

**TO: Bismarck-Mandan Metropolitan Planning Organization
 Technical Advisory Committee**

FROM: Rachel Drewlow, MPO Executive Director

DATE: March 7, 2022

RE: TAC Meeting

There will be a meeting of the Bismarck-Mandan MPO Technical Advisory Committee on **Monday, March 14, 2022, at 10:00 AM**. 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 TAC members are encouraging citizens to provide their comments for public hearing items on the Bismarck-Mandan Metropolitan Planning Organization TAC 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 14 (fourteen) TAC members will attend this meeting in-person, but have the option to request a ZOOM invite for remote participation. **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 TAC meeting is on 4/18/2022. 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
TECHNICAL ADVISORY COMMITTEE
FEBRUARY 14, 2022**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) met on February 14, 2022, at 10:00 a.m. in the Tom Baker Meeting Room, City/County Office Building, 221 N. 5th Street, Bismarck. Rachel Drewlow presided.

Members present or participating via Zoom were Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, Nick Nustad, Mitch Flanagan, Dean Schloss, Wayne Zacher, and Rachel Drewlow. Members absent were Chuck Peterson, John Saiki, Andrew Stromme, Justin Froseth, and Natalie Pierce.

Others present or participating via Zoom were Kim Riepl and Stephen Larson, Bismarck-Mandan MPO; Mark Berg, City of Bismarck Engineering; and Kristen Sperry, Federal Highway Administration (FHWA).

MINUTES

Chair Drewlow called for consideration of the minutes from January 18, 2022.

MOTION: Mr. Ehreth made a motion to approve the January 18, 2022 minutes as presented. Ms. Hughes seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, Nick Nustad, Mitch Flanagan, Dean Schloss, Wayne Zacher, and Chair Drewlow voting in favor, the minutes of the January 18, 2022 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.

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 added the project is still estimated to be constructed in 2022. 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.

Mr. Schell said his understanding is the 9th Street project will not be constructed in 2022. He believes it will be completed at the design level in 2022, but will not be constructed until a later year. He said it should not affect the TIP either way, but he does not want the public to be confused and expect a mill and overlay project on 9th Street to happen this year. Mr. Larson and Chair Drewlow confirmed this change can be made administratively to the amendment form before Policy Board.

Public Hearing: Chair Drewlow opened the public hearing for comments on the proposed 2022-2025 TIP amendments. Hearing and seeing no comments, Chair Drewlow closed the public hearing.

MOTION: Mr. Schell made a motion to recommend approval of the 2022-2025 TIP Amendments as presented, with the 9th Street project correction included. Mr. Ehreth seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, Nick Nustad, Mitch Flanagan, Dean Schloss, Wayne Zacher, and Chair Drewlow 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 is for the completion of a transportation analysis of the Sunset Drive Corridor in Mandan, from Division Street NW to 31st 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 Enterprise (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. Ms. Riepl noted the study will also acknowledge a northward extension of the corridor beyond 31st Street NW, as new development occurs in north Mandan. The City of Mandan is requesting discussion of general best practices for new development as it may pertain to areas north of 31st Street NW. Also, 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.

The development of alternatives by the consultant should include a status-quo alternative, with other alternatives presented as appropriate. These alternatives should be demonstrated in a manner in which the public and the Steering Committee can graphically see what is being proposed. Alternative development should include items such as geometric improvements, intersection control, access management, and more. The public involvement plan for this study

is robust, and is intended to keep the public connected to the study as it unfolds. Ms. Riepl stated the negotiation of work fee and scope of work with the consultant is expected to lead to a signed contract by approximately May 1, 2022. The final report with presentations is expected by April 30, 2023. This RFP was reviewed by the MPO's oversight, and the MPO addressed the reviewer comments.

Mr. Zacher said he sees the study limits stop at 31st Street NW, but the City of Mandan is also looking for the consultant to acknowledge northward extension beyond 31st Street NW. He asked Ms. Riepl how far north Mandan would want the consultant to look. Ms. Riepl said 38th Street NW would be the cutoff, and Mandan is only looking for very general recommendations for future development, roadway configuration, and access management in the area between 31st Street NW and 38th Street NW. Ms. Drewlow added she believes the intention is to discuss in general what access management would look like for the area, but not to specifically identify the locations for those access points.

Mr. Zacher thinks perhaps it is confusing to restrict the study area to 31st Street NW while also asking the consultant to look further north, no matter how generally. However, he indicated he would be fine with either going forward as is, or making an adjustment to eliminate this confusion.

Mr. Schell asked if the 38th Street NW limit is mentioned anywhere in the RFP for the consultant to be aware of it. Ms. Riepl said it is not, since the request for the consultant to look at future development to the north was intended to be very general and high level. Mr. Schell said he thinks it would be helpful to have more specific guidance in the RFP, so the MPO does not have to answer inquiries from consultants uncertain of how far north they should evaluate.

Ms. Riepl said clarification could be made in the RFP to specify the 38th Street NW boundary. She asked Mr. Zacher if NDDOT would then prefer to change the actual study extents to indicate a 38th Street NW boundary. Mr. Zacher indicated this would be preferable. Ms. Riepl confirmed these changes would be possible, and she can reach out to City of Mandan representatives about these updates, since the RFP, pending board approval, would be released yet this week.

Mr. Ehreth said he is aware the Sunset Drive/I-94 interchange has been studied in the past, and he noticed no such evaluation is included in this RFP. Ms. Riepl confirmed this to be intentional.

Mr. Schell asked if there is any concern about having multiple RFPs going out at the same time, and wonders if they should be staggered in their release. Ms. Drewlow explained the Sunset Drive RFP has a solicitation timeline of three weeks (the standard time) while the second RFP (for the MTP/TDMSE) has a solicitation timeline of four weeks. This longer timeline is because the MTP/TDMSE is a dual study with more scope of work items, and also because the MPO is requesting a sealed cost estimate from the consultant for that study. The third RFP, for Traffic Data Acquisition, has a solicitation timeline of three weeks, but she does not believe there would be much overlap between this RFP and the other two, since the nature of that RFP is quite different and would likely attract different consultants.

Mr. Schell asked if there would be overlap in the solicitation of the Sunset Drive RFP and the MTP/TDMSE RFP, and Ms. Drewlow confirmed there would be, with the MTP/TDMSE RFP running for an additional week.

MOTION: Mr. Ehreth made a motion to recommend approval of the Sunset Drive Corridor RFP, with TAC's proposed changes included (assuming the City of Mandan

approves them). Mr. Schriock seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, Nick Nustad, Mitch Flanagan, Dean Schloss, Wayne Zacher, and Chair Drewlow voting in favor, the motion was approved.

MTP/TDMSE REQUEST FOR PROPOSAL (RFP)

Ms. Drewlow presented this item (Exhibit F) for the board. 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. The not to exceed budget for the project is \$520,000, which is possibly the largest study budget the MPO has ever utilized. Ms. Drewlow noted this budget covers both studies, and includes scope of work items not previously included in prior MTP or TDMSE updates.

Ms. Drewlow said the scope of this dual study generally follows previous MTP and TDMSE updates, but the MPO is asking the selected consultant to provide more technical assistance than in the past, especially in regards to GIS capabilities (in order to update the MPO's Traffic Analysis Zones) and the evaluation of MPO data needs and data usage. These additional requests account for the slight increase in the budget when the studies are combined compared to prior updates. If this RFP is approved by TAC and Policy Board, it will be released for solicitation as soon as possible and will have a submittal deadline of March 16, 2022.

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. ATAC will provide some modeling services for this study, and a major federal focus for the study will be to bring the MPO's study documents into compliance with any recently enacted federal legislation.

Ms. Drewlow explained the study area for this project includes the entire MPO area. She noted the MPO is encouraging consultants to partner with other companies or sub-consultants in order to accommodate the large scope of work contained in this study. The addition of GIS elements to the scope of work requested from the consultant was done due to the large existing workload within the City of Bismarck's GIS office, which has previously provided GIS services for the MPO. Ms. Drewlow then briefly went over other scope of work items included in the RFP. Some of these items included using 2021 as the base year for the TDMSE, the use of a community household survey as part of the MTP, the evaluation of effects of alternative vehicles as part of the MTP, and a discussion of how the MPO may develop a data plan to allow for the more effective use of data in the future.

The study will need to be completed by no later than March of 2025. The TDMSE portion of the study is expected to take roughly 12 months to complete, while the MTP will be a longer process and will overlap somewhat with the TDMSE. Ms. Drewlow closed by noting the public involvement plan for the TDMSE portion of the study is significantly less than the MTP portion, due to the different natures of the projects. The consultant will have freedom to determine the best methods for public involvement in their proposal.

Mr. Ehreth asked if the MPO will be requesting recommendations for changes to the existing Traffic Analysis Zone (TAZ) network with this study. Ms. Drewlow said with this

update the MPO will not be promoting changes, since TAZ changes were promoted and adopted as part of the recent 2020 census, and the MPO will also adopt these changes.

Mr. Ehreth said under the population scope of work item on page 10 of the RFP, he would like to see both population numbers and number of households be collected by the consultant, instead of one or the other. He mentioned it would be helpful if those population numbers, and estimates for future growth, also be broken down by jurisdiction. He additionally recommended including some of the studies NDDOT has conducted as part of the resources the consultant reviews as they develop their study. Ms. Drewlow said she should be able make these changes to the RFP before Policy Board.

Mr. Schell asked if the MPO needs to have a statement in this RFP about desiring consultants to partner with other companies. Ms. Drewlow said from an MPO perspective, these kinds of longer studies can produce some fatigue, through no one's fault. She has found in the past bringing in multiple consultants to multiple parts of a project can bring a lot to the table as far as providing fresh perspectives and keeping the study from growing routine.

Mr. Schell said he thinks that would be more of a consultant team strategy consideration, and it would be up to the consultant whether they think they can provide those kinds of fresh perspectives and expertise in-house, or through partnerships. He said his perspective would be not to guide the consultant to either team or not team, but see what they believe is the best package for this study, and also what the selection committee thinks of each presentation.

After some further discussion amongst members, it was decided to reduce the emphasis on desiring consultants to partner, and instead encourage the consultants to put together the most qualified team to handle the two portions of this study. Ms. Sperry also suggested adding a final presentation date for the TDMSE portion of the study into the study schedule, since she only saw the MTP portion final presentation date in the RFP. Ms. Drewlow said she can make these changes.

Mr. Schell expressed some concern with the overlap between the solicitation periods for the Sunset Drive RFP and the MTP/TDMSE RFP, since he feels they may attract similar companies and make it more difficult for consultants to respond thoroughly to both. He wonders if delaying the MTP/TDMSE RFP would be problematic.

After discussion amongst the members, it was decided the MPO and TAC could accommodate an extension of a week or so to the solicitation deadline for the MTP/TDMSE RFP. Ms. Drewlow indicated she will work to extend the deadline as long as she can, without delaying the overall schedule for the RFP.

MOTION: Mr. Ehreth made a motion to recommend approval of the MTP/TDMSE RFP, with TAC's proposed changes included. Mr. Schell seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, Nick Nustad, Mitch Flanagan, Dean Schloss, Wayne Zacher, and Chair Drewlow voting in favor, the motion was approved.

TRAFFIC DATA ACQUISITION REQUEST FOR PROPOSAL (RFP)

Ms. Drewlow referred to Exhibit G in the packet for this item. This RFP is for the acquisition of traffic counts and turning movements by the MPO. Ms. Drewlow noted the MPO performed a similar activity in 2018. This RFP has a not to exceed budget of \$80,000, and the deadline for consultants to submit their proposals for the project is March 10, 2022. The MPO is requesting online interviews only for this project, and these will occur sometime between April

11 and 14, 2022. This RFP is a much simpler project than a traditional transportation study, and will require consultants with technical expertise in traffic data. The selection committee will have four members. The three voters will be from the City of Bismarck, the City of Mandan, and NDDOT, while the MPO Project Manager will serve as moderator. In the case of a tie, a consultant employing a DBE will receive favorable consideration, and if no DBE is employed, the moderator will have the tie breaking vote.

The MPO wants the consultant to begin collecting traffic counts as soon as possible, hopefully starting in the spring of 2022, as soon as the contract is signed. For the project budget, the MPO expects to be able to gather data for about one hundred intersections in Bismarck and Mandan. The count locations are divided based on the local share provided by each city, so Mandan will have approximately twenty-five locations while Bismarck will have seventy-five. This split also roughly represents population size. Twelve of the Bismarck locations will be collected by NDDOT (which is doing its own traffic data collection this spring). The consultant for this project will be asked to process the data from the twelve Bismarck locations NDDOT is collecting. The MPO is asking the consultant to collect traffic data between April of 2022 and June 1, 2022.

Ms. Drewlow explained the consultant will need to deliver both the data and a method of interacting with the data at the end of the project. The eighty-eight locations the consultant will collect will be due by August 30, 2022, while the twelve NDDOT locations will be due by October 15, 2022.

Mr. Schell asked if this project is only requesting intersection turning movement counts, or if it will also request tube counts. Ms. Drewlow said it is just intersection turning movement counts. NDDOT is also collecting traffic counts this year, and the MPO felt their breadth of tube counts will be sufficient to supplement the MPO's efforts. Mr. Schell called out a correction that would need to be made to the RFP to remove a reference to tube count equipment, and another correction related to contradictory numbers for the traffic count locations, and Ms. Drewlow noted the corrections.

Mr. Schell said the RFP indicates the MPO is requesting either 24-hour or 48-hour traffic count data. He is concerned if the RFP is not specific about which option is preferred, the consultant may not be able to provide accurate sealed cost estimates. Ms. Drewlow said past RFPs for this kind of data did request either 24-hour or 48-hour counts, but the MPO only received 24-hour counts from consultants at that time. She indicated she left both options in to give consultants the option to say what kind of counts the MPO could afford given the project budget.

Mr. Schell suggested clarifying the language to make it more apparent the consultant has the option to choose between 24-hour and 48-hour traffic count data for their proposal, and that the MPO is not directing the consultant one way or the other. Ms. Drewlow said she can add clarifying language.

Mr. Ehreth noted the RFP submittal deadline is listed as Friday, March 10, but March 10 is a Thursday, so he suggested changing the deadline to March 11. Ms. Drewlow noted this change.

Mr. Berg asked about the NDDOT traffic count locations, and whether the MPO or the consultant would provide the processed data back to NDDOT. Ms. Drewlow indicated the MPO will be providing the processed data to NDDOT and the local jurisdictions. Mr. Berg also said it would be helpful if the traffic data were stored on a cloud-based platform for ease of access since

there are multiple jurisdictions involved in this project. Ms. Drewlow thanked him for this suggestion.

Mr. Schriock asked about the count dates being between April and June. He said load restrictions are in place during those times and wonders if this would skew some of the numbers. Load restrictions usually come off in May. Mr. Schell observed it is very difficult to find a perfect time to collect counts. If the MPO waits until May, school data might be missed, and also May is further into construction season. He would prefer to miss some of the heavy truck data by starting in April than to wait and risk missing more light vehicle data. Mr. Berg said school being in session has a significant impact on traffic counts, so he would recommend starting while school is still going. Ms. Drewlow said the MPO can evaluate the best start time closer to deployment.

Mr. Schell suggested adding language to the RFP indicating the MPO would prefer the consultant provide a cloud-based platform for the traffic data. He said it does not need to be mandatory, but he thinks it should be encouraged. Ms. Drewlow made note of this.

MOTION: Mr. Schell made a motion to recommend approval of the Traffic Data Acquisition RFP, with TAC's proposed changes included. Mr. Schriock seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, Nick Nustad, Mitch Flanagan, Dean Schloss, Wayne Zacher, and Chair Drewlow voting in favor, the motion was approved.

EAST MAIN AVENUE CORRIDOR STUDY UPDATE

Ms. Riepl reminded the board the East Main Avenue Corridor Study will evaluate the East Main Avenue Corridor between 7th Street and 26th Street, and lead to recommendations for roadway configuration and access management. It will also look at the transportation impacts of potential redevelopment and land-use scenarios along the corridor. The RFP was approved last fall and interviews were held in November. SRF Consulting was selected by the selection committee and approved by TAC and Policy Board. Apex and TC2 are serving as sub-consultants for SRF. There was a \$9,500 budget increase added to this study in January via a UPWP modification, after the MPO determined some additional analysis would need to be performed for the study. The contract between the MPO and SRF used what will now be the MPO's standard contract template, which has undergone NDDOT review. Ms. Riepl said NDDOT provided one comment on a minor typological issue, which she will investigate after TAC. She is hopeful to have the contract signed and executed yet today, and this would allow SRF to give a study update to Policy Board tomorrow.

Ms. Riepl said the study is expected to be completed by April of 2023. If the contract is executed today, the MPO will embark on the first of five phases for the study. The first phase is baseline input, followed by issues and needs, alternative development, alternative development analysis, and finally finalization and implementation. Phase one will identify and assemble the study review committee and major stakeholders.

Mr. Zacher asked about the project schedule, and Ms. Riepl said the study is expected to be done by April 30 of 2023, although the contract does run through June 30, 2023.

Ms. Riepl referred 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

informational purposes only; it is signed by the Policy Board chair, but does not require formal approval from the boards.

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.

Mr. Schell asked for clarification on these cost reductions, especially for the Expressway Bridge project. He said the reduction for that project from about \$210,000 to about \$180,000 is minor and it is certainly possible the cost could go back up. He asked what causes NDDOT, FHWA, and/or the MPO to trigger these kinds of changes to the TIP.

Mr. Zacher said both projects are still getting started. He explained he sends project changes for the TIP to the MPO weekly, and the MPO goes through their process to make necessary changes. He understands these costs could change again because the projects are still so new, and he does not have a preference one way or the other as far as making these changes or leaving them alone. However, he mentioned FHWA requires accurate costs in the TIP. He also thinks these modifications were made primarily to match costs that were placed in NDDOT's State Transportation Improvement Program (STIP).

Ms. Sperry said FHWA looks at both the STIP and the TIP when they get funding requests for projects, to make sure they match or are reasonably close, because accuracy in these documents allows local jurisdictions to have a good understanding of the local share they will need to provide. She said she can see how the costs could fluctuate a lot and potentially lead to a lot of administrative modifications.

Mr. Larson said a lot of the amendments and modifications to the TIP this month and next month are due to his trying to make the MPO's TIP projects match the STIP. Mr. Zacher noted the process of matching the STIP is more spread out this year due to him being out of the office for an extended period and not being able to get all of the STIP updates to the MPO at once.

TRB ANNUAL CONFERENCE UPDATE

TAC agreed to table this agenda item for next month, because of the long run time of today's meeting.

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.

Executive Order 14019 Reminder

Ms. Sperry said Executive Order 14019 came out in March 2021, and it is something to be mindful of as another construction season approaches. The order is to promote access to voting locations for people using all modes of transportation, so, if there is a construction project that could affect this access, she wanted TAC members to be aware and ensure people still have equal ability to reach those voting locations.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:51 a.m., with the next scheduled meeting to take place on March 14, 2022, at 10:00 a.m.

Respectfully Submitted,

Stephen Larson
Recording Secretary

APPROVED:

Rachel Drewlow, 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 2022-2025 Amendment

Project Year(s) 2024

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											
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	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 (Bismarck)	\$0	\$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		

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

* Pending Availability of Federal Funds

City plans to advance construct project in 2022

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	NH-U	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	NH-U	23347	NA	

* Represents an "Expansion" project. An expansion project is focused on improving traffic flow through efforts such as: adding through lanes on urban arterial roads, widening roads, adding shoulders, etc.

* 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:

Rachel Drewlow, Executive Director
rdrewlow@bismarcknd.gov
701-355-1852

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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)