

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

FROM: Rachel Drewlow, MPO Executive Director

DATE: April 11, 2022

RE: TAC Meeting

There will be a meeting of the Bismarck-Mandan MPO Technical Advisory Committee on **Monday, April 18, 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 5/16/2022. 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	4	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
MARCH 14, 2022**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) met on March 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, Mark Berg for Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Nick Nustad, Mitch Flanagan, Wayne Zacher, and Rachel Drewlow. Members absent were Chuck Peterson, Natalie Pierce, and Dean Schloss.

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

MINUTES

Chair Drewlow called for consideration of the minutes from February 14, 2022.

MOTION: Mr. Ehreth made a motion to approve the February 14, 2022 minutes as presented. Mr. Schriock seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Mark Berg, John Saiki, Andrew Stromme, Justin Froseth, Nick Nustad, Mitch Flanagan, Wayne Zacher, and Chair Drewlow voting in favor, the minutes of the February 14, 2022 meeting were approved.

2022-2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS

Mr. Larson said the MPO advertised three TIP Amendments for the required 15-day comment period, and no public comments were received on the amendments. All three amendments are consistent with the MTP.

Mr. Larson presented a brief overview of the amendments as shown in Exhibits A-C in the packet. The first amendment was a project for work on Bismarck-Mandan's Memorial Bridge. He explained the project was previously moved from funding year 2021 to 2022 by amendment in January of this year, and the current amendment is also to move the funding year, this time from 2022 to 2024. All other project details remain unchanged.

The second amendment addresses higher cost estimates for an NDDOT led project for bridge work at two different locations along I-94. Originally, this project was listed as two separate projects in the TIP (with the same PCN number) in order to differentiate between the two locations. However, NDDOT's updated cost estimates no longer separate the two locations into two projects, and so this TIP amendment does the same for the sake of consistency.

The final amendment was to address increased cost estimates for phase III of the Mandan Memorial Highway Reconstruction project (funded in 2024). The amendment also adds a PCN number to the project. Mr. Larson noted the cost estimates for phases I and II of the Memorial Highway project are being addressed via administrative modifications later in the meeting.

Some of the work and costs for the project are being moved from phase I and into phase II and especially phase III.

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. Froseth made a motion to recommend approval of the 2022-2025 TIP Amendments as presented. Mr. Ehreth seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Mark Berg, Andrew Stromme, Justin Froseth, Nick Nustad, Mitch Flanagan, Wayne Zacher, and Chair Drewlow voting in favor, the motion was approved.

Note: Mr. Saiki left the meeting before being able to provide an audible vote on this item.

TRANSIT DEVELOPMENT PLAN (TDP) REQUEST FOR PROPOSAL (RFP)

Ms. Drewlow presented this item (Exhibit E) for the board. She explained the TDP was last updated by the MPO (in conjunction with Bis-Man Transit, along with the cities of Bismarck, Mandan and Lincoln) in 2017-2018. The Federal Transit Administration (FTA) prefers a TDP update every three to five years, or at minimum with each MTP update (an update to the MTP is beginning shortly). The Bis-Man Transit Board recently elected to pursue a TDP update as its own study, separate from the MTP.

Ms. Drewlow said if this RFP is approved, it will be released on NDDOT's solicitation website, and proposals from consultants will be due by April 7, 2022. The MPO is not requesting a sealed cost estimate from consultants for this study, since time is not particularly restricted and the MPO believes it can address the financial aspects of the study after a top consultant is selected. The study has a not to exceed budget of \$175,000 dollars, and Bis-Man Transit will provide the entire local share for the study.

The Selection Committee for this TDP update will consist of six people. Five will be voters, one from the City of Lincoln, one from the City of Bismarck, one from the City of Mandan, one from Bis-Man Transit, and one from the community at large. The MPO Project Manager will serve as moderator and provide a tie breaking vote if needed. As per usual, in the event multiple consultants are equally ranked as the top consultant, additional positive consideration will be given to proposals employing a DBE company. If no DBE is employed, the moderator will break the tie.

In past TDP updates, significant attention was paid to the types of services Bis-Man Transit provides to the community. While some attention will still be paid to this with the current update, Ms. Drewlow noted a special focus of this study will be to examine how Bis-Man Transit's services compare with those of peer communities. Additionally, this study will look closely at Bis-Man Transit's organizational structure. Currently, the City of Bismarck receives federal grant funding from FTA and passes it on to the Bis-Man Transit Board. As such, the City of Bismarck has a number of monitoring and oversight responsibilities over Bis-Man Transit. The Bis-Man Transit Board in turn has a third-party operations contract with National Express for their bus drivers and other operational positions. Overall, this is a very unique organizational structure, and this TDP will look at possible alternatives as part of the study process. The goal is to maximize Bis-Man Transit's efficiency and longevity.

This TDP update will have two public involvement opportunities for the general public. The format of these public involvement opportunities is being left to the consultant, since the best format for public engagement is something the MPO is exploring in the aftermath of COVID-19. The study should begin in June of 2022 and conclude by no later than June 30, 2023. It will conclude with final presentation meetings with TAC and Policy Board, as well as the Bis-Man Transit Board and the city commissions for Bismarck and Mandan.

Mr. Ehreth had a few comments on the RFP. First, he suggested adding Bis-Man Transit ridership trends over the past few years to the background information section of the RFP. Second, he noted on page 10, item 5, section D.II of the RFP it calls out the possibility of Transit using City of Bismarck general fund money as a funding source in the future. He suggested generalizing that statement, since he recalls other local jurisdictions besides Bismarck have provided financial support to Transit in the past. Third, he advised specifically calling out the importance of involving the community's human service providers in the public involvement portion of the RFP, since this is an influential section of the community when it comes to transit items. Finally, Mr. Ehreth mentioned including the recent Coordinated Human Services Plan update under the consultant resources section of the RFP. Ms. Drewlow thanked Mr. Ehreth and said his corrections are all easy changes she can make that will not delay the RFP's release.

MOTION: Mr. Ehreth made a motion to recommend approval of the Transit Development Plan RFP, with TAC's proposed changes included. Ms. Hughes seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Mark Berg, Andrew Stromme, Justin Froseth, Nick Nustad, Mitch Flanagan, Wayne Zacher, and Chair Drewlow voting in favor, the motion was approved.

JURISDICTIONAL PAYMENTS FOR TASK 204 (TRANSPORTATION STUDIES/DATA ACQUISITION)

Ms. Drewlow presented on this item (Exhibit F). She explained this is a memorandum from the MPO to TAC and Policy Board, requesting approval for the MPO to update the procedures it uses to process jurisdictional payments for transportation studies and data acquisitions (the MPO's local jurisdictions provide local match for these items). In the past, MPO staff have received invoices from a study consultant or data company, and have then requested its local jurisdictions to provide payment for their respective shares of the invoice directly to the consultant or company owed. This process has worked, but does involve some amount of delay, since each local jurisdiction must get approval from its board(s) before providing payment for their share of an invoice.

Ms. Drewlow said the MPO is requesting TAC and Policy Board to allow the City of Bismarck's Finance Department to pay up front any local portion of task 204 invoices. The MPO would then bill its local jurisdictions, who could take the needed time to complete their approval processes for their portion of the payment before returning payment directly to the MPO (who would then submit it to City of Bismarck Finance). This does not mean the City of Bismarck is paying the local match, but rather they are simply paying forward on the local match, allowing the MPO to pay its consultants within 30 days of invoice creation and thus tidy up its billing processes. Ms. Drewlow noted the City of Bismarck Finance Director has approved this change. The only difference for local jurisdictions is payments would be sent directly to the MPO, instead of to the companies performing task 204 services.

Mr. Froseth asked if the local jurisdictions would be receiving invoices directly from the MPO/City of Bismarck Finance under this change, and Ms. Drewlow confirmed this would be the case, and it would make the payment process more direct.

Mr. Stromme asked if this process would apply to studies where, say, the City of Mandan was the only party providing local match for the study. Ms. Drewlow said yes, the new process would apply to all task 204 projects. City of Bismarck Finance would pay the twenty percent local match up front, and even if Mandan was the only party providing local match, they would provide their payment to the MPO (who would repay City of Bismarck Finance).

MOTION: Ms. Hughes made a motion to recommend approval of the process outlined in the Jurisdictional Payments Memo. Mr. Froseth seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Mark Berg, Andrew Stromme, Justin Froseth, Nick Nustad, Mitch Flanagan, Wayne Zacher, and Chair Drewlow voting in favor, the motion was approved.

EAST MAIN AVENUE CORRIDOR STUDY UPDATE

Mr. Harmstead provided a brief update for the East Main Avenue Corridor Study, which is just underway. He said they are getting close to having a study review committee assembled. This committee will include City of Bismarck Planning and Engineering, Bis-Man Transit, Downtowners, NDDOT, FHWA, FTA, and hopefully a freight perspective from a company doing business on the corridor. The first committee meeting is being targeted for the end of April. Mr. Harmstead said SRF is also looking into the traffic counts NDDOT intends to do in the area of the study to see how useable those will be as the study unfolds.

SOLICITATION OF NEW FREIGHT MEMBER FOR TAC

Ms. Drewlow said Chuck Peterson sent her a letter announcing his retirement from the TAC board. Mr. Peterson has represented the freight community on TAC for many years, and the MPO has certainly appreciated his contributions to the board. Ms. Drewlow asked TAC members to reach out to her if they have anyone they believe would be a good fit for this opening. The MPO may have a short, informal application process for filling the Freight Representative spot. If there are several applicants, TAC would hold a vote, and if only one person is interested, there would be a vote of concurrence to have them join the TAC board.

Mr. Zacher asked if the MPO is going to release anything official about the opening. Ms. Drewlow said the MPO could possibly put an advertisement in the newspaper; the MPO is open to reaching out to the community in whatever ways TAC feels would be most effective. Mr. Zacher suggested the MPO might reach out to several of the larger freight companies in the community with this opportunity, such as Bobcat, Land-O-Lakes, etc. Mr. Ehreth mentioned the City of Bismarck usually puts out a newspaper ad for its advisory board openings, so that might be a good idea in this case. He also mentioned the North Dakota Motor Carrier's Association as an entity to contact about the opening.

Ms. Drewlow said the MPO will do an advertisement, and will also assemble a basic informational application for the opening. TAC will be updated on this at next month's meeting.

2022-2025 TIP ADMINISTRATIVE MODIFICATIONS

Mr. Larson presented on Exhibits H through J. 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 all three projects. The first two were to address minor cost estimate changes for phases I and II of the Mandan Memorial Highway Reconstruction project. The costs for phase I (funded in 2022) were lowered, while the estimates for phase II (funded in 2023) were slightly increased. All other project details for both projects remain unchanged. The final modification was to add a PCN number (23336) to a project for a thin overlay on Highway 1804 from North Hazelton Junction to Signal Street. No other changes were made to this project.

TRB ANNUAL CONFERENCE UPDATE

Ms. Drewlow said in early January she attended the annual conference of the Transportation Research Board (TRB). The TRB invites people nationwide to discuss transportation issues. This is the first time an MPO staff member has attended this conference. However, there is another TRB conference specifically for small and mid-sized MPOs that occurs every two years, and the MPO has attended these in the past. Ms. Drewlow said she took a number of good things away from the conference. She is hoping to periodically provide TAC members with her takeaways, both for informational purposes and also as a thank you for their support of the MPO. She said that today she would share some slides from a presentation at the conference she found interesting.

The presentation was called Advanced Driving Simulators (ADS) for Rural America, and was presented by Omar Ahmad with the University of Iowa. One of the ADS project goals is to improve the safety of roadways using ADS. ADS are vehicles equipped with specialized software and equipment to drive themselves while there is a human in the vehicle assisting with the driving as needed. Another goal of this ADS project is to represent rural roads in ADS testing. Most ADS testing so far has been focused on larger metropolitan areas, which is what this ADS study is seeking to remedy.

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

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

The research is designed to run through all four seasons (so all 12 months of the year). This will allow the ADS vehicle to be tested in all kinds of weather (rural Iowa experiences a wide variety of weather), at all times of day, and a wide variety of rural environments (Ms. Drewlow mentioned deer or other animal activity as a likely obstacle).

There are cameras inside the ADS vehicle as well as outside, to help collect data from the participants, including non-verbal cues. Participants are equipped with biometric wristbands for the drive, to help pick up biological cues from the riders. As of January, the ADS project has had 22 participants, 12 female and 10 male, all at retirement age or older. 2 of the participants

were mobility impaired. No participant is allowed to ride more than once. So far, the feedback from the participants has been positive.

The researchers have been thorough in recording the instances and reasons for automation failure during the drives. Some of the top reasons for the automation failing so far include decreases in speed limit, having to stop at a traffic light, being passed by a vehicle in a no passing zone, and having to exit a highway. Ms. Drewlow believes this is a good reminder that software cannot do anything outside of its programming. This research is important because it allows software developers to build in the needed programming to address the myriad of roadway issues an ADS vehicle would encounter. For example, researchers observed the ADS vehicle has particular issues responding to emergency vehicles during an emergency, demonstrating a necessary area of improvement. The ADS vehicle did successfully navigate around a number of vulnerable road users in automated mode, including horse and buggy drivers, cyclists, pedestrians, and farm vehicles. However, there were other instances where the safety driver had to take over to navigate those types of encounters.

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

Mr. Berg asked if this study has any data on road conditions such as fog, ice, etc. Ms. Drewlow confirmed this study is working to capture all kinds of travel times and road conditions.

Mr. Ehreth asked if the ADS software was created by the research group, or if they are employing a third party. Ms. Drewlow said they are employing third party business partners for the software creation. Mr. Ehreth then asked if the mobility impaired participants were able to enter and exit the ADS vehicle without assistance. Ms. Drewlow said she does not recall that being mentioned, but she believes the vehicle is equipped with a lift to allow for accessible entry.

OTHER BUSINESS

New City of Mandan Assistant Engineer Introduction

Mitch Murray introduced himself to TAC as Mandan's new Assistant Engineer.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:56 a.m., with the next scheduled meeting to take place on April 18, 2022, at 10:00 a.m.

Respectfully Submitted,

Stephen Larson
Recording Secretary

APPROVED:

Rachel Drewlow, Chair

Bismarck-Mandan MPO

TIP AmendmentProject Year(s)

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.25	\$550,000	\$550,000	\$0	\$1,100,000	RAISE Grant

Project Description:

This is an NDDOT led project to develop a comprehensive Transportation Management Center (TMC) and Safety, Mobility, Automated, Realtime, Traffic management (SMART) Corridor Plan. The plan will help NDDOT design, integrate, and operate a TMC and SMART Corridor. I-29 from the South Dakota border to the Canadian border is being developed as a SMART Corridor, while the TMC may be located in Bismarck, which is why NDDOT requested a TIP Amendment. Half the project is funded by the Federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant. The total cost is not specific to the Bismarck-Mandan MPO area. The project PCN is 23513.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

The project is consistent with the Arrive 2045 MTP, specifically goals 1D and 2E.

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

Bismarck-Mandan MPO Policy Board Chair

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Bismarck-Mandan MPO

TIP AmendmentProject Year(s)

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	23.6.20	\$27,000	\$3,000	\$0	\$30,000	HES

Project Description:

This is a statewide roundabout signing safety project led by NDDOT. This project has one location within the Bismarck-Mandan MPO area. In total four signs will be placed at the intersection of ND 1804 and N Washington St in Bismarck. The project has a PCN of 23529.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

The project is consistent with the Arrive 2045 MTP, specifically goal 2B.

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

 Bismarck-Mandan MPO Policy Board Chair

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Bismarck-Mandan MPO

TIP 2022-2025 Amendment

Project Year(s) 2022

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.24	\$19,800	\$2,200	\$0	\$22,000	NH

Project Description:

This project is a statewide project that has one site within the Bismarck-Mandan MPO region. The project provides yearly calibration for Weigh in Motion sites, and the work will involve driving a test vehicle over the lanes and recalibrating the electronics in the existing cabinet. The Bismarck-Mandan MPO project location is the Apple Creek eastbound Weigh in Motion site on I-94 at mile marker 165. The project is being funded in 2022, and the PCN is 23507.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

The project is consistent with the Arrive 2045 MTP, specifically goal 2E.

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) 2022

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.26	\$126,146	\$0	\$0	\$126,146	TBD

Project Description:

This is an NDDOT led project to remove the abandoned rail crossing and related infrastructure on Main Avenue in Bismarck between 24th and 26th Street. The project will also restore the pavement, curb and gutter, and sidewalk as applicable once the rail crossing is removed. Since this project uses Section 130 Rail Safety funds, it is 100% federally funded under the recently enacted IIJA/BIL federal infrastructure bill. The project does not yet have an assigned PCN number.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

The project is consistent with the Arrive 2045 MTP, specifically goal 2A.

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

Bismarck-Mandan MPO Policy Board Chair

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Bismarck-Mandan MPO

TIP AmendmentProject Year(s)

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.28	\$244,935	\$0	\$0	\$244,935	RPS

Project Description:

This project is for the installation of a new rail signal and related accessories at the existing Morrison Avenue rail crossing in Bismarck. Since this project uses Section 130 Rail Safety funds, it is 100% federally funded under the recently enacted IIJA/BIL federal infrastructure bill. The project has a PCN of 23355.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

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

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

 Bismarck-Mandan MPO Policy Board Chair

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Bismarck-Mandan MPO

TIP AmendmentProject Year(s)

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.27	\$413,788	\$0	\$0	\$413,788	RSU

Project Description:

This project is for work on the rail crossing on 43rd Ave NE in Bismarck. It will consist of adding new extended crossing surface, new full depth concrete panels on the north and south sidewalks, and the relocation and upgrading of the crossing signal system. Since this project uses Section 130 Rail Safety funds, it is 100% federally funded under the recently enacted IIJA/BIL federal infrastructure bill. It has a PCN of 23582.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

The project is consistent with the Arrive 2045 MTP, specifically goals 2A and 2E.

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

Bismarck-Mandan MPO Policy Board Chair

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BISMARCK-MANDAN MPO TRANSPORTATION IMPROVEMENT PROGRAM 2022-2025 Page 1 of 4										
PROJECT FUNDING YEAR 2022										
ESTIMATED COST IN DOLLARS										
LEAD AGENCY	REFERENCE NUMBER	PROJECT DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	FEDERAL PROGRAM SOURCE	PCN	ESTIMATED CONSTRUCTION YEAR	AMENDMENT/ MODIFICATION (Date)
BISMARCK	22.1.02	Urban Grants Project - Bismarck Thayer Avenue (N 3rd St-N 6th St) & N 6th St (Main Av - Rosser Av) (CPR, Curb & Gutter, Bulb-outs, Sidewalk, ADA Ramps, Pavement Marking, LED Roadway Lighting, Pedestrian Lighting, Street Trees, Landscaping, Signing, Parking Improvements)	\$1,280,000	\$0	\$320,000 (Bismarck)	\$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 (Bismarck)	\$34,000	TAU	22950	2022	
BISMARCK	22.1.04 ~~21-1-04~~	Urban Grants Project - Bismarck N 4th St (Main to Thayer), N 5th St (Main to Thayer), Broadway (N 4th St to N 6th St) (CPR, Curb & Gutter, Sidewalk, Pavement Marking, LED Lighting, Pedestrian Lighting, Signing, ADA Ramps, Landscaping)	\$1,000,000	\$0	\$251,000	\$1,251,000	UGP	22512	NA	Amendment Moved from 2021 (JAN 2022)
MANDAN	22.4.01	Transportation Alternatives - Mandan - Old Red Trail Phase 2 Shared Use Path (South side of Old Red Trail, starting at Sunset Drive going west 0.8 miles) (2 inch overlay with 0.5 inch leveling course for the existing 10.5 foot wide path)	\$168,237	\$0	\$39,642 (Mandan)	\$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 (Mandan)	\$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 (Mandan)	\$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 (Bismarck)	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 (Bismarck)	Funded in 2021	NHU	22904	2022	
NDDOT	22.6.08	Urban Regional - Mandan Memorial Highway (Memorial Highway Phase 1, Extends TBD) (Reconstruction, Sanitary Sewer & Drainage)	~~\$7,081,375~~ \$2,706,000	~~\$793,625~~ \$303,000	~~\$2,375,000~~ \$2,999,000 (Mandan)	~~\$11,250,000~~ \$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 (Bismarck)	\$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 (Bismarck)	\$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 (Bismarck)	\$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 (Bismarck)	\$2,310,000	NHU	22770	2022	
NDDOT	22.6.13	Urban Regional - Bismarck 5th St (Front Av to Bismarck Expressway) (.6 miles, Mill & Overlay, Curb & Gutter)	~~\$760,742~~	~~\$85,254~~	~~\$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 (Bismarck)	\$440,000	SHE	23155	2022	
NDDOT	22.6.15	Urban Regional - Bismarck Expy Railroad Bridge (Bismarck Expy BN & CP Railway Bridge) (Approach Slab & Barrier Spill Repair, SE Beam End Repair, Seal Joints & Barrier)	~~\$171,362~~ \$149,371	~~\$19,204~~ \$16,740	~~\$21,173~~ \$18,457 (Bismarck)	~~\$211,729~~ \$184,568	NHU	22905	2022	Modification Costs changed (FEB 2022)
NDDOT	22.6.16	Urban Regional - Bismarck Expy (Main Av to end of asphalt) (Mill & Overlay, ADA Ramp Rev)	\$60,698	\$6,802	\$7,500 (Bismarck)	\$75,000	NHU	23208	2022	
NDDOT	22.6.17	Urban Regional - Bismarck Expy (Washington St to Main Av) (Mill & Overlay, ADA Ramp Rev)	~~\$1,618,600~~ \$1,217,000	~~\$181,400~~ \$691,000	~~\$200,000~~ \$42,000 (Bismarck)	~~\$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 (Bismarck)	\$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 (Burleigh)	Funded in 2021	IM	21854	2022	
NDDOT	22.6.20 ~~(21-6-00)~~	*Urban Regional - I-94B-Bismarck/Mandan Memorial Bridge (1.1 miles, Memorial Bridge) (Clean drains & glands, Clean Tube, 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)
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)
NDDOT	22.6.24	Rural - Statewide ITS equipment (I-94 Mile Marker 165, Apple Creek eastbound Weigh in Motion site) (Recalibrate electronics in existing Weigh in Motion cabinet)	\$19,800	\$2,200	\$0	\$22,000	NH	23507	NA	Amendment New Project (APR 2022)
NDDOT	22.6.25	*Planning Study - Transportation Management Center (TMC) and SMART Corridor (I-29 from the SD border to the Canadian border, and the TMC may be located in Bismarck) (Planning study to make I-29 a SMART Corridor and to design a TMC)	\$550,000	\$550,000	\$0	\$1,100,000	RAISE	23513	NA	Amendment New Project (APR 2022)
NDDOT	22.6.26	Urban Rail - Main Ave Bismarck (Main Ave Rail Crossing between 24th and 26th St) (Remove abandoned rail crossing and related infrastructure, restore pavement as needed)	\$126,146	\$0	\$0	\$126,146			2022	Amendment New Project (APR 2022)
NDDOT	22.6.27	Urban Rail - 43rd Ave NE Bismarck (43rd Ave NE Rail Crossing) (New extended crossing surface, new full depth concrete panels on n and s sidewalks, upgrade and relocation of crossing signal system)	\$413,788	\$0	\$0	\$413,788	RSU	23582	2022	Amendment New Project (APR 2022)
NDDOT	22.6.28	Urban Rail - Morrison Ave Bismarck (Morrison Ave Rail Crossing, NPCC spur line) (Upgrade crossing by installation of new, improved rail signal and related accessories)	\$244,935	\$0	\$0	\$244,935	RPS	23355	2022	Amendment New Project (APR 2022)

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* Pending Availability of Federal Funds

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

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

< Cost estimates reflect all of project limits, not just work within the Bismarck-Mandan MPO area

PROJECT FUNDING YEAR 2023

ESTIMATED COST IN DOLLARS

LEAD AGENCY	REFERENCE NUMBER	PROJECT DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	FEDERAL PROGRAM SOURCE	PCN	ESTIMATED CONSTRUCTION YEAR	AMENDMENT/ MODIFICATION (Date)
BISMARCK	23.1.01	^{***} Urban Roads - Bismarck 43rd Ave (State St - 26th St) & 19 St (N Valley Lp/Yucca Av - 43rd Av) (Reconstruction and Widening)	\$4,800,000 (NHU) \$574,285 (CVD)	\$0	~~\$9,200,000~~ \$7,700,649 \$5,290,769 \$4,000,000 (Bis)	~~\$14,000,000~~ \$22,365,703	NHU CVD	22929	2022	Amendment Costs updated (FEB 2022)
BISMARCK	23.1.02	Safety - Rectangular Rapid Flashing Beacons (RRFB) in Bismarck (Various Locations) (Install RRFB at up to 11 locations, recommended by School Safety Crossing Study)	\$378,000	\$0	\$42,000 (Bismarck)	\$420,000	HEU	23372	2023	Modification Added FPS, PCN & Construction Year (JAN 2022)
BISMARCK	23.1.03	Urban Grants Project - Bismarck 3rd/4th/5th St, Rosser Av, Broadway (3rd St from Main-Rosser, Rosser from 3rd-7th, 4th St from Rosser-Thayer, 5th St from Rosser-Thayer, & Broadway from 3rd-4th & 6th-7th) (Mill & Overlay, Curb & Gutter, ADA Ramp Rev, Bikeway/Walkway, Lighting, Signal Revision, Landscaping, 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 (1/4 mile E of US-83 N, EB) (Approach Slabs, Expand Joint Mod)	\$168,480	\$18,720	\$0 (Bismarck)	\$187,200	IM	23009	NA	Amendment Combined with 23.6.13, Costs changed (MAR 2022)
NDDOT	23.6.03	Rural - Hwy 1804 (N Hazleton Jct to Signal St) (24.9 miles, Thin Overlay)	\$3,566,000	\$840,000	\$0 (Burleigh)	\$4,406,000	SS	23336	NA	Modification Added PCN (MAR 2022)
NDDOT	23.6.12	Bridge - I-94 (Junction of US 83 N & I-94, EB) (Spall Repair, Structure Incidentals)	\$73,008	\$8,112	\$0 (Bismarck)	\$81,120	IM		NA	
NDDOT	23.6.13	Bridge - I-94 (CP rail/hwy creek struct. 1 mile E of US 83 N, 19th St separation abt 1/2 mile E of US 83 N) (Deck Overlay, Rail Retrofit, Approach Slabs, Expand Joint Mod)	~~\$526,328~~ \$1,195,087	~~\$59,592~~ \$132,788	\$0 (Bismarck)	~~\$585,920~~ \$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, Extends TBD) (Reconstruction, City Utilities)	~~\$19,758,100~~ \$15,848,000	~~\$1,641,900~~ \$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 (.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)
NDDOT	23.6.20	Safety - Roundabouts Statewide (ND 1804 & N Washington St intersection) (Addition of 4 roundabout signs for intersection)	\$27,000	\$3,000	\$0	\$30,000	HES	23529	NA	Amendment New Project (APR 2022)
OTHER	23.7.01	Urban Grants Project - Bismarck/Mandan Fixed Bus Route (Various Locations) (Solar Lighting at Existing Shelters, Bus Benches)	\$11,200	\$0	\$2,800 (Bismarck via Bis-Man Transit)	\$14,000	UGP		NA	

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*Pending Availability of Federal Funds

@ City plans to advance construct project in 2022

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

< Cost estimates reflect all of project limits, not just work within the Bismarck-Mandan MPO area

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, Extents TBD) (3.3 miles, Reconstruction, City Utilities)	~~\$11,330,200~~ \$16,712,000	~~\$1,269,800~~ \$1,873,000	~~\$4,900,000~~ \$5,505,000 (Mandan)	~~\$17,500,000~~ \$24,090,000	SU-CPU	23278	NA	Amendment Cost increase, Added PCN (MAR 2022)
NDDOT	24.6.07	^{WFO} Rural - I-94 (East of 161 Interchange to east of Menoken Interchange) (9.8 miles, Median X-Over, Ramp Connections)	\$1,366,544	\$151,838	\$0 (Burleigh)	\$1,518,382	IM	22639	NA	
NDDOT	24.6.09	*Urban - I-94 (2 miles E of US 83 N, EB, Centennial/Bismarck Expressway) (Structure/Incidentals, Ramp Revisions)	\$27,000,000	\$3,000,000	\$0 (Bismarck)	\$30,000,000	IM	22648	NA	
NDDOT	24.6.10	Bridge - I-94 (1 mile E of US 83 N) (Structure Paint)	\$223,891	\$24,877	\$0 (Bismarck)	\$248,768	IM	22614	NA	
BISMARCK PARKS & REC DISTRICT	24.7.01	Transportation Alternatives - Bismarck Ash Coulee & Tyler Parkway (Bikeway/Walkway)	\$290,000	\$0	\$99,015 (Bis P&R District)	\$389,015	TAU	23236	NA	
NDDOT	24.6.11 ~~22-6-12~~	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~~ ~~23-6-09~~	*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)

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^{WFO} Pending Availability of Federal Funds

^{WFO} Project area extent is larger than the MPO area. Costs have not been prorated.

PROJECT FUNDING YEAR 2025

ESTIMATED COST IN DOLLARS

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

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**Pending Availability of Federal Funds

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

**AGREEMENT FOR SERVICES
BETWEEN

AND THE
BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION**

THIS AGREEMENT, entered into this ____ day of _____, _____, by and between Bismarck-Mandan Metropolitan Planning Organization (hereinafter called BMMPO or Client), and _____ (hereinafter called the Consultant or the Contractor).

WITNESSETH THAT:

WHEREAS, BMMPO desires to retain the Consultant to provide such services with respect to the Client's project known as the (INSERT PROJECT NAME) (the Project).

NOW THEREFORE, the parties hereto do mutually agree as follows:

- A. Employment of Consultant and Scope of Work: BMMPO hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform those tasks and activities as outlined in the Consultant's Scope of Work, illustrated on **Exhibit A** attached hereto and incorporated herein by this reference (the Work Plan).
- B. Time of Performance: The services of the Consultant are to commence as soon as practicable after execution of this Agreement. All products shall be completed and delivered to BMMPO by the dates as set forth on **Exhibit A**.
- C. Conflicts of Interest: No official or employee of a state or any other governmental instrumentality who is authorized in their official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting or approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract. No engineer, attorney, appraiser, inspector, or other person performing services for a state or a governmental instrumentality in connection with a project shall have, directly or indirectly, a financial or other personal interest, other than their employment or retention by a state or other governmental instrumentality, in any contract or subcontract in connection with such project. No officer or employee of such person retained by a state or other governmental instrumentality shall have, directly or indirectly, any financial or other personal interest in any real property acquired for a project unless such interest is openly disclosed upon the public records of BMMPO and of such other governmental instrumentality, and such officer, employee, or person has not participated in such acquisition for and in behalf of the state.
- D. Ownership of Work Product: All work products and copyrights of the contract, which result from the contract, are the exclusive property of BMMPO and North Dakota Department of Transportation (NDDOT), with an unlimited license for use by the federal government and its assignees without charge.
- E. Personnel & Subcontracting: The Consultant will secure, in accordance with the Scope of Work, all personnel required in performing the services under this contract. The Consultant shall not assign any portion of the work under this agreement, execute any contract, or obligate itself in any manner with a third party with respect to its rights and responsibilities to this agreement without written consent of

BMMPO. Any agreement with a subconsultant does not create a contractual relationship between the BMMPO and the subconsultant.

- F. Assignments: The Consultant shall not assign nor transfer the Consultant's interests or duties under this agreement without the express written consent of the Client.
- G. Procurement - Property Management: The Consultant shall adhere to 2 CFR 200 when procuring services, supplies, or equipment, which are incorporated into this agreement by reference and are available from BMMPO.
- H. Termination:

1. This contract may be terminated by mutual consent of both parties, or by either party upon 30 days' notice, in writing, and delivered by certified mail or in person.
2. In addition, BMMPO may terminate this contract effective upon delivery of written notice to the Consultant, or at such later date as may be established by BMMPO, under any of the following conditions:

- a. If BMMPO funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The contract may be modified by agreement of the parties in writing to accommodate a reduction in funds.
- b. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract;
- c. If any license or certificate required by law or regulation to be held by the Consultant to provide the services required by this contract is for any reason denied, revoked, or not renewed;

Any such termination of this contract under (a), (b), or (c), above, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

3. BMMPO, by written notice to the Consultant, may terminate the whole or any part of this agreement:
 - a. If the Consultant fails to provide services called for by this contract within the time specified herein or any extension thereof; or
 - b. If the Consultant fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from BMMPO, fails to correct such failures within ten days or such longer period as BMMPO may authorize.
 - c. The consultant may terminate this Agreement after 10 days' prior written notice to the Client if the Client breaches this Agreement or fails to pay the Consultant pursuant to the terms of this Agreement and the Client fails to cure within 10 business days after receipt of the consultant's notice, or such longer period of cure as the Consultant may specify in such notice.

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

- I. Governing Law: Notwithstanding any rules regarding the choice of law or venue, it is agreed by the parties that this contract shall be governed by and construed in accordance with applicable federal law and the laws of the state of North Dakota, at the time this contract was executed.
- J. Additional Services: From time to time hereafter, the parties hereto may agree to the performance by the Consultant of Additional Services with respect to the Project. Any such agreement shall be set forth in writing in an Addendum and shall be executed by the respective parties prior to Consultant's performance of any services thereunder. Upon proper completion and execution of any such Addendum, such Addendum shall be incorporated into this Agreement and shall have the same force and effect as if the terms of such Addendum were a part of this Agreement as originally executed. The performance of services pursuant to an Addendum shall be subject to the terms and conditions of this Agreement except where the Addendum shall control. In all other respects, any Addendum shall supplement and be construed in accordance with the terms and conditions of this Agreement.
- K. Compensation:
 1. The total cost to BMMPO for the performance of work pursuant to this Agreement shall not exceed a total of _____, (_____). This amount will include ALL project costs including labor, general and administrative overhead, fixed fees, travel, materials, supplies, subcontracts, and miscellaneous.
 2. The Consultant shall receive payment pursuant to the following:
 - a. Labor Services: BMMPO shall compensate the Consultant for labor services on the basis of hourly rates for person hours spent on the project in accordance with the individual rate schedule outlined in **Exhibit A**.
 - b. Reimbursable Expenses: The Consultant shall be reimbursed for actual expenses as shown in **Exhibit A**. These costs shall not exceed the amounts shown in **Exhibit A**.
 3. The MPO reserves the right to hold ten percent (10%) of the total contracted invoiced amounts until the MPO believes it has received all of the following to its satisfaction. (This clause may be enforced upon the discretion of the MPO Project Manager.)
 - a. Contracted deliverables as described in the RFP and final contract;
 - b. Completed tasks as described in the RFP and final contract
- L. Allowable Costs and Documentation:
 1. Allowable cost must be made in conformance with the project description and the project budget, and

all other provisions of this contract, and:

- a. Be necessary in order to accomplish the project.
 - b. Be reasonable in amount of the goods or services purchased.
 - c. Be actual net costs to the Consultant (i.e., the price paid minus any refunds, rebates or other items of value received by the Consultant which have the effect of reducing the cost actually incurred).
 - d. Be incurred (and be for work performed) after the date of this contract, unless specific authorization from BMMPO to the contrary is received.
 - e. Be treated uniformly and consistently under accounting principles and procedures approved or prescribed by BMMPO for its Consultants.
2. All costs charged to the project, including any approved services contributed by the Consultant or others, shall be documented and supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing, in detail, the nature and propriety of the charges.
- M. Records: The Consultant shall maintain all accounting and project records BMMPO may require. Such records shall be made available to BMMPO, and the state and federal government for inspection and audit during the agreement term and for three years after the closure of the consolidated planning grant, unless any litigation, claim, or audit is started before the expiration of the three years, in which case the records shall be retained until such action is satisfied.
- N. Method of Payment: BMMPO shall pay the Consultant on a monthly basis. The payment shall be made upon the Consultant's submission of a bill for the previous month's expenses and BMMPO's approval thereof. Such billing shall be made as hereinafter provided in this section.
1. The Consultant shall submit to BMMPO an itemized invoice [identified as INVOICE FOR (month, year)] for the Consultant's eligible costs incurred during that month. BMMPO shall remit the federal portion of the amount of the approved invoice within thirty days of invoice receipt. Remaining portions will be provided by the respective jurisdiction or partner agency. The BMMPO makes no claims to the timing of payment by the jurisdictional or partner agencies.
 2. For the final payment, an itemized invoice (identified as FINAL INVOICE) for the Consultant's remaining eligible costs, shall be submitted upon completion of the project when project deliverables are approved by BMMPO, BMMPO's member jurisdictions, and state and federal grantor agencies. BMMPO shall remit the federal portion of the amount of the approved invoice within thirty days of invoice receipt if deliverables are approved. Remaining portions will be provided by the respective jurisdiction or partner agency. The BMMPO makes no claims to the timing of payment by the jurisdictional or partner agencies.
- O. Amendments: The terms of this agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the parties.
- P. Interest of Consultant: The Consultant covenants that they presently have no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of

service required to be performed under this contract. The Consultant further covenants that in the performance of this contract no person having any such interest shall be employed.

- Q. Publication, Reproduction, and Use of Materials: No material produced in whole or part under this Agreement shall, during the life of this Agreement, be subject to copyright in the United States or in another country. Permission and approval must be obtained from BMMPO and its state and federal grant agencies before any notification, report, handbook, manual, plan, or intermediate or final results of analyses are published either in the form of paper copies, distributed via mail or email, or published as web-based content. Draft copies of all deliverables must be prepared by the Consultant and reviewed and approved by BMMPO and its state and federal grantor agencies before publication. The Consultant, subject to the approval by BMMPO and its state and federal grantor agencies, shall have the authority to publish, disclose, distribute, and otherwise use in whole and part, any reports, data, or other materials prepared under this Agreement.
- R. Risk Management and Liability Considerations: The Consultant agrees to adhere and abide to the NDDOT Risk Management Appendix in **Exhibit D**.
- S. Deliverables and Products. The consultant shall provide BMMPO with deliverables and product within the established schedule as outlined in **Exhibit A**.
- T. Eligibility of Proposer, Non-Procurement Debarment and Suspension Certification, and Restrictions on Lobbying: The Consultant is advised that their signature on this contract certifies that the Consultant and their agent will comply with all provisions of this agreement as well as applicable federal and state laws, regulations, and procedures. Moreover, the Consultant affirms their compliance with the federal Debarment and Suspension Certification (**Exhibit B**) and the Federal Restrictions on Lobbying (**Exhibit C**).
- U. Title VI Assurances: During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest agrees as follows:
 - 1. Compliance with Regulations: The Consultant will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
 - 2. Non-discrimination: The Consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, age, disability, or income status**, in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The Consultant shall not participate, either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulations.
 - 3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation, made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations to BMMPO under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, or income status**.

** The Act governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 U.S.C. 324; age, 42 U.S.C. 6101; disability, 29 U.S.C. 791; and low income, E.O. 12898.

4. Information and Reports: The Consultant will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish the information, the Consultant will so certify to the Recipient or the Federal Highway Administration as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a Consultant's noncompliance with the nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Consultant under the contract until the Consultant complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Consultant will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Consultant will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided that, if the Consultant becomes involved in, or is threatened with litigation by a subconsultant, or supplier because of such direction, the Consultant may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Consultant may request the United States Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided that, if the Consultant becomes involved in, or is threatened with litigation by a subconsultant, or supplier because of such direction, the Consultant may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.
7. The Consultant agrees to adhere and abide to the non-discrimination statutes and authorities, as outlined in **Exhibit E**.

- V. Disadvantaged Business Enterprise: In the performance of this agreement, the Consultant shall cooperate with BMMPO in meeting its commitments and goals with regard to the maximum utilization of disadvantaged business enterprises, and will use its best efforts to ensure that disadvantaged business enterprises shall have the maximum practical opportunities to compete for subcontract work under this agreement. The Consultant shall comply with the requirements of 49 CFR Part 26.

The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Consultant shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts.

BMMPO DBE program, as required by 49 CFT Part 26 and as approved by NDDOT/USDOT, as incorporated by reference in this agreement. Implementation of this program is a legal obligations and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Consultant of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et. seq.)

1. The Consultant will include the following paragraph verbatim in any subcontracts they sign relative to this project:
 - The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the BMMPO deems appropriate.
- W. Disability: The Consultant shall ensure that no qualified disabled individual, as defined in 29 U.S.C. 794 and 49 C.F.R. Part 27 shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance under this agreement.
- X. Successors in Interest: The provisions of this agreement shall be binding upon and shall insure to the benefit of the parties hereby, and their respective successors and assigns.
- Y. Notice: All notices, certificates, or other communications shall be considered sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

BMMPO Individual Name
 Individual Title
 Bismarck- Mandan MPO
 PO Box 5503
 221 N 5th St
 Bismarck, ND 58506
 Phone Number
 Email

- Z. Merger and Waiver: This agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. The Consultant, by the signature below of its authorized representative, hereby acknowledges that the Consultant has read this agreement, understands it, and agrees to be bound by its terms and conditions.
- AA. BMMPO's Responsibilities: BMMPO shall do the following in a timely manner so as not to delay the services of the Consultant:

1. Designate a person to act as BMMPO's representative with respect to the Services. BMMPO's designee shall have complete authority to transmit instructions, receive information, interpret and define BMMPO's policies and decisions with respect to the Services.
 2. Furnish the Consultant with all information, criteria, objectives, date, schedules and standards for the Project and the Services.
 3. Examine all drafts, reports, memos, and other documents prepared by the Consultant and render decisions regarding such documents in a timely manner to prevent delay of the Services.
- BB. Additional Federal Clauses: The Consultant must comply with all provisions in **Exhibit F**, which is attached and incorporated by reference herein.
- CC. Additional Local Clauses: As the City of Bismarck is the Host Agency for the BMMPO, the Consultant must comply with all City of Bismarck's 'Goods and Services when Buying with Federal Funds' provisions. This is **Exhibit G**, which is attached and incorporated by reference herein. Certification Forms referenced in **Exhibit G** shall revert to Exhibit B and Exhibit C for signature.

IN WITNESS THEREOF:

Signature - Individual Name and Title, as duly authorized

WITNESS: _____

Dated this _____ day of _____, _____.

BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION

Rachel Drewlow, BMMPO Executive Director

WITNESS: _____

Dated this _____ day of _____, _____.

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Travel Demand Modeling Support Program
Bismarck/Mandan Addendum to the Master Agreement

Upon execution by the parties below, this Addendum and any attachments shall become part of and incorporated into the *Travel Demand Modeling Support Program Master Agreement* between: ***Bismarck-Mandan MPO and North Dakota State University.***

Project Title: Sunset Drive Corridor Study

Effective Dates: April 2022 to April 2023

Statement of Work: The Bismarck-Mandan Metropolitan Planning Organization is completing a corridor analysis of Sunset Drive. This study will assess the growth and development that has occurred along and adjacent to Sunset Drive, as well as to the East of Sunset, along Old Red Trail.

SOURCE(S) OF FUNDING

- Federal Source: \$

20.205 / 20.505	/ 11/19/2020	/ CPG-2020(007)
CFDA #	Federal Award Date	Federal Award Identification
Number		

- Federal Source: \$

/	/	
CFDA #	Federal Award Date	Federal Award Identification
Number		

- State: \$ None

- Other: \$ 1,065.40

SCOPE

- *Analyze traffic impacts of current growth and development*
- *Analyze traffic impacts of revised growth and development*
- *Analyze anticipated outcomes of alternative network and growth scenarios*

TASKS

- A. Modify Bis-Man TDM to reflect the changes for each scenario
 1. Perform the required TDM run for each scenario
 - a) 2030 model year if needed
 - b) 2045 model year
 2. Provide additional data if needed
 - a) Select links analysis
 - b) Screenlines
 - c) Origin-Destination (OD) data
 - d) Report if needed
- B. Prepare model output: draft maps (GIS or PDF) for each scenario and provide to MPO/Consultant for review and comments. Incorporate feedback to model and provide final model output to MPO/Consultant. Prepare additional output data as needed including but not limited to: select links, screenline volumes, and OD data.

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DELIVERABLES

- A. PDF or GIS shapefiles showing modeled output with ADT as needed
- B. Select links analysis GIS files or shapefiles as needed
- C. Screenline volumes as needed
- D. OD data as needed

MANAGEMENT/ORGANIZATION

The project will be coordinated between the Bis-Man MPO, SRF Consulting, and ATAC. The following representatives will serve as study coordinators:

Bis-Man MPO:
Rachel Drewlow

ATAC:
Diomo Motuba

Principal Investigator: Diomo Motuba

Project Cost: \$5,327 (see attached budget)

AUTHORIZATION:

Bismarck-Mandan MPO

North Dakota State University

Authorized Signature

Authorized Signature

Name and Title

Name and Title

Date

Date

Budget

Cost Item	Amount
Staff Salaries	\$ 2,370
Benefits	\$ 972
Grad Student Salaries	\$ 360
Undergrad Student Salaries	\$ -
Benefits	\$ 18
Operating	\$ -
Total direct costs	\$ 3,720
NDSU overhead (43.2%)	\$ 1,607
Total project cost	\$ 5,327

**Travel Demand Modeling Support Program
Bismarck Mandan MPO Addendum #3 to Master Agreement**

Upon execution by the parties below, this Addendum and any attachments shall become part of and incorporated into the *Travel Demand Modeling Support Program Master Agreement* between the **Bismarck Mandan Metropolitan Planning Organization and North Dakota State University**.

Project Title: Travel Demand Model Update for the Bismarck Mandan MPO 2021 Base Year (some data will be from 2020; some from 2021, some from 2022)

Effective Dates: May 15th 2022 – April 30th, 2023

Statement of Work: Develop and calibrate the Bismarck Mandan Metropolitan Planning Organization Travel Demand Model to 2021 Base Year Conditions.

SOURCE(S) OF FUNDING

- Federal Source: \$

/	/	
CFDA #	Federal Award Date	Federal Award Identification Number

- Federal Source: \$

/	/	
CFDA #	Federal Award Date	Federal Award Identification Number

- State: \$

- Other: \$

TASKS:

1. Data collection
 - a. Roadway Network and Transportation Analysis Zone Data
 - i. BIS-MAN MPO will work with ATAC to update the base 2020 TAZ and 2021 network data (GIS)
 - ii. BIS-MAN MPO will provide current and future TAZ socioeconomic data
 1. Household data
 2. Jobs Data by industrial group
 3. School enrollment data
 4. Special generators data (airport enplanements, mall size,

- Costco/Wal-Mart size, hospital data {number of beds/number of employees)
- iii. BIS-MAN MPO will provide 2022 traffic count data
- iv. BIS-MAN MPO will provide 2021 centerline files
- v. OD Data for Model Calibration- The BIS-MAN MPO working with ATAC will obtain Origin Destination data that will be used to calibrate and validate the model
- b. Deliverables
 - i. 2021 base year network in GIS or Online Maps
 - ii. 2020 TAZ and 2021 SE data
- 2. Trip Generation Development
 - a. Develop new passenger trip generation tables
 - b. Develop freight generation tables
 - c. Deliverables
 - i. Passenger trip generation tables
 - ii. Freight trip generation tables
- 3. Trip Distribution
 - a. BIS-MAN MPO will provide OD data for calibrating and validating trip distribution
 - b. Develop trip distribution module for passengers
 - c. Develop trip distribution module for freight
 - d. Deliverables
 - i. Initial Trip Distribution Matrix
- 4. Trip Assignment/Model Calibration
 - a. Develop trip assignment model including parameters for calibrating and validation of the model
 - b. Calibrate model to 2021 base year conditions for both passengers, and freight models
 - c. Validate model to 2021 base year conditions for freight, and passenger modes
 - i. Validate screen line volumes
 - ii. Validate VMT
 - iii. Validate Traffic volumes
 - iv. Validate Trip length distributions
 - d. Deliverables
 - i. Calibrated and validated model
- 5. Documentation and Meetings
 - a. Deliverables
 - i. Technical Memorandum
 - ii. Attend MPO meetings present and discuss model output as needed
- 6. Model Maintenance
 - a. Provide Model Output to Consultants and other entities as needed
 - b. Update models based on inputs from consultants and the MP

MANAGEMENT/ORGANIZATION

The project will be coordinated between the Fargo Moorhead MPO, and ATAC. The following representatives will serve as study coordinators:

Bism Man MPO:
Rachel Drewlow

ATAC:
Diomo Motuba

Principal Investigator: Diomo Motuba

Project Cost Tasks: \$ 46,228

Bismarck Mandan MPO

North Dakota State University

Authorized Signature

Authorized Signature

Name and Title

Name and Title

Date

Date

Project Title: Travel Demand Model Update for the Bis-Man MPO 2021 Base Year Model

Cost Item	Amount
Staff Salaries	\$ 17,935
Benefits	\$ 7,353
Grad Student Salaries	\$ 6,660
Undergrad Student Salaries	\$ -
Benefits	\$ 333
Operating	\$ -
Total direct costs	\$ 32,282
NDSU overhead (43.2%)	\$ 13,946
Total project cost	\$ 46,228

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April 4, 2022

TO: Bismarck City Commission

FROM: Deidre Hughes, Executive Director

SUBJECT: FY2022 - 5339 Grant Application Approval

RECOMMENDATION: The Bis-Man Transit Board recommends that the Bismarck City Commission approve the FY2022 5339 grant application.

BACKGROUND: The purpose of the Section 5339 Buses and Bus Facilities Program is to assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing, or leasing buses or related equipment, and rehabilitating, purchasing, constructing, or leasing bus-related facilities.

DISCUSSION: If awarded, the grant funds will be used to purchase a replacement bus hoist required for rolling stock maintenance and a replacement fixed-route farebox system. The bus hoist was purchased in 2004 and has exceeded useful life. The existing farebox system has also been in use since 2004 and lacks much of the latest fare payment technology. It is anticipated that parts and support for the system will be discontinued at the end of 2022.

FINANCIAL IMPACT: If the North Dakota Department of Transportation approves the application, Bis-Man Transit will be required to provide a 20% local match for the proposed projects. The local match will be derived from mill levy funds.

Project	Federal	Local
Bus Hoist	\$44,000	\$11,000
Farebox System Upgrade	\$112,000	\$28,000
TOTALS	\$156,000	\$39,000



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bisantransit.com



701.258.6817



www.bisantransit.com

FY 2022 Low or No Emission Grant Program and the Grants for Buses and Bus Facilities Competitive Program

Applicant and Proposal Profile

Is this a resubmission due to an invalid/error message from FTA? ☐ Yes ☒ No

Is this application for: ☐ Low-No (FTA-2022-001-TPM-LWNO)
(If applying to both programs, please check both boxes) ☒ Buses and Bus Facilities (FTA-2022-002-TPM-BUSC)

Note: If applying to both programs, applicants should enter information for both programs on this form but **Must** submit the application package including the Supplemental Form and attachments, to **Each** respective Opportunity ID on Grants.Gov for each program. That is, complete 1 form, but submit it to both programs in Grants.gov.

Section I. Applicant Information

Organization Legal Name: Bis-Man Transit Board

FTA Recipient ID Number: 1155

Organization Chief Executive Officer: Deidre Hughes
(Name and Direct Phone Number)

Applicant Eligibility: ☒ Direct or Designated Recipient
☐ State
☐ Local Governmental Authority
☐ A Federally-Recognized Indian Tribe

Project Location: ☒ Small Urbanized Area (50,000-199,999 people)
☐ Large Urbanized Area (200,000+ people)
☐ Rural (less than 50,000 people)

Description of services provided and areas served:

Bis-Man Transit currently provides fixed-route service for the cities of Bismarck and Mandan and complementary paratransit services, with demand response available for senior and disabled passengers, including those in the City of Lincoln. We remain focused on transitioning current demand response riders to our fixed route service and gaining new fixed-route ridership with a fixed route redesign. A complete route restructure helped bolster fixed-route ridership and make for a more usable system for Bismarck and Mandan by shifting routes to low-income residential locations. The most recent route redesign went into effect on February 1, 2021. Fixed route service is provided on six routes from 6:30 am - 7:00 pm Monday through Friday, and 7:30 am - 7:00 pm on Saturday. All nine vehicles in the fixed route fleet are ADA accessible, providing Bismarck and Mandan service. Regular fares are \$1.50 for a one-way trip, \$6.00 for a 1-day pass, and \$36 for a 30-day pass. Fares for those who are certified to utilize our demand response services or those over the age of 65 can ride free. Reduced fares for students K-College, veterans and those on Medicare is \$.75 for a one-way trip, \$3.00 for a one-day trip, and \$24.00 for a 30-day pass. In 2019, 102,538 unlinked passenger trips were provided on fixed-route. In 2020, 55,445 unlinked passenger trips were provided on fixed-route. The significant decline can be attributed to the COVID-19 pandemic. Paratransit/demand response service is provided to individuals with disabilities and seniors over 70 with a fleet of 19 cutaway buses and two rear lift vans. The service area covers the city limits of Bismarck and Mandan, the city of Lincoln, and within ¾ mile of any fixed route. A one-way fare is \$3.00. Services are provided from 5:30 am - 12:00 am, Monday through Saturday, and 7:30 am - 2:30 pm on Sunday. In 2019, 108,609

unlinked passenger trips were provided on paratransit. In 2020, 71,635 unlinked passenger trips were provided on paratransit. The significant decline can be attributed to the COVID-19 pandemic. Services are provided in both Burleigh and Morton Counties in North Dakota.

Section II. Project Information

About the Project

Project Title: Fixed Route Farebox Replacement & Bus Hoist Replacement
(Descriptive title of this project)

Project Executive Summary:

Funds are being requested to purchase seven replacement fixed-route fareboxes utilizing outdated technology. The Genfare Odessey platform is over 20 years old, and parts have become obsolete. It is anticipated that support for the existing system will be discontinued at the end of 2022.

Funding is also requested to replace the existing facility bus hoist used for fixed-route and paratransit bus preventative maintenance and repairs.

Project Statement of Work (one sentence summarizing request):

The replacement of the existing farebox system will increase access to parts, support, and user functionality. This includes increasing contactless payment options and mobile ticketing integration. The replacement of our existing bus hoist is necessary to ensure all required bus maintenance is completed in the safest possible manner.

- Propulsion Type:
- ☐ Battery electric
 - ☐ CNG
 - ☐ Diesel
 - ☐ Diesel-electric hybrid
 - ☐ Gasoline
 - ☐ Hydrogen fuel cell
 - ☒ Other

If Other, specify: Non-rolling stock capital projects

Project Type: ☐ Bus Replacement

Number of buses to be replaced:

☐ Bus Rehabilitation

Number of buses to be rehabilitated:

☐ Bus Expansion

Number of buses for service expansion:

☐ Bus Facility Replacement

☐ Bus Facility Rehabilitation

☐ Bus Facility Expansion

☒ Bus Equipment

☐ Other

If Other, specify:

Climate Change

For Buses and Bus Facilities Projects, please describe the significant community benefits relating to the environment. See NOFO Section E.2 for additional guidance:

The proposed project includes fixed route fareboxes that enable riders to utilize mobile ticketing and smartcard payment. This decreases the amount of waste resulting in short-term fare media.

Environmental Justice Populations

Is there an environmental justice population(s) located within the service area? ☐ Yes ☒ No

Describe the environmental justice population(s) and the anticipated benefits resulting from the project for those population(s) (see NOFO Section E.2):

Racial Equity/Barriers to Opportunity

Does the project address racial equity or barriers to opportunity (see NOFO Section E.2)? ☐ Yes ☒ No

If yes, please describe:

Creating Good-Paying Jobs

Applicants for facility projects, please describe how the project will support creating good paying jobs (see NOFO Section E.2):

If awarded, existing staff will be responsible for integrating and maintaining the farebox system. Installation and use of the replacement bus hoist will also be completed by existing staff.

Zero-Emission Fleet Transition Plan - Workforce Involvement

For zero-emission projects, please explain how workforce representatives were included in the development of the workforce plan of the Zero-Emission Transition Plan and which of the three elements described in the NOFO Section E.2 were used to maintain job quality and avoid displacement of the existing workforce:

N/A

Justice40

Does the project support the Justice40 Initiative? ☐ Yes ☒ No

Describe how the project supports the Justice40 Initiative and the benefits provided (see NOFO Section E.2):

Describe the methodology used to determine the project meets the Justice40 Initiative (see NOFO Section E.2):

Justice40 Population Impacted

Justice40 Disadvantaged Community Served as Identified in the NOFO Section E.2

Actual or Estimated Annual Ridership Count

N/A

0

What is the percentage of Disadvantaged Communities within the project area? %

Was this estimate generated using the Justice40 online mapping tool? ☐ Yes ☒ No

Project Budget

Description	QTY	Federal Amount Requested	Local Match Amount	Other Federal Funds	Other	Total Cost	
Genfare Fast Fare Farebox System	1	112,000	28,000	0	0	140,000	☒
Description	QTY	Federal Amount Requested	Local Match Amount	Other Federal Funds	Other	Total Cost	
76,000lb Capacity Bus Hoist	1	44,000	11,000	0	0	55,000	☒
Total:		156,000	39,000	0	0	195,000	

Does the project budget include funding for workforce development activities or training at the National Transit Institute (NTI)? ☐ Yes ☒ No

For zero emission projects, is 5% of the project budget for workforce development training as outlined in the applicant's Zero-Emission Transition Plan? ☐ Yes ☒ No

If no, please explain why the full 5% is not needed:

N/A

Matching Funds Information

Matching Funds Amount:

Source of Matching Funds:

Local funds for this project are derived from City of Bismarck mill levy funds.

Supporting Documentation of Local Match:

Certified mill levy funding from the City of Bismarck Finance Director

Project Scalability

Is project scope scalable? ☐ Yes ☒ No

If Yes, specify minimum Federal Funds necessary:

Provide explanation of scalability with specific references to the budget line items above:

Project Timeline (Please be as specific as possible)

Timeline Item Description	Timeline Item Date
Order bus hoist	10/01/2022
Purchase Genfare Fast Fare Farebox System	10/01/2022
Acceptance and install of bus hoist and farebox system	04/01/2023

Congressional Districts (Project Location)

Congressional District

ND-001

Partnership Provision

Note: the partnership provision is only applicable to low or no emission projects that are applying to the Low-No Program or both the Low-No and Bus Program. Projects applying only to the Bus program are not eligible to use the partnership provision. See NOFO Section C(1).

Is this application a partnership between an eligible applicant and one or more partners?

☐ Yes ☒ No

If yes, please list the partner(s) and describe their qualifications:

Section III . Evaluation Criteria

***** Address each of the evaluation criteria as described in the Notice of Funding Opportunity.*****

Demonstration of Need

The existing bus hoist was purchased and installed in 2004 and has exceeded its useful life. Through annual hoist certification, it was determined that hoist parts have been discontinued which will result in long-term safety concerns. The proposed replacement hoist could be used to perform preventative maintenance and repairs on both fixed route and paratransit vehicles.

The existing farebox system has been in use since 2004. Bis-Man Transit was informed that repair parts and support services will be discontinued at the end of 2022. In order to stay up to date on the latest transit technology, it is important that Bis-Man Transit seeks funding for a replacement system prior to the discontinuation. The proposed farebox system would enable contactless payment solutions, the ability to equip a barcode reader on the farebox allowing it to read barcoded media such as mobile tickets to migrate away from visual validation and allow the farebox to do those validations. This would also enable audio responses including multilingual voice messages.

Demonstration of Benefits

Note: If applying to both programs, be sure to select "yes" and provide a response to both questions below.

Is this an application to the Low-No Program? ☐ Yes ☒ No

Please describe the benefits of the proposed project per the statutory requirements of the Low-No Program (see NOFO Section E(1)(b)(i)):

Is this an application to the Buses and Bus Facilities Program? ☒ Yes ☐ No

Please describe the benefits of the proposed project per the statutory requirements of the Buses and Bus Facilities Program (see NOFO Section E(1)(b)(ii)):

The replacement of the existing bus hoist will ensure required preventative maintenance and repairs are completed safely. The existing hoist is 18 years old and has exceeded useful life. Previous repairs have been made to the hoist to allow continued use, but continued repairs are not sustainable as parts are increasingly difficult to locate.

Three fixed route vehicles currently in the build process will be equipped with upgraded fareboxes. If awarded, funding would be used to transition the entire fleet to the upgraded fareboxes. The existing fareboxes range from 4 to 16 years old and do not offer

contactless or mobile ticket payment solutions for riders. Additionally, the existing fareboxes do not have the accessibility features, such as audio responses and multilingual voice messages to aid passengers in their ticket purchase. The older fareboxes require replacement parts and maintenance to ensure continued functionality.

Planning and Local/Regional Prioritization

Bis-Man Transit will work with the City of Bismarck to ensure all necessary steps are taken for the planning of both projects. The Metropolitan Planning Organization will be included in purchase approval and all procurement activities to comply with local and federal requirements.

Local Financial Commitment

Local funding for the two projects will come from local mill levy funds from the City of Bismarck.

Project Implementation Strategy

Can this project be obligated within 12 months? ☒ Yes ☐ No

If awarded, the bus hoist and farebox upgrades will be ordered following the appropriate procurement process. It is anticipated that delivery and payment will be completed within 12 months for both projects.

Technical, Legal, and Financial Capacity

The proposed projects are one-time purchases and will not create an ongoing financial burden for Bis-Man Transit. The local match required to complete both projects is within the financial capacity of the agency. Bis-Man Transit receives mill levy funding from the City of Bismarck and the City of Mandan, creating sustainable local funding for the agency.

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DATE: April 18, 2022

TO: TAC and Policy Board

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

RE: Approval of Streetlight Data, Inc. and Request to Execute Contract Negotiations

REQUEST:

Consider approval of Streetlight Data, Inc as the preferred provider for OD Data for the BMMPO Travel Demand Model Update. Allow MPO staff to pursue and execute contract negotiations.

SUMMARY:

In January 2022, the BMMPO amended the 2021-2022 Unified Planning Work program to increase the allotted funding for planned Origin-Destination Data from \$10,000 to \$35,555. The funding increase was made possible through carry-over of unused 2021 City of Bismarck local match. This amendment was approved by NDDOT in March 2022 as part of the UPWP year-end reconciliation.

Since the procurement falls below \$50,000, but above \$10,000, a three-quote procurement process was required. This method requires at least three companies be solicited for quotes, and that a scope and scoring methodology to be provided. On March 18, 2022, the BMMPO Executive Director solicited for quotes from four companies: Replica, Kochava, Airsage and Streetlight. Companies were given 2 weeks to provide a response.

Replica responded but declined the opportunity to provide a quote. Streetlight responded and provided a quote for \$35,500. Kochava and Airsage provided no response. The Executive Director reviewed the quote from Streetlight and found it responsive to all parts of the request. The Executive Director also sought guidance from the City of Bismarck Finance Department and the North Dakota Department of Transportation on additional procurement processes. Based on provided guidance from the North Dakota Office of Management and Budget, the procurement is considered compliant. Multiple quotes are not required to be received, only that they be solicited in the correct manner. The Executive Director has documented the procurement process. All documentation will be provided to NDDOT upon approval of Streetlight by the MPO Boards.

The quote from Streetlight Data, Inc. meets all elements of the request and does not exceed the established budget. MPO staff requests approval of Streetlight Data, Inc. and also requests permission to pursue and execute contract negotiations for Origin-Destination Data.

STAFF CONTACT:

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

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Bismarck-Mandan

METROPOLITAN PLANNING ORGANIZATION

P.O. Box 5503 • 221 North 5th Street
 Bismarck, North Dakota 58506
 Telephone 701 355 1840
 TDD Dial 711
 Fax 701 222 6450
 Email mpo@bismarcknd.gov
 Web www.bismarcknd.gov/MPO

EXHIBIT M

April 19, 2022

RURAL Grant Program
 US Department of Transportation
 1200 New Jersey Ave, SE
 Washington, DC 20590

RE: Request for Rural Surface Transportation Grant Program funding

Dear U.S. DOT Committee Members:

On behalf of the Bismarck-Mandan Metropolitan Planning Organization (MPO) Policy Board, I write to support Burleigh County in their request for Rural Surface Transportation Grant Program funding to construct an I-94 interchange, with ramps, at 66th Street NE. The project is planned to be one mile in length and will be located near the edge of the State Capital's corporate limits. This connection is a major component of the planned, future ring-road system that will serve the surrounding rural and urban community, as well as regional and national interests in trade and energy transport. Additionally, it will provide more direct access to work, schools, services and entertainment centers for residents of the growing bedroom community, Lincoln, ND.

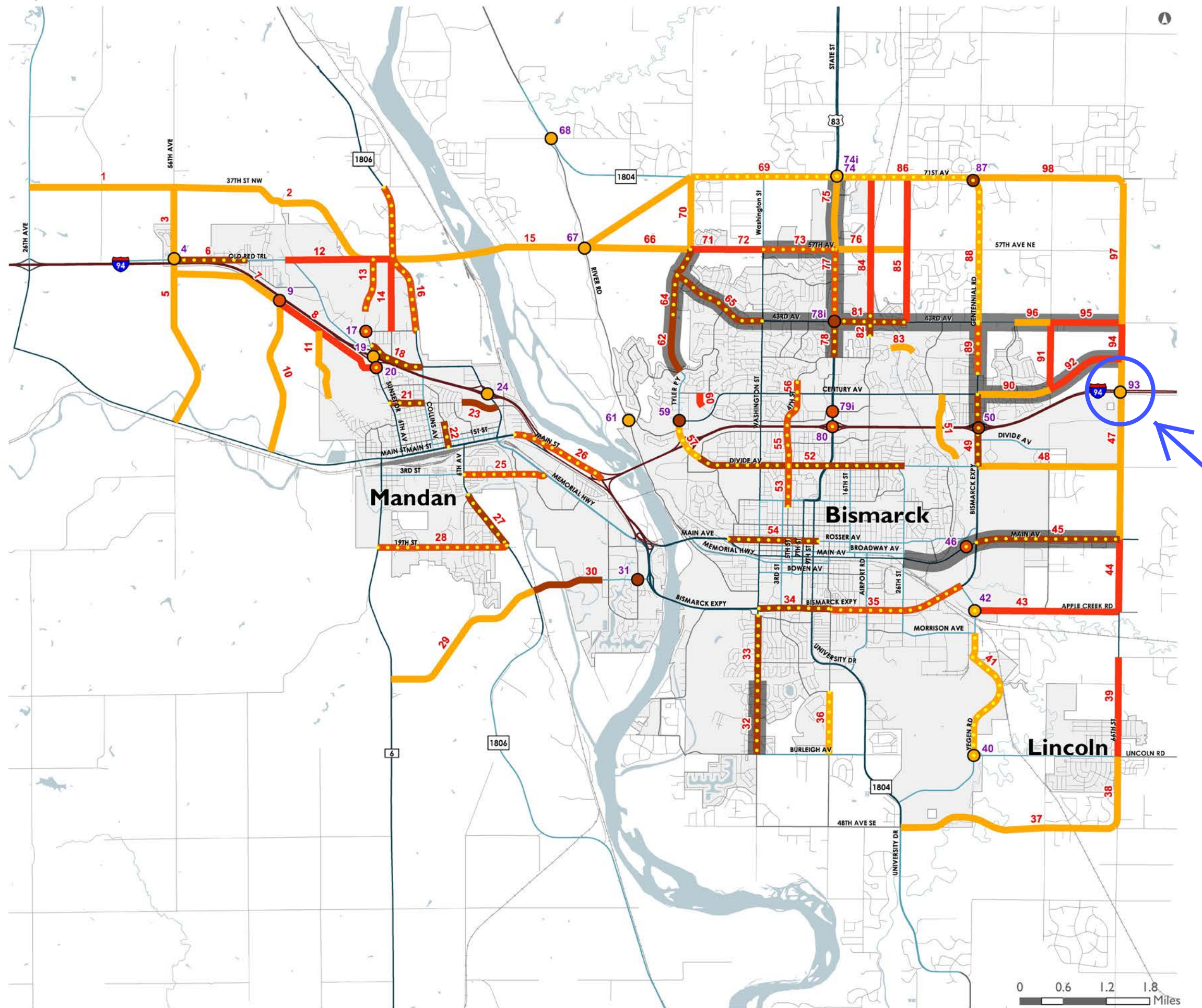
This project has been identified as a short- and mid-term transportation need in the last two Long Range / Metropolitan Transportation Plans. It has been evaluated seriously in several MPO studies over the last ten years. Located at the nexus of US Highway 83 and I-94, this interchange would impact long-haul travel across the northern United States as well as internationally between Mexico, the United States, and Canada. Further, the 66th Street NE interchange is two miles from Bismarck's eastern-most interchange and is ideally positioned to meet FHWA's preferred interstate access spacing. As residential and commercial development continues in Bismarck and Burleigh County, there is growing pressure to provide additional roadway capacity which relieves local routes, provide additional transport options for area agricultural products, and facilitates more efficient regional and international transport.

Burleigh County has been a leader in constructing important arterial connections for the MPO-area. The time is near for this supporting arterial grid to be able to receive traffic from a new interchange. Construction of the 66th Street NE interchange would extend the County's legacy and be an impactful addition to the local, regional, and national road network. As Executive Director of the Bismarck-Mandan MPO, and on behalf of the Bismarck-Mandan MPO Policy Board, I heartily support and request your consideration to fund this project using Rural Surface Transportation Grant Program funding.

Sincerely,

Rachel A. Drewlow
 Bismarck-Mandan MPO Executive Director
 Enclosure: Arrive 2045 MTP, select pages showing project needs

CC: Marcus Hall, Burleigh County Engineer
 Dan Schriock, Burleigh County Assistant County Engineer
 Mayor Gerald Wise, MPO Policy Board Chair



Project Phasing

- Short Range Projects
- Mid Range Projects
- Long Range Projects
- Short Range Projects for Constrained Plan
- Mid Range Projects for Constrained Plan
- Long Range Projects for Constrained Plan
- Bismarck Sales Tax Eligible Corridors



55									Long-Range Project List								
ID	Location	Termini	Termini	Description	Phase	Cost	Year of Expenditure [YOE]	Program									
1	37th Street NW	ND 25	56th Avenue	Construct 2-lane urban section.	Long	\$12,060,000	\$24,431,347										
2	37th Street NW	56th Avenue	ND 1806	Construct 3-lane urban section.	Long	\$27,920,000	\$56,560,797										
3	56th Avenue	Old Red Trail	37th Street	Reconstruct as 3-lane urban section .	Long	\$8,000,000	\$16,206,532	Urban									
4	56th Avenue NW	I-94		New interchange.	Long	\$25,000,000	\$50,645,413	Interstate									
5	56th Avenue NW	I-94 Business Loop (Main Street)	Old Red Trail	Construct as 3-lane urban section.	Long	\$19,280,000	\$39,057,742	Urban									
7	Boundary Road	56th Avenue / I-94 Interchange	32nd Avenue	Construct as 3-lane urban section.	Long	\$13,200,000	\$26,740,778	Urban									
10	32nd Avenue W	I-94 Business Loop (Main Street)	Boundary Road (Future)	Construct as 2-lane urban section.	Long	\$12,660,000	\$25,646,837	Urban									
11	31 st Street	Lohstreter Road	Boundary Road (Future)	Construct as 2-lane urban section.	Long	\$5,940,000	\$12,033,350	Urban									
15	Northern Bridge Corridor	38th Street (Mandan)	River Road	Construct as 2-lane rural roadway from River Road (Bismarck) to 38th Street (Mandan), including construction of Missouri River Bridge.	Long	\$62,450,000	\$126,512,241										
19	Sunset Drive	I-94		Interchange reconstruction.	Long	\$25,000,000	\$50,645,413	Interstate									
24	Mandan Avenue	I-94		Interchange reconstruction.	Long	\$25,000,000	\$50,645,413	Interstate									
29	McKenzie Road	ND 6	ND 1806	Construct as 2-lane rural section.	Long	\$12,550,000	\$25,423,997	Urban									
36	12th Street	Burleigh Avenue	Santa Fe Avenue	Add turn lanes at Santa Fe Avenue and Burleigh Avenue.	Long	\$1,000,000	\$2,025,817	Safety									
37	48th Avenue S	University Drive	66th Street	Construct 2-lane rural section and structure improvements at Apple Creek crossing.	Long	\$19,800,000	\$40,111,167	Urban									
38	66th Street	48th Avenue S	Lincoln Road	Reconstruct as 2-lane urban section.	Long	\$5,880,000	\$11,911,801	Urban									
40	Lincoln Road	Yegen Road / Airway Avenue		Intersection capacity improvement.	Long	\$2,500,000	\$5,064,541	Safety									
41	Yegen Road	Lincoln Road	Morrison Avenue	Add 6 new turn lanes in key locations.	Long	\$1,500,000	\$3,038,725	Safety									
42	Apple Creek Road	Yegen Road		Intersection capacity improvement.	Long	\$2,500,000	\$5,064,541	Safety									
47	66th Street	Highway 10 / Old Main Avenue	Century Avenue	Construct as 3-lane urban section (tied with project for interchange with I-94 at 66th Street).	Long	\$19,920,000	\$40,354,265	Urban									
48	Divide Avenue	Bismarck Expressway	66th Street	Reconstruct as 3-lane urban section.	Long	\$15,200,000	\$30,792,411	Urban									
51	Hamilton Street / Channel	Divide Avenue	Century Avenue	Construct as 2-lane urban section with grade separation.	Long	\$20,940,000	\$42,420,598	Urban									
57	Tyler Parkway	Schafer Road	Burnt Board Drive	Intersection capacity improvement. Add turn lanes and include safety improvements.	Long	\$750,000	\$1,519,362	Urban									
61	Burnt Boat Drive	River Road		Intersection capacity improvement.	Long	\$2,500,000	\$5,064,541	Urban									
66	57th Avenue	River Road	Tyler Parkway	Construct as 3-lane rural section.	Long	\$10,220,000	\$20,703,845	Urban									
67	Burnt Creek Loop South (57th Avenue)	River Road		Intersection capacity improvement.	Long	\$2,500,000	\$5,064,541	Urban									
68	Burnt Creek Loop North / River Road	ND 1804		Intersection capacity improvement.	Long	\$2,500,000	\$5,064,541	Regional									
69	71 st Avenue/ ND 1804	15th Street/Tyler Parkway	State Street	Widen from 2-lane to 4-lane section.	Long	\$10,150,000	\$20,562,038	Regional									
70	Tyler Parkway	57th Avenue	ND 1804 / 71 st Avenue	Construct as 3-lane urban section.	Long	\$7,920,000	\$16,044,467	Urban									
74	71 st Street	State Street		Intersection capacity improvement.	Long	\$2,200,000	\$4,456,796	Regional									
74i	71 st Street	State Street		Grade separation.	Long	\$25,000,000	\$50,645,413	Regional									
75	State Street	57th Avenue	71 st Avenue	Widen to 6-lanes from 57th Avenue to ND 1804/ 71 st Avenue.	Long	\$12,600,000	\$25,525,288	Regional									
76	57th Avenue	State Street	26th Street	Construct 3-lane urban section.	Long	\$7,680,000	\$15,558,271	Urban									
83	Calgary Avenue	DMVW Railroad	Haycreek Road	Construct 2-lane urban section across DMVW RR with grade separation.	Long	\$36,980,000	\$74,914,695	Urban									
86	71st Avenue	State Street	Centennial Road	Widen from 2-lane to 3-lane rural section.	Long	\$7,280,000	\$14,747,944	Urban									
88	Centennial Road	43rd Avenue	71 st Avenue	Widen from 2-lane to 3-lane rural section.	Long	\$7,960,000	\$16,125,499	Urban									
90	Century Avenue	Centennial Road	52nd Street	Reconstruct as 5-lane urban section.	Long	\$10,875,000	\$22,030,755	Urban									
93	I-94	66th Street		New interchange.	Long	\$25,000,000	\$50,645,413	Interstate									
96	43rd Avenue	Roosevelt Drive	52nd Street	Widen from 2-lane to 3-lane urban section.	Long	\$1,960,000	\$3,970,600	Urban									
97	66th Street	43rd Avenue	71 st Avenue	Reconstruct/New Construct as a 3-lane urban section.	Long	\$15,600,000	\$31,602,738	Urban									
98	71st Avenue	Centennial Road	66th Street	Reconstruct as a 3-lane urban section.	Long	\$16,160,000	\$32,737,195	Urban									

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PROGRESS REPORT

SRF COMM. NOS.	14186
PROGRESS REPORT NO.	2
DATE	April 6, 2022

REPORTING PERIOD	March 2022
PROJECT NAME	Bismarck E Main Ave Corridor Study
PREPARED BY	Scott Harmstead – SRF

PROBLEMS ENCOUNTERED/ITEMS OF CONCERN

Project Issues/Concerns

NA. Contract executed 2/14/22

TASK PROGRESS – SCHEDULE/BUDGET SUMMARY

TASK	PERCENT COMPLETE	NOTES	STATUS
Phase 1 – Baseline Input	10%	GIS and other relevant data collection underway, traffic data initiated (to be completed in April), ATAC coordination initiated	On Schedule
Phase 2 – Issues and Needs	20%	VISSIM model initiated	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	5%	First SRC meeting set for 4/21	On Schedule
Project Management	15%	Client check-ins, progress reports, internal coordination	On Schedule
Total	4%		On Schedule