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

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

FROM: **Rachel Lukaszewski, MPO Executive Director**

DATE: **December 12, 2022**

RE: **TAC Meeting**

There will be a meeting of the Bismarck-Mandan MPO Technical Advisory Committee on **Monday, December 19, 2022, at 10:00 AM.** The meeting will be held in the Ed "Bosh" Froehlich Meeting Room of the Mandan City Hall at 205 2nd Avenue NW, Mandan, 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.

AGENDA

1. MINUTES
   Review and Possible Approval of Minutes from November 14, 2022 Meeting 3

2. CHUCK PETERSON SERVICE AWARD – Rachel Lukaszewski, MPO

3. 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT
   Public Hearing: 2023-2026 TIP Amendment – Stephen Larson, MPO
   Updated Transit Asset Management Plan and Targets, Amendment (Exhibit A) 11
   ACTION ITEM: 2023-2026 TIP Amendment

4. BISMARCK EXPRESSWAY TRAFFIC SIGNAL PROJECT CHANGE – Stephen Larson, MPO
   Updated Project Scoping Sheet (Exhibit B) 17
   ACTION ITEM: Bismarck Expressway Traffic Signal Project Change

5. STATE FISCAL YEAR 2024 5339 AND 5310 GRANT APPLICATIONS – Stephen Larson, MPO
   Bis-Man Transit FY24 5339 Application (Exhibit C) 23
   Bis-Man Transit FY24 5310 Application (Exhibit D) 37
   Sanford Health FY24 5310 Application (Exhibit E) 63
   ACTION ITEM: FY24 5339 and 5310 Grant Applications

6. 2023 ORTHO-CONTOUR PROJECT REQUEST FOR PROPOSALS – Rachel Lukaszewski, MPO
   2023 Ortho-Contour Project RFP (Exhibit F) 73
   ACTION ITEM: 2023 Ortho-Contour Project RFP

7. 2023-2024 UNIFIED PLANNING WORK PROGRAM AMENDMENT – Rachel Lukaszewski, MPO
   2023-2024 UPWP Amendment (Exhibit G) 99
   ACTION ITEM: 2023-2024 UPWP Amendment

8. 2023-2024 MPO CONTRACTS – Rachel Lukaszewski, MPO
   2023-2024 Contract (Exhibit H) 155
   ACTION ITEM: 2023-2024 MPO Contracts

9. TAC MEETING FORMAT AND LOCATION DISCUSSION – Rachel Lukaszewski, MPO
   TAC Meeting Format Poll Results (Exhibit I) 227
   ACTION ITEM: TAC Meeting Format and Location

10. EAST MAIN AVENUE CORRIDOR STUDY – Scott Harmstead, SRF
    Progress Report (Exhibit J) 229

11. SUNSET DRIVE CORRIDOR STUDY – Adam McGill, KLJ
    Progress Report (Exhibit K) 231

12. 2050 FORECAST/ARRIVE 2050 – Jason Carbee, HDR
    Progress Report (Exhibit L) 233

13. 2022 TRANSIT DEVELOPMENT PLAN – Bill Troe, SRF
    Progress Report (Exhibit M) 235

14. 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM MODIFICATIONS – Stephen Larson, MPO
    2023-2026 TIP Administrative Modifications (Exhibit N) 237

15. 2023 TAC MEETING CALENDAR – Stephen Larson, MPO
    2023 Meeting Calendar (Exhibit O) 241

16. OTHER BUSINESS

17. ADJOURNMENT

Next scheduled TAC meeting is on 1/17/2023. 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

Project	% Complete	Contracted Completion Date
East Main Avenue Corridor Study	71	06/30/2023
Sunset Drive Corridor Study	50	08/31/2023
2050 Forecast/Arrive 2050	4	03/31/2025
2022 Transit Development Plan	22	12/31/2023
2022 Traffic Data Acquisition	100	12/05/2022

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
NOVEMBER 14, 2022

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) met on November 14, 2022, at 10:00 a.m. in the Ed "Bosh" Froehlich Meeting Room, Mandan City Hall, 205 2nd Ave NW, Mandan, ND. Rachel Lukaszewski presided.

Members present or participating via Zoom were Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Dean Schloss, Wayne Zacher, and Rachel Lukaszewski. Members absent were Nick Nustad, Mitch Flanagan, and Natalie Pierce. The Freight Industry Representative membership formerly held by Chuck Peterson is currently vacant.

Others present or participating via Zoom were Stephen Larson and Kim Riepl, Bismarck-Mandan MPO; Jarek Wigness, City of Mandan Engineering; Kristen Sperry, Federal Highway Administration (FHWA); Will Hutchings, Stantec; Jason Carbee, HDR; James Hines, Traffic Data Solutions; Bill Troe and Scott Harmstead, SRF Consulting; and Jamie Olson, KLJ.

MINUTES

Chair Lukaszewski called for consideration of the minutes from October 17, 2022.

MOTION: Mr. Schriock made a motion to approve the October 17, 2022 minutes as presented. Mr. Stromme seconded the motion and with Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Dean Schloss, Wayne Zacher, and Chair Lukaszewski voting in favor, the minutes of the October 17, 2022 meeting were approved.

Note: Ben Ehreth joined the meeting after approval of the minutes.

2027 HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) PROJECTS

Ms. Riepl presented this item. She explained the MPO solicited for the FY 2027 HSIP in August and received three project applications. Two of the applications were from the City of Bismarck and one from Burleigh County. The applications were scored against the goals and objectives of the Metropolitan Transportation Plan (MTP) by MPO staff. The scores are provided for information, discussion, and potential prioritization, but they are not a ranking. Historically, TAC has sometimes recommended prioritizing HSIP projects before sending them to the North Dakota Department of Transportation (NDDOT) for their consideration, and sometimes not. TAC may pursue either option.

The Burleigh County project application is for the construction of a round-a-bout, including lighting and landscaping elements, at the 71st Street NE and 26th Street NE intersection. The federal share requested for the project is $3.6 million and the project received a score of 11.3. The first Bismarck application is located on Main Avenue and Bismarck

Expressway and is for right turn lanes and approach widening. The federal share requested for the project is $822,600 and the project received a score of 12.5. The second Bismarck application is for work on Washington Street and Bowen Avenue, specifically the removal of an existing traffic signal and the installation of a raised median island and pedestrian crossing controls. The federal share requested is $126,000 and the project also received a score of 12.5. All three projects are consistent with the MTP.

Mr. Schriock said Burleigh County has it in their short-range plan to construct 26th Street NE going south, and once that goes in the traffic in the area will increase, which is why they are applying for their round-a-bout project. Mr. Schell said the City of Bismarck's Main Avenue turn lane project came about because they were not able to fit it into the scope of mill and overlay projects they have scheduled in the area, while the Washington Street and Bowen Avenue project comes from an Intersection Analysis Study recommendation.

MOTION: Mr. Schriock made a motion to recommend approval of the 2027 HSIP Projects as presented, without prioritization. Mr. Schell seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Dean Schloss, Wayne Zacher, and Chair Lukaszewski voting in favor, the motion was approved.

2025 URBAN GRANT PROJECTS

Ms. Riepl presented on this item. She said the MPO solicited for Urban Grants with an initial submittal deadline of October 14. The deadline was extended to November 4 to accommodate additional time NDDOT needed to select FY 2024 projects for funding. The MPO received two project applications at the November 4 deadline, one from the City of Bismarck and one from the City of Mandan. Ms. Riepl noted both projects were previously submitted for FY 2024 funding. NDDOT may shortly be soliciting for an additional year of Urban Grants funding but for now the MPO is assuming that FY 2025 is the only year being solicited. MPO staff scored the projects against the goals and objectives of the MTP, not as a ranking but for discussion and potential prioritization. Both projects received are consistent with the MTP.

The City of Mandan's project is for Phase I of their downtown core reconstruction project, running on 1st Street NW from Collins Avenue to 6th Avenue NW. The project includes numerous elements, such as reconstructing the roadway with concrete, improving sidewalks, signage, beautification elements, and more. The federal share requested is $5,005,460 and the project received a score of 13.998. The project was originally awarded funding as part of a larger project several years ago, but increased construction costs led to Mandan not being able to provide the complete local match to fund the project. Mandan had to decline that award and has split the project into multiple phases in an effort to secure funding.

The City of Bismarck's project is a pavement rehab project on Front Avenue and 5th Street, with extents detailed in the project description and project map. The project would include mill and overlay, curb and gutter repairs, sidewalk repairs, ADA ramp upgrades, and other roadway and pedestrian improvements. The federal share requested is $1.85 million and the project received a score of 17.498.

Mr. Froseth explained Mandan believes extensive work is needed due to the condition of the project area. This project would be a two-phase project. He said Mandan basically had to submit the same application as last year and would like more time to possibly revise and improve the application before NDDOT considers it again. He mentioned the uncertainty over whether

NDDOT is soliciting for one or two fiscal years is also a factor and asked if Urban Grants could be moved to the December meetings.

Ms. Riepl noted there was a time crunch involved in this year's Urban Grants solicitation, and both Bismarck and Mandan re-submitted projects from last year. She said the MPO has not heard from NDDOT yet about soliciting for another year, so the MPO wanted to make sure the solicitation for FY 2025 was moved forward without any issues. The MPO would recommend approving the FY 2025 applications and if NDDOT decides to combine FY 2025 and 2026 together, the jurisdictions could modify and re-submit applications at that time.

Mr. Schell asked if NDDOT has given any feedback on the timeline for this situation. Ms. Riepl said she is not aware of any concrete timelines from NDDOT yet. Because of MPO staffing shortages in January, the MPO is interested in making sure these applications are moved forward in a timely manner given the unknown variables. Ms. Lukaszewski said it may be appropriate to do a conditional approval of the current applications in case of a non-typical solicitation by NDDOT. However, the MPO is interested in maintaining the integrity of the usual solicitation timeline and make sure grant programs are not moved into the new year where MPO staff shortages and other conflicts may arise.

Mr. Froseth said Mandan would prefer more time to look at and improve its application, whether NDDOT's solicitation is typical or non-typical. He noted the December meetings should be before NDDOT's usual year-end deadline for project submittal.

Ms. Lukaszewski said that is correct, but the MPO has other grant programs coming in December and tries not to pack meetings too heavily, since TAC and Policy Board members have expressed fatigue with those kinds of meetings in the past. Denying the applications today would re-start the application and staff scoring process. She noted the MPO is at the request of the TAC board, however.

After some discussion between board members, Mr. Stromme suggested that with the tight deadlines the jurisdictions had with this solicitation, allowing for re-submittal would be best, as it would allow the projects to be submitted in their best form.

MOTION: Mr. Stromme made a motion to recommend denying the 2025 Urban Grants Projects, to allow for revisions and resubmittals before the December meetings. Mr. Froseth seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Dean Schloss, Wayne Zacher, and Chair Lukaszewski voting in favor, the motion was approved.

2023 URBAN RAIL/HIGHWAY CROSSING SAFETY PROJECTS

Mr. Larson presented on Exhibit H. The MPO received four projects from the City of Bismarck for the 2023 Urban Rail Program solicitation. MPO staff determined all four projects are consistent with the MTP, but the MPO does not have a list of MTP objectives for scoring the Urban Rail projects, and so does not assign scores to these projects. The MPO has historically received few Urban Rail projects, and NDDOT's solicitation for Urban Rail is less formal than most of their other programs. Because of this, MPO staff does not recommend prioritizing Urban Rail projects, and historically TAC and Policy Board have sent them to NDDOT without ranking them. For FY 2023, and the upcoming fiscal years through 2026, awarded Urban Rail projects will receive 100% federal funding with no local share required.

The first project is for pedestrian crossing pads and possible pedestrian gates at the Airport Road rail crossing. The second and third projects are for pedestrian crossing pads on the

west sides of 24th and 26th Streets. The fourth and final project is for automated crossing gates at the crossing south of Fuller Avenue on Yegen Road.

Mr. Schell said the City of Bismarck is looking to give NDDOT project concepts that could be used for funding, either in 2023 or in future years, as his understanding is NDDOT puts all the project ideas they receive into a consideration bucket and retains them for consideration year by year.

MOTION: Mr. Schell made a motion to recommend approval of the 2023 Urban Rail/Highway Crossing Safety Projects as presented, without prioritization. Mr. Ehreth seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Dean Schloss, Wayne Zacher, and Chair Lukaszewski voting in favor, the motion was approved.

2022-2026 NDDOT PM2 AND PM3 TARGETS

Ms. Lukaszewski presented. She explained Exhibit I shows a resolution of adoption for NDDOT's 2022-2026 Performance Measure Targets (PM2 and PM3). They are updated routinely by NDDOT and last for a four-year period. NDDOT had the option to revise the targets in 2020 but chose not to, so the targets have been unchanged since 2018. PM2 and PM3 are usually taken together and indicate targets for infrastructure condition and infrastructure performance. Exhibit I shows the numerical targets NDDOT has set for the coming four years. The targets cover pavement conditions, bridge conditions, and system reliability.

The PM2 targets for bridge conditions are lower than the previous targets. This is not because NDDOT is lowering its standards for bridge conditions; they have standards higher than the federal standards. The targets have been lowered because NDDOT has been able to improve bridge conditions statewide, and therefore the performance targets do not need to be as stringently high as they were in 2018. The PM3 targets look at system reliability, which means the ability of a roadway to perform at a consistent level in areas such as congestion and travel time. The MPO worked with NDDOT as they established both the PM2 and PM3 targets. MPO staff is supportive of these targets, and recommends that the MPO follows the State targets, instead of setting its own targets for the MPO area. Adopting the State's targets has been the MPO's historical practice.

Mr. Stromme asked what the number attached to the Truck Travel Time Reliability Index PM3 Target means. Ms. Lukaszewski said she will reach out to NDDOT and send that information to the TAC members. Mr. Ehreth asked how these targets compare with the 2018 targets. Ms. Lukaszewski said she can get this information after the meeting also.

MOTION: Mr. Stromme made a motion to recommend approval of the PM2 and PM3 Targets Resolution of Adoption as presented. Mr. Ehreth seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Dean Schloss, Wayne Zacher, and Chair Lukaszewski voting in favor, the motion was approved.

2022 TRANSIT ASSET MANAGEMENT (TAM) PLAN AND TARGETS

Ms. Lukaszewski presented on this item. The MPO adopted the TAM Plan and Targets four years ago. Usually the Performance Measure Targets brought to TAC and Policy Board come from the Federal Highway Administration (FHWA). The TAM Targets, however, come

from the Federal Transit Administration (FTA). FTA requests MPOs adopt both the TAM Plan and the associated Performance Targets that their transit service provider follows. Bis-Man Transit approved and supported NDDOT Transit Division's updated TAM Plan and updated Targets last month. The TAM Plan is intended to help Bis-Man Transit maintain both its rolling stock and facilities at an acceptable level. The MPO's TIP includes TAM reports, so the TIP will be updated in the coming months to reflect the new plan.

Ms. Hughes said Bis-Man Transit did adopt NDDOT's TAM Plan, but also included a five-page internal plan within NDDOT's plan, so as to tailor it more specifically for their own agency.

MOTION: Ms. Hughes made a motion to recommend approval of the 2022 TAM Plan and Targets as presented. Mr. Stromme seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, John Saiki, Andrew Stromme, Justin Froseth, Dean Schloss, Wayne Zacher, and Chair Lukaszewski voting in favor, the motion was approved.

2022 TRAFFIC DATA ACQUISITION UPDATE

Mr. Hines provided a brief update on the Traffic Data Acquisition in Bismarck and Mandan on behalf of Traffic Data Solutions (TDS). He said TDS has finished field video collection as of November 3 for all intersections in Bismarck and Mandan, including the twelve locations collected by NDDOT. They have developed a master spreadsheet for the traffic counts and shared raw data files, project files, GIS data, and online video access with the MPO and its partners as of November 14. Ms. Lukaszewski confirmed receipt of this information for Mr. Hines.

EAST MAIN AVENUE CORRIDOR STUDY

Mr. Harmstead provided a study update for SRF. There will be a Study Review Committee meeting on November 16. A big part of the meeting will be discussing alternatives analysis. An alternatives analysis report is just finishing staff review now. Extensive traffic simulations for each of the three design alternatives being considered have been completed. A business and property owner open house will be held at the City/County Building in Bismarck on November 30, and a workshop for the public will be at Bismarck High School on December 1. SRF will walk the corridor to hand out fliers for these events and do the standard newspaper announcement and press release along with a social media push.

SUNSET DRIVE CORRIDOR STUDY

Ms. Olson provided a study update for KLJ. KLJ held its second Steering Committee meeting on November 3 and is currently drafting alternatives for the corridor. The alternatives are based on public input that has been received along with the modeling being done by the Advanced Traffic Analysis Center for the City of Mandan.

2021 TDMSE/2025-2050 MTP

Mr. Carbee provided a study update for HDR on the 2021 Travel Demand Model and Socio Economic (TDMSE) project along with the 2025-2050 Metropolitan Transportation Plan (MTP). He said HDR is working to come up with a better project name for this study. HDR is partnering with SRF, particularly on the first part of the study which is the TDMSE portion. Mr.

Harmstead provided some more information on the TDMSE efforts for SRF. He said the first Steering Committee meeting will be held likely by the end of November, and there will also be some focus group meetings held from now to the middle of December to help inform the socioeconomic projections. SRF is close to completing some draft memos on the projections methodology and a review of previous studies to help inform the TDMSE.

2022 TRANSIT DEVELOPMENT PLAN (TDP)

Mr. Troe provided a study update for SRF. SRF has its first round of public meetings for the TDP scheduled on December 6. There will a meeting at Mandan City Hall in the Veteran's Conference Room and a meeting at the Bismarck Library. The timing for the meetings is based on the ability to use transit services to get to and from. SRF has had the first of a series of conversations about Bis-Man Transit's organizational structure with staff at the cities of Bismarck and Mandan. Various organizational options will be evaluated as the TDP unfolds. Alternative federal funding mechanisms for transit are being looked at also; the initial review of those options suggests they are not viable for Bis-Man Transit, but more conversations will be had. SRF has started a financial assessment of transit, and will be looking at their financial future, especially after COVID-related funding is exhausted.

TAC MEETING FORMAT DISCUSSION

Ms. Lukaszewski said earlier this year MPO staff sent TAC members a poll and had discussion on how TAC meetings should be formatted. At the time, it was decided to meet in a location where the meeting could be televised by Dakota Media Access (DMA). Ms. Lukaszewski had indicated the format would be revisited towards the end of the year, and so she is bringing the matter forward again as a discussion topic. The MPO is willing to send out a new poll and take TAC's preferred action at the December meetings or beyond.

Mr. Froseth said he thinks it makes sense to send out a new poll to see if members like the current format or would like to go back to how TAC was formatted previously. Ms. Lukaszewski said the alternative to the existing format would be a return to the Bis-Man Transit Board Room, which was the format prior to COVID. She is not aware of another option outside of that, but TAC members are welcome to mention one if they have something in mind. The MPO will send out a survey in the next couple of weeks and present the results in December. The meeting format will be an action item, but TAC does not have to take immediate action unless desired.

Mr. Ehreth asked if the MPO will also be asking Policy Board about meeting format. Ms. Lukaszewski said no since their meeting location did not change during COVID.

Mr. Schell wondered if it would be valuable to get Policy Board's position on TAC's meeting format. Other members agreed it would be valuable. Ms. Lukaszewski said she will bring the matter up under other business at tomorrow's Policy Board meeting.

ROADWAY PROJECTS

Mr. Saiki said Morton County has finished all roadway projects for the year.

Mr. Froseth said the City of Mandan has also finished their roadway projects for the season.

Mr. Schell gave an update for the City of Bismarck. Their downtown concrete repair project and their Bismarck Expressway lighting and turn lane project are done for the season. The traffic signal replacements on 7th and 9th Streets are still ongoing, as there are still some parts

yet to come in. A similar situation exists on their 43rd Avenue project; the roadway is open, but there is still some lighting and traffic signal work to finish, which may result in a lane closure here and there.

Mr. Schriock said Burleigh County is still finishing up their plans for their railroad overpass project on 66th Street and still plans to bid the project in the spring.

Mr. Schloss said NDDOT has finished their 80th Street bridge project.

OTHER BUSINESS

TAC Freight Representative Vacancy Update

Mr. Ehreth asked about the status of the vacancy on TAC for a local freight representative. Ms. Lukaszewski said the MPO reached out to NDDOT and had them share the opening with the advisory committee working with them on the State Freight and Rail Plan update. The MPO has not yet received any feedback from that and may reach out again in the next few months. The MPO also has a Bismarck State College contact and there is a possibility a TAC member will be found through that avenue. The MPO will continue to pursue leads for the TAC vacancy.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:13 a.m., with the next scheduled meeting to take place on December 19, 2022, at 10:00 a.m.

Respectfully Submitted,

Stephen Larson
Recording Secretary

APPROVED:

_____
Rachel Lukaszewski, Chair

This Page Intentionally Left Blank

EXHIBIT A

EXHIBIT A

Bismarck-Mandan MPO

TIP 2023-2026 Amendment

Project Year(s) N/A

Entity	Project	Federal	State	Local	Total	Federal Funding Source
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Project Description: This amendment is to account for Bis-Man Transit's 2022 update to its Transit Asset Management Plan (TAM) and Targets. Revisions have been made to the TAM Report section of the TIP to reflect the plan update and to reflect updates to Transit's Fleet Inventory.

Consistency with the Bismarck-Mandan MPO Metropolitan Transportation Plan: N/A

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

_____

_____ Bismarck-Mandan MPO Policy Board Chair

2023

TRANSIT ASSET MANAGEMENT (TAM) REPORT

Bis-Man Transit Useful Life Benchmarks and TAM Targets

Bis-Man Transit completed and adopted their TAM plan in October 2022. Targets areas include rolling stock, equipment, and facilities, and are based on Useful Life Benchmarks (ULB) for vehicles and transit facilities. The target number is a percent of assets within a particular asset class that have met or exceeded the ULB benchmark. A description of the Federal, State and local useful life benchmarks and performance targets follow:

Useful Life Benchmark for Vehicles

Category	Length	Seats	FTA UL Years	FTA UL Miles	FTA ULB Years	NDDOT ULB Years	BMT ULB Years
Heavy Duty Large Bus	35 to 40+ ft	24 to 40+	12	500,000	14	14	14
Heavy Duty Small Bus	30 to 35 ft	24 to 35	10	350,000	14	14	14
Medium Size Cutaway	25 to 30 ft	16 to 30	7	200,000	10	10	10
Light Duty Mid-Sized Cutaway	20 to 25 ft	8 to 16	5	150,000	10	10	10
Light Duty Small Cutaway	16 to 22 ft	3 to 14	4	100,000	10	10	10
Modified Van	20 to 22 ft	3 to 14	4	100,000	8	8	8
Minivan	Up to 12 ft	3 to 12	4	100,000	8	8	8
Automobile		3 to 7	4	100,000	8	8	8

Useful Life Benchmark for Transit Facilities

Category	Usage	ULB Years
Bus Garage	Bus Storage, Wash	40
Garage Operations Facility	Storage, Wash, Dispatch, Training, Light Maintenance	40
Garage Operations Admin	Admin Offices, Storage, Wash, Dispatch	40
Shelters	Seating	20

TAM Performance Measures and Targets (as identified in 49 CFR 625.34)

Agency Name	Asset Category	Asset Class	2022 Target	2023 Target	2024 Target	2025 Target	2026 Target	2027 Target
NDDOT	Equipment	Non Revenue/Service Automobile	29%	40%	40%	37%	35%	29%
NDDOT	Equipment	Other Rubber Tire Vehicles	60%	40%	40%	37%	35%	29%
NDDOT	Facilities	Administrative / Maintenance Facilities	0%	0%	0%	0%	0%	0%
NDDOT	Facilities	Passenger Facilities	0%	0%	0%	0%	0%	0%
NDDOT	Revenue Vehicles	BU - Bus	29%	28%	15%	14%	15%	15%
NDDOT	Revenue Vehicles	CU - Cutaway	15%	25%	25%	24%	28%	20%
NDDOT	Revenue Vehicles	MV - Minivan	11%	20%	25%	28%	25%	24%
NDDOT	Revenue Vehicles	SV - Sports Utility Vehicle	50%	50%	40%	37%	35%	40%
NDDOT	Revenue Vehicles	VN - Van	36%	35%	42%	40%	35%	24%

Bismarck-Mandan MPO Reporting

The Bismarck-Mandan MPO—through their annual Transportation Improvement Program (TIP) update—reports on the condition of Bis-Man Transit's rolling stock and/or facilities (as provided by the National Transit Database), as well as Transit's progress toward adopted performance targets. Further, the TIP provides an opportunity to note future investments which maintain the fleet and facility in a State of Good Repair. The Bis-Man Transit Fleet Inventory provided by Bis-Man Transit follows. This inventory matches information submitted to NTD in March 2022, but also accounts for a couple of buses decommissioned by Transit and a couple of buses purchased by Transit after their March 2022 NTD submission.

Bis-Man Transit Fleet Inventory

Service Type	Bus Fleet ID	Year	Category	Condition*
Fixed Route	1001	2010	Heavy-Duty Small Bus	Good
Fixed Route	1002	2010	Heavy-Duty Small Bus	Good
Fixed Route	1003	2010	Heavy-Duty Small Bus	Good
Fixed Route	1501	2015	Heavy-Duty Large Bus	Good
Fixed Route	1502	2015	Heavy-Duty Large Bus	Good
Paratransit	53	2012	Medium-Duty Bus	Marginal
Paratransit	54	2012	Medium-Duty Bus	Marginal
Paratransit	55	2012	Medium-Duty Bus	Marginal
Paratransit	1701	2017	Medium-Duty Bus	Marginal
Paratransit	1702	2017	Medium-Duty Bus	Marginal
Paratransit	1703	2017	Medium-Duty Bus	Marginal
Paratransit	1704	2017	Medium-Duty Bus	Marginal
Paratransit	1801	2018	Medium-Duty Bus	Good
Paratransit	1802	2018	Medium-Duty Bus	Good
Paratransit	1803	2018	Medium-Duty Bus	Good
Paratransit	1804	2018	Medium-Duty Bus	Good
Paratransit	1901	2018	Medium-Duty Bus	Good
Paratransit	1902	2018	Medium-Duty Bus	Good
Paratransit	1903	2019	Medium-Duty Bus	Good
Paratransit	1904	2019	Medium-Duty Bus	Good
Paratransit	1905	2019	Medium-Duty Bus	Good
Paratransit	1906	2019	Medium-Duty Bus	Good
Paratransit	1907	2019	Medium-Duty Bus	Good
Paratransit	1908	2019	Medium-Duty Bus	Good
Fixed Route	1909	2019	Heavy-Duty Small Bus	Excellent
Fixed Route	1910	2019	Heavy-Duty Small Bus	Excellent
Paratransit	1911	2019	Light-Duty Van	Excellent
Paratransit	1912	2019	Light-Duty Van	Excellent
Fixed Route	2201	2022	Heavy-Duty Small Bus	Excellent
Fixed Route	2202	2022	Heavy-Duty Small Bus	Excellent

* Condition and fleet reported as of November 7, 2022

Typically, the Bismarck-Mandan MPO's TIP includes enhancement projects for Bis-Man Transit fleet and facilities. Projects include, but are not limited to, the procurement of replacement buses, federal and local funds given to annual preventive maintenance and security needs, and like procurements. Upcoming projects in the 2023-2026 TIP which contribute to the preventive maintenance of Transit's assets and State of Good Repair (SOGR) program are shaded below:

BISMARCK-MANDAN MPO BIS-MAN TRANSIT IMPROVEMENT PROGRAM For 2023-2026 Page 1 of 1

Project #	Project Location	Project Type	Funding	Project Description	Funding Source	2023	2024	2025	2026	Total
1	Bismarck/ Mandan Area	Capital Cost of Contracting (CCOC)	FTA Sec. 9 (5307) 80 / 20	Preventative maintenance and operating costs associated with the operations contract	Fed	$1,088,000	$1,088,000	$1,088,000	$1,088,000	$4,352,000
					State	$0	$0	$0	$0	$0
					Local	$272,000	$272,000	$272,000	$272,000	$1,088,000
					Total	$1,360,000	$1,360,000	$1,360,000	$1,360,000	$5,440,000
2	Bismarck/ Mandan Area	Preventative Maintenance	FTA Sec. 9 (5307) 80 / 20	Preventative maintenance on transit vehicles	Fed	$15,000	$15,450	$15,914	$16,391	$62,754
					State	$0	$0	$0	$0	$0
					Local	$3,750	$3,863	$3,978	$4,098	$15,689
					Total	$18,750	$19,313	$19,892	$20,489	$78,443
3	Bismarck/ Mandan Area	Operating Expenses	FTA Sec. 9 (5307) 50 / 50	Operating assistance for elderly/disabled and fixed route service	Fed	$382,000	$393,460	$405,264	$417,422	$1,598,146
					State	$398,191	$410,137	$422,441	$435,114	$1,665,882
					Local	$382,000	$393,460	$405,264	$417,422	$1,598,146
					Total	$1,162,191	$1,197,057	$1,232,968	$1,269,957	$4,862,173
4	Bismarck/ Mandan Area	Security	FTA Sec. 9 (5307) 80 / 20	Public transportation security projects	Fed	$15,000	$15,450	$15,914	$16,391	$62,754
					State	$0	$0	$0	$0	$0
					Local	$3,750	$3,863	$3,978	$4,098	$15,689
					Total	$18,750	$19,313	$19,892	$20,489	$78,443
5	Bismarck/ Mandan Area	Transit Planning	FTA Sec. 8 (5303) (5313) 80/20	Provide funding for the Transit Development Plan	Fed	$0	$0	$0	$0	$0
					State	$0	$0	$0	$0	$0
					Local	$0	$0	$0	$0	$0
					Total	$0	$0	$0	$0	$0
6	Bismarck/ Mandan Area	Capital Grant	FTA Section (5339) 80/20; 85/15	Provide funding to replace, rehabilitate, and purchase buses and related equipment, including shop equipment, and construct bus related facilities	Fed	$0	$425,000	$850,000	$0	$1,275,000
					State	$0	$0	$0	$0	$0
					Local	$0	$75,000	$150,000	$0	$225,000
					Total	$0	$500,000	$1,000,000	$0	$1,500,000
7	Bismarck/ Mandan Area	Capital Grant	FTA Section (5310) 85/15	Capital projects including vehicle purchases and mobility management for elderly and disabled	Fed	$0	$295,800	$304,674	$470,722	$1,071,196
					State	$0	$0	$0	$0	$0
					Local	$0	$52,200	$53,766	$83,069	$189,035
					Total	$0	$348,000	$358,440	$553,790	$1,260,230
8	Bismarck/ Mandan Area	Discretionary Earmark Grant	FTA Section (5310) 50 / 50	Operating assistance to the elderly and disabled	Fed	$120,750	$206,000	$212,180	$218,545	$757,475
					State	$0	$0	$0	$0	$0
					Local	$120,750	$206,000	$212,180	$218,545	$757,475
					Total	$241,500	$412,000	$424,360	$437,091	$1,514,951
9	Bismarck/ Mandan Area	Discretionary Earmark Grant	FTA Section (5310) 80/20	Mobility Manager salary assistance	Fed	$24,240	$24,967	$25,716	$26,488	$101,411
					State	$0	$0	$0	$0	$0
					Local	$6,060	$6,242	$6,429	$6,622	$25,353
					Total	$30,300	$31,209	$32,145	$33,110	$126,764
10	Bismarck/ Mandan Area	Additional Assitance Grant	FTA ARP 100/0	Operating assistance for elderly/disabled and fixed route service	Fed	$500,000	$0	$0	$0	$500,000
					State	$0	$0	$0	$0	$0
					Local	$0	$0	$0	$0	$0
					Total	$500,000	$0	$0	$0	$500,000

Based on the existing condition of the Bis-Man Transit fleet and facilities, and the programmed activities outlined in the 2023-2026 TIP, the Bis-Man MPO believes the investments fall within category A. of the three federally defined maintenance options:

A.) Sufficient to maintain the current SOGR condition for rolling stock,
B.) Insufficient to maintain current conditions, causing SOGR to worsen, or
C.) Sufficient to improve the SOGR for rolling stock.

Overview:
Bis-Man Transit has an active TAM plan and is currently meeting their TAM performance targets.

EXHIBIT B

URBAN REGIONAL & URBAN ROADS
PROJECT SCOPING WORKSHEET

DATE:_____

PRIORITY#_____ Regional: Yes Urban Roads: No

City:____Bismarck_____ Street:___Bismarck Expressway/ND 810 intersections, Washington St to Burlington Drive, Denver& Washington St,_____

County:____Burleigh_____ Length:_____12,100'/2.21 Miles_____

Proposed Improvement: _____Upgrade Traffic Signal equipment that has exceeded it's expected service life as shown in the NDDOT traffic signal data base.

_____

Cost Estimates Breakdown (in $1,000)							
PE	CE	R/W	Utility	Constr.	Bridges	Non-Participating	Total
150	300	0	0	3,000	0	0	3,450

Present Road: Surface Width? _____60'_____ Surface Type?___Asphalt_____

On Street Parking Allowed? ___No__ Present: **(No)** One Side Both Sides Angle Parallel
Proposed: **(No)** One Side Both Sides Angle Parallel

Proposed Improvements

ADT Present: _12,000 to 28,000 Yr: __2019____ Travel Way Width : ___60'_____
ADT Design: _____ Design year _____ No. of Lanes: _____5-Lanes_____
Design Speed: _____40 MPH_____ Roadway Width: _____60'_____
Maximum Curve: _____NA_____ Min. R/W Width:_____100'_____
Maximum Grade: _____NA_____

Right of Way

Will Additional ROW or easement be acquired? ____No____ ROW acquisition by: City DOT

Has any ROW easements been acquired since 7-1-72: __Yes_ ROW Condemnation by: City DOT
Est. No. of occupied family dwelling to be displaced? ___No___
Est. No. business to be displaced? _____No_____

Impacts

Will there be any additional Impacts (Cultural and Environmental Resources): _____No____

Will there be any impacts to 4(f) or 6(f) properties:
____No
Airports: _____ Public Hearings: _____No_____
Environmental Classification (Cat-Ex, EA, EIS):_____Cat-ex_____
Transportation Enhancements: _____No_____
Intermodal: _____No_____
Pedestrian Needs: _____No_____

Railroads Crossings						
RR Name	No. Xings	No. Tracks and Type of Crossing	Daily Train Movements	Train Speed	Present Protection	Proposed Protection
NA						

Purpose and Need Statement:

The propose and need for this project is to improving safety and operations by replacing traffic signal poles and equipment that has reached the end of their useful life. The traffic signal controllers were upgraded in 2016. The majority of the traffic signal standards were installed in 1982 and have exceeded their expected service life.

Existing Conditions:

1. When was the current street section built? 1982 Has there been any additional maintenance to the street section? Yes, 2011

2. How many driving lanes and turning lanes does the street section currently have and what is the widths of the driving and turning lanes? 5- 12'traffic lanes with turnings lanes at various intersections throughout the corridor

3. What is the condition of the pavement section? Scheduled for mill and overlay in 2022

   A. If the pavement section is asphalt, is there any alligator cracking, longitudinal cracking, transverse cracking, raveling, bituminous patching or rutting?
   B. If the pavement section is concrete, are there any broken slabs, faulting, bituminous patching, joint spalling, transverse cracking, or longitudinal cracking.

4. Any existing geometric concerns? No

5. Are there any access points to adjoining properties that present a special concern?
   No

6. Are there any existing sidewalks or shared use path in place?
   Sidewalks are in place along Bismarck Expressway between Washington street and 18th Street. No sidewalks or multi-use facility is currently in place to the east of 18th Street along Bismarck Expressway.

7. What is the condition of the existing storm sewer? Will any additional storm sewer work need to be done along with this project?
   N/A

8. What is the condition of the city's water and sewer line? Good Will any work have to be done to the city's water and sewer lines along with this project?
   N/A

9. Describe the existing lighting system currently in place? What type of standards and luminaires are currently being used?
   Galvanized 40-foot Standards relamped with LED Fixtures

   What intersections currently have traffic signals? Washington @ Denver/Riverwood, Washington @Expressway,3rd St @ Expressway,7th St @ Expressway, 9th St @ Expressway, 12th St @ Expressway, Airport Road @ Expressway, 26th St @ Expressway.

   Are there any locations that have a high accident rate? High Crash Locations have been identified at the intersections of Washington St, 3rd St, 7th St, 9th St, and Airport Road on Bismarck Expressway. Are additional turning lanes needed? Turn lanes could be considered a 26th WB RT, Airport Rd RT on All Approaches, and at12th St, RT on Expressway

Remarks:

____ This proposed project will consist review of 9 traffic signal systems along Bismarck Expressway starting at Washington Street to Burlington Drive and the intersection of Denver Avenue/Riverwood Drive and Washington Street for removal or upgrade of equipment. These systems are currently running an actuated coordinated schedule with communication between intersections using fiber optic conductor. The items to be included but not limited to as part of the project are upgrading ATC cabinets and McCain controllers, emergency vehicle pre-emption equipment, foundations, galvanized traffic signal standards, conduit, conductor, vehicular and pedestrian signal heads, fiber optic interconnect system, pedestrian activated pushbuttons and signage. The majority of the traffic signal standards were installed as part of the original Bismarck Expressway construction project in 1982 and are approaching 40 years of service.

The upgrading of this traffic signal equipment will improve safety by replacing the traffic signal poles that have reached the end of their service life. Upgrading the controller equipment to be compatible with the Econolite Centracs traffic management system will provide the opportunity for more versatility of operations and improved communications.

This proposed project could potentially be combined with the Bismarck Expressway mill and overlay project that is to be bid and constructed in 2022, if funding allows. Impacting a major corridor for one construction season would be more acceptable to the public than having projects for multiple years in a row.

City Engineer: _____ Date: 11/7/22

District Engineer: _____ Date: 11/7/22

Note: ***Please attach a map showing location and extent of the project and any additional supporting documents.***

The cost estimate for this project was based on the complete removal and replacement of all the traffic signal equipment at each intersection.

This Page Intentionally Left Blank

December 5, 2022

TO: Bismarck City Commission

FROM: Deidre Hughes, Executive Director

SUBJECT: FY2024 - 5339 Grant Approval

RECOMMENDATION: The Bis-Man Transit Board recommends approval of the grant application for submittal to the City of Bismarck and the State of North Dakota

BACKGROUND: The Federal Transit Administration (FTA) Section 5339 (Bus & Bus Facilities Program) is a capital-only program, and funds are limited to capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct or rehab bus-related facilities.

DISCUSSION: If awarded, the grant funds will be used to purchase one fixed-route replacement bus.

FINANCIAL IMPACT: If the North Dakota Department of Transportation approves the application, Bis-Man Transit would be required to provide 15% local match for the bus purchase.

Project	Federal	Local
One (1) Fixed-Route Replacement Bus	$403,750	$71,250

NORTH Dakota | Transportation
Be Legendary.™

FY2024 - Section 5339 Bus & Bus Facilities Program		
Agency Name	**Bis-Man Transit Board**	
Agency Contact	**Deidre Hughes**	**Phone: 701.258.6817**
Unique Entity ID #	**83-441-0987**	

Section 5339 – The Federal Transit Administration (FTA) Section 5339 (Bus & Bus Facilities Program) is a capital-only program and funds are limited to capital projects to replace, rehabilitate, and purchase buses and bus-related equipment, and to construct or rehab bus-related facilities.

The entire Section 5339 – Bus and Bus Facilities Grants is further explained in FTA Circular 9300.1B, located on the FTA website at https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf .

Please Note:

- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- **Farebox revenue cannot be used as Local Match**.
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Program.
- As with most Federal Assistance Programs, 5339 is designed as a reimbursement program. Your agency should be prepared to pay for your expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below $5,000.
- If you receive $750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
- Prior to contracting, your agency must have a completed FY 2023 FTA Certifications and Assurances uploaded in BlackCat.
- Prior to contracting, your agency must be active in the System of Award Management (SAM.gov).

- All applications are due **December 30, 2022 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.

- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, dkarel@nd.gov, or jsmall@nd.gov.

GENERAL INFORMATION

1. Provide a detailed description of the transportation services your agency currently provides and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total active and spare vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

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. Bis-Man Transit continues to transition current demand response riders to our fixed route service and gain new fixed route ridership through continued outreach and community partnership efforts. Due to the COVID-19 pandemic, Bis-Man Transit experienced a significant decline in ridership for 2020 and 2021. However, ridership continues to increase in 2022 for both fixed and paratransit routes. The most recent route re-design went into effect on February 1, 2021.

Fixed route service is provided on six routes from 6:30 a.m. - 7:00 p.m. Monday through Friday and 7:30 a.m. – 7:00 p.m. on Saturday. All nine vehicles in the fixed route fleet are ADA accessible, with service provided for Bismarck and Mandan. 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 certified to utilize our demand response services or those over 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 2020, 55,445 unlinked passenger trips were provided on fixed route. In 2021, 56,744 unlinked passenger trips were provided on fixed route. Fixed route ridership has continued to increase for 2022, with 62,312 trips from January through October.

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 2020, 71,635 unlinked passenger trips were provided on paratransit. In 2021, 86,203 unlinked passenger trips were provided on paratransit. Ridership continues to increase in 2022.

Services are provided in both Burleigh and Morton Counties

2. Provide a detailed explanation of how and why this request is important to your agency and how it will improve or provide for future service to citizens in the communities/counties you provide service.

26

The fixed route bus purchase that will be completed with the funds from this request will increase the safety, sustainability, and efficiency of the services we provide, by ensuring that current equipment is in optimal working condition and within useful life parameters. The current bus we are seeking to replace is outside of useful life.

3. What percentage of change in ridership has your agency experienced in the since the last application? Provide a brief explanation of the reason for the change in ridership.

☒ Increase
☐ Decrease

Bis-Man Transit experienced a 17% increase in ridership from SFY2021 to SFY2022.

VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in the BlackCat System. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in the BlackCat Transit Data Management System.

4. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: 2024
Make/Model: Gillig Low Floor
Seating Capacity: 28
Lift/Ramp: ☒ Yes ☐ No
Gas/Diesel/Other: Diesel

5. What type of vehicle are you requesting?

☒ Replacement Vehicle
☐ Expansion Vehicle

6. If requesting a replacement, which vehicle in your fleet are you replacing? *1003*

a. Vehicle Information Number (VIN):
b. Vehicle Year: 2010
c. Make/Model: Gillig Low Floor
d. Current Mileage: 423,219
e. Vehicle In Service Date: 09/09/2010
f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal
g. Has this vehicle information been updated in BlackCat Inventory? ☒ Yes ☐ No

7. If requesting an expansion vehicle, list the agency/community/county to be served (include: hours and days of service and estimated ridership).

8. Provide an estimated timeline for the purchase of this vehicle(s). Provide a separate timeline if you are applying for different types of vehicles. ***See sample timeline below, add or remove lines as needed.***

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): Summer 2023/Upon award – Purchasing vehicle off the State of Washington bid
Contract Award Date: Summer 2023
Order Date: Summer 2023
Initial Vehicle Delivery Date: Summer 2024
Final Vehicle Deliver Date (if more than one vehicle): Not applicable
Contract Completion: Fall 2024
Final Payment Submitted to DOT: Fall 2024
9. Amount requested for vehicle (include the base price plus all options with this request):
Total Vehicle Cost (include federal and local amounts): $475,000 Federal Funds Requested Amount: $403,750 Local Match Amount: $71,250 Source(s) of Local Match: Mill Levy funds
10. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.
☒ Yes List section and page number(s): Per Bis-Man Transit's 3 to 5-year Capital Investment Plan, one fixed route bus replacement is planned for 2024. This can be found on page 64 of the 2019 Transit Development Plan. ☐ No (Applicant must provide an explanation)

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Estimated Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - $75,000 - $99,000 ***NOTE: Will be re-bid October 2022 – Expect Price Increases.***	12 – 24
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301	Base price - $55,000 – $72,000 ***NOTE: Currently out for bid – Expect Price Increases.***	12 – 24
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - $145,132 - $146,607	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - $69,900	9 – 12
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - $96,720 - $110,000	12 – 24
Trolley – Carriage and Villager NDDOT Term Contract No. 386 & 388	Base Price - $125,000 - $219,522	6 – 12
FTA Useful Life Standards		
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles	
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles	

Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

TRANSIT FACILITY PROJECT

NOTE: This request MUST first be created as a project in the Black Cat Transit Data Management System.

REHABILITATION/RENOVATION OF A TRANSIT FACILITY

11. Do you currently have a transit facility?

☐ Yes ☐ No

12. If yes, provide information on the current facility.

Federally Funded: ☐ Yes ☐ No ☐ Other
Year Constructed:
Square Footage:
Parking spots:
Has this facility been renovated in the past? ☐ Yes ☐ No If Yes - Describe

13. Give a detailed description and justification of the proposed project. Include the need for rehabilitation, improvements, or remodeling, necessary repair work, cost estimates, temporary or permanent repair, and other details that you deem relevant to assist NDDOT in making a project determination.

14. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. See sample timeline below, add or remove lines as needed.

Request for Proposal (RFP)/Invitation for Bid (IFB) Issue Date:

Contract Award Date:

Project State Date:

Contract Completion Date:

Final Payment Submitted to DOT:

15. Has your Agency completed the FTA Region 8 Categorical Exclusion Worksheet for this project? The worksheet and instructions can be found in BlackCat Global Resources or on NDDOT Transit website under Procurement at https://www.dot.nd.gov/divisions/localgov/transit-operator-portal.htm

☐ Yes (Applicant must complete and attach the worksheet)
☐ No (Applicant must provide an explanation)

16. Has your agency completed and attached an Equity Analysis for this renovation? NOTE: An Equity Analysis must occur before the preferred site is selected.

☐ Yes
☐ No (Applicant must provide an explanation)

29

17. Your agency will be **required** to interview and hire an architect/consultant to design the plans and specifications and manage the bidding and construction of this building to meet FTA and NDDOT standards and requirements. Provide the dollar amount are you requesting.
Total Cost (include federal and local amounts): Federal Funds Requested: Local Match Amount: Source(s) of Local Match:
18. An Independent Cost Estimate (ICE) is required to show that the price is fair and reasonable? Explain your process for completing the ICE.
19. Are you proposing to use the value of land as match, in whole or part, for your project? If yes, please indicate whether this is an appraised value or estimate. Only the portion of land required for the project may be considered in this valuation.
☐ Yes ☐ No ☐ Appraised Value ☐ Estimate Value
20. Does the appraised value or estimate cover your entire match? If not, Identify other sources of local match for this project.
21. Has your agency held public meetings about this project? If yes, when and did the community support this project? Include documentation of all public meetings (agendas, advertisements, meeting minutes, comments, and list of attendees)
☐ Yes, and documents are attached. Meeting dates: ☐ No (Applicant must provide an explanation)
22. Does your agency have a written Facility Maintenance Plan? Explain the procedures to ensure facility & equipment is inspected and maintained per manufacturer's warranty instructions on a regular scheduled basis as described in your Facility Maintenance and TAM Plans.
☐ Yes ☐ No (Applicant must provide an explanation)
23. Are your facility and any maintenance records recorded in your TAM maintenance program as required by NDDOT? If No, please explain.
☐ Yes ☐ No (Applicant must provide an explanation)
24. What is the condition (1(Poor) – 5 (Excellent) rating scale assessment) rating of your current facility?
25. Total project cost?
Total Cost (include federal and local amounts): Federal Funds Requested: Local Match Amount: Source(s) of Local Match:
26. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

30

☐ Yes List section and page number(s):
☐ No (Applicant must provide an explanation)

PURCHASING A TRANSIT FACILITY Complete this portion if you are requesting funding to purchase an existing transit facility.
27. If purchasing a facility, what is the asking price?
28. An Independent Cost Estimate (ICE) is required to show that the price is fair and reasonable? Explain your process for completing the ICE.
29. Justify why it is more cost effective to purchase this facility versus building a new one.
30. Describe the facility you are considering for purchase in detail. Provide purpose of facility (administration, storage, etc.), specifications, environmental assessments, drawings/plans, etc.
Year Constructed: Square Footage: Parking spots:
31. Are there any known environmental issues with the facility you are proposing to purchase? (e.g., underground fuel storage) If yes, please describe.
☐ Yes (Applicant must provide an explanation) ☐ No
32. Will this facility require any renovation for use in your transit program? If yes, please describe these renovations in detail and specify whether these costs are figured into the above asking price.
☐ Yes (Applicant must provide an explanation and associated cost) ☐ No
33. Has your agency held any public meetings about this project? If yes, when and did the community support this project? Include documentation of all public meetings (agendas, advertisements, meeting minutes, comments, and list of attendees)
☐ Yes, and documents are attached. Meeting dates: ☐ No (Applicant must provide an explanation)
34. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. NOTE: If renovations are needed you will need to add that to the timeline. ***See sample timeline below, add or remove lines as needed.***
Request for Proposal (RFP)/Invitation For Bids (IFB) Documents Date:
Purchase Date:
Contract Completion:
Final Payment Submitted to DOT:
35. Total project cost including purchase and renovations.
Total Cost (include federal and local amounts): Federal Funds Requested:

Local Match Amount:
Source(s) of Local Match:

36. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s). Your current plan must be uploaded into BlackCat Resources.

☐ Yes List section and page number(s):

☐ No (Applicant must provide an explanation)

BUILDING A TRANSIT FACILITY

Complete this portion if you are requesting funding to build a new transit facility.

37. Describe in detail the need for a facility in your transit program.

38. Describe your proposed project in detail. Include a description of all the amenities you feel the project will need to meet your needs – e.g., purpose of facility, square footage, office space, number of vehicles it will hold, wash bays, etc. Keep in mind, this facility should be designed to meet your current needs with a reasonable projection of your future needs.

39. Has your Agency completed the FTA Region 8 Categorical Exclusion Worksheet for this project? The worksheet and instructions can be found in BlackCat Global Resources or on NDDOT Transit website under Procurement at https://www.dot.nd.gov/divisions/localgov/transit-operator-portal.htm

☐ Yes (Applicant must complete and attach the worksheet)
☐ No (Applicant must provide an explanation)

40. Has your agency completed and attached an Equity Analysis for this renovation? NOTE: An Equity Analysis must occur before the preferred site is selected.

☐ Yes
☐ No (Applicant must provide an explanation)

41. Do you have preliminary design plans for this project? If you do, please include a copy with this application.

☐ Yes
☐ No

42. Your agency will be **required** to interview and hire an architect/consultant to design the plans and specifications and manage the bidding and construction of this building to meet FTA and NDDOT standards and requirements. Provide the dollar amount are you requesting.

Total Cost (include federal and local amounts):
Federal Funds Requested:
Local Match Amount:
Source(s) of Local Match:

43. Are you proposing to use the value of land as match, in whole or part, for your project? If yes, please indicate whether this is an appraised value or estimate. Only the portion of land required for the project may be considered in this valuation

☐ Yes
☐ No

☐ Appraised Value ☐ Estimate Value
44. Does the appraised value or estimate cover your entire match? If not, identify other sources of match for this project.
☐ Yes ☐ No
45. Has your agency held any public meetings about this project? If yes, when and did the community support this project? Include documentation of all public meetings (agendas, advertisements, meeting minutes, comments, and list of attendees).
☐ Yes, and documents are attached. Meeting dates: ☐ No (Applicant must provide an explanation)
46. Have you looked at options to scale the building back in case the construction costs come in over budget?
☐ Yes ☐ No (Applicant must provide an explanation)
47. Provide an estimated timeline for the project (s). Provide a separate timeline for each project you are applying for. ***See sample timeline below, add or remove lines as needed.***
Request For Proposal (RFP) Issue Date:
Contract Award Date:
Project Start Date:
Contract Completion:
Final Payment Submitted to DOT:
48. Total project cost?
Total Cost (include federal and local amounts): Federal Funds Requested: Local Match Amount: Source(s) of Local Match:
49. Explain where in your current 3-5 Year plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.
☐ Yes List section and page number(s): ☐ No (Applicant must provide an explanation)

EQUIPMENT & MISCELLANEOUS CAPITAL PROJECTS

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

NOTE: This request MUST first be created as a project in the Black Cat Transit Data Management System. If applying for more than one project, please attach additional sheets and create a separate project for each individual project.

50. Describe your proposed project(s) in detail.

33

Description: Quantity: Purpose:
51. How does this project(s) enhance your transportation program?
52. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.
☐ Yes ☐ No (Applicant must provide an explanation)
53. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Global Resources.
☐ Yes ☐ No (Applicant must provide an explanation)
54. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?
☐ Yes ☐ No (Applicant must provide an explanation)
55. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. ***See sample timeline below, add or remove lines as needed.***
Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes):
RFP/IFB/Quotes Issue Date:
Contract Award Date:
Order Date:
Deliver/Installation/Project Completion Date:
Final Payment Submitted to DOT:
56. Total project cost?
Total Cost (include federal and local amounts): Federal Funds Requested Amount: Local Match Amount: Source(s) of Local Match:
57. Explain where in your current 3-5 Year plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.
☐ Yes List section and page number(s): ☐ No (Applicant must provide an explanation)

Local Match & Total Funding Request

34

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds, etc.) that are available to be used towards each vehicle project.

Local match listed here cannot be already targeted as match for a FY2024 5310 or 5311 applications.

Farebox revenue cannot be used as Local Match.

Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered. Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if sufficient match is provided.

This project ranking should match your prioritization in BlackCat (add additional lines as needed).

Ranking	Project	Federal Dollars Requested	Local Match Needed	Sources of Local Match
1	2024 Gillig Low Floor	$403,750	$71,250	Mill Levy Funds
2				
3				
4				
5				

Application Checklist and Signature Page

This checklist is included for your review and completion prior to submittal of your application to ensure your submission includes all required documents. Please upload the required documents in your agency's BlackCat Transit Data Management System.

	Section 5339 Applicants must submit the following (check when complete):
x	Completed 5339 Application;
x	Document(s) showing sources of local match funds – Signed letters from source(s) of local match, FY2023 State Aid Contract or award letter, mill levy, city funds, etc.;
x	Update vehicle/facility/equipment information, mileage, condition, etc. in BlackCat Inventory;
x	Certify and upload a current Authorizing Resolution form (only complete if there has been a change to your agencies signing authority since the last application);
x	Upload your annual registration from the System for Award Management (SAM.gov)
x	Complete and include the FTA Categorical Exclusion Worksheet (if applicable);
x	Update Transit Board Members information in BlackCat;
	Complete and include the NDDOT ITS Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
	Update any complete Preliminary Assessment/Application for Capital Assistance forms(s) (if applicable);
x	The following documents MUST be current and uploaded into BlackCat Resources: 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, Cost Allocation Plan, Cognizant Agency Letter (if applicable), and TAM Plan.

I hereby certify that as a person authorized to sign for

Bis-Man Transit Board

Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and

2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and

3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and

4. The transit agency agrees to meet the applicable federal and state requirements.

Deidre Hughes — 11/22/2022

Signature of Authorized Representative **Date**

This Page Intentionally Left Blank

December 5, 2022

TO: Bismarck City Commission

FROM: Deidre Hughes, Executive Director

SUBJECT: FY2024 - 5310 Grant Approval

RECOMMENDATION: The Bis-Man Transit Board recommends approval of the grant application for submittal to the City of Bismarck and the State of North Dakota

BACKGROUND: Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program goal is to improve mobility for older adults and persons with disabilities throughout the country. Under 49 U.S.C. 5310 funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas.

DISCUSSION: If awarded, the grant funds will cover expenses from July 1, 2023, to June 30, 2024, which is the state fiscal year.

FINANCIAL IMPACT: If the North Dakota Department of Transportation approves the application, Bis-Man Transit would be required to provide 20% local match for the mobility manager's salary and 50% local match for the after-hours, Sunday, and holiday demand response service. Bis-Man Transit would also be required to provide 15% local match for the purchase of replacement buses.

Project	Federal	Local
Mobility Manager Salary	$24,800	$6,200
After-Hours Demand Response Service	$74,395	$74,395
Sunday Demand Response Service	$38,480	$38,480
Holiday Demand Response Service	$4,600	$4,600
Four (4) Replacement Cutaway Buses	$364,375	$64,300

NORTH Dakota | Transportation

Be Legendary.™

FY2024 - Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities		
Agency Name	**Bis-Man Transit Board**	
Agency Contact	**Deidre Hughes**	Phone: **701.258.6817**
Unique Entity ID #	**83-441-0987**	

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program aims to **improve mobility for seniors and individuals with disabilities** by removing barriers to transportation service and expanding transportation mobility options. Under 49 U.S.C. 5310 funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed, and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas. The program requires coordination of federally assisted programs and community services to make the most efficient use of federal resources.

The entire Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is further explained in FTA Circular 9070.1G, located on the FTA website at:

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf

Please Note:

- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- Mobility Manager salary is a capital project expense and requires a minimum of **20% Local Match for Section 5310 annual apportionment funds.**
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Plan.
- As with most Federal Assistance Programs, Section 5310 is designed as a reimbursement program. Your agency should be prepared to pay for expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If you are awarded a Section 5310 project, your agency will be required to report a number of performance measures, at least annually, to NDDOT. Information required to report may include, but not limited to the following:
    - The number of 5310 one-way trips;

- The number of 5310 vehicles you have in service; and
- 5310 ridership demographics.

- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below $5,000.
- If you receive $750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
- Vehicles may be used to provide meal delivery service for homebound persons on a regular basis in conjunction with passenger transportation. Delivery service **must not** conflict with the provision of transit services or result in reduced service to transit passengers.
- Federal Funds awarded for vehicles will only be awarded for ADA vehicles requests.
- Prior to contracting, your agency must have a completed FY 2023 FTA Certifications and Assurances uploaded in BlackCat.
- Prior to contracting, your agency must be active in the System of Award Management (SAM.gov).
- All applications are due **December 30, 2022, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, dkarel@nd.gov, or jsmall@nd.gov.

General Information

1. Provide a detailed description of the transportation services your agency currently provides for seniors and individuals with disabilities, and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

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. Bis-Man Transit continues to transition current demand response riders to our fixed route service and gain new fixed route ridership through continued outreach and community partnership efforts. Due to the COVID-19 pandemic, Bis-Man Transit experienced a signification decline in ridership for 2020 and 2021. However, ridership continues to increase in 2022 for both fixed and paratransit routes. The most recent route re-design went into effect on February 1, 2021.

Fixed route service is provided on six routes from 6:30 a.m. - 7:00 p.m. Monday through Friday and 7:30 a.m. – 7:00 p.m. on Saturday. All nine vehicles in the fixed route fleet are ADA accessible, with service provided for Bismarck and Mandan. 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 certified to utilize our demand response services or those over 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 2020, 55,445 unlinked passenger trips were provided on fixed route. In 2021, 56,744 unlinked passenger

trips were provided on fixed route. Fixed route ridership has continued to increase for 2022, with 62,312 trips from January through October.

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 2020, 71,635 unlinked passenger trips were provided on paratransit. In 2021, 86,203 unlinked passenger trips were provided on paratransit. Ridership continues to increase in 2022.

Services are provided in both Burleigh and Morton Counties

2. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

☒ Yes List section and page number(s):
☐ No (Applicant must provide an explanation)

Page 57 of the current Transit Development Plan also describes the possibility of eliminating this evening service if enough funds are not able to be obtained to keep the system running under its current design.

The mobility manager's duties are required for the processing of paratransit eligibility as well as rider training for both paratransit and fixed-route passengers. This item was not indicated as a project within the Transit Development Plan but can be found within the Coordinated Public Transit – Human Services Transportation Plan 2022 on page 28.

3. What percentage of change in ridership has your agency experienced in the since the last application? Provide a brief explanation of the reason for the change in ridership.

☒ Increase
☐ Decrease

Bis-Man Transit experienced a 17% increase in ridership from SFY2021 to SFY2022.

4. List all existing public transportation providers operating in your service area.

N/A

5. Are you the lead transit provider in your area? If not, what is the relationship of your program(s) to other transportation providers?

☒ **Yes**

☐ **No**

6. Please describe the need for transit service in your area for seniors and individuals with disabilities? Why does this need exist? How have you determined this need? How will the proposed project address this need for service?

In Bismarck/Mandan, we have a large elderly and disabled population that requires public transportation to take them to medical appointments, employment, recreation, and other destinations. The need for these

trips extends into the evening hours. Recently, local taxi services have suspended operations, increasing the need for public transportation options after hours. From 7:00 PM to 12:00 AM Monday through Saturday, we transport approximately 5,600 annually, demonstrating that evening-hour rides are needed in the community. From 7:30 AM to 2:30 PM on Sundays, we transport approximately 3,200 passengers annually.

7. Provide a description of how you market the transportation program and to whom in the box below.

Public transportation is promoted within the community using social media, the company website, participation in public school and college orientation days and community fairs, as well as various business partnerships. Fixed route bus maps have been placed throughout Bismarck and Mandan to encourage potential riders to try the CAT Bus service. With the decrease in public parking available in the downtown Bismarck area, public transportation will play a major role in providing access to this area for individuals within the community. With limited taxi services offered within the service area, the need for transportation solutions has expanded.

Ridership and Fleet Information

***Report actual ridership numbers, miles and hours for SFY2022 & 2021.**

***Enter current fleet information below.**

***Current fleet and mileage information MUST be also be updated in BlackCat Inventory.**

	SFY2022 - Ridership and Fleet Information	**SFY2021 - Ridership and Fleet Information**
Number of Annual Ridership (Trips) Provided	155,278	129,516
Number of Annual Revenue Hours	52,380	49,158
Number of Annual Revenue Miles	764,907	729,583
Number of Vehicles in Fleet	29	30

8. What is the purpose of the three most requested trips that your clients require? (e.g. medical, shopping, employment, education, social, etc.)

1. Employment

2. Medical

3. Social Services

Coordinated Public Transit Human Services Transportation Plan

Applicants must be part of a locally derived Coordinated Public Transit Human Services Transportation Plan approved by North Dakota Department of Transportation (NDDOT) and uploaded to BlackCat Resources <u>prior</u> to submission of this application.

9. When was your Coordinated Public Transit Human Services Transportation Plan approved by the NDDOT Transit Section? Has it been uploaded into BlackCat Resources? Since submitting your plan describe any additional efforts made to coordinate service.

The Coordinated Public Human Services Transportation Plan was approved on October 28, 2021 and has been uploaded into BlackCat. Several items from the previous plan were retained in the new plan. This includes continuing to transition paratransit riders to fixed route, improving partnerships, and increasing marketing efforts.

The Bis-Man Transit staff has presented to several clubs and community groups since the last grant request to encourage public transit use and awareness.

Additional items in the new plan include increasing public signage for better-fixed route visibility and exploring after-hour service for fixed route riders with a 2023 timeline. The loss in taxi service in the community has increased the focus on after-hour service options for the general public, but funding and staffing have caused delays.

Solar lighting has been installed on all bus shelters, and additional benches are being placed on route in November 2022 to increase public transit visibility. Staff is seeking funding for replacing all fixed route bus street signs through alternate grants.

10. Describe any potential opportunities for additional coordination. (include social service agencies, county social services, community actions, educational institutions, youth groups, veteran services, religious organizations, other transportation services, etc.) that may address unmet transit needs in your service area.

Bis-Man Transit continues to focus on coordination with education institutions, local hospitals, social service agencies, group homes, and retirement communities. Staff attended all higher education orientation events in the fall of 2022 to educate students on public transit options.

Bis-Man Transit recently became a member of the Missouri Valley Homeless Coalition to understand better what public transit can do to lessen the transportation burden for other non-profit organizations in the community. The executive director is an active participant in the Missouri Valley Homeless Coalition's Unmet Needs Committee, which meets monthly. This is an ongoing effort for the organization.

11. Is the requested project(s) part of a Coordinated Public Transit Human Services Transportation Plan?

☒ **Yes**

☐ **No**

12. If you marked Yes above, indicate the page number where this project is listed.

If you marked No above, explain why this project is not part of your current plan.

The mobility manager project request can be found on page 28 of the Coordinated Public Transit – Human Services Transportation Plan 2022.

After-hours and Sunday service are discussed on page 14.

Non-Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.

13. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

The project will help cover the expense of employing a marketing specialist to focus communication efforts on the transportation options available to the community, training potential riders and agencies on the various services available and processing the eligibility paperwork that is required for paratransit services.

14. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

☒ **Yes**

☐ **No**

15. Total cost of this project.

Total Cost (include federal and local amounts): $31,000
Federal Funds Requested: $24,800
Local Match Amount: $6,200
Source(s) of Local Match: Mill levy funds

Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.

16. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: 2023
Make/Model: Ford E-450 6.8L
Seating Capacity: 14+ Driver
Lift/Ramp: ☒ Yes ☐ No
Gas/Diesel/Other: Gas

17. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?

18. What type of vehicle are you requesting?
☒ Replacement Vehicle ☐ Expansion Vehicle
19. If requesting a replacement, which vehicle in your fleet are you replacing?
a. Vehicle Information Number (VIN): 1FDFE4FS3HDC05257
b. Vehicle Year: 2017
c. Make/Model: Ford Econoline
d. Current Mileage: 188,205
e. Vehicle In Service Date: 10/28/2016
f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal
g. Has this vehicle information been updated in BlackCat Inventory? ☐ Yes ☐ No
20. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership).
21. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service?
All paratransit riders are able to utilize the fixed route service free of charge, with proof of eligibility.
22. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. ***See sample timeline below, add or remove lines as needed.***
Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): If awarded, Bis-Man Transit will purchase the vehicle off of the State Bid.
Contract Award Date: Summer 2023
Order Date: Fall 2023
Initial Vehicle Delivery Date: Fall 2024
Final Vehicle Delivery Date (if more than one vehicle): Winter 2024
Contract Completion: Spring 2025
Final Payment Submitted to DOT: Spring 2025

23. Amount requested for vehicle (include the base price plus all options with this request):
Total Vehicle Cost (include federal and local amounts): $107,168.75 Federal Funds Requested: $91,093.44 Local Match Amount: $16,075.31 Source(s) of Local Match: Mill levy funds

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Estimated Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - $75,000 - $99,000 ***NOTE: Will be re-bid October 2022 – Expect Price Increases.***	12 – 24
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301	Base price - $55,000 – $72,000 ***NOTE: Currently out for bid – Expect Price Increases.***	12 – 24
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - $145,132 - $146,607	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - $69,900	9 – 12
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - $96,720 - $110,000	12 – 24
Trolley – Carriage and Villager NDDOT Term Contract No. 386 & 388	Base Price - $125,000 - $219,522	6 – 12
FTA Useful Life Standards		
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles	
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles	
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles	
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles	
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles	

Equipment & Miscellaneous Capital Projects

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each.

24. Describe your proposed project(s) in detail (detail MUST include: type, quantity, cost, purpose of equipment being requested).
Type: Quantity: Purpose:
25. How does this project enhance your transportation program?
26. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.
☐ Yes ☐ No (Applicant must provide an explanation)
27. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Resources.
☐ Yes ☐ No (Applicant must provide an explanation)
28. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?
☐ Yes ☐ No (Applicant must provide an explanation)
29. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. ***See sample timeline below, add or remove lines as needed.***
Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes):
RFP/IFB/Quotes Issue Date:
Contract Award Date:
Order Date:
Deliver/Installation/Project Completion Date:
Final Payment Submitted to DOT:
30. Total cost for the project?
Total Cost (include federal and local amounts): Federal Funds Requested: Local Match Amount: Source(s) of Local Match:

Travel & Training

31. List the training the Director attended in the past year. Included dates and conference/training name, including the DOT meetings.
Total amount to date reimbursed for travel in FY2023:
32. Provide the conferences and meetings you will be requesting to attend this year and include an estimated RTAP Travel Budget to be requested.
Total estimated travel budget for FY2024:

Local Match & Total Funding Request

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds etc.) that are available to be used towards each project (Vehicle, Facility Rehabilitation & Construction, and/or Equipment/Miscellaneous Capital). In-kind funds cannot be used as local match to 5310 contracts.

Local match listed here cannot be already targeted as match for a FY2024 5339 or 5311 applications.

Farebox revenue cannot be used as Local Match.

Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered. Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if sufficient match is provided.

This project ranking should match your prioritization in BlackCat.

Ranking	Project	Federal Dollars Requested	Local Match Needed	Sources of Local Match*
1	After Hours Service	$74,395	$74,395	Mill Levy Funds
2	Sunday Service	$38,480	$38,480	Mill Levy Funds
3	Mobility Manager	$24,800	$6,200	Mill Levy Funds
4	2023 Ford Cutaway	$91,093	$16,075	Mill Levy Funds
5	2023 Ford Cutaway	$91,093	$16,075	Mill Levy Funds

6	2023 Ford Cutaway	$91,093	$16,075	Mill Levy Funds
7	2023 Ford Cutaway	$91,093	$16,075	Mill Levy Funds
8	Holiday Service	$4,600	$4,600	Mill Levy Funds
	Total	$506,647	$187,975	Mill Levy Funds

APPLICATION CHECKLIST AND SIGNATURE PAGE

This checklist is included for your review and completion prior to submittal of your application to ensure your submission includes all required documents. Please upload the required documents in your agency's account in the BlackCat Transit Data Management System (BlackCat).

Section 5310 Applicants must submit the following (check box when complete):	
x	Completed 5310 Application;
x	Document(s) identifying sources of local match funds – Signed letters from source(s) of local match, FY2023 State Aid Contract or award letter, mill levy, city funds, etc.;
x	Update vehicle information, mileage and condition in BlackCat Inventory;
x	Update Transit Board Members information in BlackCat;
x	Certify and upload a current Authorizing Resolution form (only complete if there has been a change to your agencies signing authority since the last application);
x	Upload your annual registration from the System for Award Management (SAM.gov)
	Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
x	The following documents MUST be current and uploaded into BlackCat Resources: Coordinated Human Services Plan, 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, and TAM Plan.

I hereby certify that as a person authorized to sign for

Bis-Man Transit Board

Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and

2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and

3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and

4. The transit agency agrees to meet the applicable federal and state requirements.

Deidre Hughes

Signature of Authorized Representative

11/22/2022

Date

Section 5310 – Additional VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in the Black Cat System. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in the Black Cat Transit Data Management System.

4. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: 2023
Make/Model: Ford E-450 6.8L
Seating Capacity: 14+ Driver
Lift/Ramp: ☒ Yes ☐ No
Gas/Diesel/Other: Gas

5. What type of vehicle are you requesting?

☒ Replacement Vehicle
☐ Expansion Vehicle

6. If requesting a replacement, which vehicle in your fleet are you replacing? *1702*

a. Vehicle Information Number (VIN): 1FDFE4FS1HDC05256

b. Vehicle Year: 2017

c. Make/Model: Ford Econoline

d. Current Mileage: 193,964

e. Vehicle In Service Date: 10/28/2016

f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal

g. Has this vehicle information been updated in BlackCat Inventory? ☒ Yes ☐ No

7. If requesting an expansion vehicle, list the agency/community/county to be served (include: hours and days of service and estimated ridership).

8. Provide an estimated timeline for the purchase of this vehicle(s). Provide a separate timeline if you are applying for different types of vehicles. ***See sample timeline below, add or remove lines as needed.***

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): If awarded, Bis-Man Transit will purchase the vehicle off the State Bid.

Contract Award Date: Summer 2023

Order Date: Fall 2023

Initial Vehicle Delivery Date: Fall 2024

Final Vehicle Deliver Date (if more than one vehicle): Winter 2024

Contract Completion: Spring 2025

Final Payment Submitted to DOT: Spring 2025

9. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): $107,168.75

Federal Funds Requested Amount: $91,093.44
Local Match Amount: $16,075.31
Source(s) of Local Match: Mill levy funds

10. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Global Resources.

☐ Yes List section and page number(s):
☐ No (Applicant must provide an explanation)

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Expected Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - $75,000 - $99,000 ***NOTE: Will be re-bid October 2022 – Expect Price Increases.***	12 – 24
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301 & 301B	Base price - $55,000 – $72,000 ***NOTE: Currently out for bid – Expect Price Increases.***	12 – 24
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - $145,132 - $146,607	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - $69,900	9 – 12
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - $96,720 - $110,000	12 – 24
Trolley – Carriage and Villager NDDOT Term Contract No. 386 & 388	Base Price - $125,000 - $219,522	6 – 12

FTA Useful Life Standards	
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Section 5310 – Additional VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in the Black Cat System. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in the Black Cat Transit Data Management System.

4. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: 2023

Make/Model: Ford E-450 6.8L
Seating Capacity: 14+ Driver
Lift/Ramp: ☒ Yes ☐ No
Gas/Diesel/Other: Gas

5. What type of vehicle are you requesting?

☒ Replacement Vehicle
☐ Expansion Vehicle

6. If requesting a replacement, which vehicle in your fleet are you replacing? *1703*

a. Vehicle Information Number (VIN): 1FDFE4FS5HDC05258

b. Vehicle Year: 2017

c. Make/Model: Ford Econoline

d. Current Mileage: 187,905

e. Vehicle In Service Date: 10/28/2016

f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal

g. Has this vehicle information been updated in BlackCat Inventory? ☒ Yes ☐ No

7. If requesting an expansion vehicle, list the agency/community/county to be served (include: hours and days of service and estimated ridership).

8. Provide an estimated timeline for the purchase of this vehicle(s). Provide a separate timeline if you are applying for different types of vehicles. ***See sample timeline below, add or remove lines as needed.***

Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): If awarded, Bis-Man Transit will purchase the vehicle off the State Bid.

Contract Award Date: Summer 2023

Order Date: Fall 2023

Initial Vehicle Delivery Date: Fall 2024

Final Vehicle Deliver Date (if more than one vehicle): Winter 2024

Contract Completion: Spring 2025

Final Payment Submitted to DOT: Spring 2025

9. Amount requested for vehicle (include the base price plus all options with this request):

Total Vehicle Cost (include federal and local amounts): $107,168.75
Federal Funds Requested Amount: $91,093.44
Local Match Amount: $16,075.31
Source(s) of Local Match: Mill levy funds

10. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Global Resources.

☐ Yes List section and page number(s):
☐ No (Applicant must provide an explanation)

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices	Expected Delivery time (in months)

will vary accordingly. See the State Bid Contracts on the website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - $75,000 - $99,000 ***NOTE: Will be re-bid October 2022 – Expect Price Increases.***	12 – 24
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301 & 301B	Base price - $55,000 – $72,000 ***NOTE: Currently out for bid – Expect Price Increases.***	12 – 24
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - $145,132 - $146,607	12 – 24
ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - $69,900	9 – 12
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - $96,720 - $110,000	12 – 24
Trolley – Carriage and Villager NDDOT Term Contract No. 386 & 388	Base Price - $125,000 - $219,522	6 – 12

FTA Useful Life Standards	
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Section 5310 – Additional VEHICLE PROJECT REQUESTS

NOTE: This request MUST first be created as a project in the Black Cat System. Each vehicle must be created as a separate project.

There is space provided below to request a replacement or expansion vehicle. If applying for more than one vehicle, please attach additional sheets and create a separate project for each vehicle in the Black Cat Transit Data Management System.

4. Description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: 2023
Make/Model: Ford E-450 6.8L
Seating Capacity: 14+ Driver
Lift/Ramp: ☒ Yes ☐ No
Gas/Diesel/Other: Gas

5. What type of vehicle are you requesting?

☒ Replacement Vehicle
☐ Expansion Vehicle

6. If requesting a replacement, which vehicle in your fleet are you replacing? *1704*

a. Vehicle Information Number (VIN): 1FDFE4FS5HDC05261

b. Vehicle Year: 2017
c. Make/Model: Ford Econoline
d. Current Mileage: 205,636
e. Vehicle In Service Date: 10/28/2016
f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): Marginal
g. Has this vehicle information been updated in BlackCat Inventory? ☒ Yes ☐ No
7. If requesting an expansion vehicle, list the agency/community/county to be served (include: hours and days of service and estimated ridership).
8. Provide an estimated timeline for the purchase of this vehicle(s). Provide a separate timeline if you are applying for different types of vehicles. ***See sample timeline below, add or remove lines as needed.***
Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): If awarded, Bis-Man Transit will purchase the vehicle off the State Bid.
Contract Award Date: Summer 2023
Order Date: Fall 2023
Initial Vehicle Delivery Date: Fall 2024
Final Vehicle Deliver Date (if more than one vehicle): Winter 2024
Contract Completion: Spring 2025
Final Payment Submitted to DOT: Spring 2025
9. Amount requested for vehicle (include the base price plus all options with this request):
Total Vehicle Cost (include federal and local amounts): $107,168.75 Federal Funds Requested Amount: $91,093.44 Local Match Amount: $16,075.31 Source(s) of Local Match: Mill levy funds
10. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Global Resources.
☐ Yes List section and page number(s): ☐ No (Applicant must provide an explanation)

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid Contracts on the website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Expected Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - $75,000 - $99,000 ***NOTE: Will be re-bid October 2022 – Expect Price Increases.***	12 – 24
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301 & 301B	Base price - $55,000 – $72,000 ***NOTE: Currently out for bid – Expect Price Increases.***	12 – 24
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - $145,132 - $146,607	12 – 24

ADA Low Floor Mini Van NDDOT Term Contract No. 382	Base Price - $69,900	9 – 12
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - $96,720 - $110,000	12 – 24
Trolley – Carriage and Villager NDDOT Term Contract No. 386 & 388	Base Price - $125,000 - $219,522	6 – 12
FTA Useful Life Standards		
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles	
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles	
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles	
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles	
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles	

Section 5310

ADDITIONAL NON-VEHICLE PROJECT REQUEST

Non-Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

The project will help cover the expense of maintaining nighttime services for those passengers who are elderly and disabled. After-hours complementary demand response service takes place from 7:00 PM to 12:00 AM, Monday through Saturday. Presently, there are few transportation alternatives for the elderly and disabled population within the service area. This leaves Bis-Man Transit as the only option for many during the nighttime hours currently offered. With funding on the decline, it is increasingly difficult to maintain demand response services for the special needs community outside of the required ADA times.

2. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

☐ **Yes**

☐ **No**

3. Total cost of this project.

Total Cost (include federal and local amounts): $148,790
Federal Funds Requested: $74,395
Local Match Amount: $74,395
Source(s) of Local Match: Mill levy funds

ADDITIONAL NON-VEHICLE PROJECT REQUEST

Non-Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

The project will help cover the expense of Sunday services for those passengers who are elderly and disabled. Sunday complementary demand response service takes place from 7:30 AM to 2:30 PM, Monday through Saturday. Presently, there are few transportation alternatives for the elderly and disabled population within the service area. This leaves Bis-Man Transit as the only option for individuals seeking transportation on Sundays. With funding on the decline, it is increasingly difficult to maintain demand response services for the special needs community outside of the required ADA times.

2. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

☐ **Yes**

☐ **No**

3. Total cost of this project.

Total Cost (include federal and local amounts): $76,960
Federal Funds Requested: $38,480
Local Match Amount: $38,480
Source(s) of Local Match: Mill levy funds

ADDITIONAL NON-VEHICLE PROJECT REQUEST

Non-Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

The project will help cover the expense of maintaining Holiday service for those passengers who are elderly and disabled. Holiday complementary demand response service is provided for six holidays each year. Service is provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Presently, there are few transportation alternatives for the elderly and disabled population within the service area. This leaves Bis-Man Transit as the only option for Holiday transportation. With funding on the decline, it is increasingly difficult to maintain demand response services for the special needs community outside of the required ADA times.

2. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

☐ **Yes**

☐ **No**

3. Total cost of this project.
Total Cost (include federal and local amounts): $9,200 Federal Funds Requested: $4,600 Local Match Amount: $4,600 Source(s) of Local Match: Mill levy funds

Mobility Manager Goals/Achievements

The goal of the Bis-Man Transit Board, mobility manager is to increase awareness of mobility options throughout the community on both fixed route and demand response modes of service. These goals are to be met through marketing efforts, discussions with human services providers, community leaders, and other transportation service providers that touch the community

2020 Achievements

- While many in-person events have been postponed or cancelled due to the pandemic, we were able to participate in a student welcome day at Bismarck State College.
- Bis-Man Transit participated in BisMarket with a CAT Bus.
- Worked with the New Route Task Force to redesign the CAT Bus fixed routes – attended a series of public input meetings and a public hearing.
- Promoted a free ride day to coincide with election day, which provided free rides to fixed route & paratransit riders.
- Updated paratransit forms on website so they can be completed and signed electronically.

2021 Goals

- Send out recertification notifications to expiring paratransit riders at least 2 months in advance.
- Attend bi-monthly Citizen Transportation Advocacy Group (CTAG) meetings.
- Improve electronic communications for public transportation (i.e. create short video tutorials).
- Find a new website host to develop a more user-friendly website that is ADA compliant.
- Participate in ADA / Title VI training as available.
- Assist with the roll out of new apps, allowing fixed route riders to plan trips and locate buses.
- Distribute new route information to stakeholders in the community (i.e. clinics, homeless shelters, AARC, etc.).
- Become more involved with businesses and non-profits located along the new fixed routes.

Added for second half of 2021:

- Create rider guide for UTTC (similar to that created for UMary & NDSU School of Nursing)
- Look for opportunities to build community partnerships

2021 Achievements

- I have sent out recertification notifications to expiring paratransit riders at least 2 months in advance.
- Attended Community Transportation Input Committee meetings.
- Updated rider guides to reflect the route changes that went into effect in February, 2021.
- Delivered rider guides to various locations around town, speaking with organizations as the opportunity presented itself to answer questions (Ruth Meiers, Dakota Recovery Center, etc…)
- Updated rider guides/trip planners for UMary & NDSU School of Nursing. Provided them to representatives from each school, and made them accessible via our website.
- Updated paratransit correspondence & applications to reflect the new logo & letterhead.

- Re-designed, printed & laminated new signage for the CAT and paratransit buses.
- Participated in an online class presented by Dakota Center for Independent Living to educate the public about new changes with CAT routes & paratransit service (no-show policy). 4/20/21
- Hosted CAT travel training for Dakota Recover Center. 7/8/21
- Participated in Touch A Truck event in Mandan. 5/15/21
- Promoted Dump the Pump 2021, which offered free rides on CAT & Paratransit buses.
- Currently working on "How To" tutorial videos for riding fixed route CAT buses. Scripts have been written. Registered for "Premiere Pro CC for Beginners: Video Editing in Premiere" online tutorial to assist with the editing process. This continues to be a work in progress going into 2022.
- 8/21/2021 – Participated in BisMarket, creating an opportunity to educate the public on the CAT bus.
- 8/23/21 – Participated in BSC Welcome Fair
- 9/16/2021 – Participated in the Umary Community Fair
- 9/22/2021 – Participated in the UTTC Career & Community Fair
- 10/20/2021 – Completed online course "Understanding ADA" through Rutgers
- November 2021 - Team effort to promote Missouri Valley Coalition For Homeless People food & winter clothing drive by collecting donations at the Bis-Man Transit administrative office.
- December 2021 – Team effort to hold a blood drive / stuff the bus (Toys For Tots) event at the Bis-Man Transit administrative office.
- Created rider guide for UTTC (similar to the one created for UMary & NDSU School of Nursing) & distributed them to campus (UTTC Wellness Center) & during the UTTC Career & Community Fair. Also available for download through our website.
- Ran a campaign on social media promoting outdoor recreational opportunities accessible via the CAT bus & encouraging bike rack use.
- Incorporated the online payment portal into our website, and created an insert to include with paratransit ID cards explaining how to access the payment portal, and how to use diminishing balances.
- I have continued to build on the relationship with Bismarck Sign Company to increase advertising revenue (advertise here wraps on shelters).

2022 Goals

- Send out recertification notifications to expiring paratransit riders at least 2 months in advance.
- Attend bi-monthly Community Transportation Input Committee (CTIC) meetings.
- Continue to improve electronic communications for public transportation (short video tutorials). This is a work in progress from 2021.
- Look for opportunities to participate in training (ADA, Title VI, Transit Marketing).
- Look for opportunities to work with stakeholders along the fixed routes (ie… provide "train the trainer" travel training).
- Develop a social media campaign to run during the winter months to encourage riding the CAT bus to various winter activity destinations.
- Run a social media campaign to promote outdoor activities (summer months) accessible via the CAT bus.
- Learn the new Ecolane portal.
- Continue to work on updating portions of the website.

2022 Achievements

- Send out recertification notifications to expiring paratransit riders at least 2 months in advance.
- Attended monthly Community Transportation Input Committee (CTIC) meetings.
- I have sent out recertification notifications to expiring paratransit riders at least 2 months in advance.
- Delivered rider guides to various locations around town, speaking with organizations as the opportunity presented itself to answer questions (Ruth Meiers, Dakota Recovery Center, etc…)
- Spoke about fixed-route & paratransit service at a low-income residential building tenant meeting, and assisted residents with completing applications for paratransit.
- Participated in various college & community events (University of Mary Community Fair, United Tribes Technical College Community Fair, BisMarket, Touch A Truck), speaking with the public about public transportation.
- Re-designed, printed & laminated new signage for the CAT and paratransit buses.
- Promoted "Free Ride Days" on election days, which offered free rides on CAT & Paratransit buses.
- Worked with a local video production company on "How To" tutorial videos for riding fixed route CAT and paratransit buses.
- Worked with our team to hold a fill the bus event to collect school supplies for the Bismarck Public Schools Foundation to benefit children in need throughout the area.
- Working with our team to hold a winter blood drive / stuff the bus event at the Bis-Man Transit administrative office.
- Ran a campaign on social media promoting outdoor recreational opportunities accessible via the CAT bus & encouraging bike rack use.

- Working with contact at United Tribes Technical College to promote fixed route service to students on campus.

Performance Review Goals:

-Push / Focus On Shelters / Para Windows
-CAT Videos
-Training Videos (ie… how to use Transloc App, etc…)
-Marketing Grants (Private or Federal – Public Awareness – Transit Development)
-Look For More Training
-BSC Semester Training / Library Trainings / Mobility Training

NORTH Dakota | Transportation

Be Legendary.™

FY2023 - Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities		
Agency Name	**The Evangelical Lutheran Good Samaritan Society**	
Agency Contact	**Kellie Reinhart**	Phone: **(701) 323-1411**
DUNS #	**068667906**	

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program goal is to ***improve mobility for older adults and persons with disabilities throughout the country.*** Under 49 U.S.C. 5310 funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas. The program requires coordination of federally assisted programs and community services in order to make the most efficient use of federal resources.

The entire Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is further explained in FTA Circular 9070.1G, located on the FTA website at:

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf

Please Note:

- This application for funding will use FTA annual apportionment Section 5310 funds, Coronavirus Response and Relief Supplemental Apportionments Act (CRRSAA) for 2021 and American Rescue Plan (ARP) Act of 2021 funds.
- CRRSAA and ARP for operating and mobility manager projects is 100% federal funds with no match required. Funding these operating and mobility manager projects is the top priority for these funds. ADA vehicles may not be funded at 100%.
- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- Mobility Manager salary is a capital project expense and requires a minimum of **20% Local Match for Section 5310 annual apportionment funds.**
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Plan.
- As with most Federal Assistance Programs, Section 5310 is designed as a reimbursement program. Your agency should be prepared to pay for expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If you are awarded a Section 5310 project, your agency will be required to report a number of

performance measures, at least annually, to NDDOT. Information required to report may include, but not limited to the following:

- The number of 5310 one-way trips;
- The number of 5310 vehicles you have in service; and
- 5310 ridership demographics.

- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below $5,000.
- If you receive $750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
- Vehicles may be used to provide meal delivery service for homebound persons on a regular basis in conjunction with passenger transportation. Delivery service **must not** conflict with the provision of transit services or result in reduced service to transit passengers.
- Federal Funds awarded for vehicles will only be awarded for ADA vehicles requests.
- Prior to contracting, your agency must have a completed FY 2022 FTA Certifications and Assurances uploaded in BlackCat.
- Prior to contracting, your agency must be active in the System of Award Management (SAM.gov).
- All applications are due **December 31, 2021, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, dkarel@nd.gov, or jsmall@nd.gov.

General Information

1. Provide a detailed description of the transportation services your agency currently provides for seniors and disabled individuals, and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

Good Samaritan Society – Sunset Drive serves all seniors on campus by providing free transportation to all residents for social events, personal errands, grocery store trips, medical appointments, and non-emergent medical needs. Having transportation available at the facility allows us to transport residents to individualized stops, preventing any inconvenience to residents.

2. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

☒ Yes List section and page number(s): 13
☐ No (Applicant must provide an explanation)

3. What percentage of change in ridership has your agency experienced in the SFY2022 reporting period? Provide a brief explanation of the reason for the change in ridership.

☒ Increase

☐ Decrease

Over the past few years, we have increased our ridership by close to 25%. We are admitting more post-operative residents and more acute residents than in the past, both of whom need to go to the clinic more often. In addition, we also have more residents who are on dialysis and require transportation to their appointments multiple times every week.

4. List all existing public transportation providers operating in your service area.

Bis-Man Transit, Capital Area Transit (CAT), Taxi 9000, Dakota Taxi, Metro Express

5. Are you the lead transit provider in your area? If not, what is the relationship of your program(s) to other transportation providers?

☐ **Yes**

☒ **No** We are a part of Bis-Man Transit's Coordinated Plan. We offer an alternative to the public transportation that they provide.

6. Please describe the need for transit service in your area for seniors and disabled individuals? Why does this need exist? How have you determined this need? How will the proposed project address this need for service?

Transportation services are very limited in Bismarck/Mandan. In the nursing home, we provide our own transportation services to our residents.

7. Provide a description of how you market the transportation program and to whom in the box below.

All of our residents are informed of the transportation services that we provide. We do not market to riders outside of our facility.

Ridership and Fleet Information

***Report actual ridership numbers, miles, and hours for SFY2021 & 2020.**

***Enter current fleet information below.**

***Current fleet and mile information MUST be also be updated in BlackCat Inventory.**

	SFY2021 - Ridership and Fleet Information	**SFY2020 - Ridership and Fleet Information**
Number of Annual Ridership (Trips) Provided	N/A	N/A
Number of Annual Revenue Hours	N/A	N/A
Number of Annual Revenue Miles	30,000	25,000
Number of Vehicles in Fleet	2	2

8. What is the purpose of the three most requested trips that your clients require? (e.g. medical, shopping, employment, education, social, etc.)
1. Medical
2. Social
3. Shopping

Coordinated Public Transit Human Services Transportation Plan

Applicants must be part of a locally derived Coordinated Public Transit Human Services Transportation Plan approved by North Dakota Department of Transportation (NDDOT) and uploaded to BlackCat Resources <u>prior</u> to submission of this application.

9. When was your Coordinated Public Transit Human Services Transportation Plan approved by the NDDOT Transit Section? Has it been uploaded into BlackCat Resources? Since submitting your plan describe any additional efforts made to coordinate service.

11/04/2021

10. Describe any potential opportunities for additional coordination. (include social service agencies, county social services, community actions, educational institutions, youth groups, veteran services, religious organizations, other transportation services, etc.) that may address unmet transit needs in your service area.

Our transportation services would be available to those in need should an emergency or disaster occur in our area.

11. Is the requested project(s) part of a Coordinated Public Transit Human Services Transportation Plan?

☒ **Yes**

☐ **No**

12. If you marked Yes above, indicate the page number where this project is listed.

If you marked No above, explain why this project is not part of your current plan.

Pg. 13

Non-Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.

13. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

14. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

☐ **Yes**

☐ **No**

15. Total cost of this project.

Total Cost (include federal and local amounts):
Federal Funds Requested:
Local Match Amount:
Source(s) of Local Match:

Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.

16. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year: 2023
Make/Model: Ford T-350 High Roof transit van
Seating Capacity: 3 wheelchairs driver and a passenger
Lift/Ramp: ☒ Yes ☐ No
Gas/Diesel/Other: Gas

17. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?

The requested vehicle will us to replace one of the existing vehicles in our fleet. In addition, the new vehicle will allow us to transport more residents than the current vehicle, which will free up other vehicles in our fleet for additional appointments.

18. What type of vehicle are you requesting?

☒ Replacement Vehicle
☐ Expansion Vehicle

19. If requesting a replacement, which vehicle in your fleet are you replacing?

a. Vehicle Information Number (VIN): 1FDWE35S16HB34075

b. Vehicle Year: 2006

c. Make/Model: Ford E-350 Cutaway Van

d. Current Mileage: 196,018

e. Vehicle In Service Date: 2006
f. Has this vehicle information been updated in BlackCat Inventory? ☒ Yes ☐ No
20. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership).
21. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service?
22. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. ***See sample timeline below, add or remove lines as needed.***
Request For Proposal (RFP)/Invitation For Bid (IFB) Issue Date:
Contract Award Date: 11/28/2022 from Harlow's Bus Service
Initial Vehicle Delivery Date: We will order the vehicle if/when the grant is awarded.
Final Vehicle Deliver Date: Unknown at this time.
Contract Completion: Upon vehicle arrival
Final Payment Submitted to DOT: Upon vehicle arrival
23. Amount requested for vehicle (include the base price plus all options with this request):
Total Vehicle Cost (include federal and local amounts): $89,758.00 Federal Funds Requested: $76,294.00 Local Match Amount: $13,464.00 Source(s) of Local Match: the Good Samaritan Society's Budget

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid website at https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm		Estimated Delivery time (in months)
15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300	Base Price - $69,000- $91,000	9 - 12
Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301	Base price - $55,000 – $72,000	6 - 9
Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381	Base Price - $119,000 – $121,000	9 - 12

ADA Low Floor Mini Van NDDOT Term Contract No. 382	NO CURRENT CONTRACT – CONTACT NDDOT WITH QUESTIONS	
Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383	Base Price - $96,720 - $110,000	9 - 12

FTA Useful Life Standards	
Mini-Vans/Modified Vans – 3-14 passenger	4 years or 100,000 miles
Med-Size Light Duty Cutaway – 8-16 passenger	5 years or 150,000 miles
Med-Size Med Duty Cutaway/Bus – 16-30 passenger	7 years or 200,000 miles
Med-Size Heavy Duty Bus – 24-25 passenger	10 years or 350,000 miles
Large Heavy-Duty Bus – 35-40+ passenger	12 years or 500,000 miles

Equipment & Miscellaneous Capital Projects

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each.

24. Describe your proposed project(s) in detail (detail MUST include: type, quantity, cost, purpose of equipment being requested).
Type: Quantity: Purpose:
25. How does this project enhance your transportation program?
26. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation.
☐ Yes ☐ No (Applicant must provide an explanation)
27. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Resources.

☐ Yes ☐ No (Applicant must provide an explanation)
28. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review?
☐ Yes ☐ No (Applicant must provide an explanation)
29. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. ***See sample timeline below, add or remove lines as needed.***
Request For Proposal (RFP)/Invitation For Bid (IFB) Issue Date:
Contract Award Date:
Deliver/Installation Date:
Contract Completion:
Final Payment Submitted to DOT:
30. Total cost for the project?
Total Cost (include federal and local amounts): Federal Funds Requested: Local Match Amount: Source(s) of Local Match:

Travel & Training

31. List the training the Director attended in the past year. Included dates and conference/training name, including the DOT meetings.
Total amount reimbursed for travel in FY2022:
32. Provide the conferences and meetings you will be requesting to attend this year and include an estimated RTAP Travel Budget to be requested.
Total estimated travel budget for FY2023:

Local Match & Total Funding Request

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds etc.) that are available to be used towards each project (Vehicle, Facility Rehabilitation & Construction, and/or Equipment/Miscellaneous Capital). In-kind funds cannot be used as local match to 5310 contracts.

Local match listed here cannot be already targeted as match for a FY2023 5339 or 5311

applications.

Farebox revenue cannot be used as Local Match.

Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered.

This project ranking should match your prioritization in BlackCat.

Ranking	Project	Federal Dollars Requested	Local Match Needed	Sources of Local Match*
1	GSS New Van	$76,294.00	$13,464.00	GSS's budget
2				
3				
4				
5				

APPLICATION CHECKLIST AND SIGNATURE PAGE

This checklist is included for your review and completion prior to submittal of your application to ensure your submission includes all required documents. Please upload the required documents in your agency's account in the BlackCat Transit Data Management System (BlackCat).

Section 5310 Applicants must submit the following (check box when complete):	
X	Completed 5310 Application;
X	Document(s) identifying sources of local match funds – Signed letters from source(s) of local match, State Aid Contract, mill levy, city funds, etc.;
X	Update vehicle information, mileage, and condition in BlackCat Inventory;
–	Update Transit Board Members information in BlackCat;
X	Certify and upload a current Authorizing Resolution form;
X	Upload your annual registration from the System for Award Management (SAM.gov)
–	Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable);
X	The following documents MUST be current and uploaded into BlackCat Resources: Coordinated Human Services Plan, 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, and TAM Plan.

I hereby certify that as a person authorized to sign for

The Evangelical Lutheran Good Samaritan Society
Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and

2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and

3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and

4. The transit agency agrees to meet the applicable federal and state requirements.

Kristi Crawford — 12/2/2022

Signature of Authorized Representative — Date

EXHIBIT F

REQUEST FOR PROPOSALS
FOR
2023 DIGITAL ORTHOPHOTOGRAPHY & TOPOGRAPHIC MAPPING

The Bismarck-Mandan Metropolitan Planning Organization (MPO) requests proposals from qualified consultants for the following project: 2023 DIGITAL ORTHOPHOTOGRAPHY & TOPOGRAPHIC MAPPING.

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

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

All proposals received by 4:00 PM (CST) on January 17, 2023, will be given consideration for an interview. The Bismarck-Mandan MPO reserves the right to limit the interviews to a maximum of five (5) firms whose proposals most clearly meet the RFP requirements. Firms will be notified in writing or by phone of shortlist results. Successful candidates will receive date, time and location information for the interviews.

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

Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Respondents must submit seven (7) physical copies of the proposal and one (1) electronic copy of the proposal. The full length of the proposal shall be no more than eight (8) pages, but preferably printed as double sided. Appendix material is not counted toward the eight (8) page limit. Submittals must be received no later than 4:00 PM (CST), January 17, 2023 and may be shipped or hand delivered to:

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

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

REQUEST FOR PROPOSAL

TO PERFORM
PLANNING SERVICES FOR:

2023 DIGITAL ORTHOPHOTOGRAPHY & TOPOGRAPHIC MAPPING

BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION

Rachel Lukaszewski

PROPOSALS MUST BE DELIVERED TO
BISMARCK-MANDAN MPO
BY 4:00 PM, January 17, 2023

Contents

I. PURPOSE OF THE REQUEST 4
II. GENERAL INSTRUCTIONS 4
III. CONTENT OF PROPOSALS 5
IV: ADDITIONAL REQUIRMENTS AND MISCELLANEOUS INFORMATION 7
V. EVALUATION CRITERIA AND PROCESS 8
VI. REGIONAL CONTEXT AND EXISTING CONDITIONS 8
VII. OBJECTIVE 9
VIII: STUDY AREA 9
IX. SCOPE OF WORK 9
X. DELIVERABLES 11
XI. OTHER SPECIFICATIONS/REQUIREMENTS 12
XII: INFORMATION AVAILABLE TO THE CONSULTANT: 14
XIII. MAPS 15

Appendix A: Proposed Sub-Consultant Request Form
Appendix B: Consultant Self Certification of Government-Wide Debarment and Suspension (Non-procurement) Form
Appendix C: Certification and Restriction on Lobbying Form
Appendix D: Federal, State and Local Clauses

I. PURPOSE OF THE REQUEST

The purpose of this Request for Proposals is to provide interested firms with enough information about the 2023 Digital Orthophotography & Topographic Mapping project as desired by the MPO.

II. GENERAL INSTRUCTIONS

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

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

Phone: 701.355.1852
E-Mail: rlukaszewski@bismarcknd.gov

B. Proposals shall be submitted to:

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

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

Proposal for: Rachel Lukaszewski

2023 Digital Orthophotography
& Topographic Mapping

Bismarck-Mandan MPO

D. The MPO will only consider proposals received prior to 4:00 PM Central Time on January 17, 2023. Seven (7) copies of the written proposal, and one (1) electronic copy must be received by the deadline. **Cost estimates are not to exceed $180,000.** Electronic copies may be sent via a flash drive or emailed to rlukaszewski@bismarcknd.gov. Proposals received after the 4:00 PM deadline will be considered unresponsive and will not be considered for an interview. The MPO reserves the right to reject any or all proposals.

E. Consultants are encouraged to partner with other firms and/or sub-consultants to ensure that local activities are completed accurately and completely.

F. Proposal Cut Down:
The Selection Committee intends to interview between three (3) and five (5) consultants, depending on the number and quality of proposals received. Strength of the written proposals will be the basis for awarding an interview. Consultants who are awarded an interview will be notified by phone. Consultants not selected for an interview will be notified in writing.

G. Selection Committee:
The Selection Committee will consist of a seven (7) person panel; six (6) voters and one (1) moderator. Committee members represent the following entities: City of Bismarck Engineering, City of Bismarck GIS, Burleigh County GIS, Morton County Engineering, City of Mandan, and City of Lincoln. The MPO Project Manager will moderate the interviews and provide a tie breaking vote if needed.

H. Interviews:
Consultants will be evaluated on both their written proposal and the live interview by video conference (**platform supplied by the consultant**). Ranking is based on the criteria listed in Section V: Evaluation Criteria and Process. Interviews are planned to be held on February 14, 2023. Consultants will be given forty-five (45) minutes to present their proposals and take Q&A from the Committee. Consultants should manage time accordingly to allow for Q&A.

I. Disadvantaged Business Enterprise:
In the event of equally ranked consultants, additional positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. The DBE company must be certified with the North Dakota Department of Transportation (NDDOT). This applies equally to the Prime or Sub-Consulting company, and any such company should be identified in the proposal. An ND-DBE will break a tie between consultants before use of the moderator's scoring.

J. Selection and Approvals:
Selection will be based on the interview committee's recommendation. All interviewees will be notified of the selection results by phone and formal letter. Approval of top ranked consultant will be requested of the MPO's TAC and Policy Board on February 21, 2023.

K. Contract Negotiations:
Contract development will begin immediately after Policy Board approval of the top-ranked consultant. The MPO has a template contract which will be use for the study. Consultant will be required to prepare a scope of work and final fee schedule, which will be included in the contract. The draft contract is reviewed by MPO Staff, local and federal partners, and legal counsel(s). After negotiations, the MPO intends to execute the contract upon staff authority.

Final negotiations should include submission of:
1) Prime Consultant scope of work and final fee schedule not exceeding $180,000
2) Scope of work and fee schedule for ALL Subconsultants
3) Prime Consultant Certificate of Liability Insurance
4) Prime Consultant Indirect Cost Form (blank form will be provided by MPO)
5) SFN 60233: Prime Consultant Request to Sublet Form (blank form will be provided by MPO)
6) Up-to-date SF330 Form for NDDOT, if needed (See Section III: Content of Proposals)

III. CONTENT OF PROPOSALS

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

1. Description of Firm
2. Technical Capabilities
3. Personnel Assignments and Qualifications
4. Pertinent Previous Experience and Performance
5. Understanding of Project and Proposed Work Approach

Length of Proposals:
The main body of the proposal shall be no more than 8 single-sided pages, and pages shall be numbered. Single-sided printed is allowed, but double-sided printing is preferred. In the case of double-sided printing, the reverse of page 1 would be page 2 and the body would contain four pieces of paper.

The cover page, table of contents, and appendix **will not be counted toward** the 8-page limit. These may take as many pages as needed. Please see 'Required Elements' and 'Appendix Elements' (below) for items required in the appendix.

Stapling is preferer to binding, but binding is allowed.

Required Elements:
The consultant's proposal must include:

- Proposed Project Schedule: Proposed schedules should detail all activities necessary to complete the study. Activities may include but are not limited to:
  - Key Milestone events pertinent to successful completion of the project
  - Delivery of the draft orthophotography and contours product
  - Delivery of the approved orthophotography and contours product
- List of personnel who will be assigned to work on the project (including titles, education, and/or work experience).
- The primary contact, as well as contact information, for any sub-consultant(s) utilized on the project.
- Required Qualification Based Selection (QBS) Documents
  - Signed Proposed Sub-Consultant Request Form (Appendix A)
  - Signed Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement) Form (Appendix B)
  - Signed and Notarized Certification and Restriction on Lobbying Form (Appendix C)
- Quality Control/Quality Assurance (QC/QA) program that will be used on the project. This (QC/QA) program must identify the team members, their responsibilities, and stages of development at which each is to be responsible.

Appendix Elements:
The project schedule, QBS documents (Appendix A, B, and C), QC/QA program, and personnel information may be included in the appendix.
Consultants are encouraged to update their Federal Standard Form 330 (Architect-Engineer Qualifications) but will not be penalized if the SF 330 is not included in their proposal. The SF 330 is a NDDOT requirement, and proves the consultant is pre-qualified to provide architectural, engineering and/or planning services for NDDOT. Consultants will not be penalized if the SF 330 is omitted in

their proposal, but **the consultant selected for contract negotiations may be required to provide an active SF-330 before a contract can be signed.**

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

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

IV: ADDITIONAL REQUIRMENTS AND MISCELLANEOUS INFORMATION

Federal and State Contract Requirements:

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

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

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

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

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

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

V. EVALUATION CRITERIA AND PROCESS

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

1. Recent, current, and projected workloads
2. Ability of professional personnel (staff experience and technical capabilities)
3. Related experience on similar projects
4. Project understanding, issues and approach
5. Willingness to meet time and budget requirements

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

In the event of equally ranked consultants, additional positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. See Section II: General Instructions for more information.

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

VI. REGIONAL CONTEXT AND EXISTING CONDITIONS

Bismarck-Mandan MPO Region:

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

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

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

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

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

VII. OBJECTIVE

The MPO's objective is to acquire 3-inch pixel resolution color digital orthophotos, and topographic data including 1-foot contours, 3D spot elevations, and 3D break-lines. A description of each task is provided to help guide respondents in the formulation of responses to the RFP.

VIII: STUDY AREA

The proposed project area for full color digital orthophotography and LiDAR covers approximately 395 continuous square miles. The aerial photography and LiDAR project areas are the same, consisting of the entire MPO area. The project area may be adjusted in the final contract depending on the proposed costs and funds available from the participating entities.

IX. SCOPE OF WORK

In addition to the five project components listed below, the consultant should provide monthly updates (via videoconference, phone, or in person) to the MPO TAC and Policy Boards and monthly memo updates to the MPO Project Manager.

The proposed project involves the following components:

1. Ground control
2. Imagery acquisition
3. Topographic data requirements
4. Accuracy requirements
5. Coordinate system standard

1. Ground Control

It will be the responsibility of the selected firm to conduct a ground survey for flight suitability before beginning photographic collection and to collect land survey markers. It will also be the responsibility of the selected firm to evaluate how many control points will be required. There are currently 116 first order monuments in the MPO area; if additional GPS Survey Monuments need to be collected, it will be the responsibility of the selected firm to complete this task. See Section XI to access information to the GPS Survey Control Standards document. All GPS survey control points collected will be determined and reported in the North Dakota State Plane, South Zone, using the North American

Datum (NAD) 1983 (2011 adjusted), with international feet as the standard unit of measurement. The vertical datum for any new control will be NGVD88.

NOTE: The BMMPO will not be able to provide reports to the contracted firm on ground conditions such as snow melt, water levels/ presence of standing water, or pre-leaf out. The selected firm should identify a local point-person to provide this information and assist in selecting the most suitable time for flight.

2. Imagery Acquisition

Coverage Area
- Approximately 395 continuous square miles.

Pixel Size
- 3-inch resolution digital, 24-bit true color.

Flight Height
- The flying height shall be at an appropriate altitude to produce digital orthophotography at the specified scale to meet the specified pixel Resolution for the project area.
- In no case, shall the vendor resample from a larger pixel resolution to achieve the 3-inch pixel resolution Accuracy Requirement National Map Accuracy Standard (NMAS) suitable for 1"=100' scale mapping or +-3.33-ft positional accuracy.

Camera System
- The MPO prefers the respondent use a digital camera system for this project. However, no proposals will be disqualified solely on the basis of this factor.

Photographic Conditions
- Ground must be free of snow, ice, haze, fog, dust, smoke and cloud shadows. Rivers and streams shall be within their normal banks unless approved by the MPO.

Collection Window
- Must be acquired during the leaf-off season in the Spring of 2023, early-March to early-May.

Image Quality
- Clear and sharp in detail.
- Less than 5% cloud cover and/or shadows shall appear on any of the images.
- No "warped" bridges, underpasses, or roads.
- No "image smear" or "stretched" area on images.
- No inconsistencies in tone and density between adjacent image tiles.
- Must be radiometrically & geometrically corrected to enable adjacent image tiles to be displayed simultaneously without obvious distinctions between them.
- Seasonal and temporal differences should not show differences across image join lines.
- The solar angle must be 30-degrees or more above the horizon at the time of exposure.
- Building lean must not be objectionably visible (approximately 10-15% maximum). If additional flight paths are necessary to meet this threshold, cost of flyovers shall not exceed the maximum allowable project budget.
- Areas with excessive building lean, as determined by the MPO or its partners, shall be corrected at no cost to the MPO or cost-sharing partners.

Overlap
- Minimum overlap shall be 60% forward and 30% side.

3. Topographic Data Requirements

One-foot contours will be generated for the Topographic Project Area. The contours shall be generated based on the National Map Accuracy Standard for one-foot contours. The final contour lines shall have z-values and for each contour line and will be topologically correct; the lines will be smoothed, continuous, and will contain no overlaps.

The contours must be provided as a line feature class in ESRI file geodatabase format. At a minimum, each contour line must be attributed with the contour type (index or intermediate) and the elevation value.

Spot elevations must be provided as a 3D point feature class in ESRI file geodatabase format. Each point must contain the elevation value as an attribute.

3D break-lines must be provided as a 3D polyline feature class in ESRI file geodatabase format. Each break line must be topologically correct, the lines will be smoothed, continuous, and will contain no overlaps.

4. Accuracy Requirement

Horizontal	• National Map Accuracy Standard, suitable for 1" = 100' scale mapping or +-3.33-ft.
Vertical	• National Map Accuracy Standard, one-half of the contour interval or (+-.5-ft)

5. Coordinate System Standard

Coordinate System	• State Plane
Horizontal Datum	• NAD 1983 (2011 adjusted)
Vertical Datum	• NGVD88
Zone	• ND South (3302)
Units	• International Feet

X. DELIVERABLES

To simplify the final delivery, the MPO requires one (1) set of each of the following items to be provided via cloud-based data storage or external hard drive. The selected respondent is expected to provide the hard drive if needed.

Aerial Photography Products

- Section-centered uncompressed GeoTIFF (with world files) tiles using the township, range, section tiling system
- Section-centered MrSid (generation 3 format) images using the township, range, section tiling system
- One seamless MrSid (generation 4 format) image of the entire fly-zone (pixel values outside of MPO boundary must be transparent)
- One seamless MrSid (generation 4 format) image of the east side of the Missouri River (pixel values outside of MPO boundary must be transparent)
- One seamless MrSid (generation 4 format) image of the west side of the Missouri River (pixel values outside of MPO boundary must be transparent)

Imagery Footprints

- If any portions of the project are acquired within separate days, sperate footprints of the coverage area must be provided as documentation of dates acquired

Topographic Delivery Products

- 1 foot contours in ESRI file geodatabase format for the entire topographic project area
- Digital Elevation Model (DEM) in ESRI file geodatabase format for the entire topographic project area
- 3D spot elevations or mass points in ESRI file geodatabase format for the topographic project area
- 3D breaklines in ESRI file geodatabase format for the entire topographic project area
- Ortho only spot elevations outside the topographic project area and inside the MPO fly zone
- Classified Point Cloud data in a LAS file format (RGB values should be included in the file in order to symbolize the data by the ortho photo color)

Ground Control Delivery Products

- Any new GPS Survey Monuments in an ESRI file geodatabase format
- Ground Targets in ESRI file geodatabase format
- Ground control survey report based on the GPS Survey Control Standards document

Metadata

The following datasets must include FGDC compliant metadata suitable for viewing in ArcCatalog or ArcMap in XML and txt format:

- All MrSid mosaic images
- 1 foot contours of the topographic project area
- 3D spot elevations of the entire MPO project area
- 3D breaklines of the entire MPO project area

Other Delivery Components

Image Tiling	• Section-centered GeoTIFF and MrSid using the township, range, section numbering system. (i.e. 1398036.sid) It is anticipated to be an overlap of 300 to 400 feet for each tile.
MrSid Compression Methods	• 20:1 for the Section-centered MrSid images (all section-centered MrSid images need to be generation 3 format). • 50:1 or greater for the seamless mosaic MrSid images (all seamless mosaic MrSid images need to be generation 4 format). • (final compression to be determined based on a combination of quality and file-size).
Interim Delivery	• To be determined based on mutually acceptable project area and media.
Final Delivery Media	• External portable hard drive. No paper copies of the deliverables are required.
Other Formats	• AutoCAD, TIN, or GRID formats are not required deliverables.

XI. OTHER SPECIFICATIONS/REQUIREMENTS

Delivery Extents

It is the MPO's wishes to utilize the delivery extents based on the delivery extents map for the mosaic aerial photos. It is important to note the MPO Boundary and the entire fly zone are the same boundaries. The delivery extents are only required for the aerial photography.

Planimetric Mapping
Updating planimetric features is not a part of this project.

Topographic Mapping
The MPO will entertain your recommended delivery of the spot elevations or mass points regarding extents, point spacing, and filtering.

External Hard Drive
If an external hard drive is furnished by the vendor, it will become the property of the Bismarck-Mandan MPO upon final delivery of the product.

Additional Information
At your discretion, include additional information such as an equipment list and other information that supports your proposal.

FARS
All proposals must include a copy of the firm's most current Cognizant Audit Report of Indirect Costs in compliance with the Federal Acquisition Regulations (FARs) costs principles contained in the Code of Federal Regulations (CFR), Title 48, Part 31. The report must include all subsidiary or supporting indirect cost schedules.

Consultant Self-Attestment
Prior to implementation of the contract, the selected consultant firm must self-attest that they are licensed for business in North Dakota. In addition, the consultant firm or a project sub consultant must self-attest if they are registered with the ND Board for Professional Engineers and Surveyors and provide that proof. No North Dakota registration is required, however. Consultants and all sub-consultants involved must self-attest that they have not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency in their proposals. (See Attached Federal Clauses)

Right of Rejection
The Bismarck-Mandan MPO reserves the right to reject any or all proposals.

Schedule for Contract Development and Final Study Deadline:

RFP Submittal Deadline	January 17, 2023
Notification for Interviews	January 31, 2023
Interviews and Notification of Ranking	February 14, 2023
Consultant Approval(s)	February 21, 2023
Formal Notification of Firms	February 22-24, 2023
Negotiation of Work Fee and Scope of Work	Feb-March 2023
Notice to Proceed	March 2023 (Approx.)
Final Project Delivery	February 2024 (Approx.)

XII: INFORMATION AVAILABLE TO THE CONSULTANT:

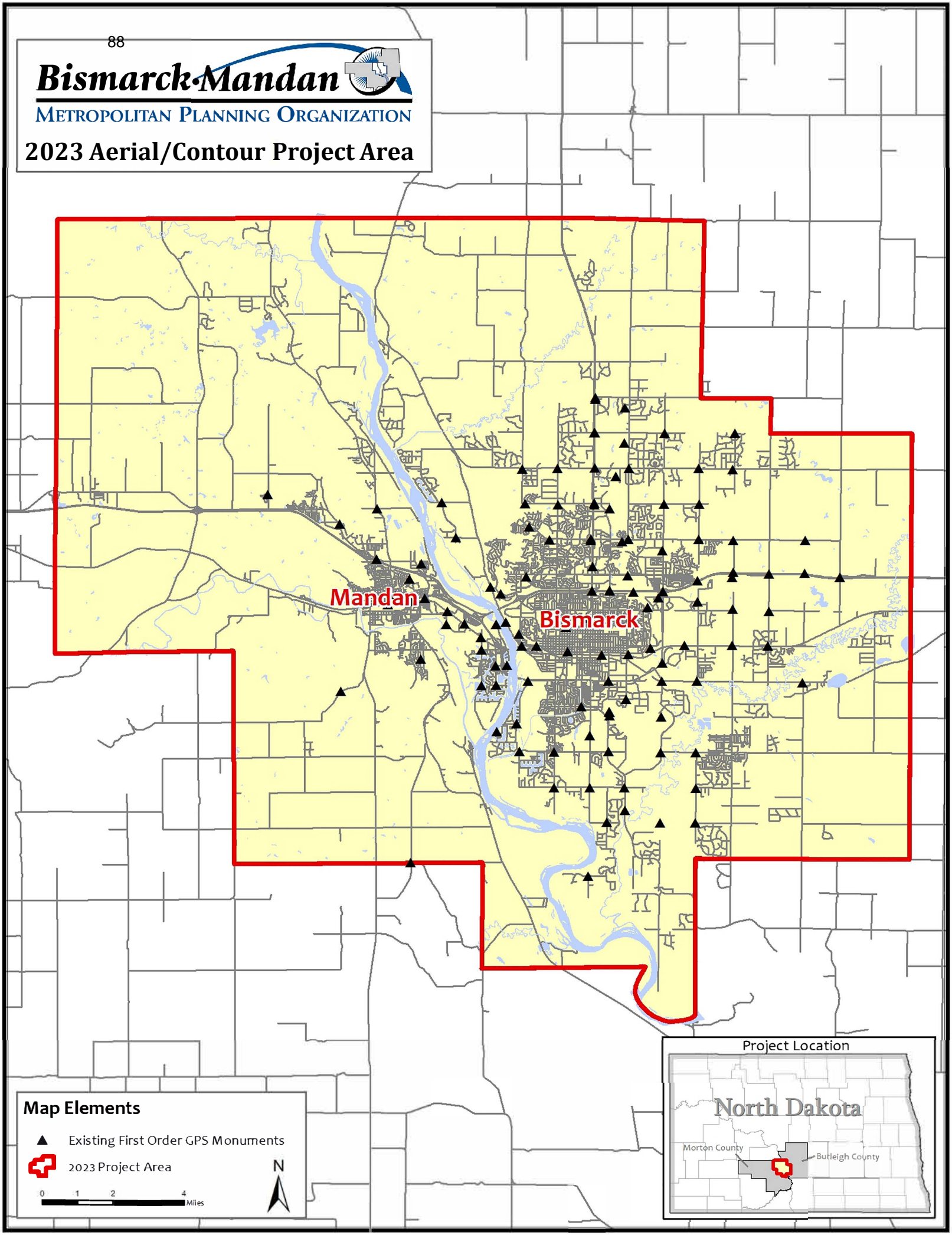
To facilitate the distribution of relevant data for this project, a SharePoint link containing the below documents will be made available upon email request. Please contact Darrel Nucech, Bismarck GIS Director, at dnucech@bismarcknd.gov for file share link. **All requests must be made prior to close of day on January 13.**

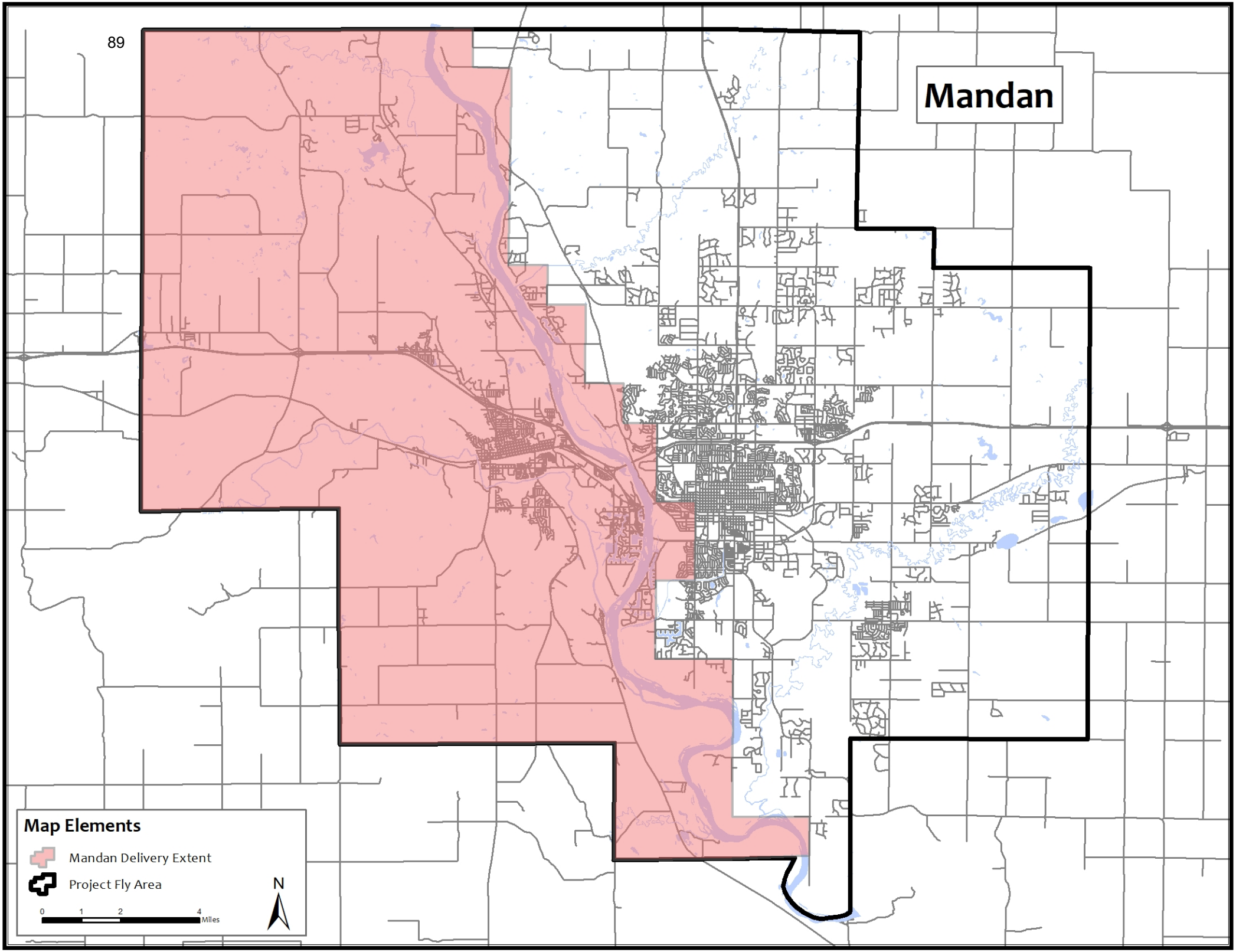
- MPO GPS Survey Control Standards Document
- 2020 GPS Survey Control Report
- Relevant shapefiles including:
- MPO fly-zone project area
- Topographic project area
- Mosaic delivery extents
- GPS Survey Monuments- including accepted monument corners
- Public Land Survey- including township/range/section
- All 2020 aerial photo and topographic data including the mosaic 3-inch color orthos, 1-foot
- contours, 3D spot elevations, 3D-breaklines, DEM, LiDAR
- Any other relevant data as requested

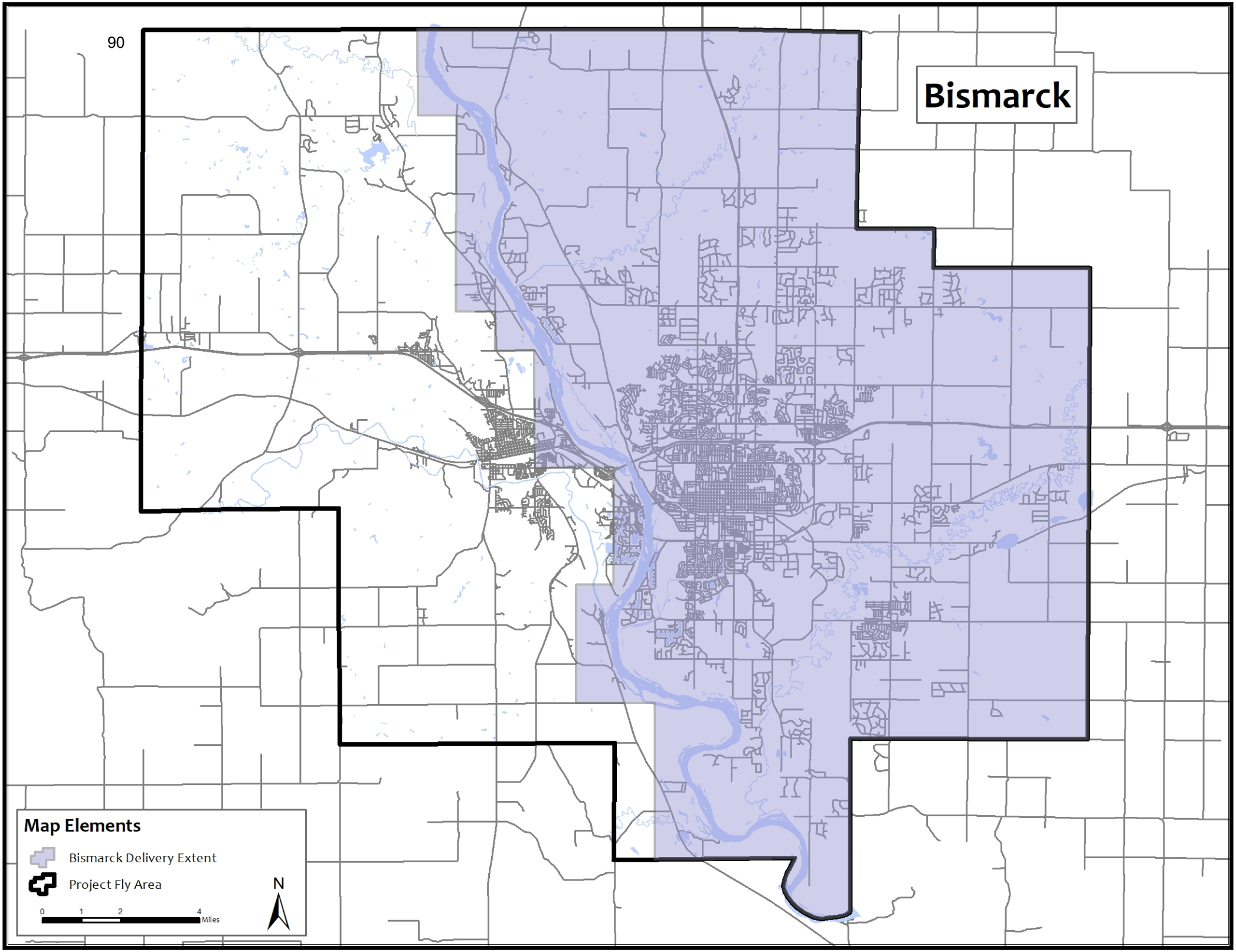
XIII. MAPS

Bismarck·Mandan
METROPOLITAN PLANNING ORGANIZATION

2023 Aerial/Contour Project Area




Mandan
Map Elements
Mandan Delivery Extent
Project Fly Area
0 1 2 4 Miles
N


90
Bismarck
Map Elements
Bismarck Delivery Extent
Project Fly Area
N
0 1 2 4
Miles

Appendix A: Proposed Sub-consultant Request Form

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

Appendix C: Certification and Restriction on Lobbying Form

Appendix D: Federal, State and Local Clauses

This Page Intentionally Left Blank

EXHIBIT G

Project	From Task	To Task	From Year	To Year	Total Amount Transferred	Additional UPWP Activities/Funding
General Staff Administration of MPO Program						
				TOTAL - 101		
Development of UPWP and Amendments						
				TOTAL - 103		
Transit Liaison and Administration						
				TOTAL - 105		
Staff Coordination						
				TOTAL - 201		
Staff Update of Surveillance and Monitoring Report						
				TOTAL - 202		
Staff Related TDM						
				TOTAL - 203		
YER Carryover of 2022 ATAC Modeling	204	204	2022	2023	$ 37,689	N - Encumbered
YER Carryover Bismarck Signalized Intersection TDC Pilot Project (2022)	204	204	2022	2023	$ 25,980	N - Encumbered
YER Carryover of TDMSE/MTP (Pt 1 of 3)	204	204	2022	2023	$ 99,881	N - Encumbered
YER Carryover Transit Development Plan (Pt 1 of 2)	204	204	2022	2023	$ 22,000	N - Encumbered
YER Carryover of East Main Avenue Corridor Study (Addt'l 2022 to 2023)	204	204	2022	2023	$ 13,500	N - Encumbered
YER Reverse Carryover of Sunset Drive Corridor Study (2023 to 2022)	204	204	2023	2022	$ (18,000)	N-Pulled Back from 2023-2024 UWPW to Cover 2022 Study Expenses
				TOTAL - 204	**$ 181,050**	
					$ 199,050	*Carryover from 2022*
					$ -	*Funds added to 2022*
					$ (18,000)	*Funds decreased from 2023 Program*
TIP Development, Implementation and Amendments						Y
				TOTAL - 205		
Staff Coordination of MTP						Y
				TOTAL - 206		
				TOTAL SUM	**$ 181,050**	

BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION POLICY BOARD AMENDMENT TO THE 2023-2024 ANNUAL UNIFIED PLANNING WORK PROGRAM (UPWP)

DATE: December 12, 2022

REGARDING: Year End Amendment to the 2023-2024 UPWP

The 2023-2024 UPWP has been amended for year-end carryovers within Task 204, from calendar year 2022 to 2023. Projects that requesting carryover changes are: 2022 Transit Development Plan, TDMSE/MTP, Sunset Avenue Corridor Study, East Main Avenue Corridor Study, 2022 ATAC Study Associated Modeling, and the Bismarck Signalized Intersection TDC Pilot Project.

On December 20, 2022 the Bismarck-Mandan Metropolitan Planning Organization (MPO) Policy Board approved the funding transfers and funding adjustments according to the attached task breakout.

Approved:

_____ _____

Bismarck-Mandan MPO Policy Board Chair Date

Bismarck·Mandan
METROPOLITAN PLANNING ORGANIZATION

2023-2024
UNIFIED PLANNING WORK PROGRAM

Amendment
December 2022

~~September 2022~~

BISMARCK-MANDAN MPO

UNIFIED PLANNING WORK PROGRAM
for 2023-2024

Funding identified in the UPWP is provided by the following partners.

FHWA
FTA
NDDOT
City of Bismarck
City of Mandan
City of Lincoln
Burleigh County
Morton County
Bis-Man Transit

Document prepared by: Rachel Lukaszewski
Executive Director/ Principal Transportation Planner
~~rdrewlow@bismarcknd.gov~~
rlukaszewski@bismarcknd.gov
701-355-1852

USDOT Disclaimer: This document was prepared with federal funds but does not reflect the views or policies of the United States Department of Transportation.

THE SIGNATURE ON THE LINE THAT FOLLOWS CONSTITUTES THE OFFICIAL ADOPTION OF THE 2023-2024 UNIFIED PLANNING WORK PROGRAM (UPWP) BY THE BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION (MPO). THE UPWP WAS ADOPTED ON _____.

_____ _____

GERARLD WISE, CHAIRPERSON DATE
BISMARCK-MANDAN MPO

BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM
January 2023 through December 2024

TASK	TITLE/ SECTION	PAGE
	Introduction	i
	MPO Boundary	i
	MPO Staff	i
	Previous Accomplishments	i
	UPWP New Additions	ii
	Source of UPWP Funds	ii
	Federal Planning Factors	ii
	MTP/ Federal Performance Goals and UPWP Projects	iii
	Timeline for Metropolitan Transportation Plan Update	iv
	2021 Planning Emphasis Areas	iv
	UPWP Amendment Threshold	v
	MPO Self Certification	vi
	Bismarck-Mandan MPO Activities Supporting Title VI and Env Justice	vii
	ADMINISTRATION 100	1
101	Administration, Coordination & Transportation Performance Mngmt	2
102	Training, Travel and Education	5
103	Unified Planning Work Program	7
104	Computer Enhancement and Software	9
105	Transit System Administration and Liaison	11
	TRANSPORTATION PLANNING 200	13
201	Subcommittees	14
202	Monitoring and Reporting	16
203	Staff Related TDM	18
204	MPO or Local Planning Studies/ Data Acquisition	20
205	Transportation Improvement Program	24
206	Metropolitan Transportation Plan	26
	PROGRAM IMPLEMENTATION 300	28
301	GIS Program	29
302	Citizen Participation	31
	COST SUMMARIES APPENDIX	33
All	Allocation of Staff Hours by Task	34
All	Work Program Summary by Task	36
All	Funding Breakdown and Program Source by Task	37
All	Rate and Program Source by Task	38

INTRODUCTION

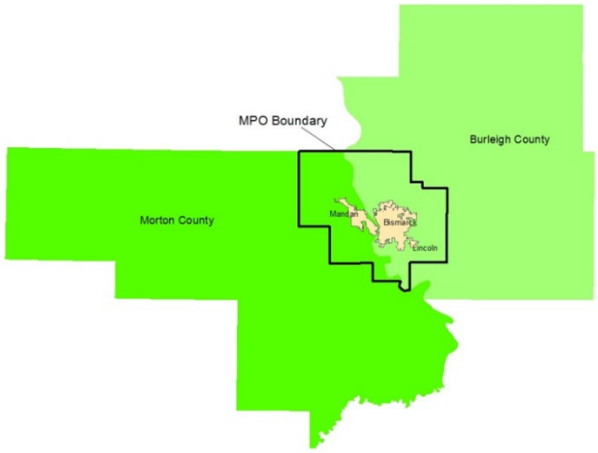
The Unified Planning Work Program (UPWP) is a description of the multi-modal transportation planning projects that will be conducted in the Bismarck/Mandan MPO area in calendar years 2023 and 2024. This biennial document is the foundation for requesting federal funds as well as a control tool for scheduling, budgeting and monitoring the transportation planning process.

The 2023-2024 UPWP was developed with the input of the North Dakota Department of Transportation (NDDOT), Federal Transit Administration (FTA), and Federal Highway Administration (FHWA), Bis-Man Transit and the jurisdictional partners of the MPO (Bismarck, Lincoln, Mandan, Burleigh County and Morton County). Also, public input from previous MPO studies were used to form the 2023-2024 UPWP.

The 2023-2024 UPWP is the MPO's budgeting action tool that takes the goals and projects from the active MPO Metropolitan Transportation Plan (*Arrive 2045*) and formats the chosen projects into a budgeting action plan.

It is hoped that this 2023-2024 UPWP will not only provide the MPO with a very useful budgeting, scheduling and monitoring tool, but will also provide an understandable expectation of what the MPO will endeavor in 2023 and 2024, with the public's help.

MPO BOUNDARY MAP



MPO STAFF

Rachel Lukaszewski: Executive Director/ Principal Transportation Planner
Kim Riepl: Transportation Planner
Stephen Larson: Transportation Specialist
Vacant: Part-Time Transportation/Transit Planner

PREVIOUS ACCOMPLISHMENT

Since January 2021 the MPO has completed two Title VI audits and plan updates, 1 MTP amendment, and 43 TIP amendments (as of the updating of this document in July 2022). There have also been several projects and data acquisitions completed. These projects include the Intersection Analysis Study and 2021 ITS Update, as well as the purchase of Socio-Economic Data, Origin-Destination Data, and Supplemental Traffic Counting.

UPWP NEW ADDITIONS

The 2023-2024 UPWP will address changes to our work products and activities now that we are post-pandemic. The MPO anticipates increased travel and training (Task 102) for 2023 and 2024. This will include in-person and remote attendance. We also plan to replace outdated furniture at the MPO office (Task 101).

The MPO is aware of the Consolidated Planning Grant (CPG) overage which needs to be spent over the next several years. There has been an attempt to fill the Transportation Planning Studies and Data Acquisitions (Task 204) to reduce to overage. However, as anticipated, local match from jurisdictions is not as readily available as the federal funds. The program for 2023 and 2024 will not eliminate the overage. However, future UWPW will continue this practice of having robust programs in order to achieve the goal of using the most current CPG funds in the current calendar year. To promote the spend-down of the CPG funds, the MPO is committed to beginning RFPs and executing contracts as early in the year as possible. This will allow projects to start and end within the calendar years for which they are programed. As a result of this practice, the MPO staff hopes to reduce project delays and UPWP amendments, which inhibit the efficient spending of the yearly CPG funds.

The MPO expects to hire a part-time Transportation/Transit Planner. This staff person's hours have been incorporated into both years of the 2023-2024 UPWP. It is expected that this additional staff will be able to increase the office workload, producing more work product, and assisting with the CPG spenddown.

SOURCE OF UPWP FUNDS

Funding identified in the UPWP is provided by the following partners. Federal funds are allocated under the Consolidated Planning Grant (CPG). State funds, when used, are provided thru allocation by the state legislature and/or NDDOT Local Government Division. Local funds are provided through local sales tax or mill levy. The columns below indicate the agency providing funding and the type of funding they provide.

FHWA (Fed)	City of Bismarck (Local)
FTA (Fed)	City of Mandan (Local)
NDDOT (Fed/State)	City of Lincoln (Local)
	Burleigh County (Local)
	Morton County (Local)
	Bis-Man Transit (Local)

FEDERAL PLANNING FACTORS

FHWA and FTA have encouraged MPOs to plan in a continuous, cooperative, and comprehensive manner, as well as to give prioritization to the federal planning factors in their project selection, strategies and services. (23 CFR 450.306(b)). The ten federal planning factors are listed below.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;

5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

The MPO is committed to upholding these 10 factors in the planning process. This includes involving federal, state, and local input—including public input—into the development of planning studies through Title VI compliant public input plans, collection of ideas and direction from study steering committees, and sufficient time to review and comment before planning studies are adopted/accepted by the MPO boards and partner jurisdictions.

MTP/ FEDERAL PERFORMANCE GOALS AND UPWP PROJECTS

The 2020-2045 Metropolitan Transportation Plan (MTP) adopts the federal goals areas established thru the MAP-21 and FAST Act legislation, which have now been replaced by the Infrastructure Investment and Jobs Act (IIJA):

1. Safety and Security
2. Infrastructure Conditions
3. Congestion Reduction
4. System Reliability for Freight Movement and Economic Vitality
5. Alternative Transportation Modes to Automobile Travel
6. Environmental Sustainability
7. Reduced Project Delay

Following is a table which identifies which MTP Goals are addressed by the 2023-2024 UPWP identified Studies.

MTP Goals

	1	2	3	4	5	6	7
Continuation of East Main Avenue Corridor Study	x	x		x	x		
Continuation of Sunset Drive Corridor Study	x	x	x	x			
Continuation of the Travel Demand Model and Socio-Economic Update/ 2025-2050 Metropolitan Transportation Plan Update)	x	x	x	x	x	x	x
Continuation of the Transit Development Plan	x		x		x		
2024 ITS Update	x	x	x			x	
Safe Routes to Services/ Complete Streets Study	x				x		
MPO Safety Policies Study	x		x	x			

TIMELINE FOR METROPOLITAN TRANSPORTATION PLAN UPDATE

2021
- Develop RFP for a joint study: Travel Demand Model and Socio-Economic Update (TDMSE) **AND** the 2025-2050 Metropolitan Transportation Plan [1-2Q]
- Purchase Socio-Economic Data (Household and Employment Estimates) [2-3Q]
- IF NEEDED: 'Clean-Up' Socio-Economic Data [3-4Q]]
- Update the Traffic Analysis Zone (TAZ) Structure and roadway network to reflect current conditions [3-4 Q]

2022
- Purchase Origin-Destination Data to be used to calibrate the updated TDM [3Q]
- Execute the Travel Demand Model and Socio-Economic Update (TDMSE) [3Q]
- Assess the need for additional data for the MTP and TDM [3-4Q]
- Determine Forecast Methodology and Growth Scenarios [3-4Q]
- Develop the baseline population and employment estimates and the 2045 projections [3-4Q]
- Allocate future residents and employees by TAZ (2035-2045 mid, 2045-2050 long) [4Q]
- Review the current Travel Demand Model [3-4Q]
- ATAC updates Travel Demand Model (TDM) [4Q]

2023
- ATAC updates Travel Demand Model (TDM) [1Q]
- Begin 2025-2050 MTP update [1Q]

2025
- Adoption of 2025-2050 MTP [1Q]

2021 PLANNING EMPHASIS AREAS

In 2021, FHWA and FTA jointly issued updated Planning Emphasis Area (PEAs). It is the federal government's priority that these PEAs be incorporated into the MPO's UPWP and inform planning processes. The updated PEAs include:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement (specifically, Virtual Public involvement)
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
- Federal Land Management Agency (FLMA) Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

The 2023-2024 UPWPW highlights multiple PEAs. Both **equity** and **complete streets** will be addressed by planning studies (Task 204) which are programmed for 2023 and 2024. This specifically includes the continuation of the East Main Avenue Corridor Study, the continuation of the Sunset Drive Corridor Study, the continuation of the 2021 TDMSE/ 2050 MTP, the Safe Routes to Services/ Complete Streets Study, and the Transit Development Plan. All planning studies also provide an opportunity to look more closely at **planning and environmental linkages**. Items regarding **climate crisis** and **data in**

transportation planning will be addressed through the development of our Travel Demand Model (Task 203) update in 2023. Additionally, coordination with the **Strategic Highway Network (STRAHNET)/ US Department of Defense (DOD)** and **Federal Land Management Agency (FLMA)** may be possible through distribution of the TIP (Task 205) to State and Federal partners during Draft TIP consideration. Finally, the MPO will be pursuing an update to our Public Participation Plan (Task 302) in 2023 which will evaluate how best to constantly incorporate **virtual public involvement (VPI)** into our public outreach efforts.

An additional planning emphasis area—highlighted under the IIJA legislation—is to promote **safe and accessible transportation options**. This requires 2.5% of the MPO's CPG funds to be used toward evaluation of complete streets elements, safety, and equity. The MPO will meet this requirement through staff time and expenditures attributed to the Bike-Ped Subcommittee as well as select transportation planning studies. For a typical MPO calendar year, this 2.5% is estimated to be $20,000-25,000.

UPWP AMENDMENT THRESHOLD

The MPO can move funding between tasks to an amount up to 10% of the total cumulative yearly amount, without North Dakota Department of Transportation (NDDOT) and Federal Highway Administration/Federal Transit Administration (FHWA/FTA) approval. Funding added to a planning study or data acquisition already under contract, new tasks or projects, or budgetary changes in excess of 10% (cumulative yearly amount) will continue to require NDDOT and FHWA/ FTA approvals of amendments to the UPWP. In addition, the MPO must advise the NDDOT and FHWA/FTA of any budgetary changes within the 10% limits described above.

TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

The Bismarck-Mandan Metropolitan Planning Organization (BMMPO) hereby certifies that it is carrying out a continuing, cooperative, and comprehensive transportation planning process in accordance with the applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR Part 450;
2. In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 11101(e) of the IIJA (Pub. L. 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Bismarck-Mandan Metropolitan Planning Organization

Signature

MPO Policy Board Chair

Title

June 21, 2022

Date

North Dakota Department of Transportation

Paul M. Benning

Signature

Local Government Director

Title

June 21, 2022

Date

BISMARCK-MANDAN MPO ACTIVITIES SUPPORTING TITLE VI AND ENVIRONMENTAL JUSTICE

The MPO recognizes Title VI and Environmental Justice requirements as they relate to the planning process. The requirements directly affect such elements within the planning process including, but not limited to, plan development, public involvement, and project management decisions.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Bismarck-Mandan MPO Policy Board approved changes to the MPO's Title VI and Non-Discrimination/ADA Plan in July 2022. This document provides policies prohibiting discrimination on the basis of race, color, or national origin. The Title VI/ADA Coordinator is identified within the Title VI Plan and contact information is also provided.

There is also a section within the document which provides information, forms and instructions relative to filing complaints in the event any individual feels he/she has been discriminated against in the MPO's programs or processes.

The Title VI and Non-Discrimination/ADA Plan is subject to annual audits performed by the Title VI/ADA Coordinator in conjunction with MPO staff to assess the program's effectiveness at all levels and to ensure continued compliance with Title VI requirements. The audits are completed each year by March 31 for the reporting period running July 1 to June 30. Remedial actions are taken within 90 days of the audit, and approval of plan updates typically occurs in July.

The Title VI and Non-Discrimination/ADA Plan contains a section which includes a list of MPO staff and appointed positions within the MPO, including the Technical Advisory Committee and Policy Board. It identifies how each position is appointed and details the responsibilities of each as it relates to Title VI.

Additionally, training programs for all MPO employees on Title VI and other related statutes are conducted annually, and will consist of, minimally, one hour of training per reporting period.

Bismarck-Mandan MPO maintains maps within the Title VI and Non-Discrimination/ADA Plan indicating high concentrations of minority, low-income, and elderly and limited English proficiency populations for consideration in planning and programming activities.

Finally, the Bismarck-Mandan MPO also includes appropriate FTA Federal Clauses, and "Title VI Assurances", which contain language prohibiting discrimination of groups identified in the Civil Rights Act of 1964, within all of the Request for Proposals (RFPs) and contracts for all studies solicited by Bismarck-Mandan MPO.

Environmental Justice

Executive Order 12989, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.

Bismarck-Mandan MPO's Public Participation Plan, originally adopted May 2010, requires the evaluation of adverse impacts through MPO activities to "Environmental Justice" groups

including low-income and minority populations. The MPO maintains maps with high concentrations of minority, low-income, limited English proficiency, and elderly populations for consideration in planning and programming activities. These maps are included in the Title VI and Non-Discrimination/ADA Plan, the 2020-2045 Long Range Transportation Plan (the Metropolitan Transportation Plan, or MTP, updated every five years), and the Transportation Improvement Program (updated annually). The socio-economic data used to maintain the maps is utilized in a variety of applications, including MPO studies and the production and updating of the Bismarck-Mandan Metropolitan Planning Organization Monitoring Report.

Further, the MPO seeks the active participation of Environmental Justice populations in the planning process as identified in the Public Participation Plan. The document indicates that meeting facilities should be accessible to mobility impaired individuals and meetings should be scheduled at various times to accommodate various work schedules. Contact information for the Title VI/ADA Coordinator is provided within the Title VI Plan and is also provided on MPO meeting agendas and on the MPO webpage to ensure accessibility by individuals with disabilities to request appropriate provisions, auxiliary aids, or services for meeting facilities or materials. Forms, along with complete instructions, to request reasonable accommodations and processes for filing of complaints about violations are also provided.

Bismarck-Mandan MPO maintains a database of approximately 220 transportation stakeholders within the Bismarck-Mandan Metropolitan Planning Area (MPA). The stakeholders are sent notification and/or draft copies of various studies and programs including, but not limited to, the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and newsletter updates (as available) which provide information on MPO activities. A variety of organizations representing low- income, minority, and elderly agencies and advocacy groups are on the MPO stakeholder list.

Bismarck-Mandan MPO continues to increase accessibility to its programs and activities by all applicants, participants, and members of the public regardless of race, color, national origin, sex, age, disability, or income status and has recently installed display racks containing the Title VI and Non Discrimination/ADA Plan, the Title VI Policy Statement, LEP Plan, ADA reasonable accommodations request forms, Title VI complaint forms and procedures, and newsletters (when available) at the entrances of the MPO work site. Additionally, forms, documents, meeting information, and study updates are made accessible via social media using Facebook to link to the MPO webpage. Copies of adopted programs and plans, such as the TIP and the MTP, as well as final reports of adopted MPO studies are made available through the public libraries in both Bismarck and Mandan.

ADMINISTRATION

100

101 ADMINISTRATION, COORDINATION & TRANSPORTATION PERFORMANCE MANAGEMENT
2023-2024

Objective:

The MPO manages and coordinates the accounts, records, agreements, and administration of contracts for the Unified Planning Work Program and the Bismarck-Mandan Metropolitan Planning Organization. This task provides the necessary coordination and communications between the various agencies in the Bismarck-Mandan Metropolitan area and provides for citizen information and involvement. This task uses Transportation Performance Management processes and follows performance-based planning and programming practices.

Present Status:

The Bismarck-Mandan Metropolitan Planning Organization (MPO) is presently staffed with an Executive Director, a Transportation Planner, and a Transportation Specialist, who are responsible for coordinating MPO activities with the various entities within the boundaries of the MPO, which represents the MPO's operational and technical agencies. Hiring for the part-time Transit/Transportation Planner is ongoing. Work accomplished under this task in 2022 included reporting and billing activities and preparations for and attendance at the Technical Advisory Committee (TAC) and MPO Policy Board Meetings.

Proposed Work:

Compile and maintain records of MPO work in progress as performed by individual consulting companies and submit them to the North Dakota Department of Transportation. Prepare monthly billings for MPO activities in progress as outlined in the Unified Planning Work Program and receive and disburse funds received for these MPO activities.

The MPO provides liaison activities to the MPO's membership including preparation of agendas and minutes, scheduling and attendance at Technical Advisory Committee (TAC) and MPO Policy Board meetings. The MPO also takes leadership in the development and management of general transportation and data acquisitions, as well as administration of general office activities.

Products:

Products of the MPO include formal meetings of the MPO Policy Board and Technical Advisory Committee (TAC) and submission of billings and monthly activity summaries, as well as coordination and management of all MPO accounts and records.

In additional to the general administration and management of office, the MPO staff provide project management for various general planning studies and data acquisitions each calendar year.

Completion Date:
Ongoing Activity.

Estimated Expenditures:

	2023	**2024**
General Staff Administration of MPO Program*	$244,688	$249,010
Office Space Rental/ Parking	13,500	14,500
Office Equipment and Supplies	8,500	2,000
Telephone Service	600	600
Mileage (Local)	500	500
Postage	750	750
Printing	1,200	1,200
Direct Miscellaneous Costs	1,000	1,000
TOTAL	270,738	269,560

Proposed Source of Funds:

CPG (80% or less)	216,590	215,648
Local (20% or greater)	54,148	53,912
TOTAL	270,738	269,560

* Staff includes 3 full-time members (1 Executive Director, 1 Transportation Planner, 1 Transportation Specialist) and 1 part-time member (Transit/Transportation Planner)

100.101.00 **101 ADMINISTRATION, COORDINATION & TRANSPORTATION PERFORMANCE MANAGEMENT**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	270,738	216,590	54,148	
Mandan		0		
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	270,738	216,590	54,148	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	269,560	215,648	53,912	
Mandan		0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	269,560	215,648	53,912	

102 TRAINING/TRAVEL AND EDUCATION
2023-2024

Objective:

To provide MPO support staff with appropriate skills to carry out the comprehensive, continuing and coordinated Transportation Planning Process.

Present Status:

Training activities undertaken during 2022 were the attendance of the Executive Director to the Annual AMPO Conference in Washington DC, the attendance of MPO staff to the Western Planner Conference in Bismarck, the TRB Tools of the Trade Conference in Boise, ID, the NDDOT's Transportation Conference, and Main Street Conference. FWHA training is also expected to occur for Functional Classification in the late summer or fall.

Proposed Work:

The MPO will encourage staff attendance at selected national/local short courses, seminars, and conferences. The MPO will work with other MPOs, FHWA, FTA and the NDDOT to develop and support local training programs.

Products:

To foster a more informed, capable, and efficient staff.

Completion Date:

Ongoing Activity.

Estimated expenditures:

	2023	**2024**
Associated Training Costs	$2,200	$3,500
Transportation and Lodging	6,600	8,800
Books/Subscriptions/Dues of Transportation Planning Material and Organizations	2,400	2,400
Mileage (Non-local)	500	500
Meals	1,000	1,500
TOTAL	12,700	16,700

Proposed Source of Funds:

CPG (80%)	10,160	13,360
Local (20%)	2,540	3,340
TOTAL	12,700	16,700

100.102.00 **102 TRAINING, EDUCATION & ASSOCIATED TRAVEL**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	12,700	10,160	2,540	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	12,700	10,160	2,540	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	16,700	13,360	3,340	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	16,700	13,360	3,340	

103 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT
2023-2024

Objective:

To prepare a Unified Planning Work Program (UPWP) for the Bismarck-Mandan Metropolitan Planning Organization and any subsequent UPWP amendments.

Present Status:

The Bismarck-Mandan Metropolitan Planning Organization has operated under a unified work program for the past thirty-six years.

Proposed Work:

The 2025-2026 Unified Planning Work Program will be developed by the MPO staff, with assistance from the Planning and Engineering departments of the cities of Bismarck, Mandan, Lincoln, and Burleigh and Morton counties, as well as being offered for review and input by local citizen groups as required under the Infrastructure Investment and Jobs Act (IIJA) regulatory requirements. Maintenance of the 2023-2024 UPWP will be provided by the MPO staff.

Products:

2025-2026 UPWP and Amendments to the 2023-2024 UPWP.

Completion Date:

Preliminary Draft:	August 2024
Final UPWP:	October 2024

Estimated Expenses:

	2023	**2024**
Development of UPWP and Amendments	$1,669	$3,837
TOTAL	1,669	3,837

Proposed Source of Funds:

CPG (80%)	1,335	3,070
Local (20%)	334	767
TOTAL	1,669	3,837

100.103.00 **103 UNIFIED PLANNING WORK PROGRAM**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	1,669	1,335	334	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	1,669	1,335	334	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	3,837	3,070	767	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	3,837	3,070	767	

104 COMPUTER ENHANCEMENTS AND SOFTWARE
2023-2024

Objectives:

To enhance the MPO's capabilities to monitor transportation data traffic forecasting, and traffic operations. To overall improve MPO staff's ability to provide analysis, communication, and distribute applicable transportation related data. To keep staff informed on pertinent transportation issues. To build and furnish reports to satisfy FHWA, FTA, and NDDOT reporting requirements.

Present Status:

During 2021-2022 the Bismarck-Mandan MPO used computers and associated software to aid the transportation planning efforts of Bismarck, Mandan, Lincoln, Morton County and Burleigh County within the MPO area.

Proposed Work:

To provide computer hardware and software aid to the transportation planning efforts of the MPO.

Products:

To provide the MPO with effective administration, data processing, and analytical tools for transportation planning.

Completion Date:

Ongoing Activity.

Estimated Expenditures:

	2023	**2024**
Computers and Misc. Hardware	$4,000	$3,000
Computer Software	3,200	3,200
TOTAL	7,200	6,200

Proposed Source of Funds:

CPG (80%)	5,760	4,960
Local (20%)	1,440	1,240
TOTAL	7,200	6,200

100.104.00 **104 COMPUTER ENHANCEMENTS & SOFTWARE**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	7,200	5,760	1,440	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	7,200	5,760	1,440	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	6,200	4,960	1,240	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	6,200	4,960	1,240	

105 TRANSIT SYSTEM ADMINISTRATION AND LIAISON
2023-2024

Objective:

To provide technical assistance and coordinated transportation planning to Bis-Man Transit. Support the City of Bismarck and Bis-Man Transit in maintaining State and Federal requirements, promoting community use of the transit system, and implementing recommendations of the Transit Development Plan.

Present Status:

Facilitate interaction between the City of Bismarck and Bis-Man Transit, including updates to the contract, reporting to FTA, assisting with communication to the City Commission, and planning for the preparation and administration of Transit grants.

Proposed Work:

To maintain grant maintenance and control functions. To act as a liaison between FTA, the City of Bismarck, and Bis-Man Transit regarding FTA and NDDOT grant applications, reports and meetings. To adhere to federal performance measures requirements pertaining to Transit operations within the MPO. Update member jurisdictions of transit developments at TAC and Policy Board Meetings. Activities also include aiding Transit in the development of the 2022 Transit Development Plan, which is underway for Summer 2022 to Summer/Fall 2023.

Products:

Prepare grants pertaining to Operations, Bus and Bus Facilities, and Mobility of Seniors and Persons with Disabilities, along with all the associated reporting. Maintenance of appropriate FTA records on behalf of the City of Bismarck and Bis-Man Transit. Development of the 2022 Transit Development Plan.

Completion Date:

Ongoing.

Estimated Expenditures:

	2023	2024
Transit Liaison and Administration	$35,361	$33,634
TOTAL	35,361	33,634

Proposed Source of Funds:

CPG (80%)	28,289	26,907
Local (20%)	7,072	6,727
TOTAL	35,361	33,634

100.105.00 **105 TRANSIT SYSTEM ADMINISTRATION**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	35,361	28,289	7,072	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	35,361	28,289	7,072	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	33,634	26,907	6,727	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	33,634	26,907	6,727	

TRANSPORTATION PLANNING

200

201 SUBCOMMITTEES

(Bis-Man MPO Bicycle-Pedestrian Subcommittee and Freight Advisory Committee)

2023-2024

Objective:

To further recommendations of the Bicycle-Pedestrian Plan and Freight Plan using engaged local partners and community members. Coordinated by MPO staff and allowed to enhance transportation needs and MPO objectives related to alternative modes of transportation and/or freight.

Present Status:

The MPO's Bicycle-Pedestrian Subcommittee meets several times a year. They evaluate and prioritize the TA applications for consideration by TAC and Policy Board. A Freight Advisory Committee has not yet formed but may form in the future.

Proposed Work:

During the 2023 and 2024 calendar years, Bicycle-Pedestrian Subcommittee will review and critique TA applications to improve the applications and make them more competitive in the statewide selection. The Subcommittee will subsequently score and prioritize the applications for consideration by TAC and Policy Board. Finally, the Subcommittee will pursue special projects in an ad-hoc manner as the group's interests align with the Bicycle-Pedestrian Plan.

Products:

The Bicycle-Pedestrian Subcommittee will create improved TA applications which also align with local, state and federal performance measures. They will also compile a list of TA prioritized projects to be considered by the MPO TAC and Policy Board.

Completion Date:

Ongoing Activity.

Estimated Expenditures:

	2023*	**2024***
Staff Coordination	$1,933	$1,991
Ad Hoc Activities	2,500	2,500
TOTAL	4,433	4,491

Proposed Funding Sources:

CPG (80%)	3,546	3,593
Local (20%)	887	898
TOTAL	4,433	4,491

*These activities contribute toward the 2.5% spending requirement for Safe and Accessible Transportation Options.

200.201.00

201 SUBCOMMIITTEES

BICYCLE- PEDESTRIAN SUBCOMMITTEE and FREIGHT ADVISORY COMMITTEE

(All Amounts in Dollars $)

YEAR 2021

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	4,433	3,546	887	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	4,433	3,546	887	

YEAR 2022

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	4,491	3,593	898	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	4,491	3,593	898	

202 MONITORING AND REPORTING
2023-2024

Objective:

To continually monitor trends of the Bismarck-Mandan Metropolitan area transportation system through the development of a Surveillance and Monitoring Report.

Present Status:

The Bismarck-Mandan MPO monitors transportation trends for significant transportation modes for a variety of reasons including, but not limited to, performance measures, transportation modeling, and other transportation planning related efforts. An annual surveillance and monitoring report was developed to share these trends with local partners and the community. Due to MPO staff reduction in 2019, there has been very little work done in this area since 2018. The plan is to resurrect and update the monitoring and reporting data in 2023 and 2024 and continue to monitor transportation, socio-economic, and related trends to assist in the transportation planning process.

Products:

The MPO updates the Surveillance and Monitoring report on a rolling basis. This report monitors transportation, socio-economic, and related trends to assist in the transportation planning process.

Completion Date:

Ongoing activity as staffing is available.

Estimated Expenditures:

	2023	2024
Staff Update of Surveillance and Monitoring Report	$6,676	$6,877
TOTAL	6,676	6,877

Proposed Funding Sources:

CPG (80%)	5,341	5,502
Local (20%)	1,335	1,375
TOTAL	6,676	6,877

200.202.00 **202 MONITORING AND REPORTING**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	6,676	5,341	1,335	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	6,676	5,341	1,335	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	6,877	5,502	1,375	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	6,877	5,502	1,375	

203 STAFF RELATED TDM
2023-2024

Objective:

To routinely update and maintain the Travel Demand Model (TDM), through coordination with Advanced Traffic Analysis Center (ATAC), direct MPO staff efforts, and a consultant-led Model Review and Socio-Economic Projections effort.

Present Status:

The TDM update will begin in 2022 and continue into 2023. The TDM will be reviewed through the Model Review and Socio-Economic Projection Project, which also includes projection and allocation of future households and employment centers. This effort occurs in coordination with local jurisdictions and approval of the TAC and Policy Boards, and feeds directly into the Metropolitan Transportation Plan update.

MPO staff will annually update ATAC on roadway network expansions, with the release of the 'Status of Projects Report' for the annual Transportation Improvement Program.

A routine update of the population and employment data, by traffic analysis zones (TAZ), will be performed using building permits issued by local units of government, Census and American Community Survey data, and other purchased data. The updated population and employment data may be reviewed to determine if there are significant differences in growth patterns from those projected.

Products:

The Travel Demand Model will be updated in the12-24 months prior to the commencement of the next Metropolitan Transportation Plan. MPO staff efforts will include, but are not limited to, review of census data and/or other acquired data (i.e. origin-destination data, socio-economic data), coordination with local jurisdiction on revisions to current and future land use, revaluation and adjustment (if needed) of the TAZ network, annual notification to ATAC of roadway network expansion, and coordination of and management of the contracted Socio-Economic and Projections Project.

Completion Date:

The development of the next TDM will be completed in 2023, as part of the TDMSE/MTP Study update. Amendment, revision, or data preparation are an ongoing activity.

Estimated Expenditures:

	2023	**2024**
Staff Related TDM	$13,054	$4,262
TOTAL	13,054	$4,262

Proposed Funding Sources:

CPG (80%)	10,443	3,410
Local (20%)	2,611	852
TOTAL	13,054	4,262

200.203.00 **203 STAFF RELATED TDM**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	13,054	10,443	2,611	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	13,054	10,443	2,611	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	4,262	3,410	852	
Mandan		0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	4,262	3,410	852	

204 PLANNING STUDIES/ DATA ACQUISITION
2023-2024

Objective:

To provide for studies of specific transportation concerns that may have an impact on the MPO's Transportation Plan, Transportation Improvement Program or MPO planning process.

Present Status:

At the request of the MPO and based on needs identified in the 2020-2045 Long Range Transportation Plan, local jurisdictional partners and MPO staff brought forward recommendations for transportation-related planning studies. Projects were discussed by the jurisdictions. Preferred projects were allocated funds within the MPO's allowance and have been approved by the TAC and Policy Board.

Proposed Work:

The proposed work will be completed by consulting or data collection firms. 2023-2024 studies include the East Main Avenue Corridor Study, Sunset Drive Corridor Study, Travel Demand Model and Socio-Economic Update/ 2025-2050 Metropolitan Transportation Plan Update, Transit Development Plan, 2024 ITS Update, Safe Routes to Services/ Complete Streets Study, MPO Safety Policies Study.

New studies that will commence in 2023 or 2024 will be the following: 2024 ITS Update, Safe Routes to Services/ Complete Streets Study, and MPO Safety Policies Study.

The MPO will pursue data acquisitions for the following efforts in 2023 or 2024: Ortho/LiDAR Collection and Pavement Condition Collection.

Products: The studies and data collections programmed for 2023-2024 are:

- East Main Avenue Corridor Study*
- Sunset Drive Corridor Study
- Travel Demand Model and Socio-Economic Update/ 2025-2050 Metropolitan Transportation Plan Update)*
- Transit Development Plan*
- 2024 ITS Update
- Safe Routes to Services/ Complete Streets Study*
- MPO Safety Policies Study
- 2023 Ortho/Lidar Collection
- Pavement Condition Collection
- Bismarck Signalized Intersection TDC Pilot Project

Completion Date:

While projects are scheduled to be completed in 2023 and 2024, not all projects may be completed in the year indicated. This may cause some projects to carry over into the 2025-2026 UPWP.

*These activities may contribute toward the 2.5% spending requirement for Safe and Accessible Transportation Options.

~~Estimated Expenditures:~~

	~~2023~~	~~2024~~
~~Planning Studies~~	~~$556,225~~	~~$570,000~~
~~Routine Data Acquisitions~~	~~180,000~~	~~100,000~~
~~TOTAL~~	~~736,255~~	~~670,000~~

~~Proposed Source of Funds:~~

~~CPG (80%)~~	~~589,004~~	~~536,000~~
~~Local (20%)~~	~~147,251~~	~~134,000~~
~~TOTAL~~	~~736,255~~	~~670,000~~

Estimated Expenditures:

	2023	**2024**
Planning Studies	$737,305	$570,000
Routine Data Acquisitions	180,000	100,000
TOTAL	917,305	670,000

Proposed Source of Funds:

CPG (80%)	733,844	536,000
Local (20%)	183,461	134,000
TOTAL	917,305	670,000

200.204.00 **204 TRANSPORTATION PLANNING STUDIES and DATA ACQUISITIONS**

(Data acquisitions on next page; All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	REV.	FED 80%	REV.	LOCAL 20%	REV.	PROJECT PARTICIPATION
Bismarck	~~238,735~~	360,755	~~190,988~~	288,604	~~47,747~~	72,151	A,B,C,E,F,K,M
Mandan	~~180,775~~	190,290	~~144,620~~	152,232	~~36,155~~	38,058	A,B,C,E,F,G,L
Morton County	~~6,155~~	9,595	~~4,924~~	7,676	~~1,231~~	1,919	A,B,C,F
Burleigh County	~~36,935~~	57,570	~~29,548~~	46,056	~~7,387~~	11,514	A,B,C,F
Lincoln	~~6,155~~	9,595	~~4,924~~	7,676	~~1,231~~	1,919	A,B,C,F
Other*	~~87,500~~	109,500	~~70,000~~	87,600	~~17,500~~	21,900	D
TOTAL	~~556,255~~	737,305	~~445,004~~	589,844	~~111,251~~	147,461	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	342,000	273,600	68,400	A,B,E,F,H,J
Mandan	134,000	107,200	26,800	A,B,E,F,H,J
Morton County	11,750	9,400	2,350	A,B,F,H,J
Burleigh County	70,500	56,400	14,100	A,B,F,H,J
Lincoln	11,750	9,400	2,350	A,B,F,H,J
Other	0	0	0	
TOTAL	570,000	456,000	114,000	

PLANNED STUDIES

A---ATAC Annual Fee ($10,000) - yearly

B---Study Associated Modeling ($40,000) - yearly [2022 YER -- Addt'l $37,689 -- 2023 TOTAL $77,689]

C--Addt'l fee for TDM work with ATAC ($6,228) - 100% in 2023

D---Transit Development Plan ($175,000) - 50% in 2023 [2022 YER -- Addt'l $22,000 -- 2023 TOTAL $109,500]

E---Safe Routes to Services/ Complete Streets Study ($200,000) - 50% in 2023, 50% in 2024

F---Travel Demand Management and Socio-Economic Study (TDMSE)/ 2025-2050 Metropolitan Transportation Plan (MTP) ($520,000) - 36.5% in 2023, 41.5% in 2024 [2022 YER -- Addt'l $99,881 -- 2023 TOTAL $289,881]

G---Addt'l fee for Sunset Ave Corridor Modeling ($1,527) - 100% in 2023

H---MPO Safety Policies Study ($180,000) - 100% in 2024

J---2024 ITS Update ($2,000) - 100% in 2024

K---Continuation of East Main Avenue Corridor Study (Carryover from 2022) ($31,000) - 100% in 2023 [2022 YER -- Addt'l $13,500 -- 2023 TOTAL $44,500]

L---Continuation of Sunset Drive Corridor Study (Carryover from 2022) ($90,000) - 100% in 2023 [2022 YER -- Minus $18,000 -- 2023 TOTAL $72,000]

M--Continuation of Bismarck Signalized Intersection TDC Pilot Project ($30,386) - 85% in 2023

* 'Other' funding partner is Bis-Man Transit.

136

200.204.00 **DATA ACQUISITIONS**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	30,600	24,480	6,120	3
Mandan	16,200	12,960	3,240	3
Morton County	67,500	54,000	13,500	3
Burleigh County	63,900	51,120	12,780	3
Lincoln	1,800	1,440	360	3
Other	0	0	0	
TOTAL	180,000	144,000	36,000	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	66,250	53,000	13,250	4
Mandan	18,750	15,000	3,750	4
Morton County	250	200	50	4
Burleigh County	14,750	11,800	2,950	4
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	100,000	80,000	20,000	

Data Procurement	Cycle	Last Collection	Next Collection	Estimated Cost
1 - Socio-Economic Data	5 years	2021	TBD	4,000
2 - Origin-Destination Data	5 years	2022	TBD	35,500
3 - Ortho/LiDAR Collection	3 years	2020	2023	180,000
4 - Pavement Management	3-5 years	2020	2024	100,000
5 - Traffic Counting	Ad Hoc	2022	TBD	100,000

205 TRANSPORTATION IMPROVEMENT PROGRAM
2023-2024

Objective:

Prepare Transportation Improvement Program (TIP) in summer of 2023 and 2024, as well as subsequent TIP amendments that comply with the Infrastructure Investment and Jobs Act (IIJA) regulatory requirements. Submit amendments to the North Dakota Department of Transportation.

Present Status:

A TIP has been prepared and approved nearly every year since 1983. The MPO has an approved 2023-2026 TIP.

Proposed Work:

MPO staff will develop a TIP in summer 2023 and summer 2024 that meets the requirements of the Infrastructure Investment and Jobs Act (IIJA). The TIPs will have projects that were prioritized and approved through coordination between the MPO, its member jurisdictions, and NDDOT. Starting in 2020, projects will be compliant with the updated performance-based 2020-2045 MTP. All MPO TIP projects will be financially constrained.

Product:

The 2024-2027 TIP, the 2025-2028 TIP, and amendments to the 2023-2026 TIP.

Completion Date:

Priority List Submission:	December 2022	December 2023
Draft TIP:	July 2023	July 2024
Final TIP:	August 2023	August 2024

Estimated Expenditures:

	2023	**2024**
TIP Development, Implementation, and Amendments	$11,364	$12,103
TOTAL	11,364	12,103

Proposed Source of Funds:

CPG (80%)	9,091	9,682
Local (20%)	2,273	2,421
TOTAL	11,364	12,103

200.205.00 **205 TRANSPORTATION IMPROVEMENT PROGRAM**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	11,364	9,091	2,273	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	11,364	9,091	2,273	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	12,103	9,682	2,421	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	12,103	9,682	2,421	

206 METROPOLITAN TRANSPORTATION PLAN
2023-2024

Objective:

To define, identify and prioritize the transportation needs of the Bismarck-Mandan area by creating a fiscally constrained, performance-based Metropolitan Transportation Plan. The MTP should be developed in coordination with the public, stakeholders, jurisdictional partners, and state and federal oversight, and be compliant with the Infrastructure Investment and Jobs Act (IIJA) legislation.

Present Status:

The active 2020-2045 MTP (Metropolitan Transportation Plan), *Arrive 2045*, was adopted in February 2020 and addressed the concerns of public and local partners regarding the transportation network and major modes of transportation. The MTP identifies which alternatives are available and feasible to implement, that will allow the metropolitan area to improve through 2045. An update of the TDMSE/ 2050 MTP began in Summer 2022. Work will continue on this update through Spring 2025.

Proposed Work:

Staff hours will be allocated to the 2050 MTP update to a small degree in 2023 and a large degree in 2024. Some staff time has been allocated for amendments to the 2020-2050 MTP, if they are needed.

Products:

A performance-based Metropolitan Transportation Plan that can guide the MPO and partner agencies in 2025 and beyond.

Completion Date:

March 2025

Estimated Expenditures:

	2023	**2024**
Staff Coordination for MTP	$1,210	$14,097
TOTAL	1,210	14,097

Proposed Source of Funds:

CPG (80%)	968	11,278
Local (20%)	242	2,819
TOTAL	1,210	14,097

200.206.00 **206 METROPOLITAN TRANSPORTATION PLAN**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	1,210	968	242	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	1,210	968	242	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	14,097	11,278	2,819	
Mandan		0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	14,097	11,278	2,819	

PROGRAM IMPLEMENTATION

300

301 GIS/IT DEVELOPMENT AND IMPLEMENTATION
2023-2024

Objective:

The Bismarck-Mandan Metropolitan Planning Organization (MPO) uses an MPO Geographic Information System (GIS) that provides access to a common digital geographic database for land use planning, zoning activities, traffic analysis, and other related activities.

The MPO also presently has four computers. The MPO at times requires technical help from City of Bismarck professionals to maintain and aid the MPO in its computer use and applications.

Present status:

Presently the following has been developed in GIS: MPO and Transportation Study information and data, Bismarck/Mandan Bike Trails, MPO TIP project and development maps, functionally classified roadways within the MPO area, digital aerial photographs and aerial contours.

NOTE: The City of Bismarck lacks an indirect cost plan and therefore cannot charge the MPO for these activities. This task will be $0 until there are mechanisms to charge the MPO.

Proposed Work:

To continue to provide valuable map data and imagery concerning MPO projects in conjunction with all the partner entities. To assist MPO in census, transit, roadway, and bridge imagery, and other projects as needed.

Product:

The computer aided and generated products Geographic Information System (GIS) for Bismarck-Mandan Area MPO. The products generated by GIS usage benefit the MPO a great deal.

Estimated Expenditures:

	2023	**2024**
GIS Production	$0	$0
TOTAL	$0	$0

Proposed Source of Funds:

CPG (80%)	$0	$0
Local (20%)	$0	$0
TOTAL	$0	$0

300.301.00 **301 GIS PROGRAM**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	0	0	0	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	0	0	0	

302 CITIZEN PARTICIPATION PROGRAM
2023-2024

Objective:

To establish procedures and plan that provide for citizen input into the planning process as part of the development of the following: the MPO's Metropolitan Transportation Plan, the UPWP, the TIP, the DBE Program, and the Public Participation Plan. The MPO will use this process to identify community issues regarding transportation planning and will consider these issues when developing programs within the MPO's planning area. This task also provides funds for newspaper advertisements that notify the public of public hearings.

Present Status:

As stipulated in the Infrastructure Investment and Jobs Act (IIJA), the UPWP, the DBE Program, the Public Participation Plan (PPP), the Metropolitan Transportation Plan, and the TIP will receive public review at various levels during the development and update processes by the MPO.

Proposed Work:

To provide a citizen input forum for the MPO operational functional tools of TIP, UPWP, DBE Program, and the Metropolitan Transportation Plan (MTP), and applicable transportation studies as prescribed by the Infrastructure Investment and Jobs Act (IIJA), as well as an evaluation and update of the existing Public Participation Plan.

Product:

Ongoing program.

Completion Date:

The Public Participation Plan will be updated in the first half of 2023. Payments for advertisements is an ongoing activity.

Estimated Expenditures:

	2023	**2024**
Advertising	$5,750	$5,750
Evaluation and Update of Public Participation Plan	369	0
TOTAL	6,119	5,750

Proposed Source of Funds:

CPG (80%)	4,895	4,600
Local (20%)	1,224	1,150
TOTAL	6,119	5,750

300.302.00 **302 CITIZEN PARTICIPATION**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	6,119	4,895	1,224	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	6,119	4,895	1,224	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	5,750	4,600	1,150	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	5,750	4,600	1,150	

COST SUMMARIES APPENDIX

FY'S 2023-2024

Unified Planning Work Program
Staff Allocation of Hours by Task
2023

	*PT Time Planner	Planner	Executive Director	Transportation Specialist
101: Administration, Coordination and Transporting Performance Management	1126	1575	1555	1725
102: Training, Travel, and Education	0	0	0	0
103: UPWP	0	10	20	5
104: Computer Enhancement and Software	0	0	0	0
105: Transit System Administration and Liaison	200	280	200	200
201: Subcommittees	0	50	0	0
202: Monitoring and Reporting	100	50	10	30
203: Staff Related TDM	0	25	200	30
204: MPO and Local Planning Studies/ Data Acquisition	0	0	0	0
205: Transportation Improvement Program	30	80	80	80
206: Metropolitan Transportation Plan	0	10	15	0
301: GIS Program	0	0	0	0
302: Citizen Participation	0	0	0	10
TOTAL	**1456**	**2080**	**2080**	**2080**

*Efforts to fill the part-time planner vacancy will continue until filled.

Unified Planning Work Program
Staff Allocation of Hours by Task
2024

	*PT Time Planner	Planner	Executive Director	Transportation Specialist
101: Administration, Coordination and Transportation Performance Management	1126	1530	1530	1730
102: Training, Travel, and Education	0	0	0	0
103: UPWP	0	30	40	10
104: Computer Enhancement and Software	0	0	0	0
105: Transit System Administration and Liaison	200	210	200	200
201: Subcommittees	0	50	0	0
202: Monitoring and Reporting	100	50	10	30
203: Staff Related TDM	0	50	20	30
204: MPO and Local Planning Studies/ Data Acquisition	0	0	0	0
205: Transportation Improvement Program	30	90	80	80
206: Metropolitan Transportation Plan	0	70	200	0
301: GIS Program	0	0	0	0
302: Citizen Participation	0	0	0	0
TOTAL	**1456**	**2080**	**2080**	**2080**

*Efforts to fill the part-time planner vacancy will continue until fille

2023-2024 Unified Planning Work Program Summary By Task
(All Amounts in Dollars $)

	Funding Year 2023								
Task	Total	Federal	Local	Bismarck	Mandan	Morton	Burleigh	Lincoln	Transit
101	270,738	216,590	54,148	54,148	0	0	0	0	0
102	12,700	10,160	2,540	2,540	0	0	0	0	0
103	1,669	1,335	334	334	0	0	0	0	0
104	7,200	5,760	1,440	1,440	0	0	0	0	0
105	35,361	28,289	7,072	7,072	0	0	0	0	0
201	4,433	3,546	887	887	0	0	0	0	0
202	6,676	5,341	1,335	1,335	0	0	0	0	0
203	13,054	10,443	2,611	2,611	0	0	0	0	0
~~*204~~	~~736,255~~	~~589,004~~	~~147,251~~	~~53,867~~	~~39,395~~	~~14,731~~	~~20,167~~	~~1,591~~	~~17,500~~
205	11,364	9,091	2,273	2,273	0	0	0	0	0
206	1,210	968	242	242	0	0	0	0	0
301	0	0	0	0	0	0	0	0	0
302	6,119	4,895	1,224	1,224	0	0	0	0	0
	~~1,106,779~~	**~~885,423~~**	**~~221,356~~**	**~~127,972~~**	**~~39,395~~**	**~~14,731~~**	**~~20,167~~**	**~~1,591~~**	**~~17,500~~**

*Includes Carryover Funding from 2022 into 2023:	Total	Federal	Local	Partner
East Main Ave Corridor Study	~~31,000~~	~~24,800~~	~~6,200~~	Bismarck
Sunset Drive Corridor Study	~~90,000~~	~~72,000~~	~~18,000~~	Mandan

	Funding Year 2024								
Task	Total	Federal	Local	Bismarck	Mandan	Morton	Burleigh	Lincoln	Other
101	269,560	215,648	53,912	53,912	0	0	0	0	0
102	16,700	13,360	3,340	3,340	0	0	0	0	0
103	3,837	3,070	767	767	0	0	0	0	0
104	6,200	4,960	1,240	1,240	0	0	0	0	0
105	33,634	26,907	6,727	6,727	0	0	0	0	0
201	4,491	3,593	898	898	0	0	0	0	0
202	6,877	5,502	1,375	1,375	0	0	0	0	0
203	4,262	3,410	852	852	0	0	0	0	0
204	670,000	536,000	134,000	81,650	30,550	2,400	17,050	2,350	0
205	12,103	9,682	2,421	2,421	0	0	0	0	0
206	14,097	11,278	2,819	2,819	0	0	0	0	0
301	0	0	0	0	0	0	0	0	0
302	5,750	4,600	1,150	1,150	0	0	0	0	0
	1,047,511	**838,010**	**209,501**	**157,151**	**30,550**	**2,400**	**17,050**	**2,350**	**0**

Estimated CPG Funds Available for 2023-2024 UPWP			
Year	CPG Grant	Est. CPG Available 1/1/2023	Est. CPG Remaining 12/31/2024
2021	~~592,714~~	~~0~~	0
2022	686,074	~~548,234~~	0
2022	~~953,007~~	~~953,007~~	0
2023	868,753 (Est.)	NA	~~646,561~~
2024	886,128 (Est.)	NA	886,239
TOTAL*		**~~1,501,241~~**	**~~1,532,800~~**

* Totals if all studies are promoted as planned in the 2023-2024 UPWP. CPG Grant for 2023 and 2024 were estimated with a 2% increase.

2023-2024 Unified Planning Work Program Summary By Task

(All Amounts in Dollars $)

	Funding Year 2023								
Task	Total	Federal	Local	Bismarck	Mandan	Morton	Burleigh	Lincoln	Transit
101	270,738	216,590	54,148	54,148	0	0	0	0	0
102	12,700	10,160	2,540	2,540	0	0	0	0	0
103	1,669	1,335	334	334	0	0	0	0	0
104	7,200	5,760	1,440	1,440	0	0	0	0	0
105	35,361	28,289	7,072	7,072	0	0	0	0	0
201	4,433	3,546	887	887	0	0	0	0	0
202	6,676	5,341	1,335	1,335	0	0	0	0	0
203	13,054	10,443	2,611	2,611	0	0	0	0	0
*204	917,305	733,844	183,461	78,271	41,298	15,419	24,294	2,279	21,900
205	11,364	9,091	2,273	2,273	0	0	0	0	0
206	1,210	968	242	242	0	0	0	0	0
301	0	0	0	0	0	0	0	0	0
302	6,119	4,895	1,224	1,224	0	0	0	0	0
	1,287,829	**1,030,263**	**257,566**	**152,376**	**41,298**	**15,419**	**24,294**	**2,279**	**21,900**

*Includes Carryover Funding from 2022 into 2023:

	Total	Federal	Local	Partner
East Main Ave Corridor Study	44,500	35,600	89,000	Bismarck
Sunset Drive Corridor Study	72,000	57,600	14,400	Mandan
Transit Development Plan	22,000	17,600	4,400	Transit
2022 Study Associated Modeling	37,689	30,151	7,538	All
TDMSE/MTP	99,881	79,905	19,976	All
Signalized Intersection TDC Pilot Project	25,980	20,784	5,196	Bismarck

	Funding Year 2024								
Task	Total	Federal	Local	Bismarck	Mandan	Morton	Burleigh	Lincoln	Other
101	269,560	215,648	53,912	53,912	0	0	0	0	0
102	16,700	13,360	3,340	3,340	0	0	0	0	0
103	3,837	3,070	767	767	0	0	0	0	0
104	6,200	4,960	1,240	1,240	0	0	0	0	0
105	33,634	26,907	6,727	6,727	0	0	0	0	0
201	4,491	3,593	898	898	0	0	0	0	0
202	6,877	5,502	1,375	1,375	0	0	0	0	0
203	4,262	3,410	852	852	0	0	0	0	0
204	670,000	536,000	134,000	81,650	30,550	2,400	17,050	2,350	0
205	12,103	9,682	2,421	2,421	0	0	0	0	0
206	14,097	11,278	2,819	2,819	0	0	0	0	0
301	0	0	0	0	0	0	0	0	0
302	5,750	4,600	1,150	1,150	0	0	0	0	0
	1,047,511	**838,010**	**209,501**	**157,151**	**30,550**	**2,400**	**17,050**	**2,350**	**0**

Estimated CPG Funds Available for 2023-2024 UPWP			
Year	CPG Grant	Est. CPG Available 1/1/2023	Est. CPG Remaining 12/31/2024
2021	694,073	76012	0
2022	686,074	686,074	0
2022	851,719	851,719	0
2023	868,753 (Est.)	NA	614,285
2024	886,128 (Est.)	NA	886,239
TOTAL*		**1,795,805**	**1,500,524**

* Totals if all studies are promoted as planned in the 2023-2024 UPWP. CPG Grant for 2023 and 2024 were estimated with a 2% increase.

Funding Breakdown and Program Source by Task

(All Amounts in Dollars $)

	Funding Year 2023						
Task	Total	Federal Total	Federal Source	State Totals	State Source	Local Totals	Local Source
101	270,738	216,590	CPG	0	NA	54,148	Mill Levy; Sales Tax
102	12,700	10,160	CPG	0	NA	2,540	Mill Levy; Sales Tax
103	1,669	1,335	CPG	0	NA	334	Mill Levy; Sales Tax
104	7,200	5,760	CPG	0	NA	1,440	Mill Levy; Sales Tax
105	35,361	28,289	CPG	0	NA	7,072	Mill Levy; Sales Tax
201	4,433	3,546	CPG	0	NA	887	Mill Levy; Sales Tax
202	6,676	5,341	CPG	0	NA	1,335	Mill Levy; Sales Tax
203	13,054	10,443	CPG	0	NA	2,611	Mill Levy; Sales Tax
~~*204~~	~~736,255~~	~~589,004~~	~~CPG~~	~~0~~	~~NA~~	~~147,251~~	~~Mill Levy; Sales Tax~~
205	11,364	9,091	CPG	0	NA	2,273	Mill Levy; Sales Tax
206	1,210	968	CPG	0	NA	242	Mill Levy; Sales Tax
301	0	0	NA	0	NA	0	NA
302	6,119	4,895	CPG	0	NA	1,224	Mill Levy; Sales Tax
	~~**1,106,779**~~	~~**885,423**~~	-	~~**0**~~	-	~~**221,356**~~	-

*Includes Carryover Funds from 2022 into 2023:	Total	Federal	Local
East Main Ave Corridor Study	~~31,000~~	~~24,800~~	~~6,200~~
Sunset Drive Corridor Study	~~90,000~~	~~72,000~~	~~18,000~~

	Funding Year 2024						
Task	Total	Federal Total	Federal Source	State Total	State Source	Local Total	Local Source
101	269,560	215,648	CPG	0	NA	53,912	Mill Levy; Sales Tax
102	16,700	13,360	CPG	0	NA	3,340	Mill Levy; Sales Tax
103	3,837	3,070	CPG	0	NA	767	Mill Levy; Sales Tax
104	6,200	4,960	CPG	0	NA	1,240	Mill Levy; Sales Tax
105	33,634	26,907	CPG	0	NA	6,727	Mill Levy; Sales Tax
201	4,491	3,593	CPG	0	NA	898	Mill Levy; Sales Tax
202	6,877	5,502	CPG	0	NA	1,375	Mill Levy; Sales Tax
203	4,262	3,410	CPG	0	NA	852	Mill Levy; Sales Tax
204	670,000	536,000	CPG	0	NA	134,000	Mill Levy; Sales Tax
205	12,103	9,682	CPG	0	NA	2,421	Mill Levy; Sales Tax
206	14,097	11,278	CPG	0	NA	2,819	Mill Levy; Sales Tax
301	0	0	NA	0	NA	0	NA
302	5,750	4,600	CPG	0	NA	1,150	Mill Levy; Sales Tax
	1,047,511	**838,010**		**0**		**209,501**	

Funding Breakdown and Program Source by Task

(All Amounts in Dollars $)

	Funding Year 2023						
Task	Total	Federal Total	Federal Source	State Totals	State Source	Local Totals	Local Source
101	270,738	216,590	CPG	0	NA	54,148	Mill Levy; Sales Tax
102	12,700	10,160	CPG	0	NA	2,540	Mill Levy; Sales Tax
103	1,669	1,335	CPG	0	NA	334	Mill Levy; Sales Tax
104	7,200	5,760	CPG	0	NA	1,440	Mill Levy; Sales Tax
105	35,361	28,289	CPG	0	NA	7,072	Mill Levy; Sales Tax
201	4,433	3,546	CPG	0	NA	887	Mill Levy; Sales Tax
202	6,676	5,341	CPG	0	NA	1,335	Mill Levy; Sales Tax
203	13,054	10,443	CPG	0	NA	2,611	Mill Levy; Sales Tax
*204	917,305	733,844	CPG	0	NA	183,461	Mill Levy; Sales Tax
205	11,364	9,091	CPG	0	NA	2,273	Mill Levy; Sales Tax
206	1,210	968	CPG	0	NA	242	Mill Levy; Sales Tax
301	0	0	NA	0	NA	0	NA
302	6,119	4,895	CPG	0	NA	1,224	Mill Levy; Sales Tax
	1,287,829	**1,030,263**		**0**		**257,566**	

*Includes Carryover Funding from 2022 into 2023:	Total	Federal	Local
East Main Ave Corridor Study	44,500	35,600	89,000
Sunset Drive Corridor Study	72,000	57,600	14,400
Transit Development Plan	22,000	17,600	4,400
2022 Study Associated Modeling	37,689	30,151	7,538
TDMSE/MTP	99,881	79,905	19,976
Signalized Intersection TDC Pilot Project	25,980	20,784	5,196

	Funding Year 2024						
Task	Total	Federal Total	Federal Source	State Total	State Source	Local Total	Local Source
101	269,560	215,648	CPG	0	NA	53,912	Mill Levy; Sales Tax
102	16,700	13,360	CPG	0	NA	3,340	Mill Levy; Sales Tax
103	3,837	3,070	CPG	0	NA	767	Mill Levy; Sales Tax
104	6,200	4,960	CPG	0	NA	1,240	Mill Levy; Sales Tax
105	33,634	26,907	CPG	0	NA	6,727	Mill Levy; Sales Tax
201	4,491	3,593	CPG	0	NA	898	Mill Levy; Sales Tax
202	6,877	5,502	CPG	0	NA	1,375	Mill Levy; Sales Tax
203	4,262	3,410	CPG	0	NA	852	Mill Levy; Sales Tax
204	670,000	536,000	CPG	0	NA	134,000	Mill Levy; Sales Tax
205	12,103	9,682	CPG	0	NA	2,421	Mill Levy; Sales Tax
206	14,097	11,278	CPG	0	NA	2,819	Mill Levy; Sales Tax
301	0	0	NA	0	NA	0	NA
302	5,750	4,600	CPG	0	NA	1,150	Mill Levy; Sales Tax
	1,047,511	**838,010**		**0**		**209,501**	

Rate and Program Source by Task

	Funding Year 2023 and 2024					
Task	Federal Rate	Federal Source	State Rate	State Source	Local Rate	Local Source
101	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
102	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
103	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
104	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
105	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
201	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
202	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
203	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
204	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
205	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
206	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
301	0%	NA	0%	NA	0%	NA
302	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax

MEMO TO: Ronald J. Henke
Director

FROM: Wayne A. Zacher

DATE: 12/07/2022

SUBJECT: 38221625: Bismarck-Mandan MPO 2023-2024 UPWP Contract

This is the two-year contract between NDDOT and Bismarck-Mandan Metropolitan Planning Organization. This contract coincides with the MPO's two-year Unified Planning Work Program.

This is a standard contract; no one-time changes were necessary.

If there are questions, contact Wayne Zacher at (701)328-4828

38/waz

Contract Routing:
Stacey Hanson;
Paul Benning;
Shannon Sauer;
Rachel Lukaszewski, MPO Executive Director;
MPO Policy Board Chairperson;
MPO Witness;
Wayne Zacher;
Clint Morgenstern;
Matt Linneman;
Stacey Hanson

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

NDDOT Contract No. 38221625

North Dakota Department of Transportation
METROPOLITAN PLANNING ORGANIZATION AGREEMENT

Federal Award Information – to be provided by NDDOT

CFDA No.: 20.205, 20.505

CFDA Title: Highway Planning & Construction, Metropolitan Transportation Planning & State & Non-Metropolitan Planning & Research

Award Name: Federal-Aid Highway Program

Awarding Federal Agency: Federal Highway Administration (FHWA), Federal Transit Administration (FTA)

Pass-through entity: North Dakota Department of Transportation (NDDOT)

NDDOT Program Mgr.: Zacher, Wayne A. Telephone: 701-328-4828

Subrecipient/LPA Name:

Subrecipient DUNS No.:

Federal Award Identification No. (FAIN):

Federal Award Date:

Subaward Period of Performance Start & End Date:

Subaward Budget Period Start & End Date:

Amount of Federal Funds Obligated by this action: $

Total Amount of Federal Funds Obligated: $

Total Federal Award: $

Federal Award Project Description:

Research and Development Activities:

Indirect Cost Rate (ICAP):

Notice to Subrecipients: Federal awards may have specific compliance requirements. If you are not aware of the specific requirements for your award, please contact your NDDOT Program Manager.

Entity: Bismarck-Mandan Metropolitan Planning Organization
Description: Unified Planning Work Program
Duration: 2023-2024

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

This agreement is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Bismarck-Mandan Metropolitan Planning Organization, hereinafter referred to as the Contractor, whose address is PO Box 5503, Bismarck, ND 58506.

WHEREAS, Federal Law 23 U.S.C., Section 104, has provided Section 5303 and Section 5304 Federal Transit Administration (FTA) and PL Federal Highway Administration (FHWA) funding hereinafter referred to as Consolidated Planning Grant (CPG) funds, for the purpose of transportation planning in urbanized areas to be administered by NDDOT, and

WHEREAS, the Contractor has been designated by the Governor of North Dakota as an eligible recipient of CPG funds, and

WHEREAS, the Contractor has prepared and approved a Unified Planning Work Program (UPWP) in accordance with the guidelines set forth by the FHWA and FTA for utilization of available CPG funds.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, NDDOT and the Contractor agree as follows:

Scope of Work: The Contractor shall perform those tasks and activities as outlined in the Contractor's UPWP and approved by NDDOT, FHWA, and FTA, a copy of which is attached hereto and made a part hereof. The Contractor shall follow NDDOT policies and procedures, as outlined in the NDDOT Local Government Manual, in the completion of the Contractor's UPWP.

Period of Performance: The period of performance will be from January 1, 2023 to December 31, 2024. NDDOT will notify the Contractor of the commencement date by letter.

Costs: NDDOT shall reimburse the Contractor 80 percent of all eligible costs as presented in the budget section of the UPWP, up to the maximum amount stated. The Contractor shall provide the remaining 20 percent and all cost overruns from non-federal funds. Budget transfers among cost categories shall comply with 2 CFR 200. The Contractor shall provide monthly billing to NDDOT. To be eligible, costs must be limited to those costs that are allowed under federal regulations (2 CFR 200), and must be submitted within 60 days of the termination of this agreement. Reimbursement will be predicated on availability of federal funds.

Payments: The Contractor will make all contract payments. No costs will be incurred by NDDOT for this project. NDDOT will reimburse the Contractor for the federal aid eligible amount. Payment will be made upon receipt of the Contractor's request for reimbursement.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Terms Extending Beyond Biennium: Payments by NDDOT beyond the current state biennium shall be contingent on sufficient funds being appropriated by the federal government for NDDOT. In the event of insufficient appropriations, NDDOT may give a minimum of 30 days' notice to terminate this agreement/contract and have no further obligation to the Contractor.

Records: The Contractor shall maintain all accounting and project records NDDOT may require. Such records shall be made available to NDDOT and the 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.

Records Inspection: NDDOT, FHWA and FTA shall at all times during the agreement and for three years after closure of the consolidated planning grant be permitted to inspect the work and have access to all books, records, correspondence, instructions, receipts, vouchers, and memorandum pertaining to the work hereunder and copies thereof shall be furnished when requested.

Subcontracting: The Contractor 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 NDDOT. Any agreement with a subcontractor does not create a contractual relationship between the NDDOT and the subcontractor.

Assignments: The Contractor shall not assign nor transfer the Contractor's interests or duties under this agreement without the express written consent of the state.

Procurement - Property Management: The Contractor shall adhere to 2 CFR 200 when procuring services, supplies, or equipment, which are incorporated into this agreement by reference and are available from NDDOT.

Termination:

a. 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.

b. In addition, NDDOT may terminate this contract effective upon delivery of written notice to the Contractor, or at such later date as may be established by NDDOT, under any of the following conditions:

    i. If NDDOT 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.

    ii. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract;

iii. If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked, or not renewed;

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

a. NDDOT, by written notice to the Contractor, may terminate the whole or any part of this agreement:

i. If the Contractor fails to provide services called for by this contract within the time specified herein or any extension thereof; or

ii. If the Contractor 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 NDDOT, fails to correct such failures within ten days or such longer period as NDDOT may authorize.

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.

Civil Rights: Appendices A and E of the Title VI Assurances, attached, are hereby incorporated into and made a part of this agreement.

Nondiscrimination – Compliance with Laws: The Contractor agrees to comply with all applicable laws and rules, including, but not limited to, those relating to nondiscrimination, accessibility, and civil rights.

Disadvantaged Business Enterprise: In the performance of this agreement, the Contractor shall cooperate with NDDOT 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 Contractor shall comply with the requirements of 49 CFR Part 26.

The Contractor 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 Contractor shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. NDDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Contractor 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.)

The Contractor will include the following paragraph verbatim in any subcontracts they sign relative to this project:

> The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the Contractor 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 NDDOT deems appropriate.

Prompt Payment: Payment of invoices by the Contractor shall be within 20 days of Receipt, as required for NDDOT's DBE program.

Disability: The contractor 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.

Audits: Audits must be in accordance with Subpart F, 2 CFR 200. The Contractor shall submit copies of audits covering the term of this agreement to NDDOT. This requirement is applicable to counties, cities, metropolitan planning organizations, state agencies, Indian tribes, colleges, hospitals, and non-profit businesses.

Conflicts of Interest: No official or employee of a state or any other governmental instrumentality who is authorized in his 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 his 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 NDDOT 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.

Indemnification: The Risk Management Appendix, attached, is hereby incorporated and made a part of this agreement.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Debarment Clause: The Contractor is advised that his or her signature on this agreement certifies that the company or any person associated therewith is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three years; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction on any matter involving fraud or official misconduct within the past three years.

Governing Law and Venue: 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. All disputes arising from this agreement shall be brought in the South Central District Court of the state of North Dakota.

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 Contractor, by the signature below of its authorized representative, hereby acknowledges that the Contractor has read this agreement, understands it, and agrees to be bound by its terms and conditions.

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

Notice: All notices, certificates, or other communications shall be 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.

	North Dakota Dept. of Transportation
	Local Government Division
	608 East Boulevard Avenue
	Bismarck, ND 58505-0700

Additional Federal Clauses: The Contractor must comply with all provisions in Appendix B, which is attached and incorporated by reference herein.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

EXECUTED the date last below signed.

WITNESS:

NAME (TYPE OR PRINT)

SIGNATURE

DATE

CONTRACTOR:

NAME (TYPE OR PRINT)

SIGNATURE

*

TITLE

DATE

APPROVED as to substance by:

Paul Benning

LOCAL GOVERNMENT ENGINEER (TYPE OR PRINT)

DocuSigned by:
Paul Benning
A411F817506247A...

DS
SH

SIGNATURE

12/8/2022

DATE

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION:

DIRECTOR (TYPE OR PRINT)

DS
SS

SIGNATURE

DATE

* Policy Board Chairperson

CLA 1029 (Div. 38)
L.D. Approved 10-28-14; 1-22

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Project

CERTIFICATION OF LOCAL MATCH

It is hereby certified that the _____ will provide non-federal funds, whose source is identified below, as match for the amount the Contractor is obligated to pay under the terms of the attached agreement with the North Dakota Department of Transportation. The certified amount does not duplicate any federal claims for reimbursement, nor are the funds used to match other federal funds, unless expressly allowed by federal regulation.

Non-Federal Match Funds provided by Contractor. Please designate the source(s) of funds in the Contractor budget that will be used to match the federal funds obligated for this project through the North Dakota Department of Transportation.

Source:

_____

_____

Executed at _____, North Dakota, the last date below signed.

ATTEST:

_____
MPO (TYPE OR PRINT)

_____
SIGNATURE

_____
DATE

APPROVED:

Contractor of _____

_____
NAME (TYPE OR PRINT)

_____
SIGNATURE

*_____
TITLE

_____
DATE

*Policy Board Chairperson

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
APPENDIX A OF THE TITLE VI ASSURANCES

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) 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 Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. Information and Reports: The Contractor 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 Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor 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 contractor'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 Contractor under the contract until the Contractor complies; and/or
b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The Contractor 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 Contractor 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 Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
APPENDIX E OF THE TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.,* 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.),* (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.),* as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.),* (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq*).

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Risk Management Appendix

Routine* Service Agreements with Sovereign Entities and Political Subdivisions of the State of North Dakota:
Parties: State – State of North Dakota, its agencies, officers and employees
Governmental Entity – The Governmental Entity executing the attached document, its agencies, officers and employees
Governments – State and Government Entity, as defined above

Each party agrees to assume its own liability for any and all claims of any nature including all costs, expenses and attorney's fees which may in any manner result from or arise out of this agreement.

Each party shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in North Dakota, the following insurance coverages:

1) **Commercial general liability** and **automobile liability** insurance – minimum limits of liability required of the Governmental Entity are **$375,000 per person** and **$1,000,000 per occurrence**. The minimum limits of liability required of the State are **$375,000 per person** and **$1,000,000 per occurrence**.
2) **Workers compensation** insurance meeting all statutory limits.
3) The policies and endorsements may not be canceled or modified without **thirty (30) days prior written notice** to the undersigned State representative.

The State reserves the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time.

Each party that hires subcontractors shall require any non-public subcontractors, prior to commencement of work set out under an agreement between that party and the non-public subcontractor, to:

Defend, indemnify, and hold harmless the Governments, its agencies, officers and employees, from and against claims based on the vicarious liability of the Governments or its agents, but not against claims based on the Government's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by the Subcontractor to the Governments under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the Governments is necessary. Subcontractor also agrees to defend, indemnify, and hold the Governments harmless for all costs, expenses and attorneys' fees incurred if the Governments prevail in an action against Subcontractor in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this agreement.

Subcontractor shall secure and keep in force during the term of this agreement, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota: 1) commercial general liability; 2) automobile liability; and 3) workers compensation insurance all covering the Subcontractor for any and all claims of any nature which may in any manner arise out of or result from this agreement. The minimum limits of liability required are $375,000 per person and $1,000,000 per occurrence for commercial general liability and automobile liability coverages, and statutory limits for workers compensation. The Governments shall be endorsed on the commercial general liability policy and automobile liability policy as additional insureds. The Governments shall have all the benefits, rights and coverages of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this agreement or by the contractual indemnity obligations of the Contractor. Said endorsement shall contain a "Waiver of Subrogation" waiving any right of recovery the insurance company may have against the Governments as well as provisions that the policy and/or endorsement may not be canceled or modified without thirty (30) days prior written notice to the undersigned representatives of the Governments, and that any attorney who represents the State under this policy must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under N.D.C.C. Section 54-12-08. Subcontractor's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by the Governments. Any insurance, self-insurance or self-retention maintained by the Governments shall be excess of the Contractor's insurance and the Subcontractor's insurance and shall not contribute with them. The insolvency or bankruptcy of the insured Subcontractor shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured Subcontractor from meeting the retention limit under the policy. Any deductible amount or other obligations under the Subcontractor's policy(ies) shall be the sole responsibility of the Subcontractor. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and be placed with insurers rated "A-" or better by A.M. Best Company, Inc. The Governments will be indemnified, saved, and held harmless to the full extent of any coverage actually secured by the Subcontractor in excess of the minimum requirements set forth above. The Government Entity that hired the Subcontractor shall be held responsible for ensuring compliance with the above requirements by all Subcontractors. The Governments reserve the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time.

*See *North Dakota Risk Management Manual,* section 5.1 for discussion of "unique" and "routine" agreements.

RM Consulted 2007
Revised 07-22

NDDOT
North Dakota
Department of Transportation

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Federal Clauses

Equal Employment Opportunity Clause – 41 CFR 60-1.4(a) and 2 CFR Part 200 Appendix II (C)

41 CFR 60-1.4(a)

(a) *Government contracts.* Except as otherwise provided, each contracting agency shall include the following equal opportunity clause contained in section 202 of the order in each of its Government contracts (and modifications thereof if not included in the original contract):during the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the secretary of labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the secretary of labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the secretary of labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the secretary of labor, or as otherwise provided by law.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

(7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the secretary of labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the secretary of labor as a means of enforcing such provisions including sanctions for noncompliance: *provided, however,* that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the united states to enter into such litigation to protect the interests of the United States.

2 CFR Part 200 Appendix II (C)

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Sanctions and Penalties for Breach of Contract – 2 CFR Part 200 Appendix II (A)

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Termination for Cause and Convenience – 2 CFR Part 200 Appendix II (B)

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Rights to Inventions Made Under a Contract or Agreement – 2 CFR Part 200 Appendix II (F)

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Debarment and Suspension - 2 CFR Part 200 Appendix II (I)

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

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

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of $100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

NORTH Dakota | Transportation
Be Legendary.

November 21, 2022

Ms. Kristen Sperry
Environmental & Planning Specialist
Federal Highway Administration
4503 Coleman Street North, Suite 205
Bismarck, ND 58503

RE: BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION
2023-2024 UNIFIED PLANNING WORK PROGRAM

Dear Kristen,

The Policy Board of the Bismarck-Mandan Metropolitan Planning Organization (Bis-Man MPO) approved their 2023-2024 Unified Planning Work Program (UPWP) on September 20, 2022. The UPWP identifies planning activities for the Bis-Man MPO area for calendar years 2023 and 2024. The final UPWP was sent directly to you and Federal Transit Administration (FTA) by Bis-Man MPO for your review. The North Dakota Department of Transportation (NDDOT) worked with Bis-Man MPO during the development of the UPWP and had the opportunity to provide comments on the draft document.

Bis-Man MPO and NDDOT have been working together to have an approved work program in place for January 2023. The North Dakota Department of Transportation hereby recommends approval of the final 2023-2024 UPWP.

Thank you for your consideration of these recommendations and thank you for your continuing efforts to improve transportation infrastructure in North Dakota. If you have questions, please feel free to give Stacey Hanson a call at 701-328-4469 or Wayne Zacher a call at 701-328-4828.

With gratitude,

Paul M. Benning, P.E.
Local Government Engineer

38/waz
Enclosures
C: Rachel Lukaszewski – Bismarck-Mandan MPO
Ranae Tunison – Federal Transit Administration, Region VIII

KRISTEN SUE SPERRY
Digitally signed by KRISTEN SUE SPERRY
Date: 2022.12.06 16:15:55 -06'00'

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

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

September 21, 2022

Mr. Wayne Zacher
Local Government Division
ND Department of Transportation
608 E. Boulevard Avenue
Bismarck, ND 58505

Dear Mr. Zacher:

Please find attached a copy of the Final 2023-2024 Unified Planning Work Program which the Policy Board of the Bismarck-Mandan Metropolitan Planning Organization approved on September 20, 2022. A digital version of this document has also been sent to Kristen Sperry at FHWA and Ranae Tunison at FTA.

Please feel free to contact me at 701-355-1848 if you have any questions or concerns.

Sincerely,

Stephen Larson
Transportation Specialist

Enclosure

CC: Kim Riepl; Rachel Lukaszewski; Kristen Sperry; Ranae Tunison

/SAL

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Bismarck·Mandan

METROPOLITAN PLANNING ORGANIZATION

2023-2024
UNIFIED PLANNING WORK PROGRAM

FINAL
September 2022

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

BISMARCK-MANDAN MPO

UNIFIED PLANNING WORK PROGRAM
for 2023-2024

Funding identified in the UPWP is provided by the following partners.

FHWA
FTA
NDDOT
City of Bismarck
City of Mandan
City of Lincoln
Burleigh County
Morton County
Bis-Man Transit

Document prepared by: Rachel Lukaszewski
Executive Director/ Principal Transportation Planner
rdrewlow@bismarcknd.gov
701-355-1852

USDOT Disclaimer: This document was prepared with federal funds but does not reflect the views or policies of the United States Department of Transportation.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

THE SIGNATURE ON THE LINE THAT FOLLOWS CONSTITUTES THE OFFICIAL ADOPTION OF THE 2023-2024 UNIFIED PLANNING WORK PROGRAM (UPWP) BY THE BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION (MPO). THE UPWP WAS ADOPTED ON September 14, 2022 20.

GERARLD WISE, CHAIRPERSON
BISMARCK-MANDAN MPO

20 SL
9/14/22
DATE

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM
January 2023 through December 2024

TASK	TITLE/ SECTION	PAGE
	Introduction	i
	MPO Boundary	i
	MPO Staff	i
	Previous Accomplishments	i
	UPWP New Additions	ii
	Source of UPWP Funds	ii
	Federal Planning Factors	ii
	MTP/ Federal Performance Goals and UPWP Projects	iii
	Timeline for Metropolitan Transportation Plan Update	iv
	2021 Planning Emphasis Areas	iv
	UPWP Amendment Threshold	v
	MPO Self Certification	vi
	Bismarck-Mandan MPO Activities Supporting Title VI and Env Justice	vii
	ADMINISTRATION 100	1
101	Administration, Coordination & Transportation Performance Mngmt	2
102	Training, Travel and Education	5
103	Unified Planning Work Program	7
104	Computer Enhancement and Software	9
105	Transit System Administration and Liaison	11
	TRANSPORTATION PLANNING 200	13
201	Subcommittees	14
202	Monitoring and Reporting	16
203	Staff Related TDM	18
204	MPO or Local Planning Studies/ Data Acquisition	20
205	Transportation Improvement Program	24
206	Metropolitan Transportation Plan	26
	PROGRAM IMPLEMENTATION 300	28
301	GIS Program	29
302	Citizen Participation	31
	COST SUMMARIES APPENDIX	33
All	Allocation of Staff Hours by Task	34
All	Work Program Summary by Task	36
All	Funding Breakdown and Program Source by Task	37
All	Rate and Program Source by Task	38

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

INTRODUCTION

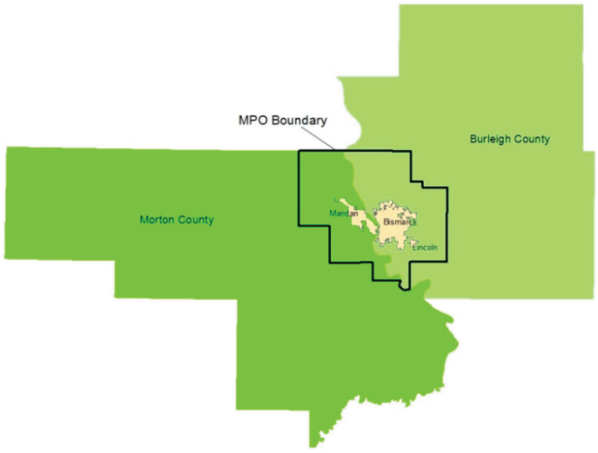
The Unified Planning Work Program (UPWP) is a description of the multi-modal transportation planning projects that will be conducted in the Bismarck/Mandan MPO area in calendar years 2023 and 2024. This biennial document is the foundation for requesting federal funds as well as a control tool for scheduling, budgeting and monitoring the transportation planning process.

The 2023-2024 UPWP was developed with the input of the North Dakota Department of Transportation (NDDOT), Federal Transit Administration (FTA), and Federal Highway Administration (FHWA), Bis-Man Transit and the jurisdictional partners of the MPO (Bismarck, Lincoln, Mandan, Burleigh County and Morton County). Also, public input from previous MPO studies were used to form the 2023-2024 UPWP.

The 2023-2024 UPWP is the MPO's budgeting action tool that takes the goals and projects from the active MPO Metropolitan Transportation Plan (*Arrive 2045*) and formats the chosen projects into a budgeting action plan.

It is hoped that this 2023-2024 UPWP will not only provide the MPO with a very useful budgeting, scheduling and monitoring tool, but will also provide an understandable expectation of what the MPO will endeavor in 2023 and 2024, with the public's help.

MPO BOUNDARY MAP



MPO STAFF

Rachel Lukaszewski: Executive Director/ Principal Transportation Planner
Kim Riepl: Transportation Planner
Stephen Larson: Transportation Specialist
Vacant: Part-Time Transportation/Transit Planner

PREVIOUS ACCOMPLISHMENT

Since January 2021 the MPO has completed two Title VI audits and plan updates, 1 MTP amendment, and 43 TIP amendments (as of the updating of this document in July 2022). There have also been several projects and data acquisitions completed. These projects include the Intersection Analysis Study and 2021 ITS Update, as well as the purchase of Socio-Economic Data, Origin-Destination Data, and Supplemental Traffic Counting.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

UPWP NEW ADDITIONS

The 2023-2024 UPWP will address changes to our work products and activities now that we are post-pandemic. The MPO anticipates increased travel and training (Task 102) for 2023 and 2024. This will include in-person and remote attendance. We also plan to replace outdated furniture at the MPO office (Task 101).

The MPO is aware of the Consolidated Planning Grant (CPG) overage which needs to be spent over the next several years. There has been an attempt to fill the Transportation Planning Studies and Data Acquisitions (Task 204) to reduce to overage. However, as anticipated, local match from jurisdictions is not as readily available as the federal funds. The program for 2023 and 2024 will not eliminate the overage. However, future UWPW will continue this practice of having robust programs in order to achieve the goal of using the most current CPG funds in the current calendar year. To promote the spend-down of the CPG funds, the MPO is committed to beginning RFPs and executing contracts as early in the year as possible. This will allow projects to start and end within the calendar years for which they are programed. As a result of this practice, the MPO staff hopes to reduce project delays and UPWP amendments, which inhibit the efficient spending of the yearly CPG funds.

The MPO expects to hire a part-time Transportation/Transit Planner. This staff person's hours have been incorporated into both years of the 2023-2024 UPWP. It is expected that this additional staff will be able to increase the office workload, producing more work product, and assisting with the CPG spenddown.

SOURCE OF UPWP FUNDS

Funding identified in the UPWP is provided by the following partners. Federal funds are allocated under the Consolidated Planning Grant (CPG). State funds, when used, are provided thru allocation by the state legislature and/or NDDOT Local Government Division. Local funds are provided through local sales tax or mill levy. The columns below indicate the agency providing funding and the type of funding they provide.

FHWA (Fed)
FTA (Fed)
NDDOT (Fed/State)

City of Bismarck (Local)
City of Mandan (Local)
City of Lincoln (Local)
Burleigh County (Local)
Morton County (Local)
Bis-Man Transit (Local)

FEDERAL PLANNING FACTORS

FHWA and FTA have encouraged MPOs to plan in a continuous, cooperative, and comprehensive manner, as well as to give prioritization to the federal planning factors in their project selection, strategies and services. (23 CFR 450.306(b)). The ten federal planning factors are listed below.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

The MPO is committed to upholding these 10 factors in the planning process. This includes involving federal, state, and local input—including public input—into the development of planning studies through Title VI compliant public input plans, collection of ideas and direction from study steering committees, and sufficient time to review and comment before planning studies are adopted/accepted by the MPO boards and partner jurisdictions.

MTP/ FEDERAL PERFORMANCE GOALS AND UPWP PROJECTS

The 2020-2045 Metropolitan Transportation Plan (MTP) adopts the federal goals areas established thru the MAP-21 and FAST Act legislation, which have now been replaced by the Infrastructure Investment and Jobs Act (IIJA):

1. Safety and Security
2. Infrastructure Conditions
3. Congestion Reduction
4. System Reliability for Freight Movement and Economic Vitality
5. Alternative Transportation Modes to Automobile Travel
6. Environmental Sustainability
7. Reduced Project Delay

Following is a table which identifies which MTP Goals are addressed by the 2023-2024 UPWP identified Studies.

MTP Goals

	1	2	3	4	5	6	7
Continuation of East Main Avenue Corridor Study	x	x		x	x		
Continuation of Sunset Drive Corridor Study	x	x	x	x			
Continuation of the Travel Demand Model and Socio-Economic Update/ 2025-2050 Metropolitan Transportation Plan Update)	x	x	x	x	x	x	x
Continuation of the Transit Development Plan	x		x		x		
2024 ITS Update	x	x	x			x	
Safe Routes to Services/ Complete Streets Study	x				x		
MPO Safety Policies Study	x		x	x			

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

TIMELINE FOR METROPOLITAN TRANSPORTATION PLAN UPDATE

2021
- Develop RFP for a joint study: Travel Demand Model and Socio-Economic Update (TDMSE) **AND** the 2025-2050 Metropolitan Transportation Plan [1-2Q]
- Purchase Socio-Economic Data (Household and Employment Estimates) [2-3Q]
- IF NEEDED: 'Clean-Up' Socio-Economic Data [3-4Q]]
- Update the Traffic Analysis Zone (TAZ) Structure and roadway network to reflect current conditions [3-4 Q]

2022
- Purchase Origin-Destination Data to be used to calibrate the updated TDM [3Q]
- Execute the Travel Demand Model and Socio-Economic Update (TDMSE) [3Q]
- Assess the need for additional data for the MTP and TDM [3-4Q]
- Determine Forecast Methodology and Growth Scenarios [3-4Q]
- Develop the baseline population and employment estimates and the 2045 projections [3-4Q]
- Allocate future residents and employees by TAZ (2035-2045 mid, 2045-2050 long) [4Q]
- Review the current Travel Demand Model [3-4Q]
- ATAC updates Travel Demand Model (TDM) [4Q]

2023
- ATAC updates Travel Demand Model (TDM) [1Q]
- Begin 2025-2050 MTP update [1Q]

2025
- Adoption of 2025-2050 MTP [1Q]

2021 PLANNING EMPHASIS AREAS

In 2021, FHWA and FTA jointly issued updated Planning Emphasis Area (PEAs). It is the federal government's priority that these PEAs be incorporated into the MPO's UPWP and inform planning processes. The updated PEAs include:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement (specifically, Virtual Public involvement)
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
- Federal Land Management Agency (FLMA) Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

The 2023-2024 UPWPW highlights multiple PEAs. Both **equity** and **complete streets** will be addressed by planning studies (Task 204) which are programmed for 2023 and 2024. This specifically includes the continuation of the East Main Avenue Corridor Study, the continuation of the Sunset Drive Corridor Study, the continuation of the 2021 TDMSE/ 2050 MTP, the Safe Routes to Services/ Complete Streets Study, and the Transit Development Plan. All planning studies also provide an opportunity to look more closely at **planning and environmental linkages**. Items regarding **climate crisis** and **data in**

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

transportation planning will be addressed through the development of our Travel Demand Model (Task 203) update in 2023. Additionally, coordination with the **Strategic Highway Network (STRAHNET)/ US Department of Defense (DOD)** and **Federal Land Management Agency (FLMA)** may be possible through distribution of the TIP (Task 205) to State and Federal partners during Draft TIP consideration. Finally, the MPO will be pursuing an update to our Public Participation Plan (Task 302) in 2023 which will evaluate how best to constantly incorporate **virtual public involvement (VPI)** into our public outreach efforts.

An additional planning emphasis area—highlighted under the IIJA legislation—is to promote **safe and accessible transportation options**. This requires 2.5% of the MPO's CPG funds to be used toward evaluation of complete streets elements, safety, and equity. The MPO will meet this requirement through staff time and expenditures attributed to the Bike-Ped Subcommittee as well as select transportation planning studies. For a typical MPO calendar year, this 2.5% is estimated to be $20,000-25,000.

UPWP AMENDMENT THRESHOLD

The MPO can move funding between tasks to an amount up to 10% of the total cumulative yearly amount, without North Dakota Department of Transportation (NDDOT) and Federal Highway Administration/Federal Transit Administration (FHWA/FTA) approval. Funding added to a planning study or data acquisition already under contract, new tasks or projects, or budgetary changes in excess of 10% (cumulative yearly amount) will continue to require NDDOT and FHWA/ FTA approvals of amendments to the UPWP. In addition, the MPO must advise the NDDOT and FHWA/FTA of any budgetary changes within the 10% limits described above.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

The Bismarck-Mandan Metropolitan Planning Organization (BMMPO) hereby certifies that it is carrying out a continuing, cooperative, and comprehensive transportation planning process in accordance with the applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR Part 450;
2. In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 11101(e) of the IIJA (Pub. L. 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Bismarck-Mandan Metropolitan Planning Organization

Signature

MPO Policy Board Chair

Title

June 21, 2022

Date

North Dakota Department of Transportation

Paul M. Benning

Signature

Local Government Director

Title

June 21, 2022

Date

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

BISMARCK-MANDAN MPO ACTIVITIES SUPPORTING TITLE VI AND ENVIRONMENTAL JUSTICE

The MPO recognizes Title VI and Environmental Justice requirements as they relate to the planning process. The requirements directly affect such elements within the planning process including, but not limited to, plan development, public involvement, and project management decisions.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Bismarck-Mandan MPO Policy Board approved changes to the MPO's Title VI and Non-Discrimination/ADA Plan in July 2022. This document provides policies prohibiting discrimination on the basis of race, color, or national origin. The Title VI/ADA Coordinator is identified within the Title VI Plan and contact information is also provided.

There is also a section within the document which provides information, forms and instructions relative to filing complaints in the event any individual feels he/she has been discriminated against in the MPO's programs or processes.

The Title VI and Non-Discrimination/ADA Plan is subject to annual audits performed by the Title VI/ADA Coordinator in conjunction with MPO staff to assess the program's effectiveness at all levels and to ensure continued compliance with Title VI requirements. The audits are completed each year by March 31 for the reporting period running July 1 to June 30. Remedial actions are taken within 90 days of the audit, and approval of plan updates typically occurs in July.

The Title VI and Non-Discrimination/ADA Plan contains a section which includes a list of MPO staff and appointed positions within the MPO, including the Technical Advisory Committee and Policy Board. It identifies how each position is appointed and details the responsibilities of each as it relates to Title VI.

Additionally, training programs for all MPO employees on Title VI and other related statutes are conducted annually, and will consist of, minimally, one hour of training per reporting period.

Bismarck-Mandan MPO maintains maps within the Title VI and Non-Discrimination/ADA Plan indicating high concentrations of minority, low-income, and elderly and limited English proficiency populations for consideration in planning and programming activities.

Finally, the Bismarck-Mandan MPO also includes appropriate FTA Federal Clauses, and "Title VI Assurances", which contain language prohibiting discrimination of groups identified in the Civil Rights Act of 1964, within all of the Request for Proposals (RFPs) and contracts for all studies solicited by Bismarck-Mandan MPO.

Environmental Justice

Executive Order 12989, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.

Bismarck-Mandan MPO's Public Participation Plan, originally adopted May 2010, requires the evaluation of adverse impacts through MPO activities to "Environmental Justice" groups

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

including low-income and minority populations. The MPO maintains maps with high concentrations of minority, low-income, limited English proficiency, and elderly populations for consideration in planning and programming activities. These maps are included in the Title VI and Non-Discrimination/ADA Plan, the 2020-2045 Long Range Transportation Plan (the Metropolitan Transportation Plan, or MTP, updated every five years), and the Transportation Improvement Program (updated annually). The socio-economic data used to maintain the maps is utilized in a variety of applications, including MPO studies and the production and updating of the Bismarck-Mandan Metropolitan Planning Organization Monitoring Report.

Further, the MPO seeks the active participation of Environmental Justice populations in the planning process as identified in the Public Participation Plan. The document indicates that meeting facilities should be accessible to mobility impaired individuals and meetings should be scheduled at various times to accommodate various work schedules. Contact information for the Title VI/ADA Coordinator is provided within the Title VI Plan and is also provided on MPO meeting agendas and on the MPO webpage to ensure accessibility by individuals with disabilities to request appropriate provisions, auxiliary aids, or services for meeting facilities or materials. Forms, along with complete instructions, to request reasonable accommodations and processes for filing of complaints about violations are also provided.

Bismarck-Mandan MPO maintains a database of approximately 220 transportation stakeholders within the Bismarck-Mandan Metropolitan Planning Area (MPA). The stakeholders are sent notification and/or draft copies of various studies and programs including, but not limited to, the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and newsletter updates (as available) which provide information on MPO activities. A variety of organizations representing low- income, minority, and elderly agencies and advocacy groups are on the MPO stakeholder list.

Bismarck-Mandan MPO continues to increase accessibility to its programs and activities by all applicants, participants, and members of the public regardless of race, color, national origin, sex, age, disability, or income status and has recently installed display racks containing the Title VI and Non Discrimination/ADA Plan, the Title VI Policy Statement, LEP Plan, ADA reasonable accommodations request forms, Title VI complaint forms and procedures, and newsletters (when available) at the entrances of the MPO work site. Additionally, forms, documents, meeting information, and study updates are made accessible via social media using Facebook to link to the MPO webpage. Copies of adopted programs and plans, such as the TIP and the MTP, as well as final reports of adopted MPO studies are made available through the public libraries in both Bismarck and Mandan.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

ADMINISTRATION

100

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

101 ADMINISTRATION, COORDINATION & TRANSPORTATION PERFORMANCE MANAGEMENT
2023-2024

Objective:

The MPO manages and coordinates the accounts, records, agreements, and administration of contracts for the Unified Planning Work Program and the Bismarck-Mandan Metropolitan Planning Organization. This task provides the necessary coordination and communications between the various agencies in the Bismarck-Mandan Metropolitan area and provides for citizen information and involvement. This task uses Transportation Performance Management processes and follows performance-based planning and programming practices.

Present Status:

The Bismarck-Mandan Metropolitan Planning Organization (MPO) is presently staffed with an Executive Director, a Transportation Planner, and a Transportation Specialist, who are responsible for coordinating MPO activities with the various entities within the boundaries of the MPO, which represents the MPO's operational and technical agencies. Hiring for the part-time Transit/Transportation Planner is ongoing. Work accomplished under this task in 2022 included reporting and billing activities and preparations for and attendance at the Technical Advisory Committee (TAC) and MPO Policy Board Meetings.

Proposed Work:

Compile and maintain records of MPO work in progress as performed by individual consulting companies and submit them to the North Dakota Department of Transportation. Prepare monthly billings for MPO activities in progress as outlined in the Unified Planning Work Program and receive and disburse funds received for these MPO activities.

The MPO provides liaison activities to the MPO's membership including preparation of agendas and minutes, scheduling and attendance at Technical Advisory Committee (TAC) and MPO Policy Board meetings. The MPO also takes leadership in the development and management of general transportation and data acquisitions, as well as administration of general office activities.

Products:

Products of the MPO include formal meetings of the MPO Policy Board and Technical Advisory Committee (TAC) and submission of billings and monthly activity summaries, as well as coordination and management of all MPO accounts and records.

In additional to the general administration and management of office, the MPO staff provide project management for various general planning studies and data acquisitions each calendar year.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Completion Date:

Ongoing Activity.

Estimated Expenditures:

	2023	**2024**
General Staff Administration of MPO Program*	$244,688	$249,010
Office Space Rental/ Parking	13,500	14,500
Office Equipment and Supplies	8,500	2,000
Telephone Service	600	600
Mileage (Local)	500	500
Postage	750	750
Printing	1,200	1,200
Direct Miscellaneous Costs	1,000	1,000
TOTAL	270,738	269,560

Proposed Source of Funds:

CPG (80% or less)	216,590	215,648
Local (20% or greater)	54,148	53,912
TOTAL	270,738	269,560

* Staff includes 3 full-time members (1 Executive Director, 1 Transportation Planner, 1 Transportation Specialist) and 1 part-time member (Transit/Transportation Planner)

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

100.101.00 **101 ADMINISTRATION, COORDINATION & TRANSPORTATION PERFORMANCE MANAGEMENT**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	270,738	216,590	54,148	
Mandan		0		
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	270,738	216,590	54,148	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	269,560	215,648	53,912	
Mandan		0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	269,560	215,648	53,912	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

102 TRAINING/TRAVEL AND EDUCATION
2023-2024

Objective:

To provide MPO support staff with appropriate skills to carry out the comprehensive, continuing and coordinated Transportation Planning Process.

Present Status:

Training activities undertaken during 2022 were the attendance of the Executive Director to the Annual AMPO Conference in Washington DC, the attendance of MPO staff to the Western Planner Conference in Bismarck, the TRB Tools of the Trade Conference in Boise, ID, the NDDOT's Transportation Conference, and Main Street Conference. FWHA training is also expected to occur for Functional Classification in the late summer or fall.

Proposed Work:

The MPO will encourage staff attendance at selected national/local short courses, seminars, and conferences. The MPO will work with other MPOs, FHWA, FTA and the NDDOT to develop and support local training programs.

Products:

To foster a more informed, capable, and efficient staff.

Completion Date:

Ongoing Activity.

Estimated expenditures:

	2023	**2024**
Associated Training Costs	$2,200	$3,500
Transportation and Lodging	6,600	8,800
Books/Subscriptions/Dues of Transportation Planning Material and Organizations	2,400	2,400
Mileage (Non-local)	500	500
Meals	1,000	1,500
TOTAL	12,700	16,700

Proposed Source of Funds:

CPG (80%)	10,160	13,360
Local (20%)	2,540	3,340
TOTAL	12,700	16,700

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

100.102.00 **102 TRAINING, EDUCATION & ASSOCIATED TRAVEL**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	12,700	10,160	2,540	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	12,700	10,160	2,540	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	16,700	13,360	3,340	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	16,700	13,360	3,340	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

103 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT
2023-2024

Objective:

To prepare a Unified Planning Work Program (UPWP) for the Bismarck-Mandan Metropolitan Planning Organization and any subsequent UPWP amendments.

Present Status:

The Bismarck-Mandan Metropolitan Planning Organization has operated under a unified work program for the past thirty-six years.

Proposed Work:

The 2025-2026 Unified Planning Work Program will be developed by the MPO staff, with assistance from the Planning and Engineering departments of the cities of Bismarck, Mandan, Lincoln, and Burleigh and Morton counties, as well as being offered for review and input by local citizen groups as required under the Infrastructure Investment and Jobs Act (IIJA) regulatory requirements. Maintenance of the 2023-2024 UPWP will be provided by the MPO staff.

Products:

2025-2026 UPWP and Amendments to the 2023-2024 UPWP.

Completion Date:

Preliminary Draft: August 2024
Final UPWP: October 2024

Estimated Expenses:

	2023	2024
Development of UPWP and Amendments	$1,669	$3,837
TOTAL	1,669	3,837

Proposed Source of Funds:

CPG (80%)	1,335	3,070
Local (20%)	334	767
TOTAL	1,669	3,837

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

100.103.00 **103 UNIFIED PLANNING WORK PROGRAM**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	1,669	1,335	334	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	1,669	1,335	334	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	3,837	3,070	767	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	3,837	3,070	767	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

104 COMPUTER ENHANCEMENTS AND SOFTWARE
2023-2024

Objectives:

To enhance the MPO's capabilities to monitor transportation data traffic forecasting, and traffic operations. To overall improve MPO staff's ability to provide analysis, communication, and distribute applicable transportation related data. To keep staff informed on pertinent transportation issues. To build and furnish reports to satisfy FHWA, FTA, and NDDOT reporting requirements.

Present Status:

During 2021-2022 the Bismarck-Mandan MPO used computers and associated software to aid the transportation planning efforts of Bismarck, Mandan, Lincoln, Morton County and Burleigh County within the MPO area.

Proposed Work:

To provide computer hardware and software aid to the transportation planning efforts of the MPO.

Products:

To provide the MPO with effective administration, data processing, and analytical tools for transportation planning.

Completion Date:

Ongoing Activity.

Estimated Expenditures:

	2023	2024
Computers and Misc. Hardware	$4,000	$3,000
Computer Software	3,200	3,200
TOTAL	7,200	6,200

Proposed Source of Funds:

CPG (80%)	5,760	4,960
Local (20%)	1,440	1,240
TOTAL	7,200	6,200

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

100.104.00 **104 COMPUTER ENHANCEMENTS & SOFTWARE**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	7,200	5,760	1,440	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	7,200	5,760	1,440	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	6,200	4,960	1,240	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	6,200	4,960	1,240	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

105 TRANSIT SYSTEM ADMINISTRATION AND LIAISON
2023-2024

Objective:

To provide technical assistance and coordinated transportation planning to Bis-Man Transit. Support the City of Bismarck and Bis-Man Transit in maintaining State and Federal requirements, promoting community use of the transit system, and implementing recommendations of the Transit Development Plan.

Present Status:

Facilitate interaction between the City of Bismarck and Bis-Man Transit, including updates to the contract, reporting to FTA, assisting with communication to the City Commission, and planning for the preparation and administration of Transit grants.

Proposed Work:

To maintain grant maintenance and control functions. To act as a liaison between FTA, the City of Bismarck, and Bis-Man Transit regarding FTA and NDDOT grant applications, reports and meetings. To adhere to federal performance measures requirements pertaining to Transit operations within the MPO. Update member jurisdictions of transit developments at TAC and Policy Board Meetings. Activities also include aiding Transit in the development of the 2022 Transit Development Plan, which is underway for Summer 2022 to Summer/Fall 2023.

Products:

Prepare grants pertaining to Operations, Bus and Bus Facilities, and Mobility of Seniors and Persons with Disabilities, along with all the associated reporting. Maintenance of appropriate FTA records on behalf of the City of Bismarck and Bis-Man Transit. Development of the 2022 Transit Development Plan.

Completion Date:

Ongoing.

Estimated Expenditures:

	2023	2024
Transit Liaison and Administration	$35,361	$33,634
TOTAL	35,361	33,634

Proposed Source of Funds:

CPG (80%)	28,289	26,907
Local (20%)	7,072	6,727
TOTAL	35,361	33,634

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

100.105.00 **105 TRANSIT SYSTEM ADMINISTRATION**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	35,361	28,289	7,072	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	35,361	28,289	7,072	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	33,634	26,907	6,727	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	33,634	26,907	6,727	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

TRANSPORTATION PLANNING

200

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

201 SUBCOMMITTEES

(Bis-Man MPO Bicycle-Pedestrian Subcommittee and Freight Advisory Committee)

2023-2024

Objective:

To further recommendations of the Bicycle-Pedestrian Plan and Freight Plan using engaged local partners and community members. Coordinated by MPO staff and allowed to enhance transportation needs and MPO objectives related to alternative modes of transportation and/or freight.

Present Status:

The MPO's Bicycle-Pedestrian Subcommittee meets several times a year. They evaluate and prioritize the TA applications for consideration by TAC and Policy Board. A Freight Advisory Committee has not yet formed but may form in the future.

Proposed Work:

During the 2023 and 2024 calendar years, Bicycle-Pedestrian Subcommittee will review and critique TA applications to improve the applications and make them more competitive in the statewide selection. The Subcommittee will subsequently score and prioritize the applications for consideration by TAC and Policy Board. Finally, the Subcommittee will pursue special projects in an ad-hoc manner as the group's interests align with the Bicycle-Pedestrian Plan.

Products:

The Bicycle-Pedestrian Subcommittee will create improved TA applications which also align with local, state and federal performance measures. They will also compile a list of TA prioritized projects to be considered by the MPO TAC and Policy Board.

Completion Date:

Ongoing Activity.

Estimated Expenditures:

	2023*	**2024***
Staff Coordination	$1,933	$1,991
Ad Hoc Activities	2,500	2,500
TOTAL	4,433	4,491

Proposed Funding Sources:

CPG (80%)	3,546	3,593
Local (20%)	887	898
TOTAL	4,433	4,491

*These activities contribute toward the 2.5% spending requirement for Safe and Accessible Transportation Options.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

200.201.00

201 SUBCOMMIITTEES

BICYCLE- PEDESTRIAN SUBCOMMITTEE and FREIGHT ADVISORY COMMITTEE

(All Amounts in Dollars $)

YEAR 2021

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	4,433	3,546	887	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	4,433	3,546	887	

YEAR 2022

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	4,491	3,593	898	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	4,491	3,593	898	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

202 MONITORING AND REPORTING
2023-2024

Objective:

To continually monitor trends of the Bismarck-Mandan Metropolitan area transportation system through the development of a Surveillance and Monitoring Report.

Present Status:

The Bismarck-Mandan MPO monitors transportation trends for significant transportation modes for a variety of reasons including, but not limited to, performance measures, transportation modeling, and other transportation planning related efforts. An annual surveillance and monitoring report was developed to share these trends with local partners and the community. Due to MPO staff reduction in 2019, there has been very little work done in this area since 2018. The plan is to resurrect and update the monitoring and reporting data in 2023 and 2024 and continue to monitor transportation, socio-economic, and related trends to assist in the transportation planning process.

Products:

The MPO updates the Surveillance and Monitoring report on a rolling basis. This report monitors transportation, socio-economic, and related trends to assist in the transportation planning process.

Completion Date:

Ongoing activity as staffing is available.

Estimated Expenditures:

	2023	2024
Staff Update of Surveillance and Monitoring Report	$6,676	$6,877
TOTAL	6,676	6,877

Proposed Funding Sources:

CPG (80%)	5,341	5,502
Local (20%)	1,335	1,375
TOTAL	6,676	6,877

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

200.202.00 **202 MONITORING AND REPORTING**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	6,676	5,341	1,335	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	6,676	5,341	1,335	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	6,877	5,502	1,375	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	6,877	5,502	1,375	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

203 STAFF RELATED TDM
2023-2024

Objective:

To routinely update and maintain the Travel Demand Model (TDM), through coordination with Advanced Traffic Analysis Center (ATAC), direct MPO staff efforts, and a consultant-led Model Review and Socio-Economic Projections effort.

Present Status:

The TDM update will begin in 2022 and continue into 2023. The TDM will be reviewed through the Model Review and Socio-Economic Projection Project, which also includes projection and allocation of future households and employment centers. This effort occurs in coordination with local jurisdictions and approval of the TAC and Policy Boards, and feeds directly into the Metropolitan Transportation Plan update.

MPO staff will annually update ATAC on roadway network expansions, with the release of the 'Status of Projects Report' for the annual Transportation Improvement Program.

A routine update of the population and employment data, by traffic analysis zones (TAZ), will be performed using building permits issued by local units of government, Census and American Community Survey data, and other purchased data. The updated population and employment data may be reviewed to determine if there are significant differences in growth patterns from those projected.

Products:

The Travel Demand Model will be updated in the12-24 months prior to the commencement of the next Metropolitan Transportation Plan. MPO staff efforts will include, but are not limited to, review of census data and/or other acquired data (i.e. origin-destination data, socio-economic data), coordination with local jurisdiction on revisions to current and future land use, revaluation and adjustment (if needed) of the TAZ network, annual notification to ATAC of roadway network expansion, and coordination of and management of the contracted Socio-Economic and Projections Project.

Completion Date:

The development of the next TDM will be completed in 2023, as part of the TDMSE/MTP Study update. Amendment, revision, or data preparation are an ongoing activity.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Estimated Expenditures:

	2023	**2024**
Staff Related TDM	$13,054	$4,262
TOTAL	13,054	$4,262

Proposed Funding Sources:

CPG (80%)	10,443	3,410
Local (20%)	2,611	852
TOTAL	13,054	4,262

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

200.203.00 **203 STAFF RELATED TDM**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	13,054	10,443	2,611	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	13,054	10,443	2,611	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	4,262	3,410	852	
Mandan		0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	4,262	3,410	852	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

204 PLANNING STUDIES/ DATA ACQUISITION
2023-2024

Objective:

To provide for studies of specific transportation concerns that may have an impact on the MPO's Transportation Plan, Transportation Improvement Program or MPO planning process.

Present Status:

At the request of the MPO and based on needs identified in the 2020-2045 Long Range Transportation Plan, local jurisdictional partners and MPO staff brought forward recommendations for transportation-related planning studies. Projects were discussed by the jurisdictions. Preferred projects were allocated funds within the MPO's allowance and have been approved by the TAC and Policy Board.

Proposed Work:

The proposed work will be completed by consulting or data collection firms. 2023-2024 studies include the East Main Avenue Corridor Study, Sunset Drive Corridor Study, Travel Demand Model and Socio-Economic Update/ 2025-2050 Metropolitan Transportation Plan Update, Transit Development Plan, 2024 ITS Update, Safe Routes to Services/ Complete Streets Study, MPO Safety Policies Study.

New studies that will commence in 2023 or 2024 will be the following: 2024 ITS Update, Safe Routes to Services/ Complete Streets Study, and MPO Safety Policies Study.

The MPO will pursue data acquisitions for the following efforts in 2023 or 2024: Ortho/LiDAR Collection and Pavement Condition Collection.

Products: The studies and data collections programmed for 2023-2024 are:

- East Main Avenue Corridor Study*
- Sunset Drive Corridor Study
- Travel Demand Model and Socio-Economic Update/ 2025-2050 Metropolitan Transportation Plan Update)*
- Transit Development Plan*
- 2024 ITS Update
- Safe Routes to Services/ Complete Streets Study*
- MPO Safety Policies Study
- 2023 Ortho/Lidar Collection
- Pavement Condition Collection

Completion Date:

While projects are scheduled to be completed in 2023 and 2024, not all projects may be completed in the year indicated. This may cause some projects to carry over into the 2025-2026 UPWP.

*These activities may contribute toward the 2.5% spending requirement for Safe and Accessible Transportation Options.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Estimated Expenditures:

	2023	2024
Planning Studies	$556,225	$570,000
Routine Data Acquisitions	180,000	100,000
TOTAL	736,255	670,000

Proposed Source of Funds:

CPG (80%)	589,004	536,000
Local (20%)	147,251	134,000
TOTAL	736,255	670,000

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

200.204.00 **204 TRANSPORTATION PLANNING STUDIES and DATA ACQUISITIONS**

(Data acquisitions on next page; All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	238,735	190,988	47,747	A,B,C,E,F,K
Mandan	180,775	144,620	36,155	A,B,C,E,F,G,L
Morton County	6,155	4,924	1,231	A,B,C,F
Burleigh County	36,935	29,548	7,387	A,B,C,F
Lincoln	6,155	4,924	1,231	A,B,C,F
Other*	87,500	70,000	17,500	D
TOTAL	556,255	445,004	111,251	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	342,000	273,600	68,400	A,B,E,F,H,J
Mandan	134,000	107,200	26,800	A,B,E,F,H,J
Morton County	11,750	9,400	2,350	A,B,F,H,J
Burleigh County	70,500	56,400	14,100	A,B,F,H,J
Lincoln	11,750	9,400	2,350	A,B,F,H,J
Other	0	0	0	
TOTAL	570,000	456,000	114,000	

PLANNED STUDIES

A---ATAC Annual Fee ($10,000) - yearly

B---Study Associated Modeling ($40,000) - yearly

C--Addt'l fee for TDM work with ATAC ($6,228) - 100% in 2023

D---Transit Development Plan ($175,000) - 50% in 2023

E---Safe Routes to Services/ Complete Streets Study ($200,000) - 50% in 2023, 50% in 2024

F---Travel Demand Management and Socio-Economic Study (TDMSE)/ 2025-2050 Metropolitan Transportation Plan (MTP) ($520,000) - 36.5% in 2023, 41.5% in 2024

G---Addt'l fee for Sunset Ave Corridor Modeling ($1,527) - 100% in 2023

H---MPO Safety Policies Study ($180,000) - 100% in 2024

J---2024 ITS Update ($2,000) - 100% in 2024

K---Continuation of East Main Avenue Corridor Study (Carryover from 2022) ($31,000) - 100% in 2023

L---Continuation of Sunset Drive Corridor Study (Carryover from 2022) ($90,000) - 100% in 2023

* 'Other' funding partner is Bis-Man Transit.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

200.204.00 **DATA ACQUISITIONS**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	30,600	24,480	6,120	3
Mandan	16,200	12,960	3,240	3
Morton County	67,500	54,000	13,500	3
Burleigh County	63,900	51,120	12,780	3
Lincoln	1,800	1,440	360	3
Other	0	0	0	
TOTAL	180,000	144,000	36,000	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	66,250	53,000	13,250	4
Mandan	18,750	15,000	3,750	4
Morton County	250	200	50	4
Burleigh County	14,750	11,800	2,950	4
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	100,000	80,000	20,000	

Data Procurement	Cycle	Last Collection	Next Collection	Estimated Cost
1 - Socio-Economic Data	5 years	2021	TBD	4,000
2 - Origin-Destination Data	5 years	2022	TBD	35,500
3 - Ortho/LiDAR Collection	3 years	2020	2023	180,000
4 - Pavement Management	3-5 years	2020	2024	100,000
5 - Traffic Counting	Ad Hoc	2022	TBD	100,000

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

205 TRANSPORTATION IMPROVEMENT PROGRAM
2023-2024

Objective:

Prepare Transportation Improvement Program (TIP) in summer of 2023 and 2024, as well as subsequent TIP amendments that comply with the Infrastructure Investment and Jobs Act (IIJA) regulatory requirements. Submit amendments to the North Dakota Department of Transportation.

Present Status:

A TIP has been prepared and approved nearly every year since 1983. The MPO has an approved 2023-2026 TIP.

Proposed Work:

MPO staff will develop a TIP in summer 2023 and summer 2024 that meets the requirements of the Infrastructure Investment and Jobs Act (IIJA). The TIPs will have projects that were prioritized and approved through coordination between the MPO, its member jurisdictions, and NDDOT. Starting in 2020, projects will be compliant with the updated performance-based 2020-2045 MTP. All MPO TIP projects will be financially constrained.

Product:

The 2024-2027 TIP, the 2025-2028 TIP, and amendments to the 2023-2026 TIP.

Completion Date:

Priority List Submission:	December 2022	December 2023
Draft TIP:	July 2023	July 2024
Final TIP:	August 2023	August 2024

Estimated Expenditures:

	2023	**2024**
TIP Development, Implementation, and Amendments	$11,364	$12,103
TOTAL	11,364	12,103

Proposed Source of Funds:

CPG (80%)	9,091	9,682
Local (20%)	2,273	2,421
TOTAL	11,364	12,103

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

200.205.00 **205 TRANSPORTATION IMPROVEMENT PROGRAM**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	11,364	9,091	2,273	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	11,364	9,091	2,273	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	12,103	9,682	2,421	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	12,103	9,682	2,421	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

206 METROPOLITAN TRANSPORTATION PLAN
2023-2024

Objective:

To define, identify and prioritize the transportation needs of the Bismarck-Mandan area by creating a fiscally constrained, performance-based Metropolitan Transportation Plan. The MTP should be developed in coordination with the public, stakeholders, jurisdictional partners, and state and federal oversight, and be compliant with the Infrastructure Investment and Jobs Act (IIJA) legislation.

Present Status:

The active 2020-2045 MTP (Metropolitan Transportation Plan), *Arrive 2045*, was adopted in February 2020 and addressed the concerns of public and local partners regarding the transportation network and major modes of transportation. The MTP identifies which alternatives are available and feasible to implement, that will allow the metropolitan area to improve through 2045. An update of the TDMSE/ 2050 MTP began in Summer 2022. Work will continue on this update through Spring 2025.

Proposed Work:

Staff hours will be allocated to the 2050 MTP update to a small degree in 2023 and a large degree in 2024. Some staff time has been allocated for amendments to the 2020-2050 MTP, if they are needed.

Products:

A performance-based Metropolitan Transportation Plan that can guide the MPO and partner agencies in 2025 and beyond.

Completion Date:

March 2025

Estimated Expenditures:

	2023	**2024**
Staff Coordination for MTP	$1,210	$14,097
TOTAL	1,210	14,097

Proposed Source of Funds:

CPG (80%)	968	11,278
Local (20%)	242	2,819
TOTAL	1,210	14,097

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

200.206.00 **206 METROPOLITAN TRANSPORTATION PLAN**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	1,210	968	242	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	1,210	968	242	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	14,097	11,278	2,819	
Mandan		0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	14,097	11,278	2,819	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

PROGRAM IMPLEMENTATION

300

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

301 GIS/IT DEVELOPMENT AND IMPLEMENTATION
2023-2024

Objective:

The Bismarck-Mandan Metropolitan Planning Organization (MPO) uses an MPO Geographic Information System (GIS) that provides access to a common digital geographic database for land use planning, zoning activities, traffic analysis, and other related activities.

The MPO also presently has four computers. The MPO at times requires technical help from City of Bismarck professionals to maintain and aid the MPO in its computer use and applications.

Present status:

Presently the following has been developed in GIS: MPO and Transportation Study information and data, Bismarck/Mandan Bike Trails, MPO TIP project and development maps, functionally classified roadways within the MPO area, digital aerial photographs and aerial contours.

NOTE: The City of Bismarck lacks an indirect cost plan and therefore cannot charge the MPO for these activities. This task will be $0 until there are mechanisms to charge the MPO.

Proposed Work:

To continue to provide valuable map data and imagery concerning MPO projects in conjunction with all the partner entities. To assist MPO in census, transit, roadway, and bridge imagery, and other projects as needed.

Product:

The computer aided and generated products Geographic Information System (GIS) for Bismarck-Mandan Area MPO. The products generated by GIS usage benefit the MPO a great deal.

Estimated Expenditures:

	2023	2024
GIS Production	$0	$0
TOTAL	$0	$0

Proposed Source of Funds:

CPG (80%)	$0	$0
Local (20%)	$0	$0
TOTAL	$0	$0

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

300.301.00 **301 GIS PROGRAM**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	0	0	0	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	0	0	0	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

302 CITIZEN PARTICIPATION PROGRAM
2023-2024

Objective:

To establish procedures and plan that provide for citizen input into the planning process as part of the development of the following: the MPO's Metropolitan Transportation Plan, the UPWP, the TIP, the DBE Program, and the Public Participation Plan. The MPO will use this process to identify community issues regarding transportation planning and will consider these issues when developing programs within the MPO's planning area. This task also provides funds for newspaper advertisements that notify the public of public hearings.

Present Status:

As stipulated in the Infrastructure Investment and Jobs Act (IIJA), the UPWP, the DBE Program, the Public Participation Plan (PPP), the Metropolitan Transportation Plan, and the TIP will receive public review at various levels during the development and update processes by the MPO.

Proposed Work:

To provide a citizen input forum for the MPO operational functional tools of TIP, UPWP, DBE Program, and the Metropolitan Transportation Plan (MTP), and applicable transportation studies as prescribed by the Infrastructure Investment and Jobs Act (IIJA), as well as an evaluation and update of the existing Public Participation Plan.

Product:

Ongoing program.

Completion Date:

The Public Participation Plan will be updated in the first half of 2023. Payments for advertisements is an ongoing activity.

Estimated Expenditures:

	2023	2024
Advertising	$5,750	$5,750
Evaluation and Update of Public Participation Plan	369	0
TOTAL	6,119	5,750

Proposed Source of Funds:

CPG (80%)	4,895	4,600
Local (20%)	1,224	1,150
TOTAL	6,119	5,750

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

300.302.00 **302 CITIZEN PARTICIPATION**

(All Amounts in Dollars $)

YEAR 2023

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	6,119	4,895	1,224	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	6,119	4,895	1,224	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	5,750	4,600	1,150	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	5,750	4,600	1,150	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

COST SUMMARIES APPENDIX

FY'S 2023-2024

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Unified Planning Work Program
Staff Allocation of Hours by Task
2023

	*PT Time Planner	Planner	Executive Director	Transportation Specialist
101: Administration, Coordination and Transporting Performance Management	1126	1575	1555	1725
102: Training, Travel, and Education	0	0	0	0
103: UPWP	0	10	20	5
104: Computer Enhancement and Software	0	0	0	0
105: Transit System Administration and Liaison	200	280	200	200
201: Subcommittees	0	50	0	0
202: Monitoring and Reporting	100	50	10	30
203: Staff Related TDM	0	25	200	30
204: MPO and Local Planning Studies/ Data Acquisition	0	0	0	0
205: Transportation Improvement Program	30	80	80	80
206: Metropolitan Transportation Plan	0	10	15	0
301: GIS Program	0	0	0	0
302: Citizen Participation	0	0	0	10
TOTAL	**1456**	**2080**	**2080**	**2080**

*Efforts to fill the part-time planner vacancy will continue until filled.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Unified Planning Work Program
Staff Allocation of Hours by Task
2024

	*PT Time Planner	Planner	Executive Director	Transportation Specialist
101: Administration, Coordination and Transportation Performance Management	1126	1530	1530	1730
102: Training, Travel, and Education	0	0	0	0
103: UPWP	0	30	40	10
104: Computer Enhancement and Software	0	0	0	0
105: Transit System Administration and Liaison	200	210	200	200
201: Subcommittees	0	50	0	0
202: Monitoring and Reporting	100	50	10	30
203: Staff Related TDM	0	50	20	30
204: MPO and Local Planning Studies/ Data Acquisition	0	0	0	0
205: Transportation Improvement Program	30	90	80	80
206: Metropolitan Transportation Plan	0	70	200	0
301: GIS Program	0	0	0	0
302: Citizen Participation	0	0	0	0
TOTAL	**1456**	**2080**	**2080**	**2080**

*Efforts to fill the part-time planner vacancy will continue until fille

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

2023-2024 Unified Planning Work Program Summary By Task

(All Amounts in Dollars $)

	Funding Year 2023								
Task	Total	Federal	Local	Bismarck	Mandan	Morton	Burleigh	Lincoln	Transit
101	270,738	216,590	54,148	54,148	0	0	0	0	0
102	12,700	10,160	2,540	2,540	0	0	0	0	0
103	1,669	1,335	334	334	0	0	0	0	0
104	7,200	5,760	1,440	1,440	0	0	0	0	0
105	35,361	28,289	7,072	7,072	0	0	0	0	0
201	4,433	3,546	887	887	0	0	0	0	0
202	6,676	5,341	1,335	1,335	0	0	0	0	0
203	13,054	10,443	2,611	2,611	0	0	0	0	0
*204	736,255	589,004	147,251	53,867	39,395	14,731	20,167	1,591	17,500
205	11,364	9,091	2,273	2,273	0	0	0	0	0
206	1,210	968	242	242	0	0	0	0	0
301	0	0	0	0	0	0	0	0	0
302	6,119	4,895	1,224	1,224	0	0	0	0	0
	1,106,779	**885,423**	**221,356**	**127,972**	**39,395**	**14,731**	**20,167**	**1,591**	**17,500**

*Includes Carryover Funding from 2022 into 2023:

	Total	Federal	Local	Partner
East Main Ave Corridor Study	31,000	24,800	6,200	Bismarck
Sunset Drive Corridor Study	90,000	72,000	18,000	Mandan

	Funding Year 2024								
Task	Total	Federal	Local	Bismarck	Mandan	Morton	Burleigh	Lincoln	Other
101	269,560	215,648	53,912	53,912	0	0	0	0	0
102	16,700	13,360	3,340	3,340	0	0	0	0	0
103	3,837	3,070	767	767	0	0	0	0	0
104	6,200	4,960	1,240	1,240	0	0	0	0	0
105	33,634	26,907	6,727	6,727	0	0	0	0	0
201	4,491	3,593	898	898	0	0	0	0	0
202	6,877	5,502	1,375	1,375	0	0	0	0	0
203	4,262	3,410	852	852	0	0	0	0	0
204	670,000	536,000	134,000	81,650	30,550	2,400	17,050	2,350	0
205	12,103	9,682	2,421	2,421	0	0	0	0	0
206	14,097	11,278	2,819	2,819	0	0	0	0	0
301	0	0	0	0	0	0	0	0	0
302	5,750	4,600	1,150	1,150	0	0	0	0	0
	1,047,511	**838,010**	**209,501**	**157,151**	**30,550**	**2,400**	**17,050**	**2,350**	**0**

Estimated CPG Funds Available for 2023-2024 UPWP			
Year	CPG Grant	Est. CPG Available 1/1/2023	Est. CPG Remaining 12/31/2024
2021	592,714	0	0
2022	686,074	548,234	0
2022	953,007	953,007	0
2023	868,753 (Est.)	NA	646,561
2024	886,128 (Est.)	NA	886,239
TOTAL^		**1,501,241**	**1,532,800**

^ Totals if all studies are promoted as planned in the 2023-2024 UPWP. CPG Grant for 2023 and 2024 were estimated with a 2% increase.

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Funding Breakdown and Program Source by Task

(All Amounts in Dollars $)

	Funding Year 2023						
Task	Total	Federal Total	Federal Source	State Totals	State Source	Local Totals	Local Source
101	270,738	216,590	CPG	0	NA	54,148	Mill Levy; Sales Tax
102	12,700	10,160	CPG	0	NA	2,540	Mill Levy; Sales Tax
103	1,669	1,335	CPG	0	NA	334	Mill Levy; Sales Tax
104	7,200	5,760	CPG	0	NA	1,440	Mill Levy; Sales Tax
105	35,361	28,289	CPG	0	NA	7,072	Mill Levy; Sales Tax
201	4,433	3,546	CPG	0	NA	887	Mill Levy; Sales Tax
202	6,676	5,341	CPG	0	NA	1,335	Mill Levy; Sales Tax
203	13,054	10,443	CPG	0	NA	2,611	Mill Levy; Sales Tax
*204	736,255	589,004	CPG	0	NA	147,251	Mill Levy; Sales Tax
205	11,364	9,091	CPG	0	NA	2,273	Mill Levy; Sales Tax
206	1,210	968	CPG	0	NA	242	Mill Levy; Sales Tax
301	0	0	NA	0	NA	0	NA
302	6,119	4,895	CPG	0	NA	1,224	Mill Levy; Sales Tax
	1,106,779	**885,423**		**0**		**221,356**	

*Includes Carryover Funds from 2022 into 2023:

	Total	Federal	Local
East Main Ave Corridor Study	31,000	24,800	6,200
Sunset Drive Corridor Study	90,000	72,000	18,000

	Funding Year 2024						
Task	Total	Federal Total	Federal Source	State Total	State Source	Local Total	Local Source
101	269,560	215,648	CPG	0	NA	53,912	Mill Levy; Sales Tax
102	16,700	13,360	CPG	0	NA	3,340	Mill Levy; Sales Tax
103	3,837	3,070	CPG	0	NA	767	Mill Levy; Sales Tax
104	6,200	4,960	CPG	0	NA	1,240	Mill Levy; Sales Tax
105	33,634	26,907	CPG	0	NA	6,727	Mill Levy; Sales Tax
201	4,491	3,593	CPG	0	NA	898	Mill Levy; Sales Tax
202	6,877	5,502	CPG	0	NA	1,375	Mill Levy; Sales Tax
203	4,262	3,410	CPG	0	NA	852	Mill Levy; Sales Tax
204	670,000	536,000	CPG	0	NA	134,000	Mill Levy; Sales Tax
205	12,103	9,682	CPG	0	NA	2,421	Mill Levy; Sales Tax
206	14,097	11,278	CPG	0	NA	2,819	Mill Levy; Sales Tax
301	0	0	NA	0	NA	0	NA
302	5,750	4,600	CPG	0	NA	1,150	Mill Levy; Sales Tax
	1,047,511	**838,010**		**0**		**209,501**	

DocuSign Envelope ID: F7B5FEE9-B1E0-40CF-A899-EEEEC049FABC

Rate and Program Source by Task

	Funding Year 2023 and 2024					
Task	Federal Rate	Federal Source	State Rate	State Source	Local Rate	Local Source
101	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
102	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
103	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
104	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
105	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
201	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
202	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
203	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
204	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
205	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
206	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
301	0%	NA	0%	NA	0%	NA
302	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax

DocuSign

Certificate Of Completion

Envelope Id: F7B5FEE9B1E040CFA899EEEEC049FABC
Status: Sent
Subject: Contract #38221625: Please DocuSign: Metropolitan Planning Organization Agreement
Contract Number: 38221625
PCN:
Source Envelope:
Document Pages: 68
Signatures: 1
Envelope Originator:
Certificate Pages: 4
Initials: 2
Wayne Zacher
AutoNav: Enabled
608 E Boulevard Ave
EnvelopeId Stamping: Enabled
Bismarck, ND 58505
Time Zone: (UTC-06:00) Central Time (US & Canada)
wzacher@nd.gov
IP Address: 165.234.92.5

Record Tracking

Status: Original
12/8/2022 8:22:03 AM
Holder: Wayne Zacher
wzacher@nd.gov
Location: DocuSign
Security Appliance Status: Connected
Pool: StateLocal
Storage Appliance Status: Connected
Pool: Carahsoft OBO North Dakota Department of Transportation CLOUD
Location: DocuSign

Signer Events	Signature	Timestamp
Stacey Hanson smhanson@nd.gov Assistant Local Government Engineer Carahsoft OBO North Dakota Department of Transportation CLOUD Security Level: Email, Account Authentication (None), Authentication	DS SH Signature Adoption: Pre-selected Style Using IP Address: 12.216.123.3	Sent: 12/8/2022 8:31:11 AM Viewed: 12/8/2022 8:40:54 AM Signed: 12/8/2022 8:41:25 AM

Authentication Details
SMS Auth:
Transaction: 6613C8B991140904919389D0D63AFAA5
Result: passed
Vendor ID: TeleSign
Type: SMSAuth
Performed: 12/8/2022 8:40:46 AM
Phone: +1 701-527-8879

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Paul Benning pbenning@nd.gov Local Government Director Security Level: Email, Account Authentication (None), Authentication	DocuSigned by: Paul Benning A411F817506247A... Signature Adoption: Pre-selected Style Using IP Address: 165.234.252.245	Sent: 12/8/2022 8:41:29 AM Viewed: 12/8/2022 9:29:00 AM Signed: 12/8/2022 9:29:07 AM

Authentication Details
SMS Auth:
Transaction: 6613C9697470110491952FFD3D1A12FF
Result: passed
Vendor ID: TeleSign
Type: SMSAuth
Performed: 12/8/2022 9:28:52 AM
Phone: +1 701-214-2502

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Shannon Sauer ssauer@nd.gov Security Level: Email, Account Authentication (None), Authentication	 Signature Adoption: Pre-selected Style Using IP Address: 165.234.253.12	Sent: 12/8/2022 9:29:13 AM Viewed: 12/8/2022 10:02:56 AM Signed: 12/8/2022 10:03:06 AM

Authentication Details
SMS Auth:
Transaction: 6613C9E5649C0104919593DD00BA05E0
Result: passed
Vendor ID: TeleSign
Type: SMSAuth
Performed: 12/8/2022 10:02:36 AM
Phone: +1 701-426-9825

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Rachel Lukaszewski
rlukaszewski@bismarcknd.gov
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Wayne Zacher
wzacher@nd.gov
Security Level: Email, Account Authentication (None), Authentication

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Clint Morgentstern
cdmorgenstern@nd.gov
Security Level: Email, Account Authentication (None), Authentication

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Chad Orn
corn@nd.gov
Security Level: Email, Account Authentication (None), Authentication

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Stacey Hanson
smhanson@nd.gov
Security Level: Email, Account Authentication (None), Authentication

Signer Events	Signature	Timestamp
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp
Wayne Zacher wzacher@nd.gov Carahsoft OBO North Dakota Department of Transportation CLOUD Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	VIEWED Using IP Address:	Sent: 12/8/2022 8:22:24 AM Completed: 12/8/2022 8:31:10 AM

Agent Delivery Events	Status	Timestamp
Rachel Lukaszewski rlukaszewski@bismarcknd.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		Sent: 12/8/2022 10:03:12 AM Viewed: 12/8/2022 11:51:40 AM

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Legal Admin dotlegaladmin@nd.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		
Legal Admin dotlegaladmin@nd.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/8/2022 8:22:24 AM
Envelope Updated	Security Checked	12/8/2022 8:31:10 AM
Envelope Updated	Security Checked	12/8/2022 8:31:10 AM
Envelope Updated	Security Checked	12/8/2022 8:31:10 AM
Envelope Updated	Security Checked	12/8/2022 8:31:10 AM
Envelope Updated	Security Checked	12/8/2022 8:31:10 AM
Envelope Updated	Security Checked	12/8/2022 8:31:10 AM
Envelope Updated	Security Checked	12/8/2022 8:31:10 AM
Envelope Updated	Security Checked	12/8/2022 8:31:10 AM
Envelope Updated	Security Checked	12/8/2022 8:31:10 AM

Envelope Summary Events	Status	Timestamps
Envelope Updated	Security Checked	12/8/2022 9:25:54 AM
Envelope Updated	Security Checked	12/8/2022 9:25:54 AM

Payment Events	Status	Timestamps

TAC Meeting Format Poll Results

FORMAT:	**IN-PERSON** **9 VOTES**	**REMOTE** **1 VOTE**
LOCATION:	**COMMISSION CHAMBERS** **5 VOTES**	**BIS-MAN TRANSIT** **5 VOTES**
RECORDING PREFERENCE:	**YES** **7 VOTES**	**NO** **2 VOTES**
TIMING:	**IMMEDIATELY** **6 VOTES**	**MARCH OR JUNE** **1 VOTE (MARCH)** **2 VOTES (JUNE)**

NOTES: Three members that voted for 'in-person' expressed support for a virtual option. Bis-Man Transit as a location received support because of easy parking and better, more open discussion. The Commission Chambers received support because of DMA access, and the general difficulty of making meetings publicly viewable at Transit. Two members expressed support for DMA specifically, and one expressed support for recording but not DMA.

This Page Intentionally Left Blank

PROGRESS REPORT

SRF COMM. NOS.	14186
PROGRESS REPORT NO.	10
DATE	December 4, 2022

REPORTING PERIOD	November 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

April snowstorm delayed traffic counts/cameras to week of May 2. No significant impact to overall project schedule anticipated.

Existing Conditions and Issues and Needs memorandums have been combined.

TASK PROGRESS – SCHEDULE/BUDGET SUMMARY

TASK	PERCENT COMPLETE	NOTES	STATUS
Phase 1 – Baseline Input	99%	Traffic data collection complete. Existing operations analysis via VISSIM complete. ATAC has completed existing and future model runs, currently under SRF review. Issues and Needs memorandum to be combined with Existing Conditions memorandum. Draft memo posted on project website (About page).	On Schedule
Phase 2 – Issues and Needs	99%	VISSIM model further developed and 2045 no-build model complete. Issues and Needs memorandum to be combined with Existing Conditions memorandum. Draft memo posted on project website (About page).	On Schedule
Phase 3 – Alternative Development	75%	Apex Engineering has developed cross sections and layouts for three alternatives for each segment (three segments total), property redevelopment concepts developed by SRF. Alternatives to be refined after review and input by stakeholders and the public.	On Schedule
Phase 4- Alternative Analysis	85%	3-lane VISSIM model and results completed for three corridor alternatives. Draft of Alternatives Analysis memorandum developed and posted on project website (About page).	On Schedule
Phase 5 – Finalization and Implementation	0%		On Schedule
Engagement	90%	Issues and Needs and Alternative Corridor Improvement stakeholder open houses and public meetings complete. SRC Meetings 1-4 completed. Alternative Improvements survey currently live and scheduled for take-down in mid-December.	On Schedule
Project Management	68%	Client check-ins, progress reports, internal coordination	On Schedule
Total	**71%**		**On Schedule**

This Page Intentionally Left Blank

EXHIBIT K

Status Report #6

Project: Sunset Drive Corridor Study

Consultant: KLJ

Reporting Period: 11/4/2022 to 12/9/2022

Tasks Completed to Date:

Task	% of Task Complete
Task 1 – Project Management and Coordination	25%
Task 2 – Public Engagement	50%
Task 3 – Existing Conditions Documentation	100%
Task 4 – Future Conditions Analysis	100%
Task 5 – Goals/Objectives/Project Purpose & Need	50%
Task 6 – Alternatives Development	100%
Task 7 – Alternative Analysis	50%
Task 8 – Project Implementation & Corridor Concept Plan	0%
Task 9 – Draft Report	0%

Overall percentage of project complete: 50%

Summary of activities within reporting period:

Task 1 – Project Management and Coordination

- Project Oversight and management with BMMPO

Task 2 – Public Engagement

- Steering committee meeting #3 held on Thursday, November 18, 2022. Topics for the meeting included:
  - Adjusted traffic Projections based on guidance from last meeting.
  - Level of service of different improvement types.
  - Goals of the alternatives being developed
- Steering committee meeting 4 will tentatively take place end of January.
- Public meeting number 2 will tentatively take place the end of February.

Task 3 – Existing Conditions Report

- Completed

Task 4 – Future Conditions Analysis

- Final adjustments to traffic projections completed

Task 5 – Goals/Objectives/Project Purpose & Need

- Goals of alternatives fleshed out

Task 6 – Alternatives Development

- Final Alternatives that will move forward decided
    - Three roadway options both north and south of I-94 progressing, all of which must include a Blvd. on both sides of the roadway.
    - Interchange options showing the best results so far include a Diverging Dimond Interchange and a Single Point Signalized Interchange.

Task 7 – Alternative Analysis

- Analysis of Alternatives nearing completion. Documentation of results started.

Task 8 – Project Implementation & Corridor Concept Plan

- No activities

Task 9 – Draft and Final Report

- No activities

EXHIBIT L

TAC and Policy Board Progress Report

Date:	Friday, December 09, 2022
Project:	Bismarck-Mandan TDMSE and MTP Update
To:	Rachel Lukaszewski
From:	Jason Carbee
Subject:	Progress Report for November 1, 2022 to November 30, 2022

Please note that this progress report summarizes the work completed during the period above.

TDMSE Task 1 – Project Management

- The consultants continued monthly accounting and progress reports.
- Conducted internal team coordination calls.
- Provided updates to TAC and Policy Board meetings November 14 and 15.

TDMSE Task 2 - Outreach and Stakeholder Consultation

- SRF finalized focus group list is in coordination with MPO staff.
- Organized and planned for first steering committee meeting
- Held stakeholder meeting November 29.
- Conducted interviews with stakeholders during period.

TDMSE Task 3- TDMSE Data Needs

- Purchased Woods and Poole data for evaluation.
- Compiled data including school enrollment projections.

TDMSE Task 4 – TDMSE Methodology

- SRF draft socioeconomic projection methodology memorandum.
- SRF drafted the review of previous studies and related projections.

Project Progress Summary

Task	Start Date	End Date	Percent Complete		Explanation / Discussion
			Period Start	Period End	
TDMSE Task 1 - Project Management	Sep-22	Jun-23	30%	35%	Reflects combined SRF / HDR hours for TDMSE.
TDMSE Task 2 - Outreach and Stakeholder Consultation	Sep-22	Jun-23	0%	80%	Reflects combined SRF / HDR hours through November 30.
TDMSE Task 3- TDMSE Data Needs	Sep-22	Nov-23	<5%	95%	Reflects combined SRF / HDR hours through November 30.
TDMSE Task 4 - TDMSE Methodology	Oct-22	Nov-23	0%	30%	Reflects combined SRF / HDR hours through November 30.
TDMSE Task 5 - Development Scenario and Forecasts	Nov-22	Feb-23	0%	0%	
TDMSE Task 6 - Baseline Study Expectations (Forecasts)	Nov-22	Mar-23	0%	0%	
TDMSE Task 7- Allocate Socioeconomic Data	Dec-22	May-23	0%	0%	
TDMSE Task 8 - Model Performance Review and Validation	Feb-23	Jun-23	0%	0%	
TDMSE Task 9 - Report	Sep-22	Jul-23	0%	0%	
MTP TASK 1 - Project Management	Jun-23	Dec-24	1%	3%	Continued HDR accounting and invoicing.
MTP TASK 2 – Public Engagement	Jun-23	Dec-24	0%	0%	
MTP TASK 3 – Data Collection	Jun-23	Sep-23	0%	0%	
MTP TASK 4 - Goals, Objectives & Performance Measures	Aug-23	Oct-23	0%	0%	
MTP TASK 5 – Baseline System Conditions	Aug-23	Jan-24	0%	0%	
MTP TASK 6 - Develop & Screen Alternatives	Jan-24	May-24	0%	0%	
MTP TASK 7 – Financial Plan and Implementation Schedule	Oct-23	Jun-24	0%	0%	
MTP TASK 8 – MTP Document Development and Review	Jun-24	Dec-24	0%	0%	
Project Totals	Sep-22	Dec-24	1%	4%	

EXHIBIT M

235

PROGRESS REPORT

SRF COMMISSION NO.	022-15824
PROGRESS REPORT NO.	3
DATE	November 30, 2022

REPORTING PERIOD	November 1, 2022 through November 30, 2022
PROJECT NAME	Bismarck-Mandan MPO Transit Development Plan
PREPARED BY	Bill Troe
ROUTE/COPY TO	Teresa Carey
Percent Complete through Period	22%

COMPLETED ACTIVITIES PREVIOUS PERIOD (November 2022)

- Prepared draft STIC analysis memo and distributed.
- Prepared presentation material for public information meeting.
- Prepared draft boards for public information meeting.
- Presented status to the MPO committees.
- Continued with development of the Existing Conditions.
- Continued with funding assessment.
- Prepared Newsletter #2.

ONGOING ACTIVITY THIS PERIOD (December 2022)

- Facilitate public meetings.
- Meet with Transit Board to debrief form public meetings.
- Finalize current conditions assessment.
- Prepare peer review (to the extent peers can be identified).
- Prepare Newsletter #3 – Funding.

PROJECTED ACTIVITY NEXT PERIOD (January 2023)

- Document future growth areas.
- Develop initial concepts to address funding constraints.

PROBLEMS ENCOUNTERED/ITEMS OF NOTE/SCHEDULE REVISIONS

- None.

This Page Intentionally Left Blank

EXHIBIT N

Bismarck-Mandan MPO

TIP 22-25 & 23-26 Administrative Modification

Project Year(s) 2022; 2023

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.36 (old) 23.6.27 (new)	$1,366,544	$151,838	$0	$1,518,382	IM

Project Description: This project is for ramp connections and median crossovers on I-94, east of the Exit 161interchange to east of the Menoken interchange. This modification moves the project funding year from 2022 to 2023, while all other project details remain unchanged. The PCN is 22639.

Consistency with the Bismarck-Mandan MPO Metropolitan Transportation Plan: This project is currently in the TIP and is therefore consistent with the Arrive 2045 MTP.

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

Bismarck-Mandan MPO

TIP 22-25 & 23-26 Administrative Modification

Project Year(s) 2022; 2023

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.08 (old) 23.6.28 (new)	$2,706,000	$303,000	$2,999,000 (Mandan)	$6,008,000	SU-CPU

Project Description:

This project is phase I of the Mandan Memorial Highway Reconstruction project. This modification is to move the project from funding year 2022 to 2023. All other project details remain unchanged. The project has PCN numbers of 22005 and 23133.

Consistency with the Bismarck-Mandan MPO Metropolitan Transportation Plan:

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

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

Bismarck-Mandan MPO

TIP 22-25 & 23-26 Administrative Modification

Project Year(s) 2022; 2023

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	22.6.32 (old) 23.6.29 (new)	$15,848,000	$1,776,000	$5,398,000 (Mandan)	$23,022,000	SU-CPU

Project Description: This project is phase II of the Mandan Memorial Highway Reconstruction project. This modification moves the project funding year from 2022 to 2023. All other project details remain unchanged. The PCN is 23277.

Consistency with the Bismarck-Mandan MPO Metropolitan Transportation Plan: This project is currently in the TIP and is therefore consistent with the Arrive 2045 MTP.

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

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 43rd Ave (State St - 26th St) & 19th St (N Valley Lp/Yucca Av - 43rd Ave) (Reconstruction and Widening)	$4,800,000 $574,285	$0	$7,700,649 $5,290,769 $4,000,000 (Bismarck)	$22,365,703	NHU CVD	22929	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	
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	23.1.05	*Projects of Local Importance (PLI) - Ash Coulee Dr Reconstruction (Tyler Parkway/15th St NW to N Washington St) (Reconstruction and conversion to curb and gutter roadway)	$0	$0	$12,000,000 (Bismarck)	$12,000,000	NA		2023	
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	23.6.15	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-Overs)	$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	23.6.20	Safety - Roundabouts Statewide (ND 1804 & N Washington St intersection) (Addition of 4 roundabout signs for intersection)	$27,000	$3,000	$0 (Burleigh)	$30,000	HES	23529	NA	
NDDOT	23.6.21	MPO Rural - Statewide ITS Equipment (Possibly One Location in Bismarck, various locations in western ND) (Weigh in Motion and Automatic Traffic Recorder Maintenance)	$809,000	$191,000	$0 (Bismarck)	$1,000,000	SS	23603	NA	
NDDOT	23.6.22	MPO Bridge - I-94 (various locations throughout Bismarck District, one within MPO area) (19th St separation abt 1/2 mile E of US 83 N) (Structure Paint)	$224,000	$25,000	$0 (Bismarck)	$249,000	SS	22614	NA	
NDDOT	23.6.24	Urban Regional - Mandan Memorial Highway (Memorial Highway Phase 3, Extents TBD) (3.3 miles, Reconstruction, City Utilities)	$16,712,000	$1,673,000	$5,505,000 (Mandan)	$24,090,000	SU-CPU	23278	NA	
NDDOT	23.6.25	Carbon Reduction - Bismarck State St (Calgary Ave to 43rd Ave) (Shared Use Path/Bikeway Roadside Improvements)	$284,800	$0	$71,200 (Bismarck)	$356,000	CRP	23671	NA	
NDDOT	23.6.26	Bridge - I-94 (I-94 Midway and Grant Marsh Bridge) (Preliminary Engineering work for a highway planning study evaluating Grant Marsh Bridge)	$4,500,000	$500,000	$0	$5,000,000	IM	23595	NA	Modification Moved from 2022 (OCTOBER 2022)
NDDOT	23.6.27 ~~22.6.36~~	<Rural - I-94 (East of 161 Interchange to east of Menoken Interchange) (9.8 miles, Median X-Overs, Ramp Connections)	$1,366,544	$151,838	$0 (Burleigh)	$1,518,382	IM	22639	NA	Modification Moved from 2022 (DECEMBER 2022)
NDDOT	23.6.28 ~~22.6.08~~	Urban Regional - Mandan Memorial Highway (Memorial Highway Phase 1, Extents TBD) (Reconstruction, Sanitary Sewer & Drainage)	$2,706,000	$303,000	$2,999,000 (Mandan)	$6,008,000	SU-CPU	22005 23133	NA	Modification Moved from 2022 (DECEMBER 2022)
NDDOT	23.6.29 ~~22.6.32~~	Urban Regional - Mandan Memorial Highway (Memorial Highway Phase 2, Extents TBD) (Reconstruction, City Utilities)	$15,848,000	$1,776,000	$5,398,000 (Mandan)	$23,022,000	SU-CPU	23277	NA	Modification Moved from 2022 (DECEMBER 2022)
BISMARCK PARKS & REC DIST/ BISMARCK	23.7.02	Transportation Alternatives - Bismarck Ash Coulee & Tyler Parkway (Bikeway/Walkway) (Sidewalk Improvements)	$383,000	$0	$90,000 (Bis P&R District)	$473,000	TAU	23236	NA	

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

^Pending Availability of Federal Funds

@ City plans to advance construct project in 2022

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

EXHIBIT O

2023 MPO CALENDAR OF MEETINGS

	TAC	Policy Board
January	17	17
February	21	21
March	20	21
April	17	18
May	15	16
June	19	20
July	17	18
August	14	15
September	18	19
October	16	17
November	20	21
December	18	19

TAC meetings begin at 10:00 am
Policy Board meetings begin at 1:30 pm

TAC meetings are held in:
Bismarck January-June
Mandan July-December
Policy Board meetings are held in:
Bismarck January-June
Mandan July-December

Progress Reports and Study Exhibits to be included in meeting packets are due a minimum of 10 days prior to the TAC meeting dates