

TO: Bismarck-Mandan Metropolitan Planning Organization Policy Board

FROM: Rachel Drewlow, MPO Executive Director

DATE: March 7, 2022

RE: Policy Board Meeting

There will be a meeting of the Bismarck-Mandan MPO Policy Board on **Tuesday, March 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.

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Next scheduled Policy Board meeting is on 04/19/2022. 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>
East Main Avenue Corridor Study	1	06/30/2023

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
FEBRUARY 15, 2022**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Policy Board met on February 15, 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, Marcus Hall for 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; Deidre Hughes, Bis-Man Transit; and Scott Harmstead, SRF Consulting.

CALL TO ORDER

Chair Wise called the February 15, 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 January 18, 2022 Regular Meeting of the Policy Board.

MOTION: Mr. Bakken made a motion to approve the minutes of the January Regular Meeting. Mr. Helbling seconded the motion and with Tim Helbling, Steve Bakken, Marcus Hall, and Chair Wise voting in favor, the minutes of the January 18, 2022 Regular Meeting were approved.

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

Mr. Larson explained the MPO advertised a total of three 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 yesterday's TAC meeting, and no public comments were received at the hearing.

Mr. Larson presented a brief overview of the amendments as shown in Exhibits A-C in the packet. The first amendment was for a new project being added to the TIP, an NDDOT led safety project for pavement markings on various US and National Highway System Highways throughout the Bismarck District. The second amendment was to move an NDDOT led mill and overlay project on Bismarck's 9th Street from funding year 2022 to funding year 2024; Mr. Larson indicated TAC recommended removing the part of the amendment stating construction will still occur in 2022, since the construction year is not currently known. Lastly, the third amendment added additional COVID related federal funding and updated the local cost estimates for a City of Bismarck reconstruction and widening project on 43rd Avenue. Mr. Larson noted all three projects shown in the

amendments are consistent with the MTP, and TAC recommended approval of all three amendments, with the minor correction made to the 9th Street project.

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

SUNSET DRIVE CORRIDOR REQUEST FOR PROPOSAL (RFP)

Ms. Riepl gave an overview of this item, referring to Exhibit E in the packet. She said this RFP has been on the radar for some time and has experienced delays, so she is happy to be able to present it to Policy Board today.

The Sunset Drive Corridor RFP is for the completion of a transportation analysis of the Sunset Drive Corridor in Mandan, from Division Street NW to 38th Street NW. The analysis will lead to recommendations for roadway configuration and access management. The transportation impacts of existing and potential land-use and development will also be considered by the study. Limited model runs for Sunset Drive at several points will be performed by ATAC, which will help evaluate potential effects of roadway reconfiguration on the corridor and the surrounding roadways. The study will be conducted by the MPO in cooperation with the City of Mandan, NDDOT, FHWA, and FTA. The MPO expects the study to be completed in approximately twelve months, and it has a maximum budget of \$180,000. Proposals for the study will be received by the MPO until 4 p.m. on March 11, 2022.

The selection committee evaluating proposals for the study will consist of four voters (representing the MPO, Bis-Man Transit, City of Mandan Engineering, and City of Mandan Planning) and one moderator, and consultant interviews are planned between March 29 and 31, 2022. In the event of equally ranked consultants, additional positive consideration will be given to consultants employing a Disadvantaged Business Enterprises (DBE) company. Contract negotiations will begin immediately after Policy Board approval of the top consultant, and the MPO will be using its new standard contract template for these negotiations. The MPO will execute the contract after negotiations on staff authority.

The intended future reconstruction and reconfiguration of Sunset Drive creates a potential opportunity to reallocate the right-of-way to better serve all users. Reallocation may better serve Mandan's future needs particularly by studying appropriate lane striping, parking policy, and pedestrian infrastructure. Any proposed reconfigurations would need to be mindful of neighboring property owners, possible changes in adjacent land use, and other similar concerns. Considering roadway and intersection repair is imminently needed on the corridor, the City of Mandan desires to pursue federal funding for this, and so is requesting the study be prepared with elements to support an eventual grant application.

Ms. Riepl said the original study extents terminated at 31st Street NW, which is where the functionally classified roadway ends. However, the City of Mandan wants the study to acknowledge a northward extension of the corridor beyond 31st Street NW as new development occurs in north Mandan. The City desires the study to include discussion of general best practices for new development as it may pertain to areas north

of 31st Street NW, particularly the area between 31st Street NW and 38th Street NW. The evaluation of this region would be high level and very general. TAC's recommendation was to change the study extents to acknowledge the 38th Street NW boundary, since they found the original wording of the extents ambiguous. Ms. Riepl believes Mandan's staff will be amenable to this change given previous conversations she has had with them. The primary focus of the study will still be Division Street NW through 31st Street NW, and changing the extents does not change the study budget.

Mr. Bakken asked how the timing of this study relates to the construction of a new high school in Mandan. Ms. Riepl said assuming the MPO can get a contract executed around May 1, the study is anticipated to take approximately twelve months. This would put the completion date around April 30, 2023. She believes the new high school in Mandan will be conducting a Traffic Impact Analysis pertaining to the traffic movements in their area. Mr. Bakken asked if this analysis will overlap with the Sunset Drive Corridor study. Ms. Riepl confirmed there will be an overlap, and the MPO hopes the additional modeling being done in this Sunset Drive Corridor study and the Traffic Impact Analysis modeling being done by the high school will both be nailed down before construction of the school finishes around the fall of 2023. Mr. Bakken asked if there will be some cost savings for taxpayers by overlapping these efforts, and Ms. Riepl said that is her understanding.

Ms. Riepl went over the project schedule being proposed. If the RFP is approved by Policy Board, the MPO would submit it to NDDOT as soon as possible, so it can be put on their solicitation website for the required 21-day window. The negotiation of fee schedule and scope of work would hopefully be completed in time to have a contract signed by May 1, 2022, and again the completion date would be expected by April 30, 2023.

Ms. Riepl concluded by saying TAC recommended approval of the RFP with the changes she noted. Policy Board may approve the RFP with or without TAC's recommendations. Mr. Bakken asked Mr. Helbling if the changes TAC recommended suit Mandan's needs, and Mr. Helbling confirmed they are acceptable.

MOTION: Mr. Helbling made a motion to approve the Sunset Drive Corridor RFP as presented. Mr. Bakken seconded the motion, and with Tim Helbling, Steve Bakken, Marcus Hall and Chair Wise voting in favor, the motion was approved.

MTP/TDMSE REQUEST FOR PROPOSAL (RFP)

Ms. Drewlow presented this item (with an updated Exhibit F) for the board. The updated Exhibit has notations in red to mark changes TAC recommended at their meeting yesterday. These changes were minor and do not significantly change the scope of the project. She explained this RFP is a dual study, one part of which will include an update of the MPO's Travel Demand Model and is called the Travel Demand Model and Socio-Economic Update (TDMSE). The other part is an update to the MPO's Metropolitan Transportation Plan (MTP), which will cover the years 2025-2050. These are both large studies the MPO routinely updates every five years. The scope of these efforts is why there is a significant budget associated with the project. The not to exceed budget for this RFP is \$520,000. She noted this amount is slightly above what has been budgeted for the

TDMSE and the MTP updates individually in the past, and she will point out some of the new items the MPO is requesting of consultants that account for this higher budget.

If approved, this RFP will be solicited for a longer than usual time period. Ms. Drewlow explained MPO staff originally planned to solicit proposals for four weeks, one week longer than normal. However, TAC recommended extending this period for as long as possible, and the MPO was able to add an additional week. This means consultants will have five weeks to submit their proposals to the MPO. The extension is partly to account for the fact this is a dual study and may require coordination amongst multiple individuals within a consultant or across several different consultants, and partly to account for the time required for consultants to prepare the sealed cost estimate the MPO is requesting.

The selection committee for this study will consist of eight people. Seven will be voters representing the MPO, the City of Bismarck, the City of Mandan, the City of Lincoln, Burleigh County, Morton County, and NDDOT. The MPO Project Manager will serve as moderator, and will provide a tie breaking vote in the event neither of the tied consultants employs a DBE. The interviews of the consultants are expected to occur between April 11 and 14, 2022. Contract negotiations with the selected consultant will use the MPO's new standard contract template.

The layout for the scope of work of both the TDMSE and MTP portions of this project is fairly routine. However, Ms. Drewlow pointed out several special scope of work items being added. One of these is that the MPO is requiring the consultant(s) to provide all GIS related work. Previously, the City of Bismarck GIS Department provided this service to the MPO; however, due to their large workload, the MPO has decided to shift these efforts to the consultant.

Additionally, the MPO is looking to develop a data plan as part of this project. MPOs often acquire or collect data in order to provide services to their local jurisdictions. The Bismarck-Mandan MPO has had less opportunity than some MPOs to do this in the past due to a smaller staff. With this project, Ms. Drewlow indicated she would like to have the consultant work with the MPO and local jurisdictions to see what kinds of data products and services the MPO could feasibly offer. This would provide more opportunity for the MPO to continue spending down its federal grants.

The TDMSE portion of the project is expected to take approximately twelve months, likely finishing in May of 2023. The MTP portion would need to be completed by no later than March of 2025, as required by federal regulations. TAC recommended approval of the RFP with the notated changes.

Mr. Hall asked for a brief explanation of why the TDMSE and MTP are being combined, and also for information on whether local consulting firms are capable of handling this project in a dual study format, as he does not want to eliminate local companies from contention for the project.

Ms. Drewlow explained the primary reason the studies are being combined is because of COVID-19 related delays. The base year for the TDMSE update would normally have been 2020, but since that was the first year of the pandemic and travel patterns were highly disrupted, TAC and Policy Board decided to move the base year to 2021. Now, if the two studies were completely separated, it would be difficult to complete both of them within the next three years. Based on the consulting firms that have proposed for the MPO in the past, she believes there will be many companies able

to perform this project in-house, or in partnership with other companies. She has spoken with at least three companies interested in this RFP since it was combined into a dual study.

Mr. Bakken asked if there are any cost savings associated with combining the projects. Ms. Drewlow said the previous TDMSE update the MPO performed was lower in cost. She was the Project Manager for that effort, and she found that the budget to be a little tight, which is why she slightly increased it this time around. If you combine the costs of the MTP and TDMSE last time, they would come to about \$450,000. The increase to \$520,000 is primarily due to the added GIS work being requested of the consultant, which can be multiple tens of thousands, and also some of the additional workshops and the MPO's request for a data plan. Ms. Drewlow said she has worked with NDDOT on appropriately budgeting this project. Mr. Bakken thanked her for the explanation.

MOTION: Mr. Bakken made a motion to approve the MTP/TDMSE RFP as presented.

Mr. Helbling seconded the motion, and with Tim Helbling, Steve Bakken, Marcus Hall and Chair Wise voting in favor, the motion was approved.

TRAFFIC DATA ACQUISITION REQUEST FOR PROPOSAL (RFP)

Ms. Drewlow referred to an updated Exhibit G for this item. This RFP is requesting data collection specific to traffic counting and turning movement counts in Bismarck and Mandan. NDDOT does a similar collection in the Bismarck-Mandan Area every three years, and they canvass one third of the state each year. 2022 is the year for NDDOT to hit the Bismarck-Mandan MPO region. However, NDDOT uses more tube counts and not as much video collection, so it is harder for the MPO and its jurisdictions to ascertain turning movements using NDDOT counts. The MPO built this RFP into its 2021-2022 UPWP to supplement and support NDDOT's data collection for the Bismarck-Mandan area. The RFP has a not to exceed budget of \$80,000, which is \$20,000 less than the last time the MPO did this project. The MPO should be able to collect up to one hundred intersections in Bismarck and Mandan, and the information collected will help the MPO's TDMSE update have a more accurate picture of travel patterns in the region.

Ms. Drewlow noted NDDOT is doing some video collection as part of their counts, but does not have the staff to process it. Thus, the consultant for this RFP will be requested to process twelve locations NDDOT will collect. The consultant will then be asked to collect and process an additional eighty-eight locations on their own. In total, Bismarck will have seventy-five intersections for collection, while Mandan will have twenty-five. These numbers roughly correspond to population size, and also to the local share each city is providing for the project. The MPO hopes to begin collection in late spring, preferably before school is out. TAC recommended approval of this RFP, with some minor clarifying changes (marked in red) noted in the updated Exhibit.

Mr. Bakken asked if any of the one hundred intersections in this project fall in the areas being evaluated in the Sunset Drive or East Main Avenue Corridor Studies. He wants to make sure we are avoiding any redundancy in these efforts. Ms. Drewlow confirmed she has checked over the lists to make sure this is avoided. NDDOT is doing

some tube counts on roadways adjacent to intersections in this current RFP effort, but this additional data is helpful and can be used in different ways.

Mr. Bakken noticed there are no intersections for evaluation in Lincoln or in Burleigh County, and asked for clarification on that. Mr. Wise added he knows there is a lot of traffic coming out of Lincoln to Bismarck on a daily basis.

Ms. Drewlow said the previous traffic data acquisition for the MPO was also limited to Bismarck and Mandan. The idea behind this is to collect data for all the highest volume roadways, since these have the greatest impact on the Travel Demand Model. NDDOT collects data for more rural areas and roadways, and the MPO has been comfortable allowing their collections to stand in those instances, since they are lower volume counts.

Mr. Wise said he questioned that, since Yegen Road on Expressway is one of the exits out of Lincoln and it experiences high traffic volumes. He also mentioned 66th Street to Highway 10 to Expressway. Ms. Drewlow indicated she can double check with NDDOT to see what data they are collecting in Burleigh County; she modeled this RFP off of the last time this data was collected, since that seemed most appropriate. She said if the City of Lincoln would like to have some participating intersections and has local share available, this RFP can be revised with additional locations. It is possible making these changes could slow the collection and affect the calibration of the model. She is willing to look into this, or alternatively can reach out to NDDOT on the data they are collecting and follow up with Mr. Wise.

Mr. Hall said generally Burleigh County does its own traffic counts, and then augments them with what NDDOT performs. He said Burleigh County would be happy to work with Lincoln on any intersections they would like to look into further. He indicated this could be done outside of this RFP. Mr. Wise thanked him and said they would touch base later.

Mr. Bakken asked how roundabouts factor into turning movement counts. Ms. Drewlow said she does not have the technical knowledge to answer in detail, but she believes a tube count across each leg outside of the roundabout could be adjusted by formula to evaluate how many people are going through the roundabout. Mr. Bakken asked if Ms. Drewlow could find some more information about how this works for next month's meeting, and Ms. Drewlow acknowledged this request. Mr. Hall added if you look at a roundabout versus a signalized intersection, and take a step back from both, the turning movements are actually similar. Regardless of the type of intersection, the turning movement data should be accurate.

MOTION: Mr. Bakken made a motion to approve the Traffic Data Acquisition RFP as presented. Mr. Helbling seconded the motion, and with Tim Helbling, Steve Bakken, Marcus Hall and Chair Wise voting in favor, the motion was approved.

EAST MAIN AVENUE CORRIDOR STUDY UPDATE

Mr. Harmstead from SRF Consulting provided a brief update on the East Main Avenue Corridor Study. He said the contract between SRF and the MPO was signed yesterday, and he is happy to be working with everyone on this project. The study will be looking at the East Main Avenue Corridor from 7th Street to 26th Street. The project

will roll out in five phases. The first phase is called baseline input, and involves data collection. This will be starting shortly and go through April. Phase two is called issues and needs, and will run through July. Phase three is called alternative development, and will look at alternatives that can be developed for the roadway. It should run through September. Phase four will be alternative analysis, running through December of 2022. Finally, phase five will finalize and implement the results of the study, hopefully by April of 2023 (although the contract runs through June of 2023).

Mr. Harmstead said one of the most important aspects of this study will be SRF's efforts to connect with property and business owners along the corridor. It will be important to work with stakeholders in the area to determine their vision for the corridor's future. Mr. Harmstead noted he will be the Project Manager for this effort, and that TC2 and Apex Engineering will be sub-consultants assisting SRF.

QBS LETTER

Ms. Riepl referred the board to Exhibit H for the QBS certification letter the MPO presents to NDDOT for each transportation study. She explained this letter certifies the appropriate federal and state requirements were followed in the development of the RFP, the selection of the consultant, and the execution of the contract. She said this letter is in the packet for information purposes only; it is signed by the Policy Board chair, but does not require formal approval.

2022-2025 TIP ADMINISTRATIVE MODIFICATIONS

Mr. Larson presented on Exhibits I and J for this item. He reminded the board 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 gave a brief overview of both projects. The first is an NDDOT led mill and overlay project on Bismarck Expressway from Washington Street to Main Avenue, and the second is an NDDOT led project for work on the Bismarck Expressway Railroad Bridge. Both projects are being modified to address lowered cost estimates, as shown on the modification forms in the packet. All other project details for both projects remain unchanged.

TRB ANNUAL CONFERENCE UPDATE

Ms. Drewlow said in early January she attended the annual conference of the Transportation Review Board (TRB). The TRB invites people nationwide to discuss transportation issues. This is the first time an MPO staff member has attended this conference. However, there is another TRB conference specifically for small and mid-sized MPOs that occurs every two years, and the MPO has attended these in the past. Ms. Drewlow said she took a number of good things away from the conference. She is hoping to periodically provide Policy Board with her takeaways, especially on items she believes might connect with transportation issues in the Bismarck-Mandan area. She said that today she would share some slides from a presentation at the conference she found interesting.

The presentation was called Advanced Driving Simulators (ADS) for Rural America, and was presented by Omar Ahmad with the University of Iowa. Mr. Ahmad conducted the research and prepared the slides for the Policy Board's presentation. One

of the ADS project goals is to improve the safety of roadways using ADS. ADS are vehicles equipped with specialized software and equipment to drive themselves while there is a human in the vehicle assisting with the driving as needed. Another goal of this ADS project is to represent rural roads in ADS testing. Ms. Drewlow said ADS technology is certainly in development, and may be coming to more locations in the future. However, most ADS testing so far has been focused on larger metropolitan areas, which is what this ADS study is seeking to remedy.

Some transportation issues specific to rural areas that may affect an automated vehicle could include roads with no lane striping, roadways with different surfaces (such as gravel), four season climate conditions, varying speed limits, unique parking needs, and different types of vehicles (such as farm vehicles) in the roadways. The ADS for Rural America team is attempting to travel with an ADS vehicle 50-60 times over the course of a year. Each time it takes an established one-hour route, and experiences a wide variety of different situations and road types. As of the January presentation, 12 of those passenger trips (587 miles total) were completed.

The ADS vehicle is a mobility-friendly vehicle and is always monitored by a safety driver and co-pilot. There is also a researcher who rides with the participants (who ride two or three a time) and the participants are surveyed before and after the ride. It is very important for the research team to note when the ADS vehicle has to be taken over by the safety driver, so software developers can improve the ADS software.

There are cameras inside the ADS vehicle as well as outside, to help collect data from the participants, including non-verbal cues. Participants are equipped with biometric wristbands for the drive, to help pick up biological cues from the riders. As of January, the ADS project has had 22 participants, 12 female and 10 male, all at retirement age or older. So far, the feedback from the participants has been positive.

The researchers have been thorough in recording the instances and reasons for automation failure during the drives. Some of the top reasons for the automation failing so far include decreases in speed limit, having to stop at a traffic light, being passed by a vehicle in a no passing zone, and having to exit a highway. Ms. Drewlow believes this is a good reminder that software cannot do anything outside of its programming. This research is important because it allows software developers to build in the needed programming to address the myriad of roadway issues an ADS vehicle would encounter. For example, researchers observed the ADS vehicle has particular issues responding to emergency vehicles, demonstrating a necessary area of improvement.

Mr. Bakken asked if researchers recorded any encounters with deer or other animals in the roadway. Ms. Drewlow said she did not recollect them mentioning that, although she thinks they are trying to record all instances of roadway encounters. Since they are only partway through their study, she would expect there to be record of animal activity in some of their future trips, especially since they drive in all seasons and in both day and night conditions.

Ms. Drewlow said the participants so far have recorded an overall increase in trust of ADS vehicles. However, she said there have not been many participants so far, so she thinks this data should be taken with a grain of salt. She did think using older participants with more life experience is a good idea. It gives her the impression that perception changes in participants are emotionally measured, and not just the participant being swayed by a new, innovative experience. She concluded her presentation by

sharing Omar Ahmad's contact information, and the project website, www.ADSforRuralAmerica.uiowa.edu.

Mr. Wise said he is still uncertain about automated vehicles. He saw an accident at some point that may have been due to automatic reverse. Ms. Drewlow said the software certainly has limits. Mr. Wise thanked Ms. Drewlow for the presentation.

OTHER BUSINESS

MPO Part-time Planner Update

Ms. Drewlow said the MPO has advertised for its new part-time Transportation/Transit Planner. This role is being reinstated for the MPO, and the new hire will be responsible for helping as a planner and also assisting with many of the MPO's Transit activities. The job posting is on the City of Bismarck website and is open until March 4, 2022.

ADJOURNMENT

There being no further business, Chair Wise declared the meeting adjourned at 2:55 p.m.

The next scheduled meeting will take place March 15, 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

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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	22.6.20 (old) 24.6.12 (new)	\$121,395	\$13,605	\$15,000 50/50 percentage split Bismarck/Mandan	\$150,000	NHU

Project Description:

This project is for work on the I-94B/Bismarck-Mandan Memorial Bridge. It was previously moved from 2021 to 2022 in January of 2022. In the current amendment, the project funding year is being moved from 2022 to 2024. All other aspects of this project will remain unchanged. The project has a PCN of 22902.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

The 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
NDDOT	23.6.02 & 23.6.13 (old) 23.6.13 (new)	\$704,808 (old) \$1,195,087 (new)	\$78,312 (old) \$132,788 (new)	\$0	\$783,120 (old) \$1,327,875 (new)	IM

Project Description:

This project is for bridge work (approach slabs, deck overlay, expand joint modification, and rail retrofit) at separate locations along I-94. The first location is the CP Rail/Hay Creek EB structure located one mile east of US 83 N, and the second location is the 19th St Separation located less than 1/2 mile east of US 83 N. This amendment addresses a higher cost estimate for the project; the project was also formerly listed as two projects (with the same PCN of 23009), and this amendment combines them for convenience.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

The 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 **Amendment**
Project Year(s)

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	24.6.03	\$11,330,200 (old) \$16,712,000 (new)	\$1,269,800 (old) \$1,873,000 (new)	\$4,900,000 (old) \$5,505,000 (new) (Mandan)	\$17,500,000 (old) \$24,090,000 (new)	SU-CPU

Project Description:

This project is phase III of the Mandan Memorial Highway Reconstruction project. This amendment addresses increased cost estimates, as shown in the tables above. This amendment also adds PCN number 23278 to the project. All other project details remain unchanged.

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										
LEAD AGENCY	REFERENCE NUMBER	PROJECT DESCRIPTION	ESTIMATED COST IN DOLLARS				FEDERAL PROGRAM SOURCE	PCN	ESTIMATED CONSTRUCTION YEAR	AMENDMENT/ MODIFICATION (Date)
			FEDERAL	STATE	LOCAL	TOTAL				
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	22870	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 ~~21-4-04~~	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)	~~\$7,081,376~~ \$2,706,000	~~\$793,626~~ \$303,000	~~\$3,375,000~~ \$2,999,000	~~\$11,260,000~~ \$6,008,000	SU-CPU	22005 23133	2022	Modification Costs changed (MAR 2022)
NDDOT	22.6.09	*Safety - State Street/ US 83 (Calgary Ave to 1-94) (Turn Lanes)	\$2,250,000	\$250,000	\$0	\$2,500,000	SHE	20098	2023	
NDDOT	22.6.10	*Safety - State Street/ US 83 (1-94 to Divide Ave) (Turn Lanes)	\$2,520,000	\$140,000	\$140,000	\$2,800,000	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/11th St) (1 mile, CPR, Grinding)	\$1,869,483	\$440,517	\$0	\$2,310,000	NHU	22770	2022	
NDDOT	22.6.13	Urban Regional - Bismarck 6th St (Front Av to Bismarck Expressway) (.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)	~~\$171,362~~ \$145,371	~~\$49,204~~ \$16,740	~~\$21,473~~ \$18,457	~~\$244,729~~ \$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)	\$60,698	\$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)	~~\$1,618,660~~ \$1,217,000	~~\$481,400~~ \$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, 80th St, EB) (Structure Replacement)	Funded in 2021	Funded in 2021	Funded in 2021	Funded in 2021	IM	21854	2022	
NDDOT	22.6.20 ~~(21-6-00)~~	*Urban Regional - I-94 Bismarck/Mandan Memorial Bridge (.4 miles, Memorial Bridge) (Clean drains & glands, Clean Tube, Pigeon-Proof Utility Passages, Add Tub drains if needed & potentially adding steps for access)	~~\$121,386~~	~~\$13,605~~	~~\$16,000~~	~~\$150,000~~	NHU	22902	2022	Amendment Moved from 2022 (MAR 2022) (Formerly moved from 2021 in 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	23378	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)	\$1,050,186	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	~~\$0,200,000~~ \$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, Signing, 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	Amendment Combined with 23.6.13, Costs changed (MAR 2022)
NDDOT	23.6.03	Rural - Hwy 1804 (N Hazleton Jct to Signal St) (24.9 miles, Thin Overlay)	\$3,566,000	\$840,000	\$0 (Burleigh)	\$4,406,000	SS	23336	NA	Modification Added PCN (MAR 2022)
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 (CP rail/hwy creek struct, 1 mile E of US 83 N, 19th St separation abt 1/2 mile E of US 83 N) (Deck Overlay, Rail Retrofit, Approach Slabs, Expand Joint Mod)	\$536,328 \$1,195,087	\$69,692 \$132,768	\$0 (Bismarck)	\$606,020 \$1,327,875	IM	23009	NA	Amendment Combined with 23.6.02, Costs changed (MAR 2022)
NDDOT	23.6.14	Urban Regional - Mandan Memorial Highway (Memorial Highway Phase 2, Extents TBD) (Reconstruction, City Utilities)	\$13,768,100 \$15,848,000	\$1,644,000 \$1,776,000	\$6,700,000 \$5,398,000 (Mandan)	\$22,000,000 \$23,022,000	SU-CPU	23277	NA	Modification Added PCN & Updated Costs (MAR 2022)
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 (1.4 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	

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* Pending Availability of Federal Funds

City plans to advance construct project in 2022

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

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	\$283,438	\$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)	~~\$11,339,200~~ \$16,712,000	~~\$1,269,600~~ \$1,873,000	~~\$4,000,000~~ \$5,505,000 (Mandan)	~~\$17,600,000~~ \$24,090,000	SU-CPU	23278	NA	Amendment Cost increase, Added PCN (MAR 2022)
NDDOT	24.6.07	Rural - I-94 (East of 161 Interchange to east of Menoken Interchange) (9.8 miles, Median X-Overs, Ramp Connections)	\$1,366,544	\$151,836	\$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 ~~22.6.43~~	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	NA	Amendment Moved to 2024 (FEB 2022)
NDDOT	24.6.12 (22.6-20) (21.6-09)	Urban Regional - I-94B Bismarck/Mandan Memorial Bridge (.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 50% Bismarck 50% Mandan	\$150,000	NHU	22902	2022	Amendment Moved from 2022 (MAR 2022) (Formerly moved from 2021 in JAN 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

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

PROJECT FUNDING YEAR 2025										
LEAD AGENCY	REFERENCE NUMBER	PROJECT DESCRIPTION	ESTIMATED COST IN DOLLARS				FEDERAL PROGRAM SOURCE	PCN	ESTIMATED CONSTRUCTION YEAR	AMENDMENT/ MODIFICATION (Date)
			FEDERAL	STATE	LOCAL	TOTAL				
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	

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* 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.

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

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

2022 Transit Development 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 \$175,000.**

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 April 7, 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 six (6) copies of the written proposal and one (1) electronic copy. 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) April 7, 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.

To request accommodations for disabilities and/or language assistance, contact Title VI/ADA Coordinator at (701) 355-1332, or email mpo@bismarcknd.gov, TTY users may access Relay North Dakota at 711 or 1-800-366-6888.

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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: State, Federal 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:

2022 Transit Development Plan

The MPO is requesting services to complete an evaluation and operational analysis of the transit system managed by Bis-Man Transit, which serves Bismarck and Mandan, ND. This study will be in cooperation with the cities of Bismarck and Mandan; the Bis-Man Transit Board, 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: 701.355.1852 E-Mail: rdrewlow@bismarcknd.gov (Please submit all questions in writing no later than April 6, 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: 2022 Transit Development Plan Firm's Name Bismarck-Mandan MPO
D. The MPO will only consider proposals received prior to 4:00 PM Central Time on Thursday, April 7, 2022. Six (6) 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 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 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 six (6) person panel; five (5) voters and one (1) moderator. Committee members represent the following entities: City of Lincoln, City of Bismarck, City of Mandan, Bis-Man Transit, and a member of the community at large/business community. 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.
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 between May 3-6, 2022. Consultants will be given forty-five (45) 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 fifteen (15) minute breaks between interviews for set up and tear down. Consultant may provide a video conference platform for team members participating remotely.
H. Disadvantaged Business Enterprise: In the event that multiple 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.
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. Approval of the top ranked consultant will be requested of the MPO's TAC and Policy Board.
J. Contract Negotiations: Contract development will begin immediately after Policy Board approval of the top-ranked consultant. The MPO has a template contract which will be 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. 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 \$175,000 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 May 18, 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 Boards
 - Updates (as needed) to the Bis-Man Transit Board.
 - Data Acquisition (provided, as available, by MPO, NDDOT, City of Bismarck, City of Mandan, and Bis-Man Transit)
 - Stakeholder Interviews/ Bis-Man Transit Board
 - 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 Steering Committee, MPO, NDDOT, FHWA, and FTA (required before presentation to the Bis-Man Transit Board, City Commissions, and MPO Boards)
 - Final Presentations to the Bis-Man Transit Board, Bismarck City Commission, Mandan City Commission, MPO TAC and Policy Board.
- 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/cnsultnt_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.

Disclosure of Proposal Ownership:

At the conclusion of 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**State, Federal 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: State, Federal 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 (with the capability for a consultant-provided online platform). 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.

Bis-Man Transit:

The Bis-Man Transit system was originally developed in 1989-1990. It was designed as a coordinated transportation system to replace several smaller individual programs.

Transit services are run out of the Bis-Man Transit offices, located at 3750 East Rosser Avenue. This location also serves as the regular stop and depot for the Jefferson Lines inter-state bus service.

The City of Bismarck is designated as the grantee for Federal Transit funds and owns the building, vehicles and equipment of the Bis-Man Transit service. The City passes federal funds to the Bis-Man Transit Board, who is the broker for public transportation in the community. Numerous City departments, as well as the MPO, provide monitoring and oversight of Bis-Man Transit’s administrative processes to ensure federal requirement are met and maintained.

The Bis-Man Transit Board is comprised of nine members. Board members serve voluntarily and have three-year terms. Placement onto the board is achieved thru individual application followed by popular vote of the current board’s contingency. The Board provides members to an Executive Committee, a Finance Committee, and an Administrative Committee which confer on committee-specific items. The Board also considers recommendations provided thru a Citizen-led advisory committee known as CTIC (Community Transportation Input Committee). The Bis-Man Transit Board employs three staff persons to manage the administrative duties of the Transit offices: a Transit Executive Director, a Marketing and Mobility Specialist, and a Transit Accountant.

The Bis-Man Transit Board contracts with National Express to operate the area’s public transportation service. National Express provides all drivers, dispatchers, and maintenance personnel, as well as the management to employ these persons. National Express also staffs the Jefferson Lines bus depot.

Bis-Man Transit, as a public transportation service, has two operational components. The paratransit service, which was the community’s original service, is called Bis-Man Transit. The fixed-route service, which began in 2003, is known as Capital Area Transit (CAT). Weekly paratransit services run 18.5 hours on Monday thru Saturday (5:30am -12am) and seven hours on Sunday (7:30am - 2:30pm). Weekly CAT service runs 12 hours on Monday thru Friday (7:00am – 7pm), six hours on Saturday (8:00am – 7:00pm), and zero hours on Sunday.

The Bis-Man Transit Board, their staff, and National Express have looked into alternative modes of public transportation. This includes a premium demand-response option which can be made available to the entire community (and not only paratransit eligible individuals) or other micro-transit opportunities. They would like to continue this investigation in the current study.

The paratransit service logged approximately 392,998 miles within the Bismarck-Mandan service area and the City of Lincoln in 2021. The CAT fixed-route service logged 351,049 miles in the same period, but does not extend to Lincoln. Paratransit mileage is approximately 25% decreased compared to pre-pandemic levels. However, the fixed-route has returned – relatively speaking – to its pre-pandemic level of service.

The paratransit service made 86,203 trips in 2021, and the CAT fixed-route service made 56,744 trips in the same period. These numbers represent a 20-30% decrease in paratransit trips and a 45-48% decrease in fixed-route trips compared to pre-pandemic levels.

In 2017, the Bis-Man Transit Board, with approval from the Bismarck City Commission, implemented service changes that reduced the hours of service and eligibility for paratransit ridership. These changes were an attempt to ‘right-size’ the operations and become more financially sustainable. These changes did decrease paratransit ridership somewhat, and produced a very small shift to fixed-route ridership. Further, the fixed-routes were recently updated using a citizen-centered approach. The Bis-Man Transit Board and staff are relatively pleased with these service changes.

VII. OBJECTIVE

The purpose of this study is to provide the Bismarck-Mandan MPO and Bis-Man Transit with a quality and usable guide to improve operations in a financially constrained manner. The study should evaluate and build upon the current TDP but provide additional guidance where improvement is needed.

The primary effort of this study will be to evaluate the organizational structure and financial sustainability of the public transportation service. Consultants shall develop a compelling case for necessary service changes and embark on an exploration of alternative organizational structure. The system has operated under the ‘grantee-broker-operator’ system since its inception. There is a desire to evaluate if this remains the best, most optimal arrangement. No recommendation—operational or organizational—shall be considered the ‘best’ or ‘first’ option. Rather a variety of alternatives shall be invested and weighted based a holistic array of factors: ability to meet public needs, ability to become fiscally constrained, ability to create workflow efficiencies for City, MPO and Transit Staff, etc.

The study should be comprehensive in its discussion of recommendations and potential outcomes. Recommendations should be achievable in a strategic manner and backed by a clear, logical rationale that is useful for decision-makers, staff, and community members. Exceedingly clear and thorough communication is required for this study.

VIII: STUDY AREA

The study area encompasses transits current service area, which includes the corporate limits of Bismarck and Mandan AND $\frac{3}{4}$ of a mile from an existing route. Routes may be viewed on the Bis-Man Transit website: www.bismantransit.com/

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, Bis-Man Transit Board and Transit Staff, the Technical Advisory Committee, and to the Policy Board.

Steering Committee:

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 Engineers/ City Traffic Engineers
- City Planners
- Staff of Bis-Man Transit
- Staff member(s) of the MPO
- Members of the Community
- Members of the CTIC
- City Officials or representative staff for the interests of Bismarck, Mandan and/or Lincoln.
- Transit Board Members (preferably not to exceed a quorum)
- 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.

Involvement with the Transit Board:

Consultant is expected to regularly meet with the Transit Board and consider their input in identifying the future vision for Transit and recommendations for the Transit Development Plan. Study updates should be given to the Transit Board every 2-4 months, or as needed. These presentations are intended as general updates, not opportunities to steer the study. MPO staff feels it would be more beneficial for the Transit Board to designate members to sit on the steering committee and/or participate in Full-Board design charrettes to provide guiding input.

Review of Previous Plan:

Consultant will review the previous Transit Development Plan (2017 Transit Development Plan) and evaluate its recommendations. Consultant should assess whether a previous recommendation had been implemented and if it had been implemented to completion. Areas that have not been achieved should be evaluated for their continued value and usefulness to the future of the transit agency.

Special Requests by Bis-Man Transit:

1. Special Focus Areas
 - a. Identify the long-term vision for transit in our community. Consider the needs and wishes of Users, Citizens, Commissions, and Transit Board and Transit Staff.
 - b. Involve the public in further discussion on funding challenges for Transit. How can transit involve the community so they better understand the ‘why’ behind service changes so that Transit’s reputation remains favorable in the communities.
2. Organizational Analysis and Peer Comparisons
 - a. Compare the Organizational Structure of Transit to that of other Transit agencies in the state and comparable cities.
 - b. **Create infographic/chart** to share with City Commission and the taxpayers.
3. Organizational Recommendations
 - a. Describe feasible alternatives for the overall organizational structure.
 - b. Outline the costs, advantages, and challenges of all feasible alternatives. Ensure all feasible options are permissible under state and federal law.
 - c. Alternatives may include, but are not limited to:
 - i. Grantee administers the system internally and contracts operations.
 - ii. Grantee administers and operates the system internally.
 - iii. Grantee contracts with a single service provider to administer and operate the system.
 - iv. Grantee changes to another entity (ie. Transit Authority) for administration and operations.
 - v. Administration and Operation of the service is privatized.
 - d. **Create infographic/chart** to share with City Commission and the taxpayers

4. Analysis of Current Cost of System

- a. Develop a detailed outline of the costs to managing, operate, and monitoring the Transit system.
- b. Cost could include:
 - i. Operations and Maintenance Costs
 1. Costs of Fixed-Route Service
 2. Costs of Paratransit Service
 - ii. Capital Costs
 - iii. Administrative Costs
 - iv. Monitoring and Oversight Costs
- c. **Create infographic/chart** to share with City Commission and the taxpayers

5. Funding Comparisons and 5- to 10-Year Financial Forecast

- a. Outline Transit's funding sources and annual allocations (Local, State or Federal Funds).
- b. Describe funding shortfalls and Transit's 5-10 year financial forecast.
- c. Compare the funding structure to peer agencies/ communities.
- d. Outline additional fund-raising opportunities. These could include, but are not limited to:
 - i. Use taxpayer approved mills. If so, how many mills?
 - ii. Use City of Bismarck general fund moneys?
 - iii. Use sales tax or another funding alternative?
 - iv. Identify additional organizations and specify opportunity/ requests for their matching funds.
 - v. Identify additional grants for transit funding.
 - vi. Identify additional revenue streams for Transit (i.e. Demand Response service, Micro-Transit, Match from Local Partners).
 - vii. Identify possibility for additional funding requests through the Cities (Bismarck, Mandan, Lincoln).
- e. **Create infographic/chart** to share with City Commission and the taxpayers

6. Facility/Service Analysis and Peer Comparisons

- a. Evaluate the effectiveness of recently changed fixed-routes
- b. Evaluate the effects of past service changes (reduction in service area, reduction in paratransit eligibility criteria)
- c. Evaluate shelter placement
- d. Comparison of the facility/services versus peer communities
- e. Compare cost of services to peer communities
- f. Identify communities whose cost of service (per trip) equals that of Bis-Man Transit
- g. **Create infographic/chart** to share with City Commission and the taxpayers

7. Facility/ Service Recommendations

- a. Review current fixed route system. Identify potential changes/ additions to fixed routes.
- b. Recommend alternative types of Transit services
 - i. Offering service at a premium rate (outside ADA required hours and holidays)
 - ii. Demand Response service
 - iii. Micro-Transit
- c. Develop location for fixed bus stops and outline entities/avenues for funding new stops.
- d. Evaluate if a new, central Transit Hub is still a need for the system
- e. Tie services recommendations back to public comments and financial forecast

Update Federal Requirements:

Consultant should note the following federal elements which will need mention or adoption into the Transit Development Plan.

1. Incorporate adopted Safety and Security Performance Measures/Targets
2. Incorporate current and newly adopted Transit Performance Measure
3. Incorporate the updated Transit Asset Management (TAM) Plan (to be finalized October 2022)
4. Update the lay-out of the TAM Report, if needed (Found in Bis-Man MPO 2022-2025 TIP)

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.

Public Involvement:

See Section XI: Public Involvement Plan for detailed information.

X. REVIEW AND COMPLETION PROCESS**A. 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, the Bis-Man Staff, Bis-Man Transit Board or designees, 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.

B. 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 Bis-Man Transit Board, the Bismarck Board of City Commissioners, 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.

C. 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 twelve (12) paper copies shall be provided. A minimum of one (1) 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, Transit or MPO staff, Transit Board Member, TAC or Policy Board Members, and oversight entity.

Schedule for Contract Development and Final Study Deadline:

RFP Submittal Deadline	April 7, 2022
Notification for Interviews	April 20-22, 2022
Interviews and Notification of Ranking	May 4-6, 2022
Approval(s) and Notice to Proceed	May 18, 2022
Formal Notification of Firms	May 18-20, 2022
Negotiation of Work Fee and Scope of Work	May - June, 2022
Final Project Report & Presentations	No later than June 31, 2023

XI. PUBLIC INVOLVEMENT PLAN

Special Note: Consultants should expect a high degree to public engagement and public opinion from this study, particularly regarding any proposal to adjust paratransit services. The MPO and Bis-Man Transit recommend assigning staff who are well-versed in successful public engagement and mediation. This will help ensure all members of the public are respectfully heard and engaged throughout the study process.

In order to achieve the proposed vision for the Transit System, 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) The study will have two (2) public involvement opportunities for the general public. Each public involvement opportunity will consist of two (2) meetings, one in Bismarck and one in Mandan. The general public should include residents, businesses, and community stakeholders. Public involvement opportunities may be in-person, online, or hybrid. All input and attendance from the public input opportunities 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) Five (5) final presentation meetings, with potential for each to be a public meeting. One meeting with each of the following entities: Bis-Man Transit Board, Bismarck Board of City Commissioners, Mandan Board of City Commissioners, and MPO TAC and Policy Board.

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 documentations, 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:

Past Transit Plans:

1. [2017 Transit Development Plan](#) – 2019
2. [2011 Transit Development Plan](#) (Mobility 2017) – 2012
3. [2006 Transit Development Plan](#)
4. [Bis-Man Transit Management Alternatives Study](#) – (2011)

Major MPO Documents:

5. [MPO 2022-2025 Transportation Improvement Plan](#)
6. [Arrive 2045 \(2020-2045 MTP\)](#) – 2020
7. [TDMSE for 2020 Base Year Model](#) – 2018

Pertinent MPO Transportation Studies and Data:

8. [ITS Architecture Update](#) – 2021
9. [Bismarck-Mandan Intersection Analysis Study](#) – 2020
10. [US 83 Alternative Study](#) – 2019
11. [Downtown Mandan Subarea Study](#) – 2018
12. [2018 Freight Plan](#) – 2018
13. [Bismarck-Mandan Bicycle and Pedestrian Plan](#) – 2017
14. Bismarck-Mandan School Safety Crossing Study – 2017
 - a. [Bismarck Public Schools Final Report](#)
 - b. [Mandan Public Schools Final Report](#)
15. [Mandan and Bismarck Corridors Improvement Study](#) – 2016
16. [Northeast Bismarck Subarea Study](#) – 2015
17. [Downtown Bismarck Subarea Study](#) – 2014
18. 2014 Fringe Area Master Plan – 2014
 - c. [Burleigh-Bismarck-Lincoln](#)
 - d. [Mandan/Morton](#)
19. [North Mandan Subarea Study](#) – 2013
20. [43rd Avenue Corridor Study](#) – 2013
21. [North Mandan Subarea Study](#) – 2013
22. [NW Bismarck Subarea Study](#) – 2011
23. [Lincoln and Bismarck Connection Study](#) – 2008
24. Land base/Infrastructure data from member jurisdictions
25. Colored Digital Orthophotography – 3-inch resolution – 2020
26. Digital Elevation Data – 1-foot contours – 2020

MPO General Documents

27. [Bismarck-Mandan MPO Monitoring Report](#) – 2016/2019
28. [MPO Public Participation Plan](#) – 2021
29. [MPO Title VI/Non-Discrimination Plan](#) – 2017

Partner/Jurisdictional Plans and Information:

30. 2018-2021 Bis-Man Transit Ridership Statistics (revenue hours, miles, ridership, and on time performance)
31. [Together 2045: Bismarck Compressive Plan Update](#) (Ongoing)
32. [ND State Freight and Rail Plan](#) (Ongoing)
33. [ND Moves Plan \(Statewide Active and Public Transportation Plan\)](#) – 2019
34. [2017 Bismarck Livability Survey Documents](#) – 2017
35. [Mandan Land Use and Transportation Plan](#) – 2015
36. [City of Bismarck Growth Management Plan](#) – 2013

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 \$175,000. Changes in the final contract amount and contract extensions are not anticipated.

REQUIRED BUDGET FORMAT
Please Use Audited DOT Rates Only
2022 Transit Development Plan

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					



DATE: March 14, 2022

TO: TAC and Policy Board

FROM: Rachel Drewlow, Executive Director
Bismarck-Mandan Metropolitan Planning Organization (MPO)

RE: Jurisdictional Payments for Task 204 Projects

REQUEST:

Consider request of MPO staff to allow changes to jurisdictional payment processes of Task 204 projects.

SUMMARY:

The MPO is seeking to change its process for receiving jurisdictional payments for Task 204 projects (transportation studies and data acquisitions). Currently, the MPO receives invoices from consultants and forwards these to its funding partners. The jurisdictions are requested to remit their share of payment directly to the consultant and provide proof of this payment to the MPO.

Under the proposed new payment process – which has been approved by the City of Bismarck Finance Department and MPO staff – the Bismarck Finance Department would provide payment for the 20% local share within the net terms of the original invoice. The MPO would then prepare invoices for all funding partners for their respective local shares. Jurisdictional payments would be sent to the MPO, and the MPO would facilitate repayment to the Bismarck Finance Department. Jurisdictions would no longer pay individual consulting companies.

This change would allow the MPO to guarantee complete payment of consultant invoices within 30 days, which has been a point of concern for the MPO and consultants in the past. It would also create efficiency in the MPO's financial processes, including its ability to spend down the Consolidated Planning Grant (CPG) funds in a timely manner. The MPO's local jurisdictions would benefit from this increased efficiency as the new processes would eliminate the requirement for jurisdictions to provide separate proofs of payment to the MPO for each remittance, and their billing processes would otherwise remain unchanged. MPO staff would act as the coordinator for all Task 204 payments, ensuring correct invoicing and repayment.

STAFF CONTACT:

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PROGRESS REPORT

SRF COMM. NOS.	14186
PROGRESS REPORT NO.	1
DATE	March 3, 2022

REPORTING PERIOD	February 2022
PROJECT NAME	Bismarck E Main Ave Corridor Study
PREPARED BY	Sara Schmidt – SRF

PROBLEMS ENCOUNTERED/ITEMS OF CONCERN

<u>Project Issues/Concerns</u> NA. Contract executed 2/14/22

TASK PROGRESS – SCHEDULE/BUDGET SUMMARY

TASK	PERCENT COMPLETE	NOTES	STATUS
Phase 1 – Baseline Input	0%		On Schedule
Phase 2 – Issues and Needs	0%		On Schedule
Phase 3 – Alternative Development	0%		On Schedule
Phase 4- Alternative Analysis	0%		On Schedule
Phase 5 – Finalization and Implementation	0%		On Schedule
Engagement	0%		On Schedule
Project Management	1%	Project set up	On Schedule
Total	1%		On Schedule

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Bismarck-Mandan MPO

TIP 2022-2025 Administrative Modification

Project Year(s) 2022

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.08	\$7,081,375 (old) \$2,706,000 (new)	\$793,625 (old) \$303,000 (new)	\$3,375,000 (old) \$2,999,000 (new) (Mandan)	\$11,250,000 (old) \$6,008,000 (new)	SU-CPU

Project Description:

This project is phase I of the Mandan Memorial Highway Reconstruction project. This modification addresses reduced cost estimates, as shown in the tables above. All other project details remain unchanged. The project has PCN numbers of 22005 and 23133.

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 Modification

Project Year(s) 2023

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	23.6.14	\$13,758,100 (old) \$15,848,000 (new)	\$1,541,900 (old) \$1,776,000 (new)	\$6,700,000 (old) \$5,398,000 (new) (Mandan)	\$22,000,000 (old) \$23,022,000 (new)	SU-CPU

Project Description:

This project is phase II of the Mandan Memorial Highway Reconstruction project. This modification addresses slightly increased cost estimates, as shown in the tables above. This modification also adds PCN number 23277 to the project. All other project details remain unchanged.

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 Modification

Project Year(s) 2023

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	23.6.03	\$3,566,000	\$840,000	\$0	\$4,406,000	SS

Project Description:

This project is for a thin overlay on Highway 1804 from North Hazelton Juncture to Signal Street (24.9 miles in length). This administrative modification is to address the addition of a PCN number for the project (23336). All other project details remain unchanged.

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)