is a safety project for pavement markings to be done on various US and NHS Highways throughout the Bismarck District. A number of these roadways are within the Bismarck-Mandan MPO area, including parts of I-94, ND 6, ND 25, ND 1804, and ND 1806. The cost breakouts for the project in the MPO area have yet to be released, so the listed total cost is an estimate for the entire district. The PCN is 23426.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

The project is consistent with the Arrive 2045 MTP, specifically Goals 1A and 2B.

Amendment Approved on _____ by the Bismarck-Mandan MPO Policy Board

Bismarck-Mandan MPO Policy Board Chair

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Bismarck-Mandan MPO

TIP 2022-2025 Amendment

Project Year(s) 2024

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.13 (old) 24.6.11 (new)	\$760,742	\$85,258	\$94,000 (Bismarck)	\$940,000	NHU

Project Description:

This project is an NDDOT led project on Bismarck's 9th Street from Front Avenue to Bismarck Expressway. The project will consist of Mill and Overlay and Curb and Gutter work. This amendment is to move the project from funding year 2022 to 2024. All other project details remain unchanged, and the project is still expected to be constructed in 2022. The project has a PCN of 23202.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

This project is currently in the TIP and is therefore consistent with the Arrive 2045 MTP.

Amendment Approved on _____ by the Bismarck-Mandan MPO Policy Board

Bismarck-Mandan MPO Policy Board Chair

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Bismarck-Mandan MPO

TIP 2022-2025 Amendment

Project Year(s) 2023

Entity	Project	Federal	State	Local	Total	Federal Funding Source
BISMARCK	23.1.01	\$4,800,000 (old) \$574,285 + \$4,800,000 (new)	\$0	\$9,200,000 (old) \$7,700,649 + \$9,290,769 (new)	\$14,000,000 (old) \$22,365,703 (new)	NHU and CVD

Project Description:

This project is for the reconstruction & widening of Bismarck's 43rd Avenue between State Street & 26th Street, & North 19th Street between North Valley Loop/Yucca Avenue & 43rd Avenue. The project is being advance constructed in 2022, and the city will be repaid with federal share in 2023. This amendment is to update the cost of the project to include an additional \$574,285 in federal funding, and to update the local cost share. Bismarck will pay \$7,700,649 in participating costs, \$5,290,769 in non-participating costs, and \$4,000,000 in non-federally eligible expenses, for a total of \$16,991,418 in local share. The federal share will be \$5,374,285. The PCN is 22929.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

This project is currently in the TIP and is therefore consistent with the Arrive 2045 MTP.

Amendment Approved on _____ by the Bismarck-Mandan MPO Policy Board

Bismarck-Mandan MPO Policy Board Chair

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PROJECT FUNDING YEAR 2022

ESTIMATED COST IN DOLLARS

LEAD AGENCY	REFERENCE NUMBER	PROJECT DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	FEDERAL PROGRAM SOURCE	PCN	ESTIMATED CONSTRUCTION YEAR	AMENDMENT/ MODIFICATION (Date)
BISMARCK	22.1.02	Urban Grants Project - Bismarck Thayer Avenue (N 3rd St-N 6th St) & N 6th St (Main Av - Rosser Av) (CPR, Curb & Gutter, Bulb-outs, Sidewalk, ADA Ramps, Pavement Marking, LED Roadway Lighting, Pedestrian Lighting, Street Trees, Landscaping, Signing, Parking Improvements)	\$1,280,000	\$0	\$320,000	\$1,600,000	UGP	22670	2022	
BISMARCK	22.1.03	Transportation Alternatives - Bismarck Public School Safety Improvement Project (City-Wide) (Installation of 20 MPH speed limit signs near public schools)	\$27,516	\$0	\$6,484	\$34,000	TAU	22950	2022	
BISMARCK	22.1.04 ~~21.1.04~~	Urban Grants Project - Bismarck N 4th St (Main to Thayer), N 5th St (Main to Thayer), Broadway (N 4th St to N 6th St) (CPR, Curb & Gutter, Sidewalk, Pavement Marking, LED Lighting, Pedestrian Lighting, Signing, ADA Ramps, Landscaping)	\$1,000,000	\$0	\$251,000	\$1,251,000	UGP	22512	NA	Amendment Moved from 2021 (JAN 2022)
MANDAN	22.4.01	Transportation Alternatives - Mandan - Old Red Trail Phase 2 Shared Use Path (South side of Old Red Trail, starting at Sunset Drive going west 0.8 miles) (2 inch overlay with 0.5 inch leveling course for the existing 10.5 foot wide path)	\$168,237	\$0	\$39,642	\$207,879	TAU	22951	2022	
MANDAN	22.4.02	Transportation Alternatives - Mandan 19th St SE Trail Project (South Side of 19th SE, ND Highway 6 to Macedonia Av SE) (10' Wide Shared Use Path, 4,570' ft Long, Signed & Marked X-Walks, Rapid Rectangular Flashing Beacon)	\$290,000	\$0	\$369,000	\$659,000	TAU	22573	2022	
MANDAN	22.4.03	Urban Roads - Mandan 27th Street (ND Highway 1806 to 8th Ave NW) (Reconstruction)	\$1,052,090	\$0	\$947,910	\$2,000,000	SU	22537	2023	
NDDOT	22.6.06	Urban Regional - Bismarck 7th St (Ave C to Front Ave) (Signals)	Funded in 2021	Funded in 2021	Funded in 2021	Funded in 2021	NHU	22904	2022	
NDDOT	22.6.07	Urban Regional - Bismarck 9th St (Ave C to Front Ave) (Signals)	Funded in 2021	Funded in 2021	Funded in 2021	Funded in 2021	NHU	22904	2022	
NDDOT	22.6.08	Urban Regional - Mandan Memorial Highway (Memorial Highway Phase 1, Extends TBD) (Reconstruction, Sanitary Sewer & Drainage)	\$7,081,375	\$793,625	\$3,375,000	\$11,250,000	SU-CPU	22005 23133	2022	
NDDOT	22.6.09	Safety - State Street/ US 83 (Calgary Ave to I-94) (Turn Lanes)	\$2,250,000	\$250,000	\$0	\$2,500,000	SHE	20098	2023	
NDDOT	22.6.10	Safety - State Street/ US 83 (I-94 to Divide Ave) (Turn Lanes)	\$2,520,000	\$140,000	\$140,000	\$2,660,000	SHE	20097	2023	
NDDOT	22.6.11	Urban Regional - Bismarck State St (Divide Av to I-94) (7 miles, CPR, Grinding)	\$659,580	\$73,920	\$81,500	\$815,000	NHU	22769	2022	
NDDOT	22.6.12	Urban Regional - Bismarck State St (I-94 to Calgary Ave), (Century Ave/I11th St) (1 mile, CPR, Grinding)	\$1,869,483	\$440,517	\$0	\$2,310,000	NHU	22770	2022	
~~NDDOT~~	~~22.6.13~~	~~Urban Regional - Bismarck 9th St (Front Av to Bismarck Expressway) (4.6 miles, Mill & Overlay, Curb & Gutter)~~	~~\$760,742~~	~~\$85,268~~	~~\$94,000~~	~~\$940,000~~	~~NHU~~	~~23202~~	~~2022~~	Amendment Moved to 2024 (FEB 2022)
NDDOT	22.6.14	Safety - Bismarck Expressway Lighting (Burlington Dr to Yegen Rd and Yegen Rd to Main Ave) (Install corridor lighting in gaps along Bismarck Expy, Turn lanes)	\$396,000	\$22,000	\$22,000	\$440,000	SHE	23155	2022	
NDDOT	22.6.15	Urban Regional - Bismarck Expy Railroad Bridge (Bismarck Expy BN & CP Railway Bridge) (Approach Slab & Barrier Spall Repair, SE Beam End Repair, Seal Joints & Barrier)	~~\$474,352~~ \$149,371	~~\$49,204~~ \$16,740	~~\$21,173~~ \$18,457	~~\$211,729~~ \$184,568	NHU	22905	2022	Modification Costs changed (FEB 2022)
NDDOT	22.6.16	Urban Regional - Bismarck Expy (Main Av to end of asphalt) (Mill & Overlay, ADA Ramp Rev)	\$60,696	\$6,802	\$7,500	\$75,000	NHU	23208	2022	
NDDOT	22.6.17	Urban Regional - Bismarck Expy (Washington St to Main Av) (Mill & Overlay, ADA Ramp Rev)	~~\$1,618,600~~ \$1,217,000	~~\$484,400~~ \$691,000	~~\$200,000~~ \$42,000	~~\$2,000,000~~ \$1,950,000	NHU	23207	2022	Modification Costs changed (FEB 2022)
NDDOT	22.6.18	Urban Regional - ND 1804 (Signal St to Bismarck Expy) (Mill & Overlay)	\$2,427,900	\$272,100	\$300,000	\$3,000,000	SU	23223	2022	
NDDOT	22.6.19	Bridge - I-94 (5 miles east of US Highway 83, 60th St, EB) (Structure Replacement)	Funded in 2021	Funded in 2021	Funded in 2021	Funded in 2021	IM	21854	2022	
NDDOT	22.6.20 ~~(21.6.09)~~	Urban Regional - I-94B Bismarck/Mandan Memorial Bridge (1.1 miles, Memorial Bridge) (Clean drains & glands, Clean Tubs, Pigeon Proof Utility Passages, Add Tub drains if needed, & potentially adding steps for access)	\$121,395	\$13,605	\$15,000	\$150,000	NHU	22902	2022	Amendment Moved from 2021 (JAN 2022)
NDDOT	22.6.21	Rural - Statewide ITS equipment (I-94 Mile Marker 165, Apple Creek eastbound Weigh in Motion site) (Electronics added to cabinet)	Funded in 2021	Funded in 2021	Funded in 2021	Funded in 2021	SS	23212	2022	Amendment New Project (JAN 2022)
NDDOT	22.6.22	Safety - Bismarck Expy/McKenzie Drive Interchange (Bismarck Expressway, and McKenzie Drive Interchange west-bound off-ramp) (Installation of wrong way detection systems)	\$535,500	\$59,500	\$0	\$595,000	HEN	23376	NA	Amendment New Project (JAN 2022)
NDDOT	22.6.23	Safety - US & NH Highways throughout the Bismarck District (I-94, I-94 BL, ND 6, ND 25, ND 1804, ND 1806) (Pavement Markings)	(TBD)	(TBD)	(TBD)	\$1,050,166	HES	23426	2022	Amendment New Project (FEB 2022)

* Represents an "Expansion" project. An expansion project is focused on improving traffic flow through efforts such as: adding through lanes or turn lanes; new streets/roads; upgrading an intersection to a roundabout; or new/improved interchanges.

* Pending Availability of Federal Funds

* Projects are funded in 2022 but will be constructed in 2023.

- Projects are funded in 2021, but are constructed in 2022. Projects are not included in the expense report.

PROJECT FUNDING YEAR 2023

ESTIMATED COST IN DOLLARS

LEAD AGENCY	REFERENCE NUMBER	PROJECT DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	FEDERAL PROGRAM SOURCE	PCN	ESTIMATED CONSTRUCTION YEAR	AMENDMENT/ MODIFICATION (Date)
BISMARCK	23.1.01	**Urban Roads - Bismarck 43rd Ave (State St - 26th St) & 19 St (N Valley Lp/Yucca Av - 43rd Av) (Reconstruction and Widening)	\$4,800,000 (NHU) \$574,285 (CVD)	\$0	\$9,200,000 \$7,700,649 \$5,290,769 \$4,000,000 (Bis)	\$14,000,000 \$22,365,703	NHU CVD	22929	2022	Amendment Costs updated (FEB 2022)
BISMARCK	23.1.02	Safety - Rectangular Rapid Flashing Beacons (RRFB) in Bismarck (Various Locations) (Install RRFB at up to 11 locations, recommended by School Safety Crossing Study)	\$378,000	\$0	\$42,000 (Bismarck)	\$420,000	HEU	23372	2023	Modification Added FPS, PCN & Construction Year (JAN 2022)
BISMARCK	23.1.03	Urban Grants Project - Bismarck 3rd/4th/5th St, Rosser Av, Broadway (3rd St from Main-Rosser, Rosser from 3rd-7th, 4th St from Rosser-Thayer, 5th St from Rosser-Thayer, & Broadway from 3rd-4th & 6th-7th) (Mill & Overlay, Curb & Gutter, ADA Ramp Rev, Bikeway/Walkway, Lighting, Signal Revision, Landscaping, Signage, Signal Modifications, Pavement Marking)	\$786,313	\$0	\$1,125,687 (Bismarck)	\$1,912,000	UGP	23216	NA	
BISMARCK	23.1.04	Transportation Alternatives - Bismarck Expy (Bismarck Expy Pedestrian Facility)	\$250,883	\$0	\$59,117 (Bismarck)	\$310,000	TAU	23235	NA	
BURLEIGH	23.2.01	*Urban Roads - Burleigh County 66th St (Apple Creek Rd to Northgate Dr) (Reconstruction, Structures)	\$8,000,000 (UR) \$2,710,000 (CO Federal Aid) \$171,147 (CVD)	\$0	\$2,718,853 (Burleigh)	\$13,600,000	SU CVD	23055	NA	
NDDOT	23.6.02	Bridge - I-94 (1 mile E of US 83 N, EB) (Approach Slabs, Expand Joint Mod)	\$168,480	\$18,720	\$0 (Bismarck)	\$187,200	IM	23009	NA	
NDDOT	23.6.03	**Rural - Hwy 1804 (N Hazelton Jct to Signal St) (24.9 miles, Thin Overlay)	\$3,568,000	\$840,000	\$0 (Burleigh)	\$4,408,000	SS		NA	
NDDOT	23.6.12	Bridge - I-94 (Junction of US 83 N & I-94, EB) (Spall Repair, Structure Incidentals)	\$73,008	\$8,112	\$0 (Bismarck)	\$81,120	IM		NA	
NDDOT	23.6.13	Bridge - I-94 (1 mile E of US 83 N, EB) (Deck Overlay, Rail Retrofit)	\$536,328	\$59,592	\$0 (Bismarck)	\$595,920	IM	23009	NA	
NDDOT	23.6.14	Urban Regional - Mandan Memorial Highway (Memorial Highway Phase 2, Extents TBD) (Reconstruction, City Utilities)	\$13,758,100	\$1,541,900	\$6,700,000 (Mandan)	\$22,000,000	SU-CPU		NA	
NDDOT	23.6.15	Bridge - I-94 (2 miles west of US Highway 83, Tyler Parkway, EB) (Expansion Joint Modifications, Approach Slabs, Spall Repair)	\$308,876	\$34,320	\$0 (Bismarck)	\$343,196	IM	22603	NA	
NDDOT	23.6.16	Bridge - I-94 (3 miles west of US Highway 83, Grant Marsh, EB) (Structure Paint, Median X-Over)	\$526,707	\$58,523	\$0 (Multiple)	\$585,230	IM	22603	NA	
NDDOT	23.6.17	Bridge - I-94 (3 miles west of US Highway 83, Grant Marsh, EB) (Deck Overlay, Approach Slabs, Structure Paint, Spall Repair, Structure Incidentals)	\$4,494,271	\$499,364	\$0 (Multiple)	\$4,993,635	IM	22603	NA	
NDDOT	23.6.18	*Safety - Hwy 810 E/Bismarck Expressway (.4 miles, W of Washington St to East of 2nd Street) (Pavement Markings, Intersection Improvements, Turn Lanes, Flashing Beacon)	\$199,800	\$11,100	\$11,100 (Bismarck)	\$222,000	SHE	23225	NA	
NDDOT	23.6.19	Safety - US & State Highways Statewide (ND 6, ND 1806) (Replace delineators along the highway going both ways)	(TBD)	(TBD)	(TBD)	\$414,000	HES	23363	NA	Amendment New Project (JAN 2022)
OTHER	23.7.01	Urban Grants Project - Bismarck/Mandan Fixed Bus Route (Various Locations) (Solar Lighting at Existing Shelters, Bus Benches)	\$11,200	\$0	\$2,800 (Bismarck via Bis-Man Transit)	\$14,000	UGP		NA	

* Represents an "Expansion" project. An expansion project is focused on improving traffic flow through efforts such as: adding through lanes or turn lanes; new streets/roads; upgrading an intersection to a roundabout; or new/improved interchanges.

** Pending Availability of Federal Funds

@ City plans to advance construct project in 2022

*** Project area extent is larger than the MPO area. Costs have not been provided.

PROJECT FUNDING YEAR 2024

ESTIMATED COST IN DOLLARS

LEAD AGENCY	REFERENCE NUMBER	PROJECT DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	FEDERAL PROGRAM SOURCE	PCN	ESTIMATED CONSTRUCTION YEAR	AMENDMENT/ MODIFICATION (Date)
MANDAN	24.4.01	Safety - Rectangular Rapid Flashing Beacons (RRFB) in Mandan (Various Locations) (Install RRFB at up to 4 locations, recommended by School Safety Crossing Study)	\$126,000	\$0	\$14,000 (Mandan)	\$140,000			NA	
NDDOT	24.6.01	Urban Regional - Bismarck 7th St (Front Av to Bismarck Expressway) (.6 miles, Reconstruction)	\$2,529,062	\$263,438	\$312,500 (Bismarck)	\$3,125,000	NHU	23201	NA	
NDDOT	24.6.03	Urban Regional - Mandan Memorial Highway (Memorial Highway Phase 3, Extends TBD) (3.3 miles, Reconstruction, City Utilities)	\$11,330,200	\$1,269,800	\$4,900,000 (Mandan)	\$17,500,000	SU-CPU		NA	
NDDOT	24.6.07	Rural - I-94 (East of 161 Interchange to east of Menoken Interchange) (9.8 miles, Median X-Over, Ramp Connections)	\$1,366,544	\$151,838	\$0 (Burleigh)	\$1,518,382	IM	22639	NA	
NDDOT	24.6.09	Urban - I-94 (2 miles E of US 83 N, EB, Centennial/Bismarck Expressway) (Structure/Incidentals, Ramp Revisions)	\$27,000,000	\$3,000,000	\$0 (Bismarck)	\$30,000,000	IM	22648	NA	
NDDOT	24.6.10	Bridge - I-94 (1 mile E of US 83 N) (Structure Paint)	\$223,891	\$24,877	\$0 (Bismarck)	\$248,768	IM	22614	NA	
BISMARCK PARKS & REC DISTRICT	24.7.01	Transportation Alternatives - Bismarck Ash Coulee & Tyler Parkway (Bikeway/Walkway)	\$290,000	\$0	\$99,015 (Bis P&R District)	\$389,015	TAU	23236	NA	
NDDOT	24.6.11 ~~22.6.13~~	Urban Regional - Bismarck 9th St (Front Av to Bismarck Expressway) (.6 miles, Mill & Overlay, Curb & Gutter)	\$760,742	\$85,258	\$94,000 (Bismarck)	\$940,000	NHU	23202	2022	Amendment Moved to 2024 (FEB 2022)

* Represents an "Expansion" project. An expansion project is focused on improving traffic flow through efforts such as: adding through lanes or turn lanes; new streets/roads; upgrading an intersection to a roundabout; or new/improved interchanges.

*Pending Availability of Federal Funds

*** Project area extent is larger than the MPO area. Costs have not been prorated.

PROJECT FUNDING YEAR 2025

ESTIMATED COST IN DOLLARS

LEAD AGENCY	REFERENCE NUMBER	PROJECT DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	FEDERAL PROGRAM SOURCE	PCN	ESTIMATED CONSTRUCTION YEAR	AMENDMENT/ MODIFICATION (Date)
MANDAN	25.2.01	*Urban Roads - Mandan Old Red Trail (40th Ave NW to Urban Limits) (Reconstruction)	\$4,000,000	\$0	\$1,000,000 (Mandan)	\$5,000,000	SU		NA	
NDDOT	25.6.01	Bridge - I-94 (1 mile east of US 83 North, RR Hay Creek, West Bound) (Structure Paint)	\$315,861	\$35,096	\$0 (Bismarck)	\$350,957	IM	22644	NA	
NDDOT	25.6.02	Bridge - I-94 (1 mile east of US 83 North, RR Hay Creek, East Bound) (Structure Paint)	\$315,861	\$35,096	\$0 (Bismarck)	\$350,957	IM	22644	NA	
NDDOT	25.6.03	Bridge - I-94 (5 mile east of ND 25, East Bound) (Structure Paint)	\$263,218	\$29,247	\$0 (Mandan)	\$292,465	IM	22644	NA	
NDDOT	25.6.04	Bridge - I-94 (5 mile east of ND 25, West Bound) (Structure Paint)	\$263,218	\$29,247	\$0 (Mandan)	\$292,465	IM	22644	NA	
NDDOT	25.6.05	Bridge - I-94 (6 mile east of ND 25, East Bound) (Structure Paint)	\$263,218	\$29,247	\$0 (Mandan)	\$292,465	IM	22644	NA	
NDDOT	25.6.06	Bridge - I-94 (6 mile east of ND 25, West Bound) (Structure Paint)	\$263,218	\$29,247	\$0 (Mandan)	\$292,465	IM	22644	NA	
NDDOT	25.6.07	Bridge - I-94 (5 mile west of US 83 North, East Bound) (Structure Paint)	\$263,218	\$29,247	\$0 (Burleigh)	\$292,465	IM	22644	NA	
NDDOT	25.6.08	Bridge - I-94 (5 mile west of US 83 North, West Bound) (Structure Paint)	\$263,218	\$29,247	\$0 (Burleigh)	\$292,465	IM	22644	NA	
NDDOT	25.6.09	*Rural - I-94 (East of 161 Interchange to east of Menoken Interchange) (9.8 mi Fencing, PCC Pave)	\$23,505,300	\$2,611,700	\$0 (Burleigh)	\$26,117,000	IM	22957	NA	
NDDOT	25.6.10	Safety - Bismarck Expy (Bismarck Expy Bridge) (.5 miles Anti-Icing System)	\$1,173,600	\$130,400	\$0 (Bismarck)	\$1,304,000	S-HEU	17110	NA	
NDDOT	25.6.11	*Urban Regional - Bismarck Expy (Rosser Ave to Miriam Ave) (CPR Grinding)	\$1,968,800	\$246,100	\$246,100 (Bismarck)	\$2,461,000	NHU	23346	NA	
NDDOT	25.6.12	Urban Regional - 7th St/ 9th St (Main Ave to Boulevard Ave) (Mill and Overlay, ADA Ramps, Lighting)	\$2,120,000	\$265,000	\$265,000 (Bismarck)	\$2,650,000	NHU	23347	NA	

*Represents an "Expansion" project. An expansion project is focused on improving traffic flow through efforts such as: adding through lanes or turn lanes; new streets/roads; upgrading an intersection to a roundabout; or redeveloping interchanges.

*Pending Availability of Federal Funds

MPO Project area extent is larger than the MPO area. Costs have not been prorated.

**REQUEST FOR PROPOSALS
FOR
ENGINEERING TRANSPORTATION PLANNING SERVICES**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) is requesting proposals from qualified consultants for the following project:

Sunset Drive Corridor Study

Qualifications based selection criteria will be used to analyze technical proposals and interviews from responding consultants. The MPO reserves the right to reject any or all proposals. **This project has a not to exceed budget of \$180,000.**

Interested firms should contact, Kim Riepl, Transportation Planner at the Bismarck-Mandan MPO, 221 N 5th Street P.O. Box 5503, Bismarck ND 58506. Contact can also be made via phone 701.355.1844 or by email: kriepl@bismarcknd.gov.

All proposals received by 4:00 PM (CST) on March 11, 2022 will be given consideration for an interview. The Bismarck-Mandan MPO reserves the right to limit the interviews to a maximum of five (5) firms whose proposals most clearly meet the RFP requirements. Firms will be notified in writing or by phone of shortlist results. Successful candidates will receive date, time and location information for the interviews.

It is the responsibility of the consultant to ensure all required elements of the proposal are submitted. Proposals missing required elements will be rejected and consultants will be denied interviews.

Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Respondents must submit five (5) physical copies of the proposal and one (1) electronic copy of the proposal. The full length of the proposal shall be no more than eight (8) pages, but preferably printed as double sided. Appendix material may be supplied in addition to the eight (8) pages of the body. Submittals must be received no later than 4:00 PM (CST) March 11, 2022 and may be shipped or hand delivered to:

Kim Riepl
Bismarck-Mandan MPO
221 N 5th Street
P.O. Box 5503
Bismarck, ND 58506-5503

Once submitted, the proposals become the property of the MPO. Proprietary information must be clearly noted in the proposal, or it will be subject to open records laws.

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Appendix A: Proposed Sub-Consultant Request Form

Appendix B: Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement) Form

Appendix C: Certification and Restriction on Lobbying Form

Appendix D: Federal, State and Local Clauses

I. PURPOSE OF THE REQUEST

The purpose of this Request for Proposals (RFP) is to provide interested consulting firms with enough information about the professional services desired by the Bismarck-Mandan Metropolitan Planning Organization (MPO) for the following project:

Sunset Drive Corridor Study

The MPO is requesting services to complete a transportation analysis of the Sunset Drive Corridor in Mandan, ND from Division Street NW to 31st Street NW. Analysis will lead to recommendations for roadway configuration and access management. The transportation impacts of existing and potential land-use/development will also be considered in this study. Limited model runs for Sunset Drive from the I-94 interchange to 31st Street NW and also Old Red Trail from Sunset Drive to Collins Avenue/ND Highway 1806 performed by ATAC will evaluate the potential effect of roadway reconfiguration on the corridor and the surrounding roadways. The contract for these model runs will exist between ATAC and the MPO, not the consultant. Additional microsimulation services will be performed by the consultant within this study. The Sunset Drive Corridor Study will be conducted in cooperation with the City of Mandan, the North Dakota Department of Transportation (NDDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

II. GENERAL INSTRUCTIONS

A. Any questions or comments regarding this proposal should be submitted to: Bismarck-Mandan MPO 221 N 5th Street P.O. Box 5503 Bismarck, ND 58506-5503 Phone: 701.355.1844 E-Mail: kriepl@bismarcknd.gov
B. Proposals shall be submitted to: Bismarck-Mandan MPO City/County Office Building 221 N 5th Street P.O. Box 5503 Bismarck, ND 58506-5503
C. All Proposals must be clearly identified and marked as follows: Proposal for: Sunset Drive Corridor Study Firm's Name Bismarck-Mandan MPO
D. The MPO will only consider proposals received prior to 4:00 PM Central Time, Friday, March 11, 2022. Five (5) copies of the written proposal and one (1) electronic copy must be received by the deadline. Electronic copies may be sent via a flash drive or emailed to kriepl@bismarcknd.gov. Proposals received after the 4:00 PM deadline will be considered unresponsive and will not be considered for an interview. The MPO reserves the right to reject any or all proposals.
E. Proposal Cut Down: The Selection Committee intends to interview between three (3) and five (5) consultants, depending on the number and quality of proposals received. Strength of the written proposals will be the basis for awarding an interview. Consultants who are awarded an interview will be notified by phone. Consultants not selected for an interview will be notified in writing.
F. Selection Committee: The Selection Committee will consist of a five (5) person panel; four (4) voters and one (1) moderator. Committee members represent the following entities: Bismarck-Mandan MPO, Bis-Man Transit, and City of Mandan Engineering and City of Mandan Planning. The MPO project manager will moderate the interviews and provide a tie breaking vote if needed.

G. Interviews: Consultants will be evaluated on both the written proposal and in-person interviews. Ranking is based on the criteria listed in Section V: Evaluation Criteria and Process. Interviews are planned to be held March 29-31, 2022. Consultants will be given forty-five (45) minutes to present their proposals and entertain questions. The consultants will be responsible for managing their interview and allowing time for questions. There will be fifteen (15) minute breaks between interviews for set up and tear down.
H. Disadvantaged Business Enterprise: In the event of equally ranked consultants, additional positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. The DBE company must be certified with the North Dakota Department of Transportation (NDDOT). This applies equally to the Prime or Sub-Consulting company, and any such company should be identified in the proposal.
I. Selection and Approvals: Selection will be based on the interview committee's recommendation. All interviewees will be notified of the selection results by phone and formal letter. Approval of the top ranked consultant will be requested of the MPO's Technical Advisory Committee (TAC) and Policy Board.
J. Contract Negotiations: Contract negotiations will begin immediately after Policy Board approval. The draft contract is reviewed by MPO Staff and local partners. Contract negotiations and review can take up to 4 weeks and may require iterative revisions. After negotiations, the MPO intends to execute the contract upon staff authority. Final negotiations will also require submission of: 1) Prime Consultant scope of work and fee schedule not exceeding \$180,000 2) Prime Consultant Certificate of Liability Insurance 3) Scope of work and fee schedule for <u>ALL</u> Sub-consultants 4) Prime Consultant Indirect Cost Form (blank form will be provided by MPO) 5) SFN 60233: Prime Consultant Request to Sublet Form (blank form will be provided by MPO) 6) Up-to-date SF330 Form for NDDOT (See Section III: Content of Proposals).

III. CONTENT OF PROPOSALS

Length of Proposals:

The proposal pages shall be numbered and limited to eight (8) pages, preferably double sided. The reverse page side would be page 2. The cover page, table of contents, and appendix material will not count toward the eight (8) page limit.

Required Elements for Proposal:

The consultants are requested to be as brief and concise as possible. The consultant's written proposal shall address the following major sections:

1. Description of firm
2. Organizational chart showing project team and general activities
3. Table of key individuals' time-available for project/study
4. Understanding of project and proposed work approach
5. Brief examples of past, pertinent work projects

Required Elements for Appendix:

The consultant's appendix must include the following items unless noted as 'optional'. The following items will not count toward the eight (8) page limit and may take as many pages as needed.

- **Proposed Project Schedule:** Proposed schedules may begin as soon as April 19, 2022 and should detail all activities necessary to complete the study. Activities may include but are not limited to:
 - Contract Negotiations (approximately 4 weeks)
 - Monthly Updates (via telephone or in person) to MPO TAC and Policy Boards
 - Data Acquisition (provided, as available, by MPO, NDDOT, and City of Mandan)
 - Stakeholder Interviews

- Steering Committee Meetings/ Activities
- Public Outreach Activities (webpage, meetings, social media, news releases, etc.)
- Public Input Meetings
- Documents/Tech Memos for Study Milestones
- Draft Report Development
- Draft Report Review by MPO projected Manager and Steering Committee (Required before review by NDDOT, FHWA and FTA; will take approximately 2-3 weeks)
- Draft report Review by NDDOT, FHWA, and FTA (required before presentation to Commission and MPO Boards; will take approximately 1 month)
- Final Presentations to the Mandan City Commission, and MPO TAC and Policy Boards
- Quality Control/Quality Assurance (QC/QA) program: Detail the program that will be used on the project. This (QC/QA) program must identify the team members, their responsibilities, and stages of development at which each is to be responsible.
- Required Qualification Based Selection (QBS) Documents:
 - Signed Proposed Sub-Consultant Request Form (Appendix A)
 - Signed Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement) Form (Appendix B)
 - Signed and Notarized Certification and Restriction on Lobbying Form (Appendix C)
- Resumes or list of Personnel: Detail who will be assigned to work on the project (including titles, education, and/or work experience).
- Optional: Consultants are encouraged to update or complete a Federal Standard Form 330 (Architect-Engineer Qualifications). The SF 330 is an NDDOT requirement, and proves the consultant is pre-qualified to provide architectural, engineering and/or planning services for NDDOT. Consultants will not be penalized if the SF 330 is omitted in their proposal, but **the consultant selected for contract negotiations must provide an active SF330 before the contract can be signed.**

See http://www.dot.nd.gov/divisions/environmental/docs/consultnt_prequal_requirements.pdf for link to the SF 330. All SF 330 forms will be kept on file by the MPO and forwarded to NDDOT.

Disclosure of Proposal Ownership:

After the selection process, the contents of all proposals will be subject to the City of Bismarck's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information documented as such and protected by law may be exempt from disclosure.

IV: ADDITIONAL REQUIRMENTS AND MISCELLANEOUS INFORMATION

Federal and State Contract Requirements:

NDDOT and FHWA require that specific clauses accompany federally funded projects executed by the MPO. Consultants should be prepared to abide by the necessary clauses which are included verbatim and unaltered in all potential BMMPO contracts. *The clauses can be reviewed in Appendix D: Federal, State and Local Clauses.*

MPO Contract Requirements:

Consultants should be prepared to abide by the following italicized section which will be included as verbatim and unaltered clauses in a potential contract.

The MPO reserves the right to hold ten percent (10%) of the total contracted invoiced amounts until the MPO believes it has received all of the following to its satisfaction:

- *Contracted deliverables as described in the RFP and final contract;*
- *Completed tasks as described in the RFP and final contract; and*
- *Satisfactory final product project and/or study*

If the MPO determines that the progress of the study is not acceptable as measured through the consultant supplied project schedule, which will be an attachment to the signed and approved contract, the MPO reserves the right to terminate the

contract with the consultant with a 45-day written notice.

The MPO desires continuity of consultant staff throughout the project from the firm chosen. If the consultant replaces key staff and the MPO is dissatisfied with replacement staff, the firm chosen will have 30 days from written notice from the MPO to supply replacement key staff acceptable to the MPO. If the firm chosen fails to supply acceptable replacement staff within the 30-day period, the MPO may cancel the contract.

Ownership of Work Product: All work products and copyrights of the contract, which result from the contract, are the exclusive property of NDDOT, with an unlimited license for use by the federal government and its assignees without charge.

General Information:

The Bismarck-Mandan MPO reserves the right to enter into a supplementary agreement to have the selected firm perform any additional work not currently assigned.

If the contract is terminated prior to completion of the final report, all work completed, which has been compensated for, shall become the property of the NDDOT, as per the 'Ownership of Work Product' Clause. The final report will be submitted using the following formats and standards, if applicable:

- MS Word/ MS Excel
- Adobe Acrobat (Standard or Compatible)
- NDDOT Data Collection Codes and Procedures
- NDDOT and/or City, as applicable, Drafting Standards
- NDDOT Design Manual
- Chapter 19 NDDOT Survey and Photogrammetry Manual

V. EVALUATION CRITERIA AND PROCESS

The selection process will be completed in accordance with Bismarck-Mandan MPO policies. Written proposals shall address the firm's ability to perform the necessary services in the allotted time with qualified personnel. Selection will be based on an array of measures chosen from the following criteria:

1. Recent, current, and projected workloads
2. Ability of professional personnel (staff experience and technical capabilities)
3. Related experience on similar projects
4. Location
5. Project understanding, issues and approach
6. Past Performance
7. Willingness to meet time and budget
8. Recent and current work for the agency
9. Project Schedule

The final selection will be based on written proposals along with in-person interviews. All firms not selected will be notified in writing.

In the event of equally ranked consultants, additional positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. If no DBE is employed, the moderator's rankings will provide the tie-breaking score. See Section II: General Instructions for more information.

A final scope of work will be developed, and price will be negotiated, with the successful firm. The successful firms will complete a cost schedule not exceeding \$180,000 before contract negotiations are finalized. An agreement will be executed with a single firm. If unable to arrive at an agreement with the top ranked firm, the MPO retains the right to move on to negotiations with the second (then third, etc.) ranked firm. Approved sub-agreements for minor portions of the work will be permitted.

VI. REGIONAL CONTEXT AND EXISTING CONDITIONS

Bismarck-Mandan MPO Region:

The Bismarck-Mandan MPO consists of the cities of Mandan, Bismarck, and Lincoln, and the metropolitan portions of Burleigh and Morton County. The MPO has a performance-based planning process that supports metropolitan community development and federal, state and local transportation goals. These plans and programs are intended to lead to the development of an integrated, multi-modal metropolitan transportation system that facilitates the safe, efficient and economic movement of people and goods.

The MPO planning area is roughly 394 square miles with an estimated population of approximately 115,000 and 50,000 households (Source: 2013-2017 5-year American Community Survey). The MPO area is bisected from north to south by the Missouri River and is generally comprised of rolling topography throughout. One of the more noteworthy challenges facing the MPO planning area is the heightened level of growth, experienced largely to energy development in western North Dakota from 2011-2015. Historic growth trends in the MPO area have traditionally hovered within a 1% to 1.5% annual rate of population growth. The currently adopted growth projection is a “Continuation of Past Trends”, or a 1.2% annual growth rate for the period between 2015 and 2045.

While the population growth is generally perceived as positive, there are some noteworthy concerns, specifically: the impact of recent growth on public service costs, the continued ability of the MPO region to grow in an efficient manner, and the ability to maintain the high quality of life enjoyed by residents of the communities. Heightened rates of growth strain many aspects of the region’s transportation infrastructure and have increased demands on area municipal services, schools, and transportation. Also, topography, man-made barriers, and historical development patterns have contributed to challenges regarding roadway connectivity. The MPO’s local jurisdictions have worked diligently to meet these needs, and now must develop a balance to accommodate the expanding systems but also maintain current, aging infrastructure.

Local Existing Conditions:

Sunset Drive NW in Mandan is functionally classified as a principal arterial roadway south of the Interstate 94 interchange and a collector and local roadway north of the Interstate 94 interchange within the corridor study limits from Division Street NW to 31st Street NW. This corridor is a major route between downtown Mandan to the south and Interstate 94 and northwest Mandan to the north. The corridor is a 2-lane urban roadway from Division Street NW to the Interstate 94 interchange, a 3-lane urban section from the Interstate 94 interchange to Old Red Trail NW, and a 2-lane section from Old Red Trail to the north terminus. The corridor intersects major north/south functionally classified roadways including 27th Street NW, Old Red Trail, Interstate 94, 14th Street NW and Division Street NW.

Sunset Drive NW carries between 5,800 to 14,300 vehicles on average per day. Several intersections within the study area experience congestion at peak times. Old Red Trail and the Interstate 94 interchange have both been identified as high crash locations for the area. The intersections of Old Red trail and Boundary Road NW are located within 400’ (four-hundred feet) of the on-and-off-ramps to Interstate 94. A high number of driveways on the corridor between Boundary Road NW and Division Street NW increase the number of conflict points on this corridor. In addition, the signalized Old Red Trail and interstate ramps intersection geometry with Sunset Drive is not favorable for existing traffic movements.

The surface of Sunset Drive NW between Division Street NW and 18th Street NW is concrete and is in good condition. The surface between 18th Street NW and the northern terminus is asphalt and needs maintenance and repair. Asphalt condition has deteriorated to the point of fair to poor condition and will likely require reconstruction to correct.

The study area is predominantly low-density residential and commercial/institutional uses, with some civic uses further north and to the south. The Mandan High School site at the south end of the study area has the potential to be redeveloped possibly leading to a new connection point to development west of Mandan that has largely been landlocked. The area is expected to remain largely auto-dependent and a major thoroughfare through central and north Mandan. Bis-Man Transit operates fixed-route public transit service on this corridor.

VII. OBJECTIVE

The future reconstruction and reconfiguration of Sunset Drive NW creates a potential opportunity to reallocate the right-of-way to better serve all users. Reallocation may better serve the future needs of the City and the neighborhood particularly by studying appropriate lane striping, parking policy and pedestrian infrastructure. Possible alternatives to the current

configuration could include, but are not limited to, reconfiguring lanes/stripping, elimination of parking, addition of boulevards, widening sidewalks, improving ADA facilities, signal/intersection improvements, public transit facilities, addition of landscaping and the elimination or consolidation of access points. Any proposed reconfiguration should be mindful of the neighboring property owners, continued usage and maneuvering of commuters and residents and possible changes in adjacent land use.

The study should also acknowledge a northward extension of the corridor beyond 31st Street NW as new development occurs in north Mandan. The City of Mandan requests discussion of general best practices for new development as it may pertain to areas north of 31st Street NW. This may include generalized recommendations for intersection geometries, access point spacing, right-of-way allocation for motorists and pedestrians, lane configuration, and speed limits.

Considering the roadway and intersection repair is imminently needed, the City desires to pursue federal funding to assist in the repair and/or reconstruct of the roadway. Final study documents should be prepared with appropriate figures, graphics, and language in order to support an eventual grant application to the North Dakota Department of Transportation.

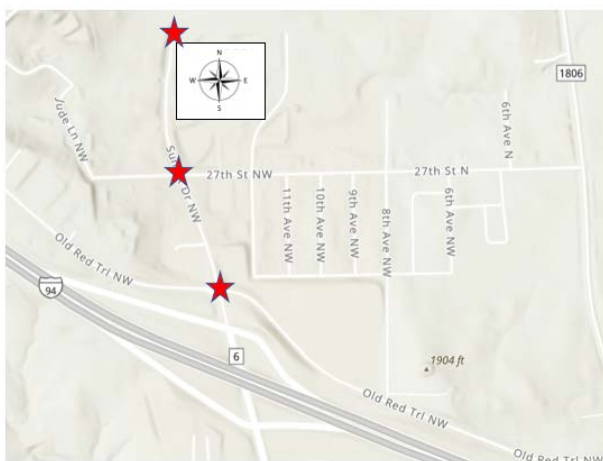
VIII: STUDY AREA

The study area extends along Mandan's Sunset Drive from Division Street NW to 31st Street NW. The corridor intersects major north/south functionally classified roadways including 27th Street NW, Old Red Trail, Interstate 94, 14th Street NW and Division Street NW. This study will examine the intersection geometry at Sunset/Division, Sunset/14th Street NW, Sunset/Boundary, Sunset/Old Red Trail, Sunset/27th Street NW, and Sunset/31st Street NW.

Limited model runs for Sunset Drive from the I-94 interchange to 31st Street NW and also Old Red Trail from Sunset Drive to Collins Avenue/ND Highway 1806 performed by ATAC will evaluate the potential effect of lane and/or roadway reconfiguration on neighboring streets and the surrounding roadways. The contract for these model runs will exist between ATAC and the MPO, not the consultant.

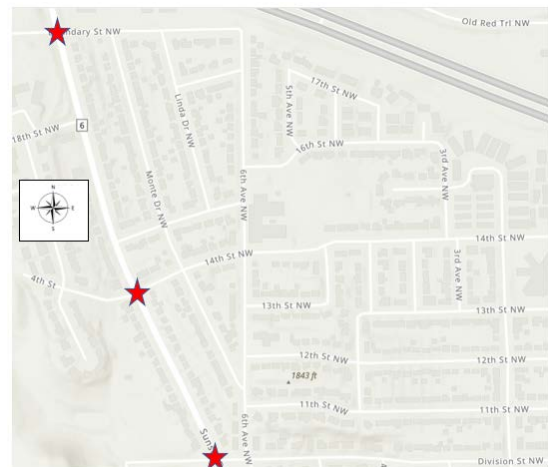
MAP

Sunset Drive north of I-94



★ Indicates intersection for detailed analysis

Sunset Drive south of I-94



★ Indicates intersection for detailed analysis

IX. SCOPE OF WORK

Project Management

This task involves activities required to manage the project including staff, equipment, and documentation. It also includes the preparation of progress reports, documenting travel and expense receipts, and preparing and submitting invoices in a timely manner. This task includes monthly progress reports to the MPO, the Technical Advisory Committee, and to the Policy Board.

Monthly TAC and Policy Board Meetings:

The consultant will provide monthly updates (i.e. progress reports) to the MPO TAC and Policy Boards. Updates will be conducted verbally and with written memorandums, briefly updating board members on the status of the project. A minimum of one (1) personal appearances is also required before the TAC and Policy Board during the development or completion of the study.

Steering Committee(s):

The MPO project manager will assist the consultant in developing a Steering Committee(s) for the study. The Committee(s) may contain but are not limited to the following members:

- City Engineer
- City Planner
- City Public Works Staff
- City Business Development Staff
- County Planner
- Bis-Man Transit Staff
- BMMPO Staff
- NDDOT Local Government Division
- NDDOT Bismarck District
- FHWA
- FTA

The consultant shall meet with the Steering Committee periodically, and as necessary, during the study process to review data and recommendations. The consultant shall provide progress/technical memorandums at key points throughout the study process. Enough copies shall be provided for the distribution to the Steering Committee.

Data Collection:

The consultant shall identify the data collection needed to conduct a technical analysis for the corridor study. The consultant shall also identify times and methods in which the data will be collected. The MPO and the City of Mandan will provide datasets as available. Any additional data collection needed to complete technical analysis will be the responsibility of the consultant.

Evaluate and Document Existing Conditions such as:

- Crash History
- Functional Classification
- Geometrics
- Identify Existing Access Locations
- ITS Deployments
- Lane Configuration/Striping
- Lighting
- Pedestrian and Bicycle Accommodations
- Pavement Conditions (no field work, use only existing documentation)
- Right-of-Way
- Traffic Operations
- Transit Service Levels
- Typical Sections
- Utilities

Travel Demand Modeling:

The services of the Advanced Traffic Analysis Center (ATAC) will be used to prepare current (2015 base year) and future (2045 horizon) model runs. The consultant will liaison with ATAC, the MPO, and the City of Mandan to incorporate the model outputs into their recommendations. The most recent model of the MPO area currently utilizes the 2015 base year. However, an update to the Travel Demand Model will occur simultaneously with the Sunset Drive Corridor Study, which the consultant should be mindful of. The contract for the model runs performed by ATAC will exist between ATAC and the MPO, not the consultant. Additional microsimulation services will be performed by the consultant within this study.

Microsimulation and Technical Analysis:

Consultant will conduct existing and planning year technical analyses for corridor capacities, intersection level of service (LOS), and intersection control evaluation (ICE). The model runs performed by ATAC will provide traffic analyses of a limited nature which the consultant is expected to build upon using microsimulation analysis to include:

- Level of Service Changes
- Delays
- Origins and Destinations

Issues Identification and Needs Assessment

Provide documentation on all identified issues for the basis to develop alternatives and/or recommendations. The issues identification and needs assessment should include comprehensive plan reviews, crash analysis, access control, future traffic forecasts, roadway segment LOS, intersection LOS, consideration of all modal facilities, and early public input.

Alternatives Development

Development of alternatives and/or recommendations should include a status-quo (no change) alternative with sub-alternatives as appropriate. Alternatives should be demonstrated in a manner in which the public and Steering Committee can graphically see what is being proposed. Alternative development should include, but not be limited to:

- Recommended roadway sections to meet future capacity needs
- Geometric improvements
- Intersection control
 - Intersections for detailed analysis
 1. Division Street
 2. 14th Street NW
 3. Boundary Road
 4. Old Red Trail
 5. 27th Street NW
 6. 31st Street NW
- Access management strategies
- Incident management/alternate routes
- ITS/traffic operations
- Lighting enhancements
- Multi-modal levels of service
- Parking strategies
- Transit services opportunities

Alternatives Impact Analysis

Each alternative developed should include analysis which will help the study team to recommend a ranked group of alternatives for the corridor. The analysis information which shall be provided for the corridor should include but not be limited to:

- Access guidelines
- Incident management/alternate routes
- ITS/traffic operations strategies
- Multi-modal levels of service
- Parking

- Potential impact to traffic flow and ADT/AADT on surrounding network
 - o Old Red Trail
 - o 8th Avenue NW
 - o 12th Avenue NW
 - o 27th Street NW
- Safety improvements
- Traffic analysis– resultant vehicle delays and LOS
- Public Input on alternative
- Preliminary cost estimates

Feasible Alternative Identification

The consultant shall propose a method for cooperatively ranking the alternatives amongst the Steering Committee. The group of feasible alternatives should include:

- Drawings and impact analysis
- Preliminary cost estimates and a financial plan
- Aesthetic conceptual drawing including preliminary costs estimates

Planning Level Purpose and Need Statement

Consultant shall develop a planning level Purpose and Need Statement for inclusion within the study that will later support environmental documentation if necessary.

Project Implementation

The consultant shall propose funding sources and preliminary project staging to prepare an implementation plan in which the ranked group of feasible alternatives can be included within the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Plan (TIP) as necessary.

Draft and Final Report

The consultant is responsible for providing the draft report and appendices in electronic format for review, as well as three (3) paper copies of the final report. The final reports shall be neatly bound and also offered in electronic format. All graphics of preliminary and final alternatives within the report shall be easy to read and easy to reproduce. Summaries and technical analysis of important meetings shall be included in the appendix of the report.

Executive Summary

Upon completion of the final report, the consultant shall prepare an executive summary which relays all pertinent information to interested parties and to commissions and councils for review. The graphics in the executive summary shall be easy to read and easy to reproduce.

X. REVIEW AND COMPLETION PROCESS

Draft Development and Review:

A draft report shall be produced after all recommendations have been developed and approved by the Steering Committee(s). Electronic and/ or paper copies of the draft report shall be provided for the Steering Committee(s), the MPO project manager, NDDOT, FHWA and FTA for their review and comment. All comments from the MPO, NDDOT, FHWA, and FTA shall be addressed to the respective entity's satisfaction prior to development of the final draft and final presentations.

Final Presentations/ Completion:

The draft report shall be advertised and made available to the public for a minimum of fifteen (15) days before the final presentations.

The consultant will be requested to make a presentation to the Mandan Board of City Commissioners, the MPO Technical Advisory Committee and the MPO Policy Board for review and acceptance/approval of the final draft report. Approval of the final draft report by the MPO Policy Board, and subsequent distribution of study deliverables, will mark the completion of the study.

Deliverables:

The final study report shall be produced after all comments on the draft report are addressed, final presentations are complete, and the report has been approved by the MPO TAC and Policy Board. A minimum of three (3) paper copies shall be provided as well as one (1) electronic version. All products are to be delivered to the MPO project manager for dissemination to the appropriate City and MPO staff, TAC/ Policy Board members, or oversight agency.

Schedule for Contract Development and Final Study Deadline:

RFP Submittal Deadline	March 11, 2022
Notification for Interviews	March 18, 2022
Interviews and Notification of Ranking	March 29-31, 2022
Approval(s) and Notice to Proceed	April 19, 2022
Formal Notification of Firms	April 20, 2022
Negotiation of Work Fee and Scope of Work	April-May 2022
Final Project Report & Presentations	April 30, 2023

XI. PUBLIC INVOLVEMENT PLAN

It is imperative that residents, businesses and stakeholders be involved in the development of the study. Direct effort should be made to obtain broad-based support from the community. Consultants shall prepare a Public Involvement Plan that is consistent with the MPO Public Participation Plan and complies with Title VI of the Civil Rights Act of 1964 and the Executive Order on Environmental Justice of 1994. The following are the minimum public involvement activities the consultant should include:

- 1) Two (2) public meetings/design charrettes for the public, including residents, businesses, and stakeholders. The meetings will occur at two (2) separate intervals during the study. The designated time may include in-person or virtual meeting options. Meetings should inform the community of the study's purpose, extents, and progress; present existing conditions and alternatives; and engage the public to provide input. All input and attendance from the public meetings shall be recorded, and addressed when necessary, in the study document.
- 2) Outreach to the major stakeholders and property owners along the corridor. This may be conducted via phone, web-based meeting, or at in-person group meetings. This outreach may occur at multiple times during the study and should be completed before public input meeting #2.
- 3) Consultants should also reach out to the community at large, as well as to interested or affected community members using novel means to inform the public and gather their opinions. Suggested ideas could include but are not limited to: flyers; updates in City bulletins; radio or television PSAs; coordination with local public or commercial media outlets; or, presentation to community/business groups.
- 4) A web-site for the study that will be interesting, provide up-to-date information, and be easy to use by the public. The consultant is encouraged to include a map-based interface (interactive map) to provide additional opportunity for public comments.
- 5) The MPO requests that a member of the consultant team develop and maintain social media posts or other online engagement tools to enhance the public involvement process and encourage the public's participation.
The MPO will not allow consultants to create additional Facebook pages for MPO studies. However, the MPO can allow administrative privileges to designated consultant staff during active phases of the study. This arrangement allows the designated staff to provide study updates and public outreach via Facebook, while also allowing the MPO project manager and the City of Bismarck's Public Information Officer convenient access to monitor public responses.
- 6) Three (3) final presentation meetings, with potential for each to be a public hearing. One meeting with each of the following entities: Mandan Board of City Commissioners, MPO TAC and MPO Policy Board.

Other Engagement Notes:

Public meetings and final presentations will be advertised in the local newspaper(s). Consultants are responsible for preparing newspaper advertisements for public meetings and final presentations. The MPO reviews the ads, provides necessary modifications to language and formatting, and coordinates and pays for printing with the local newspaper(s).

XII: INFORMATION AVAILABLE TO THE CONSULTANT:

The following resources/data/information is available for the study from the Bismarck-Mandan MPO and its partners:

Available for Download:

1. [NDDOT Traffic Operations Manual](#) – 2018
2. [FHWA Traffic Signal Timing Manual](#) – 2008
3. Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways ([2009 Edition with Revision Numbers 1 and 2](#)) – 2012
4. [ITS Architecture 2021 Update](#)
5. [MPO Title VI/Non-Discrimination Plan](#)
6. [MPO Public Participation Plan](#)
7. [Bismarck-Mandan MPO Monitoring Report](#)
8. [MPO Regional Future Land Use Plan 2007](#)
9. [Mandan Land Use & Transportation Plan 2015](#)
10. [North Mandan Subarea Study](#) and [Appendix](#)
11. [NE Morton County Future Land Use Plan](#)
12. [Mandan-Morton Fringe Area Road Master Plan](#)
13. [Mandan & Bismarck Corridors Improvement Study](#)
14. [Intersection Analysis Study](#)
15. [2018 Transit Development Plan](#)
16. [Bismarck-Mandan Bicycle and Pedestrian Plan](#)
17. [Bismarck-Mandan School Safety Crossing Study](#)
18. [Regional Freight Study](#)
19. [Travel Demand Model Review and Socio-Economic Projections Final Report](#)
20. [Arrive 2045 \(2020-2045 MTP\)](#)
21. [2022-2025 Transportation Improvement Program](#) – [Appendix](#) – [Pedestrian & Bicycle Control Fact Sheets](#) – [Traffic Calming Fact Sheets](#) and [Traffic Control Fact Sheets](#)
22. [I-94 Corridor Study](#)
23. [MPO Traffic Count Data](#) (Provided through NDDOT)

Available by Direct Request:

24. Land base/Infrastructure data from member jurisdictions
25. MPO-Wide Colored Digital Orthophotography – 3-inch resolution – 2020
26. MPO-Wide Digital Elevation Data – 1-foot contours – 2020
27. MPO's 2018 Turning Movement Counts, City of Mandan (Excel)
28. MPO's 2016 Turning Movement Count (.pdf)

Additional Recommended Resources:

29. ITE – Traffic Engineering Handbook, 7th Edition

Appendix A: Proposed Sub-Consultant Request Form

**Appendix B: Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement)
Form**

Appendix C: Certification and Restriction on Lobbying Form

Appendix D: Federal, State and Local Clauses

State and Local Clauses

**REQUEST FOR PROPOSALS
FOR
ENGINEERING TRANSPORTATION PLANNING SERVICES**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) request proposals from qualified consultants for the following project:

2021 Travel Demand Model and Socio-Economic Update AND 2025-2050 Metropolitan Transportation Plan

Qualifications based selection criteria will be used to analyze technical proposals and interviews from responding consultants. The MPO reserves the right to reject any or all proposals. **This project has a not to exceed budget of \$520,000.**

Interested firms should contact, Rachel Drewlow, Executive Director, at the Bismarck-Mandan MPO, 221 N 5th Street P.O. Box 5503, Bismarck ND 58506. Contact can also be made via phone 701.355.1852 or by email: rdrewlow@bismarcknd.gov

All proposals received by 4:00 PM (CST) on March 16, 2022 will be given consideration for an interview. The Bismarck-Mandan MPO reserves the right to limit the interviews to a maximum of five (5) firms whose proposals most clearly meet the RFP requirements. Firms will be notified in writing or by phone of shortlist results. Successful candidates will receive date, time and location information for the interviews. Consultant may provide a video conference platform for team members participating remotely.

It is the responsibility of the consultant to ensure all required elements of the proposal are submitted. Proposals missing required elements will be rejected and consultants will be denied interviews.

Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Respondents must submit eight (8) copies of the written proposal, one (1) electronic copy, and one (1) copy of the sealed cost estimate(s) (submitted in a separate, sealed and clearly marked envelope). Sealed cost estimates are required for the both the prime consultant and any subconsultants. The full length of the proposal shall be no more than eight (8) pages, and preferably printed as double sided. Stapling is preferred over spiral binding. Appendix material is not counted toward the eight (8) page limit. Submittals must be received no later than 4:00 PM (CST) March 16, 2022 and may be shipped or hand delivered to:

Bismarck-Mandan MPO
221 N 5th Street
P.O. Box 5503
Bismarck, ND 58506-5503

Once submitted, the proposals become the property of the MPO. Proprietary information must be clearly noted in the proposal, or it will be subject to open records laws.

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Appendix A: Proposed Sub-Consultant Request Form

Appendix B: Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement) Form

Appendix C: Certification and Restriction on Lobbying Form

Appendix D: Federal, State and Local Clauses

Appendix E: Cost Estimate Form

I. PURPOSE OF THE REQUEST

The purpose of this Request for Proposals (RFP) is to provide interested consulting firms with enough information about the professional services desired by the Bismarck-Mandan Metropolitan Planning Organization (MPO) for the following project:

2021 Travel Demand Model and Socio-Economic Update AND 2025-2050 Metropolitan Transportation Plan

The Bismarck-Mandan Metropolitan Planning Organization (MPO) is requesting the services of a transportation engineering/planning firm(s) to conduct the combined update of the 1) 2021 Travel Demand Model and Socio-Economic Update (TDMSE) and 2) 2025-2050 Metropolitan Transportation Plan (MTP), which will consider transportation issues to the year 2050. The 2025-2050 MTP will be an update to the 2020-2045 MTP.

The MPO recognizes the current dual study effort as more expansive than its typical transportation studies. It is preferred, but not required, that consulting companies partner with other firms and/or subconsultants to ensure all scope items are completed on-time and on-budget.

The TDMSE/MTP update will be in cooperation with the North Dakota Department of Transportation (NDDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Cities of Bismarck, Mandan, and Lincoln, Burleigh County and Morton County.

II. GENERAL INSTRUCTIONS

A. Any questions or comments regarding this proposal should be submitted to:

Bismarck-Mandan MPO
221 N 5th Street
P.O. Box 5503
Bismarck, ND 58506-5503

E-Mail: rdrewlow@bismarcknd.gov
(Please submit all questions in writing by March 15, 2022.)

B. Proposals shall be submitted to:

Bismarck-Mandan MPO
City/County Building
221 N 5th Street
P.O. Box 5503
Bismarck, ND 58506-5503

C. All Proposals must be clearly identified and marked as follows:

Proposal for:
2021 TDMSE and 2025-2050 MTP
Firm's Name
Bismarck-Mandan MPO

D. The MPO will only consider proposals received prior to 4:00 PM Central Time on Wednesday, March 16, 2022, which also contain a sealed cost estimate(s). Eight (8) copies of the written proposal, one (1) electronic copy, and one (1) copy of the sealed cost estimate(s) (submitted in a separate, sealed and clearly marked envelope) must be received by the deadline. Sealed cost estimates are required for the both the prime consultant and any subconsultants. **Cost estimates, collectively, are not to exceed \$520,000. Electronic copies may be sent via a flash drive or emailed to rdrewlow@bismarcknd.gov. Proposals received after the**

4:00 PM deadline will be considered unresponsive and will not be considered for an interview. The MPO reserves the right to reject any or all proposals.
E. Consultants are encouraged to partner with other firms and/or sub-consultants to ensure that all scope items are completed on-time and on-budget.
F. Proposal Cut Down: The Selection Committee intends to interview (in -person) between three (3) and five (5) consultants, depending on the number and quality of proposals received. Strength of the written proposals will be the basis for awarding an interview. Consultants who are awarded an interview will be notified by phone. Consultants not selected for an interview will be notified in writing.
G. Selection Committee: The Selection Committee will consist of an eight (8) person panel; seven (7) voters and one (1) moderator. Committee members represent the following entities: MPO, City of Bismarck, City of Mandan, City of Lincoln, Burleigh County, Morton County, and NDDOT. The MPO Project Manager will moderate the interviews and provide a tie breaking vote in the event that neither Consultant employs a ND-Certified DBE.
H. Interviews: Consultants will be evaluated on both written proposal and in-person interview. Ranking is based on the criteria listed in Section V: Evaluation Criteria and Process. Interviews are planned to be held between April 11-14, 2022. Consultants will be given fifty (50) minutes for their interview and Q&A. Consultants manage their own time and are encouraged to leave space at the conclusion of their presentation for questions and answers. There will be ten (10) minute breaks between interviews for set up and tear down. Consultant may provide a video conference platform for team members participating remotely.
I. Disadvantaged Business Enterprise: In the event that two consultants are equally ranked as the top consultant, additional positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. The DBE company must be certified with the North Dakota Department of Transportation (NDDOT). This applies equally to the prime or sub-consulting company, and any such company should be identified in the proposal.
J. Selection and Approvals: Selection will be based on the interview committee's recommendation and a successful cost proposal. All interviewees will be notified of the selection results by phone and formal letter. Approval of the top ranked consultant will be requested of the MPO's TAC and Policy Board.
K. Contract Negotiations: Contract development will begin immediately after Policy Board approval of the top-ranked consultant. The MPO has a template contract which it desires to use for the study. Consultant will be required to prepare a scope of work and final fee schedule, which will be included in the contract. (To expedite contract negotiations, the MPO requests a sealed cost estimate(s) be prepared and submitted with the RFP submission. This will become the final fee schedule.) The draft contract is reviewed by MPO Staff, local and federal partners, and legal counsel(s). After negotiations, the MPO intends to execute the contract upon staff authority. Final negotiations will include submission of: 1) Prime Consultant scope of work and final fee schedule not exceeding \$520,000 2) Scope of work and fee schedule for <u>ALL</u> Subconsultants 3) Prime Consultant Certificate of Liability Insurance 4) Prime Consultant Indirect Cost Form (blank form will be provided by MPO) 5) SFN 60233: Prime Consultant Request to Sublet Form (blank form will be provided by MPO) 6) Up-to-date SF330 Form for NDDOT (See Section III: Content of Proposals).

III. CONTENT OF PROPOSALS

Length of Proposals:

The proposal pages shall be numbered and limited to eight (8) pages, preferably double sided. The reverse of the first page would be page 2. The cover page, table of contents, and appendix material will not count toward the eight (8) page limit. Stapling is preferred over spiral binding.

Required Elements for Proposal:

The consultants are requested to be as brief and concise as possible. The consultant's written proposal shall address the following major sections:

1. Description of firm
2. Organizational chart showing project team and general activities
3. Table of key individuals' time-available for project/study
4. Understanding of project and proposed work approach
5. Brief examples of past, pertinent work projects

Required Elements for Appendix:

The consultant's appendix must include the following items unless noted as 'optional'. The following items will not count toward the eight (8) page limit and may take as many pages as needed.

- **Proposed Project Schedule:** Proposed schedules may begin as soon as April 19, 2022 and should detail all activities necessary to complete the study. Activities may include but are not limited to:
 - Contract Negotiations
 - Monthly updates (via telephone or in person) to MPO TAC and Policy Board
 - Additional information (provided, as available, by MPO, NDDOT, Local Jurisdictions and Partners)
 - Data review by MPO, NDDOT, and, if needed, Local Jurisdictions and Partners)
 - Steering Committee Meetings
 - Technical Workshops for local jurisdictions and partners
 - Public Participation Opportunities
 - Draft report reviews by MPO Project Manager and Steering Committee (two-week minimum)
 - Draft report reviews by State and Federal Oversight Agencies (one-month minimum)
 - Final Presentation to NDDOT Management
 - Final Presentations of the TDMSE to the MPO's TAC and Policy Board. Possibility for Public Meeting.
 - Final Presentations of the MTP to all jurisdictional planning commission, all jurisdictional councils/commission, and MPO TAC and Policy Board. Possibility for Public Meetings.
- **Quality Control/Quality Assurance (QC/QA) program:** Detail the program that will be used on the project. This (QC/QA) program must identify the team members, their responsibilities, and stages of development at which each is to be responsible.
- **Required Qualification Based Selection (QBS) Documents:**
 - Signed Proposed Sub-Consultant Request Form (Appendix A)
 - Signed Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement) Form (Appendix B)
 - Signed and Notarized Certification and Restriction on Lobbying Form (Appendix C)
- **Resumes or list of Personnel:** Detail who will be assigned to work on the project (including titles, education, and/or work experience).
- **Optional:** Consultants are encouraged to update or complete a Federal Standard Form 330 (Architect-Engineer Qualifications). The SF 330 is an NDDOT requirement, and proves the consultant is pre-qualified to provide architectural, engineering and/or planning services for NDDOT. Consultants will not be penalized if the SF 330 is omitted in their proposal, but **the consultant selected for contract negotiations must provide an active SF-330 before the contract can be signed.**

See http://www.dot.nd.gov/divisions/environmental/docs/consultnt_prequal_reqirments.pdf for link to the SF 330. All SF 330 forms will be kept on file by the MPO and forwarded to NDDOT.

Required Sealed Cost Estimate:

See **Appendix E**. Cost estimates have no weight in the committee's ranking process. This is being requested to expedite the contract negotiations. Sealed cost estimates are required for both the prime consultant and any subconsultants. Sealed cost estimate(s) will be opened for the top ranked consultant after consultant selection and prior to contract negotiations. **Sealed cost estimate shall not exceed \$520,000.** Consultants are directed to leave out all cost estimates from written proposals and presentation materials.

Disclosure of Proposal Ownership:

After the selection process, the contents of all proposals will be subject to the City of Bismarck's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information documented as such and protected by law may be exempt from disclosure.

IV: ADDITIONAL REQUIREMENTS AND MISCELLANEOUS INFORMATION**Federal, State, and Local Contract Requirements:**

The City of Bismarck as the MPO's Host Agency, the NDDOT, and FHWA require that specific clauses accompany federally funded projects executed by the MPO. Consultants should be prepared to abide by the necessary clauses which are included verbatim and unaltered in all potential MPO contracts. *The clauses can be reviewed in Appendix D: Federal, State and Local Clauses.*

One additional clause not included in Appendix D, but required due to the use of Federal Funds, is the 'Ownership of Work Product Clause'. Consultants and subconsultants should be prepared to abide by the following:

Ownership of Work Product: All work products and copyrights of the contract, which result from the contract, are the exclusive property of BMMPO and NDDOT, with an unlimited license for use by the federal government and its assignees without charge.

General Information:

Bismarck-Mandan MPO reserves the right to enter into a supplementary agreement to have the selected firm perform any additional work not currently assigned.

If the contract is terminated prior to completion of the final report, all work completed, which has been compensated for, shall become the property of the NDDOT, as per the 'Ownership of Work Product' Clause. The final report will be submitted using the following formats and standards, if applicable:

- GIS Shapefiles
- MS Word/ MS Excel
- Adobe Acrobat (Standard or Compatible)
- NDDOT Data Collection Codes and Procedures
- NDDOT and/or City, as applicable, Drafting Standards
- NDDOT Design Manual
- Chapter 19 NDDOT Survey and Photogrammetry Manual

V. EVALUATION CRITERIA AND PROCESS

The selection process will be completed in accordance with Bismarck-Mandan MPO policies. Written proposals shall address the firm's ability to perform the necessary services in the allotted time with qualified personnel. Selection will be based on an array of measures chosen from the following criteria:

1. Recent, current, and projected workloads
2. Ability of professional personnel (staff experience and technical capabilities)
3. Related experience on similar projects
4. Location
5. Project understanding, issues and approach
6. Past Performance
7. Willingness to meet time and budget
8. Recent and current work for the agency
9. Project Schedule

The final selection will be based on written proposals along with in-person interviews. All firms not selected will be notified in writing.

In the event of equally ranked consultants, additional positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. If no DBE is employed, the moderator's rankings will provide the tie-breaking score. See Section II: General Instructions for more information.

A final scope of work will be developed and price will be negotiated with the successful firm. An agreement will be executed with a single firm. If unable to arrive at a mutual agreement with the top ranked firm, the MPO retains the right to move on to negotiations with the second (then third, etc.) ranked firm. Approved sub-agreements for minor portions of the work will be permitted.

VI. REGIONAL CONTEXT AND EXISTING CONDITIONS

Bismarck-Mandan MPO Region:

The Bismarck-Mandan MPO consists of the cities of Mandan, Bismarck, and Lincoln, and the metropolitan portions of Burleigh and Morton County. The MPO has a performance-based planning process that supports metropolitan community development and federal, state and local transportation goals. These plans and programs are intended to lead to the development of an integrated, multi-modal metropolitan transportation system that facilitates the safe, efficient and economic movement of people and goods.

The MPO planning area is roughly 394 square miles with an estimated population of approximately 115,000 and 50,000 households (Source: 2013-2017 5-year American Community Survey). The MPO area is bisected from north to south by the Missouri River and is generally comprised of rolling topography throughout. One of the more noteworthy challenges facing the MPO planning area is the heightened level of growth, experienced largely due to energy development in western North Dakota. Historic growth trends in the MPO area have traditionally hovered within a 1% to 1.5% annual rate of population growth. The currently adopted growth projection is a "Continuation of Past Trends", or a 1.2% annual growth rate for the period between 2015 and 2045.

While the population growth is generally perceived as positive, there are some noteworthy concerns, specifically: the impact of recent growth on public service costs, the continued ability of the MPO region to grow in an efficient manner, and the ability to maintain the high quality of life enjoyed by residents of the communities. The heightened rates of growth strain many aspects of the region's transportation infrastructure and create increased demands on area municipal services, schools, and transportation. Also, topography, man-made barriers, and historical development patterns have contributed to challenges regarding roadway connectivity. The MPO's local jurisdictions have worked diligently to meet these needs, and now must develop a balance to accommodate the expanding systems but also maintain current, aging infrastructure.

The MPO has a planning process that supports metropolitan community development and social goals. These plans and programs are intended to lead to the development of an integrated, multi-modal metropolitan transportation system that facilitates the safe, efficient and economic movement of people and goods.

The MPO planning area is currently comprised of approximately 1,200 centerline miles of roadways including significant interstate and intrastate roadways, such as, Interstate 94, US Highway 83, ND Highway 1806, ND Highway 6, ND Highway 25, and ND Highway 1804. Based on the release of the 2010 US Census Bureau defined "Urbanized Area" the Bismarck-Mandan MPO Policy Board adopted an "Adjusted Urbanized Area". The MPO also maintains and routinely updates their functionally classified network, which was, as of winter of 2021, in the process of being approved by NDDOT. The functionally classified network and "Adjusted Urbanized Area" are expected to be updated to reflect the 2020 census during the development of these studies.

There are over 70 miles of paved multi-use trails within the Bismarck-Mandan area. The bulk of the trails are comprised of a ten (10) foot wide paved asphalt cross section. The City of Bismarck has implemented on-street bike facilities which include a combination of striped bike lanes and share-the-road signage. The City of Mandan has evaluated placement of bike facilities for the downtown region (through the Downtown Mandan Subarea Study), but there are no plans currently to implement bike lanes or signage. Like many communities throughout the United States the Bismarck-Mandan area has a variety of challenges related to bicycle and pedestrian concerns. The Bismarck-Mandan MPO has completed its first Bike-Ped Plan in December 2017. This effort is not planned to be updated at this time. Tenets from this study should be incorporated into the 2025-2050 MTP.

Bis-Man Transit is the public transportation provider for the MPO planning area. Bis-Man Transit maintains a “fixed route” bus service currently providing 6 routes within Bismarck and Mandan. Additionally, Bis-Man Transit provides extensive paratransit and demand response services, for qualifying riders, within the Bismarck, Mandan, and Lincoln city limits and within 3/4ths mile from a fixed route roadway. An update to the transit development plan (previously updated in 2019) is expected to occur in 2022-2023. Tenets from this update should be rolled into the 2025-2050 MTP. Additionally, West River Transit provides public transportation services between residents in rural portions of the region to the Bismarck-Mandan area.

The Bismarck Municipal Airport provides passenger and air freight access into and out of the region. The airport currently has five (5) different passenger airlines providing direct service to Minneapolis, MN; Denver, CO; Las Vegas, NV; Phoenix/Mesa, AZ; Chicago, IL; and Dallas/ Fort Worth, TX.

Freight rail service into, out of, and through the MPO planning area is provided by rail lines maintained and operated by Burlington Northern Santa Fe Railway and Dakota Missouri Valley and Western Railroad. A truck/rail trans-load facility (the Northern Plains Commerce Centre) is located in the southern portion of the City of Bismarck adjacent to the Bismarck Airport. There is currently no passenger rail service available to the Bismarck-Mandan area, but area commissions have recently entertained presentations from the Big Sky Passenger Rail Authority, whose goal is to reinstate the Hiawatha Passenger Rail Route which formerly connected to the MPO area. The MPO completed its first Freight Study in 2018. Tenets from this plan should be rolled into the 2025-2050 MTP.

A variety of studies have occurred since the 2020-2045 MTP that will have influence on the 2025-2050 MTP: Transit Development Plan (2019); US 83 Alternatives Study (2019); Orthophotography and LIDAR update (2020); Intersection Analysis Study (2020); Pavement Condition and Analysis Report (2020).

The area has traditionally relied heavily on federal financial resources for the provision of transportation services and infrastructure. However, it is a significant concern that federal financial resources will not be able to keep pace with transportation needs associated with the Bismarck-Mandan area. New funds available under the Infrastructure Investment and Jobs Act (IIJA) legislation should be considered carefully within the life of this plan. While increased funds are expected to become available for transportation infrastructure development and maintenance, an evaluation of alternative local and regional funding sources should be considered for further horizons.

In 2017, the North Dakota ‘Main Street Initiative’ grant program began. This State effort aims to increase economic vitality and multi-modal transportation opportunities within ND downtowns. The initiative follows the premise that downtown healthfulness is indicative of healthfulness in the wider community. This program remains in existence, and the MTP should be mindful to fit these priorities within the needs of network expansion and maintenance.

VII. OBJECTIVE

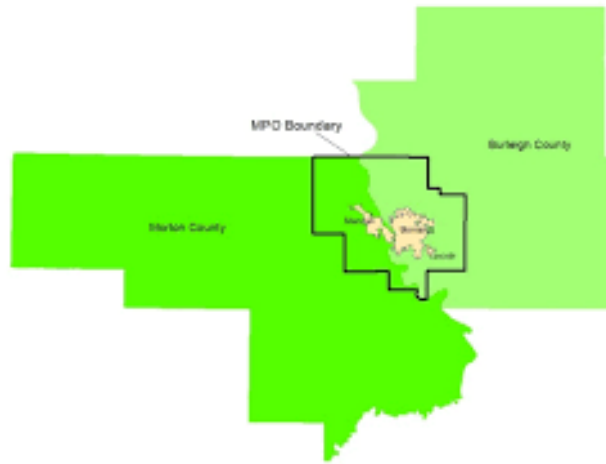
The overall intent of this effort will be 1) to review the 2021 Travel Demand Model and develop updated socio-economic projections for MPO area and 2) to develop a financially constrained, Metropolitan Transportation Plan document which will provide recommendations for short, medium, and long-range future transportation needs. The Bismarck-Mandan MPO must update these documents every five (5) years. A board approved TDMSE and 2025-2050 MTP must be completed no later than March 2025. They need not be approved at the same time.

The MPO believes this dual study effort is more expansive than a typical transportation study. It may pose challenges to complete both products in the time allowed. Therefore, the MPO prefers, but does not require, that consultants partner with other agencies and/or subconsultants to ensure that the scope of both study’s efforts are completed on-time and on-budget.

The resulting documents should be compliant with remaining MAP-21 and FAST Act legislation, as well as the new Infrastructure Investment and Jobs Act (IIJA).

VIII: STUDY AREA

The study area encompasses the entire 395 square miles bound by the Bis-Man MPO Boundary. This includes the corporate limits of Bismarck, Mandan and Lincoln, as well as portions of Burleigh and Morton County.



IX. SCOPE OF WORK AND REVIEW/COMPLETION PROCESSES

The scope of this dual study is divided into two portions. **The TDSME scope follows below and the MTP scope begins on page 12.** There is likely be overlap in the work of TDSME and MTP. This is expected to ensure the final products are adopted no later than March 2025.

TDMSE SCOPE

TDMSE 1 - Project Management

This task involves activities required to manage the project including staff, equipment and documentation. It also includes the preparation of progress reports, documenting travel and expense receipts, and preparing and submitting invoices. Participation in monthly progress meetings with the MPO Technical Advisory Committee and Policy Board, preparation of committee meeting agendas, and maintaining minutes for these meetings is included. The TDMSE project manager is expected to meet with the TAC and Policy Board at least one (1) time during the study.

TDMSE 2 - Steering Committee and Focus Group(s)

The MPO project manager will assist the consultant in developing a project Steering Committee and assigning stakeholders to project Focus Groups. The Steering Committee will assist in the development of the project and review written technical memorandums and the final draft report. The consultant shall meet with the Steering Committee periodically during the study to review data and recommendations. Project Focus Groups will be comprised of local experts who have interest and knowledge in future community growth. The consultant shall meet with the Focus Groups at least once during the project. Focus Group participants may include, but are not limited to, land developers, area planners and engineers, and/or local politicians.

TDMSE 3 - Evaluate Available Socio-Economic Data and Other Data Needs

The consultant will work with MPO Staff to identify and source the needed socio-economic data (Census, enrollment, enplanements, household and employment data, etc.) The consultant will also review, analyze, and streamline the socio-economic data currently available for the project. Data includes MPO-wide household permit data in GIS (maintained by the MPO and City of Bismarck GIS department) and 2021 Household and Employment Data (purchased from Data-Axel). This activity will focus on improving the data so it better integrates with the model and the future MTP update. If deficiencies are found, the consultant will discuss such deficiencies in writing, providing feedback toward improving future

data or data purchases. If additional demographic or projection data is needed, consultant may purchase data on behalf of MPO, as approved by the MPO Project Manager.

TDMSE 4 - Utilize GIS to Assign Baseline Demographic Data to TAZ Network

The MPO plans to use the 2020 Census boundaries for the updated TAZ network. Consultant will be requested to secure the Census/TAZ boundaries in GIS format from the Census online.

Using the Socio-Economic Data and guidance from the Steering Committee, Focus Group(s), and MPO staff, the consultant will be required to evaluate and sort the data into a cross tabulation by number of households and number of vehicles by household. The consultant will then assign baseline demographic data—households and employment centers—to each TAZ for the 2021 base year scenario. Data assignment will be monitored and approved by the MPO Project Manager.

Final products of this scope of work element should be created in tabular and GIS shapefile formats, or another format agreed upon by the MPO. All completed GIS work shall be delivered to the MPO Project Manager in an ESRI compatible shapefile upon the completion of baseline assignments.

TDMSE 5 - Evaluate Previous and Current Forecast Methodology

Following the assignment of base year demographics to the 2021 TAZ network, the consultant will work with MPO staff, project Steering Committee, and/or Focus Groups to develop, analyze, and select the preferred methodology that will be used to establish demographic forecasts. This activity will include a review of the previous forecast methodology.

The consultant will create a technical memorandum that address the following:

- Forecast methodology and data sources used in development of previous LRTPs/MTPs and transportation/development studies.
- Accuracy of previous forecasts/analyses.
- Appropriateness of duplicating past methodologies or supplanting with additional data sources and/or a change in methodology.
- Provide feedback on deficiencies and enhancement opportunities for 2021 Socio-Economic data.
- An evaluation of the current data development process and recommendation on how to proceed.

The Consultant shall include two or three potential growth scenarios and methodological options within the technical memorandum. These growth scenarios will be vetted by the MPO staff and the Steering Committee prior to creating the baseline demographic data. TAC and Policy Board will approve a preferred growth scenario to promote to the next task, assignment of demographic projections.

TDMSE 6 - Development Scenario and Assigning Demographic Projections

Once the preferred growth scenario is approved by the MPO boards, future year demographic projections will be developed to the horizon year 2050 and assigned to TAZs. The MPO will accept 10- or 15-year projection intervals. Final products of this scope of work element should be created in tabular and GIS shapefile formats, or another format agreed upon by the MPO.

The following is the minimum requests for demographic growth projections:

1. Population: Estimate population, or total households and jobs, beginning July 1, 2021, for the following geographies:
 - a. The Traffic Analysis Zones (TAZs) within the MPO planning area. TAZ geographies will be provided to the consultant prior to development of the demographic projections. The consultant, in coordination with the MPO, may suggest changes to the TAZ geography if necessary;
 - b. Metropolitan Statistical Area (MSA)
 - c. MPO Metropolitan Planning Area;
2. Households: The consultant will provide the following household projections at the TAZ geography level.

- a. Household Type – Percentage splits between single family and multi family dwelling units. The forecasts shall consider single family households as those with three or less units and multi-family 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 persons, three persons, 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. School-aged children – Number of children between the ages of 5 and 18, allocated by TAZ.
 - f. College Students – Number of enrolled college students, allocated by TAZ.
 - g. Vehicles per Household- Percentage splits by total number of vehicles by number of vehicles in household. Size classification shall be based on one vehicle, two vehicles, three vehicles, and four or more vehicle households.
3. Employment – The consultant will provide employment projections at the TAZ geography level. The consultant will provide the following employment forecasts by North American Industry Classification System (NAICS) code.
- a. Manufacturing (NAICS 31-33)
 - b. Industrial (NAICS 21,23)
 - c. Retail (NAICS 44-45)
 - d. Service (NAICS 22,51,52,53,55,56,61,62,71,81,99)
 - e. Agriculture (NAICS 11)
 - f. Education (NAICS 61)

TDMSE 7 - Model Performance Review and Validation

Duties associated with the review and validation of the model should include but not be limited to the following:

1. Review the current transportation model and practices to ensure best practices are being used.
2. Determine the capabilities of the current transportation model to evaluate various scenarios such as, but not limited to, mixed-use development patterns, transit-oriented development, and other development alternatives of varying residential densities. Provide recommendations for the transportation model to effectively evaluate the aforementioned scenarios if necessary.
3. Review and provide recommendations of the current Transportation Analysis Zone (TAZ) structure.
4. Review the current transportation model network for accuracy.
5. Review pseudo link connection locations (centroid connectors) to the transportation model network.
6. Perform model sensitivity testing
7. Perform capacity calculations
8. Determine external trip projections for different roads

Suggested model revisions will be reviewed by MPO staff and the Steering Committee, forwarded to ATAC, and implemented once all parties agree to the suggested change. This scope of work item is intended to be an iterative process. Aside from creating the shapefile deliverables which can be incorporated into the model, the Consultant will not make physical changes to the model.

TDMSE 8 - Public Involvement:

See Section IX: Public Involvement Plan for detailed information.

TDMSE 9 - Draft Development and Review:

A draft report for the 2021 TDMSE shall be produced after all study elements have been reviewed and approved by MPO staff and the Steering Committee. The report shall include a main body and an executive summary. Copies of the draft report shall be provided for the Steering Committee(s) and the MPO project manager for review prior to review by State and Federal oversight agencies. Once comments are addressed, copies of the draft report shall be provided to NDDOT, FHWA and FTA for their review and comment, for at least a two-week period. All comments from the MPO, NDDOT,

FHWA, and FTA shall be addressed to the respective entity's satisfaction prior to development of the final draft and final presentations.

TDMSE 10- Final Presentations/ Completion:

The final draft report of the 2021 TDMSE shall be advertised and made available to the public for at least 15 days before the final presentations. The consultant will be requested to make a presentation to the MPO Technical Advisory Committee and the MPO Policy Board for review and acceptance/approval of the final draft report. Approval of the final draft report by the MPO Policy Board, and subsequent distribution of study deliverables, will mark the completion of the study.

TDMSE 11 - Final Deliverable:

The final project report of the 2021 TDMSE shall be produced after all comments on the draft report are addressed, final presentations are complete, and the report has been approved by the MPO TAC and Policy Board. A minimum of eight (8) paper copies shall be provided. A pdf-based electronic version shall also be provided. All products are to be delivered to the MPO project manager for dissemination to the jurisdictional agencies.

MTP SCOPE

General Discussion:

The MTP document will be a key tool in establishing and maintaining our regional transportation system. The MTP will evaluate needs, set priorities and coordinate improvements at a regional transportation system level. It will do this while being financially constrained, and environmentally and socially sensitive. The MTP will consider short, medium, and long-range transportation needs between 2025 and 2050.

The MTP should address multiple modes of transportation: automobile, freight, bicycle, pedestrian, and transit. Additionally, the MTP should consider Intelligent Transportation System (ITS). The update of the Bismarck-Mandan MPO ITS Regional Architecture recently occurred and was approved in December 2021.

The selected consultant shall develop a long-range transportation plan compliant with federal, state, and local regulations with specific attention to: 23 Code of Federal Regulations Part 450 Subpart C-Metropolitan Planning and Programming; and the North Dakota Century Code Chapter 40-48 Municipal Master Plans and Planning Commissions.

The selected consultant for the dual project should review the 2020-2045 MTP (Arrive 2045), as well as review and ensure consistency with other key MPO, State and jurisdictional studies and plans.

Planning level unit cost estimates shall be developed and provided to the Bismarck-Mandan MPO for new construction and reconstruction of transportation facilities including but not limited to: Principal Arterial, Minor Arterial, and Collector roadways; bridge structures; multi-use trails; sidewalks; bicycle lanes; interchanges and associated auxiliary lanes; traffic signals; roundabouts; and para transit and fixed route buses. For roadway estimates rural and urban cross sections should be provided in both rolling and flat terrain.

Consideration should be given to linking NEPA and the transportation planning processes where appropriate in the development of the MTP.

Special attention should be given to any updates needed as a result of the recent passage of the Infrastructure Investment and Jobs Act (IIJA). This includes revisions to Planning Emphasis Areas, Federal goals, and funding sources.

The following items were given priority in a previous LRTP/MTP. Continued emphasis should be given to:

- Addressing North-South transportation issues within the City of Bismarck. This could be done through the development of a special chapter within the MTP, the development of a "white paper", or any other similar means to establish a heightened level of emphasis regarding this issue.
- Addressing East-West movement in the City Mandan. This includes ensuring planned connections to up-and-coming growth areas for the city.

- Increasing access between Bismarck and Lincoln. Improved motorized and pedestrian/bicycle access between the communities should be addressed.
- Re-evaluation of local priorities regarding the timing and sequence of Interchange reconstruction and/or development.
- Continue to promote a list of short-range constrained projects, which may be promoted for funding during the life of the MTP, particularly for Urban Roads funding. These may be ranked or grouped, but should be limited to ensure all or most can be programmed for funding before the adoption of the 2030-2055 MTP.
- Promoting preservation projects across grant areas to ensure the system is maintained.

MTP 1 - Project Management

This task involves activities required to manage the project including staff, equipment, and documentation. It also includes the preparation of progress reports, documenting travel and expense receipts, and preparing and submitting invoices in a timely manner. This task includes monthly progress reports to the MPO, the Technical Advisory Committee, and to the Policy Board.

MTP 2 - Steering Committee(s):

The MPO project manager will assist the consultant in developing a Steering Committee(s) for the study. The Committee(s) may contain but are not limited to the following members:

- Jurisdictional Engineers/ Traffic Engineers
- Jurisdictional Planners
- Staff of Bis-Man Transit
- Freight Partners
- Area Bike/Walk Advocates
- School District Representatives
- Emergency Management Personnel
- Jurisdictional Fire and Police Personnel
- Business and Local Economic Development Representatives (Realtors, Home Builders' Association, Chamber EDC)
- Agencies representing specific person groups or area interest groups (AARP, United Way, etc.)
- Staff member(s) of the MPO
- NDDOT Local Government Division
- FHWA
- FTA

The consultant shall meet with the Steering Committee periodically, and as necessary, during the study process to review data and recommendations.

The consultant shall provide progress/technical memorandums at key points throughout the study process. Sufficient copies shall be provided for the distribution to the Steering Committee.

MTP 3 – Review of Recent MPO and Local Partner Plans

Several Jurisdictions and local partners may have updated their strategic or comprehensive plans since the adoption of the last MTP. Consultant will poll the steering committee early on in the study process to identify which plans should be collected and reviewed. The current MTP should be in-sync with these documents and goals of their respective communities.

MTP 4 - Monthly TAC and Policy Board Meetings:

The consultant will provide monthly updates (i.e. progress reports) to the MPO TAC and Policy Board. Updates will be conducted verbally and with written memorandums, briefly updating board members on the status of the project. A minimum of one (1) personal appearances is also required before the TAC and Policy Board during the development or completion of the study.

MTP 5 – MPO Community Household Survey:

Consultant will hire out or develop and administer a statistically valid community household survey to understand the public's travel habits, preferences, and attitudes towards area travel.

MTP 6 – Evaluate Effects of Alternative Vehicles:

The MPO recognizes that autonomous and/or alternative fueled vehicles will have impact on transportation networks in the near future. Consultant should continue discussion of how the MPO can best plan for these vehicles and technologies in the community. Topics of discussion could include but are not limited to: ideal location of charging stations, need for area-wide data transmission systems, interconnected communication between vehicles and traffic network (i.e. stoplights, etc.), and effects of these vehicles on trip production.

MTP 7 – Development of Implementation Schedule:

Transportation Performance Measures are designed keep MPO's and local jurisdictions accountable to efficient use of Federal funds, to help them achieve national transportation goals, to adhere to better decision making, and to increase transparency of project prioritization, selection and funding. The Bismarck-Mandan MPO foresees that performance measures will necessitate changes in the ways that the jurisdictions select and prioritize network improvement projects. Additionally, the uncertainty of future federal funding creates a need to be even more strategic in planning and preparing for federally aided projects.

For these reasons, the MPO would like to establish a highly defined short-term implementation plan (covering 6-8 years). This implementation plan shall directly inform the yearly Urban Road and/or Urban Regional solicitation process. This schedule should be developed through local knowledge and expertise, be backed by an analytical performance-based evaluation process, be agreed upon by all jurisdictions, and be mindful of new state and federal transportation centered initiatives.

Mid- (~5 or 7-15 year) and long-term (~15-25 years) implementation schedules should also be developed using the above criteria, but will not be defined on a year-by-year basis.

MTP 7 – Incorporate Federal Initiatives:

New Federal initiatives have arisen since the adoption of the 2020-2045 LRTP. To maintain compliance with federal regulations, the following items should be defined and discussed within the MTP. These definitions are to inform the selection of transportation projects in the fiscally constrained plan.

- State adopted and MPO Supported Performance Measures
- Transportation Systems Management and Operations (TSM&O)
- Equity and Equity Analysis
- Resiliency and Climate Change

MTP 8 – Other:

The MPO requests that the following items be given specific consideration and discussion during the development of the MTP.

- Continue promoting items bulleted in the 'General Discussion' section (page 12)
- Discuss policies and best practices for incorporating new **ITS elements** into the transportation network. Identify general funding requirements for ITS elements.
- Discuss with the Steering Committee how to enhance coordination of **regional project planning and programing** amongst the Local Municipality, District DOT office, and NDDOT Headquarters.
- Incorporate recommendations of the **2023 Transit Development Plan**, which will be completed between summer 2022 and summer 2023.

- Discuss how the MPO may develop a **‘Data Plan’**, including what types of data the MPO may collect from year to year and how they may use these in productive ways for their jurisdictions. Develop **workshops** with local partners and jurisdictions to identify problems and potential data solutions.
- Define, discuss and incorporate prospective **MPO ADA Plan** elements into the MTP.
- Emphasize **maintenance programs and projects** (mill and overlay, concrete pavement repair, chip seal). Identify specific projects in the implementation plan, when able. Specifically address optimum funding splits between maintenance and expansion projects and provide guidance for programming. Discuss the state of the exiting pavement management programs with the jurisdictions and within the MTP. Provide guidance, as needed, to assist local jurisdictions in better implementation of their respective pavement management programs.
- Discuss **Safety/ Highway Safety Improvement Program** projects. These projects may not be specifically identified in the implementation plan, but should be discussed in general. The discussion should clearly point out how these projects are funded even though they are not explicitly identified.

MTP 10 - Public Involvement:

See Section XI: Public Involvement Plan for detailed information.

MTP 11 - Draft Development and Review:

A draft report of the 2025-2050 MTP shall be produced after all study elements have been reviewed and approved by MPO staff and the Steering Committee. The report shall include a main body and an executive summary. Copies of the draft report shall be provided for the Steering Committee(s) and the MPO project manager for review prior to review by State and Federal oversight agencies. Once comments are addressed, copies of the draft report shall be provided to NDDOT, FHWA and FTA for their review and comment, for at least a two-week period. All comments from the MPO, NDDOT, FHWA, and FTA shall be addressed to the respective entity’s satisfaction prior to development of the final draft and final presentations.

MTP 12 - NDDOT Management Meeting:

The consultant will present a draft of the 2025-2050 MTP to the North Dakota Department of Transportation management team to obtain comment prior to the Public Hearing and final approval process.

MTP 13 - Final Presentations/ Completion:

The draft report 2025-2050 MTP shall be advertised and made available to the public for a minimum of fifteen (15) days before the final presentations. The consultant will be requested to make a presentation to all jurisdictional planning and oversight boards and both MPO oversight boards. Approval of the final draft by the MPO Policy Board, and subsequent distribution of study deliverables, will mark the completion of the study. (See Section XI: Public Involvement Plan, Part 3 for list of presentations.)

MTP 14 – Final Deliverables:

The final study report of the 2025-2050 MTP shall be produced after all comments on the draft report are addressed, final presentations are complete, and the report has been approved by the MPO TAC and Policy Board. A minimum of eight (8) paper copies shall be provided. A pdf-based electronic copy shall also be provided. All products are to be delivered to the MPO project manager for dissemination to the appropriate City, County or MPO staff, TAC and Policy Board Member, and oversight entity.

X. SCHEDULE FOR CONTRACT DEVELOPMENT AND FINAL STUDY DEADLINE

RFP Submittal Deadline	March 16, 2022
Notification for Interviews	March 29 - 31, 2022
Interviews and Notification of Ranking	April 11-14, 2022
Approval(s) and Notice to Proceed	April 19, 2022
Formal Notification of Firms	April 20-22, 2022
Negotiation of Work Fee and Scope of Work	April - May, 2022
Final Project Report & Presentations	No later than March, 2025

XI. PUBLIC INVOLVEMENT PLAN

In order to achieve the proposed vision for the 2025-2050 MTP, it is imperative that residents, businesses and stakeholders be involved in the development of the study. Direct effort should be made to obtain broad-based support from the community. Consultants shall prepare a Public Involvement Plan that is consistent with the MPO's active Public Participation Plan and complies with Title VI of the Civil Rights Act of 1964 and the Executive Order on Environmental Justice of 1994. The following are the minimum public involvement activities the consultant should include:

TDMSE

1. One (1) presentation, with potential to be a public meeting, with the MPO Technical Advisory Committee at the end of the study;
2. One (1) presentation to the MPO Policy Board at the end of the study.

MTP

- 1) Three (3) public meetings/design charrettes for the general public, including residents, businesses, and stakeholders. The meetings or comment opportunities may be in-person, online, or hybrid. Meetings should present the MPO as a unified region, and not separate east and west river areas. Meetings should inform the community of the study's purpose, extent, and progress; present existing conditions and alternatives; and engage the public to provide input and seek information on study issues. All input and attendance from the public meetings shall be recorded and all concerns and suggestions will be included and addressed in the study document.
- 2) A web site for the study that will be interesting, provide up-to-date information, and be easy to use by the public;
- 3) Thirteen (13) final presentation meetings, with potential for each to be a public meeting. One meeting with each entity below. Planning boards should hear presentations before their respective County/City Board.

- | | |
|---------------------------------------|-------------------------------------|
| • NDDOT Management | • Mandan Planning Commission |
| • Bismarck Planning Commission | • Mandan City Commission |
| • Bismarck City Commission | • Morton County Planning Commission |
| • Burleigh County Planning Commission | • Morton County Commission |
| • Burleigh County Commission | • MPO Technical Advisory Committee |
| • Lincoln Planning Commission | • MPO Policy Board |
| • Lincoln City Council | |

Community Engagement:

Consultants are encouraged to reach out to the community at large and interested or affected community members. Consultants are encouraged to use novel means to inform the public and gather their opinions. Suggested ideas could include but are not limited to: flyers; updates in city bulletins, radio or television PSAs; coordination with local public or commercial media outlets; presentation to community/ business groups, and public meetings.

Online Engagement:

The consultant shall create a website to keep the public informed and engaged regarding the study. The website should include regular updates, including pertinent study documents, maps, online surveys, public involvement opportunities, and the drafts and final reports. The website should also track hits/visits to the site.

Consultants are required to dedicate one or more staff to the development and maintenance of social media posts or other online engagement tools to enhance the public involvement process and encourage the public's participation.

The MPO hosts a Facebook page which is intended to be a clearing house for all MPO related social media outreach. The MPO will not allow consultants to create additional Facebook pages for MPO studies, but the MPO can allow administrative privileges to designated consultant staff during active phases of the study. This arrangement allows consultants (or their designated staff) to provide study updates and public outreach via Facebook, while also allowing the MPO project manager and the City of Bismarck's Public Information Officer convenient access to monitor public responses.

Newspaper Engagement:

Public meetings and final presentations will be advertised in the local newspaper(s). Consultants are responsible for

preparing newspaper advertisements for public meetings and final presentations. The MPO reviews the ads, provides necessary modifications to language and formatting, and coordinates and pays for printing with the local newspaper(s).

XII: INFORMATION AVAILABLE TO THE CONSULTANT

The following resources/data/information is available for the project from the Bismarck-Mandan MPO and its partners:

Required Resources:

1. [MPO 2022-2025 Transportation Improvement Plan](#)
2. [Arrive 2045 \(2020-2045 MTP\)](#) – 2020
3. [TDMSE for 2020 Base Year Model](#) – 2018
4. [Envision 2040 \(2015-2040 LRTP\)](#) – 2015
5. [Transit Development Plan](#) – 2019
6. [2018 Freight Plan](#) – 2018
7. [Bismarck-Mandan Bicycle and Pedestrian Plan](#) – 2017
8. 2014 Fringe Area Master Plan – 2014
 - a. [Burleigh-Bismarck-Lincoln](#)
 - b. [Mandan/Morton](#)
9. [2020 Pavement Condition and Analysis Report](#) – 2021
10. [ITS Architecture Update](#) – 2021
11. Colored Digital Orthophotography – 3-inch resolution – 2020
12. Digital Elevation Data – 1-foot contours – 2020
13. [Bismarck-Mandan MPO Monitoring Report](#) – 2016/2019
14. [MPO Public Participation Plan](#) – 2021
15. [MPO Title VI/Non-Discrimination Plan](#) – 2017
16. [Together 2045: Bismarck Compressive Plan Update](#) (Ongoing)
17. [Burleigh County Land Use Plan](#) (Burleigh Growth 2015) – 2016
18. [NE Morton County Future Land Use Plan](#) – 2016
19. [City of Bismarck Growth Management Plan](#) – 2013
20. [Mandan Land Use and Transportation Plan](#) – 2015
21. Land base/Infrastructure data from member jurisdictions

Suggested Resources:

1. [Northern Bridge Corridor Study](#) – 2005
2. [US 83 Corridor Study](#) – 2006
3. [Lincoln and Bismarck Connection Study](#) – 2008
4. [N-S Beltway Study](#) – 2009
5. [NW Bismarck Subarea Study](#) – 2011
6. [2011 Transit Development Plan](#) (Mobility 2017) – 2012
7. [43rd Avenue Corridor Study](#) – 2013
8. [North Mandan Subarea Study](#) – 2013
9. [Downtown Bismarck Subarea Study](#) – 2014
10. [I-94 Corridor Study](#) – 2015
11. [Northeast Bismarck Subarea Study](#) – 2015
12. [Mandan and Bismarck Corridors Improvement Study](#) – 2016
13. [2017 Bismarck Livability Survey Documents](#) – 2017)
14. Bismarck-Mandan School Safety Crossing Study – 2017
 - a. [Bismarck Public Schools Final Report](#)
 - b. [Mandan Public Schools Final Report](#)
15. [Downtown Mandan Subarea Study](#) – 2018
16. [US 83 Alternative Study](#) – 2019
17. [ND Moves Plan \(Statewide Active and Public Transportation Plan\)](#) – 2019
18. [Bismarck-Mandan Intersection Analysis Study](#) – 2020
19. [ND State Freight and Rail Plan](#) (Ongoing)

Appendix A: Proposed Sub-Consultant Request Form

**Appendix B: Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement)
Form**

Appendix C: Certification and Restriction on Lobbying Form

Appendix D: Federal, State and Local Clauses

Appendix E: Cost Estimate Form

(Include completed form(s) in a separate sealed envelope – labeled “SEALED COST ESTIMATE – Firm Name” and submit with technical proposal as part of the RFP response. Cost estimates are required of both the prime consultant and any subconsultants.)

The cost estimated should be based on a not-to-exceed budget of \$520,000. Changes in the final contract amount and contract extensions are not anticipated.

REQUIRED BUDGET FORMAT
Please Use Audited DOT Rates Only
2021 TDMSE and 2025-2050 MTP

1. Direct Labor	Hours	X	Rate	=	Total
Name, Title, Function	0.00	X		=	0.00
		X		=	
		X		=	
		X		=	
2. Overhead					
3. General & Administrative Overhead					
4. Subcontractor Costs					
5. Materials and Supplies Costs					
6. Travel Costs					
7. Fixed Fee					
8. Miscellaneous Costs					
Total Costs					

REQUEST FOR PROPOSALS FOR TRAFFIC DATA ACQUISITION

The Bismarck-Mandan Metropolitan Planning Organization (MPO) requests proposals from qualified consultants for the following project:

Traffic Data Acquisition

Qualifications based selection criteria will be used to analyze technical proposals and interviews from responding consultants. The MPO reserves the right to reject any or all proposals. **This project has a not to exceed budget of \$80,000.**

Interested firms should contact, Rachel Drewlow Executive Director, at the Bismarck-Mandan MPO, 221 N 5th Street P.O. Box 5503, Bismarck ND 58501. Contact can also be made via phone 701.355.1852 or by email: rdrewlow@bismarcknd.gov.

All proposals received by 4:00 PM (CST) on March 10, 2022, will be given consideration for an interview via video presentation (platform supplied by consultant). The Bismarck-Mandan MPO reserves the right to limit the interviews to a maximum of five (5) firms whose proposals most clearly meet the RFP requirements. Firms will be notified in writing or by phone of shortlist results. Successful candidates will receive date, time and location information for the interviews.

It is the responsibility of the consultant to ensure all required elements of the proposal are submitted. Proposals missing required elements will be rejected and consultants will be denied interviews.

Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Respondents must submit four (4) copies of the written proposal, one (1) electronic copy, and one (1) copy of the sealed cost estimate (submitted in a separate, sealed and clearly marked envelope). The full length of the proposal shall be no more than eight (8) pages, and preferably printed as double sided. Stapling is preferred over spiral binding. Appendix material is not counted toward the eight (8) page limit. Submittals must be received no later than 4:00 PM (CST) March 10, 2022 and may be shipped or hand delivered to:

Bismarck-Mandan MPO
221 N 5th Street
P.O. Box 5503
Bismarck, ND 58506-5503

Once submitted, the proposals become the property of the MPO. Proprietary information must be clearly noted in the proposal, or it will be subject to open records laws.

REQUEST FOR PROPOSAL

**TO PERFORM
PLANNING SERVICES FOR:
TRAFFIC DATA ACQUISITION**

**RACHEL DREWLOW
BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION**

**PROPOSALS MUST BE DELIVERED TO
RACHEL DREWLOW, BISMARCK-MANDAN MPO
BY 4:00 P.M. March 10,2022**

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Appendix A: Proposed Sub-Consultant Request Form

Appendix B: Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement) Form

Appendix C: Federal, State and Local Clauses

Appendix D: Cost Estimate Form

I. PURPOSE OF THE REQUEST

The purpose of this Request for Proposals (RFP) is to provide interested consulting firms with enough information about the data collection services desired by the Bismarck-Mandan Metropolitan Planning Organization (MPO). This information is meant to convey the general intent of the MPO in regards to the data collection and to further guide interested firms in the preparation/submittal of a proposal.

II. GENERAL INSTRUCTIONS

A. Any questions or comments regarding this proposal should be submitted to: Bismarck-Mandan MPO 221 N 5th Street P.O. Box 5503 Bismarck, ND 58506-5503 Phone: 701.355.1852 E-Mail: rdrewlow@bismarcknd.gov
B. Proposals shall be submitted to: Bismarck-Mandan MPO City/County Building 221 N 5th Street P.O. Box 5503 Bismarck, ND 58506-5503
C. All Proposals must be clearly identified and marked as follows: Proposal for: Traffic Data Acquisition Firm's Name Bismarck-Mandan MPO
D. The MPO will only consider proposals received prior to 4:00 PM Central Time on Friday, March 10, 2022, which also contain a sealed cost estimate. Four (4) copies of the written proposal, one (1) electronic copy, and one (1) copy of the sealed cost estimate (submitted in a separate, sealed and clearly marked envelope) must be received by the deadline. Cost estimates are not to exceed \$80,000. Electronic copies may be sent via a flash drive or emailed to rdrewlow@bismarcknd.gov. Proposals received after the 4:00 PM deadline will be considered unresponsive and will not be considered for an interview. The MPO reserves the right to reject any or all proposals.
E. Proposal Cut Down: The Selection Committee intends to interview, via video conference, between three (3) and five (5) consultants, depending on the number and quality of proposals received. Strength of the written proposals will be the basis for awarding an interview. Consultants who are awarded a video interview will be notified by phone. Consultants not selected for an interview will be notified in writing.
F. Selection Committee: The Selection Committee will consist of a four (4) person panel; three (3) voters and one (1) moderator. Committee members represent the following entities: The City of Bismarck, City of Mandan, and NDDOT. The MPO Project Manager will moderate the web-based interviews and provide a tie breaking vote if needed.
G. Interviews: Consultants will be evaluated on both their written proposal and the live interview by video conference (platform supplied by consultant). Ranking is based on the criteria listed in Section V: Evaluation Criteria and Process. Interviews are planned to be held between April 11-14. Consultants will be given thirty-five (35) total minutes to present their proposals and include Q&A. It highly recommended that consultants allow some time for Q&A within their thirty-five minutes. There will be ten (10) minute breaks between interviews.

H. Disadvantaged Business Enterprise: In the event of equally ranked consultants, additional positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. The DBE company must be certified with the North Dakota Department of Transportation (NDDOT). This applies equally to the Prime or Sub-Consulting company, and any such company should be identified in the proposal.
I. Selection and Approvals: Selection will be based on the interview committee's recommendation and a successful cost proposal. All interviewees will be notified of the selection results by phone and formal letter.
J. Contract Negotiations: Contract development will begin immediately after Policy Board approval of the Top-Ranked Consultant. The MPO has a template contract which it desires to use for the study. Consultant will be required to prepare a Scope of Work and Final Fee Schedule, which will be included in the contract. (To expedited contract negotiations, the MPO request a Sealed Cost Estimate be prepared and submitted with the RFP submission.) The draft contract is reviewed by MPO Staff, local and federal partners, and legal counsel(s). After negotiations, the MPO intends to execute the contract upon staff authority. Final negotiations will include submission of: 1) Prime Consultant scope of work and final fee schedule not exceeding \$80,000 2) Prime Consultant Certificate of Liability Insurance 3) Scope of work and fee schedule for ALL Sub-consultants 4) SFN 60233: Prime Consultant Request to Sublet Form (blank form will be provided by MPO) 5) Up-to-date SF330 Form for NDDOT (See Section III: Content of Proposals).

III. CONTENT OF PROPOSALS

Length of Proposals:

The proposal pages shall be numbered and limited to eight (8) pages, preferably double sided. The reverse page side would be page 2. The cover page, table of contents, and appendix material will not count toward the eight (8) page limit. Stapling is preferred over spiral binding.

Required Elements for Proposal:

The consultants are requested to be as brief and concise as possible. The consultant's written proposal shall address the following major sections:

1. Description of firm
2. Organizational chart showing project team and general activities
3. Table of key individuals' time-available for project/study
4. Understanding of project and proposed work approach
5. Brief examples of past, pertinent work projects

Required Elements for Appendix:

The consultant's appendix must include the following items unless noted as 'optional'. The following items will not count toward the eight (8) page limit and may take as many pages as needed.

- Proposed Project Schedule: Proposed schedules may begin as soon as April 19, 2022 and should detail all activities necessary to complete the study. Activities may include but are not limited to:
 - Monthly updates (via telephone or in person) to MPO TAC and Policy Boards
 - Additional information (provided, as available, by MPO, NDDOT, Bismarck, or Mandan)
 - Data review by MPO, NDDOT, City of Bismarck and City of Mandan
 - Delivery of final approved data
 - Final Presentations to the MPO's TAC and Policy Boards
- Quality Control/Quality Assurance (QC/QA) program: Detail the program that will be used on the project. This (QC/QA) program must identify the team members, their responsibilities, and stages of development at which each is to be responsible.

- Required Qualification Based Selection (QBS) Documents:
 - Signed Proposed Sub-Consultant Request Form (Appendix A)
 - Signed Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement) Form (Appendix B)
- Resumes or list of Personnel: Detail who will be assigned to work on the project (including titles, education, and/or work experience).
- Optional: Consultants are encouraged to update or complete a Federal Standard Form 330 (Architect-Engineer Qualifications). The SF 330 is an NDDOT requirement, and proves the consultant is pre-qualified to provide architectural, engineering and/or planning services for NDDOT. Consultants will not be penalized if the SF 330 is omitted in their proposal, but **the consultant selected for contract negotiations must provide an active SF 330 before the contract can be signed.**

See http://www.dot.nd.gov/divisions/environmental/docs/consultnt_prequal_requirements.pdf for link to the SF 330. All SF 330 forms will be kept on file by the MPO and forwarded to NDDOT.

Required Sealed Cost Estimate:

See Appendix D. Cost estimates have no weight in the committee's ranking process. This is being requested to expedite the contract negotiations. Sealed cost estimates are required for the both the prime consultant and any subconsultants. Sealed cost estimate will be opened for the top ranked consultant after consultant selection and prior to contract negotiations. **Sealed cost estimate shall not exceed \$80,000.** Consultants are directed to leave out all cost estimates from written proposals and presentation materials.

Disclosure of Proposal Ownership:

After the selection process, the contents of all proposals will be subject to the City of Bismarck's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information documented as such and protected by law may be exempt from disclosure.

IV: ADDITIONAL REQUIRMENTS AND MISCELLANEOUS INFORMATION

Federal and State Contract Requirements:

NDDOT and FHWA require that specific clauses accompany federally funded projects executed by the MPO. Consultants should be prepared to abide by the necessary clauses which are included verbatim and unaltered in all potential BMMPO contracts. *The clauses can be reviewed in Appendix C: Federal, State and Local Clauses.*

General Information:

Bismarck-Mandan MPO reserves the right to enter into a supplementary agreement to have the selected firm perform any additional work not currently assigned.

Once a consultant has been selected, the MPO and its partners will request a cost menu breakdown from the selected consultant. The cost menu will allow the MPO and its partners to make a final prescribed count selection type for each count location, in order to develop a final contract.

If the contract is terminated prior to completion of the final report, all work completed, which has been compensated for, shall become the property of the NDDOT, as per the 'Ownership of Work Product' Clause. The final report will be submitted using the following formats and standards, if applicable:

- PetraPro formatted final data
- GIS Shapefiles
- MS Word/ MS Excel
- Adobe Acrobat (Standard or Compatible)
- NDDOT Data Collection Codes and Procedures
- NDDOT and/or City, as applicable, Drafting Standards

- NDDOT Design Manual
- Chapter 19 NDDOT Survey and Photogrammetry Manual

V. EVALUATION CRITERIA AND PROCESS

The selection process will be completed in accordance with Bismarck-Mandan MPO policies. Written proposals shall address the firm's ability to perform the necessary services in the allotted time with qualified personnel. Selection will be based on an array of measures chosen from the following criteria:

1. Recent, current, and projected workloads
2. Ability of professional personnel (staff experience and technical capabilities)
3. Related experience on similar projects
4. Location
5. Project understanding, issues and approach
6. Past Performance
7. Willingness to meet time and budget
8. Recent and current work for the agency
9. Project Schedule

The final selection will be based on written proposals along with interviews. All firms not selected will be notified in writing.

In the event of equally ranked consultants, additional positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. If no DBE is employed, the moderator's rankings will provide the tie-breaking score. See Section II: General Instructions for more information.

A final scope of work will be developed and price will be negotiated with the successful firm. An agreement will be executed with a single firm. If unable to arrive at a mutual agreement with the top ranked firm, the MPO retains the right to move on to negotiations with the second (then third, etc.) ranked firm. Approved sub-agreements for minor portions of the work will be permitted.

VI. REGIONAL CONTEXT AND EXISTING CONDITIONS

Bismarck-Mandan MPO Region:

The Bismarck-Mandan MPO consists of the cities of Mandan, Bismarck, and Lincoln, and the metropolitan portions of Burleigh and Morton County. The MPO has a performance-based planning process that supports metropolitan community development and federal, state and local transportation goals. These plans and programs are intended to lead to the development of an integrated, multi-modal metropolitan transportation system that facilitates the safe, efficient and economic movement of people and goods.

The MPO planning area is roughly 394 square miles with an estimated population of approximately 115,000 and 50,000 households (Source: 2013-2017 5-year American Community Survey). The MPO area is bisected from north to south by the Missouri River and is generally comprised of rolling topography throughout. One of the more noteworthy challenges facing the MPO planning area is the heightened level of growth, experienced largely to energy development in western North Dakota from 2011-2015. Historic growth trends in the MPO area have traditionally hovered within a 1% to 1.5% annual rate of population growth. The currently adopted growth projection is a "Continuation of Past Trends", or a 1.2% annual growth rate for the period between 2015 and 2045.

While the population growth is generally perceived as positive, there are some noteworthy concerns, specifically: the impact of recent growth on public service costs, the continued ability of the MPO region to grow in an efficient manner, and the ability to maintain the high quality of life enjoyed by residents of the communities. Heightened rates of growth strain many aspects of the region's transportation infrastructure and have increased demands on area municipal services,

schools, and transportation. Also, topography, man-made barriers, and historical development patterns have contributed to challenges regarding roadway connectivity. The MPO's local jurisdictions have worked diligently to meet these needs, and now must develop a balance to accommodate the expanding systems but also maintain current, aging infrastructure.

VII. OBJECTIVE

The MPO and its partners wish to supplement their vehicle counting data with current 2022 counts. Because these counts will be the basis of some important road funding decisions in the future, it is important that the count data is accurate and trustworthy. In addition, the count data will help in the development and prioritization of projects within upcoming MPO TIPs (Transportation Improvement Plan), and in the development of the next Travel Demand Model (TDM) and MTP (Metropolitan Transportation Plans).

VIII. SCOPE OF WORK

Traffic Collection Preparation

The consulting/engineering firm will be responsible for supplying the appropriate amount of traffic data collection equipment needed to complete the project on time. Portable counter road tube length, the length of road tube used with each counter, shall be in accordance with manufacturer's recommendations such that the optimal length of tube is used to obtain proper vehicle classification and/or identification. Any equipment damaged or lost during traffic data collection for any reason will be at the consultant's expense.

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 jeopardize the reliability of the counts. The consultant shall also notify the proper jurisdictional city's Public Works and Engineering Departments 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.

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 MPO 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. The MPO 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).

It is the responsibility of the consultant's technicians to review each location and the existing circumstances to determine if a flagger/spotter is a necessary safety precaution. The MPO recommends that aerial photos of each deployment location be reviewed prior to counter deployment in order to develop a plan for proper and safe placement of the counter, and to determine where the technicians should park their vehicle while deploying the counters.

Traffic Data Collection

The consultant will be responsible for safely, accurately, and efficiently collecting 48 or 24-hour (minimum) traffic count data at up to 90 designated locations. Trucks shall be considered vehicle classes 5 through 12. Bicycle and pedestrian counts may be requested at up to 40 of the 90 designated locations. Locations will be determined at time of contract

negotiation. (NOTE: An additional 12 locations, collected by NDDOT in spring/summer 2022, will require processing by the Consultant. Maximum number of intersections collected is 88. Maximum number of intersections processed is 100.)

The Number of intersection which require data collection (turning movements, classifications, and possible bicycle/ped counts) are listed below:

- Bismarck - Up to 63
- Mandan - Up to 25

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 radar or visual (example: MioVision) counters may be preferred on roadways where the traffic volume and number of lanes may be unsafe and less accurate using tube counters.

It will be the responsibility of the consultant to provide all equipment necessary to perform the traffic data collection. The consultant will be responsible for providing the labor, transportation, and personal safety equipment (vests, cones, signs, etc.) necessary to safely and efficiently deploy traffic counters. Additionally, the consultant will be responsible for checking on counters and road tubes every 24 hours to ensure that they remain secured and are operational.

Count Collection

The first deployment of traffic counters can begin April 2022 and shall end prior to June 1, 2022. Traffic counts shall be collected on days when the schools are in session. Traffic counts shall be collected on Tuesday, Wednesday, and/or Thursday but shall not be conducted on any public holidays (i.e. Easter Holiday, Mother's Day, Memorial Day) or when schools are not in session.

Additional Processing of NDDOT Collection

NDDOT employs MioVision and will be collecting 12 (twelve) 24-hour counts within the City of Bismarck area during spring/summer of 2022. NDDOT does not have resources to process these collections. Therefore, the consultant would be requested to process the NDDOT collections within this project and supply the information to the MPO and NDDOT.

IX. REVIEW AND COMPLETION PROCESS

Deliverable 1.0: developed by the consultant, which the MPO will approve. The spreadsheet will ask for date of counts, location information (street, location description, and GPS coordinates), counter information, first 24-hour traffic count, second 24-hour traffic count, and average ADT. The consultant shall provide the MPO with the most current spreadsheet, in Microsoft Excel format, once every fourteen (14) days, for the MPO's review. The MPO 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). The raw count data files shall be provided to the MPO in 15-minute increments.

Once all locations have been counted, the consultant shall provide the MPO with the completed spreadsheet of all traffic data information and MPO and its partners will review all data in the spreadsheet. The MPO 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 the MPO with a GIS shapefile consisting of count information with a point at each specific count location. The points shall be shown in NAD 1983 HARN State Plane North Dakota South FIPS 3302 Feet Intl. The attributes of each count location shall include:

- Count ID Number
- Street
- Location Description
- Latitude

- Longitude
- Date & Time Set Up
- Date & Time of Pick Up
- Within ¼ mile of school
- Street Classification
- AADT
- Truck Count (if necessary)
- % Trucks (if necessary)

The consultant will develop a shapefile that will be sent to the MPO for review.

Once completed with the project all count information shall become the property of the MPO and its partners. The consultant shall not keep or sell any of the traffic data without prior permission from the MPO and its partners.

Schedule for Contract Development and Final Study Deadline:

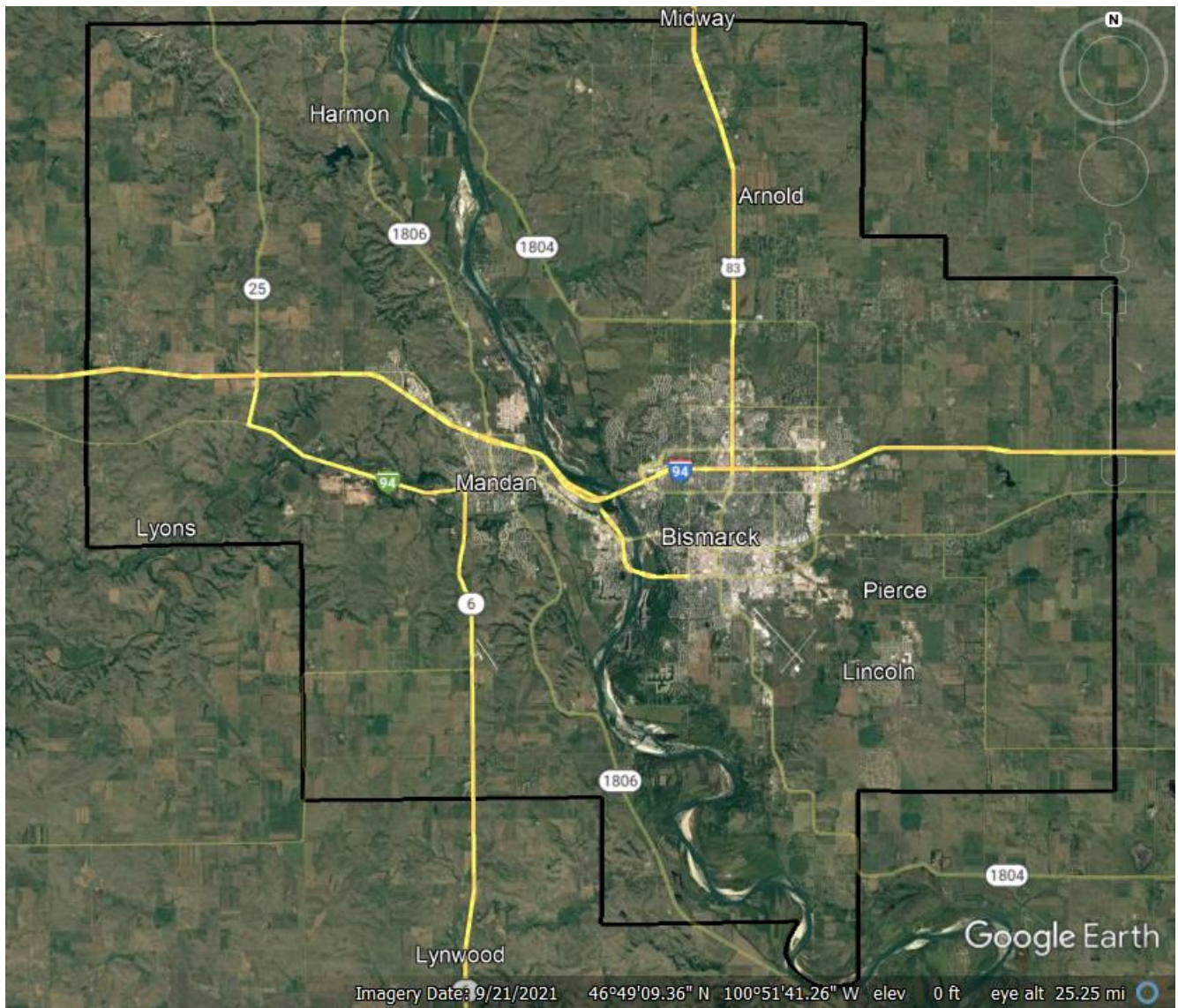
RFP Submittal Deadline	March 10, 2022
Notification for Interviews	March 24-25, 2022
Interviews and Notification of Ranking	April 11-14, 2022
Approval(s) and Notice to Proceed	April 19, 2022
Formal Notification of Firms	April 20, 2022
Negotiation of Data Purchase Contract	April-May 2022
Final Data Delivery (MPO Counts)	August 30, 2022
Final Data Delivery (NDDOT Counts)	October 15, 2022

X. INFORMATION AVAILABLE TO THE CONSULTANT:

Available studies and information:

The following resources/data/information is available for the project from the Bismarck-Mandan MPO and its partners.

1. [ITS Architecture Update](#) – 2021
2. [MPO Title VI/Non-Discrimination Plan](#) – 2021
3. [MPO Public Participation Plan](#) – 2017
4. Land base/Infrastructure data from member jurisdictions
5. Colored Digital Orthophotography – 3-inch resolution – 2020
6. Digital Elevation Data – 1 foot contours – 2020
7. Bismarck Public School Calendar for 2021-2022
8. Mandan Public School Calendar for 2021-2022

XI: STUDY AREA MAP

Appendix A: Proposed Sub-consultant Request Form

**Appendix B: Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement)
Form**

Appendix C: Federal, State and Local Clauses

State and Local Clauses

Appendix D: Cost Estimate Form

(Include one completed form in a separate sealed envelope – labeled “SEALED COST ESTIMATE – Firm Name” and submit with technical proposal as part of the RFP response. Cost estimates are required of both the prime consultant and any subconsultants.)

The cost estimated should be based on a not-to-exceed budget of \$80,000. Changes in the final contract amount and contract extensions are not anticipated.

REQUIRED BUDGET FORMAT
Please Use Audited DOT Rates Only
 2022 Traffic Data Acquisition

1. Direct Labor/ Type of Collection	Hours (if applicable)	X	Rate	=	Total
Name, Title, Function/ Collection Type	0.00	X		=	0.00
		X		=	
		X		=	
		X		=	
2. Overhead					
3. General & Administrative Overhead					
4. Subcontractor Costs					
5. Materials and Supplies Costs					
6. Travel Costs					
7. Fixed Fee					
8. Miscellaneous Costs					
Total Costs					



P.O. Box 5503 • 221 North 5th Street
Bismarck, North Dakota 58506
Telephone 701 355 1840
TDD Dial 711
Fax 701 222 6450
Email cobplan@nd.gov
Web www.bismarck.org

February 15, 2022

Wayne Zacher
Local Government Division
ND Department of Transportation
608 East Boulevard Avenue
Bismarck, ND 58505-0700

Re: Qualifications Based Selection Process for the East Main Avenue Corridor Study

The Designated (Dual) Responsible Charge for the East Main Avenue Corridor Study was Rachel Drewlow and Kim Riepl.

Items to be provided to the North Dakota Department of Transportation (NDDOT) by the Bismarck-Mandan Metropolitan Planning Organization (MPO) which serve as supporting documentation required by the NDDOT Consultant Administration Services Procedure manual include:

- a. Request for Proposal
- b. Selection Committee
- c. Shortlist evaluation and rankings for firms interviewed
- d. Interview location, date, time, and questions
- e. Selection committee interview answers and notes
- f. Ballots and ranking of selection
- g. Selection and ranking memorandum
- h. Approval of mayor or president of the LPA/MPO commission
- i. Copies of proposals received
- j. Copies of proposed Sub Consultant Request
- k. Other information, if applicable.



P.O. Box 5503 • 221 North 5th Street
 Bismarck, North Dakota 58506
 Telephone 701 355 1840
 TDD Dial 711
 Fax 701 222 6450
 Email cobplan@nd.gov
 Web www.bismarck.org

The Policy Board of the Bismarck-Mandan MPO hereby certifies the appropriate federal and state requirements were followed in developing the Request for Proposal, selection of consultant, and execution of contract for the East Main Avenue Corridor Study. Said requirements are pursuant to the Qualifications Based Selection procedures, specifically as regards Local Public Agencies and Metropolitan Planning Organizations, as prescribed by the North Dakota Department of Transportation in the Consultant Administration Services Procedure Manual.

ATTEST:

Bismarck-Mandan Metropolitan
 Planning Organization

 Name (Print or Type)

 Name (Print or Type)

 Signature

 Signature

 Date

 Date

Bismarck-Mandan MPO

TIP 2022-2025 Administrative ModificationProject Year(s) 2022

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.17	\$1,618,600 (old) \$1,217,000 (new)	\$181,400 (old) \$691,000 (new)	\$200,000 (old) \$42,000 (new)	\$2,000,000 (old) \$1,950,000 (new)	NHU

Project Description:

This project is for Mill and Overlay and ADA Ramp revisions on Bismarck Expressway from Washington Street to Main Avenue. This administrative modification is to address lowered cost estimates as indicated in the tables above. All other details for this project remain unchanged. The project PCN number is 23207.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

This project is currently in the TIP and is therefore consistent with the Arrive 2045 MTP.

Bismarck-Mandan MPO Policy Board informed of Administrative Modification at the _____ meeting.
(date)

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Bismarck-Mandan MPO

TIP 2022-2025 Administrative ModificationProject Year(s) 2022

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.15	\$171,352 (old) \$149,371 (new)	\$19,204 (old) \$16,740 (new)	\$21,173 (old) \$18,457 (new)	\$211,729 (old) \$184,568 (new)	NHU

Project Description:

This project is for work on the Bismarck Expressway Railroad Bridge, including approach slab and barrier spall repair, SE beam end repair, and sealing the joints and barrier. This administrative modification is to reduce the cost estimates for the project as listed in the tables above. All other project details remain unchanged. The project has a PCN of 23208.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

This project is currently in the TIP and is therefore consistent with the Arrive 2045 MTP.

Bismarck-Mandan MPO Policy Board informed of Administrative Modification at the _____ meeting.
(date)