

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

FROM: Rachel Lukaszewski, MPO Executive Director

DATE: June 12, 2023

RE: TAC Meeting

There will be a meeting of the Bismarck-Mandan MPO Technical Advisory Committee on **Monday, June 19, 2023, at 10:00 AM.** The meeting will be held in the Tom Baker Meeting Room of the City/County Building at 221 N 5th Street, Bismarck, ND. The agenda is outlined below.

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

Many of the 14 (fourteen) TAC members will attend this meeting in-person but have the option to request a ZOOM invite for remote participation. **Individuals wishing to participate via ZOOM should email contact information to mpo@bismarcknd.gov at least 3 days in advance of the meeting to receive a meeting invite tailored uniquely to them.**

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

AGENDA

1. MINUTES
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2. SUNSET DRIVE CORRIDOR STUDY – Wade Kline, KLJ
Progress Report (Exhibit A) 11
Final Study Presentation (Exhibit B) 13
Sunset Drive Corridor Study Executive Summary (Exhibit C) 27
<https://www.bismarcknd.gov/DocumentCenter/View/42319/Sunset-Drive-Corridor-Study-Draft-Final-Report?bidId=>
ACTION ITEM: Sunset Drive Corridor Study Final Report
3. SAFE ROUTES TO SERVICES REQUEST FOR PROPOSALS – Kim Riepl, MPO
Safe Routes to Services RFP (Exhibit D) 39
ACTION ITEM: Safe Routes to Services RFP
4. UPDATED 2023 UNIFIED PLANNING WORK PROGRAM CONTRACT – Rachel Lukaszewski, MPO
Updated 2023 UPWP Contract (Exhibit E) 59
ACTION ITEM: Updated 2023 UPWP Contract
5. 2021 ATAC TRAVEL DEMAND MODEL ADDENDUM – Rachel Lukaszewski, MPO
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ACTION ITEM: 2021 ATAC TDM Addendum Extension Request

6.	BISMARCK-MANDAN MPO SELF-CERTIFICATION – Stephen Larson, MPO Self-Certification (Exhibit G)	69
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7.	ARRIVE 2050 FORECAST/ARRIVE 2050 MTP – Jason Carbee, HDR Progress Report (Exhibit H)	79
8.	2022 TRANSIT DEVELOPMENT PLAN – Bill Troe, SRF Progress Report (Exhibit I)	81
9.	2023 ORTHO-CONTOUR PROJECT – Miles Strain, 95West Progress Report (Exhibit J)	83
10.	2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM MODIFICATION – Stephen Larson, MPO 2023-2026 TIP Administrative Modification (Exhibit K)	85
11.	ROADWAY PROJECTS – All Jurisdictions	
12.	OTHER BUSINESS	
13.	ADJOURNMENT	

Next scheduled TAC meeting is on 07/17/2023. 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

<u>Project</u>	<u>% Complete</u>	<u>Contracted Completion Date</u>
East Main Avenue Corridor Study (Bismarck)	100	06/30/2023
Sunset Drive Corridor Study (Mandan)	99	08/31/2023
Arrive 2050 Forecast/Arrive 2050 MTP (MPO wide)	16	03/31/2025
2022 Transit Development Plan (Bis-Man Transit)	80	12/31/2023
2023 Ortho-Contour Project (MPO wide)	25	02/29/2024

Common MPO Acronyms

ATAC: Advanced Traffic Analysis Center	NDDOT: North Dakota Department of Transportation
CPG: Consolidated Planning Grant	TAZ: Traffic Analysis Zone
FHWA: Federal Highway Administration	TDMSE: Travel Demand Model & Socioeconomic Data
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
MAY 15, 2023**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) met on May 15, 2023, at 10:00 a.m. in the Tom Baker Meeting Room, City/County Building, 221 N 5th Street, Bismarck, ND. Rachel Lukaszewski presided.

Members present or participating via Zoom were Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, Andrew Stromme, Justin Froseth, Nick Nustad, Mitch Flanagan, Dean Schloss, Wayne Zacher, and Rachel Lukaszewski. Members absent were John Saiki 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; Michael Connelly, Bismarck City Commission; Kristen Sperry, Federal Highway Administration (FHWA); Luke Champa, SRF Consulting; Will Hutchings, Stantec; Miles Strain, 95West Aerial Mapping; Dave Mayer, Bismarck Parks and Recreation District (BPRD); and Mark Berg, City of Bismarck Engineering.

MINUTES

Chair Lukaszewski called for consideration of the minutes from April 17, 2023.

MOTION: Mr. Schell made a motion to approve the April 17, 2023 minutes as presented. Ms. Hughes seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, Andrew Stromme, Justin Froseth, Nick Nustad, Mitch Flanagan, Dean Schloss, Wayne Zacher, and Chair Lukaszewski voting in favor, the minutes were approved.

EAST MAIN AVENUE CORRIDOR STUDY

Mr. Champa went through the final study presentation on behalf of SRF (Exhibit B). The study has been in the works for over a year. The study's purpose was to evaluate East Main Avenue from 7th Street to 26th Street, to the year 2045. Some of the goals of the study included improving aging corridor pavement, ensuring all modes of transportation are accommodated, supporting economic development opportunities, minimizing detrimental impacts to adjacent corridors, and improving the image of the corridor as a gateway to downtown Bismarck. The study went through five phases. A Study Review Committee was formed to guide the project, and there were three major rounds of public engagement. The public engagement was conducted using a hybrid approach (both in-person and virtual options), including community workshops, property and business owner open houses, stakeholder interviews, an online input map, and an online survey (which received 174 responses). The virtual options were more successful over the course of this study.

The major groups that responded to the online corridor improvement survey were business owners and employees on the corridor (who were primarily interested in vehicular mobility, property access, freight, and snow control), commuters (with vehicular mobility and

safety as their primary interests), and social service organization clients (with safety, pedestrian access, and bike access as their primary interests). The issues and needs portion of the study looked at a variety of concerns along the corridor, with safety being a particular focus. Three alternatives were considered for the corridor: a five-lane roadway with some pedestrian improvements; a three-lane roadway with on-street parking and pedestrian improvements; and a three-lane roadway with a median, on-street parking, and pedestrian improvements. These alternatives were evaluated in the context of redevelopment opportunities along the corridor, and SRF found that the three-lane alternatives have the potential to bring in more significant redevelopment and taxable revenue on the corridor segment running from 7th Street to 12th Street than a five-lane alternative.

SRF developed a locally feasible alternative for the corridor based on the data and the public engagement. This locally feasible alternative proposes a three-lane roadway with a center turn lane from 7th Street to 12th Street, and a five-lane roadway from 12th Street to 26th Street. Mr. Champa concluded by covering some possible implementation options for the study. The study is intended to help the local jurisdictions identify future roadway improvement projects along East Main Avenue. SRF included cost estimates both for the reconstruction of different segments of the corridor and a more basic Concrete Pavement Repair (CPR) project (which is considered a short-term fix) in the final report. The study allows the City of Bismarck and the MPO to use applicable pieces of SRF's recommendations for projects.

Mr. Ehreth asked how the study arrived at the specific criteria used to evaluate the corridor (criteria which included safety, bike access, snow control, and so on). Mr. Champa said the evaluation criteria was developed by looking at the issues and needs that exist along the corridor. SRF did not weight these different evaluation criteria so that the public would be able to provide feedback and assign their own value to them during the public engagement process. For example, safety and access management were both important corridor concerns emphasized by public feedback.

Ms. Lukaszewski thanked SRF for the extra effort they took to engage the underserved populations along the corridor. She then asked about access management along the corridor. She noticed in the locally preferred alternative there are some access points on the corridor that are recommended for closure, and she wanted to know if SRF received any feedback on this from corridor businesses. Mr. Champa said the feedback varied by business. He understands most of the businesses were relatively comfortable with the recommendations because many of the closures would consolidate access points, so on-corridor access to the business would still be maintained. There may be a couple of closures that would move access to a side street, and those could involve more challenging conversations. He said overall the reception to the access management recommendations was positive, due to the safety improvements they represent.

Ms. Lukaszewski said she is aware the City of Bismarck was looking at pursuing CPR on the corridor, and wonders if that is still the case or if a different project may be pursued now that the study is completed. Mr. Schell said the study will help inform Bismarck's decision-making process. The costs for reconstruction versus CPR, and the benefits involved, will be evaluated. The timing for any projects and the availability of funding will also be factors. Mr. Schell said it is yet to be determined what the City of Bismarck will pursue.

MOTION: Mr. Schell made a motion to recommend approval of the East Main Avenue Corridor Study Final Report as presented. Mr. Ehreth seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, Andrew Stromme, Justin

Froseth, Nick Nustad, Mitch Flanagan, Dean Schloss, Wayne Zacher, and Chair Lukaszewski voting in favor, the motion was approved.

FY 2024 RECREATIONAL TRAILS PROGRAM (RTP) APPLICATIONS

Ms. Riepl presented. North Dakota Parks and Recreation District (NDPRD) opened solicitation for the RTP in April, and potential applicants in the MPO area were notified to send their projects to the MPO for review and possible support. The MPO received two applications, one from Bismarck Parks and Recreation District (BPRD) and the other from Morton County Parks.

The BPRD application is for a maintenance equipment purchase, specifically a Tucker-Terra Trail Groomer to groom existing cross-country ski trails in Bismarck and hopefully allow for the grooming of addition trails on the north side of Bismarck to diversify trail locations and increase accessibility. The project cost is \$226,402, with a requested federal share of \$181,121. The project is not inconsistent with the MPO's Metropolitan Transportation Plan (MTP), although it is not listed in the MTP. The Morton County application is for the construction of a trailside facility shelter and lighted parking lot at the Valerie Entzel Memorial Park. This is the final step in a project with multiple phases. The shelter and parking lot will be located approximately at the midpoint of the trail system and will provide off street and off highway (Highway 1806) parking, creating safe access. The estimated cost is \$49,890 and the requested federal share is \$39,912. The project is consistent with the MTP, specifically goals 1 and 5.

Mr. Zacher suggested there might be a better way to word the summary sheet for the Bismarck project. He said instead of saying the project is not inconsistent with the MTP, to say the project is not contained in the MTP but it is not opposed to any of the MTP goals. Ms. Riepl thanked him for this feedback.

Mr. Ehreth asked if the Tucker-Terra Trail Groomer would be transported by trailer, or if it would be driven on the roadway. Mr. Mayer said it would be transported by trailer as it would be too slow to drive on the street. He noted their older groomer has passed its useful life and transporting it up north would be difficult. BPRD is looking forward to possibly improving their equipment with this RTP application.

MOTION: Mr. Ehreth made a motion to recommend approval of the FY24 RTP Applications, as presented. Ms. Hughes seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, Andrew Stromme, Justin Froseth, Nick Nustad, Mitch Flanagan, Dean Schloss, Wayne Zacher, and Chair Lukaszewski voting in favor, the motion was approved.

CONSOLIDATED PLANNING GRANT (CPG) FORMULA

Ms. Lukaszewski presented on this item (Exhibit G). Last month she informed TAC of several possible options for a new CPG formula now that Minot will be adding an MPO starting in 2024. The CPG is a federal grant that funds eighty percent of the MPO's operations, transportation studies, and data acquisitions. Ms. Lukaszewski has been in discussions with the directors of the other two MPOs in North Dakota about the new formula. She noted that because the population in the Bismarck-Mandan area is roughly centered between those of the other MPOs, the Bismarck-Mandan MPO's funding level does not vary significantly between the different formula options being presently considered. The funding options shown in Exhibit G consider both the expected CPG funding the MPOs will receive over the next few years and the

historic funding levels that have usually been available to the MPOs in the past. Historically MPO funding has not been as high as it is expected to be over the next several years. Ms. Lukaszewski showed the expected 2023 funds the Bismarck-Mandan MPO will receive under the current formula, about \$870,000 (she noted the historic average is closer to \$700,000).

All four CPG formula options currently being considered (Scenarios A through D) have the Bismarck-Mandan MPO receiving roughly \$700,000 annually. Scenario D was brought forward since last month's TAC meeting during discussions between the MPOs. This scenario increases the base funding amount for Fargo, since they are becoming a Transportation Management Area (TMA), and this comes with more requirements for their office. Grand Forks and Bismarck-Mandan would both receive an equal base amount, and Minot would receive the smallest base amount. The lower base amount for Minot is because their office is just starting, and it will take several years for them to acclimate. The amount they would receive in Scenario D roughly matches the levels being given to new MPOs in Minnesota. The downside of Scenario D is that it does lower Bismarck-Mandan MPO funding by thirty or forty thousand dollars (to just under \$700,000 annually) compared to the other scenarios. However, Ms. Lukaszewski noted Scenario D does a good job of bringing all four MPOs as close as possible to meeting their ideal operations budget. She believes \$700,000 would be acceptable for Bismarck-Mandan.

Ms. Lukaszewski explained TAC can recommend maintaining the current CPG formula or advocate any one of the four Scenarios shown in Exhibit G (A through D). They can also recommend an option of their own. She recommended Scenario D as the most neighborly option and the option least likely to require revision in the future. She also recommended consideration of Scenario A, which gives all four MPOs in the state a \$200,000 base amount. She believes this option does a pretty good job taking care of the smaller MPOs and would also be a good long-term formula to consider. The North Dakota Department of Transportation (NDDOT) is allowing each MPO to promote their preferred formula option, but they will ultimately make the final decision.

Mr. Ehreth thanked Ms. Lukaszewski for her presentation. He noted all three existing MPOs in the state will have to give up some CPG funding to accommodate the new Minot MPO. He appreciates Exhibit G's inclusion of funding projections based on CPG historical averages, since he is not confident the increase in CPG funding brought about by the most recent transportation bill will continue. He said Scenario D, based on the historical average, would put Bismarck-Mandan at about \$587,000 in annual funding, which is well below the \$700,000 that would be preferred. He said it sounds like this option was put forward based on how each MPO is currently operating, and he is not sure this is the best basis for making the formula decision. He likes Scenario A best, because he thinks it spreads the funding loss in a more equal way across the existing MPOs.

Mr. Ehreth asked if the Minnesota funding Grand Forks and Fargo receive is included in the Exhibit G calculations. Ms. Lukaszewski said it is not, since NDDOT is the primary oversight for the MPOs in both Grand Forks and Fargo and the amount they receive from Minnesota is quite small. She estimated Grand Forks gets about \$30,000 a year from Minnesota, and Fargo around \$100,000. Both Grand Forks and Fargo are bi-state MPOs and so must produce additional documents and have additional staffing demands that they believe go beyond the funding they receive from Minnesota. For these reasons Ms. Lukaszewski and the other MPO Executive Directors decided not to include Minnesota funds in the CPG discussion. Mr. Ehreth thanked her for the explanation.

Mr. Schell asked how the populations are factored into the CPG funding, and if Minnesota is contributing funds to the Grand Forks and Fargo MPOs based on their Minnesota populations. Mr. Zacher said the Minnesota Department of Transportation gives a set amount to their bi-state MPOs and does not use a formula like they do for in-state MPOs. The populations being considered as part of the North Dakota CPG formula are calculating just North Dakota populations.

Mr. Schell asked if the Minot MPO is involved in the CPG conversations. Mr. Zacher said the Minot MPO is not organized yet; NDDOT is still working to designate them. They were not included in the discussions, but NDDOT and FHWA will be factoring Minot into their CPG considerations. Mr. Stromme said he would prefer to see what Minot personnel thinks they might need to get their MPO started. He is leaning towards Scenarios A or B based on the presentation. Mr. Zacher said so far Minot is not sure what funding they need, but they do have a few planning documents they will need to get started on right away. Ms. Lukaszewski said the Minot MPO should have until early 2026 to get their standard planning documents completed. She also said NDDOT would like to get the new CPG formula established as soon as possible, preferably before the mid-point of this year, so the MPOs can adjust their 2024 budgets. She understands wanting to include Minot, but they may not be organized in time to be engaged in the discussions given the short timeline. The three existing MPOs have tried to anticipate what Minot's needs will be, based on their own experiences with their own budgets over the years.

Mr. Stromme asked if Scenarios A and D are consistent with what Grand Forks and Fargo are recommending. Ms. Lukaszewski said she understands both Grand Forks and Fargo will promote Scenario D. After some additional discussion, Mr. Schell noted he is comfortable with any of the formulas being proposed because he thinks the formula will have to be revisited in the future. Ms. Lukaszewski said the hope is not to have to revisit the formula, but she agrees that after a few years it may be necessary to examine where all four MPOs are at with their funding needs. NDDOT will be working with the MPOs as the process moves forward. She noted again the timeline for making this decision is short and asked for TAC's wishes on an option to promote to NDDOT.

MOTION: Mr. Ehreth made a motion to recommend approval of Scenario A as the preferred CPG formula, as presented. Mr. Froseth seconded the motion and with Ben Ehreth, Dan Schriock, Deidre Hughes, Gabe Schell, Andrew Stromme, Justin Froseth, Nick Nustad, Mitch Flanagan, Dean Schloss, Wayne Zacher, and Chair Lukaszewski voting in favor, the motion was approved.

SUNSET DRIVE CORRIDOR STUDY

Ms. Riepl provided a study update. The draft final report was submitted to the Steering Committee and the oversight agencies for their review and comment in April, and the comment period ended on April 25. The final report has been modified based on comments received and will be presented to the Mandan City Commission on May 16. Pending their acceptance TAC and Policy Board will consider final approval of the study in June.

ARRIVE 2050 FORECAST/ARRIVE 2050 MTP

Mr. Carbee provided a study update for HDR. He said the MTP needs be completed by the end of 2024, so the project is going to start soon. The first Steering Committee meeting will be held in late June to talk about strategies and timelines.

Mr. Champa provided an update on the Forecast portion of the project for SRF. He said he just sent some project growth area maps to the Steering Committee for review and comment. There will also be a meeting on May 18 to discuss these growth areas. The Advanced Traffic Analysis Center (ATAC) will complete the Travel Demand Model (TDM) using the data SRF has gathered so far. The final report for the Forecast should be finished this summer.

2022 TRANSIT DEVELOPMENT PLAN (TDP)

Ms. Lukaszewski provided a study update. The update last month was quite significant. Since then, SRF has continued to follow up on multiple items. SRF has completed a draft organizational structure alternatives memo, which is being reviewed. Several other evaluations were either completed or started over the past month, including an assessment of Bis-Man Transit's existing contractor model and whether this model should be changed (currently the City of Bismarck contracts with Bis-Man Transit, who in turn contracts their operations out to National Express). SRF continues to investigate local funding options for transit services. Ms. Lukaszewski noted this is a challenging process. Moving forward, the focus will remain on Bis-Man Transit's funding and organizational structure, and on finalizing recommendations on these areas for the final report. The TDP is expected to be finished in the next few months, perhaps as soon as July.

Ms. Hughes said the Bis-Man Transit Board received the same presentation from SRF that TAC and Policy Board did last month. Three board members are planning to participate in the organizational structure conversations SRF will hold with the City of Bismarck. She also noted Transit's new operations contract is close to being finalized and so they have new numbers for their projected budget. The cost of operations rose more than expected, and so Transit's shortfall will be greater than anticipated and their surplus may run out before 2026 as a result.

2023 ORTHO-CONTOUR PROJECT

Mr. Strain provided a project update for 95West Aerial Mapping. He said 95West was able to collect everything needed for the MPO area in one flight on May 3. All the imagery collected looks good so far. There was a controlled burn going on in the Fort Abraham Lincoln area on May 3, but this was communicated to 95West and so it did not affect their imagery collection. He thinks they scheduled their flight at just the right time. The entire project is roughly twenty percent complete.

NOTICE OF TIME EXTENSION FOR ATAC 2021 TDM ADDENDUM

Ms. Lukaszewski reminded the board the MPO has a master agreement with ATAC. ATAC prepares and maintains the MPO's TDM. The MPO has an addendum to this master agreement for the work ATAC is doing on the latest TDM. ATAC has indicated some additional time will be needed to complete this work. The original addendum expired at the end of April. Based on MPO policies previously adopted by TAC and Policy Board, Ms. Lukaszewski was able to extend the addendum through June 30. The MPO may have to come to its boards in June with an extension request, since ATAC might need until the end of July to finish the TDM and an extension beyond two months would require board approval.

ROADWAY PROJECTS

Mr. Schell provided an update for the City of Bismarck. NDDOT is working on Bismarck Expressway and State Street. Both are mill and overlay projects that have started with work on

the ADA ramps. There are upcoming NDDOT projects on North Bismarck Expressway and on 9th Street. The mill and overlay work will usually be done in the evenings to increase safety and minimize traffic disruption. The City of Bismarck should be able to complete its reconstruction of 43rd Avenue from State Street to 26th Street in the next month. They are working on the traffic signals there right now.

Mr. Schriock gave a Burleigh County update. They have a couple local projects starting, but no federal aid projects. There is a mill and overlay project on 93rd Street from Highway 10 North to McDowell Dam using special road funds, and the first phase of a project on Apple Creek Road. The 66th Street overpass project is still scheduled to be bid in October.

Mr. Froseth provided a City of Mandan update. Mandan has just one federal aid project currently, a trail project off 19th Street South, which has just started.

OTHER BUSINESS

Urbanized Area Boundaries (UZA) Update

Mr. Zacher asked how the UZA updates are progressing. NDDOT wants preliminary maps back to them by June 1. Ms. Lukaszewski said she has sent a doodle poll to the local jurisdictions to arrange a meeting on the UZA update, and she tentatively expects the meeting to be held on May 23.

Unified Planning Work Program (UPWP) Contract Amendment

Mr. Zacher informed the MPO he will be sending them a UPWP Amendment soon. NDDOT is changing its contracts with the MPO from two-year contracts to one-year contracts, so this will require an amendment to the current contract and the issuing of a new 2024 contract.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:35 a.m., with the next scheduled meeting to take place on June 19, 2023, at 10:00 a.m. in the Tom Baker Meeting Room in the City/County Building, 221 N 5th St, Bismarck.

Respectfully Submitted,

Stephen Larson
Recording Secretary

APPROVED:

Rachel Lukaszewski, Chair

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Status Report #12

Project: Sunset Drive Corridor Study

Consultant: KLJ

Reporting Period: 5/5/2023 to 6/9/2023

Tasks Completed to Date:

Task	% of Task Complete
Task 1 – Project Management and Coordination	99%
Task 2 – Public Engagement	100%
Task 3 – Existing Conditions Documentation	100%
Task 4 – Future Conditions Analysis	100%
Task 5 – Goals/Objectives/Project Purpose & Need	100%
Task 6 – Alternatives Development	100%
Task 7 – Alternative Analysis	100%
Task 8 – Project Implementation & Corridor Concept Plan	100%
Task 9 – Draft/Final Report	100%

Overall percentage of project complete: 99%

Summary of activities within reporting period:

Task 1 – Project Management and Coordination

- Coordination of final approval.

Task 2 – Public Engagement

- Completed

Task 3 – Existing Conditions Report

- Completed.

Task 4 – Future Conditions Analysis

- Completed.

Task 5 – Goals/Objectives/Project Purpose & Need

- Completed.

Sunset Drive Corridor Study

Task 6 – Alternatives Development

- Completed.

Task 7 – Alternative Analysis

- Completed.

Task 8 – Project Implementation & Corridor Concept Plan

- Completed.

Task 9 – Draft and Final Report

- Presented to Mandan city commission on May 16. Report was accepted.
- Scheduled for final TAC and Advisory Board presentations June 20 and 21



1

Study Area Overview	
● Study goals and objectives ● Recap first public input meeting ● Existing and future performance ● Discuss options being studied	

2



Goals and Objectives

✓

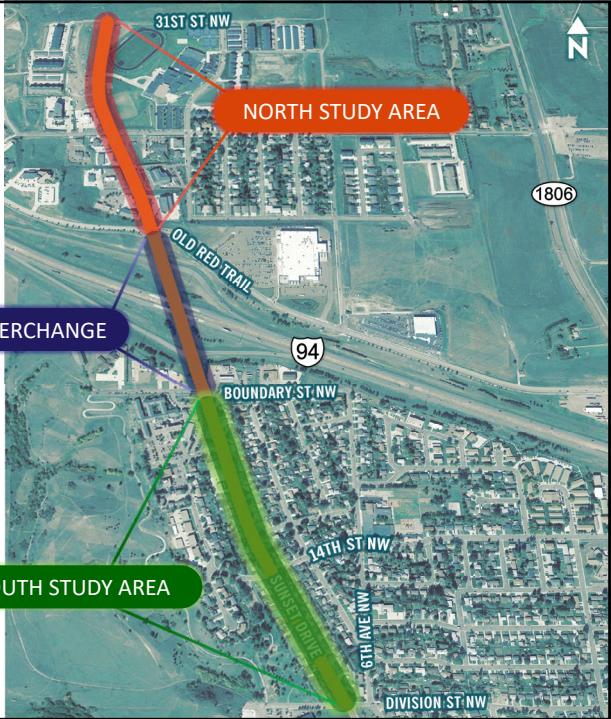
Better use of the ROW to serve all users

- Lane Striping
- Parking Policy
- Pedestrian Infrastructure

✓

Plan for future development (Best Practices)

- ROW Setbacks
- Access Point Spacing
- Lane Configuration



3

PUBLIC INPUT MEETING 1 SEPTEMBER 2022

Summary of Efforts

- Open House
- Stakeholder Meeting
- Outreach
- Etc.



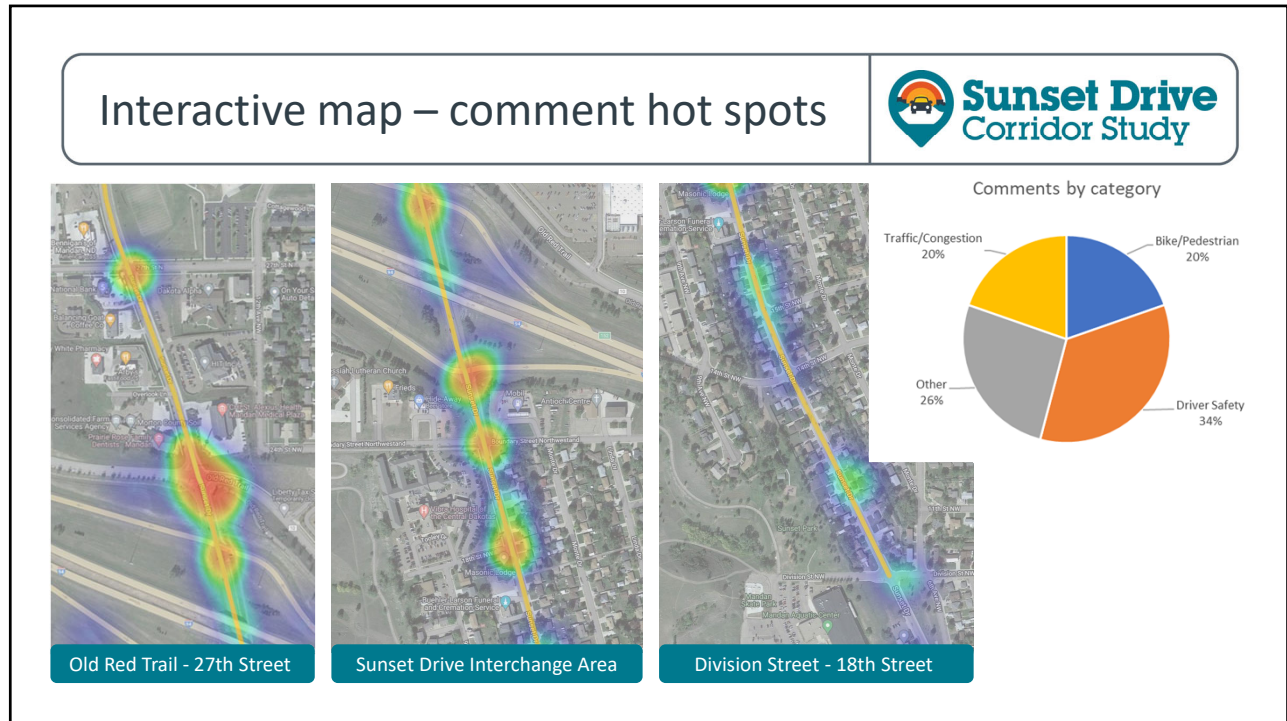

PUBLIC INPUT MEETING 2 MARCH 2023

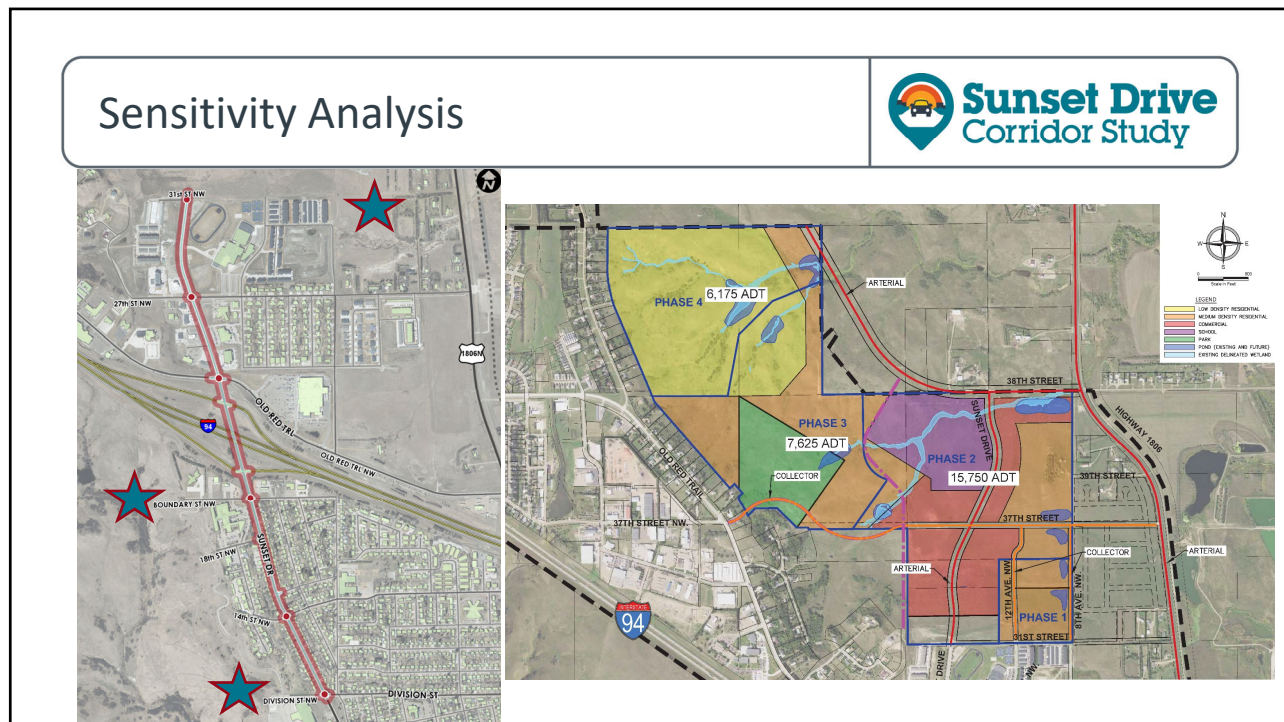
Summary of Efforts

- Alternatives Review
- Ranking

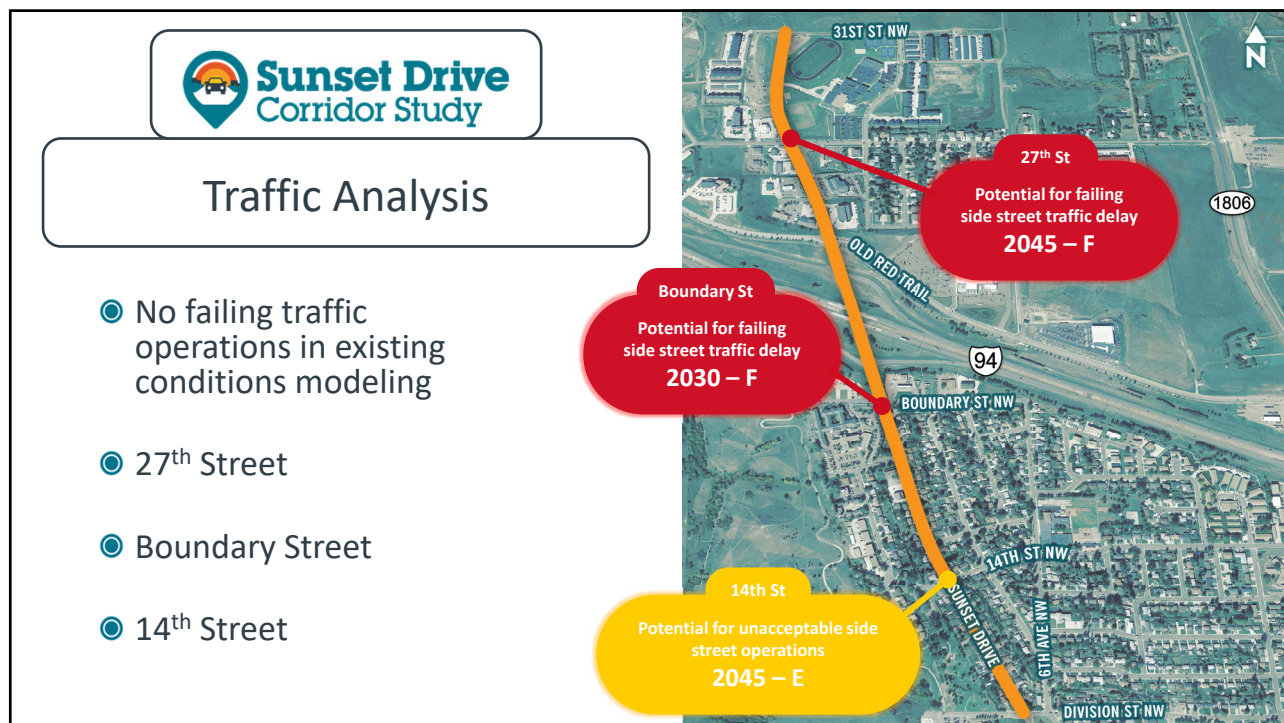


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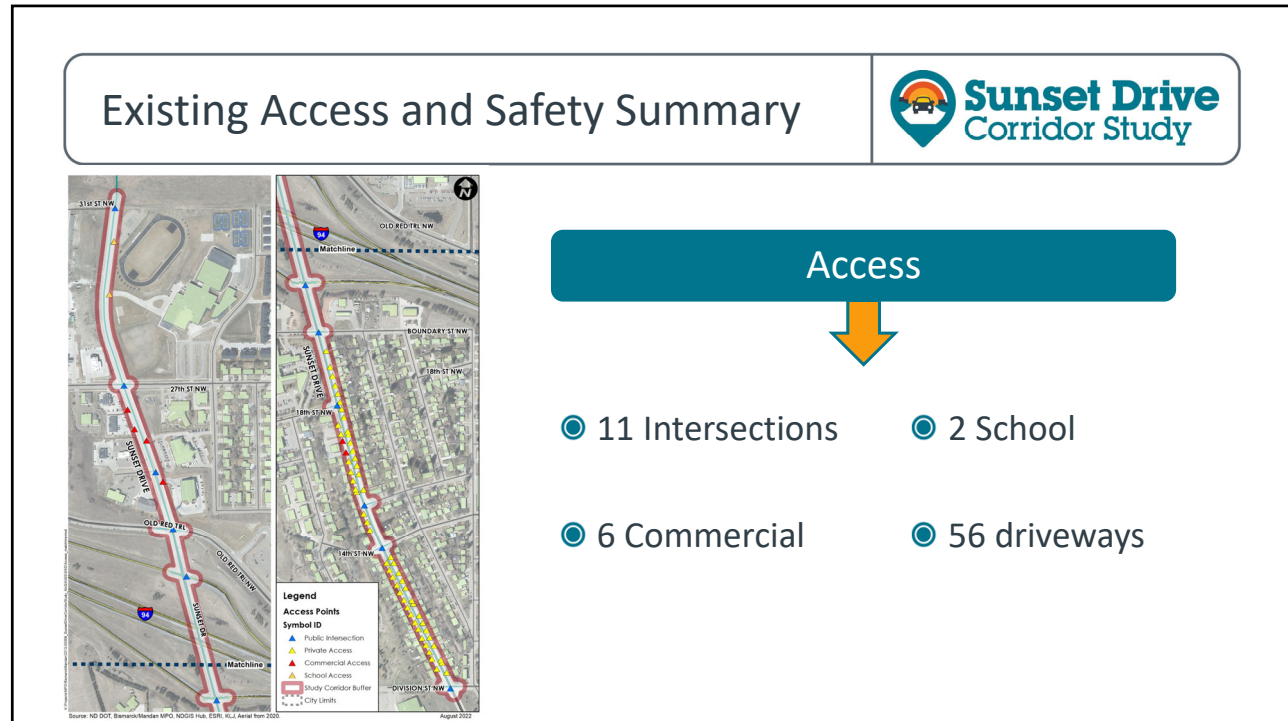




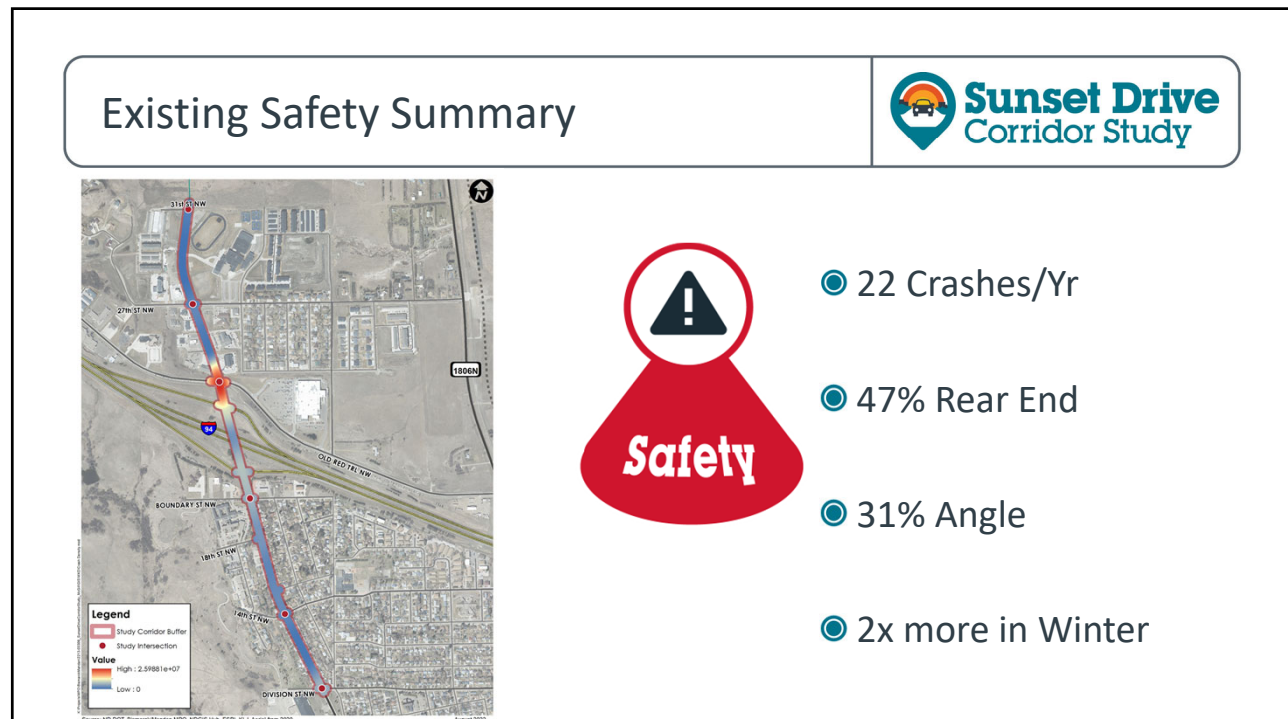
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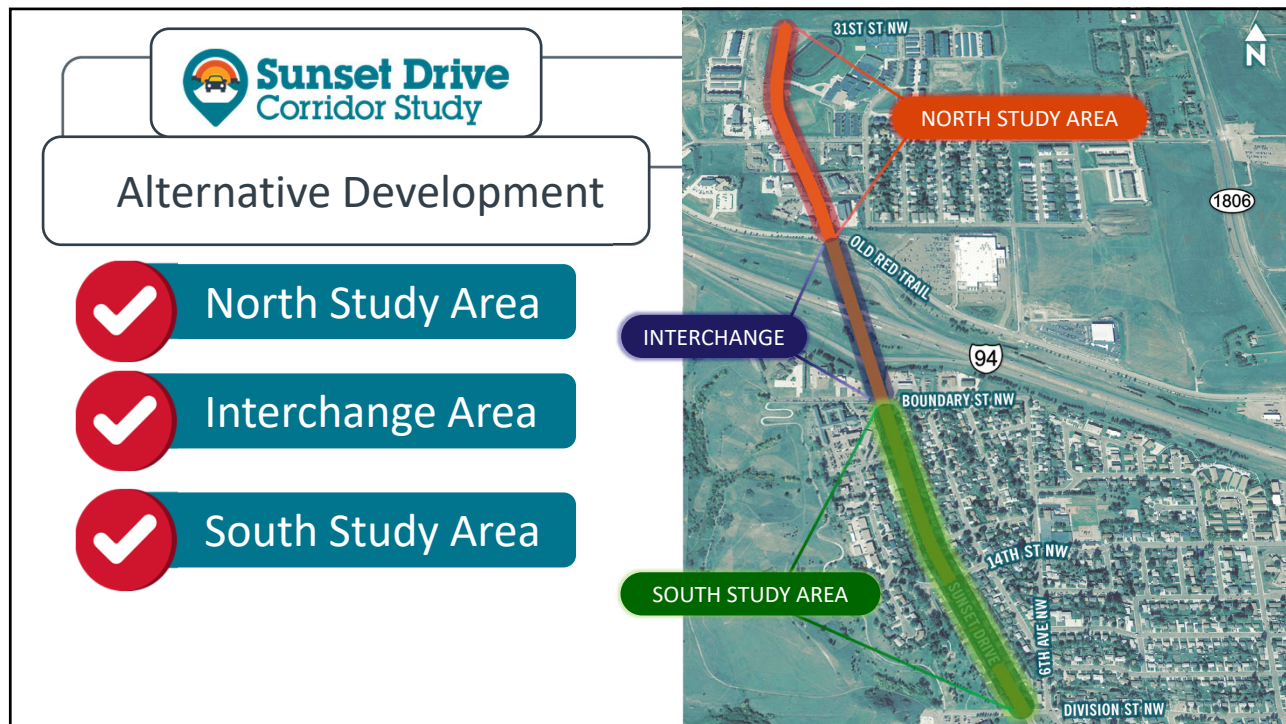


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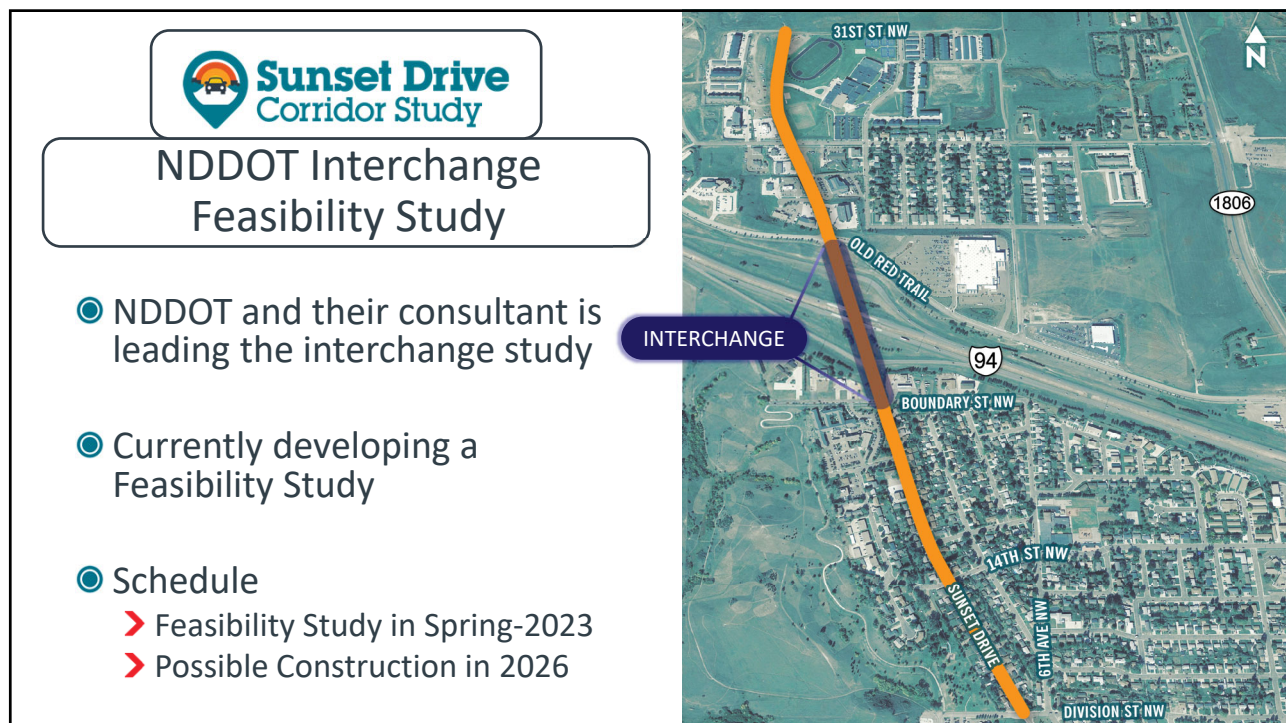


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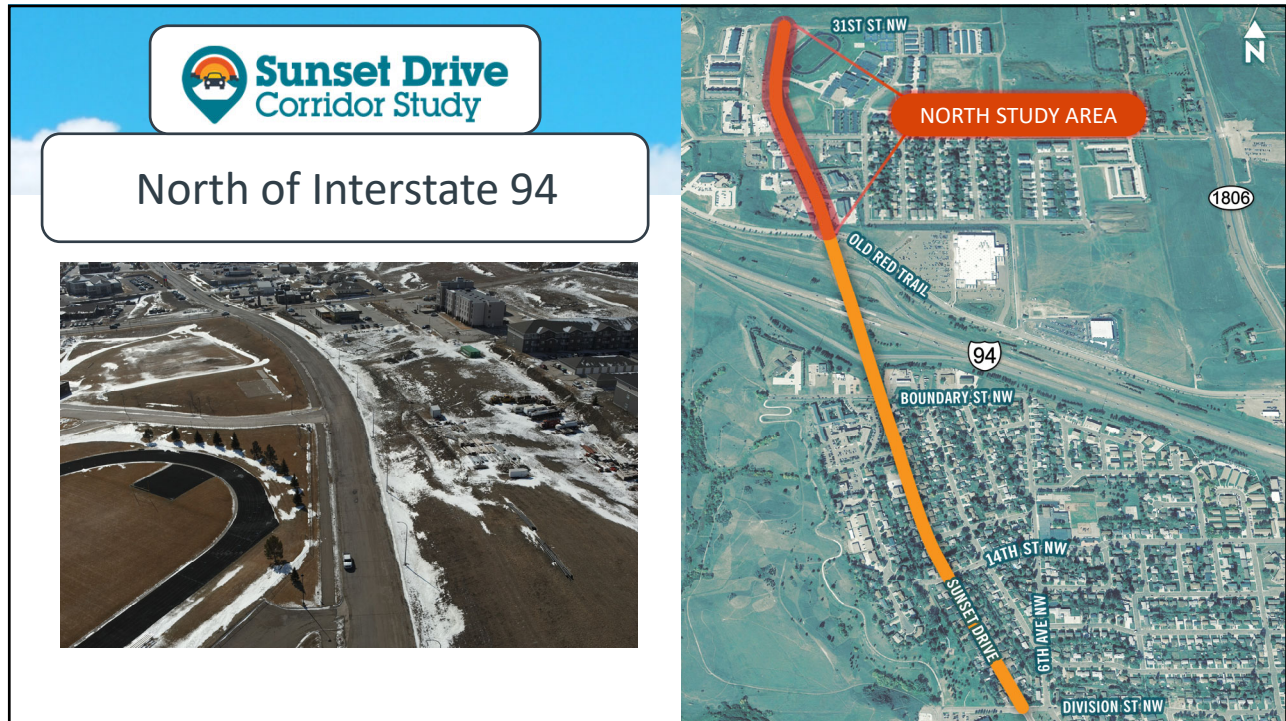


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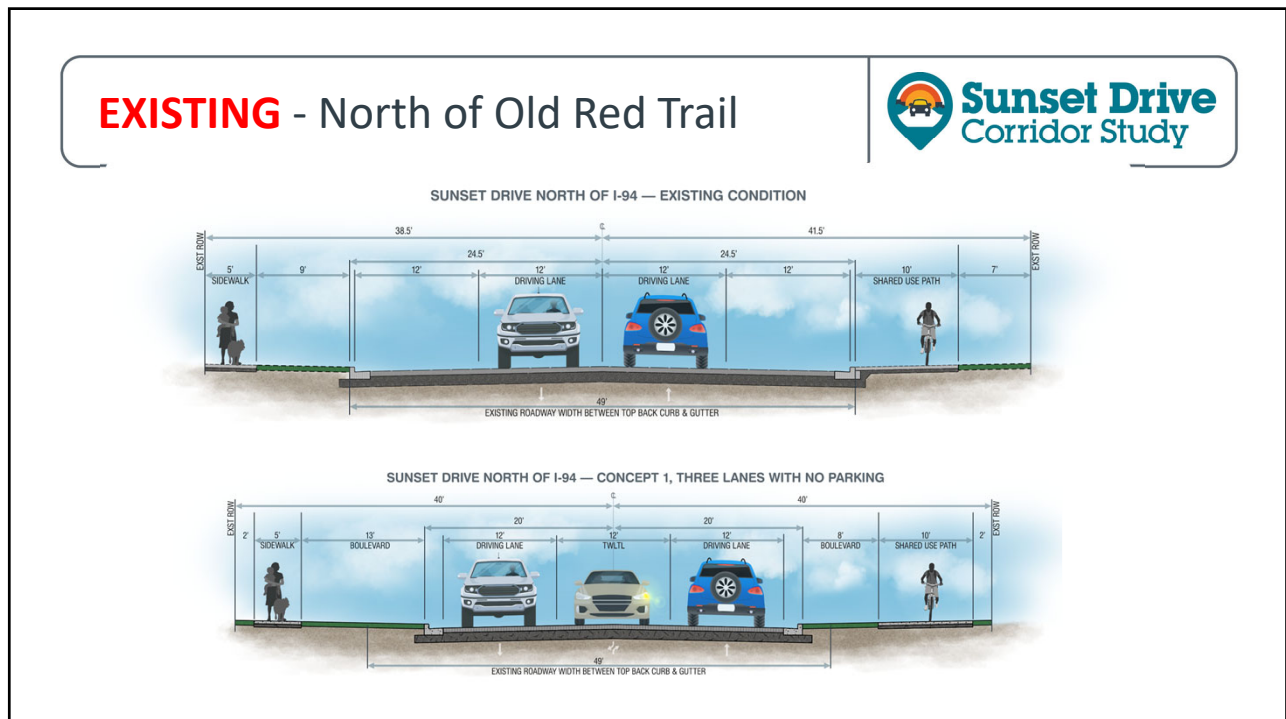


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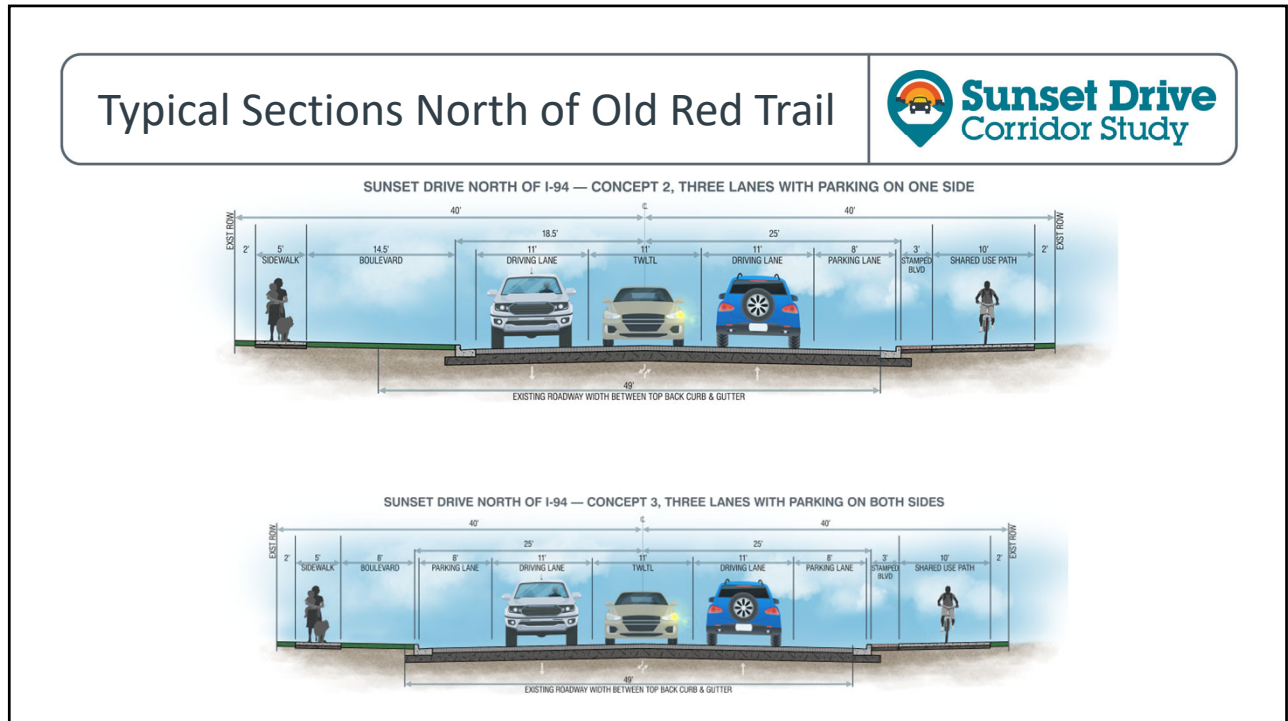
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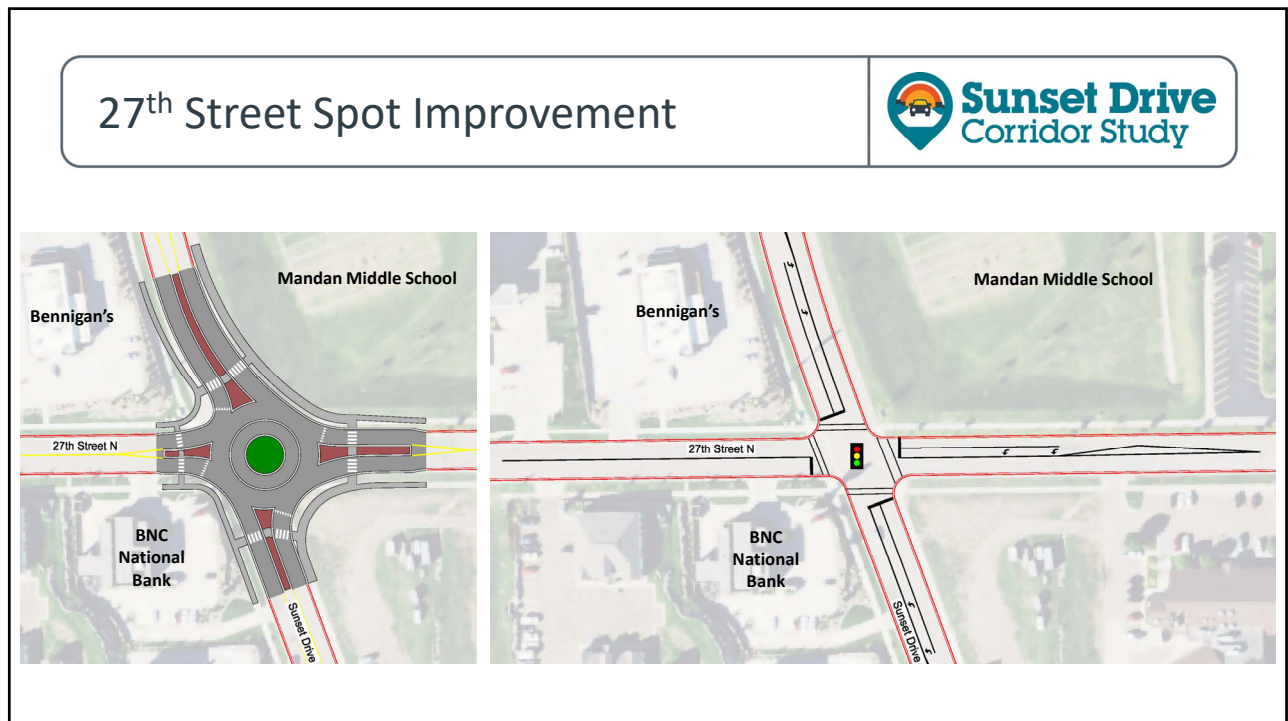
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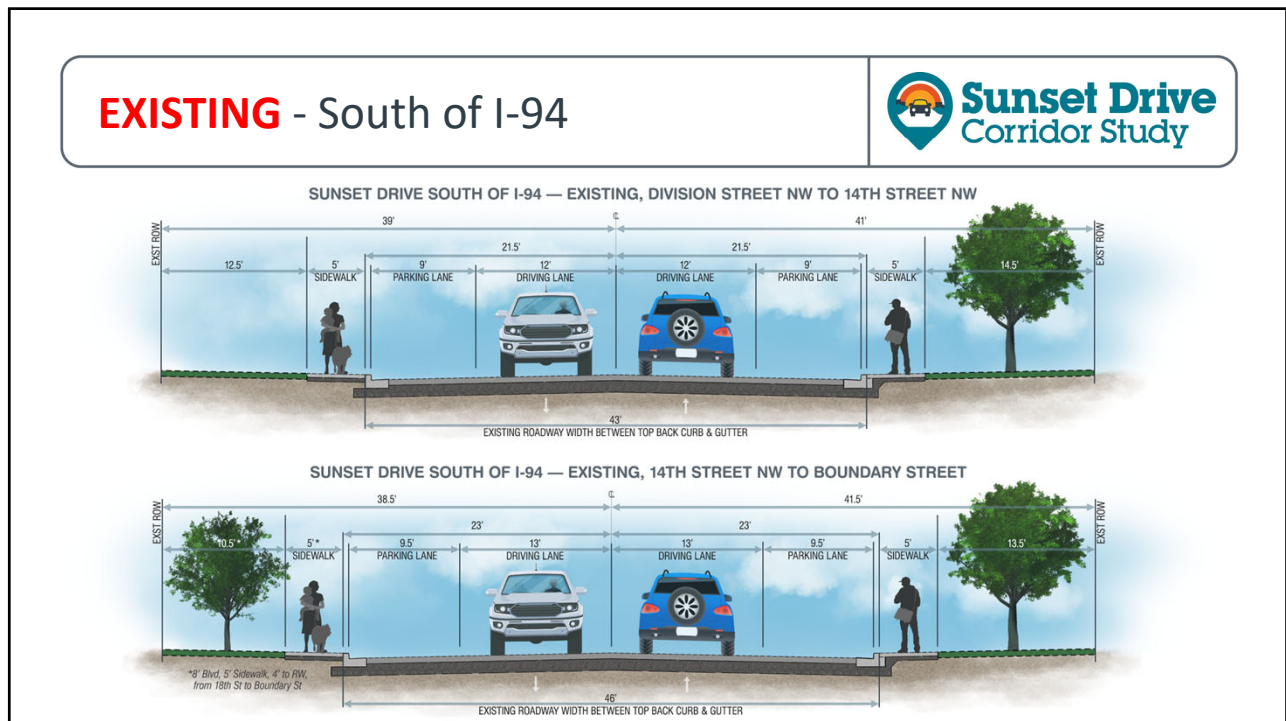


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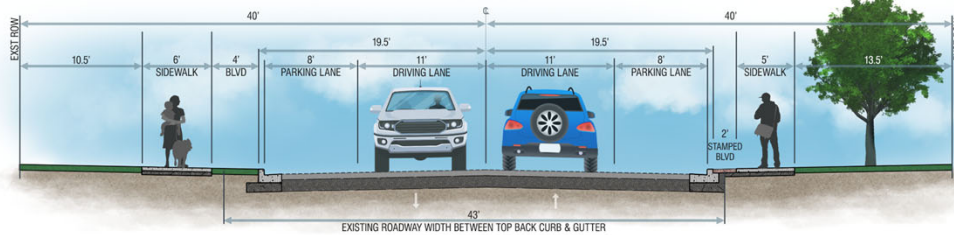


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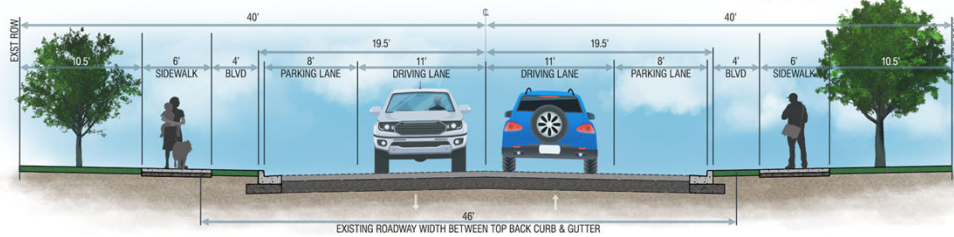
Typical Sections - South of I-94



SUNSET DRIVE SOUTH OF I-94 — DIVISION STREET NW TO 14TH STREET NW, CONCEPT 1



SUNSET DRIVE SOUTH OF I-94 — 14TH STREET NW TO BOUNDARY STREET NW, CONCEPT 1

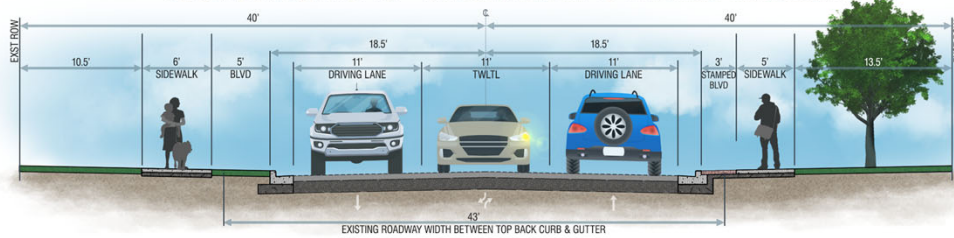


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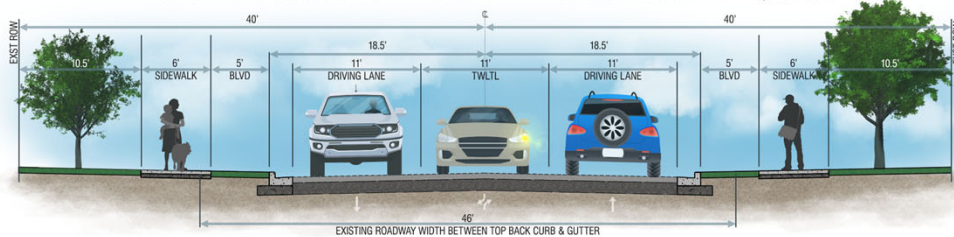
Typical Sections - South of I-94



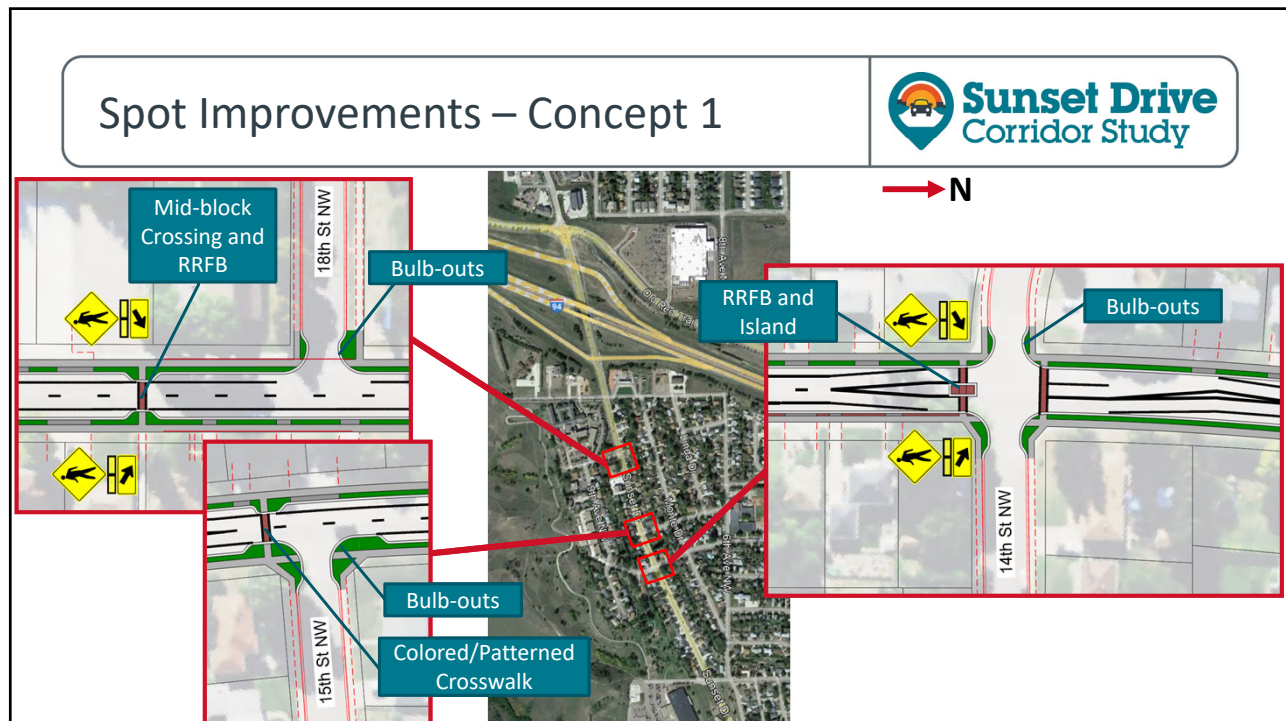
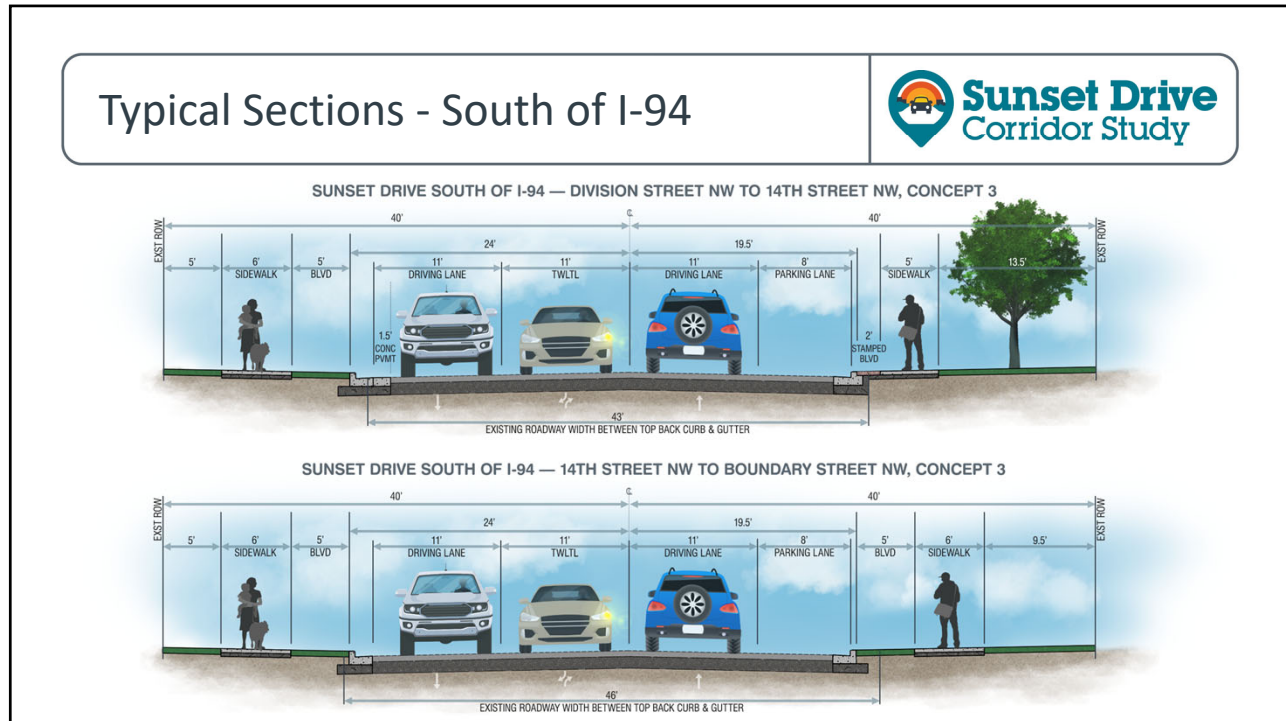
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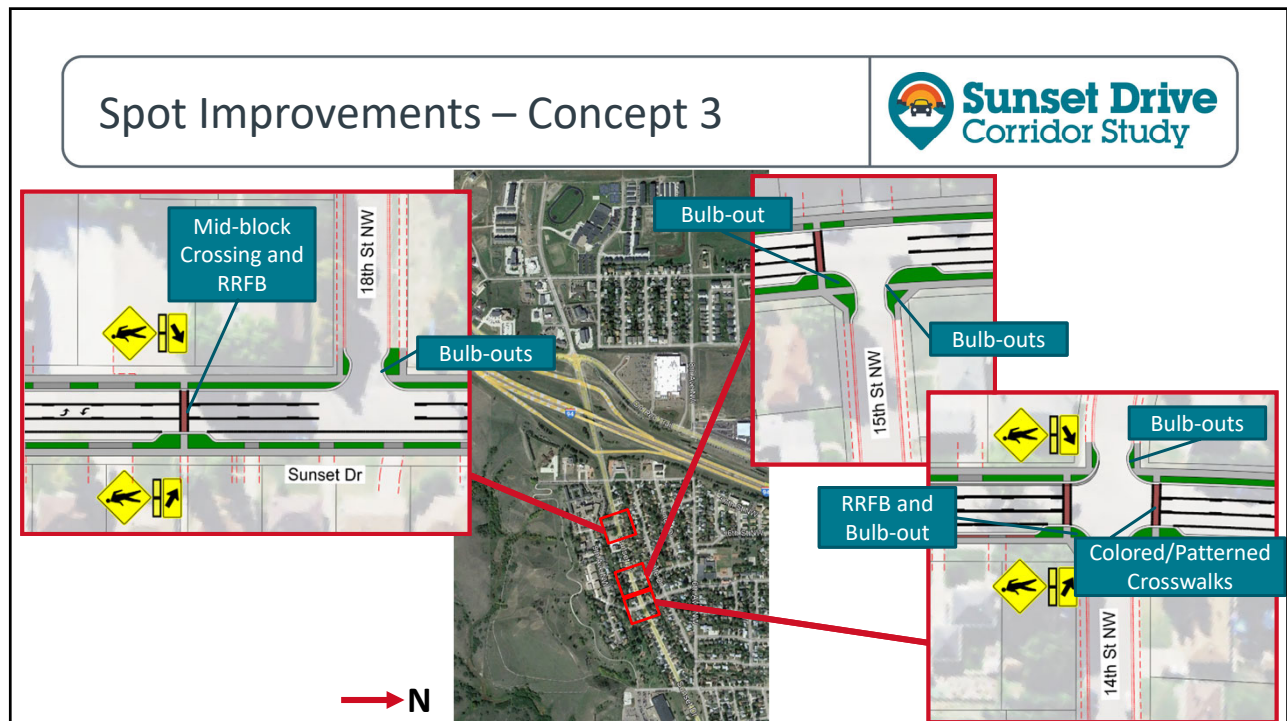
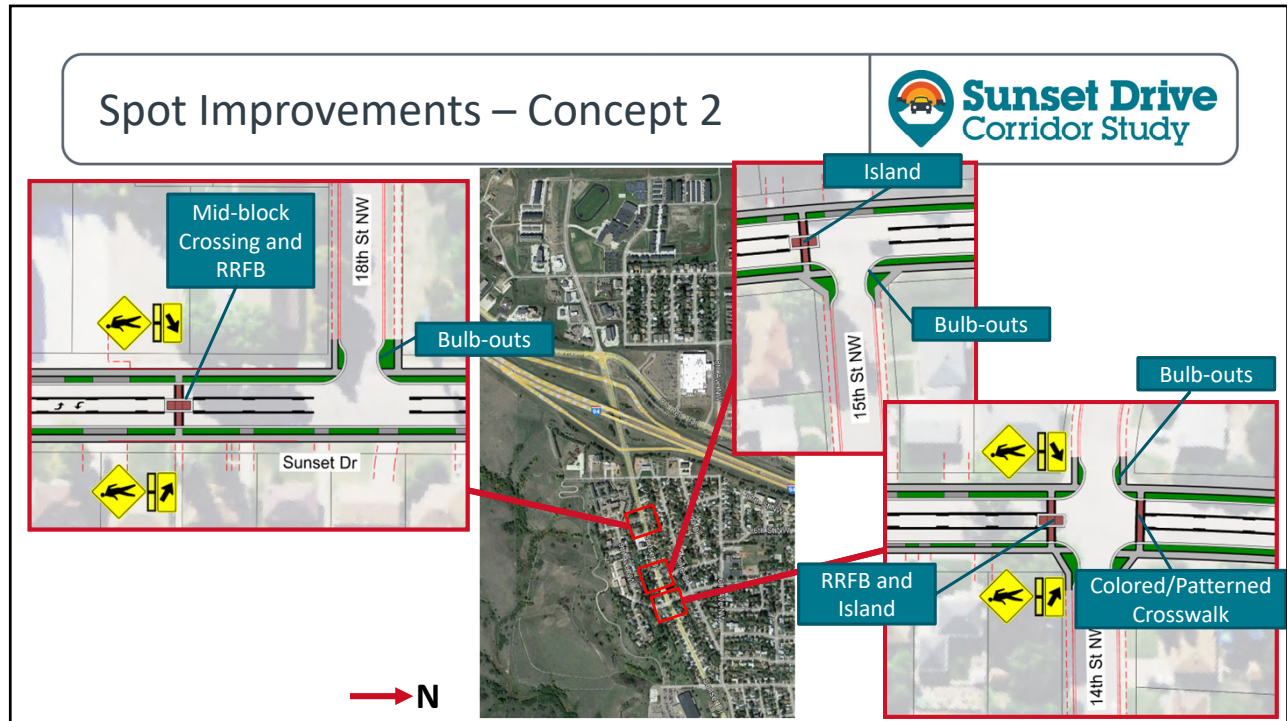


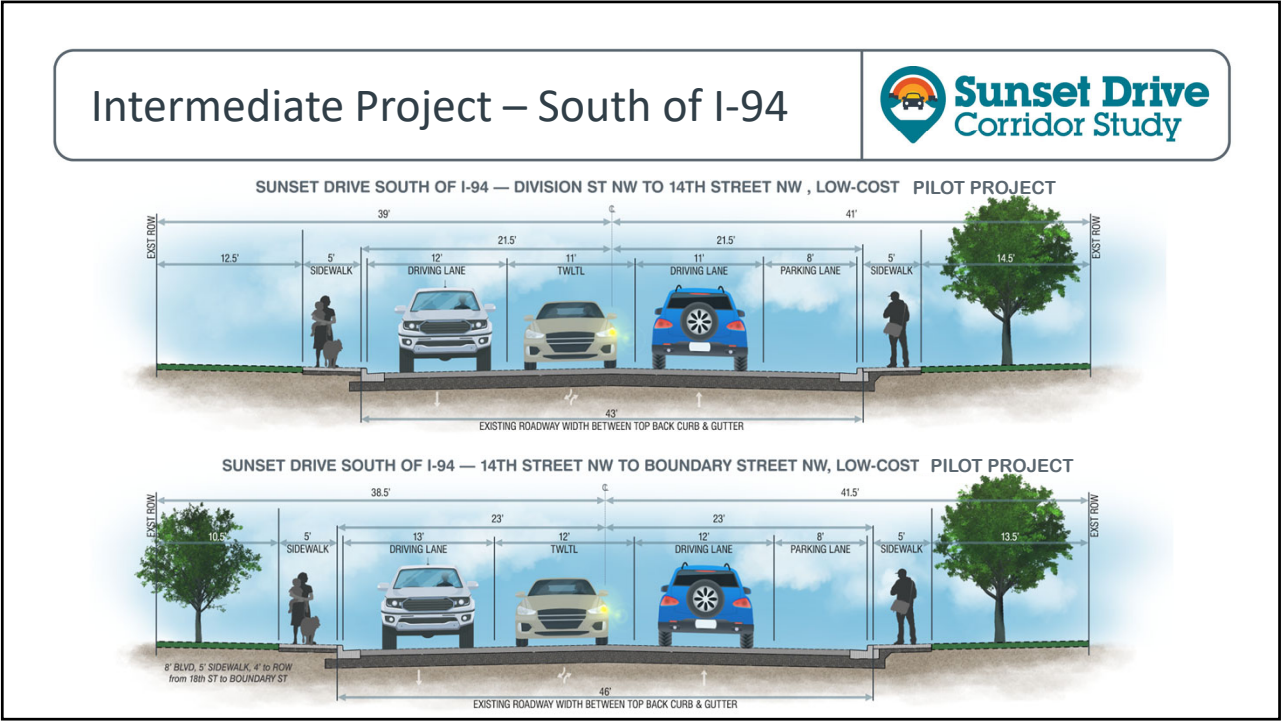
SUNSET DRIVE SOUTH OF I-94 — 14TH STREET NW TO BOUNDARY STREET NW, CONCEPT 2



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Cost Approximations

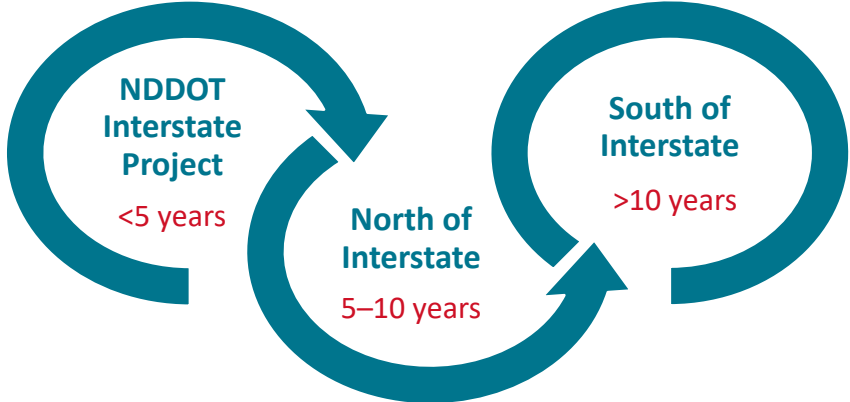


Sunset Drive - Division to Boundary & Old Red Trail to 38th St			
Location	Concept 1	Concept 2	Concept 3
Division St to Boundary St	\$ 1,309,000	\$ 1,358,000	\$ 1,465,000
Old Red Trail to 31 st St	\$ 6,097,000	\$ 6,630,000	\$ 7,125,000
31 st St to 38 th St	\$ 9,258,000	\$ 10,142,000	\$ 10,977,000
Subtotal	\$ 16,664,000	\$ 18,130,000	\$ 19,567,000
w/ 27 th St Roundabout		\$ 1,200,000	
Total	\$ 19,664,000	\$ 21,130,000	\$ 22,567,000
w/ 27 th St Signal		\$ 600,000	
Total	\$ 17,264,000	\$ 18,730,000	\$ 20,167,000

Project Implementation



- Final MPO Approval (June)
- Larger Project Timelines:



The diagram illustrates the timeline for three project segments. It features three overlapping circular arrows pointing clockwise. The leftmost arrow is labeled 'NDDOT Interstate Project' with '<5 years' below it. The middle arrow is labeled 'North of Interstate' with '5-10 years' below it. The rightmost arrow is labeled 'South of Interstate' with '>10 years' below it.

Questions





The icon consists of two speech bubbles. The left bubble is teal and contains a white letter 'Q'. The right bubble is orange and contains a white letter 'A'. The orange bubble is positioned slightly above and to the right of the teal bubble, with its tail pointing towards the teal bubble's tail.



Sunset Drive Corridor Study

Bismarck-Mandan Metropolitan
Planning Organization (or MPO)



Final Report | April 2023

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Executive Summary

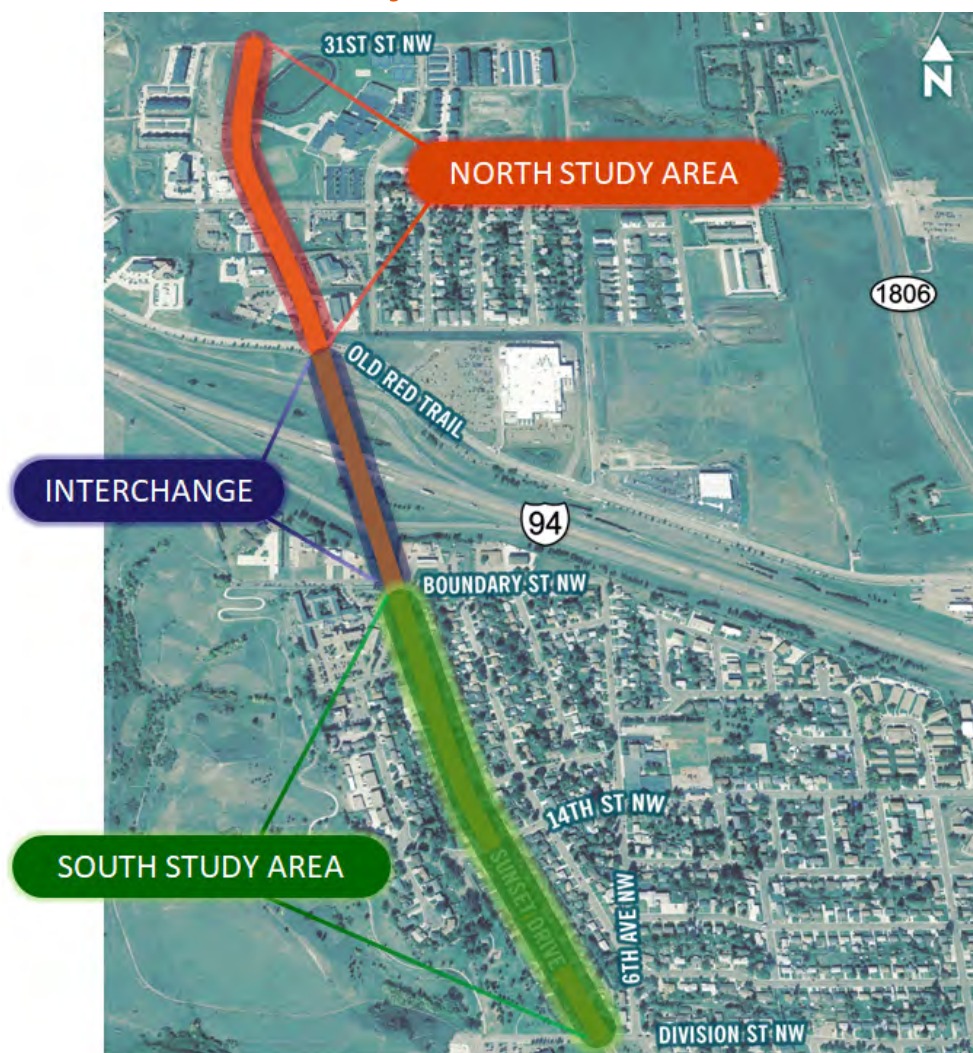
The Sunset Drive Corridor in Mandan, ND is a major transportation route between downtown Mandan to the south and Interstate 94 (I-94)/northwest Mandan to the north. The corridor study area extends along Sunset Drive from Division Street NW to 38th Street NW, intersecting major east/west functionally classified roadways including 27th Street NW, Old Red Trail, I-94, 14th Street NW and Division Street NW.

Strain has been placed on the region's public service costs and infrastructure from western North Dakota's unprecedented growth over the last decade and subsequent heightened level of growth that the Bismarck-Mandan community experienced. Notably, the region's transportation infrastructure and specifically for Mandan, the Sunset Drive corridor, have experienced heightened impacts. The future reconstruction and reconfiguration of Sunset Drive NW creates an opportunity to reallocate the right-of-way to better serve changing transportation needs, particularly by studying proper lane striping, parking policy, and pedestrian infrastructure. This study will also analyze intersection geometry and traffic operations for the purpose of evaluating the potential effect of corridor lane and/or roadway reconfiguration on neighboring streets and the surrounding roadways. The corridor study will take into consideration best practices for new development of the northward extension of the Sunset Drive corridor beyond 31st Street NW as northern Mandan develops.

Purpose and Need Statement

The purpose of the Sunset Drive corridor study is to address the expanding needs due to population growth and reassess the needs and uses of the aging infrastructure by producing planning alternatives to guide future development and redevelopment of the corridor to better serve the needs of all users (vehicular, bicycle, pedestrian, transit, etc.). Specifically, to assess opportunities to reallocate the right-of-way by studying appropriate lane striping, parking policy, and pedestrian infrastructure.

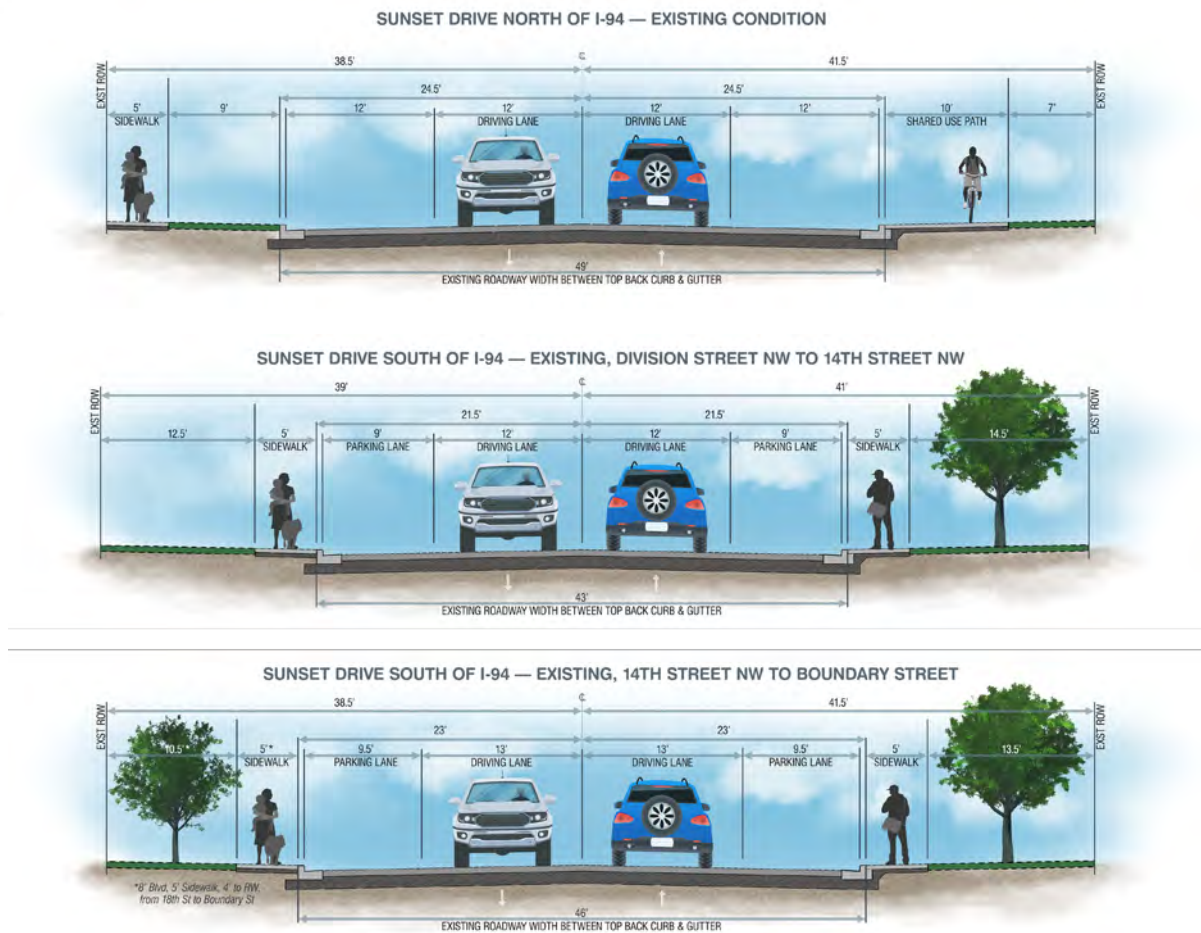
Figure 1. Sunset Drive Corridor



EXISTING CONDITIONS

The corridor has three functionally distinct subareas that have different recommendations and alternatives throughout the process of the corridor study. The first subarea is the south section from Division Street to Boundary Street which is predominantly residential in nature. The second Subarea is the I-94 interchange area from Boundary Street to Old Red Trail which serves as a transitional space between the south and north segments while connecting Sunset Drive to I-94. The north subarea is primarily commercial in nature immediately adjacent to the corridor with some residential land uses nearby. It is important to note that the I-94 ramp intersections between Boundary Street and Old Red Trail are within the corridor study area but are NOT considered study intersections. These intersections will be included in modeling and general discussion of the report, but recommendations will not be made.

Figure 2. Existing Conditions Typical Sections



Currently the corridor is an undivided two-lane facility with turn lanes only present at the I-94 ramps and Old Red Trail intersections with a posted speed limit of 25 mph. Sidewalks are present on both sides of Sunset Drive between Division Street and Boundary Street, and on the west side of the roadway from Old Red Trail to 27th Street. The south segment of the corridor from Division Street to Boundary Street has no parking restrictions with enough pavement to accommodate parking on both sides of the roadway. General observations have shown that parking is consistently used but under capacity. The north segment of the corridor from Old Red Trail to 31st Street NW is signed as “no parking any time,” however the width of the roadway contains space to accommodate parking on both sides of the street. Observations have been made that on-street parking occurs in this section of the corridor even though it is not marked.

There were 111 crashes reported in the study area (including the I-94 ramp intersections) for the five-year analysis period between 2017 and 2021. There were no traffic fatalities or serious injury crashes reported during the analysis period. There were no crashes involving bicyclists or pedestrian reported during the analysis period. The crash frequency was higher during the cold weather months from November through March. Of the 69 crashes that occurred during cold months, 39 of them (more than half) occurred with icy, snowy, slushy, or wet roadway surface conditions. Without crashes occurring with less-than-ideal surface conditions, the cold winter month crash frequency falls more in trend with the warmer month data. Rear end crashes are the most predominant crash type in

the corridor with fifty-two crashes (47% of the crash history). The most predominant locations and directions of the rear end crashes were at the I-94 eastbound ramp and Old Red Trail in the northbound and southbound directions. Angle crashes were the second most predominant crash type with thirty-four crashes in the crash history (31%). The angle crashes are generally spread out throughout the corridor and more concentrated around higher volume intersections. The parking crash trend indicates that creating a well-defined parking space that is predictable for moving vehicles in the corridor, would be beneficial.

There were 15 crashes reported along the Sunset Drive between Division Street and Boundary during the analysis period that do not include intersection crashes. The most predominant crash type was rear end crashes (6 of 15). Five of the six rear end crashes occurred in the northbound direction, and one occurred in the southbound direction. The second most predominant crash type in this segment was backing crashes (5 of 15). Six of the segment crashes involved a parked vehicle.

The corridor carries between 8,000 to 10,000 vehicles daily in the south subarea, 10,000 to 16,000 vehicles daily in the I-94 interchange area between Boundary Street and Old Red Trail, and drops off rapidly north of Old Red Trail from 7,000 daily vehicles to less than 500. The AM peak hour along the corridor occurs from 7:00 AM to 8:00 AM, while the PM peak occurs from 3:00 PM to 4:00 PM. The earlier PM peak hour is due to the adjacent schools to the corridor. Traffic volumes are generally split evenly in the northbound and southbound directions throughout the day. Based on this planning-level capacity approach, the Sunset Drive corridor operates between the level of service (LOS) A or LOS D range. Based on traffic modeling, Sunset Drive has existing peak hour traffic operations between LOS A and C for all locations within the AM and PM peak hour. Average travel times through the study corridor are approximately three and a half minutes to just over 4 minutes, plus or minus about 10 seconds. The average travel speeds equate to approximately 21 to 23 mph. Existing conditions traffic analysis did not show any capacity concerns.

Table 1. Existing (2022) Intersection Capacity Analysis

Sunset Dr Intersection	Traffic Control	AM Peak Hour	PM Peak Hour
Division St NW	SSS ¹	C (25 sec)	B (12 sec)
14 th St NW	SSS	B (14 sec)	A (8 sec)
Boundary Rd	SSS	C (23 sec)	C (21 sec)
Old Red Trail	Signal	B (17 sec)	B (17 sec)
27 th St NW	SSS	B (14 sec)	A (8 sec)
31 st St NW	SSS	A (1 sec)	A (1 sec)

1 – SSS = side street stop control

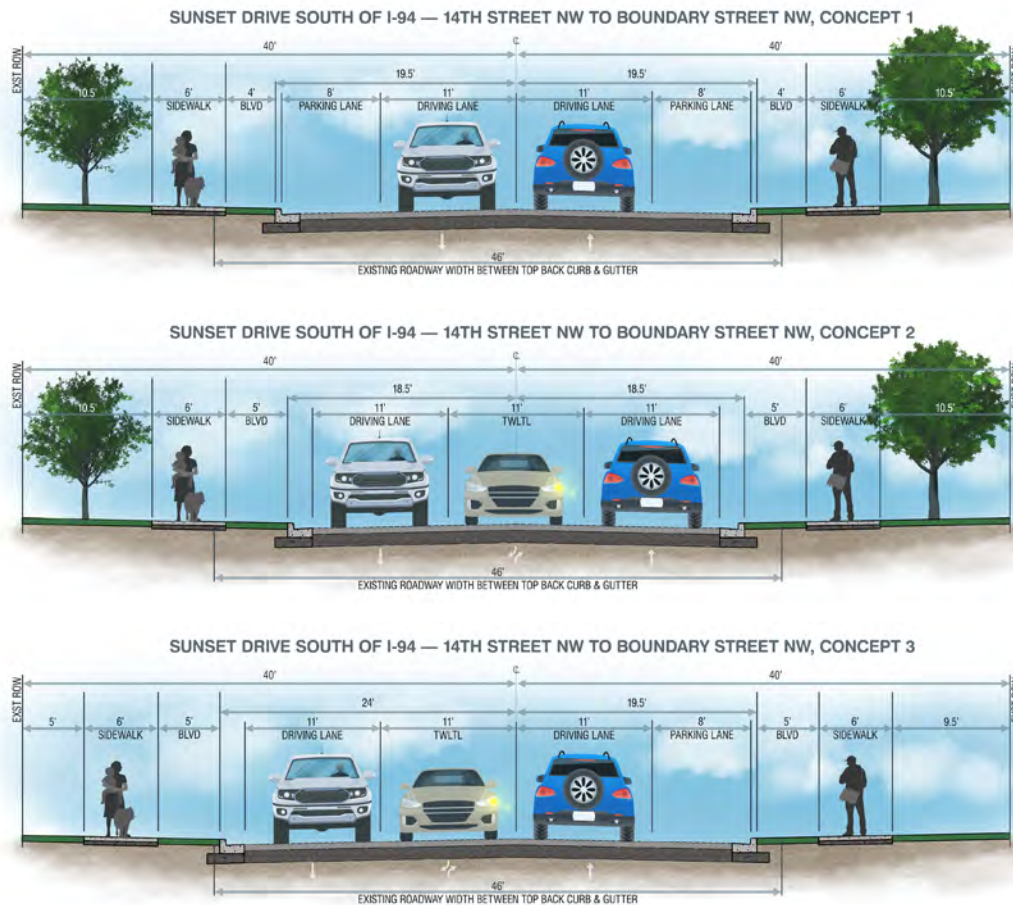
FUTURE CONDITIONS

Sunset Drive has seen significant historic growth in the past decade. 2022 volumes were 10–20% higher than predicted by the Advanced Traffic Analysis Center (ATAC) Travel Demand Model (developed in 2016). Traffic growth is expected to continue but at a slower pace than the last 5 to 10 years. Four growth scenarios were evaluated from the ATAC model which include, 2030 without Sunset Drive Extension (10% growth from existing), 2030 with Sunset Drive Extension (20% growth from existing), 2045 Base Growth (40% growth over existing) and 2045 Full Growth (50% growth over existing). 2045 growth scenarios include the Sunset Drive Extension. There is the potential for a large development to increase traffic on Sunset Drive that was not included in the ATAC model. One third of this traffic was added to the full buildout scenario for 2045 to create a sensitivity analysis. This added approximately 2,500 daily trips on Sunset Drive north of the Interchange area. In the future no-build scenario growth scenarios there were a few operational concerns at specific intersections. 27th Street and Boundary Street are expected to experience failing side street traffic operations by the year 2030 in the peak hours. Division Street and 14th Street show deteriorating traffic operations in 2045 with failing operations in the PM peak-hours of the sensitivity analysis. Aside from the intersections, the corridor itself showed no capacity concerns even in the sensitivity analysis. As such, a four-lane section was not explored in the alternatives analysis since it would not be necessary from a capacity standpoint. Additionally, in the south subarea there is dense residential driveway spacing less than 100 feet apart. With limited options to reduce access, a four-lane section would decrease safety on a corridor with dense access spacing.

The south segment alternatives focused on typical sections. The three alternatives developed, and their technical ranking results were:

- » Technical Ranking 1 – Three Lane with Parking on One Side (Concept 3)
- » Technical Ranking 2 – Three Lane with No Parking (Concept 2)
- » Technical Ranking 3 – Two Lane with Parking on Both Sides (Concept 1)

Figure 3. South Segment Alternative Concepts



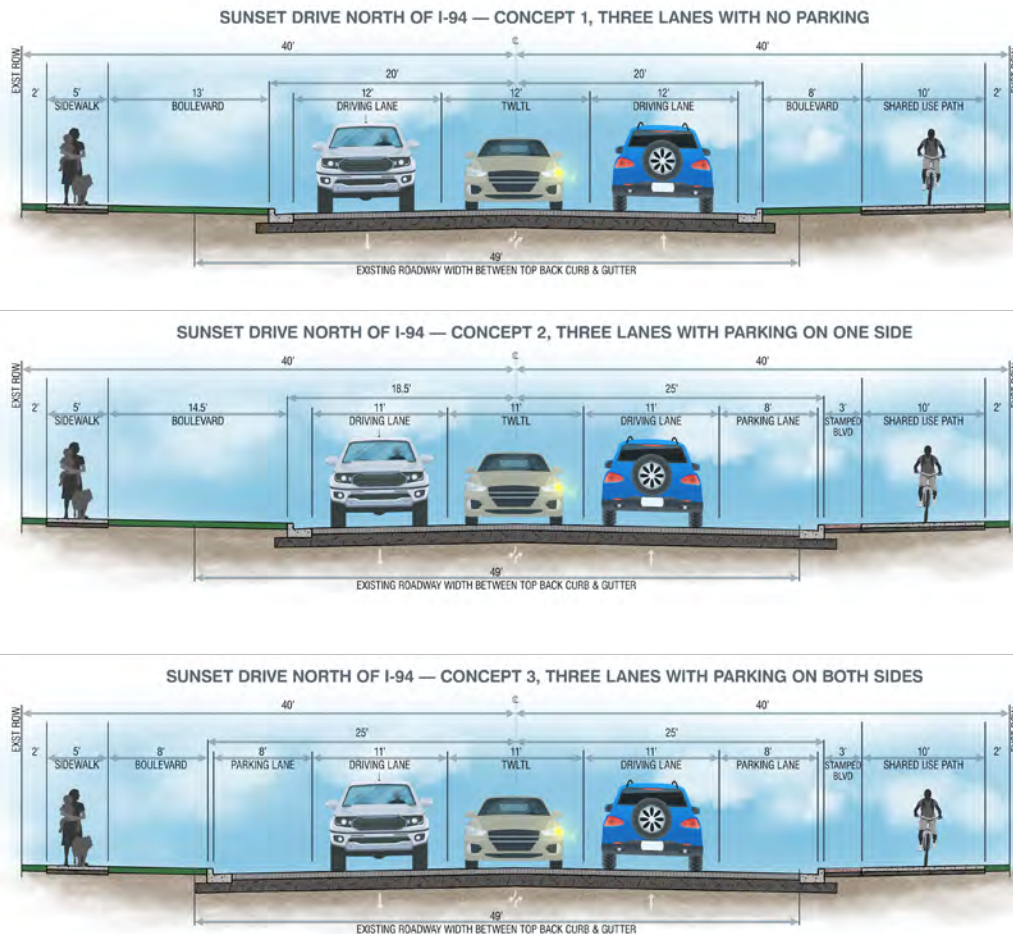
All typical section alternatives are expected to operate at an acceptable level of service, increase corridor safety, and improve bike/pedestrian safety and trip quality. The alternatives were ranked based on a three-lane section providing more mobility and better traffic operations, and parking capacity only being needed on one side of the street without any anticipation for increased parking needs in the future. In addition to the cross section alternatives, spot improvement considerations at 14th Street in this segment included a southbound left turn lane if a two-lane section is constructed to help with traffic capacity, parking restrictions near the intersection to improve sight lines, and an enhanced pedestrian crossing potentially using a refuge island on the south leg of the intersection in place of a northbound left turn lane with a Rectangular Rapid-Flashing Beacon (RRFB). Additionally, the recommendation was made to improve all pedestrian crossings at public intersections with color/imprinted concrete and to add a mid-block crossing between 15th Street and 18th Street with an RRFB.

As stated above the I-94 ramp intersections are not within the scope of this corridor study; however, four alternatives were considered to aid in understanding the impacts changes to the interchange would have on the rest of the corridor. These alternatives included roundabouts at the ramp terminals, a northwest loop, a Single Point Urban Interchange (SPUI), and a Diverging Diamond Interchange (DDI). Traffic operation analysis showed that the roundabout alternative would be expected to decrease traffic operation level of service. The northwest loop alternative showed little to no benefit over no build. Both the SPUI and DDI showed the potential for a traffic operation and safety benefit for the ramp terminals. The DDI was ranked the best technical solution in for the subarea based on high benefits for a lower cost and impacts compared to the SPUI alternative.

The north segment alternatives focused on typical sections. The three alternatives developed, and their technical ranking results were:

- » Technical Ranking 1– Three Lanes with Parking on One Side (Concept 2)
- » Technical Ranking 2 – Three Lane with Parking on Both Sides (Concept 3)
- » Technical Ranking 3 –Three Lane with No Parking (Concept 1)

Figure 4. North Segment Alternative Concepts



All typical section alternatives would be expected to operate at an acceptable level of service, increase corridor safety, and improve bike/pedestrian safety and trip quality. All three alternatives added multimodal facilities to the corridor as well, the major difference in the technical ranking was the parking. While some parking capacity was needed, it was also deemed beneficial to reduce the cross section and width of pavement for safety. This balance of parking need and narrower pavement width is why the three-lane with parking only on the East side scored best in the technical ranking. In addition to the cross-section alternatives, spot improvement considerations at 27th street included considering new intersection control when volumes warrant a traffic signal or a multi-lane (2X1) roundabout. As Sunset Drive is extended north past 31st Street, it is recommended that the City implement policies and practices related to access spacing, on-site business parking for new developments, and transit stops.

Figure 5. 27th Street Concepts

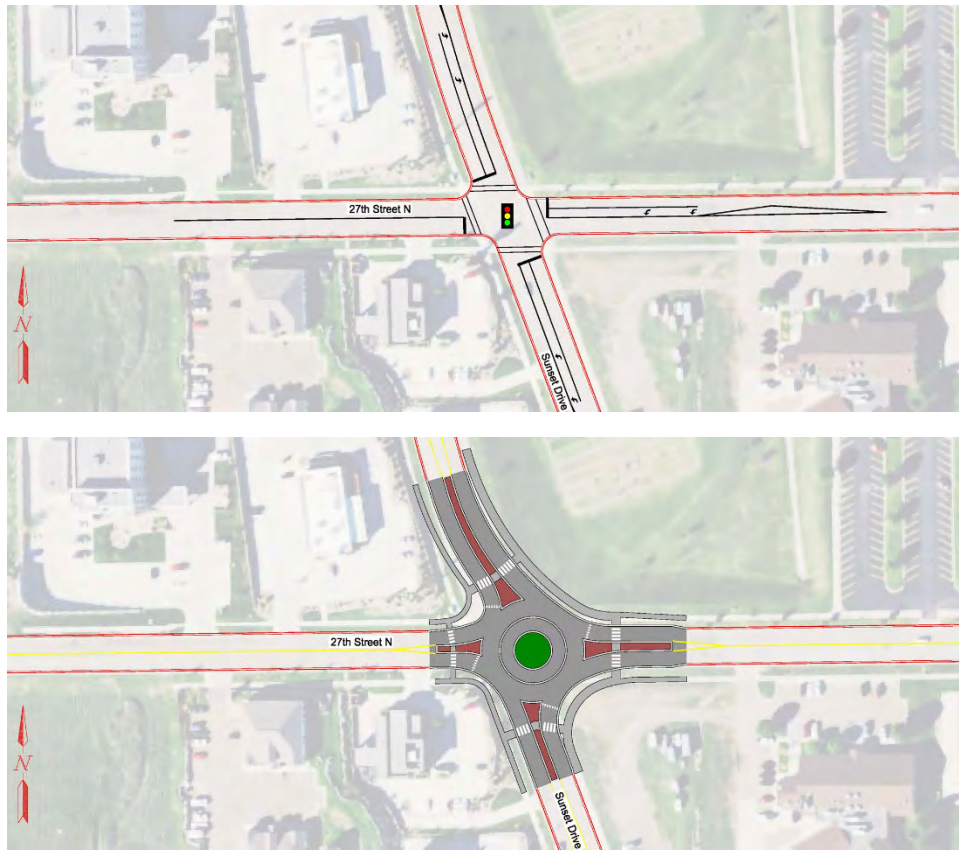


Table 2. Future No Build (2045) Sensitivity Analysis Growth Scenario Intersection Capacity Analysis

Sunset Dr Intersection	Traffic Control	Mainline Operations (PM)	Side Street Operations (PM)	Notes
Division St NW	SSS ¹	A (4 sec)	F (66 sec)	Side Street operations show as failing but are heavily dependent on the redevelopment of the Mandan High School Site. Intersection controls should be re-evaluated when the old Mandan Highschool site is redeveloped.
14 th St NW	SSS	A (9 sec)	F (98 sec)	A traffic signal and all-way stop control were evaluated but not warranted. Access consolidation could be considered but the existing infrastructure does not support re-routed trips. No mitigation is recommended.
Boundary St	SSS	B (12 sec)	F (100+ sec)	Intersection controls are anticipated to change with the I-94 interchange project the NDDOT is currently progressing. A traffic signal would bring traffic operations to an acceptable level.
Old Red Trail	Signal	D (40 sec) ²		Intersection design is anticipated to change with I-94 interchange project the NDDOT is currently progressing.
27 th St NW	SSS	A (5 sec)	F (100+ sec)	Either a traffic signal or roundabout would increase the LOS to C or better.
31 st St NW	SSS	A (3 sec)	B (11 sec)	No mitigation needed.

1 – SSS = side street stop control

2 – Signal operations are evaluated for the whole intersection

Public Engagement

The public engagement process was established to utilize public input as guiding principles in the development of corridor alternatives. The engagement was designed to share information with interested parties and to collect input to guide decision making. The public involvement goals for the project were as follows:

- » Provide information to the public in a timely, clear, and effective manner.
- » Engage stakeholders in meaningful and accessible ways.
- » Solicit early and continuous input from stakeholders.
- » Provide transparency during the recommendation development process.
- » Maintain and strengthen the relationship between Bismarck-Mandan Metropolitan Planning Organization (BMMPO), project partners, and key stakeholders.

A designated Steering Committee provided technical guidance and leadership throughout the study process. The Committee consisted of the following members:

Justin Froseth, Mandan City Engineer

Andrew Stromme, Mandan City Planning

Mitch Murray and Jarek Wigness, Mandan Assist. City Engineer

Mitch Bitz, Mandan Public Works

Ellen Huber and Madison Cermak, Business Development

Natalie Pierce, County Planner

Deidre Hughes, Bis-Man Transit

Kim Riepl, BMMPO Staff

Wayne Zacher, NDDOT Local Government

Dean Schloss, NDDOT Bismarck District

Kristen Sperry, FHWA- ND

Ranae Tunison, FTA- Region VIII

The project team held two separate stakeholder meetings and public input meetings (PIM) with the following strategies:

- » **Stakeholder and PIM #1**
Issues Identification and Needs Assessment
- » **Stakeholder and PIM #2**
Review Corridor Concepts and Alternatives

Along with in-person input opportunities, the public was able to provide ideas, feedback, and input online through the project website with the use of an interactive map and surveys. Additional outreach efforts included social media, flyers to area business, and direct mailers to a select group of residents.

See “Public Involvement Phase 1 Summary” and “Public Involvement Phase 2 Summary” reports for detailed survey results and comments received during the public involvement process.

Access Management and Setbacks

With the pending update of its Zoning and Land Development Code the City of Mandan will have the opportunity to establish more updated and modernized access management standards. Access management standards are typically applied based on a roadways functional class based on the approved functional map used by the BMMPO. For the Sunset Drive Corridor much of the access south of 27th Street is generally set in place. However, north of 27th Street through 31st Street and as part of future potential corridor extension to 38th Street, access and setback standards should be set at a typical collector standard which would be no more than one access per 660 feet or every 1/8-mile. Refer to **Figure 6**.

Figure 6. Access Points



The 27th Street intersection should reserve enough right-of-way to accommodate both traffic control options, specifically a roundabout since it requires the most. Per **Figure 5 on page 6** the roundabout could take advantage of the undeveloped land east of the intersection and place a centroid of the possible roundabout at 46° 51' 00.40" N, 100° 54' 34.30" E with a radius of 80 feet. See **Figure 7** for roundabout setbacks.

Next Steps and Implementation

SOUTH SEGMENT – DIVISION STREET TO BOUNDARY STREET

A range of three project alternatives were developed for the south segment of the corridor study from Boundary Street to Division Street. This corridor study ranked **Alternative 2 – Three-lane with parking on east side** as the most technically-feasible alternative. This also included a series of potential spot improvements to address issues regarding parking, turning movements and pedestrian accommodations. The City and the BMMPO should continue to monitor conditions along this stretch of corridor and determine the potential for the development of a locally or federally funded improvements through either Mandan's Capital Improvement Program (CIP) of the BMMPO Transportation Implementation Plan (TIP). The highest technically ranked alternative(s) should be integrated for consideration into the ongoing BMMPO Master Transportation Plan (MTP) update.

INTERCHANGE AREA – BOUNDARY ROAD TO OLD RED TRAIL

Preliminary concepts were developed to a range of multimodal conditions along this stretch of corridor. NDDOT is currently studying this segment of the corridor in more detail over 2023 and into 2024. This corridor study ranked the development of the **diverging diamond interchange (DDI)** as the highest ranked alternative. Impacts from other improvements resulting from NDDOT's interchange project north of Old Red Trail, such as a second northbound lane to 27th St NE, will be addressed as part of NDDOT's interchange project. The City of Mandan and the BMMPO should stay engaged with the NDDOT through the required metropolitan planning process to ensure improvements are evaluated, prioritized, and integrated into the BMMPO MTP and TIP over the next 12 to 18 months.

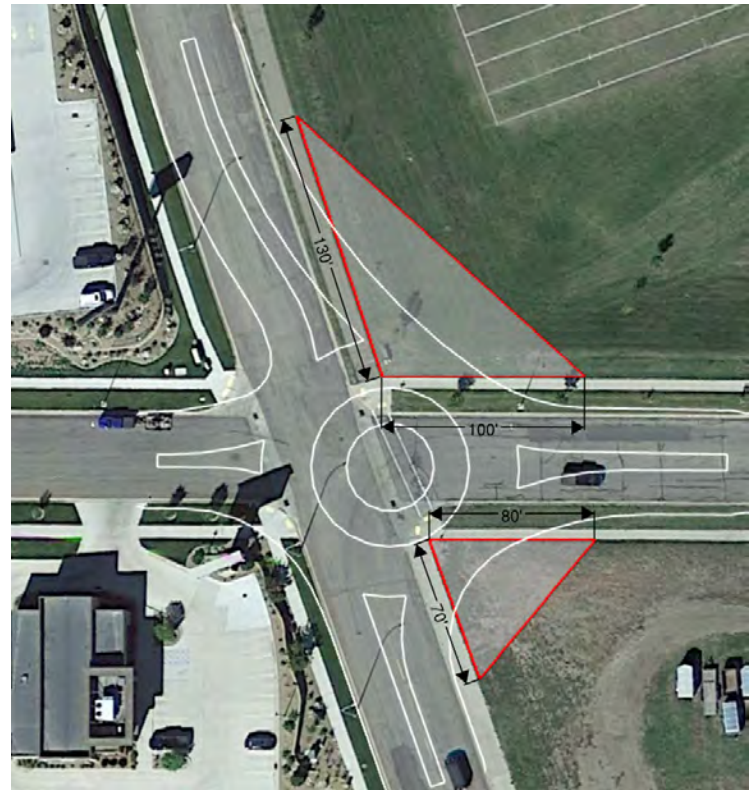
NORTH SEGMENT – OLD RED TRAIL TO 31ST STREET

A range of three project alternatives were developed for the north segment of the corridor study and two options for intersection improvements at the 27th Street Intersection. Each involves modifications to the existing roadway to address needed improvements to pedestrian accommodation, potential changes in parking along the corridor and needed intersection improvements. **Alternative 2 – Three-Lane with street parking on the east side and a roundabout at the 27th Street** were the highest technically ranked alternatives. The City and the BMMPO should continue to monitor conditions along this stretch of corridor and determine the potential for the development of locally or federally funded improvements through either Mandan's CIP or the BMMPO TIP. The highest technically ranked alternative(s) should be integrated for consideration into the ongoing BMMPO MTP update.

SUNSET DRIVE EXTENSION – NORTH OF 31ST STREET

Depending on the pace of development, specifically the 550 acres of potential development evaluated north and west of the study area, an extension of Sunset Drive may be warranted by 2030. Again, this extension appears to be development driven. Currently classified as a collector to 27th Street, the extension past 31st Street to 38th Street should be planned as at least a collector roadway.

Figure 7. Roundabout Setbacks



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

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

SAFE ROUTES TO SERVICES / COMPLETE STREETS STUDY

Qualifications based selection criteria will be used to analyze technical proposals and interviews from responding consultants. The MPO reserves the right to reject any or all proposals. **This project has a not to exceed budget of \$200,000.**

Interested firms should contact Kim Riepl, Transportation Planner, at the Bismarck-Mandan MPO, 221 N 5th Street P.O. Box 5503, Bismarck ND 58501. Contact can also be made via phone 701.355.1844 or by email: kriepl@bismarcknd.gov.

All proposals received by 4:00 PM (CST) on Tuesday, July 18, 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. Appendix material is not counted toward the eight (8) page limit. Submittals must be received no later than 4:00 PM (CT), Tuesday, July 18, 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:
SAFE ROUTES TO SERVICES / COMPLETE STREETS
STUDY



BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION

Kim Riepl
Transportation Planner

PROPOSALS MUST BE DELIVERED TO
BISMARCK-MANDAN MPO
BY 4:00 P.M. Central Time, Tuesday, July 18, 2023

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Appendix A: Proposed Sub-Consultant Request Form

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

Appendix C: Certification and Restriction on Lobbying Form

Appendix D: Federal, State and Local Clauses

I. PURPOSE OF THE REQUEST

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

Safe Routes to Services/Complete Streets Study

The MPO is requesting services to complete a study to aid in the development of a comprehensive, integrated multi-modal transportation network to allow for safe travel within the communities of Bismarck, ND and Mandan, ND, for all users, including those populations of a traditionally underserved, vulnerable, disabled, or disadvantaged status. This study will address capacity building elements in a transportation context to provide an understanding of the community and transportation network conditions within areas that may have populations of a traditionally underserved, vulnerable, disabled, or disadvantaged status or may have Environmental Justice concerns and to essential destinations which may lie outside such areas. It will identify safety, connectivity, and equity concerns, and will provide recommendations regarding policies, transportation services, programs, procedures, design standards/guidelines to enhance transportation options for disadvantaged communities relative to the essential services they depend upon. The Safe Routes to Services/Complete Streets Study will be conducted in cooperation with the City of Bismarck, the City of Mandan, the North Dakota Department of Transportation, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

II. GENERAL INSTRUCTIONS

A. Any questions or comments regarding this proposal should be submitted to: Kim Riepl Bismarck-Mandan MPO 221 N 5th Street P.O. Box 5503 Bismarck, ND 58506-5503 Phone: 701.355.1844 E-Mail: kriepl@bismarcknd.gov
B. Proposals shall be submitted to: Bismarck-Mandan MPO City/County Office Building 221 N 5th Street P.O. Box 5503 Bismarck, ND 58506-5503
C. All Proposals must be clearly identified and marked as follows: Proposal for: INSERT SUBMITTING FIRM'S NAME HERE Safe Routes to Services / Complete Streets Study Bismarck-Mandan MPO
D. The MPO will only consider proposals received prior to 4:00 PM Central Time on Tuesday, July 18, 2023. Seven (7) copies of the written proposal, along with one (1) electronic copy, must be received by the deadline. Electronic copies may be sent via a flash drive or emailed to kriepl@bismarcknd.gov. Proposals received after the 4:00 PM deadline will be considered unresponsive and will not be considered for an interview. The MPO reserves the right to reject any or all proposals.
E. Proposal Cut Down: The Selection Committee intends to interview between three (3) and five (5) consultants, depending on the number and quality of proposals received. Strength of the written proposals will be the basis

for awarding an interview. Consultants who are awarded an interview will be notified by phone July 27, 2023. Consultants not selected for an interview will be notified in writing.
F. 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: MPO, City of Bismarck, City of Mandan, Bis-Man Transit, and three (3) persons representing the interests of local Environmental Justice or underserved populations. The MPO Project Manager will moderate the interviews. Tie breaking votes are determined first via employment of a ND-certified Disadvantaged Business Enterprise (DBE), and then, if no DBE, by the moderator's scoring.
G. Interviews: Consultants will be evaluated on both written proposal and in-person interviews. Ranking is based on the criteria listed in Section V: Evaluation Criteria and Process. Interviews are planned to be held August 8-11, 2023. Consultants will be given forty-five (45) minutes to present their proposals and entertain questions. The consultant will be responsible for managing their interview and allowing time for questions. There will be fifteen (15) minutes between interviews to allow for set up and tear down of equipment.
H. Disadvantaged Business Enterprise: In the event of equally ranked consultants, additional positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. The DBE company must be certified with the North Dakota Department of Transportation (NDDOT). This applies equally to the Prime or Sub-Consulting company, and any such company should be identified in the proposal.
I. Selection and Approvals: Selection will be based on the interview committee's recommendation. All interviewees will be notified of the selection results by phone and formal letter. Approval of top ranked consultant will be requested of the MPO's TAC and Policy Board on August 14, 2023, and on August 15, 2023, respectively.
J. Contract Negotiations: Contract negotiations will begin immediately after Policy Board approval. Consultant will be required to prepare a scope of work and final fee schedule which will be included in the MPO's template contract as Exhibit A. Draft contracts are reviewed by MPO Staff, its partners and legal counsel. Upon successful negotiations, the MPO intends to execute the contract upon staff authority. Successful final negotiations shall include: 1.) Prime Consultant scope of work and final fee schedule not exceeding \$200,000 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 provided by MPO) 5.) SFN 60233: Prime Consultant Request to Sublet Form (blank form provided by MPO) 6.) SF330 Form for NDDOT, if needed (see Section III: Content of Proposals)

III. CONTENT OF PROPOSALS

Length of Proposals:

The main body of the proposal shall be no more than eight (8) single-sided pages and pages shall be numbered. 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 count toward the proposal page limit of eight (8) pages.

Required Elements for Proposal:

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

- Description of Firm
- Technical Capabilities
- Personnel Assignments and Qualifications
 - Organizational chart showing project team and general activities

- Table of key individuals' time availability for project/study
- Pertinent Previous Experience and Performance
- Understanding of Project and Proposed Work Approach

Required Elements for Appendix:

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

- **Proposed Project Schedule:** Proposed schedules may begin as early as August 28, 2023 and should detail all activities necessary to complete the study. Activities may include but are not limited to:
 - Monthly updates (via telephone or in person) to MPO TAC and Policy Board
 - Steering Committee Meetings/ Activities
 - Documents/Tech Memos for Study Milestones
 - Stakeholder Interviews
 - Data Acquisition (provided, as available, by MPO, NDDOT, City of Bismarck, or City of Mandan)
 - Public Input Meetings
 - Public Outreach Activities (webpage, meetings, social media, news releases, etc.)
 - Draft Report Development
 - Draft Report Review by Steering Committee, MPO, NDDOT, FHWA, and FTA (required before presentation to Commissions and MPO Boards)
 - Final Presentations to the Bismarck City Commission, Mandan City Commission, and MPO TAC and Policy Boards
- **Resumes or List of Personnel** who will be assigned to work on the project (including titles, education, and/or work experience).
- **Sub-Consultant Information** to include 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.

Optional: Consultants are encouraged to update or complete a Federal Standard Form 330 (Architect-Engineer Qualifications). The SF 330 is an NDDOT requirement, and proves the consultant is pre-qualified to provide architectural, engineering and/or planning services for NDDOT. Consultants will not be penalized if the SF 330 is not included in their proposal, but **the consultant selected for contract negotiations must either be prequalified with the North Dakota Department of Transportation (NDDOT) or must provide an active SF 330 before the contract can be signed.** See http://www.dot.nd.gov/divisions/environmental/docs/cnsultnt_prequal_requirements.pdf for link to the SF 330. All SF 330 forms will be kept on file by the MPO and forwarded to NDDOT.

Disclosure of Proposal Ownership:

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, State, and Local Contract Requirements:

Federally funded projects executed by the MPO require the inclusion of specific clauses in all contracts. Consultants should be prepared to abide by the necessary clauses and include each verbatim and unaltered in all potential contracts with the Bismarck-Mandan MPO. *The clauses can be reviewed in Appendix D: Local, State and Federal Clauses.*

Ownership of Work Product:

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 sub-consultants 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 NDDOT, with an unlimited license for use by the federal government and its assignees without charge.

General Information:

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

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

- 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
- ArcGIS Online

V. EVALUATION CRITERIA AND PROCESS

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

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

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

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

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

VI. REGIONAL CONTEXT AND EXISTING CONDITIONS

Bismarck-Mandan MPO Region:

The Bismarck-Mandan MPO consists of the cities of Mandan, Bismarck, and Lincoln, and the metropolitan portions of Burleigh and Morton counties. 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. It is bisected from north to south by the Missouri River and is generally comprised of rolling topography throughout. The MPO area has a population of approximately 123,000 (Source: US Census Bureau 2020 Decennial Census) or approximately 50,000 households. This translates to roughly 32,300 households and an approximate population of 74,00 in Bismarck and about 9,800 households and a population just over 24,000 in Mandan (Source: 2016-2020 5-year American Community Survey). One of the more noteworthy challenges facing the MPO planning area is the heightened level of growth experienced, due largely to energy development in western North Dakota from 2011-2015. Historic growth trends in the area have traditionally hovered within a 1% to 1.5% annual rate of population growth. Currently, the adopted medium growth projection for the MPO area is a continuation of past trends, or a 1.1% annual growth rate for the period between 2025 and 2050.

While the growth is generally perceived as positive, there are some concerns of particular interest, specifically: the impact of rapid growth on public service costs, the continued ability of the MPO region to grow in an efficient manner, and the ability to maintain the high quality of life enjoyed by residents of the communities. Heightened rates of growth strain many aspects of the region's transportation infrastructure. Topography, man-made barriers, and historical development patterns have contributed to challenges regarding roadway connectivity, specifically north-south movements in Bismarck and east-west movements in Mandan. The heightened level of growth may also create a greater strain on area municipal services, schools, and transportation.

Local Existing Conditions:

The City of Bismarck is a community of roughly 74,000 population and serves as the center for government services, as the capital city of North Dakota and Burleigh County seat. The community also serves as a regional health care and retail center with a service area reaching into western and central North Dakota and parts of northern South Dakota and eastern Montana. It is a growing community projected to reach roughly 100,000 population by the year 2045. The downtown core of Bismarck contains the highest concentration of employment in the metropolitan area, providing numerous health care, government, retail, entertainment, and other essential services. Bismarck is a winter community and external conditions can be adverse in the wintertime, especially to those at greater health and physical mobility risk.

Although the dominant mode of transportation is via automobile, the Bismarck-Mandan area is served by a fixed route and para-transit system and has a fairly extensive multi-use trail network that provides access around the perimeter of the communities but with limited connectivity to major employment, retail/service, government, and health care services within the communities. A transit development plan is currently underway, which identifies the financial sustainability of the system as a near term challenge. Conversely, those who depend on the public transportation system the most, demand not only maintaining the system in place, but adding to the existing service opportunities. The *Bismarck-Burleigh Public Health Community Health Improvement Plan 2022-2024* identified access (or lack thereof) to essential health care services as one of the seven highest public health risks facing the community. Additionally, the *Together 2045: Bismarck Comprehensive Plan* was recently adopted. Multi-modal transportation connectivity was identified as an important need through the extensive public outreach efforts and is reflected in various goals and objectives throughout the plan.

Mandan, North Dakota spans an area of about 14 square miles and is characterized by a southeast to northwest development pattern that revolves around its central neighborhoods and downtown core. Being a smaller city within a larger metropolitan region, Mandan residents often have to venture beyond the city limits to access essential services such as major medical facilities, social services, and large retail stores in neighboring Bismarck. However, the community boasts a variety of commercial and recreational facilities dispersed throughout different neighborhoods and regions. Many of the newer areas of Mandan, developed after World War II, heavily rely on automobiles, making it challenging for all users to safely access services. As a result, the city seeks assistance to identify necessary improvements to enhance accessibility. Mandan's growth is influenced by the general economic well-being of the state and metropolitan area, as well as investments in public facilities including education and public spaces.

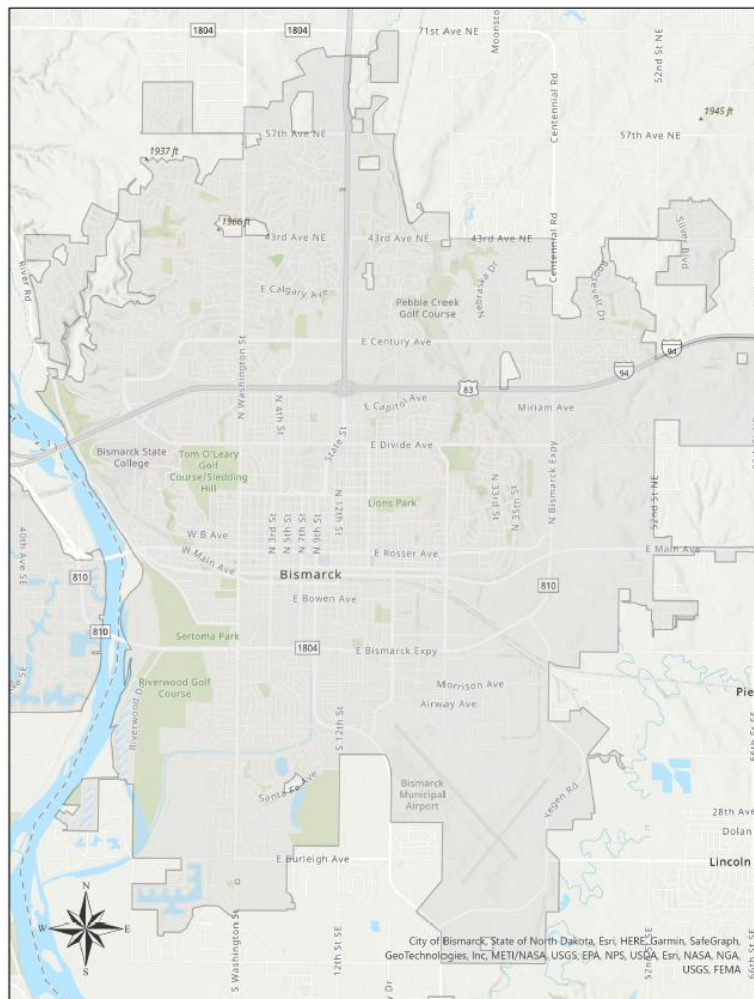
VII. OBJECTIVE

The cities of Bismarck, ND and Mandan, ND desire to develop a comprehensive, integrated multi-modal transportation network to allow for safe travel along and across the communities for all users, including those populations of a traditionally underserved, vulnerable, disabled, or disadvantaged status. The purpose of the study is to recommend transportation enhancements to provide safe transportation options between where concentrations of disadvantaged community members are living and the essential community services they depend upon. This study will address capacity building elements in a transportation context to provide an understanding of the community and transportation network conditions. It will identify safety, connectivity, and equity concerns, and will provide recommendations to inform future policies, transportation services, programs, procedures, design standards/guidance to enhance transportation options for disadvantaged communities in accessing the essential services they depend upon.

The consultant will be responsible for identifying underserved communities, recognizing their varying transportation needs, and prioritizing the creation of safe, connected networks in these communities and to the essential services on which they depend, which may lie outside the proximity of these communities. The desired outcome is a fair, safe, accessible, and healthy transportation network. Practitioners can address inequity in the transportation system by collecting and considering social and demographic data, disaggregating measures of performance, engaging with communities, and ensuring that project prioritization considers existing disparities.

VIII: STUDY AREA

Corporate City Limits for Bismarck, ND



Corporate City Limits for Mandan, ND



IX. SCOPE OF WORK

Project Management

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

Monthly TAC and Policy Board Meetings:

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

Steering Committee(s):

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

- Bismarck Engineer
- Bismarck Planner
- Mandan Engineer
- Mandan Planner
- Dakota Center for Independent Living
- HIT, Inc.
- Local Public Health Worker (Bismarck/Burleigh Public Health or Custer District Public Health)
- Missouri Valley Coalition of Homeless Persons
- Sacred Pipe Resource Center
- Bis-Man Transit Staff
- BMMPO Staff
- NDDOT Local Government Division
- NDDOT Bismarck District
- FHWA
- FTA

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

Data Collection:

The consultant shall identify the data collection needed to conduct an analysis of the study area to identify underserved populations or communities which may have Environmental Justice concerns and a technical analysis of potential recommendations and their impacts. The consultant shall also identify times and methods in which the data will be collected. The MPO, the City of Bismarck, and the City of Mandan will provide datasets as available. Any additional data collection needed to complete technical analysis will be the responsibility of the consultant.

Evaluate and Document Existing Conditions such as, but not limited to:

- Define: what is a disadvantaged/underserved community member
- Areas utilized by disadvantaged community members for shelter or transient residence
- Services which are essential and depended upon by disadvantaged/underserved populations within the community and where those essential services exist
- Corridors and transportation services that connect disadvantaged community members to essential services
- Crash History-vehicular, pedestrian, bicycle
- Functional Classification
- Geometrics
- Identify Existing Access Locations
- Identify Barriers- Natural and Manmade
- ITS Deployments
- Lane Configuration/Striping to Better Accommodate Multi-modal ie., Transit
- Lighting
- Pedestrian and Bicycle Accommodations and conformity with ADA standards
- Pavement Conditions (no field work, use only existing documentation)
- Right-of-Way
- Traffic Operations
- Transit Accommodations and Service Levels
- Typical Sections
- Utilities

Travel Demand Modeling:

The Bismarck-Mandan MPO's current Travel Demand Model (TDM) uses a base year of 2015. An update to the TDM with a base year of 2021 is anticipated to be completed by Advanced Traffic Analysis Center (ATAC) in 2023. It is not anticipated there will be a need for additional model runs associated with the Safe Routes to Services/Complete Streets Study. However, should the need arise, the contract for the model runs performed by ATAC will exist between ATAC and the MPO, not the consultant. Any additional microsimulation services warranted within this study shall be performed by the consultant.

Technical Analysis and Microsimulation:

- Origins and Destinations
- Intersection control evaluation (ICE)
- Level of Service Changes
- Delays

Issues Identification and Needs Assessment

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

Alternatives Development

Development of alternatives and/or recommendations should include a status-quo (no change) alternative with sub-alternatives as appropriate which will support multi-modal needs. Alternatives should be demonstrated in a manner which

allows the public and Steering Committee to graphically see what is being proposed. Alternative development should include, but not be limited to:

- Recommended roadway sections to meet future multi-modal needs
- Geometric improvements
- Intersection control
- Access management strategies
- Curbside management
- Incident management/alternate routes
- ITS/traffic operations
- Lighting enhancements
- Multi-modal levels of service
- Opportunities to close gaps in existing network of pedestrian/multi-use facilities
- Parking strategies
- Transit services opportunities

Alternatives Impact Analysis

Each alternative developed should include analysis which will help the study team to recommend a ranked group of alternatives for the specific areas identified through the Environmental Justice/underserved populations analysis. The analysis information which shall be provided for the specific areas identified through the Environmental Justice/underserved populations analysis should include but not be limited to:

- Access management guidelines
- Curbside management
- Incident management/alternate routes
- ITS/traffic operations strategies
- Multi-modal levels of service
- Opportunities to close gaps in existing network of pedestrian/multi-use facilities
- Parking
- Potential impact to traffic flow and ADT/AADT on surrounding network
- Safety improvements
- Traffic analysis– resultant vehicle delays and LOS
- Public Input on alternative
- Preliminary cost estimates

Feasible Alternative Identification

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

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

Planning Level Purpose and Need Statement

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

Project Implementation

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

Draft and Final Report

The consultant is responsible for providing the draft report and appendices in electronic format for review, as well as four (4) paper copies of the final report. The final reports shall be neatly bound and also offered in electronic format. All graphics of preliminary and final alternatives within the report shall be easy to read and easy to reproduce. Summaries and technical analysis of important meetings shall be included in the appendix of the report.

Executive Summary

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

X. REVIEW AND COMPLETION PROCESS

A. Draft Development and Review:

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

B. Final Presentations/ Completion:

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

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

C. Deliverables:

The final study report shall be produced after all comments on the draft report are addressed, final presentations are complete, and the report has been approved by the MPO TAC and Policy Board. A minimum of four (4) paper copies shall be provided as well as one (1) electronic version. All products are to be delivered to the MPO project manager for dissemination to the appropriate City and MPO staff, TAC and Policy Board Members, and oversight entities.

D. Schedule for Contract Development and Final Study Deadline:

RFP Submittal Deadline	July 18, 2023
Notification for Interviews	July 27, 2023
Interviews and Notification of Ranking	August 8-11, 2023
Formal Notification of Firms	August 15, 2023
Approval(s) and Notice to Proceed	August 28, 2023
Final Project Report & Presentations	September 30, 2024

XI. PUBLIC INVOLVEMENT PLAN

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

- 1) Three (3) Rounds of public meetings/design charrettes for the public, including residents, businesses, and stakeholders. Each Round of meetings will occur at three (3) separate intervals during the study and consist of one (1) meeting in Bismarck and one (1) meeting in Mandan. The designated time may include in-person or virtual meeting options. Meetings should inform the community of the study's purpose, extents, and progress; present existing conditions and alternatives; and engage the public to provide input. All input and attendance from the public meetings shall be recorded, and addressed, when necessary, in the study document.

- 2) Outreach to the major stakeholders and community members within areas identified as having concentrations of disadvantaged/underserved populations or having Environmental Justice concerns. This outreach may be conducted in a manner most suitable to obtaining meaningful feedback, and could include, but is not limited to, door-to-door, telephone, web-based meeting, or in-person group meetings. This outreach may occur at multiple times during the study and should be completed before public input meeting #3.
- 3) Consultants should also reach out to the community at large, as well as to interested or affected community members using novel means to inform the public and gather their opinions. Suggested ideas could include, but are not limited to, flyers; paper, telephone, or electronic surveys; booth or other presence at appropriate community events; updates in City bulletins; radio or television PSAs; coordination with local public or commercial media outlets; or presentation to advocacy/community/business groups.
- 4) A website for the study that will be interesting, provide up-to-date information, and be easy to use by the public. The consultant is encouraged to include recorded versions of public presentations and a map-based interface (interactive map) to provide additional opportunity for public comments.
- 5) The MPO requests that a member of the consultant team develops social media posts or other online engagement tools to enhance the public involvement process and encourage the public's participation. These posts and engagement tools, once designed, are to be shared with the MPO for dissemination of materials to appropriate parties for posting.
- 6) Four (4) final presentation meetings, with potential for each to be a public hearing. One meeting with each of the following entities: Bismarck Board of City Commissioners, Mandan Board of City Commissioners, MPO TAC and MPO Policy Board. Final presentations are to be made in person by the project manager for the consulting firm or by another designated representative of the consulting firm who has been approved by BMMPO.

Other Engagement Notes:

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

XII: INFORMATION AVAILABLE TO THE CONSULTANT:

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

Available for Download:

1. [2020 Pavement Condition Analysis Report](#)
2. [2020 Transit Development Plan](#)
3. [2023-2026 Transportation Improvement Program](#)
4. [Arrive 2045 \(2020-2045 MTP\)](#) (Update to MTP to begin Summer 2023)
5. [Bismarck Growth Management Plan](#) – 2014
6. [Bismarck-Mandan Bicycle and Pedestrian Plan](#)
7. [Bismarck-Mandan School Safety Crossing Study](#)
8. [Downtown Bismarck Subarea Study](#)
9. [FHWA Traffic Signal Timing Manual](#) – 2008
10. [I-94 Corridor Study](#)
11. [Intersection Analysis Study– Appendix – Pedestrian & Bicycle Control Fact Sheets – Traffic Calming Fact Sheets](#)
12. [Traffic Control Fact Sheets](#)
13. [ITS Architecture 2021 Update](#)
14. [Mandan & Bismarck Corridors Improvement Study](#)
15. [Mandan Comp Plan, 2009](#) and [2021 Supplement](#)
16. [Mandan Downtown Subarea Study - 2018](#)
17. [Mandan Land Use & Transportation Plan 2015](#)
18. [Manual on Uniform Traffic Control Devices \(MUTCD\) for Streets and Highways \(2009 Edition with Revision Numbers 1 and 2\)](#) – 2012
19. [MPO Public Participation Plan](#)
20. [MPO Regional Future Land Use Plan 2007](#)
21. [MPO Title VI/Non-Discrimination Plan](#)

21. [MPO Traffic Count Data](#) (Provided through NDDOT)
22. [Multi-Use Trails Map](#)
23. [NDDOT Traffic Operations Manual](#) – 2018
24. [North Mandan Subarea Study](#) and [Appendix](#)
25. [Regional Freight Study](#)
26. [Together 2045-Bismarck's Comprehensive Plan](#)
27. [Travel Demand Model Review and Socio-Economic Projections Final Report](#) (Update Pending June Approval of Arrive2050 Forecast)

Additional Recommended Resources:

28. ITE – Traffic Engineering Handbook, 7th Edition

Appendix A: Proposed Sub-consultant Request Form

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

Appendix C: Certification and Restriction on Lobbying Form

Appendix D: Federal, State and Local Clauses

State and Local Clauses

MEMO TO: Ronald J. Henke
Director

FROM: Wayne A. Zacher, P.E.

DATE: 05/17/2023

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

This amendment removes the second year of a two-year contract as the Department moves towards annual MPO Contracts. The annual contract is in response to the subrecipient monitoring process update.

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

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

38/waz

Contract Amendment Routing:
Stacey Hanson;
Paul Benning;
Shannon Sauer;
Rachel Lukaszewski, MPO Executive Director;
MPO Policy Board Chairperson;
MPO Witness;
Wayne Zacher;
Clint Morgenstern;
Chad Orn;
Laurie Martin, NDDOT Witness

NDDOT Contract No. 38221625A

North Dakota Department of Transportation
AMENDMENT TO CONTRACT NO. 38221625
Project No. 2023-2024 BMMPO UPWP Contract

THIS AMENDMENT to the above-referenced contract is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter known as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Bismarck-Mandan Metropolitan Planning Organization, hereinafter known as the Contractor, whose address is P.O. Box 5503 Bismarck, ND 58506.

WHEREAS, the parties entered into a contract on December 23, 2022; and

WHEREAS, NDDOT and the metropolitan planning organizations need to transition to annual UPWP contracts as an update to the subrecipient monitoring process. A new contract will be entered with the Contractor for 2024; and

NOW THEREFORE, the Contractor and NDDOT agree that the contract termination date is now December 31, 2023.



All other terms and conditions of the above-referenced contract are incorporated herein by reference and remain in full force and effect.

EXECUTED the date last below signed.

WITNESS:

NAME (TYPE OR PRINT)

SIGNATURE

To be signed by **Owner; Partner; Corp. Pres., Vice Pres., or other authorized Corp. Officer.** (If signed by other authorized Corp. Officer, please attach copy of Power of Attorney or other documentation showing authority to sign.)

CONTRACTOR:

COMPANY NAME

OFFICER'S NAME (TYPE OR PRINT)

SIGNATURE

TITLE

DATE

WITNESS:

NAME (TYPE OR PRINT)

SIGNATURE

NORTH DAKOTA DEPARTMENT
OF TRANSPORTATION

DIRECTOR (TYPE OR PRINT)

SIGNATURE

DATE

APPROVED as to substance by:

Paul Benning

DIVISION DIRECTOR (TYPE OR PRINT)

Paul Benning

SIGNATURE

A411F817506247A...

5/18/2023

DATE

CLA 52494 (Div. 06)
L.D. Approved 5-19-00; 5-03



Certificate Of Completion

Envelope Id: 3544E4BAE3B44ED69D0DCCE1E7B9D64A

Status: Sent

Subject: Contract #38221625A: Please DocuSign: Contract Amendment to 2023-2024 UPWP Contract

Contract Number: 38221625A

PCN:

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 2

Wayne Zacher

AutoNav: Enabled

608 E Boulevard Ave

Enveloped 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

Holder: Wayne Zacher

Location: DocuSign

5/17/2023 7:28:12 AM

wzacher@nd.gov

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



Sent: 5/17/2023 8:28:08 AM

smhanson@nd.gov

Viewed: 5/17/2023 9:22:22 AM

Assistant Local Government Engineer

Signed: 5/17/2023 9:22:42 AM

Carahsoft OBO North Dakota Department of

Transportation CLOUD

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication
(None), Authentication

Using IP Address: 165.234.253.12

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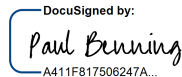
Performed: 5/17/2023 9:22:16 AM

Phone: +1 701-527-8879

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Paul Benning



Sent: 5/17/2023 9:22:43 AM

pbenning@nd.gov

Viewed: 5/18/2023 8:37:21 AM

Local Government Director

Signed: 5/18/2023 8:37:27 AM

Security Level: Email, Account Authentication
(None), Authentication

Signature Adoption: Pre-selected Style

Using IP Address: 165.234.252.245

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Type: SMSAuth

Performed: 5/18/2023 8:37:16 AM

Phone: +1 701-214-2502

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
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Type: SMSAuth

Performed: 5/18/2023 11:25:10 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 Morgenstern

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

Laureen M. Martin

lmartin@nd.gov

Security Level: Email, Account Authentication
(None), Authentication

In Person Signer Events	Signature	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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[illegible]

Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps

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**EXTENSION TO BISMARCK-MANDAN MPO TRAVEL DEMAND MODEL
ADDENDUM WITH NDSU/ATAC**

The Bismarck-Mandan Metropolitan Planning Organization hereby extends the term of its existing Travel Demand Model Addendum to the Master Agreement with NDSU/ATAC. The addendum requires NDSU/ATAC to develop and calibrate the MPO's Travel Demand Model to 2021 Base Year Conditions, and its existing term expires on June 30, 2023. The new expiration date for the addendum upon execution of the extension is December 31, 2023. The costs associated with the addendum, along with the scope of work, remain unchanged.

Bismarck-Mandan MPO

Signature

Title

Date

NDSU/ATAC

Signature

Title

Date

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Metropolitan Transportation Planning Process Self-Certification

Updated June 2023

Bismarck-Mandan Metropolitan Planning Organization (BMMPO) Self Certification

23 United States Code (U.S.C.) 450.336 requires Metropolitan Planning Organizations to regularly certify that their planning process is being carried out in accordance with applicable requirements; also, that the planning process supports the development of a comprehensive Metropolitan Transportation Plan (MTP) and a Transportation Improvement Program (TIP) that are consistent concerning the following applicable federal regulations:

23 U.S.C. 134, 49 U.S.C. 5303, and this subpart, which reference the operations and functions of Metropolitan Planning Organizations

Evaluation of the BMMPO's processes, which generally considers the items identified in 23 U.S.C. 134 and 49 U.S.C. 5303, is performed cooperatively by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the North Dakota Department of Transportation (NDDOT) through the Mid-Year Review process. The Mid-Year Review process, conducted on an annual basis, examines items pertaining to the operations and functions of the BMMPO including: Policies; Definitions; General Requirements; Metropolitan Planning Area Boundaries; MPO Consultation in MTP and TIP Coordination; Scope of Planning Process; Development of Transportation Plan; Metropolitan TIP; and Transportation Management Areas.

The last Mid-Year Review occurred in June 2022. Additionally, FHWA and NDDOT completed a comprehensive Financial Review of the BMMPO in 2015 and the NDDOT subsequently conducted a financial audit in December 2016. And finally, NDDOT audits each submittal by the BMMPO for reimbursement from the Consolidated Planning Grant to ensure fiscal compliance. Through these reviews and audits, it has been determined the BMMPO's processes remain consistent with the aforementioned federal regulations.

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

The Clean Air Act, designed to control air pollution on a national level, is administered by the US Environmental Protection Agency (EPA), in coordination with state, local, and tribal governments. The EPA has authorized the North Dakota Department of Environmental Quality (NDDEQ) to administer the article under North Dakota Century Code for the state of North Dakota. It is the responsibility of the NDDEQ to protect human health, welfare, and property through the regulation of air quality standards and emission regulations set forth in the State Implementation Plan.

"Nonattainment and maintenance" areas are defined by the State Implementation Plan. These are areas which have been identified as having ambient air quality which have exceeded the levels allowed by the State of North Dakota (NDCC 33-15-02) or by the National Ambient Air Quality Standards (NAAQS). The BMMPO Metropolitan Planning Area (MPA) is not identified as

a “nonattainment and maintenance” area. Because it may also be considered an “attainment” area within the current State Implementation Plan, this section is not applicable to the BMMPO MPA.

Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21

“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 BMMPO’s Title VI and Non-Discrimination/ADA Plan provides policies prohibiting discrimination on the basis of race, color, or national origin. The Title VI and Non-Discrimination/ADA Plan also includes a Limited English Proficiency Plan.

Additionally, the BMMPO 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 BMMPO.

Finally, the BMMPOs current Public Participation Plan requires the evaluation of adverse impacts through MPO activities to “Environmental Justice” groups including low income and minority populations. The BMMPO maintains maps with high concentrations of minority and elderly populations for consideration in planning and programming activities. These maps are provided in the Title VI and Non-Discrimination/ADA Plan, the MTP (updated every five years), and the TIP (updated annually).

49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity

The BMMPO is subject to the City of Bismarck’s policies related to prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age regarding employment and employment opportunities. The City of Bismarck is an Equal Opportunity Employer and therefore does not discriminate on the basis of race, color, national origin, sex, religion, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.

In addition, the BMMPO’s Title VI and Non-Discrimination/ADA Plan provides policies prohibiting discrimination on the basis of race, color, or national origin and also includes an updated Limited English Proficiency Plan.

Furthermore, the BMMPO’s current Public Participation Plan requires the evaluation of adverse impacts through BMMPO activities to “Environmental Justice” groups including low income and minority populations. The BMMPO maintains maps with high concentrations of minority and elderly populations for

consideration in planning and programming activities, and these maps are included in the Title VI and Non-Discrimination/ADA Plan, the MTP (updated every five years), and the TIP (updated annually).

Finally, the BMMPO 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 the BMMPO.

Section 11101(e) of the Infrastructure Investment and Jobs Act or IIJA (Pub. L. 117-58) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises (DBE) in USDOT funded projects

The DBE program generally seeks to: ensure nondiscrimination in the award and administration of DOT assisted contracts in the Department’s highway, transit, and airport financial assistance programs; create a level playing field on which DBEs can compete fairly for DOT-assisted contracts; ensure that the Department’s DBE program is narrowly tailored in accordance with applicable law; ensure that only firms that fully meet this part’s eligibility standards are permitted to participate as DBE’s; help remove barriers to the participation of DBEs in DOT-assisted contracts; assist the development of firms that can compete successfully in the marketplace outside the DBE program; and provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

The expenses anticipated in the 2023-2026 Transportation Improvement Program (TIP) are transportation projects which NDDOT approves and participates in. These projects will conform to the North Dakota Department of Transportation DBE-Minority Business Enterprises (MBE) involvement process. The BMMPO must report on registered DBE consultants and sub-consultants who have applied for BMMPO projects through the Request for Proposal (RFP) process to the NDDOT through the Title VI and Non-Discrimination process. In addition, Disadvantaged Business Enterprise language is included in all BMMPO contracts which identifies the Department of Transportation Policy (related to DBEs) as well as the obligation of the contractor to make appropriate efforts to involve DBEs if the contractor is not a DBE.

23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts

The BMMPO is subject to the City of Bismarck’s policies related to prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age regarding employment and employment opportunities. The City of Bismarck is an Equal Opportunity Employer and therefore does not discriminate on the basis of race, color, national origin, sex, religion, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.

Additionally, the BMMPO includes Appendix A and Appendix E of the Title VI Assurances, which contain equal employment opportunity requirements, within each of the Request for Proposals (RFPs) and contracts for studies solicited by BMMPO.

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

“No otherwise qualified individual with a disability in the United States 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”. The parts further provide minimum guidelines and requirements for accessibility standards for transportation vehicles required to be accessible by the Americans With Disabilities Act (ADA) of 1990.

BMMPO is committed to ensuring all its programs, activities, and services are accessible to people with disabilities. BMMPO’s Public Participation Plan identifies responsiveness activities to individuals with special needs. Specifically, the document states, *“All public notices will offer the provision of special accommodations or auxiliary aids for those needing such assistance. Upon request by individuals with special needs, the MPO will work with local resources to provide them with information in the format best suited for their request. Meeting facilities should be accessible to mobility impaired individuals and meetings should be scheduled at various times to accommodate various work schedules. Arrangements for assistance to people with any disability will be pursued.”*

BMMPO holds all its public meetings, open houses, Technical Advisory Committee meetings, and Policy Board meetings in ADA-compliant facilities and in locations generally considered served by public transportation. Additionally, all public notices and meeting agendas contain contact information for individuals requesting reasonable accommodations to participate in any BMMPO meeting.

BMMPO does not own the building in which its offices are housed, but rather, rents the office space. The building is, however, ADA accessible, and provides parking and automatic doors for mobility impaired individuals, curb ramps, and an ADA accessible elevator to access BMMPO offices.

BMMPO’s Title VI and Non-Discrimination/ADA Plan provides additional resources for the request of reasonable accommodations by individuals with special needs. BMMPO is subject to the City of Bismarck’s ADA Transition Plan, and BMMPO’s Title VI and Non-Discrimination/ADA Plan identifies the ADA Coordinator, who is the City of Bismarck Human Resources Director, and provides information by which they may be contacted. It also provides methods for individuals to request reasonable accommodations, auxiliary aids, or services to ensure communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

Furthermore, BMMPO's Title VI and Non-Discrimination/ADA Plan is subject to an annual internal audit to ensure all activities and programs administered by BMMPO comply with the requirements of the Americans With Disabilities Act (ADA) of 1990.

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

BMMPO is sensitive to the needs of elderly persons. BMMPO's Public Participation Plan identifies responsiveness activities to individuals with special needs. Specifically, the document states, *"All public notices will offer the provision of special accommodations or auxiliary aids for those needing such assistance. Upon request by individuals with special needs, the MPO will work with local resources to provide them with information in the format best suited for their request. Meeting facilities should be accessible to mobility impaired individuals and meetings should be scheduled at various times to accommodate various work schedules. Arrangements for assistance to people with any disability will be pursued."*

BMMPO also maintains maps identifying concentrations of elderly individuals for consideration in planning and programming activities. These maps are provided in the Title VI and Non-Discrimination/ADA Plan, the MTP (updated every five years), and the TIP (updated annually).

Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender

This section states that, "no person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title".

The section further states that, "this provision will be enforced through agency provisions and rules similar to those already established, with respect to racial and other discrimination, under Title VI of the Civil Rights Act of 1964".

It is the policy of BMMPO to ensure no individual is excluded from or be denied the benefits of any of its programs, activities, or services, based on gender.

BMMPO's Title VI and Non-Discrimination/ADA Plan identifies rules related to racial and other discrimination. Further, BMMPO includes Appendix A and Appendix E of the Title VI Assurances, which contain language prohibiting discrimination based on gender, within each of the Request for Proposals (RFPs) and contracts for all studies solicited by BMMPO.

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities

This section states, in part, "No otherwise qualified individual with a disability in

the United States...shall, solely by reason of her or his 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 ...”

BMMPO is committed to ensuring all its programs, activities, and services are accessible to people with disabilities. BMMPO’s Public Participation Plan identifies responsiveness activities to individuals with special needs. Specifically, the document states, *“All public notices will offer the provision of special accommodations or auxiliary aids for those needing such assistance. Upon request by individuals with special needs, the MPO will work with local resources to provide them with information in the format best suited for their request. Meeting facilities should be accessible to mobility impaired individuals and meetings should be scheduled at various times to accommodate various work schedules. Arrangements for assistance to people with any disability will be pursued.”*

BMMPO holds all of its public meetings, open houses, Technical Advisory Committee meetings, and Policy Board meetings in ADA-compliant facilities and in locations generally considered served by public transportation. Additionally, all public notices and meeting agendas contain contact information for individuals requesting reasonable accommodations to participate in any BMMPO meeting.

BMMPO does not own the building in which its offices are housed, but rather, rents the office space. The building is, however, ADA accessible, and provides parking and automatic doors for mobility impaired individuals, curb ramps, and an ADA accessible elevator to access BMMPO offices.

BMMPO’s Title VI and Non-Discrimination/ADA Plan provides additional resources for the request of reasonable accommodations by individuals with special needs. BMMPO is subject to the City of Bismarck’s ADA Transition Plan, and BMMPO’s Title VI and Non-Discrimination/ADA Plan identifies the ADA Coordinator, who is the City of Bismarck Human Resources Director, and provides information by which they may be contacted. It also provides methods for individuals to request reasonable accommodations, auxiliary aids, or services to ensure communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. In addition, the complaint process includes revisions to ensure it is accessible by all individuals, and no individual will be discriminated against on the basis of disability.

Furthermore, BMMPO includes Appendix A and Appendix E of the Title VI Assurances, which contain language prohibiting discrimination of persons based on their disability, within each of the Request for Proposals (RFPs) and contracts for all studies solicited by BMMPO.

Finally, BMMPO’s Title VI and Non-Discrimination/ADA Plan is subject to an annual internal audit to ensure all activities and programs administered by

BMMPO comply with the requirements of Section 504 of the Rehabilitation Act of 1973.



Full documentation of Bismarck-Mandan Metropolitan Planning Organization's federal certification can be obtained by contacting Bismarck-Mandan Metropolitan Planning Organization at 701-355-1840, mpo@bismarcknd.gov, or by visiting in person at 221 N. 5th Street, Bismarck, ND 58506.

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**

North Dakota Department of Transportation

Signature

Signature

Title

Title

Date

Date

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TAC and Policy Board Progress Report

Date: Friday, June 09, 2023

Project: Bismarck-Mandan Arrive 2050 Update

To: Rachel Lukaszewski

From: Jason Carbee

Subject: Progress Report for May 1, 2023 to June 3, 2023

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 MPO-HDR-SRF team coordination calls.
- Provided updates to TAC and Policy Board meetings May 15 and 16.

TDMSE Task 2 - Outreach and Stakeholder Consultation

This task is complete.

TDMSE Task 3- TDMSE Data Needs

This task is complete.

TDMSE Task 4 – TDMSE Methodology

This task is complete.

TDMSE Task 5 – TDMSE Development Scenario and Forecasts

This task is complete.

TDMSE Task 6 – TDMSE Baseline Study Expectations

- Completed baseline TAZ socioeconomic data in ArcGIS.

TDMSE Task 7 – Allocate Socioeconomic Data

- SRF continued incorporating feedback and updating the GIS interface for staff review.

MTP Task 2 – MTP Engagement

- HDR began organizing the first Steering Committee meeting, set for June 29.

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	80%	85%	Reflects combined SRF / HDR hours for TDMSE.
TDMSE Task 2 - Outreach and Stakeholder Consultation	Sep-22	Jun-23	100%	100%	
TDMSE Task 3- TDMSE Data Needs	Sep-22	Nov-23	100%	100%	
TDMSE Task 4 - TDMSE Methodology	Oct-22	Nov-23	100%	100%	
TDMSE Task 5 - Development Scenario and Forecasts	Nov-22	Feb-23	100%	100%	
TDMSE Task 6 - Baseline Study Expectations (Forecasts)	Nov-22	Mar-23	100%	100%	
TDMSE Task 7- Allocate Socioeconomic Data	Dec-22	May-23	80%	85%	Continued coordination on SE data allocation.
TDMSE Task 8 - Model Performance Review and Validation	Feb-23	Jun-23	0%	0%	Have not received base year model files from ATAC yet.
TDMSE Task 9 - Report	Sep-22	Jul-23	0%	0%	
MTP TASK 1 - Project Management	Jun-23	Dec-24	6%	7%	Continued accounting and invoicing. Continued MTP kick-off activities.
MTP TASK 2 – Public Engagement	Jun-23	Dec-24	1%	1%	Began organizing first steering committee meeting.
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	18%	16%	



PROGRESS REPORT

SRF COMMISSION NO.	022-15824
PROGRESS REPORT NO.	9
DATE	May 31, 2023

REPORTING PERIOD	May 1, 2023 through May 31, 2023
PROJECT NAME	Bismarck-Mandan MPO Transit Development Plan
PREPARED BY	Bill Troe
ROUTE/COPY TO	Teresa Carey
Percent Complete through Period	80%

COMPLETED ACTIVITIES PREVIOUS PERIOD (May 2023)

- Continued development and documentation of contractor relative to city/public service operator models.
- Continued assessment of alternate local funding sources.
- Coordinated outreach to staff (city) regarding organizational structure alternatives workshop (scheduled for June 27).
- Continued to update the final document to include new section/subsections.

ONGOING ACTIVITY THIS PERIOD (June 2023)

- Organizational structure workshop with staff from city, MPO and transit board members on June 27.
- Added local funding concepts discussion with staff.
- Refine funding analysis to reflect input from workshop.
- Coordinate date and content for final round of public meetings.

PROJECTED ACTIVITY NEXT PERIOD (July 2023)

- Coordinate Public Meeting #3 material (August meeting)
- Distribute draft transit development plan document for administrative review.

PROBLEMS ENCOUNTERED/ITEMS OF NOTE/SCHEDULE REVISIONS

- None.

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Bismarck-Mandan MPO * 2023 Ortho - Lidar Project * Period ending 5/31/23

EXHIBIT J

Bismarck-Mandan MPO Field Survey				
Phase (Percent of Project)	Percent Complete	Start	End	Comments
Kick-off Meeting (0.5%)	100.00%	4/20/2023	4/20/2023	
Targeting (2%)	100.00%	4/24/2023	4/30/2023	
Field Survey (3%)	67.00%	4/24/2023		
Survey Report (0.5%)	0.00%			
Supplemental Field Topo (2.5%)	0.00%			

Bismarck-Mandan MPO Digital Orthophotos				
Phase (Percent of Project)	Percent Complete	Start	End	Comments
Imagery Acquisition (9%)	100.00%	5/3/2023	5/3/2023	NTP 5/1 * Acquisition start-up 5/3
Raw Imagery Processing and QC (1%)	100.00%	5/5/2023	5/19/2023	
Aero-Triangulation (2%)	0.00%			Holding for control and datum/projection finalization
Stereo Model Set QC (1%)	0.00%			Review for parallax / target report
Orthophoto Processing (22%)	0.00%			Pilot delivery in July
Accuracy Analysis (0.5%)	0.00%			Accuracy reporting
File Formatting and Mosaics (3%)	0.00%			
Metadata (1%)	0.00%			
Final Delivery (Due 12/31/23)				due 12/31/23

Bismarck-Mandan MPO Lidar Terrain				
Phase (Percent of Project)	Percent Complete	Start	End	
Lidar Acquisition (9%)	100.00%	5/3/2023	5/3/2023	NTP 5/1 * Acquisition start-up 5/3
Calibration and Index (4%)	50.00%	5/9/2023		New boresight required
Bare Earth Edit (25%)	0.00%			
Hydro Breakline Collection (10%)	0.00%			Hydro flattening
Terrain Building and Formatting (2%)	0.00%			
Contour Generation (2%)	0.00%			
Final Delivery (Due 12/31/23)				due 12/31/23

Project Percent Complete	25.5%
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Bismarck-Mandan MPO

TIP 2023-2026 Administrative Modification

Project Year(s) 2023

Entity	Project	Federal	State	Local	Total	Federal Funding Source
BURLEIGH	23.2.01	\$15,671,147	\$0	\$7,395,181 Burleigh	\$23,066,328	SU, BRU, CVD (old) SU, BRU (new)

Project Description:

This modification is for the reconstruction of Burleigh County's 66th Street from Apple Creek Road to Northgate Dr. The modification moves the \$171,147 in federal dollars formerly being received through COVID funds into the bridge, or BRU, funding category. All other project details remain unchanged. The PCN is 23055.

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)