

**MEETING AGENDA
July 14, 2025**

**Ed "Bosh" Froehlich Meeting
Room**

Mandan City Hall

10:00 AM

The City of Bismarck and TAC members allow 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 or streaming live and archived online at FreeTv.org. Agenda items can be found online at MPO Technical Advisory Committee.

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The next scheduled TAC meeting is on 8/18/2025. Please call 701-355-1844 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 <https://www.bismarcknd.gov/DocumentCenter/View/44505/Request-for-Reasonable-Accommodations-or-LEP-Language-Assistance-Form--Instructions> at least five (5) days prior to the meeting.

PROJECTS UPDATE

<u>Project</u>	<u>% Complete</u>	<u>Contracted Completion Date</u>
Safety Policy Study (MPO-wide)	48	12/31/2025
2025 ITS RA Update (MPO-wide)	45	12/31/2025
2025 Monitoring Report Update (MPO-wide report)	21	12/31/2025

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
JUNE 16, 2025**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) met June 16, 2025, at 10:00 a.m. in the Tom Baker Meeting Room, City/County Building, 221 N 5th St, Bismarck, ND. Kim Riepl presided.

Members present or participating via Zoom were Ben Ehreth, Dan Schriock, Gabe Schell, Greg Feser, Jarek Wigness, John Saiki, Logan Beise, Mitch Flanagan, and Kim Riepl. Members absent were Deidre Hughes, Natalie Pierce, Will Hutchings, and Mandan City Planner. The Freight Industry Representative membership is vacant.

Others present or participating via Zoom were Stephen Larson, Tracy Walters, and Paulette Jacobsen, Bismarck-Mandan MPO; Les Noehre, Bolton & Menk; John Forman, Ulteig; Kristen Sperry, FHWA; Chris Holzer, Bismarck Engineering; Jeremy Williams, HDR; Luke Champa, SRF; Susan Dingle, Citizen; and Tyler Rambeau, Buffalo's Fire.

MINUTES

Chair Riepl called for consideration of the minutes from May 19, 2025.

MOTION: Mr. Ehreth made a motion to approve the minutes as presented. Mr. Schell seconded the motion and with Ben Ehreth, Dan Schriock, Gabe Schell, Greg Feser, Jarek Wigness, John Saiki, Logan Beise, Mitch Flanagan, and Chair Riepl voting in favor, the minutes were approved.

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) & TARGETS

Ms. Jacobsen presented. Ms. Jacobsen stated in the Board's packet is a Resolution of Support for the Public Transportation Agency Safety Plan (PTASP) and its associated Safety Targets. The Federal Transit Administration (FTA) requires public transportation operators to develop the PTASP and accompanying Safety Targets to ensure the operators and public remain safe during Transit operations. The Transit Board adopts and updates these Targets and the PTASP on an annual basis. The Targets may be set by the State Department of Transportation and adopted by local Transit providers, or the provider may set their own Safety Targets separately. For the 2024-2025 period, Bis-Man Transit set its own Safety Targets and adopted them in December. FTA asks that the MPO support Bis-Man Transit's Targets and PTASP. MPO Staff recommends TAC adopt the Resolution of Support. Ms. Jacobsen also stated that the Targets for the 2025-2026 period be included in the July packet.

MOTION: Mr. Schell made a motion to approve Bis-Man Transit's PTASP and Targets as presented. Mr. Feser seconded the motion and with Ben Ehreth, Dan Schriock, Gabe Schell, Greg Feser, Jarek Wigness, John Saiki, Logan Beise, Mitch Flanagan, and Chair Riepl voting in favor, the motion was approved.

2025 SAFETY POLICY STUDY

Mr. Champa presented an update for SRF. He stated that they have been working on the preliminary Safety Analysis and this morning an email was sent out to the Steering Committee with a couple critical items; the Crash Data Analysis & Trend Summary Memo, and draft High Injury Network Methodology and Results Memo. Both memos will be reviewed at the upcoming Steering Committee meeting on June 26, 2025.

Mr. Champa demonstrated how to use a comment map he provided to the Steering Committee. The map shows all documented crashes between 2020 and 2024, providing critical information that will inform the current Study. The map also shows the high injury network SRF has created and it can be adjusted for all modes of travel. The intent is to allow Steering Committee members to provide feedback on this information. He invited members to use the editor tool to drop a point, add a line or make a comment on the map. They will use these comments to update the Safety Analysis.

SRF will be putting together the final touches on a Key Themes Report and Public Engagement Summary. They attended the Earth Day Festival in Bismarck and participated in the Mandan Touch a Truck event. They received great feedback from the public, which will be used for quantitative analysis of the dangerous areas in the MPO region. The upcoming Steering Committee meeting will focus on member suggestions and comments after their own review of the data.

Mr. Ereth asked if the web-based mapping tool that was presented today will also be available to the public.

Mr. Champa replied that he has not talked with Chair Riepl regarding whether it would be made available to the public as the map is very technical.

Ms. Riepl stated that she was not thinking of rolling this map out to the public as the map is very technical and its purpose is primarily for technical staff, however, making this map available to the public could be a discussion at the June 26, 2025, Steering Committee Meeting.

2025 MONITORING REPORT UPDATE

Mr. Williams presented an update for HDR. He stated they are currently working on producing a draft outline of the Monitoring Report. He also stated that the Performance Measures Workshop held at the end of May was a great opportunity to talk through the performance measures to integrate into the report and how to collect the data and present the information to the public.

2026-2027 UNIFIED PLANNING WORK PROGRAM (UPWP)

Ms. Riepl presented. Ms. Riepl stated she had provided the Board with a handout regarding the 2026-2027 UPWP. The MPO is currently functioning under an annual budget, but it has been decided to move that back to a biennial budget. Earlier in the year, NDDOT and the North Dakota MPO Executive Directors throughout the State met and formalized the UPWP development and adoption schedule to help the MPO and NDDOT stay on track with getting the UPWP adopted in a timely matter and also allow the NDDOT to get the annual contracts out in a

timely manner at the end of the year. By April 15 of each year, the NDDOT will provide the MPO an estimated Consolidated Planning Grant (CPG) amount for use in budgeting. The MPO met with jurisdictional representatives on April 14, 2025, to talk about study needs and other priorities within the MPO area for the 2026-2027 budget cycle. While the CPG estimate had not yet been provided by NDDOT, the MPO and its jurisdictions were able to identify project priorities for UPWP development.

Ms. Riepl referred to the projects listed in the UPWP handout. Some of the studies currently planned for the next two (2) years are recurring costs, with 2027 projects necessarily being more fluid at this time. She also said the \$10,000 ATAC annual fee is for a contract that runs through 2027. The costs for each study are broken down to show the MPO's 80% portion, and the 20% local share provided by participating jurisdictions. The jurisdictional cost share is usually based on population.

The ATAC annual modeling fee ranges from \$10,000 to \$40,000. The Fringe Area Road Master Plan Update (FARMP) is currently listed in the 2025 UPWP, however, it was originally envisioned as a light update. After discussions with jurisdictions in April, there is a need to look at the beltway concept that has been identified and reiterated through many previous MPO studies. Originally, the beltway concept involved a northern and southern bridge crossing, and an eastern leg from north to south on the Burleigh County side as well as a western leg from north to south on the Morton County side. This would function as a high-speed, low-access, arterial ring-road or beltway. Now, however, the development and anticipated roadway functionality in the area of the proposed beltway have changed, and the jurisdictions want to take a closer look at the beltway concept going forward. There has been some preliminary support for abandoning the beltway concept. Ms. Riepl noted, however, the concept must be examined further before a decision is made. The MPO is now looking to pursue a Beltway evaluation (which would include the proposed future Northern Bridge Corridor) as part of the FARMP Update, in addition to an update of the plan. The MPO has reached out to consultants about the increased scope of work for this project, and there is a need to increase the budget for the update. The MPO initially had \$88,500 budgeted for the project and is proposing to increase it to \$181,000. Ms. Riepl believes the new scope and budget will meet the jurisdiction's identified needs for the project. This increase will need to be approved as an amendment to the current UPWP in July.

Ms. Riepl explained the MPO is proposing a Signalized Intersection Analysis Pilot Project for Mandan in 2026, to be performed by ATAC. The year 2026 will also include an update to the Transit Development Plan and a Passenger Rail Station Study. The Passenger Rail Study would evaluate possible locations for stations with the Bismarck-Mandan region. Big Sky Passenger Rail Authority (BSPRA) is continuing their Corridor ID project and the MPO wants to be able to offer BSPRA recommendations for station locations when the time comes. Also, in 2026 the MPO is looking at a Parking Needs Study to evaluate areas of constrained parking in Bismarck and Mandan. Ms. Riepl also noted that BSPRA Government Partners Program Annual Membership is cited for 2026 and 2027. It does not come out of the studies budget in the UPWP, but she wanted to remind the board of this expense.

Mr. Schell asked about the FARMP, and stated he wanted to find a way to distribute information correctly to the public. When the public sees the proposed Fringe Area Road Map

network in the FARMP, he wants to make sure they understand these are conceptual, planning concepts, so they do not react negatively to the project.

Ms. Riepl agreed with Mr. Schell and reiterated that is part of why the cost of the study has increased. With the increased scope, there will be significant need for public engagement during this project.

Ms. Riepl proceeded to give the Board an overview of the 2027 UPWP. The ATAC annual fee and annual modeling budget are included as standard items. The MPO is looking to purchase socioeconomic data for the Travel Demand Model (TDM) in 2027. Work will also begin on our Metropolitan Transportation Plan Development (MTP) which will need to be adopted by December 2029. The Mandan Signalized Intersection project, the Transit Development Plan update, and the Passenger Rail Study will all conclude in 2027. She also noted that the ATAC model for the TDM will begin in 2027. Morton County has also identified a need for a Future Land Use Plan update, and the Big Sky Rail Government Partner Program membership is also included in 2027.

Mr. Schell wanted to confirm the MPO is proposing a two (2) year UPWP and it would be updated every year and Ms. Riepl confirmed that to be correct.

Ms. Riepl stated that pages two (2) and three (3) of the handout (*see attached*) presents what the proposed budget will look like in the UPWP. She also stated that having a little over \$100,000 in 2024 CPG carryover significantly helped the 2026 budgeting process, allowing the MPO to increase its 2026 study budget. The MPO will look to bring the draft 2026-2027 UPWP back to the boards in July.

MAY BICYCLE FRIENDLY COMMUNITY WORKSHOP UPDATE

Ms. Riepl stated the MPO was fortunate enough to be offered the chance to host a Bicycle Friendly Community Workshop. The League of American Bicyclists contacted the MPO in December 2024, indicating they were awarded grant funding to host workshops in three (3) communities in 2025. The MPO accepted the opportunity and held the workshop on May 21 and 22. The focus of the workshop was to identify and discuss the importance of having a bicycle friendly community. The first day was divided into two (2) parts, with the first four (4) hours being a classroom setting discussing the economic, health, and welfare related benefits of being a bicycle friendly community. There were approximately 30 attendees that attended classroom portion. The second part of day one included a seven-mile bike audit through Bismarck and Mandan, which included fourteen (14) participants. The results of the audit are still pending route observations from the bike riders to help determine where Bismarck-Mandan excels in its bicycle facilities and where those facilities need improvement. The second day and final four (4) hours of the workshop included a group discussion on ways to promote bicycling in the community and how to become a bike /walk advocate for our region. Ms. Riepl explained that Mr. Larson is the Bismarck-Mandan Bike-Ped Subcommittee facilitator and encouraged anyone interested in joining to reach out to Mr. Larson. Ms. Riepl said it was a pleasure to host the workshop and hopes to be able to host it again in the future.

ROADWAY PROJECTS

- Morton County: Mr. Saiki stated there were no updates at this time.
- Burleigh County: Mr. Flanagan said there is one upcoming federal allocation project that will start in early August 2025. They have had a preconstruction meeting and they are waiting for the contractor to start on the Highway 10 mill and overlay and chip seal project.
- City of Lincoln: Mr. Feser said there were no updates at this time.
- City of Mandan: Mr. Wigness stated they are currently working on a Rapid Rectangular Flashing Beacon project. Three of the four project locations have been completed (at St. Joe's, Custer Elementary, and Main Street next to Copper Dog).
- City of Bismarck: Mr. Schell Stated their only federal aid project is some finishing touchup on the South Washington Street reconstruction that started last year. On the state side they have received a flexible transportation grant for the East Century Avenue reconstruction project. The existing subgrades have been removed and they are installing the water mains. They are getting ready to start blading and gravel, and paving operations will start in the near future. He went on to say that they published a drone flight and had the contractor provide an update on their website. This can be accessed on bismarcknd.gov/streets.
- NDDOT: Mr. Beise stated that they are working on the Memorial Highway Strip project. They are starting to pave the temporary road and hope to have traffic on that before July 4, 2025. On Exit 161, they started pouring the deck on this last week and will continue with the deck pour tomorrow due to rain today. He also stated there will be a seal coat project on the interstate and 194/810 start the week after July 4.

Mr. Schell added that the State Legislature voted to change the fines within the construction speed zones. The minimum fee for speeding in a construction zone is currently set at \$80.00 and will now be increased to \$150.00.

OTHER BUSINESS

TAC Meeting Location Change

Mr. Larson noted TAC will meet at Mandan City Hall July through December.

66th Street Interchange

Mr. Schriock inquired about NDDOT removing the interchange at 66th Street from their future long-range program and asked if the MPO had an update regarding the change.

Ms. Riepl stated that she was unaware of any information regarding the matter at this time. She also stated that she would reach out to NDDOT.

MPO Transportation Specialist Position

Ms. Riepl stated that the MPO Transportation Specialist position has been offered and accepted by Tracy Walters, who has begun work with the MPO.

Ms. Walters stated that she has worked with the City of Bismarck for the last three and a half years as an Office Assistant II for the Building Inspections Department. She is excited to have accepted the Transportation Specialist position with the MPO to advance her career and is looking forward to meeting and working with the TAC Board Members.

Ms. Riepl stated that Ms. Walters will be job shadowing Mr. Larson this month and taking on roll call for the TAC meeting and other duties starting next month. She asked the other Board members to please help welcome Ms. Walters to the MPO.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:50 a.m., with the next scheduled meeting to take place on July 14, 2025, at 10:00 a.m. in the Ed “Bosh” Froelich Meeting Room of Mandan City Hall, 205 2nd Ave NW, Mandan.

Respectfully submitted,

APPROVED:

Tracy Walters
Recording Secretary

MPO TAC Chair

BMMPO 2026-2027 STUDIES

2026 Cost	MPO	Mandan	Bismarck	Burleigh	Morton	Lincoln	Other	Study Name	Notes
10,000.00	8,000.00	400.00	1,200.00	300.00	50.00	50.00		ATAC Annual Fee	3-year contract through 2027, all jurisdictions, population based cost share
20,000.00	16,000.00	800.00	2,400.00	600.00	100.00	100.00		ATAC Annual Modeling	Additional study-associated modeling beyond Master Agreement
140,000.00	112,000.00	5,600.00	16,800.00	4,200.00	700.00	700.00		FARMP Update	Total cost \$181,000. \$41,000 in 2025; \$140,000 in 2026. Complete by 12/31/2026
32,000.00	25,600.00	6,400.00						ATAC Addendum-Mandan Signalized Intersection Analy	18 month study beginning 1/1/2026 and ending 6/30/2027; 66% of cost in 2026
99,338.00	79,470.00						19,868.00	TDP Update	17 month study beginning 1/1/2026 & ending 5/31/2027; 55% of \$180K cost in 2026
112,500.00	90,000.00	4,500.00	13,500.00	3,375.00	562.50	562.50		Passenger Rail Station Study	Total Cost \$225K; 14 month study starts 6/1/26 ends 7/31/27; 50% of cost in 2026
180,000.00	144,000.00	10,800.00	25,200.00					Parking Needs Study	ID/evaluate areas of constrained parking incl. mobility options 70/30; 1/1/26-12/31/26
6,000.00	4,800.00	240.00	720.00	180.00	30.00	30.00		Big Sky Rail GPP Annual Membership	population based cost share assumes all jurisdictions approve renewal
599,838.00	479,870.00	28,740.00	59,820.00	8,655.00	1,442.50	1,442.50	19,868.00		

2027 Cost	MPO	Mandan	Bismarck	Burleigh	Morton	Lincoln	Other	Study Name	Notes
10,000.00	8,000.00	400.00	1,200.00	300.00	50.00	50.00		ATAC Annual Fee	3-year contract through 2027, all jurisdictions, population based cost share
20,000.00	16,000.00	800.00	2,400.00	600.00	100.00	100.00		ATAC Annual Modeling	Additional study-associated modeling beyond Master Agreement
5,000.00	4,000.00	200.00	600.00	150.00	25.00	25.00		SE Data Purchase	For TDM
13,000.00	10,400.00	2,600.00						ATAC Addendum-Mandan Signalized Intersection Analy	18 month study beginning 1/1/2026 and ending 6/30/2027; 34% of cost in 2027
81,000.00	64,800.00						16,200.00	TDP Update	17 month study beginning 1/1/2026 and ending 5/31/2027; 45% of \$180K cost in 2027
112,500.00	90,000.00	4,500.00	13,500.00	3,375.00	562.50	562.50		Passenger Rail Station Study	Total Cost \$225K; 14 month study starts 6/1/26 ends 7/31/27; 50% of cost in 2027
60,000.00	48,000.00	2,400.00	7,200.00	1,800.00	300.00	300.00		ATAC Modeling-TDM	Begin early 2027, complete by early 2028
45,000.00	36,000.00	1,800.00	5,400.00	1,350.00	225.00	225.00		TDMSE/MTP	MTP adopted by December 2029; \$550K total; 2028 kick-off, remainder in 2028-2029
76,700.00	61,360.00				15,340.00			Morton County Future Land Use Plan/Map Update	12 month study; \$150K total. Begin June 2027.
6,000.00	4,800.00	240.00	720.00	180.00	30.00	30.00		Big Sky Rail GPP Annual Membership	population based cost share assumes all jurisdictions approve renewal
429,200.00	343,360.00	12,940.00	31,020.00	7,755.00	16,632.50	1,292.50	16,200.00		

2026 UPWP Budget	Total Budget	Federal Share	Local Share	Bismarck	Mandan	Burleigh	Morton	Lincoln	Other	Total	Notes	Uses Complete Streets Funds?
	999,624	799,699	199,925	139,777	28,740	8,655	1,443	1,443	19,868	999,625		
AMENDMENT SUMMMARY: Net Change												
	100%	80%	20%	20%	No Share Provided					100%		
TASK 101: ADMINISTRATION	348,854	279,083	69,771	69,771						348,854		
Staff Wages and Benefits	348,854	279,083	69,771	69,771						348,854		Yes
		-	-	-						-		
AMENDMENTS:												
		-	-	-						-		
		-	-	-						-		
	100%	80%	20%	12.0%	4.0%	3.0%	0.5%	0.5%	Variable	100%		
TASK 102: PROFESSIONAL SERVICES/ VENDORS/ CONSULTANTS	593,838	475,070	118,768	59,100	28,500	8,475	1,413	1,413	19,868	593,838	Notes: Local Share	
ATAC Annual Master Agreement Fee	10,000	8,000	2,000	1,200	400	300	50	50		10,000		
ATAC Study Associated Modeling	20,000	16,000	4,000	2,400	800	600	100	100		20,000		
Fringe Area Road Master Plan Update	140,000	112,000	28,000	16,800	5,600	4,200	700	700		140,000	Began in 2025, complete 12/31/26	
Mandan Signalized Intersection Analysis-ATAC Addendum	32,000	25,600	6,400		6,400					32,000	18-month study, complete 6/30/27	
Transit Development Plan	99,338	79,470	19,868						19,868	99,338	17 month study begins 1/1/2026	Yes
Passenger Rail Station Study	112,500	90,000	22,500	13,500	4,500	3,375	563	563		112,500	\$225K total cost; 6/1/2026-7/31/2027	Yes
Parking Needs Study	180,000	144,000	36,000	25,200	10,800					180,000	70% Bismarck, 30% Mandan	Yes
		-	-	-	-	-	-	-		-		
AMENDMENTS:												
		-	-	-	-	-	-	-		-		
		-	-	-	-	-	-	-		-		
		-	-	-	-	-	-	-		-		
	100%	80%	20%	20%	Share for Government Partners Membership					100%		
TASK 103: CAPITAL, OPERATIONAL AND TRAVEL EXPENSES	56,933	45,546	11,387	10,907	240	180	30	30	-	56,933		
Rental Space	24,745	19,796	4,949	4,949						24,745		
Lodging and Associated Travel Expenses	8,350	6,680	1,670	1,670						8,350		
Office Operations	19,938	15,950	3,988	3,508	240	180	30	30		19,938		
Office Supplies and Subscriptions	3,900	3,120	780	780						3,900		
AMENDMENTS:												
		-	-	-						-		
		-	-	-						-		
	100%	80%	20%	20%	Variable					100%		
TASK 104: COMPLETE STREETS (TRACKING ONLY)	15,655	12,524	3,131	800	-	-	-	-	-	15,655		
Safe and Accessible Transportation	4,000	3,200	800	800						4,000		Yes
Optional Set-Aside -- Task 101 Associated												
Safe and Accessible Transportation	11,655	9,324	2,331		Variable					11,655		Yes
Optional Set-Aside -- Task 102 Associated												
AMENDMENTS:												

2027 UPWP Budget	Total Budget	Federal Share	Local Share	Bismarck	Mandan	Burleigh	Morton	Lincoln	Other	Total	Notes	Uses Complete Streets Funds?
	889,616	711,693	177,923	123,103	12,940	7,755	16,633	1,293	16,200	889,616		
AMENDMENT SUMMMARY: Net Change												
	100%	80%	20%	20%	No Share Provided					100%		
TASK 101: ADMINISTRATION	410,498	328,398	82,100	82,100						410,498		
Staff Wages and Benefits	410,498	328,398	82,100	82,100						410,498		Yes
		-	-	-						-		
AMENDMENTS:												
		-	-	-						-		
		-	-	-						-		
	100%	80%	20%	12.0%	4.0%	3.0%	0.5%	0.5%	Variable	100%		
TASK 102: PROFESSIONAL SERVICES/ VENDORS/ CONSULTANTS	423,200	338,560	84,640	30,300	12,700	7,575	16,603	1,263	16,200	423,200	Notes: Local Share	
ATAC Annual Master Agreement Fee	10,000	8,000	2,000	1,200	400	300	50	50		10,000		
ATAC Study Associated Modeling	20,000	16,000	4,000	2,400	800	600	100	100		20,000		
SE Data Purchase for TDM	5,000	4,000	1,000	600	200	150	25	25		5,000		
Mandan Signalized Intersection Analysis-ATAC Addendum	13,000	10,400	2,600		2,600					13,000		
Transit Development Plan	81,000	64,800	16,200						16,200	81,000		Yes
Passenger Rail Station Study	112,500	90,000	22,500	13,500	4,500	3,375	563	563		112,500		Yes
ATAC Modeling - Travel Demand Model Update	60,000	48,000	12,000	7,200	2,400	1,800	300	300		60,000		
Morton County Future Land Use Plan/Map Update	76,700	61,360	15,340				15,340			76,700		
TDMSE/MTP 2055 Update	45,000	36,000	9,000	5,400	1,800	1,350	225	225		45,000		
		-	-	-	-	-	-	-		-		
		-	-	-	-	-	-	-		-		
AMENDMENTS:												
		-	-	-	-	-	-	-		-		
		-	-	-	-	-	-	-		-		
		-	-	-	-	-	-	-		-		
	100%	80%	20%	20%	Share for Government Partners Membership					100%		
TASK 103: CAPITAL, OPERATIONAL AND TRAVEL EXPENSES	55,919	44,735	11,184	10,704	240	180	30	30	-	55,919		
Rental Space	25,231	20,185	5,046	5,046						25,231		
Lodging and Associated Travel Expenses	8,350	6,680	1,670	1,670						8,350		
Office Operations	19,938	15,950	3,988	3,508	240	180	30	30		19,938		
Office Supplies and Subscriptions	2,400	1,920	480	480						2,400		
AMENDMENTS:												
		-	-	-						-		
		-	-	-						-		
	100%	80%	20%	20%	Variable					100%		
TASK 104: COMPLETE STREETS (TRACKING ONLY)	15,970	12,776	3,194	800	-	-	-	-	-	15,970		
Safe and Accessible Transportation	4,000	3,200	800	800						4,000		Yes
Optional Set-Aside -- Task 101 Associated												
Safe and Accessible Transportation	11,970	9,576	2,394							11,970		Yes
Optional Set-Aside -- Task 102 Associated												
AMENDMENTS:												

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Bismarck-Mandan
Metropolitan Planning Organization



2026-2027
UNIFIED PLANNING
WORK PROGRAM

Draft
July 2025

2026-2027 UNIFIED PLANNING WORK PROGRAM



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

FHWA
FTA
NDDOT
City of Bismarck
City of Mandan
City of Lincoln
Burleigh County
Morton County

Document prepared by: Kimberly Riepl
Executive Director/ Principal Transportation Planner
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USDOT Disclaimer: This document was prepared with federal funds but does not reflect the views or policies of the United States Department of Transportation.

Adopting Resolution

Resolution of Adoption 2026-2027 Unified Planning Work Program Bismarck-Mandan Metropolitan Planning Organization

The Bismarck-Mandan Metropolitan Planning Organization's Policy Board, after due consideration, hereby makes the following findings:

1. The 2026-2027 Unified Planning Work Program (UPWP) for the Bismarck-Mandan Metropolitan Planning Organization (BMMPO) provides for a comprehensive transportation planning program in keeping with the policies of the BMMPO.
2. The UPWP requires that agreements with funding agencies be entered into and that the BMMPO Chair and Executive Director be authorized to execute said agreements.
3. The UPWP includes an estimated cost for various tasks. During the course of work on certain tasks estimates may understate or overstate the needed level of effort due to complete planned work, and minor amendments to the UPWP may be needed to better align project budgets with expenditures.

IN CONSIDERATION OF THESE FINDINGS, IT IS HEREBY RESOLVED by the BMMPO Policy Board that:

1. The 2026-2027 Unified Planning Work Program for the BMMPO is hereby approved;
2. The BMMPO Chair and Executive Director are authorized to enter into agreements and amendments as needed with appropriate state and federal agencies to provide funding for activities approved in the UPWP;
3. The BMMPO commits to the provision of a 20% local match to state and federal planning funds;
4. It is acknowledged that full UPWP amendments per current policy of the NDDOT and FTA/FHWA will require formal action by the BMMPO Policy Board; and
5. The Executive Director is authorized, without action by the Policy Board, to execute administrative modifications to the UPWP as necessary. MPO Staff will provide notice of such administrative modifications to the Policy Board at a regularly scheduled meeting.

Approved by the BMMPO Policy Board and signed on the _____ day of _____, 2025.

BMMPO Policy Board Chair

ATTEST

BMMPO Executive Director

**BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION
UNIFIED PLANNING WORK PROGRAM
2026-2027**

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I hereby certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of US Code Title 18, Sections 2, 1001, 1343, and Title 31, Sections 3279-3730 and 3801-3812.

Signature, Executive Director, Bismarck-Mandan MPO

Date

INTRODUCTION

The Unified Planning Work Program (UPWP) is a description of the multi-modal transportation planning projects that will be conducted by the Bismarck/Mandan MPO for the assigned calendar year(s) 2026-2027. This document is the foundation for requesting federal funds as well as a control tool for scheduling, budgeting, and monitoring the transportation planning process within the Bismarck-Mandan Metropolitan Planning Organization's metropolitan planning area for the time period specified within the UPWP.

The 2026-2027 UPWP was developed with the input of the North Dakota Department of Transportation (NDDOT), Federal Transit Administration (FTA), Federal Highway Administration (FHWA), Bis-Man Transit, and the jurisdictional partners of the MPO (Bismarck, Lincoln, Mandan, Burleigh County and Morton County).

The 2026-2027 UPWP is intended to provide the MPO with a useful budgeting, scheduling and monitoring tool, as well as provide an understandable expectation of what the MPO will endeavor in the specified calendar year(s) of 2026 and 2027 with involvement of the public.

MPO BOARD MEMBERSHIP

The purpose of the MPO's Technical Advisory Committee (TAC) is to discuss and coordinate technical transportation matters that are under consideration by the MPO. Such matters may include highway, transit, auto/rail, bicycle, and pedestrian planning activities. The TAC will act in an advisory capacity to the Policy Board and the MPO's respective jurisdictions concerning transportation activities. The TAC is composed of the following voting representatives. Any member may have an alternate from their organization serve in his/her place with full voting rights:

Technical Advisory Committee Members
City Engineer, City of Bismarck: Gabe Schell
City Engineer, City of Mandan: Jarek Wigness
County Engineer, Burleigh County: Marcus Hall
County Engineer, Morton County: John Saiki
County Planner, Morton County: Natalie Pierce
Director of Bismarck Community Development, City of Bismarck: Ben Ehreth
Representative, Trucking or Freight Industry of the MPO area: Vacant
North Dakota Department of Transportation MPO Coordinator, NDDOT Local Government: Will Hutchings
Representative, City of Lincoln: SEH Engineering
Executive Director, Bis-Man Transit: Deidre Hughes
Planner, City of Mandan: Vacant
Representative, North Dakota Department of Transportation Bismarck District: Logan Beise
County Building Official/Director, Burleigh County: Mitch Flanagan
MPO Executive Director or MPO Transportation Planner (will act as TAC chair): Kim Riepl or Stephen Larson

The Policy Board is the decision-making body of the MPO. Voting members are comprised of locally elected officials. The primary function of this group is to ensure federal guidelines are followed and that the development of the regional transportation system follows a coordinated, continuing, cooperative and comprehensive process. The Policy Board consists of the following:

Policy Board Members
Mayor, City of Bismarck: Michael Schmitz
Mayor, City of Mandan: Jim Froelich
Mayor, City of Lincoln: Keli Berglund
County Commissioner, Burleigh County: Steve Schwab
County Commissioner, Morton County: Andy Zachmeier
Director, North Dakota Department of Transportation (Non-Voting): Ron Henke or assignee

MPO BOARD MEETING DATES

The MPO Policy Board is held on the third Tuesday of the month at 1:30 PM. The MPO TAC meeting is held at 10:00 AM on the Monday prior to the Policy Board. If TAC lands on a Federal holiday, the TAC meeting is moved to 10:00 AM on the day of Policy Board. The tables below provide proposed meeting dates for years 2026-2027. Dates and/or times are subject to change.

2026

TAC	Policy Board
January 20	January 20
February 17	February 17
March 16	March 17
April 20	April 21
May 18	May 19
June 15	June 16
July 20	July 21
August 17	August 18
September 14	September 15
October 19	October 20
November 16	November 17
December 14	December 15

2027

TAC	Policy Board
January 19	January 19
February 16	February 16
March 15	March 16
April 19	April 20
May 17	May 18
June 14	June 15
July 19	July 20
August 16	August 17
September 20	September 21
October 18	October 19
November 15	November 16
December 20	December 21

PREVIOUS ACCOMPLISHMENTS (2024-2025)

Accomplishments of the Bismarck-Mandan MPO in the previous 12-month period (July 2024 to June 2025) include the following:

- Adoption of the *Arrive 2050* Metropolitan Transportation Plan in December 2024 and an amendment to the MTP in April 2025
- Completed a self-audit and annual update to the Title VI & Non-Discrimination/ADA Plan
- Processed 7 amendments and 16 administrative modifications to the Transportation Improvement Program
- Developed and entered into a Memorandum of Agreement with MPO member jurisdictions for the BSPRA Government Partner Program to promote coordinated planning efforts for the restoration of passenger rail service to the region
- An MPO-wide Pavement Conditions Analysis Report was completed which included 16 hours of training in PAVER for member jurisdictions' staff

- Completed the Safe Routes to Services study in December 2024 and MPO staff presented outcomes from the study at an APBP Webinar in January
- Hosted a free Bicycle Friendly Community Workshop through the League of American Bicyclists
- Launched the 2025 Safety Policy Study and conducted extensive initial public engagement efforts
- Contracted services for the Monitoring Report Update, a crucial first step in performing regular updates to the MPO's Monitoring Report
- Assisted with and participated in the successful completion of the 2024 Triennial Review of the City of Bismarck/Bis-Man Transit conducted on behalf of the Federal Transit Administration
- Provided grant management support to Bis-Man Transit and acted as liaison between the transit agency and the City of Bismarck (FTA grantee) through monitoring activities and other general administrative tasks
- Filled three full time (FTE) positions within the MPO: Executive Director/Principal Transportation Planner; Transportation Planner; and Transportation Specialist

ANTICIPATED ACCOMPLISHMENTS THROUGH DECEMBER 2025

Work identified in the 2025 UPWP which is expected to be completed by December 31, 2025:

- Approval/adoption of the 2025 Safety Policy Study
- Purchase of traffic count data for the calibration of the Travel Demand Model (base year 2025)
- Fringe Area Road Master Plan Update RFP development, approval and release, resulting in consultant selection and study kick-off and initial round of public engagement
- Approval/adoption of the Monitoring Report Update
- Approval/adoption of the 2025 update to the ITS Regional Architecture

PLANNED WORK ACTIVITIES 2026 – 2027

January 1, 2026 – December 31, 2026

- Fringe Area Road Master Plan update began in 2025 will be complete/approved by December 2026
- Mandan Signalized Intersection Analysis, an 18-month project, will begin in January 2026 with 66% of the project and cost complete in 2026
- Transit Development Plan will commence January 2026; expected to be a 17-month study, 55% of the project and cost is expected to be realized in 2026
- Parking Constrained Area Study, will begin in January 2026 and be approved by December 31, 2026
- Passenger Rail Station Siting Study will begin in June 2026 with 50% of the project complete and 50% of the total cost of the study realized in 2026
- Addendums to the ATAC Master Agreement will be executed for the Mandan Signalized Intersection Analysis project and other study needs

January 1, 2027 – December 31, 2027

- Transit Development Plan will be approved before the second half of 2027, with the remaining 45% of the study budget expended in 2027
- Mandan Signalized Intersection Analysis will conclude June 30 with the remaining 34% of the study and budget realized in 2027
- Passenger Rail Station Siting Study will be approved July 2027
- SE data, including household and employment, will be purchased in January 2027 and refined for use in the update of the Travel Demand Model
- The MPO will assist with and participate in the 2027 Triennial Review conducted on behalf of FTA
- ATAC will begin the update to the Travel Demand Model in early 2027
- The TDMSE/2030-2055 MTP effort will begin early to mid-2027, with the remainder of the effort occurring in 2028 and 2029
- A new ATAC Master Agreement will be negotiated as the current agreement expires December 31, 2027

UPWP OVERVIEW

The 2026-2027 UPWP is formatted into four task areas: Administration (101), Professional Services/ Vendors/ Consultants (102), Capital, Operational and Travel Expenses (103), and Complete Streets (104). Funds budgeted for the first three categories equal the MPO's total operating and services-based budget. The fourth category is for tracking of the 2.5% Safe and Accessible Transportation Option Set-Aside (Complete Streets funds). Funds allocated to Task 104 will be expensed out of Task 101 or 102 but record keeping will remain under Task 104 as well to ensure that the set-aside has been met.

The purpose of this format is to better align the UPWP budget to the accounts utilized by the MPO and the City of Bismarck's Fiscal Services. The City of Bismarck is the hosting agency for the MPO and provides the 20% local match on all administrative and operational activities. This includes all local match needs for Task 101 and 103, as well as Bismarck's participating portion of Task 102. Since the City covers such a large portion of the local share for the MPO, it is prudent to align the budgets of the UPWP and the City. This will ensure that amendments and money transfers occur in concert amongst the two accounting systems.

The UPWP addresses MPO activities in broad terms, as follows:

- 1) Staff expenses (all staff time--wages and benefits),
- 2) Outsourced expenses, and
- 3) Office-related expenses (supplies, rentals, staff development, etc.).

The activities encompassed by each task are further defined in their individual section of the UPWP.

SOURCE OF UPWP FUNDS

Funding identified in the UPWP is provided by the following partners. Federal funds are allocated under the Consolidated Planning Grant (CPG) and, in the case of the 2.5% set-aside, Complete Streets funds (CS). State funds, when used, are provided through allocation by the state legislature and/or NDDOT Local Government Division. Local funds are provided through local sales tax or mill levy. The tables below indicate the sources of funding provided, the amount of funding, and the percentage totals.

2026 Bismarck-Mandan MPO Revenue

Funding Source	Amount	Percentage Totals
2026 Federal Funds	\$799,699.55	80%
ND PL	509,944.32	63.76%
ND CS	15,655.02	01.96%
ND FTA	173,049.35	21.64%
2024 Redistribution	101,050.86	12.64%
2026 Local Match	\$199,925	20%
City of Bismarck	139,777	69.91%
City of Lincoln	1,443	.72%
City of Mandan	28,740	14.38%
Burleigh County	8,655	4.33%
Morton County	1,443	.72%
Bis-Man Transit	19,868	9.94%

(based on NDDOT estimates 4/15/2025)

Year two of the biennial budget is built on the assumption of receiving a 2% increase to funding over the previous year's authorizations provided through federal sources. This estimated budget identifies the federal sources and local match for Year 2027 as shown in the table below:

2027 Bismarck-Mandan MPO Revenue

Funding Source	Amount	Percentage Total
2027 Federal Funds	\$711,693	80%
ND PL	519,678	73.02%
ND CS	15,970	2.24%
ND FTA	176,045	24.74%
2024 Redistribution	----	----
2027 Local Match	\$177,923	20%
City of Bismarck	123,103	69.19%
City of Lincoln	1,293	.73%
City of Mandan	12,940	7.27%
Burleigh County	7,755	4.36%
Morton County	16,633	9.35%
Bis-Man Transit	16,200	9.10%

(based on estimates of a 2% increase in federal funding over **estimated** 2026 base CPG of \$697,800—these numbers subject to change)

FEDERAL PLANNING FACTORS

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

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

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

MTP/ FEDERAL PERFORMANCE GOALS AND UPWP PROJECTS

The current BMMPO ratified Metropolitan Transportation Plan adopts the federal goals areas established through the MAP-21 and FAST Act legislation, and more recently, the Infrastructure Investment and Jobs Act (IIJA):

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

Following is a table that identifies which MTP Goals are addressed by transportation planning studies, data purchases, or procurement of professional services planned for years 2026-2027:

	1	2	3	4	5	6	7
Fringe Area Road Master Plan (FARMP) Update			x	x			
Mandan Signalized Intersection Analysis	x		x	x			
Transit Development Plan	x		x		x		
Parking Constrained Area Study	x		x		x		
Passenger Rail Station Siting Study	x		x	x	x	x	x
Socio-Economic/Origin-Destination Data Procurement	x		x	x	x		
Travel Demand Model Update/TDMSE & MTP Update	x	x	x	x	x	x	x

TIMELINE FOR METROPOLITAN TRANSPORTATION PLAN UPDATE

- 2026
- Purchase base-year Socio-Economic Data (Household and Employment Estimates) [Q1-Q2]
 - Update the Traffic Analysis Zone (TAZ) Structure [Q3-Q4]
 - ‘Clean-Up’ Socio-Economic Data (Household and Employment Estimates) [Q3-Q4]
 - Develop the RFP for the combined Travel Demand Model and Socio-Economic Projections (TDMSE) Update and 2030-2055 Metropolitan Transportation Plan (MTP) [Q3-Q4]
- 2027
- Execute contract for the TDMSE/MTP [Q1]
 - Assess the need for additional data for the TDMSE [Q1]
 - Determine Forecast Methodology and Growth Scenarios [Q1-Q2]
 - Develop the baseline population and employment estimates and the 2055 projections [Q1-Q2]
 - Allocate future (2030-2040 mid, 2040-2055 long) residents and employees by TAZ [Q1-Q2]
 - ATAC updates and refines Travel Demand Model (TDM) [Q1-Q4]
 - Purchase base-year Origin-Destination Data to be used to calibrate the updated TDMSE [Q1]
 - Update the TDM’s TAZ structure and roadway network to reflect current conditions [Q1-Q2]
 - Input the most recent population and employment estimates and projections into the TDM. [Q2-Q3]
 - Consultant, MPO, and (if desired) TDMSE partners Review the Travel Demand Model [Q3-Q4]
- 2028
- Adopt the TDMSE at TAC/PB [Q1-Q2]
 - Begin 2030-2055 MTP update [Q1-Q2]
- 2029
- Adoption of 2030-2055 MTP [Q4]

ELIGIBLE EXPENSES

Products and services financed with federal funds and included in the work program and budget of the MPO must meet eligibility requirements as provided in 23 CFR 420.113 in part:

- (a) Costs will be eligible for FHWA participation provided that the costs:
 - (1) Are for work performed for activities eligible under the section of title 23, U.S.C., applicable to the class of funds used for the activities;
 - (2) Are verifiable from the State DOT's or the subrecipient's records;
 - (3) Are necessary and reasonable for proper and efficient accomplishment of project objectives and meet the other criteria for allowable costs in the applicable cost principles cited in [49 CFR 18.22](#) (codified in 2 CFR Part 200);
 - (4) Are included in the approved budget, or amendment thereto; and
 - (5) Were not incurred prior to FHWA authorization.

The work products and projected budgets provided in the UPWP are intended to convey reasonable expectations as to the anticipated accomplishments of the Bismarck-Mandan MPO and the associated costs and expenses of those activities for the years 2026 and 2027. Activities and services of the MPO receiving federal funding will be verified for compliance with federal eligibility requirements as outlined above, prior to payment approval.

UPWP AMENDMENT GUIDANCE

The MPO will amend the UPWP in accordance with 2 CFR 200.308(c).

- C) For non-construction Federal awards, recipients must request prior approvals from Federal awarding agencies for the following program or budget-related reasons:
 - (1) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
 - (2) Change in a key person specified in the application or the Federal award.
 - (3) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
 - (4) The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval in accordance with subpart E of this part as applicable.
 - (5) The transfer of funds budgeted for participant support costs to other categories of expense.
 - (6) Unless described in the application and funded in the approved Federal awards, the subawarding, transferring or contracting out of any work under a Federal award, including fixed amount subawards as described in § 200.333. This provision does not apply to the acquisition of supplies, material, equipment or general support services.
 - (7) Changes in the approved cost-sharing or matching provided by the non-Federal entity.
 - (8) The need arises for additional Federal funds to complete the project.

As allowed by 2 CFR 200.308(c)(4) and 2 CFR 200.308(e), FHWA and FTA may establish a costs threshold for UPWP amendment. Under adoption of this UPWP, and consistent with the MPO's historic practices, no amendment will be required if there is a cost change of 10% of the annual UPWP budget or less than 10% of the annual UPWP budget. This applies to changes in project costs, if funds are transferred within a task, or if funds are transferred between tasks. Changes not meeting the threshold of an amendment will be presented to the MPO boards, NDDOT, FHWA and FTA as a UPWP modification.

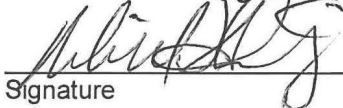
The amendment procedures outlined herein support the procedures for UPWP amendments and administrative modifications as provided within the Bismarck-Mandan MPO's Public Participation Plan.

TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

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

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

**Bismarck-Mandan Metropolitan Planning
Organization**


Signature

Policy Board chair
Title

5/21/24
Date

North Dakota Department of Transportation


Signature

Local Government Director
Title

6/17/2024
Date

BISMARCK-MANDAN MPO ACTIVITIES SUPPORTING TITLE VI

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

Title VI of the Civil Rights Act of 1964

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

The Bismarck-Mandan MPO’s Title VI and Non-Discrimination/ADA Plan (Plan) provides policies prohibiting discrimination based on race, color, or national origin. Procedures contained in the Plan and utilized by the MPO help ensure compliance with Title VI regulations, statutes, and requirements through the following means:

- The Plan provides complaint procedures, including information, forms and instructions relative to filing complaints in the event any individual feels they have been discriminated against in the MPO’s programs or processes. The Title VI/ADA Coordinator is identified within the Plan and contact information is also provided.
- The Plan is subject to annual internal audits to assess the program’s effectiveness at all levels and to ensure continued compliance with Title VI requirements.
- The Plan contains a Policy Statement, reviewed and approved by the Policy Board annually and signed by the Policy Board Chair, which declares the Bismarck-Mandan MPO has implemented procedures, policies, and actions to ensure nondiscrimination in all of its programs and activities.
- The Plan contains a list of MPO staff and appointed positions within the MPO, including the Technical Advisory Committee and Policy Board. It identifies how each position is prescribed and details the responsibilities of each as it relates to Title VI.
- Training programs for all MPO employees on Title VI and its related statutes are conducted annually, and will consist of, minimally, one hour of training per reporting period.
- Bismarck-Mandan MPO maintains maps within the Plan indicating areas of high concentrations of minority, low-income, and elderly and limited English proficiency populations for consideration in planning and programming activities.
- Federal Clauses and “Title VI Assurances”, which contain language prohibiting discrimination of groups identified in the Civil Rights Act of 1964, are included within all Request for Proposals (RFPs) and contracts for studies and procurement solicited by Bismarck-Mandan MPO.

Title VI and the Bismarck-Mandan MPO Public Participation Plan

Bismarck-Mandan MPO’s Public Participation Plan (PPP) requires the evaluation of adverse impacts of MPO activities overall, including elderly, low-income, and minority populations. The MPO maintains maps with high concentrations of elderly, minority, low-income populations, and those with limited English proficiency, for consideration in planning and programming activities. These maps are included in the Title VI and Non-Discrimination/ADA Plan and the Transportation Improvement Program. The socio-economic data used to maintain the maps is used in a variety of applications, including MPO studies.

The PPP indicates that meeting facilities should be accessible to mobility impaired individuals and meetings should be scheduled at various times to accommodate various work schedules. Contact information for the Title VI/ADA Coordinator is provided on MPO meeting agendas and on the MPO webpage to ensure accessibility by individuals with disabilities to request appropriate provisions, auxiliary aids, or services for meeting facilities or materials. Forms, along with complete instructions, to request reasonable accommodations and processes for filing of complaints of violations are also provided.

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

Bismarck-Mandan MPO continues to promote accessibility to its programs and activities by all applicants, participants, and members of the public regardless of race, color, national origin, sex, age, disability, or income status. The Title VI and Non Discrimination/ADA Plan, the Title VI Policy Statement, LEP Plan, ADA reasonable accommodations request forms, Title VI complaint forms and procedures, and other MPO program and activity notices are provided through methods including, but not limited to, email notification, website list serve alerts, public notices displays, newspaper publication, and are also accessible via social media using Facebook to link to the MPO webpage.

DRAFT

TASK 101: ADMINISTRATION

Purpose:

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

Present Status:

The MPO employs four staff members. Three are full-time and one is part-time. All full-time staff work 40 hours per week and the part-time staff averages between 24 and 28 hours per week. Current positions follow:

MPO Staff	
Executive Director/ Principal Transportation Planner	Kim Riepl
Transportation Planner	Stephen Larson
Transportation Specialist	Tracy Walters
Part-Time Transportation/Transit Planner	Paulette Jacobsen

Proposed Work:

Staff will participate in activities throughout the work program cycle to engage the public, jurisdictional partners, MPO boards, and oversight agencies in the transportation planning process.

Required activities as outlined in the MPO Bylaws are:

Prepare, maintain, and regularly update the plans set forth below.

- a. Metropolitan Transportation Plan (MTP)
The MPO Metropolitan Transportation Plan will serve as the basis for developing the communities' future transportation network. The MTP identifies and prioritizes transportation related projects with implementation time frames including short-range (0-5 years), medium-range (5-15 years), or long-range (15+ years). The MTP is updated on regular intervals and has a planning horizon of at least twenty (20) years.
- b. Transportation Improvement Program (TIP)
The MPO shall prepare and submit annually a staged multi-year program of transportation improvement projects in each city government unit. The TIP for the Metropolitan Area lists all of the transportation improvement projects proposed to be funded and constructed by Federal Highway Administration and certain Federal Transit Administration programs during a four (4) year time period.
- c. Unified Planning Work Program (UPWP)
The MPO shall annually or biennially prepare a Work Program for allocation of PL funds. This allocation shall be based on a listing of tasks to be accomplished by the MPO each year.
- d. Multi-Jurisdictional Plans
The MPO shall review and act on all transportation projects affecting multiple Metropolitan Area units of government in a substantial manner.

Conduct studies and research pertaining to planning and development and to make recommendations based on these studies.

- a. To provide, when possible, technical services to the member units of government.
- b. To receive and dispense grants and funds from federal, state, or local governments or from individuals and foundations within the budget established or amended by the Policy Board.
- c. To enter into agreements or contracts for any service necessary or convenient for carrying out the purposes of the MPO.

To perform the required activities, MPO staff may participate in the following. These are generalized activities that may be expanded in practice.

MTP

- Staff will provide for and manage the update of the Metropolitan Transportation Plan (MTP). Adoption of the MTP will occur by resolution on a 5-year cycle.
- Staff will promote the goals of the MTP.

TIP

- Staff will prepare the Transportation Improvement Program (TIP) on a four-year rolling cycle. The TIP will be developed, adopted, and distributed in compliance with all federal, state, and local requirements. The TIP shall include all federal-aid or regionally significant transportation improvements planned by the participating agencies within the MPO area for the four-year period.
- Staff will prepare TIP modifications and amendments, as necessary, for possible action by the MPO Boards, NDDOT, and FHWA and FTA.

UPWP

- Staff will coordinate development of the next annual or biennial UPWP with its partner jurisdictions.
- Staff will monitor work activities outlined in the UPWP and submit vouchers for reimbursement of eligible transportation planning work activities.
- Staff will monitor the implementation of grant activities and present UPWP modifications or amendments, as necessary, for possible action by the MPO Boards, NDDOT, and FHWA and FTA.
- Staff will prepare UPWP Status Reports quarterly or semi-annually, as indicated in the current UPWP contract, including a summary of work and financial activities, for FHWA, FTA, and NDDOT.

STUDIES

- Staff will select and conduct studies and associated public involvement activities identified in the MTP. Transit will be incorporated in these studies as appropriate.
- Staff will perform project management of the transportation planning studies, data collection, and vendor procurement, as outlined by each contract.
- Staff will manage professional services or consultants to update inventories of transportation information required for transportation planning. Specific inventories include traffic counts and turning movement counts. New data will be gathered and existing inventories will be updated.
- Staff, according to the Master Agreement with ATAC, will maintain and provide data from the transportation demand forecasting model which will be calibrated to the Year 2025 and the forecast Year 2055.
- Staff will assist with the update of the Traffic Analysis Zone (TAZ) boundaries, which are special areas delineated by state and/or local transportation officials for tabulating traffic related data.
- At the request of MPO partner agency, staff will participate in the land use development process, special studies, transportation planning, transit route planning, and the review of their implications on the public transit system.
- Staff will analyze impacts related to land use and transportation system coordination on a corridor/study area basis.
- Staff will manage the routine update of pavement management collection project.

TRANSIT

- Staff will analyze long-term public transit needs and funding requirements, as approved by Bis-Man Transit, through updates to the Transit Development Plan.
- Staff may complete other transit-related planning activities and special studies.
- Staff will provide general administrative support for the FTA funding programs included in Chapter 53 of Title 49 U.S.C. including the procurement of capital purchases and the submittal of the required Milestone Progress Reports (MPRs) and Federal Financial Reports (FFRs) to FTA.
- Staff will monitor Bis-Man Transit, on behalf and in cooperation with the City of Bismarck, to ensure federal regulations are met regarding the use of FTA funds.
- Staff will participate in the FTA Triennial Review of Bis-Man Transit and City of Bismarck.

OFFICE DOCUMENTS

- Staff will update MPO planning documents as needed.
- MPO will self-certify the local transportation planning process.
- Staff will abide by the Memorandum of Agreement signed between NDDOT, the MPO, and the local transit provider.
- Staff will update the Public Participation Plan for the MPO as needed.

STAFF ACTIONS

- Staff will participate in transportation planning committee meetings, other process-related meetings, and public meetings throughout the planning year. Staff will discuss and disseminate information regarding the transportation planning process and transportation improvements.
- Staff will undertake any activities that support the transportation planning committees and the planning process, including but not limited to the following: coordinating staffing meetings, public meetings, and open houses; drafting agendas and meeting minutes; assembling and dissemination meeting packets; drafting and publishing public notices; developing reports and documents; and providing information.
- Staff will maintain the MPO's accounting system whereby participants in the local transportation planning process are billed for transportation planning work identified within the UPWP.
- Staff will compile and submit MPO bills to NDDOT monthly for reimbursement.
- Staff will verify that Americans with Disabilities Act (ADA) requirements relating to the Transportation Planning Processes are being met.
- Staff will participate in various training courses, conferences, seminars, and workshops as approved by the MPO Executive Director/ Principal Transportation Planner and City of Bismarck Director of Community Development.
- Staff will participate in agency memberships and subscriptions related to transportation planning.
- Staff will provide coordination for the Bike-Ped Subcommittee. [This activity may use Safe and Accessible Transportation Option set aside (i.e. Complete Streets funding). Funding will be expended under task 101, and this spending will be tracked via Task 104.]
- Staff will review USDOT, FHWA, and FTA regulations, guidance, and circulars and review best practices information from other sources to ensure compliance with regulations and consider cutting-edge ideas. Staff will also implement

applicable new programs authorized by the Bipartisan Infrastructure Law or those of any subsequent and superseding federal highway legislation.

- Staff will participate in any MPO review activities conducted by FHWA, FTA, or NDDOT.
- Staff will complete preliminary work on RFPs and other necessary documentation. RFPs will be disseminated, consultant selection procedures will be followed, and contracts will be prepared and executed according to the Qualification Based Selection (QBS) standards of NDDOT. Staff will be responsible for contract preparation, contract execution, and project management.
- Staff will participate in transportation coordination activities related to developing improved transportation opportunities and programs for low-income individuals, persons with disabilities, and the elderly population.
- Socio-economic data will be integrated into the MPO products as available. This may include information gathered from census data, building permit data, residential and multi-housing statistics, and the National Highway Travel Survey.
- Staff will work to ensure compliance with federal laws and regulations, especially the Bipartisan Infrastructure Law and those of any subsequent and superseding federal highway legislation.
- Staff will coordinate with NDDOT to further develop and implement a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes. This will include coordination with NDDOT on the adoption of annual targets for safety performance measures.
- Staff will promote cooperation and coordination across North Dakota MPOs where appropriate to ensure a regional approach to transportation planning.
- As federal guidance is developed to implement the Bipartisan Infrastructure Law requirement for a 2.5% planning fund expenditure on Safe and Accessible Transportation Options, staff will identify and document MPO activities that meet this requirement.
- Staff may participate in other activities associated with the transportation planning process, that are not described in this UPWP, as mutually agreed upon with NDDOT. These activities fall under the overall comprehensive, cooperative, and continuing transportation planning process.

Final Products:

Final products of Task 101 will be the successful update or amendment/modification of federally required products such as the Transportation Improvement Program, the Unified Planning Work Program, or the Metropolitan Transportation Plan. Final products would also include elements needed for the preparation and execution of planning studies or professional services—such as the RFPs, QBS documentation, completed contract(s), and coordinating public meetings. Products of monthly administration would include, but not be limited to, billings, coordinating meetings; creating agendas, meeting packets, public notices, minutes; and providing or creating reports and correspondence as needed. Transit and grant management activities will produce federal and state funding awards to promote Transit activities, programs, and services; completed financial grant management reports and monitoring, and successful participation and conclusion of the Triennial Review process in 2027. Additional products required by NDDOT, the City of Bismarck, or routine MPO processes may occur.

Schedule and Completion Date:

Federally required products will be completed by the deadlines assigned by NDDOT and/or FHWA/FTA. The proposed schedule of completion for federally required products are:

Schedule and Completion Date (Cont.):

	2027-2030 TIP	2027-2028 UPWP	2028-2031 TIP	2028-2029 UPWP	TDMSE/MTP (combined study)
RFP Process					Q4 2026
Contract Negotiations					Q1 2027
Contract Start Date (Est.)					As soon as 2/1/2027
Draft Review	July - Aug 2026	July 2026	July - Aug 2027	July 2027	August 2029
Final Approval	Aug - Sept 2026	September 2026	Aug – Sept 2027	September 2027	December 2029
Contract End Date (Est.)					12/31/2029

Monthly and administrative products will be completed on a rolling basis throughout each month. Non-federally required activities will be completed as assigned by the Executive Director/Principal Transportation Planner, State or Federal oversight, contract obligation, or deadlines set by City of Bismarck processes. In the case of transit items, deadlines will be cooperatively determined with Bis-Man Transit, City of Bismarck Finance Department, and the Federal Transit Administration.

TASK 102: PROFESSIONAL SERVICES/ VENDORS/ CONSULTANTS

Purpose:

To provide for studies, data purchases, or professional services that address specific transportation concerns and may impact the MPO's Metropolitan Transportation Plan, Transportation Improvement Program or MPO planning process.

Present Status:

The activities of Task 102 are based on needs identified in the current Metropolitan Transportation Plan, brought forward by local jurisdictional partners or MPO staff, or recommended under prior transportation-related planning studies. Projects were discussed by the jurisdictions and preferred projects were allocated funds within the MPO's allowance. Current projects have been approved by the TAC and Policy Board.

Project(s) started in 2025 that are expected to complete in 2025:

- 2025 Safety Policy Study
- Monitoring Report Update
- 2025 ITS Regional Architecture Update
- ATAC Master Agreement Year Two Term
- ATAC Study Associated Modeling (FARMP)

Project(s) started in 2025 that are expected to carry into 2026:

- Fringe Area Road Master Plan

Proposed Work:

Projects that are expected to received funding in 2026 and 2027 are listed in the tables below. The proposed work will be completed by consultants, vendors, or under the Master Agreement contract with the Advanced Traffic Analysis Center (ATAC) at North Dakota State University and addendums to said contract.

2026 Task 102 Projects, Description and Schedule (updated as of 7/10/2025)					
Project	Description	Total Project Cost	2026 Budget Allocation (100%)	Targeted Start or Contract Date	Date Complete
ATAC Annual Master Agreement Fee	Master Agreement Contract, which includes all ND MPOs. Established for a three-year period with an annual fee paid at the beginnng of each calendar year. Allows MPO and local jurisdictions access to limited ad-hoc model runs, access to ATAC staff for technical questions, maintenance and hosting of the MPO's travel demand model, and coordination of 2-3 partnership meetings during the calendar year.	\$10,000	\$10,000	September 2024	12/31/2027
Study Associated Modeling and Ad Hoc Activities Performed by ATAC	Funding set-aside to cover the development of the Travel Demand Model and/or ad-hoc requests which are above and beyond the allowances of the Annual Fee. Ad hoc projects resulting from MPO or local jurisdiction special requests may arise throughout the year and are managed through addendums to the Master Agreement.	\$20,000	\$27,295	Varies by Need	12/31/2026 or otherwise defined by addendums

2026 Task 102 Projects, Description and Schedule (updated as of 7/10/2025)					
2025 Fringe Area Road Master Plan Update (FARMP)	Comprehensive update of the Fringe Area Road Master Plan would create new GIS files with all approved amendments since previous adoption in 2014 and allow for 4-6 hot spot analyses, to re-evaluate alignments, future connections and interior roadway networks, and intersection recommendations in specific areas of the MPO planning area, along with an evaluation of the beltway concept included in the 2014 FARMP.	\$180,000	\$132,705	Sept/Oct 2025	12/31/2026
Transit Development Plan (TDP) Update*	Comprehensive review of transit services to ensure the bus network keeps up with demand, addresses the diversity of needs, and is sustainable. This includes, but is not limited to, potential improvements to the para-transit and fixed route service and operations. The study will focus on community need, perception, capacity, and transit operations.	\$180,000	\$99,338	January 2026	5/31/2027
Mandan Signalized Intersection Analysis	ATAC will use existing detection technologies to set up automated traffic and pedestrian data collection on up to 5 signalized intersections. The collection provides 15-minute turning movement count and average stop bar speeds 24/7/365. The collected data can then be used for generating reports using the Traffic Analysis Tool website which can be used for transportation planning, traffic operations, to calibrate and validate regional travel demand model or to design traffic signal phasing and splits.	\$45,000	\$32,000	January 2026	6/30/2027
Passenger Rail Station Siting Study*	Evaluate feasibility of potential passenger rail terminal facility locations in MPO region. Restoration of passenger rail service on the BNSF mainline through North Dakota has been identified by Federal Rail Administration and has been awarded funding through the FRA Corridor ID project sponsored by BSPRA. The study will consider factors relating to transportation connectivity and accessibility such as integration with other modes of transportation (ie, transit), car access and parking, walkability and bikeability, and convenient transfer points. Recommendations will be presented to BSPRA when they are in the Service Development Plan phase of their project.	\$225,000	\$112,500	June 2026	7/31/2027
Parking Constrained Areas Study*	Evaluation of specific areas in Bismarck and Mandan with limited parking availability such as downtown areas, state capitol complex and educational campus areas to identify a broad set of options to address parking challenges in these and other areas. Will examine existing and projected demand and alternatives to address including, but not limited to public transportation use, micromobility options, on-street parking demand management, scheduling, pedestrian and bicycle improvements.	\$180,000	\$180,000	January 2026	12/31/2026

*These activities may contribute toward the 2.5% spending requirement for the Safe and Accessible Transportation Option set aside. Total spending will be ~\$15,655 as determined by study efforts and staff time dedicated to this task.

Proposed Work (Cont.):

2027 Task 102 Projects, Description and Schedule (updated as of 7/10/2025)					
Project	Description	Total Project Cost	2027 Budget Allocation (100%)	Targeted Start or Contract Date	Date Complete
ATAC Annual Master Agreement Fee	Master Agreement Contract, which includes all ND MPOs. Established for a three-year period with an annual fee paid at the beginning of each calendar year. Allows MPO and local jurisdictions access to limited ad-hoc model runs, access to ATAC staff for technical questions, maintenance and hosting of the MPO's travel demand model, and coordination of 2-3 partnership meetings during the year.	\$10,000	\$10,000	September 2024	12/31/2027
Study Associated Modeling and Ad Hoc Activities Performed by ATAC	Funding set-aside to cover the development of the Travel Demand Model and/or ad-hoc requests which are above and beyond the allowances of the Annual Fee. Ad hoc projects resulting from MPO or local jurisdiction special requests may arise and are managed through addendums to the Master Agreement.	\$20,000	\$20,000	Varies by Need	12/31/2027 or otherwise defined by addendums
Transit Development Plan (TDP) Update*	Comprehensive review of transit services to ensure the bus network keeps up with demand, addresses the diversity of needs, and is sustainable. This includes, but is not limited to, potential improvements to the para-transit and fixed route service and operations. The study will focus on community need, perception, capacity, and transit operations.	\$180,000	\$81,000	January 2026	5/31/2027
Mandan Signalized Intersection Analysis	ATAC will use existing detection technologies to set up automated traffic and pedestrian data collection on up to 5 signalized intersections. The collection provides 15-minute turning movement count and average stop bar speeds 24/7/365. The collected data can then be used for generating reports using the Traffic Analysis Tool website which can be used for traffic operations, transportation planning, to calibrate and validate regional travel demand model or to design traffic signal phasing and splits.	\$45,000	\$13,000	January 2026	6/30/2027
Passenger Rail Station Siting Study*	Evaluate feasibility of potential passenger rail terminal facility locations in MPO region. The study will consider factors relating to transportation connectivity and accessibility such as integration with other modes of transportation (ie, transit), car access and parking, walkability and bikeability, and convenient transfer points.	\$225,000	\$112,500	June 2026	7/31/2027
Socio-Economic Data Purchase	SE data, including household and employment data, will be purchased and refined by MPO staff for use in the update of the Travel Demand Model.	\$5,000	\$5,000	January 2027	October 2027
Travel Demand Model Update (ATAC)*	ATAC will update and refine the Bismarck-Mandan MPO Travel Demand Model for use in the TDMSE. Addendums to the ATAC Master Agreement will outline scope and fees.	\$60,000	\$60,000	February 2027	January 2028

2027 Task 102 Projects, Description and Schedule (updated as of 7/10/2025)					
Morton County Future Land Use Plan/Map*	Key land use components (i.e. development density, topography, and location influence) can strongly impact essential transportation planning factors such as street access, design, traffic patterns, and traffic volumes. These factors determine future traffic modes and will be evaluated to produce a future land use map that will guide decision making at the County and regional levels regarding future growth and development and to refine existing zoning districts and create a map that will better lend themselves to orderly growth, development and future transportation planning. For example, the resulting Future Land Use Plan will be used for future updates of the metropolitan travel demand forecasting model and Bismarck-Mandan Metropolitan Transportation Plan.	\$150,000	\$76,700	June 2027	June 2028
Travel Demand Model and Socio-Economic Update and 2030-2055 Metropolitan Transportation Plan (combined)*	Standard update of the Travel Demand Model and Socio-Economic Update and subsequent 2030-2055 Metropolitan Transportation Plan. Update and discuss the MPO's projections for future households and businesses, transportation goals and objectives, and current state of transportation systems. Identifies a fiscally constrained list of improvements to the target year of 2055.	\$550,000	\$45,000	TDMSE March 2027 MTP April 2028	TDMSE April 2028 MTP December 2029

*These activities may contribute toward the 2.5% spending requirement for the Safe and Accessible Transportation Option set aside. Total spending will be ~\$15,970 as determined by study efforts and staff time dedicated to this task.

Final Products:

Funding for Task 102 is exclusive to contractual obligations, and final products for Task 102 are determined by each project's contract. Final products will be a final report and presentation on the following:

- 2025 Fringe Area Road Master Plan (2026)
- Parking Constrained Areas Study (2026)
- Mandan Signalized Intersection Analysis Study (2027)
- Transit Development Plan (2027)
- Passenger Rail Station Siting Study (2027)
- Morton County Future Land Use Plan/Map (2028)
- TDMSE (2028)
- Final Report/Presentations/Adoption of MTP (2029)

Additional final products will include the final files and/or presentation for any modeling service provided by ATAC, including the Travel Demand Model update in 2028. Receipt of final files for the 2027 Socio-Economic Data Purchase serve as final deliverables when provided according to contract specifications.

Schedule and Completion Date:

See tables: "2026 Task 102 Projects, Description and Schedule" for start and completion dates of each project identified for funding in 2026, and the table titled "2027 Task 102 Projects, Description and Schedule" for start and completion dates of each project identified for funding in 2027.

TASK 103: CAPITAL, OPERATIONAL AND TRAVEL EXPENSES

Purpose:

Provide for the operational expenses and capital investments necessary to carry out the transportation planning process. Expenses will ensure the MPO staff have a secure worksite, adequate resources to perform the work, and opportunity to increase or maintain proficiency within their positions.

Present Status:

The MPO rents office space from the City of Bismarck who is the MPO's host agency. The building rental expense also covers utilities, snow removal, janitorial, water, etc. The MPO pays a rental fee for parking which comes under an arrangement between the City of Bismarck and the Bismarck Parking Authority. Both rental expenses are billed monthly.

The MPO reserves funding for special operational expenses that improve the professionalism and knowledge of its staff. Training opportunities typically require lodging, meal, airfare, fuel or mileage reimbursement, car rentals or taxis, conference registration, or other travel related expenses. The MPO typically budgets for between two and three out-of-state training opportunities a year. Such opportunities include the Transportation Research Board (TRB) Annual Conference, American Planning Association National Conference, Western Planner Conference, TRB Tools of the Trade Annual Meeting, and Association of Metropolitan Planning Organization Annual Conference. Also, FTA offers a Triennial Review Workshop for recipients preparing for upcoming reviews and site visits. Additionally, there are several in-state travel opportunities and conferences including NDDOT's Transportation Conference, ND Main Street Conference, Western Planner Conference, and the MN & ND MPO Conference, and ATAC Partners Meetings. Routine in-state trips occur within the immediate metro area or to a partner agency within the state. Travel within the community occurs monthly; travel out of the area may occur quarterly.

Since the MPO is housed within the host agency, some operational expenses are provided by the City of Bismarck on a prorated basis. Prorated expenses may be based on number of staff, as in phone lines, software upgrades, VPN, etc., while other expenses are prorated on usage, as in the use of the printer/copier. Select operational expenses are expensed to the MPO directly by an outside agency. These expenses may include membership dues/subscriptions, drug testing, and/or position testing for new employees. The MPO recently secured a membership, on behalf of all 5 member jurisdictions, to Big Sky Passenger Rail's Government Partner Program to promote and assist with coordinated planning efforts related to the restoration of passenger rail service in the MPO region.

Select operating expense are more public facing, such as printing expenses and advertising expenses. The MPO advertises public hearing, public meetings, or the release of required MPO products nearly every month. Although less commonly used, the MPO also reserves funds for educational opportunities, where staff may be able to educate the public on transportation issues.

The MPO budgets for its own small capital, which include staff office equipment, staff computers, office supplies, copying/printing supplies, and postage.

The City of Bismarck does not have an Indirect Cost Allocation Plan, so they do not charge the MPO for indirect costs.

Proposed Work:

Task 103 is divided into four categories which align with the City of Bismarck's accounting system. Expected Capital, Operational, and Travel Expense will fall within one of the following:

- 1) Rental Space
- 2) Lodging and Associated Travel Expenses
- 3) Office Operations
- 4) Office Supplies and Subscriptions

Please see the 2026 and 2027 UPWP Budget Table for a breakdown of expenses assigned to these four categories for both 2026 and 2027.

Final Products:

Products of Task 103 include maintaining a worksite for MPO staff, ensuring the operations of the office, the purchase of capital items, office supplies, office subscriptions/memberships, and securing training opportunities to ensure staff are proficient in their work.

Schedule and Completion Date:

The MPO will process bills for Capital, Operational, and Travel Expenses regularly every month. Certain months may have higher expenses due to the purchase of capital items or the occurrence of a training or conference. All expenses will be expensed in their respective calendar year.

Note: All capital purchases will be conducted in accordance with the procurement policies set forth by the City of Bismarck and NDDOT.

TASK 104: COMPLETE STREETS (TRACKING ONLY)

Purpose:

To note the anticipated allocation of the Safe and Accessible Transportation Option set aside (Complete Streets funds) during the calendar years of 2026 and 2027. Complete Streets funds will be expended under Task 101 and Task 102, and so the budgets for those tasks include Complete Streets funds. Task 104 is intended to describe the use of the Complete Streets funds and provide a way to track the spending.

Present Status:

The Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act (IIJA) of 2021 includes a set-aside for "Increasing Safe and Accessible Transportation Options". This set-aside requires states and Metropolitan Planning Organizations (MPOs) to dedicate a minimum of 2.5% of their Metropolitan Planning (PL) funds to activities that improve transportation options for people of all ages and abilities. These activities, often referred to as "Complete Streets" planning, focus on creating safer and more accessible transportation for various modes of travel. For the purpose of this requirement, the term "Complete Streets standards or policies" means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

The BIL includes requirements which serve to promote studies that gather travel data and travel demand forecasts and to use this information to develop best practices or guidance for future investments in transportation improvements and to improve the quality of transportation plans, models, and travel demand forecasts.

The BIL continues the Metropolitan Planning Program, which establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas, continues all funding features that applied to Metropolitan Planning (PL) funding under the FAST Act. While the BIL expires on September 30, 2026, the date marking the end of the five-year funding period authorized by the law, which began in fiscal year 2022, this biennial assumes an extension of the Complete Streets funding set aside in year 2027, either by Continuing Resolution of the current infrastructure legislation or by the potential extension of the funding set aside as an inclusion in new infrastructure legislation passed prior to 2027.

The MPO intends to expend these funds through monthly staff wages assigned to the coordination of the MPO's Bike-Ped Subcommittee and through consultant planning studies in each year of the work program.

All funds estimated for each year of the budget and work program are expected to be completely exhausted by the end of each respective calendar year.

2026 Complete Streets Funding:

Federal: \$15,655.02
Local: \$3,913.76
Total: \$19,568.78

2027 Complete Streets Funding (*estimate - subject to change*)

Federal: \$15,970.00
Local: \$3,992.50
Total: \$19,962.50

Proposed Work:**2026 Complete Streets Activities**

Complete Streets activities occur in Task 101 and Task 102 in 2026. Collective funding expenditure from the two tasks is estimated to total \$19,568.78. Complete Streets funding allocated to Task 101 in 2026 equals \$4,000 and will reflect MPO staff time for coordinating the Bike-Ped Subcommittee for at least 7 hours each month. Complete Streets funds estimated for Task 102 equals \$15,568.78 and will be utilized by the Transit Development Plan, the Passenger Rail Station Study, and the Parking Constrained Areas Study. Each of these studies will contain varying components of standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

2027 Complete Streets Activities

Complete Streets activities occur in Task 101 and Task 102 in 2027. Collective funding expenditure from the two tasks is estimated to total \$19,962.50. Complete Streets funding allocated to Task 101 in 2027 equals \$4,000 and will reflect MPO staff time for coordinating the Bike-Ped Subcommittee for at least 7 hours each month. Complete Streets funds estimated for Task 102 equals \$15,962.50 and will be utilized by the Transit Development Plan, the Passenger Rail Station Study, the Travel Demand Model Update, the Morton County Future Land Use Plan and the TDMS/MTP update. Each of these studies will contain varying components of standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles or elements that gather travel data and travel demand forecasts and to use this information to develop best practices or guidance for future investments in transportation improvements and to improve the quality of transportation plans, models, and travel demand forecasts.

Final Products:

Complete Streets products resulting from staff time allocated to the Subcommittee may include review and critique of Transportation Alternatives applications, annual walk audits and reports, meeting minutes, public announcement of bike or walk celebration weeks, and/or other activities conducted by MPO staff in the facilitating of the subcommittee. These products will lead to enhancements in the region's bicycle and pedestrian network and encourage public awareness of non-motorized travel.

Complete Streets products resulting from Task 102 will include final reports with recommendations for policies, strategies, safety improvements, and service plans that ensure safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, and individuals with disabilities. Additionally, the final data products (files) will be used to provide a final updated Travel Demand Model for use in developing best practices or guidance for future investments in transportation improvements through the TDMSE/MTP.

Schedule and Completion Date:

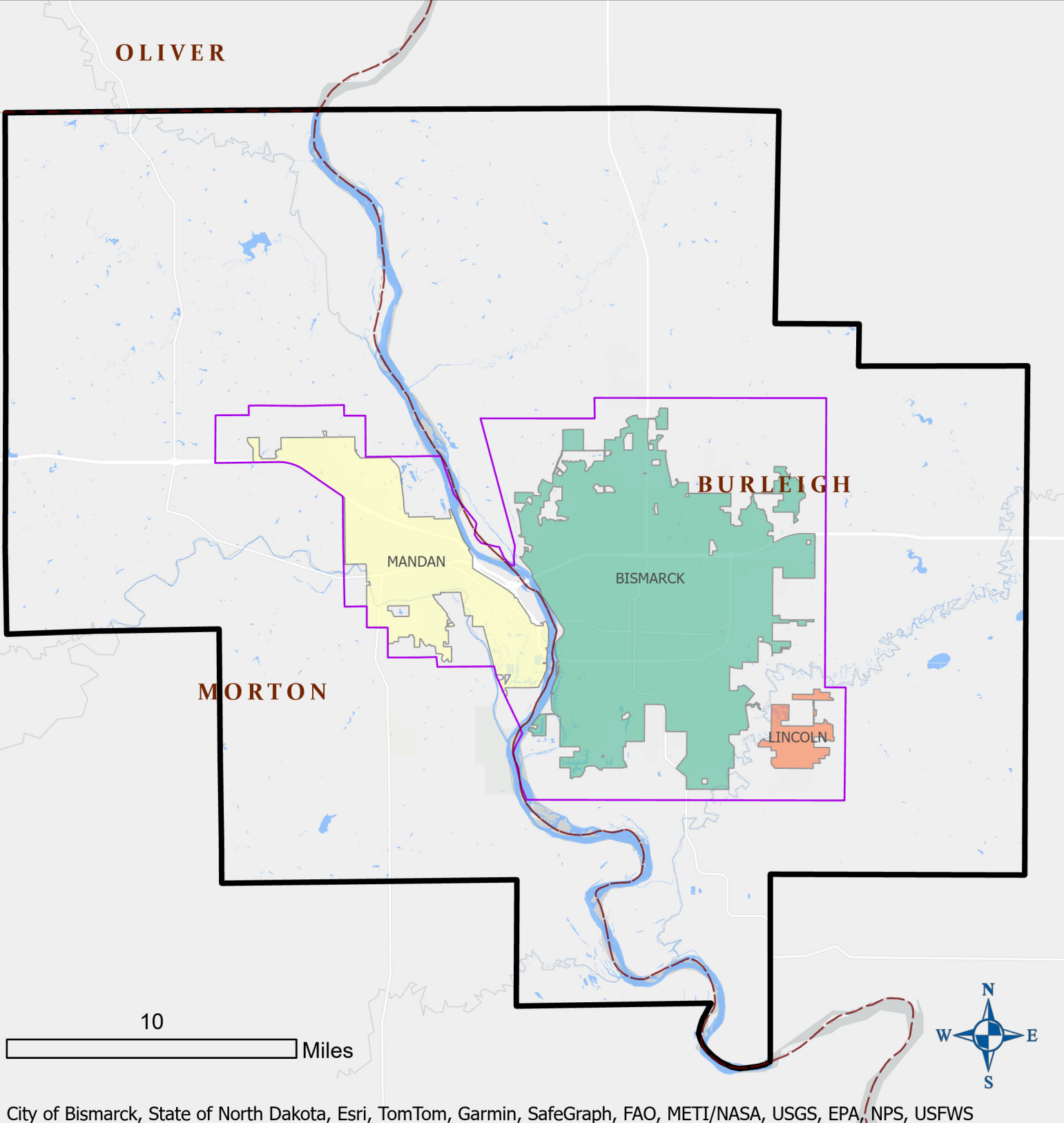
Funds will begin to be used after the authorization of Complete Streets fund by NDDOT for each respective year of the 2026 and 2027 work program and budget. All 2026 Complete Streets funds are expected to be exhausted by December 31, 2026, while all Complete Streets funds, if applicable in 2027, are expected to be exhausted by December 31, 2027.

2026 UPWP Budget	Total Budget	Federal Share	Local Share	Bismarck	Mandan	Burleigh	Morton	Lincoln	Other	Total	Notes	Uses Complete Streets Funds?
	999,624	799,699	199,925	139,777	28,740	8,655	1,443	1,443	19,868	999,625		
AMENDMENT SUMMMARY: Net Change												
	100%	80%	20%	20%	No Share Provided					100%		
TASK 101: ADMINISTRATION	348,854	279,083	69,771	69,771						348,854		
Staff Wages and Benefits	348,854	279,083	69,771	69,771						348,854		Yes
		-	-	-						-		
AMENDMENTS:												
		-	-	-						-		
		-	-	-						-		
	100%	80%	20%	12.0%	4.0%	3.0%	0.5%	0.5%	Variable	100%		
TASK 102: PROFESSIONAL SERVICES/ VENDORS/ CONSULTANTS	593,838	475,070	118,768	59,100	28,500	8,475	1,413	1,413	19,868	593,838	Notes: Local Share	
ATAC Annual Master Agreement Fee	10,000	8,000	2,000	1,200	400	300	50	50		10,000		
ATAC Study Associated Modeling	27,295	21,836	5,459	3,275	1,092	819	136	136		27,295		
Fringe Area Road Master Plan Update	132,705	106,164	26,541	15,925	5,308	3,981	664	664		132,705	Began in 2025, complete 12/31/26	
Mandan Signalized Intersection Analysis-ATAC Addendum	32,000	25,600	6,400		6,400					32,000	18-month study, complete 6/30/27	
Transit Development Plan	99,338	79,470	19,868						19,868	99,338	17 month study begins 1/1/2026	Yes
Passenger Rail Station Study	112,500	90,000	22,500	13,500	4,500	3,375	563	563		112,500	\$225K total cost; 6/1/2026-7/31/2027	Yes
Parking Constrained Areas Study	180,000	144,000	36,000	25,200	10,800					180,000	70% Bismarck, 30% Mandan	Yes
		-	-	-	-	-	-	-		-		
AMENDMENTS:												
		-	-	-	-	-	-	-		-		
		-	-	-	-	-	-	-		-		
		-	-	-	-	-	-	-		-		
	100%	80%	20%	20%	Share for Government Partners Membership					100%		
TASK 103: CAPITAL, OPERATIONAL AND TRAVEL EXPENSES	56,933	45,546	11,387	10,907	240	180	30	30	-	56,933		
Rental Space	24,745	19,796	4,949	4,949						24,745		
Lodging and Associated Travel Expenses	8,350	6,680	1,670	1,670						8,350		
Office Operations	19,938	15,950	3,988	3,508	240	180	30	30		19,938		
Office Supplies and Subscriptions	3,900	3,120	780	780						3,900		
AMENDMENTS:												
		-	-	-						-		
		-	-	-						-		
	100%	80%	20%	20%	Variable					100%		
TASK 104: COMPLETE STREETS (TRACKING ONLY)	19,569	15,655	3,914	800	-	-	-	-	-	19,569		
Safe and Accessible Transportation	4,000	3,200	800	800						4,000		Yes
Optional Set-Aside -- Task 101 Associated												
Safe and Accessible Transportation	15,569	12,455	3,114							15,569		Yes
Optional Set-Aside -- Task 102 Associated												
AMENDMENTS:												

2027 UPWP Budget	Total Budget	Federal Share	Local Share	Bismarck	Mandan	Burleigh	Morton	Lincoln	Other	Total	Notes	Uses Complete Streets Funds?
	889,616	711,693	177,923	123,103	12,940	7,755	16,633	1,293	16,200	889,616		
AMENDMENT SUMMMARY: Net Change												
	100%	80%	20%	20%	No Share Provided					100%		
TASK 101: ADMINISTRATION	410,498	328,398	82,100	82,100						410,498		
Staff Wages and Benefits	410,498	328,398	82,100	82,100						410,498		Yes
		-	-	-						-		
AMENDMENTS:												
		-	-	-						-		
		-	-	-						-		
	100%	80%	20%	12.0%	4.0%	3.0%	0.5%	0.5%	Variable	100%		
TASK 102: PROFESSIONAL SERVICES/ VENDORS/ CONSULTANTS	423,200	338,560	84,640	30,300	12,700	7,575	16,603	1,263	16,200	423,200	Notes: Local Share	
ATAC Annual Master Agreement Fee	10,000	8,000	2,000	1,200	400	300	50	50		10,000		
ATAC Study Associated Modeling	20,000	16,000	4,000	2,400	800	600	100	100		20,000		
SE Data Purchase for TDM	5,000	4,000	1,000	600	200	150	25	25		5,000		
Mandan Signalized Intersection Analysis-ATAC Addendum	13,000	10,400	2,600		2,600					13,000		
Transit Development Plan	81,000	64,800	16,200						16,200	81,000		Yes
Passenger Rail Station Study	112,500	90,000	22,500	13,500	4,500	3,375	563	563		112,500		Yes
ATAC Modeling - Travel Demand Model Update	60,000	48,000	12,000	7,200	2,400	1,800	300	300		60,000		Yes
Morton County Future Land Use Plan/Map Update	76,700	61,360	15,340				15,340			76,700		Yes
TDMSE/MTP 2055 Update	45,000	36,000	9,000	5,400	1,800	1,350	225	225		45,000		Yes
		-	-	-	-	-	-	-		-		
		-	-	-	-	-	-	-		-		
		-	-	-	-	-	-	-		-		
AMENDMENTS:												
		-	-	-	-	-	-	-		-		
		-	-	-	-	-	-	-		-		
		-	-	-	-	-	-	-		-		
	100%	80%	20%	20%	Share for Government Partners Membership					100%		
TASK 103: CAPITAL, OPERATIONAL AND TRAVEL EXPENSES	55,919	44,735	11,184	10,704	240	180	30	30	-	55,919		
Rental Space	25,231	20,185	5,046	5,046						25,231		
Lodging and Associated Travel Expenses	8,350	6,680	1,670	1,670						8,350		
Office Operations	19,938	15,950	3,988	3,508	240	180	30	30		19,938		
Office Supplies and Subscriptions	2,400	1,920	480	480						2,400		
AMENDMENTS:												
		-	-	-						-		
		-	-	-						-		
	100%	80%	20%	20%	Variable					100%		
TASK 104: COMPLETE STREETS (TRACKING ONLY)	15,970	12,776	3,194	800	-	-	-	-	-	15,970		
Safe and Accessible Transportation	4,000	3,200	800	800						4,000		Yes
Optional Set-Aside -- Task 101 Associated												
Safe and Accessible Transportation	11,970	9,576	2,394							11,970		Yes
Optional Set-Aside -- Task 102 Associated												
AMENDMENTS:												

Bismarck-Mandan MPO Boundaries

-  Adjusted Approved UZA 2023
-  MPO Planning Area Boundary
-  County Boundaries
-  City of Bismarck
-  City of Lincoln
-  City of Mandan



AMENDMENT #1 (Amend1)
2025 UNIFIED PLANNING WORK PROGRAM (UPWP)
BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION

DATE: July 15, 2025

REGARDING: Amendment to Task 102 – Fringe Area Road Master Plan Study

The Fringe Area Road Master Plan (FARMP) is programmed for 2025 with a budget of \$88,500, originally scoped to be a light review of fringe area roadway alignments identified in the 2014 FARMP with evaluation of pre-identified hotspots or areas of current or anticipated growth and development. MPO jurisdictional partners desire a comprehensive update to the FARMP roadway alignments and the Plan; also, to examine the beltway concept included in the 2014 FARMP, for potential modification or elimination in future planning documents.

The proposed changes to the study scope, along with a higher cost estimate for hotspot evaluation than originally anticipated, requires an increase to the budget of \$92,500 for a total amount of \$181,000. Additionally, the estimated time to complete the study will increase from approximately 8 months to approximately 12 months and will involve extensive public engagement opportunities.

There will be no cost increase or budgetary impacts realized in 2025; all additional study costs will be incurred in 2026. The maximum amount of \$47,295 available for the FARMP in 2025 remains fixed with the remainder of the study cost applied to 2026. The FARMP update will be included in the MPO's 2026 budget and work program.

This amendment is to include a total study cost increase to \$181,000 along with increase to scope and completion time for the study.

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Policy Board approved: a scope increase to the Fringe Area Road Master Plan to include a comprehensive update to the fringe area roadway alignments; an evaluation of the beltway concept for the Bismarck-Mandan MPO metropolitan planning area; a budget increase to a total amount of \$181,000; and an extended term of approximately 12 months, at a regularly scheduled meeting convened on July 15, 2025.

Approved:

 Bismarck-Mandan MPO Policy Board Chair

 Date

Proposed Work:

Projects that are expected to received funding in 2025 are listed in the table below. The proposed work will be completed by consultants, vendors, or under the standing contract with the Advanced Traffic Analysis Center (ATAC) at North Dakota State University.

2025 Task 102 Projects, Description and Schedule (updated as of 8/15/2024)			
Project	Description	Targeted Start or Date of Contract	Completion Date
ATAC Annual Fee	Master Agreement Contract, which includes all ND MPOs. Established for a three-year period with an annual fee paid at the end of each calendar year. Allows MPO and local jurisdictions access to limited ad-hoc model runs, access to ATAC staff for technical questions, maintenance and hosting of the MPO's travel demand model, and coordination of 2-3 partnership meetings during the calendar year.	Contracted: September 2024	Contract ends: 12/31/2027
Study Associated Modeling and Ad Hoc Activities Performed by ATAC	Funding set-aside to cover the development of the Travel Demand Model and/or ad-hoc requests which are above and beyond the allowances of the Annual Fee. Ad hoc projects resulting from MPO or local jurisdiction special requests may arise throughout the year.	Contracted as Master Agreement Addendums; As needed	12/31/2025 or as defined by addendums
2025 ITS	Routine update of the BMMPO Intelligent Transportation Systems Architecture. Update is performed by ATAC and is updated every 3-5 years in rotation with the other North Dakota MPO's and NDDOT.	Targeted: Jan/Feb 2025	End Date 12/31/2025
Travel Demand Model and Socio-Economic Update/ 2025-2050 Metropolitan Transportation Plan	Standard update of the Travel Demand Model and Socio-Economic Update and subsequent 2025-2050 Metropolitan Transportation Plan. Update and discuss the MPO's 1) projections for future households and businesses, 2) transportation goals and objectives, and 3) current state of transportation systems. Identifies a fiscally constrained list of improvements to the target year of 2050. Project is funded thru 2024, per the consultant's schedule, but does not require final approval until March 2025. Project will be approved in December 2024, but will be post-dated to March 2025. Project is included here to allow for a 2025 approval date. No funding is assigned in 2025.	Contracted: 8/29/2022	Contract ends 12/31/2024
2025 Safety Policies Study*	Look at safety deficiencies for vehicles and bike/ped users throughout the MPO area. Identify best practices for consistent implementation of safety countermeasures and define engineering best practices. Scope items may include identifying current conditions and countermeasures used; performing safety analysis, recommending new crash-countermeasures; developing policies for consistent installation of countermeasures specific to each jurisdiction; develop supporting material for SS4A grants, and create an SS4A Action Plan for the local jurisdictions.	Targeted: Oct/Nov 2024	End Date: 12/31/2025
2025 Fringe Area Road Master Plan Update (FARMP) Amend1(July 2025)	High-level Comprehensive update of the Fringe Area Road Master Plan- Update would create new GIS files with all approved amendments since previous adoption in 2013 2014. Would also and allow for 4-6 hot spot analyses, which would allow the jurisdictions to re-evaluate alignments, future connections and interior roadway networks, and intersection recommendations in specific areas of the metro MPO planning area, along with an evaluation of the beltway concept included in the 2014 FARMP.	Targeted: Jan/Feb 2025 Sept/Oct 2025	End Date: 12/31/2025 12/31/2026
BMMPO Monitoring Report Update	The MPO has an outdated monitoring report, which provides the public statistics on people, housing, employment, and travel. MPO staff plans to hire a consultant to update the data and format of this report. The effort may also train MPO staff to be able to maintain the report in future.	Targeted: Jan/Feb 2025	End Date: 12/31/2025
Traffic Count Data Collection*	Routine collection for traffic counts. Including vehicles and bike-ped counts. Will be in concert with NDDOT collection for the Bismarck-Mandan Area. Data will be used to calibrate the next Travel Demand Model which has a based year of 2025.	Targeted: April/May 2025	End Date: 12/31/2025

*These activities may contribute toward the 2.5% spending requirement for the Safe and Accessible Transportation Option set aside. Total spending will be between \$15,185 - \$19,185, as determined by study efforts.

**REQUEST FOR PROPOSALS
FOR
TRANSPORTATION PLANNING SERVICES**

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

Fringe Area Road Master Plan Update

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 \$181,000.**

Interested firms should contact Stephen Larson, 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 701.355.1848 or by email: slarson@bismarcknd.gov.

All proposals received by 5:00 PM (CST) on Friday, August 22, 2025, 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 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 5:00 PM (CT), Friday, August 22, 2025, and may be emailed to:

slarson@bismarcknd.gov

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:

Fringe Area Road Master Plan Update



BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION

Stephen Larson
Transportation Planner

PROPOSALS MUST BE DELIVERED TO
BISMARCK-MANDAN MPO
BY 5:00 P.M. Central Standard Time, Friday, August 22, 2025

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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:

Fringe Area Road Master Plan Update

The MPO is requesting the services of a transportation engineering/planning firm to conduct an update to the 2014 Fringe Area Road Master Plan. The FARMP Update will include incorporation of amendments that have occurred to the 2014 Plan since it was adopted, analysis of jurisdictional hotspots within the fringe area road network, and the evaluation of the functionality of the beltway concept in relation to other MPO studies and FARMP amendments that have occurred. The Update will be conducted in cooperation with the City of Bismarck, the City of Mandan, the City of Lincoln, Burleigh County, Morton County, the North Dakota Department of Transportation (NDDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

II. GENERAL INSTRUCTIONS

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

Stephen Larson
Bismarck-Mandan MPO
221 N 5th Street
P.O. Box 5503
Bismarck, ND 58506-5503
Phone: 701.355.1848
E-Mail: slarson@bismarcknd.gov

B. Proposals shall be submitted to:

Stephen Larson
slarson@bismarcknd.gov

C. All Proposals must be clearly identified with the following:

- 1) NAME OF THE SUBMITTING FIRM
- 2) 'Proposal for: BMMPO FARMP Update

D. The MPO will only consider proposals received prior to 5:00 PM Central Standard Time on Friday, August 22, 2025. One (1) electronic copy must be received by the deadline. Electronic copies may be emailed to slarson@bismarcknd.gov. Proposals received after the 5:00 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 or email between September 3-5, 2025. Consultants not selected for an interview will be notified in writing.

F. Selection Committee: The Selection Committee will consist of a panel of up to eight (8) people; seven (7) voters and one (1) moderator. Committee members may represent the following entities: City of Bismarck, City of Mandan, City of Lincoln, Burleigh County and Morton County. The MPO Project Manager will moderate the interviews. In the case of a first ranked tie, the moderator's ranking will provide the tie-breaking score.

G. Interviews: Consultants will be evaluated on both written proposal and interviews, which may be conducted either in-person or remotely (TBD). Ranking is based on the criteria listed in Section V: Evaluation Criteria and Process. Interviews are planned to be held September 10-12, 2025. 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. If remote, the MPO project manager will provide a TEAMS link for the interview.
H. Disadvantaged Business Enterprise: 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 in writing. Approval of top ranked consultant will be requested of the MPO’s TAC and Policy Board on September 15 and 16, 2025, 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 \$181,000 (an estimated \$47,295 is budgeted for 2025, with the remaining \$133,705 budgeted for 2026) 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) pages and pages shall be numbered. 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 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 October 2025 and should detail all activities necessary to complete the update. 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, local jurisdictions)
- 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/or FTA (required before presentation to Commissions and MPO Boards)
- Final Presentations to the Bismarck City Commission, Mandan City Commission, Lincoln City Council, Burleigh County Commission, and Morton County Commission
- Final Presentations to the MPO TAC and Policy Board
- 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 <https://www.dot.nd.gov/construction-and-planning/consultants-and-engineers> (pre-qualification information) 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 REQUIREMENTS 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 the Bismarck-Mandan MPO and NDDOT, with an unlimited license for use by the federal government and its assignees without charge.

General Information:

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

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

- 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
- 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 live interviews. All firms not selected will be notified in writing.

Positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. See Section II: General Instructions for more information.

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

VI. REGIONAL CONTEXT AND EXISTING CONDITIONS

Bismarck-Mandan MPO Region:

The Bismarck-Mandan MPO consists of the cities of Mandan, Bismarck, and Lincoln, and the metropolitan portions of Burleigh and Morton 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 74,000 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 FARMP Update will include all five MPO jurisdictions (Bismarck, Mandan, Lincoln, Burleigh County, and Morton County) as jurisdictional partners. The partners maintain road networks with substantially different types of roads, road users, and travel patterns. The counties have substantial commuter and heavy vehicle travel. Their land use is dominated by rural residential subdivisions and stretches of agricultural land. The cities have a mixture of suburban and urban road network.

A number of amendments and modifications have been made to the FARMP since the last major update in 2014, and some of the MPO's jurisdictions have adopted Major Street Plans since the update. Development patterns have also altered in the areas surrounding the 'hot spots' the MPO's jurisdictions have identified for further study.

At the time of the last FARMP Update, and earlier at the time of the Regional North South Beltway Corridor Study, significant travel demand and future growth was anticipated in the area around the recommended beltway corridor. The Beltway Study was completed during a time of substantial development in the metro area on either side of the Missouri River. In recent years, the pace of development in the region has slowed to align with historical growth patterns. Characterizing a route as a beltway assumes a roadway providing a direct connecting route on the fringe with limited access and higher speeds for through traffic. Recently, development discussions and Fringe Area Road Master Plan amendments have altered some concepts proposed in the original plans associated with the regional beltway system. The area has seen greater emphasis on providing access to adjacent developable properties than supporting regional throughput. Some land use and associated travel patterns in the area of the previously proposed northern bridge crossing may have also changed from when the concept was first formulated.

Amendments to concepts associated with the originally conceived regional beltway should be considered to identify the impact and functionality of the beltway system moving forward.

VII. OBJECTIVE

The objective of this project is to provide an update to the existing 2014 Fringe Area Road Master Plan through a comprehensive evaluation of the fringe area road network. The FARMP Update would create new GIS files with all approved amendments to the plan that have taken place since its adoption. Additionally, it would establish an amendment notification/recordation process for the MPO and its jurisdictions to utilize in future. It would also incorporate road construction changes from the Plan that occurred without amendments and evaluate a handful of 'hot spots' within the fringe area road network (as defined in the 2014 Plan) to allow the MPO's jurisdictions to re-evaluate alignments and intersections in specific areas of the metro. Analysis should be devoted to the constructability of proposed fringe area roadways based on conditions such as but not limited to: topography; impacts to existing structures and agricultural/business practices; and feasibility of crossings such as rivers, wetlands, streams, or man-made features such as rail facilities.

This update will also include an evaluation of the beltway concept, and its functionality as included in the current FARMP. Primarily, the evaluation should examine whether development and travel patterns/intensity have changed from the assumptions that previously supported including the beltway concept in future planning and provide analysis of whether the beltway concept should be retained, modified, or abandoned going forward. Examination of the beltway area should weigh

whether the roadways are serving through traffic or instead providing local area traffic alternatives.

The final updated FARMP document(s) will continue to assist in planning for future development and road expansion by showing new road connections within the existing network.

VIII: STUDY AREA

Insert Map

IX. SCOPE OF WORK

The selected consultant should consolidate and analyze jurisdictional amendments and verify any existing road deviations from the current 2014 Fringe Area Road Master Plan to develop a new master base map. A thorough evaluation of all current and proposed fringe area roadway alignments will be conducted and will include (but not be limited to) considerations of both the natural and built environment, such as: topography, streams and waterways, tree rows and shelter belts, and existing and future agricultural, industrial, residential, or commercial development.

Consultant should create and incorporate ‘best practices’ for the FARMP amendment notification process (such as who should be notified of amendments and at what times) into the final updated document(s). The process should take into account existing jurisdictional plans and practices.

Consultant will analyze the following ‘hot spots’ as part of the update, evaluating alignments, interior road network buildouts, connections, and intersections, and providing recommendations to the jurisdictions for the development of the following:

- 1: 66th Street Interchange Bismarck
- 2: West-Central Mandan (west of the old high school, from 7th St NW to Boundary St NW).
- 3: 56th Avenue Interchange/Old Red Trail Area in Mandan
- 4: McKenzie Drive Area in Mandan
- 5: Sunset Valley between the refinery and northwest Mandan
- 6: 57th Avenue N extension Burleigh County from 15th Street NW to River Road.

Consultant will evaluate the current proposed beltway in Bismarck and Mandan, which will involve the following:

- Documenting the location, type, and intensity of the development concept prepared for the Beltway Study which led to the inclusion of the beltway concept in future planning.
- Documenting the location, type, and intensity of development in the beltway area at present.
- Quantifying areas of change in the location and intensity of development between the past and the present concepts.
- Assessing the potential changes to traffic with the addition of a northern bridge crossing.
- Reviewing the alignments and characteristics associated with the original beltway corridor and comparing with present data and future projections to allow for any relevant update(s) to the beltway concept. This would involve the study of characteristics such as roadway speed, capacity, and travel demand.
- Proposed updates to the beltway concept, including new alignments and roadway characteristics, would then be fed into the regional demand model to allow updated forecasts to be developed.
- Since land use assumptions have changed since the Beltway Corridor Study was completed, updated forecasts should take this into account.
- Documenting the City of Bismarck’s Major Street Plan network for comparison and consistency of recommendations that may come from this effort.

The following will be completed to support developing conclusions regarding the significance of the beltway concept in regional planning:

Compare updated forecasts reflecting the historical beltway corridor concept with forecasts reflecting the more recent corridor assumptions to understand the impacts to the level of travel in the corridor and crossing the Missouri River. For the alternative beltway road concepts, document the origin-destination data for vehicles assigned to the river crossing corridor to show the level of through traffic (from outside Bismarck to outside

Mandan) assigned to the river crossing, and the level of travel internal to Bismarck and/or Mandan assigned to the river crossing.

Consultant will work with the MPO and its jurisdictions to consider amendments to concepts associated with the originally conceived regional beltway to identify the impact and functionality of the beltway system moving forward, including access management and key intersection control/treatment recommendations. Consultant will review travel characteristics of the historical beltway/northern bridge river crossing concepts, and proposed alternatives to the beltway concept, including impacts to complementary corridors (State Street/US 83, I-94, Mandan Avenue, Sunset Drive) of the proposed beltway alternatives.

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 (monthly). 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 (if desired by the project manager) 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:

- City and County Planners
- City and County Engineers
- Bis-Man Transit Staff
- GIS 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 support the Scope of Work. The consultant shall also identify times and methods in which the data will be collected. The MPO and its jurisdictions will provide datasets as available. Any additional data collection needed to complete technical analysis will be the responsibility of the consultant.

Travel Demand Modeling:

The Bismarck-Mandan MPO's current Travel Demand Model (TDM) uses a base year of 2021. Additional model runs associated with the FARMP Update may be necessary. Should the need arise, the contract for the model runs performed by the Advanced Traffic Analysis Center (ATAC) will exist between ATAC and the MPO, not the consultant. Any additional microsimulation services warranted within this project shall be performed by the consultant.

Feasible Alternative Identification

The consultant shall propose a method for cooperatively ranking the alternatives (as necessary) amongst the Steering Committee.

Alternatives Impact Analysis

Each alternative developed should include analysis which will help the study team to recommend a preferred alternative.

Draft and Final Report

The consultant is responsible for providing the draft report and appendices in electronic format for review. The consultant shall provide up to six (6) paper copies of the final report as well as an 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. Comments received from public meetings and public comment opportunities shall be addressed and included in summarized form within the appendix of the final report. Adoption by resolution may be possible but will be dependent upon the preferences of the Steering Committee.

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 Lincoln City Council, the Burleigh County Commission, the Morton County 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 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. Up to six (6) 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 Project Deadline:

RFP Submittal Deadline	August 22, 2025
Notification for Interviews	September 3-5, 2025
Interviews and Notification of Ranking	September 10-12, 2025
Formal Notification of Firms	September 12, 2025
Approval(s) and Notice to Proceed	September 16, 2025
Draft Report Public Comment/Review Period	August 2026
Final Project Report & Presentations	October 2026

XI. PUBLIC INVOLVEMENT PLAN

It is imperative that residents, businesses, and stakeholders be involved in the development of the update. 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) Two (2) rounds of public meetings for the public, including residents, businesses, and stakeholders. Each round of public meetings will occur at two (2) 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 update'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 in the updated FARMP document.

- 2) 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.
- 3) A website for the project 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.
- 4) The MPO requests that a member of the consultant team develops graphics for social media and other online engagement formats to enhance the public involvement process and encourage the public's participation. These graphics and engagement tools, once designed, are to be shared with the MPO for dissemination to appropriate parties for posting.
- 5) Seven (7) final presentation meetings, with potential for each to be a public hearing. One meeting with each entity below. Final Presentations may be given in-person or remotely.
 - Bismarck City Commission
 - Burleigh County Commission
 - Lincoln City Council
 - Mandan City Commission
 - Morton County Commission
 - MPO Technical Advisory Committee
 - MPO Policy Board

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 (* denotes studies of note for this effort):

Available for Download:

1. [2009 Regional North South Beltway Corridor Study](#)*
2. [2023 Transit Development Plan](#)
3. [2024 Pavement Condition Analysis Report](#)
4. [2025-2028 Transportation Improvement Program](#)
5. [Arrive 2050 \(2025-2050 MTP\)](#) *
6. [Bismarck Growth Management Plan](#) – 2014
7. [Bismarck-Mandan Bicycle and Pedestrian Plan](#)
8. [Bismarck-Mandan School Safety Crossing Study](#)
9. [Downtown Bismarck Subarea Study](#)
10. [Burleigh County Future Land Use Plan](#) – 2016
11. [Burleigh County Comprehensive Plan](#) - 2014
12. [FHWA Traffic Signal Timing Manual 2nd Edition](#) – 2015
13. Fringe Area Road Master Plan (FARMP), [Burleigh](#), [Morton](#)*
14. [I-94 Corridor Study](#)
15. [Intersection Analysis Study](#)– [Appendix](#) – [Pedestrian & Bicycle Control Fact Sheets](#) – [Traffic Calming Fact Sheets](#)
[Traffic Control Fact Sheets](#)
16. [ITS Architecture 2021 Update](#)

17. [Mandan & Bismarck Corridors Improvement Study](#)
18. [Mandan Comp Plan, 2009](#) and [2021 Supplement](#)
19. [Mandan Downtown Subarea Study](#) - 2018
20. [Mandan Land Use & Transportation Plan](#) - 2015
21. [Morton County Comprehensive Plan](#) – 2018
22. [NDDOT Vision Zero Plan](#)
23. [NE Morton County Future Land Use Plan](#) - 2016
24. Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways ([2009 Edition with Revision Numbers 1 and 2](#)) – 2012
25. [MPO Public Participation Plan](#)
26. [MPO Regional Future Land Use Plan 2007](#)
27. [MPO Title VI/Non-Discrimination Plan](#)
28. [MPO Traffic Count Data](#) (Provided through NDDOT)
29. [Multi-Use Trails Map](#)
30. [NDDOT Traffic Operations Manual](#) – 2024
31. [Northern Bridge Corridor Study \(2005\)*](#)
32. [North Mandan Subarea Study](#) and [Appendix](#)
33. [Regional Freight Study](#)
34. [Together 2045-Bismarck’s Comprehensive Plan \(which includes Bismarck’s Major Street Plan\)*](#)
35. [Travel Demand Model Review and Socio-Economic Projections Final Report](#) – 2024
36. [US Highway 83 Alternative Study \(2019\)*](#)
37. ITE – Traffic Engineering Handbook, 7th Edition (no download available)

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

Resolution of Support

For Bis-Man Transit's Public Transportation Agency Safety Plan

Whereas, the Federal Transit Administration established the Public Transportation Agency Safety Plan (PTASP) rule (49 CFR Part 673) requiring Transit Operators to develop a PTASP plan; and

Whereas, the PTASP outlines strategies to minimize unsafe situations that may be experienced by users and operators of public transportation and outlines a Transit Operator's safety performance measures and targets; and

Whereas, the Bis-Man Transit Board in May 2025 adopted a Safety Plan and targets to serve as their PTASP for 2025-2026; and

Whereas, the Bismarck-Mandan Metropolitan Planning Organization endorses and supports the Safety Performance Targets outlined in Bis-Man Transit's adopted PTASP.

Now, therefore, be it resolved, that the Bismarck-Mandan Metropolitan Planning Organization supports Bis-Man Transit's PTASP and will program investments which contribute toward the accomplishment of the following performance targets:

[Transit] Safety Performance Measures							
1. Fatalities - total number and rate per total VRM							
2. Injuries -Total number and rate per total Vehicle Revenue Miles (VRM)							
3. Safety Events - Total number and rate per total VRM							
4. System Reliability- Mean distance between major mechanical failures							
<i>Targets for transit agencies should be based on a review of the previous 5 years safety performance data.</i>							
[Transit] Safety Performance Targets:							
Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/ failures)
Fixed Route Bus	0	0	3 or less	0.9	10 or less	1	10,000
ADA/ Paratransit	0	0	3 or less	0.7	5 or less	1	35,000

CERTIFICATE

The undersigned, duly elected chairperson of the Bismarck-Mandan Metropolitan Planning Organization Policy Board, certifies that the forgoing is true and correct copy of a Resolution, adopted at a legally convened meeting of the Bismarck-Mandan Metropolitan Planning Organization Policy Board held on July 15, 2025.

Chair, Bismarck-Mandan MPO Policy Board

Date

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**Metropolitan Transportation Planning Process
Self-Certification**

Updated July 2025

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 2024. FHWA and FTA conducted a quadrennial review of the MPO in October 2024. 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.

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 does not discriminate on the basis of race, color, national origin, sex, religion, or disability in employment or the provision of services.

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.

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 2026-2029 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.

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. Additionally, options for remote (electronic) participation should be considered for all meetings and offered when practicable. 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. Additionally, options for remote (electronic) participation should be considered for all meetings and offered when practicable. Arrangements for assistance to people with any disability will be pursued."*

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. Additionally, options for remote (electronic) participation should be considered for all meetings and offered when practicable. 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. 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. 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;
7. 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;
8. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**Bismarck-Mandan Metropolitan Planning
Organization**

Signature

Title

Date

North Dakota Department of Transportation

Signature

Title

Date



PROGRESS REPORT

SRF COMMISSION NO.	16072.00
PROGRESS REPORT NO.	06
DATE	July 3, 2025

REPORTING PERIOD	June 2025
PROJECT NAME	2025 Safety Policy Study – Bismarck-Mandan Metropolitan Planning Organization
PREPARED BY	Luke Champa, SRF Consulting Group
PREPARED FOR	Kim Riepl, Executive Director, BMMPO

PROBLEMS ENCOUNTERED / ITEMS OF CONCERN

Project Progress / Concerns

We are tracking scoped schedule for Safety Policy Study delivery and TAC/Policy Board action by the end of the year. I am expecting our expenditure rate to pick up through the summer. We are currently at 44%. Will continue to monitor closely.

Description of Travel/Expenses

June 26th mileage round trip from SRF Fargo Office to SRF Bismarck Office (402 miles) for June Steering Committee meeting.

SCHEDULE / BUDGET SUMMARY

TASK	BUDGET % COMPLETE	NOTES	STATUS
Task 1 – Project Management/Meetings	58%	- Project Management Team (PMT) Bi-weekly progress calls & coordination, as needed. - June TAC Meeting. - June Steering Committee Meeting preparation and facilitation.	On Schedule
Task 2 –Data Collection	99%	HIN & WebApp Assembly	On Schedule
Task 3 – Action Plan Development	24%	- Draft Crash Trend Summary Memo - Draft HIN Methodology & Results Memo - Stakeholder and Focus Group Coordination - Draft Key Themes Report (Focus Groups & Community Conversations) Review & Coordination	On Schedule
Task 4 –Draft and Final Report	5%	<i>No activity this billing cycle.</i>	On Schedule
Expenses	34%		
Total	44%		On Schedule
Subconsultant (ESG)	48%	See ESG Invoice #1036 dated 6/30/2025.	On Schedule

PROGRESS REPORT

SRF COMMISSION NO.	16072.00
PROGRESS REPORT NO.	05
DATE	June 30, 2025

REPORTING PERIOD	June 2025
PROJECT NAME	2025 Safety Policy Study – Bismarck-Mandan Metropolitan Planning Organization
PREPARED BY	Jolene Rieck, Emergent Strategies Group
PREPARED FOR	Kim Riepl, Executive Director, BMMPO

PROGRESS/TOPICS OF CONCERN

Project Progress / Concerns

Compilation and report on focus group key themes
 Compilation and report on community conversation key themes
 Steering Committee Meeting #3
 Client coordination and meetings

SCHEDULE / BUDGET SUMMARY

TASK	BUDGET % COMPLETE	NOTES	STATUS
Task 1 – Project Management/Meetings	34%	- Bi-weekly progress calls & coordination - Steering Committee Meeting	On Schedule
Task 3 – Action Plan Development	53%	- Focus group Report - Community Conversations Report	On Schedule
Expenses	0%	Public outreach materials	
Total	48%		On Schedule



TITLE VI AND NON-DISCRIMINATION / ADA PLAN

Leanne Schmidt
Human Resources Department
221 North 5th Street, Bismarck, ND 58501

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BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION (MPO)
TITLE VI AND NONDISCRIMINATION/ADA PROGRAM POLICY STATEMENT

The Bismarck-Mandan MPO, hereinafter referred to as the “Recipient” is committed to compliance with Title VI of the Civil Rights Act of 1964, the Federal-Aid Highway Act of 1973, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973/ADA of 1990, and all related regulations and statutes. Taken together, these requirements define an encompassing Title VI/ADA Program. Title VI and the additional Nondiscrimination requirements are applicable to programs receiving federal financial assistance due to the Civil Rights Restoration Act of 1987.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin. Specifically, 42 USC 2000d state that “No person in the United States shall, on the ground 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.” In addition to Title VI, there are other Nondiscrimination statutes which include: Section 162(a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973/ADA of 1990 (disability).

There is a Presidential Executive Order that places further emphasis upon the Title VI protections. Executive Order 13166 directs recipients of Federal financial assistance that to ensure compliance with Title VI, they must take reasonable steps to ensure that limited English proficiency persons have meaningful access to their programs.

The Recipient is committed to and supports taking all steps to ensure that no person or groups(s) of persons shall, on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Recipient, regardless of whether those programs and activities are federally funded or not.

The Recipient also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the Recipient will provide meaningful access to services for persons with limited English proficiency.

In the event the Recipient distributes federal-aid funds to a subrecipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's Title VI/ADA Program Coordinator (Leanne Schmidt, Director of Human Resources, 701-355-1330, 221 N. 5th St., Bismarck, ND 58501, lschmidt@bismarcknd.gov), by appointment of the Chairperson of the Recipient, is responsible for initiating and monitoring Title VI/ADA Program activities, preparing reports and other responsibilities, and is granted the authority to develop, administer, and monitor the Title VI/Nondiscrimination and ADA Program as promulgated.

Further, the Chairperson of the Recipient sub-delegates and charges the Bismarck-Mandan Metropolitan Planning Organizations' Principal Transportation Planner, Transportation Planners, and Transportation Specialist with the responsibilities to ensure compliance with Title VI/Nondiscrimination and ADA Program requirements in their respective program areas.

Anyone who believes that he or she has been discriminated against should contact Leanne Schmidt, Bismarck-Mandan MPO Title VI/ADA Program Coordinator, Bismarck-Mandan Metropolitan Planning Organization, 221 N. 5th Street, Bismarck, ND at 701-355-1330. TTY users may call Relay North Dakota at 711 or 1-800-366-6888 (toll Free).

*Title VI of the Civil Rights Act of 1964 governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 USC 324; age, 42 USC 6101; disability, Section 504 of the Rehabilitation Act of 1973/ADA of 1990; and limited English proficiency, EO 13166.

Signature

Chair, Bismarck-Mandan MPO Policy Board

Title

Date

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The **Bismarck-Mandan Metropolitan Planning Organization (MPO)**, Bismarck, Burleigh County (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"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 otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Federal-Aid Highway Program.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of

funding source:

"The Bismarck-Mandan Metropolitan Planning Organization (MPO), Bismarck, Burleigh County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the **Bismarck-Mandan Metropolitan Planning Organization (MPO), Bismarck, Burleigh County** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Federal Highway Administration's access to records, accounts, documents, information, facilities, and staff. It is also recognized that compliance with any program or compliance reviews, and/or complaint investigations conducted by the Federal Highway Administration is required. Records and reports must be kept, and the material submitted for review upon request to the Federal Highway Administration, or its designee in a timely, complete, and accurate way. Additionally, compliance with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance, will be satisfied.

The **Bismarck-Mandan Metropolitan Planning Organization (MPO), Bismarck, Burleigh County** gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal-Aid Highway Program. This ASSURANCE is binding on **Bismarck-Mandan Metropolitan Planning Organization (MPO), Bismarck, Burleigh County**, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

_____, Chair
Name (Type/print)

Bismarck-Mandan MPO, Bismarck, Burleigh County
Recipient

Signature

Date

ORGANIZATION, STAFFING, RESPONSIBILITIES

BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION

The Bismarck-Mandan Metropolitan Planning Organization (BMMPO) employs 3 full-time staff members and 1 part-time. Staff is comprised of the following: one Principal Transportation Planner, who, pursuant to BMMPO By-Laws, also functions as the MPO Executive Director; one Transportation Planner; one part-time Transportation Planner; and one Transportation Specialist. Additionally, the Human Resources Director for the City of Bismarck serves the BMMPO in the capacity of Title VI Coordinator and ADA Coordinator and assumes both roles by appointment.

GENDER			RACE							
F	M	NR	W	HL	AA	AI	AS	NH	TM	NR
4	1		4							1
80%	20%		80%							20%

TECHNICAL ADVISORY COMMITTEE

The Bismarck-Mandan MPO (BMMPO) Technical Advisory Committee (TAC) consists of 14 members (2 positions are currently vacant). Each member is appointed as prescribed within the BMMPO By-Laws. The membership is comprised of representatives (or their designees) from BMMPO jurisdictions and stakeholders as follows: Bismarck City Engineer, Bismarck Community Development Director, Burleigh County Building Official/Director, Burleigh County Engineer, City of Lincoln, Freight Interests, Mandan City Engineer, Mandan City Planner, Morton County Engineer, Morton County Planner, MPO Executive Director or MPO Transportation Planner, North Dakota Department of Transportation (NDDOT) Bismarck District Official, NDDOT MPO Coordinator, and Transit Director.

GENDER			RACE							
F	M	NR	W	HL	AA	AI	AS	NH	TM	NR
2	8	2	9					1		2
17%	66%	17%	75%					8%		17%

POLICY BOARD

The Bismarck-Mandan MPO (BMMPO) Policy Board consists of 5 members. Each member is appointed as prescribed within the BMMPO By-Laws. The membership is comprised of representatives (or their designees) from BMMPO member jurisdictions as follows: Mayor, City of Bismarck; Mayor, City of Lincoln; Mayor, City of Mandan; Commissioner, Burleigh County; Commissioner, Morton County.

GENDER			RACE							
F	M	NR	W	HL	AA	AI	AS	NH	TM	NR
1	3	1	4							1
20%	60%	20%	80%							20%

KEY: F=Female NR=No Response AI=American Indian/Alaska Native AS=Asian HL=Hispanic/Latino
M=Male AA=African American NH=Native Hawaiian/Pacific islander TM = 2 or More Races W=White

A. MPO Executive Director

The Executive Director of the MPO is appointed pursuant to the Bylaws of the Bismarck-Mandan Metropolitan Planning Organization, Revised October 2015, Article IV, 6.c The Principal Transportation Planner of the MPO shall serve as Executive Director of the MPO.” The Executive Director of the MPO is responsible for the overall implementation and administration of the Title VI and Non Discrimination/ADA Program Access Plan for the Bismarck-Mandan Metropolitan Planning Organization (MPO). The Executive Director is responsible for designation of an ADA Coordinator, a Title VI Coordinator (program administrator), and providing adequate staffing to effectively implement the Title VI and Non Discrimination/ADA Program Access Plan.

B. Transportation Planner

Transportation Planners assist in the implementation of the Bismarck-Mandan MPO’s Title VI responsibilities. Such responsibilities include:

1. Maintain knowledge of and adhere to Bismarck-Mandan MPO’s Title VI and Non Discrimination/ADA Program Access Plan.
2. Ensure compliance with Title VI requirements in their respective program areas.
3. Assure prompt reporting, processing, and disposition of Title VI issues or complaints in their respective program areas to the Title VI Coordinator.
4. Communicate and coordinate with the Title VI Coordinator all program area Title VI issues or concerns in a timely manner.
5. Assure that practices and procedures involving all programs and activities within their area of responsibility are applied uniformly and equitably in conformance with federal Title VI regulations.

C. Transportation Specialist

Transportation Specialists will support and assist the Transportation Planners, Title VI Coordinator, and ADA Coordinator in their involvement in the program.

D. ADA Coordinator and the ADA Program Access Plan

The Americans with Disabilities Act (ADA) of 1990 is companion civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 that prohibits discrimination against people with disabilities. ADA implementing regulations to Title II of the act prohibit discrimination in the provision of services, programs, and activities by state and local governments such that “...No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.” 28 CFR §35.130(a).

The Bismarck-Mandan MPO abides by the ADA. The Bismarck-Mandan MPO implements, monitors, and updates the Bismarck-Mandan Metropolitan Planning Organization Title VI and Non Discrimination/ADA Program Access Plan to ensure no individual is discriminated against on the basis of disability in the provision of its services, programs, and activities.

Appendix A and Appendix E of the Title VI Assurances is required in all contracts which are federally funded to ensure compliance with The Civil Rights Restoration Act of 1987.

The Bismarck-Mandan MPO will make every reasonable accommodation to provide an accessible meeting facility for all persons, and to ensure that communications with applicants, participants, and member of the public with disabilities are as effective as communications with others, 28 CFR §35.160. Individuals may request appropriate provisions, auxiliary aids or services (such as sign language, interpreter, accessible parking, or materials in alternative format), by contacting the ADA Coordinator, Leanne Schmidt, Director of Human Resources, City of Bismarck, at 701-355-1330 , or at lschmidt@bismarcknd.gov. TTY users may call Relay North Dakota at 711 or 1-800-366-6888 (toll free).

The BMMPO has developed a Request for Reasonable Accommodations Form for individuals to request accommodations necessary to access BMMPO programs, services, and activities. The form is available by contacting the ADA Coordinator or at <http://www.bismarcknd.gov/DocumentCenter/View/23201> .

The Americans with Disabilities Act requires public agencies with more than 50 employees to create and maintain an ADA Transition Plan. The Bismarck-Mandan MPO employs less than 50 employees and is therefore exempt from creating and maintaining an ADA Transition Plan.

As the Americans with Disabilities Act is companion civil rights legislation with the Civil Rights Act of 1964, all disability related complaints will follow the complaint procedures and forms as outlined in the Bismarck-Mandan MPO Title VI and Non Discrimination Program.

Complaints about violations of ADA by units of state and local governments may also be filed directly with the US Department of Justice. The form may be found at: <https://www.ada.gov/file-a-complaint/>. For assistance, please call the toll-free ADA Information Line at 800-514-0301(voice), or 800-514-0383 (TTY), or go to: <http://www.ada.gov/>.

E. Title VI Coordinator

The Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring the Bismarck-Mandan Metropolitan Planning Organization (MPO) compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received by the Bismarck-Mandan MPO.
2. Collect Statistical data (race, color, sex, age, disability, or national origin) of participants in and beneficiaries of state highway programs, e.g. affected citizens and impacted communities.
3. Conduct annual Title VI reviews to determine the effectiveness of program activities at all levels for each reporting year ending December 31 prior to March 31 of the following calendar year.
4. Conduct Title VI reviews of consultant contractors and other recipients of federal-aid highway fund contracts administered through the Bismarck-Mandan MPO.
5. Review Bismarck-Mandan MPO program directives. Where applicable, include Title VI language and related requirements.

6. Conduct training programs consisting of, at a minimum, one hour of training per reporting period on Title VI and other related statutes for Bismarck-Mandan MPO employees and recipients of federal highway funds. Post a copy of the Title VI Plan on the Bismarck-Mandan MPO web-site. Post the Title VI Plan on employee bulletin boards at the Bismarck-Mandan MPO worksite. Inform all employees that a copy of the Title VI Plan is available upon request. Instruct all new employees about the Title VI Plan during orientation.
7. Prepare a yearly report of Title VI accomplishments and goals, as required.
8. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Post the Title VI Plan on the Bismarck-Mandan MPO web-site. Post Title VI and Non Discrimination Plan and all relevant Title VI materials at main entrances of MPO worksite.
9. Conduct post-grant reviews of the Bismarck-Mandan MPO programs and applicants for compliance with Title VI requirements.
10. Identify and take corrective action to help eliminate discrimination.
11. Establish procedures to promptly resolve identified Title VI deficiencies. Document remedial actions agreed to be necessary. Provide remedial actions within 90 days of identification of a deficiency.

F. Technical Advisory Board (TAC)

The Technical Advisory Committee (TAC) of the Bismarck-Mandan MPO represents the member cities/counties, the North Dakota Department of Transportation, local freight interests, and the local transit authority. It is comprised primarily of planning and engineering staff members who are appointed by their affiliation with their respective agency or transportation related interest group. The TAC is comprised of one representative from each of the following agencies/interest group based on Bismarck-Mandan MPO Bylaws, 2020, and is subject to change as new individuals assume those positions within each agency/interest group:

- Bismarck City Engineer
- Bismarck Community Development Department Director
- Burleigh County Engineer
- Burleigh County Building Official/Director
- City of Lincoln
- Freight Representative
- Mandan City Engineer
- Mandan City Planner
- Morton County Planner
- Morton County Engineer/Road Superintendent
- MPO Executive Director or MPO Transportation Planner
- North Dakota Department of Transportation MPO Coordinator
- North Dakota Department of Transportation Bismarck District Official
- Transit Director

The purpose of the TAC is to discuss and coordinate technical transportation matters under consideration of the MPO, including, but not limited to, highway, transit, auto/rail, bicycle, and pedestrian planning activities; and to facilitate the recommendations to assist the Bismarck-Mandan MPO Policy Board in the transportation planning decision making process for the MPO study area.

G. Policy Board

The Policy Board is a five-member board comprised of the mayors of Bismarck, Lincoln, and Mandan, as well as a commissioner each from Burleigh and Morton counties. The Burleigh County Commissioner and the Morton County Commissioner members are appointed members determined by their respective commissions pursuant to assignment to the Bismarck-Mandan MPO Policy Board within their respective portfolios. The Director of the North Dakota Department of Transportation is an Ex-Officio member of the Bismarck-Mandan MPO Policy Board in accordance with Article IV, Section 4 of the Bismarck-Mandan MPO Bylaws.

The Policy Board is the governing body of the MPO and seeks to harmonize the general plans of the cities and counties within the area and plans and planning activities of the federal, state, and local agencies.

BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION (BMMPO) TITLE VI/ADA COMPLAINT PROCEDURE

Introduction

The Bismarck-Mandan MPO (BMMPO) has developed a Title VI/ADA External Complaint Process that provides a prompt process for investigation and dispositions of complaints. All complaints are recorded on a Title VI/ADA Complaint Log. The BMMPO's Title VI External Complaint Process is consistent with the North Dakota Department of Transportation's (NDDOT), the Federal Highway Administration's (FHWA), and the Federal Transit Administration's (FTA) Procedures Manual for Processing External Complaints of Discrimination filed under Title VI of the Civil Rights Act of 1964 and related statutes, the Americans with Disabilities Act of 1990, and/or Section 504 of the Rehabilitation Act of 1973. The nondiscrimination statutes, regulations, Executive Orders (E.O.), directives, and other references are available upon request.

Agencies Authorized to Receive Complaints

Bismarck-Mandan MPO (BMMPO)

Title VI/ADA Coordinator
221 N. 5th Street
Bismarck, ND 58506
Phone: 701-355-1330
Fax: 701-222-6450
TTY: 711 or 800-366-6888
E-mail: lschmidt@bismarcknd.gov

North Dakota Department of Transportation (NDDOT)

Civil Rights Division
608 E. Boulevard Ave. Bismarck, ND 58507-0700
Phone: 701-328-2576
Fax: 701-328-0343
TTY: 711 or 800-366-6888
E-mail: civilrights@nd.gov

Federal Highway Administration (FHWA)

North Dakota Division Office
4503 Coleman St. N., Suite 205
Bismarck, ND 58503
Phone: 701-250-4204
Fax: 701-250-4395
E-mail: NorthDakota.fhwa@dot.gov

United States Department of Transportation (FHWA)

FHWA Headquarters Office of Civil Rights
1200 New Jersey Avenue, SE (HCR-40)
8th Floor E81-105
Washington, DC 20590
Phone: 202-366-0693
Fax: 202-366-1599
TTY: 202-366-5132
E-mail: CivilRights.FHWA@fhwa.dot.gov

Federal Transit Administration

Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590
Phone: 888-446-4511

United States Department of Transportation (USDOT)

Departmental Office of Civil Rights
US Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
Washington, DC 20590
Phone: 202-366-4648
Fax: 202-366-5575
TTY: 202-366-9696

USDOJ – ADA COMPLAINTS

US Department of Justice (USDOJ)
950 Pennsylvania Avenue, NW
Civil Rights Division
Disability Rights Section – 1425 NYAV
Washington, DC 20530
Fax: 202-307-1197
ADA Information Line: 800-514-0301 (voice) or 800-514-0383 (TTY)
Main Section Telephone Number: 202-307-0663 (voice and TTY)

US DOJ – RACE, COLOR, NATIONAL ORIGIN COMPLAINTS

Federal Coordination and Compliance Section – NWB
Civil Rights Division
US Department of Justice (USDOJ)
950 Pennsylvania Avenue, NW
Washington, DC 20530
Phone: 888-848-5306 (English and Spanish)
Phone (voice): 202-307-2222
Phone (TTY): 202-307-2678

Persons Eligible To File

Members of the public, or any specific class of persons, by themselves or by a representative, that believe they have been subjected to discrimination or retaliation prohibited by Title VI of the Civil Rights Act of 1964 (Title VI) and related statutes, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) may file a complaint.

Filing a Complaint

A complaint is a written or electronic statement concerning an allegation of discrimination that contains a request for the receiving office to take action. Complainants should complete and sign BMMPO's Title VI/ADA Complaint Process form and file by mail, fax, in person, or e-mail. A complaint should contain, at a minimum, the following information:

A written explanation of what has happened;

A way to contact the complainant;

The basis of the complaint, i.e., age, sex, race, color, national origin, disability, income status, or limited English proficiency;

The identification of the respondent, e.g., agency/organization alleged to have discriminated;

Sufficient information to understand the facts that led the complainant to believe that discrimination occurred; and,

The date(s) of the alleged discriminatory act(s).

While the above indicates a complaint should be in writing and signed, BMMPO will accept complaints in alternate formats from persons with disabilities, upon request.

The complainant may contact BMMPO for assistance in filing a complaint.

BMMPO will consider every request for reasonable accommodation to provide:

- accommodation for people with disabilities
- language interpretation for people with limited English proficiency (LEP) and
- translation of written material necessary to access BMMPO programs and information

To request accommodations, complainants may contact Title VI / ADA Coordinator, BMMPO at 701-355-1330 or hr@bismarcknd.gov. TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

Timeframes For Filing a Complaint

Complaints must be filed within 180 calendar days of the last date of the alleged discrimination, unless the time for filing is extended. The filing date of the complaint is the earlier of:

- The postmark of the complaint, or
- The date the complaint is received by any agency authorized to receive complaints.

Complainant is Represented by an Attorney

Complainants represented by an attorney shall provide a letter of representation.

Complaints Received by BMMPO

Complaints filed under Title VI in which BMMPO is named as the respondent will be forwarded within two (2) days of receipt by BMMPO to the Civil Rights Division of the NDDOT.

NDDOT provides the FHWA Bismarck Division office the complaint. FHWA will determine the correct agency to review the complaint. The reviewing agency will then make the final decision and will communicate directly with the complainant.

Complaints filed under the Section 504/ADA with BMMPO will be forwarded within two (2) days of receipt by BMMPO to the Civil Rights Division of the NDDOT.

NDDOT provides the complaint to the FHWA Bismarck Division office to be determined by FHWA if the complaint will be investigated in accordance with 49 CFR 27.13(b).

MPO Area Demographic Profile & Analysis:

Introduction:

As part of the Title VI program and to meet the requirements of FTA Circular 4702.1B, the Bismarck-Mandan MPO monitors and tracks statistical demographic data on race, national origin, age, languages spoken, income level, persons with disabilities, and sex for the population of the Bismarck-Mandan metropolitan area. This information is normally drawn from the latest available U.S Census Bureau data for Burleigh and Morton Counties as a whole. The MPO routinely updates these demographics as new data is produced. The following charts include the racial composition of the Burleigh-Morton region, population breakdowns by age and sex in Burleigh and Morton County, and the percentage of the population below the poverty level in Burleigh-Morton. The MPO's LEP Plan contains a demographic breakdown for languages spoken in the region, and the MPO's Title VI maps identify the locations of minority populations in the aggregate. All data is based on the latest available Census information.

Demographic Profile Charts:

Race	Burleigh-Morton Population	% Population
White	113,145	85.88
Black	2,689	2.04
American Indian & Alaska Native	5,291	4.02
Asian	1,214	0.92
Hispanic or Latino	4,396	3.34
Native Hawaiian or Pacific Islander	355	0.27
Some other Race	284	0.22
Two or more Races	4,375	3.32
Total	131,749	100.00

Based on Table P2 2020 Decennial Census

Age	Burleigh-Morton Population	% Population
Under 65	109,629	82.76
Over 65	22,836	17.24

Total	132,465	100.00
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Based on Table S0101 American Community Survey (2023, 5-year total)

Sex	Burleigh-Morton Population	% Population
Male	66,458	50.17
Female	66,007	49.83
Total	132,465	100.00

Based on Table S0101 American Community Survey (2023, 5-year total)

Population In Poverty	Burleigh-Morton Population	% Population
10,098	127,757	7.90

Based on Table S1701 American Community Survey (2023, 5-year total), population total is based on the number of people for whom poverty status is determined

A description of the procedures by which mobility needs of minority populations are identified and considered:

The Bismarck-Mandan MPO seeks to identify the mobility needs of minority populations during the transportation planning and programming process through early and continuing public outreach to minority populations to obtain their input, and through data and GIS analysis of the location of minority population concentrations relative to existing and planned jobs and services and their travel patterns. In addition to these general and ongoing practices, the MPO recently completed a transportation study, the Safe Routes to Services/Complete Streets Study, designed to closely evaluate the locations of minority and vulnerable populations with the Bismarck/Mandan area and the routes to essential services being utilized by these populations. This study proposed potential transportation investments and improvements to address the mobility needs of the identified populations.

The MPO also incorporates Title VI concerns, and the mobility needs of minority populations, through its major documents, which guide the MPO in providing transportation planning to the metropolitan area.

1: The MPO's Public Participation Plan assists the MPO in seeking the participation and involvement of a broad range of interest groups, organizations, governments, and citizens in the transportation planning and decision-making process. The Public Participation Plan aims to involve the public early in the decision-making process, to give all citizens (with an emphasis on vulnerable populations) opportunity to participate in the decision-making process, to provide the public with clear, accurate, and timely information about the MPO's work, and to use a variety of techniques to assist the public in its interaction with the MPO and transportation planning efforts.

2: The MPO's Metropolitan Transportation Plan (MTP), updated every 5 years to provide a long-range transportation planning horizon for the MPO's jurisdictions, helps set a policy direction and identify intended investments across all modes of the transportation system. The goals of the current, Arrive 2050 MTP include improving safety and security, maintaining infrastructure conditions, congestion reduction, system reliability for freight movement and economic vitality, supporting alternative transportation modes to automobile travel, environmental sustainability, and reduced project delivery. Each of these goals look to improve access and address barriers and gaps for all users of the transportation system.

3: The Transportation Improvement Program (TIP), which the MPO updates annually, is a coordinated listing of short-range transportation improvement projects anticipated to be undertaken in the next four-year period. The TIP is the mechanism by which the MTP is implemented and represents the transportation improvement priorities for the MPO region. Projects within the MPO's planning area must be included in the TIP to be eligible for federal funding assistance, and included projects must be consistent with the MTP. The TIP project list is multi-modal and is a cooperative effort by state and local implementing agencies and MPO staff, primarily based upon state and local capital improvement programs and budgets. Many of the projects included in the TIP are submitted to the MPO (after local government approval) for review and possible approval by the MPO's TAC and Policy Board, prior to submission to the North Dakota Department of Transportation (NDDOT) for consideration. A public comment period and public hearing, as specified within the Public Participation Plan, is undertaken prior to board approval of each annual TIP update and TIP amendment. TIP projects are also overlaid through GIS mapping against known concentrations of minority and vulnerable populations in the draft stage to help the MPO prevent discrimination and promote the mobility needs of these populations in transportation planning.

4: The Unified Planning Work Program (UPWP) is an annual MPO publication that outlines major transportation planning issues, describes the planning activities the MPO will undertake over the following year, summarizes the MPO's recent accomplishments, and identifies how federal, state, and local transportation funding will be spent on the MPO's planning activities. The UPWP is required by federal law as a condition of receiving federal transportation funding, and it includes a Statement of Non-discrimination and a self-certification summary that details how the MPO complies with applicable federal laws, including Title VI.

5: Other plans and studies the MPO undertakes, whether regularly (such as the Transit Development Plan, updated every 5 years in coordination with Bis-Man Transit, and the Bicycle and Pedestrian Plan, most recently updated in 2017), or in response to the requests and needs of its local jurisdictions (such as the Safe Routes to Services/Complete Streets Study), all strive to incorporate Complete Streets concepts, address the mobility needs of minority populations, and provide the public with transparent and nondiscriminatory access to the transportation planning process.

Analysis of State/Federal Funding Distribution:

FTA Circular 4702.1B discusses the need for MPO Title VI Plans to analyze the distribution of state and federal funds in aggregate for transportation purposes and to identify any disparate impact on the basis of race, color or national origin. Further, the MPO seeks to minimize disparate impacts on other vulnerable populations within its jurisdictions and benefit the entire community through its planning processes.

The information shown in the Title VI maps provided with this document depicts distributions of minority or vulnerable populations within the MPO's urban area and their proximity to projects programmed in the 2025-2028 TIP. As identified in these maps, a variety of programmed projects are within or close to high concentrations of minority and vulnerable populations. This balanced dispersion of projects throughout the MPO's urban area will have equal benefit to these populations and to the public by improving safety and traffic operations for all roadway users, as well as enhancing multi-modal transportation access. The MPO's analysis shows no projects will have a disproportionately negative impact on minority populations.

Title VI Survey Analysis

The MPO collects voluntary Title VI surveys from participants in its public hearings/meetings over the course of the year to evaluate the demographics of attendees. In 2024, the MPO held 5 public hearings, and hosted 4 public meetings. Of the 157 estimated attendees at the MPO's public hearings/meetings in 2024, 4 completed Title VI Surveys. A table analyzing the demographics of these attendees is included below. The MPO has analyzed these survey results, and concluded that, taken as a whole, its Title VI Plan and efforts to reach vulnerable and minority populations within the metropolitan area are achieving their goals.

Age		%	Disability		%	Public Assistance		%	Sex		%
18-40	0	0	Yes	0	0	Yes			Male	2	50
41-65	1	50	No	2	100	No	3	100	Female	2	50
over 65	1	50	TOTAL	2		TOTAL	3		TOTAL	4	
TOTAL	2										
Race		%	Language		%	Heard about Study		%			
Asian			Arabic			Newspapers					
American Indian/ Alaskan Native			Bosnian			TV					
Black			Croatian			Radio					
Hispanic			English	4	100	Internet					
Native Hawaiian/ Other Pacific Islander			Nepali			Social Service/ Advocacy group	1	25			
White	4	100	Russian			Mailing					
Other			Serbian			Advocacy Group	1	25			
TOTAL	4		Somali			NDDOT Contact					
			Spanish			Other	2	50			
			Swahili			TOTAL RESPONSES	4				
			Turkish			TOTAL RESPONDENTS	4				
			Vietnamese								
			Other								
			TOTAL	4							

Limited English Proficiency Plan
BISMARCK-MANDAN METROPOLITAN PLANNING
ORGANIZATION (MPO)

TITLE VI/ADA COORDINATOR
Leanne Schmidt, Director of Human Resources
221 N. 5th St., Bismarck, ND 58501
701-355-1330

INTRODUCTION

This *Limited English Proficiency Plan* has been prepared to address the Bismarck-Mandan Metropolitan Planning Organization (MPO) responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled ***Improving Access to Services for Persons with Limited English Proficiency***, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including all Bismarck-Mandan MPO departments receiving federal grant funds.

Plan Summary

The Bismarck-Mandan MPO has developed this ***Limited English Proficiency Plan*** to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided. As defined Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the Bismarck-Mandan MPO used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served by the Bismarck-Mandan MPO.
2. The frequency with which LEP persons come in contact with Bismarck-Mandan MPO services.
3. The nature and importance of services provided by the Bismarck-Mandan MPO to the LEP population.
4. The interpretation services available to the Bismarck-Mandan MPO and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section.

MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

1.) The number or proportion of LEP persons in the service area who may be served or are likely to require Bismarck-Mandan MPO services.

The Bismarck-Mandan MPO staff reviewed the 2019-2023 American Community Survey 5-Year Estimates* for North Dakota and determined that **4,484** individuals in **Bismarck, Lincoln, and Mandan, ND**** (**4.65%** of the population aged 5 years and older) speak a language other than English. Of those, **1,472** individuals have limited English proficiency; that is, they speak English

less than “very well” or “not at all.” This is only **1.53%** of the overall population aged 5 years and older in the service area. In **Bismarck, Lincoln, and Mandan, ND,**** of those persons with limited English proficiency, **.59%** speaks **Spanish**, **.16%** speaks **French, Haitian, or Cajun**, **.15%** speaks **Arabic**, **.14%** speaks **German or Other West Germanic Languages**, **.13%** speaks **Tagalog (including Filipino)**, **.12%** speaks **Other and Unspecified Languages**, **.08%** speaks **Other Asian and Pacific Island Languages**, **.06%** speaks **Chinese (including Mandarin and Cantonese)**, **.04%** speaks **Russian, Polish, or Other Slavic Languages**, **.03%** speaks **Other Indo-European Languages**, and **.01%** speaks **Vietnamese**.

Following is a table identifying the number of individuals with the ability to speak English less than “very well” and the associated language spoken at home:

**Ability to Speak English Less than "Very Well" and
Associated Language Spoken at Home -
Bismarck, Lincoln, and Mandan, ND****

Language Spoken at Home	Percent of Total Population	Total Number of Individuals
Spanish	0.59%	568
French, Haitian, or Cajun	0.16%	154
Arabic	0.15%	141
German or Other West Germanic Languages	0.14%	134
Tagalog (including Filipino)	0.13%	130
Other and Unspecified Languages	0.12%	122
Other Asian and Pacific Island Languages	0.08%	80
Chinese (including Mandarin and Cantonese)	0.06%	60
Russian, Polish, or Other Slavic Languages	0.04%	43
Other Indo-European Languages	0.03%	30
Vietnamese	0.01%	10

Based on Table C16001 of the 2019-2023 US Census Bureau American Community Survey

**The US Census Bureau has changed collection methodology from the “Long Form” to the American Community Survey. One of the significant differences between the methodologies is that the “Long Form” was a point in time survey collected once every ten years compared to the American Community Survey which is a period survey covering a five-year time frame. Given the relatively small number of individuals who speak languages other than English at home and speak English less than “very well” there may be significantly high Margins of Error associated with some or all of the subject languages.*

***The Metropolitan Statistical Area (MSA) boundary was expanded to include Sioux and Oliver counties in 2013. Population statistics for the updated MSA boundary now include all four counties (Burleigh, Morton, Oliver, and Sioux), an area far beyond the MPO area. In an effort to maintain consistent and relevant growth statistics for communities within the MPO area, staff has dedicated to utilize data for the cities of Bismarck, Lincoln, and Mandan, which comprise the Urbanized Area of the MPO rather than the entire MSA data. Both data sets are supplied by the US Census Bureau, but differ in coverage area. Using data for the cities which comprise the MPO Urbanized Area preserves the statistical area as reflected within the Bismarck-Mandan MPO’s Monitoring Report and more accurately shows population changes within the Bismarck-Mandan MPO area.*

2.) The frequency with which LEP persons come in contact with Bismarck-Mandan MPO services.

The Bismarck-Mandan MPO staff reviewed the frequency with which their office staff have or could have contact with LEP persons. This includes documenting phone inquiries or office visits. To date, the Bismarck-Mandan MPO has had 0 requests for interpreters and 0 requests for translated program documents. The Bismarck-Mandan MPO Policy Board and TAC members have had very little contact with LEP persons.

3.) The nature and importance of services provided by the Bismarck-Mandan MPO to the LEP population.

There is no large geographic concentration of any type of LEP individuals in the service area for the Bismarck-Mandan MPO. The majority of the population aged 5 years and older, 95.35%, speak only English. As a result, there are only a few social, professional, or leadership service organizations within the Bismarck-Mandan MPO service area that focus on outreach to LEP individuals. The Bismarck-Mandan MPO staff is most likely to encounter LEP individuals through public meetings, office visits, phone conversations or attendance at Bismarck-Mandan MPO Policy Board and TAC meetings.

4.) The resources available to the Bismarck-Mandan MPO, and overall costs to provide LEP assistance.

The Bismarck-Mandan MPO reviewed its available resources that could be used for providing LEP assistance for oral interpretation and written translation. The Bismarck-Mandan MPO has, through the City of Bismarck, contracted with a telephone-based interpreter service to provide immediate interpreter services at no cost to LEP individuals. The Bismarck-Mandan MPO has identified and contacted written translation service providers. The Bismarck-Mandan MPO provides notice to the public of the availability to request accommodations for language assistance. All requests for translation are considered based on the possible impacts and known LEP population.

LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to Bismarck-Mandan MPO services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How the Bismarck-Mandan MPO staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- All Bismarck-Mandan MPO staff will be provided with language lists to assist in identifying the language interpretation needed if the occasion arises.

- All Bismarck-Mandan MPO staff who has encountered LEP will be informally surveyed periodically on their experience concerning any contacts with LEP individuals during the previous year.
- When the Bismarck-Mandan MPO sponsors an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need for future events.

Language Assistance Measures

Although there is a very low percentage of LEP individuals in the Bismarck-Mandan MPO service area, that is, persons who speak English less than "very well" or "not at all", it will strive to offer the following measures:

1. The Bismarck-Mandan MPO staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.
2. The following resources will be available to accommodate LEP persons:
 - Language interpretation will be accessed for most languages through a telephone interpretation service.

STAFF TRAINING

The following training will be provided to all staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of language lists.
- Documentation of language assistance requests.
- Title VI Complaint Process.

All contractors or subcontractors performing work for the Bismarck-Mandan MPO will be required to follow the Title VI/LEP guidelines.

TRANSLATION OF DOCUMENTS

The Bismarck-Mandan MPO has an outreach process including a Request For Reasonable Accommodations procedure that refers all requests to the Bismarck-Mandan ADA Coordinator for processing. The Bismarck-Mandan MPO has translation services available and notices of accommodation are placed in public ads, meeting notices, flyers, and agendas. Requests for accommodations are considered as follows:

- The Bismarck-Mandan MPO ADA Coordinator will assess requests for translation of documents based on the possible impacts and known LEP population using the Four Factor Analysis

- The Bismarck-Mandan MPO will make every effort to provide the services in a timely manner
- The Bismarck-Mandan MPO will pay for interpreter services and translation of vital documents as necessary

The Bismarck-Mandan MPO has identified vital documents as those documents that are critical for obtaining the federal services and/or benefits, or is required by law. These may include:

- Applications
- Consent and Complaint Forms
- Notices of Rights and Disciplinary Actions
- Notices advising LEP persons of the availability of free language assistance
- Letters or Notices that require a response

A “safe harbor” provision regarding the translation of documents is provided by the Department of Justice. The DOJ suggests providing written translations of vital documents for each eligible LEP language group that constitutes five percent or 1,000 persons, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. The safe harbor provision applies to the translation of written documents only.

The Bismarck-Mandan MPO will make every effort to translate vital documents, as practicable, upon receipt of request for reasonable accommodations for translation. Written translation of Bismarck-Mandan MPO documents can range from translation of an entire document to translation of a short description of the document.

MONITORING

Monitoring and Updating the LEP Plan - The Bismarck-Mandan MPO will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when data from the 2030 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the Bismarck-Mandan MPO service area. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the Bismarck-Mandan MPO’s financial resources are sufficient to fund language assistance resources needed.
- Determine whether the Bismarck-Mandan MPO fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency’s failure to meet the needs of LEP individuals.

DISSEMINATION OF THE BISMARCK-MANDAN MPO LEP PLAN

The Bismarck-Mandan MPO may disseminate its LEP Plan in any manner as follows:

- Post signs in Bismarck-Mandan MPO service area notifying LEP persons of the LEP Plan and how to access language services.
- State on agendas and public notices that a Request for Reasonable Accommodations form is available to LEP individuals to request documents in various languages.
- Post on the Bismarck-Mandan MPO website the LEP Plan and how to access language services.
- Publish Press Release
- Send copy of press release to advocacy groups and other agencies serving LEP populations

Socio-Economic Information

PROJECT FUNDING YEAR 2025
ESTIMATED COST IN DOLLARS

LEAD AGENCY	REFERENCE NUMBER	PROJECT DESCRIPTION	TOTAL	FEDERAL	STATE	LOCAL	FEDERAL PROGRAM SOURCE	PCN	ESTIMATED CONSTRUCTION YEAR	AMENDMENT/ MODIFICATION (Date)
BISMARCK	25.1.01	*Projects of Local Importance (PLI) - Bismarck E Century Ave/52nd St NE (E Century Ave from Centennial Rd to 52nd St NE and 52nd St NE from E Century Ave to Gold Dr) (Reconstruction of 3,300 LF of Century Ave and extension of 4,400 LF of Century Ave and 52nd St)	\$27,907,000	\$0	\$2,000,000	\$25,907,000	NA		2025	
BURLEIGH	25.2.01	Transportation Alternatives - Bismarck S Washington St Trail (Meridian Dr to Sibley Park) (Shared Use Trail Extension)	\$413,622	\$334,744	\$0	\$78,878 (Bis Parks & Rec for Burleigh)	TAU	23910	2025	
BURLEIGH	25.2.02	MPO Rural - Highway 19 (From 66th St NE to US 83) (Seal Coat)	\$760,000	\$608,000	\$0	\$152,000	SG	24164	NA	Modification Moved to 2024 (SEPTEMBER 2024)
MANDAN	25.4.03	Urban Grants Project - Mandan Downtown (Phase 1) (1st St NW from 6th Ave NW to 4th Ave NW, 5th Ave NW from 1st St NW to 2nd St NW, & 4th Ave NW from Main St to 2nd St NW) (Reconstruction with beautification elements, storm sewer, sidewalks, and LED lighting)	\$4,461,410	\$2,366,000	\$0	\$2,105,410 (Mandan)	UGP	24136	NA	Modification Moved to 2026 (JULY 2025)
MANDAN	25.4.04	Safety - Rectangular Rapid Flashing Beacons (RRFB) in Mandan (Custer Elementary, Lewis & Clark Elementary, Mary Stark Elementary, and 46th Ave SE Crossing) (Install RRFB at 4 locations, recommended by School Safety Crossing Study)	\$140,000 \$319,279	\$126,000 \$287,351	\$0	\$14,000 \$31,928 (Mandan)	HEU	24054	NA	Amendment Cost increase (DECEMBER 2024)
MANDAN	25.4.05	Transportation Alternatives - Mandan ND 6 Share Use Trail Phase 3 (ND 6 shared use trail from 19th St SE to Heart River Bridge) (Construction of new shared use trail on east side of ND 6)	\$514,499	\$416,384	\$0	\$98,115 (Mandan Parks)	TAU	23922	2025	
MANDAN	25.4.06	Transportation Alternatives - Mandan Old Red Trail Phase 1 (Old Red Trail shared use path, from Sunset Dr to east of 30th Ave NW) (Rehab and municipal improvements for existing trail)	\$451,565	\$365,452	\$0	\$86,113 (Mandan Parks)	TAU	23914	2025	Modification Moved to 2024 (FEBRUARY 2025)
NDDOT	25.6.09	MPO Rural - I-94 (East of 161 Interchange to east of Menoken Interchange, eastbound) (9.8 mi Fencing, PCC Pave, related to 26.6.05)	\$34,745,057	\$31,270,551	\$3,474,506	\$0	IM	22957	NA	Modification Moved from 2024 (FEBRUARY 2025)
NDDOT	25.6.15	*Urban Regional - I-94B Bismarck/Mandan Memorial Bridge (.1 miles, Memorial Bridge) (Clean drains & glands, Clean Tubs, Pigeon Proof Utility Passages, Add Tub drains, steps for access)	\$150,000	\$121,395	\$13,605	\$15,000 Bismarck/Mandan	NHU	22902	NA	
NDDOT	25.6.16	Bridge - I-94B (Memorial Bridge between Bismarck and Mandan) (Deck Overlay, Structure Paint, Joint Repair, Structural Incidentals, Rdwy Expansion, Surface Finish, etc.)	\$6,500,000	\$5,260,450	\$589,550	\$650,000 Bismarck/Mandan	NH	22902	NA	Modification Moved to 2026 (JULY 2025)
NDDOT	25.6.17	Urban Regional - Mandan Memorial Highway (Memorial Highway Phase 3, Extents TBD) (3.3 miles, Reconstruction, Sanitary Sewer, Watermain)	\$55,391,063	\$35,985,798	\$4,033,006	\$15,372,259 (Mandan)	SU-CPU	23278	NA	
NDDOT	25.6.18	Urban Regional - Bismarck 9th St (Bismarck Expressway to Front Ave) (Microsurfacing - pavement marking)	\$231,000	\$186,948	\$20,952	\$23,100 (Bismarck)	NHU	24402	NA	Modification Moved to 2026 (MARCH 2025)
NDDOT	25.6.19	Urban Regional - Bismarck Expressway (Main Ave to end of asphalt) (Microsurfacing - pavement marking)	\$66,000	\$53,000	\$6,000	\$7,000 (Bismarck)	NHU	24403	NA	Modification Moved to 2026 (MARCH 2025)
NDDOT	25.6.20	Urban Regional - Bismarck Expressway (Washington St to Main Ave) (Microsurfacing - pavement marking)	\$1,750,000	\$1,416,275	\$158,725	\$175,000 (Bismarck)	NHU	24404	NA	Modification Moved to 2026 (MARCH 2025)
NDDOT	25.6.21	Urban Regional - Bismarck ND 1804 (Bismarck Expressway to 48th Ave SE) (Microsurfacing - pavement marking)	\$1,557,903	\$1,260,841	\$141,302	\$155,790 (Bismarck)	NHU	24405	NA	Modification Moved to 2026 (MARCH 2025)
NDDOT	25.6.22	MPO Safety - Various Locations (US and ND Highways throughout the Bismarck District) (Pavement Markings)	\$1,400,000	\$1,260,000	\$140,000	\$0	HES	24489	NA	Amendment New Project (NOVEMBER 2024)
NDDOT	25.6.23	Rural - I-94 (ND 25 Junction to 3 miles east of US 83 Junction) (Chip Seal Coat)	\$3,100,000	\$2,790,000	\$310,000	\$0	IM	24541	NA	Amendment New Project (JANUARY 2025)
NDDOT	25.6.24	Rural - I-194 (I-94 Junction to Bismarck Expressway) (Chip Seal Coat)	\$200,000	\$180,000	\$20,000	\$0	IM	24542	NA	Amendment New Project (JANUARY 2025)
NDDOT	25.6.25	Rural - ND 810 (I-194/Memorial Highway to Expressway Bridge) (Chip Seal Coat)	\$200,000	\$161,860	\$18,140	\$20,000 (Mandan)	NHU	24543	NA	Amendment New Project (JANUARY 2025)

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

*Pending Availability of Federal Funds

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

2025-2028 Transportation Improvement Program (Year 2025)

- - 2025 TIP Lines
- + 2025 TIP Points
- TIP_Points_Master
- - TIP_Lines_Master
-  MPO Boundary
-  Corporate Limits



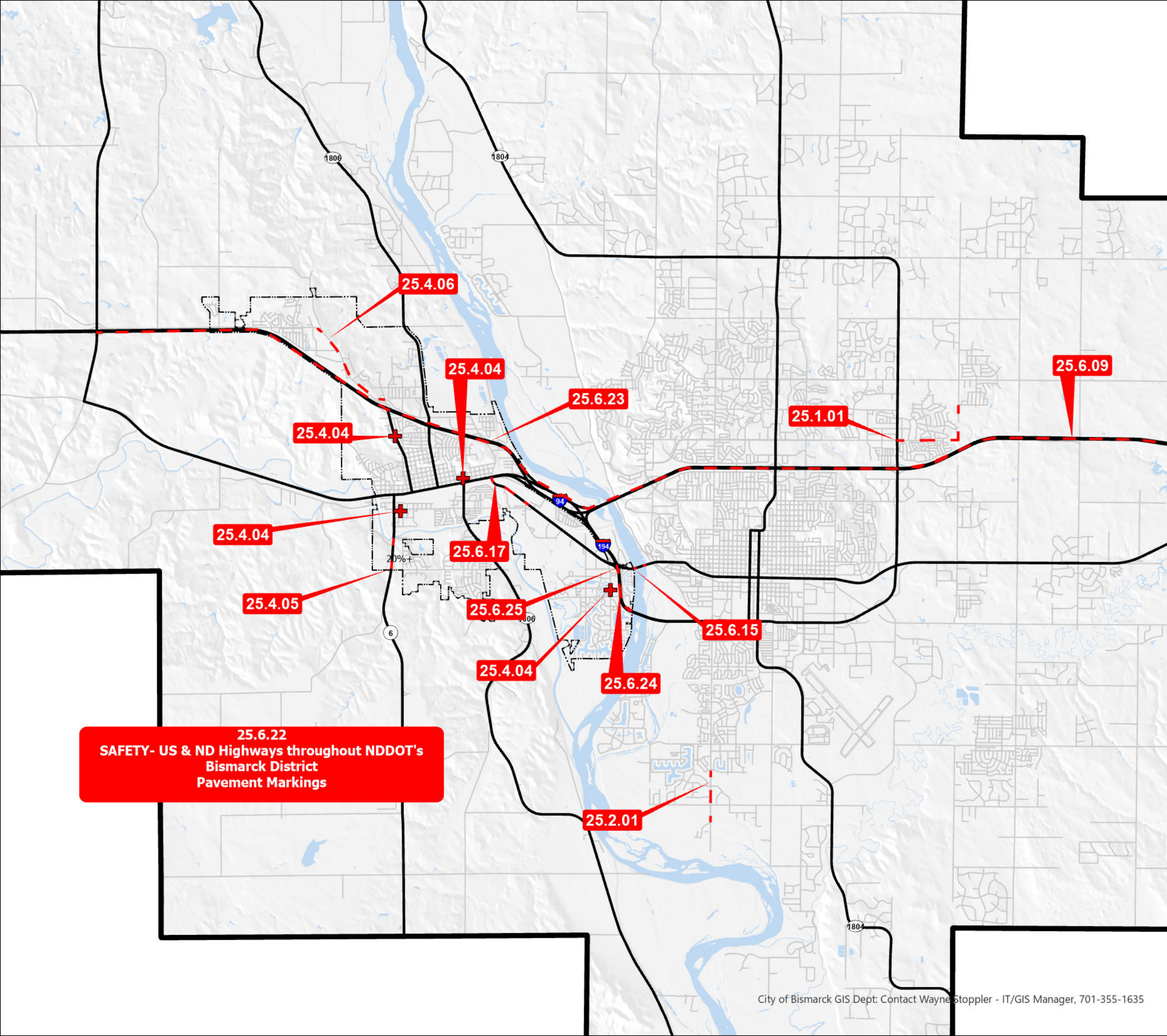
2.5

 Miles

This data is for representation only and does not represent a survey. No liability is assumed as to the accuracy of the data delineated herein.

Map created by Stephen June 2025 based on data maintained by the City of Bismarck and Bismarck-Mandan MPO.

X:\ArcProProjects\MPO\TitleVI\TitleVI.aprx



2025-2028 Transportation Improvement Program (Year 2025)

- - 2025 TIP Lines
- + 2025 TIP Points
- TIP_Points_Master
- - TIP_Lines_Master
-  MPO Boundary
-  Corporate Limits
- Percent Population
In Poverty
-  0% - 5%
-  5% - 10%
-  10% - 15%
-  15%+



2.5

 Miles

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2025-2028 Transportation Improvement Program (Year 2025)

- - 2025 TIP Lines
- + 2025 TIP Points
- TIP_Points_Master
- - TIP_Lines_Master
-  MPO Boundary
-  Corporate Limits
- Minority Population
- Custom
-  0% - 5%
-  5% - 10%
-  10% - 20%
-  20%+



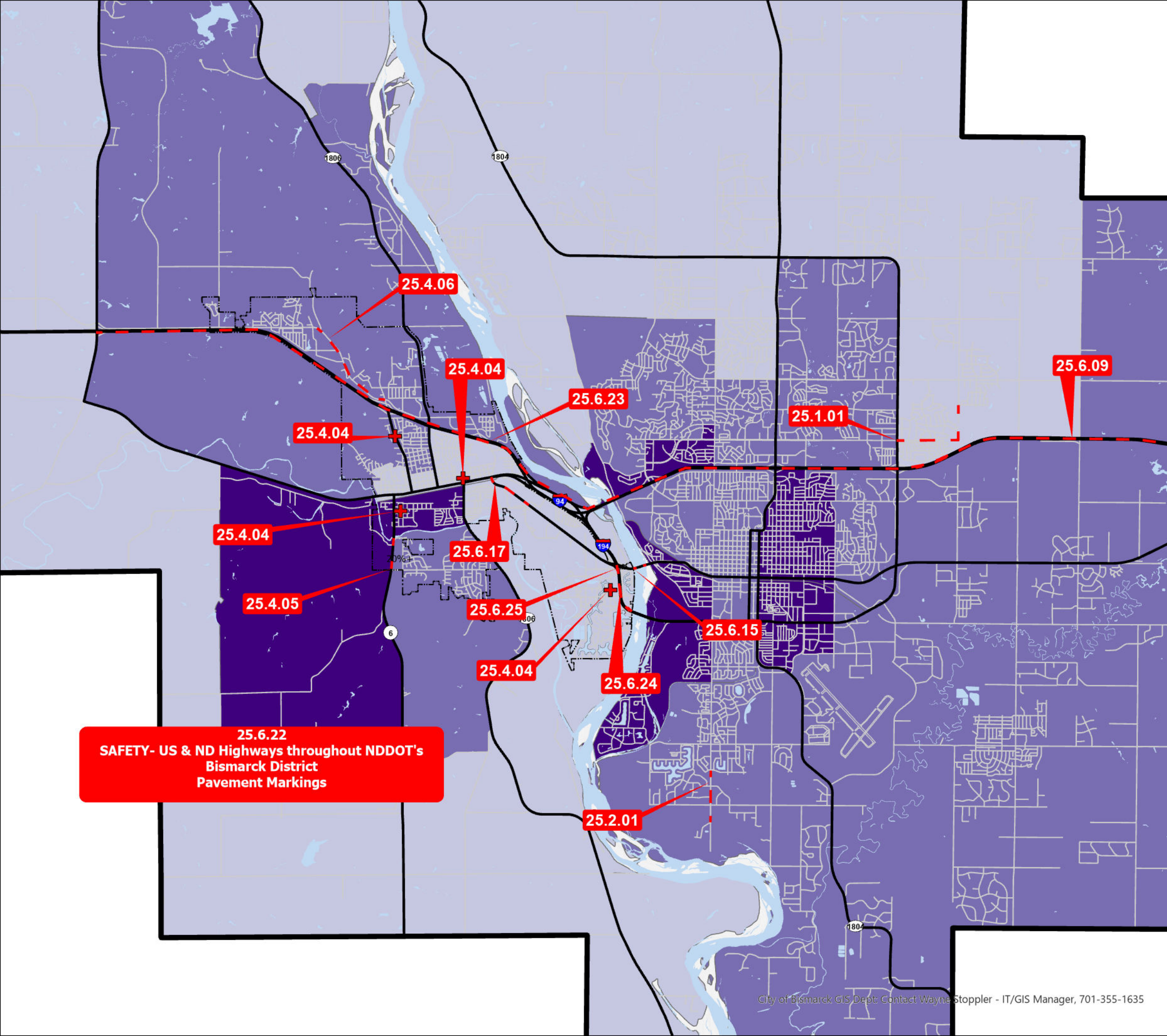
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 Miles

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2025-2028 Transportation Improvement Program (Year 2025)

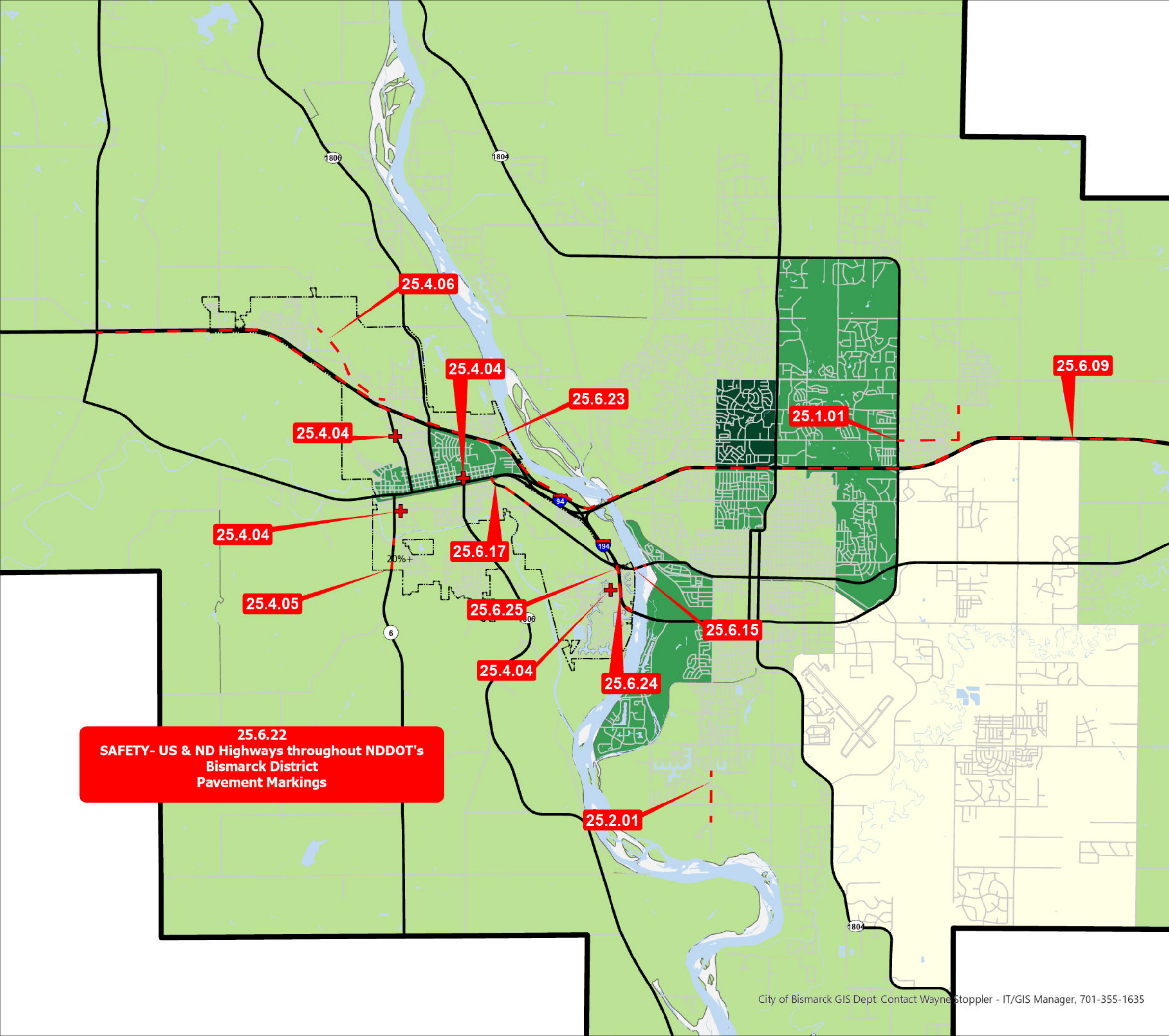
- - 2025 TIP Lines
- + 2025 TIP Points
- TIP_Points_Master
- - TIP_Lines_Master
-  MPO Boundary
-  Corporate Limits
- Elderly Population
- Percent of Population that is 65+
-  0% - 10%
-  10% - 20%
-  20% - 30%
-  30%+



2.5
Miles

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X:\ArcProProjects\MPO\TitleVI\TitleVI.aprx



2025-2028 Transportation Improvement Program (Year 2025)

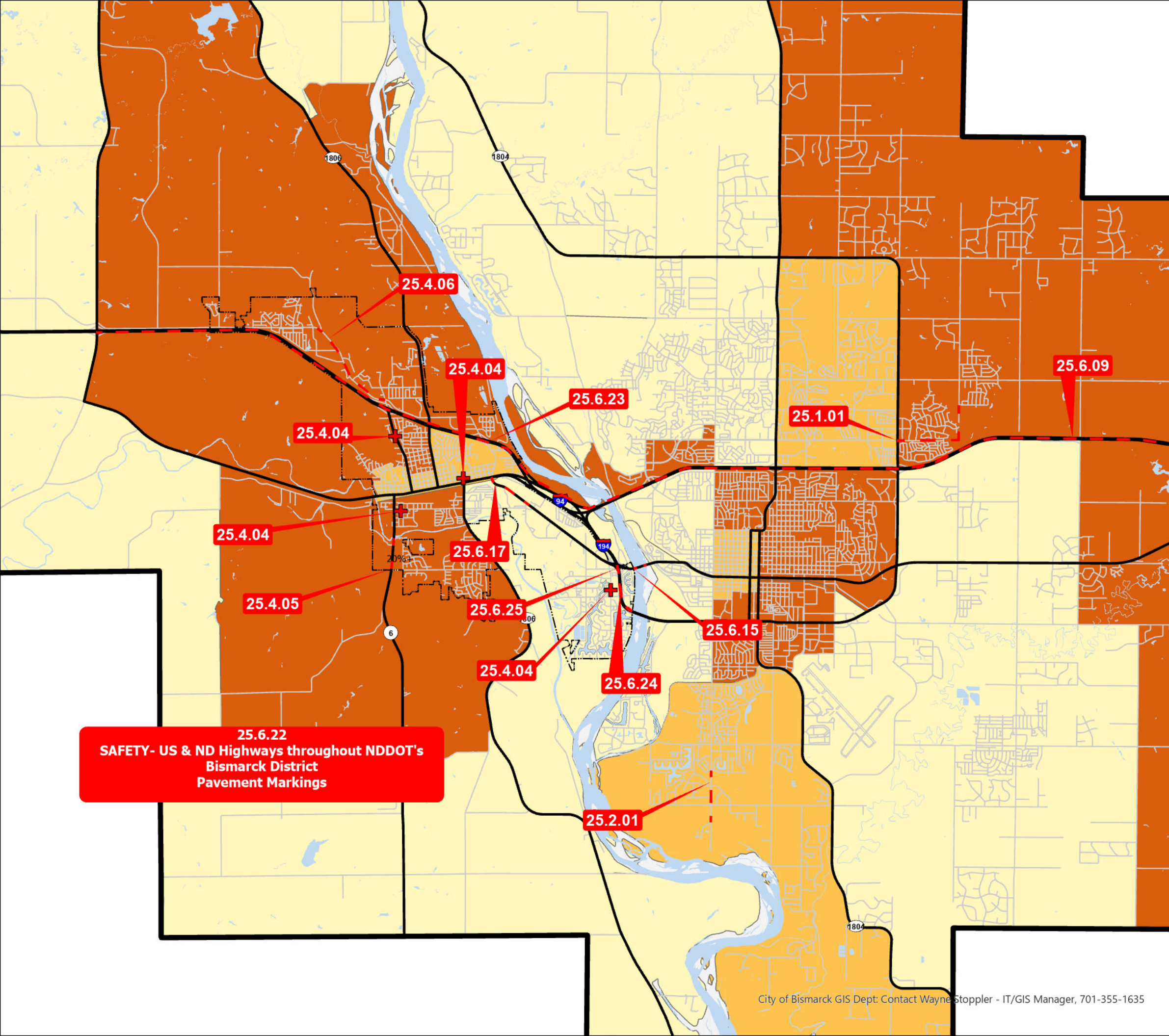
- - 2025 TIP Lines
- + 2025 TIP Points
- TIP_Points_Master
- - TIP_Lines_Master
-  MPO Boundary
-  Corporate Limits
- Percent Spanish Spoken at Home
-  0% - 0.5%
-  0.5% - 1%
-  1+%



2.5
Miles

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Map created by Stephen June 2025 based on data maintained by the City of Bismarck and Bismarck-Mandan MPO.
X:\ArcProProjects\MPO\TitleVI\TitleVI.aprx



2025-2028 Transportation Improvement Program (Year 2025)

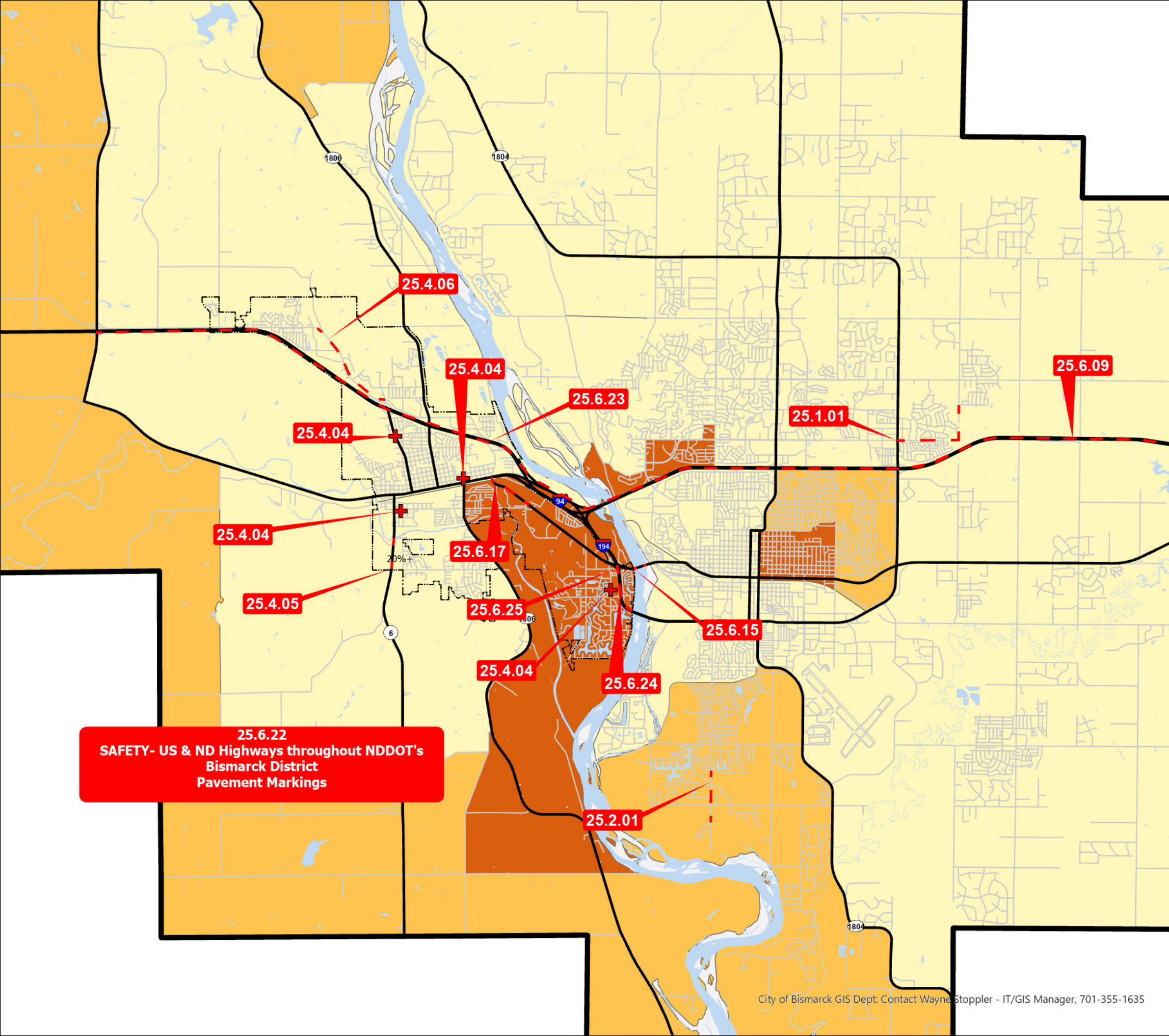
- - 2025 TIP Lines
- + 2025 TIP Points
- TIP_Points_Master
- - TIP_Lines_Master
-  MPO Boundary
-  Corporate Limits
- Population Speaking Other Language
- Percent Other Spoken at Home
-  0% - .5%
-  .5% - 1%
-  1%+



2.5
Miles

This data is for representation only and does not represent a survey. No liability is assumed as to the accuracy of the data delineated herein.

Map created by Stephen June 2025 based on data maintained by the City of Bismarck and Bismarck-Mandan MPO.
X:\ArcProProjects\MPO\TitleVI\TitleVI.aprx



**Bismarck-Mandan Metropolitan Planning Organization, Bismarck, Burleigh County, RECIPIENT
APPENDIX A OF THE TITLE VI ASSURANCES**

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

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

A

Bismarck-Mandan Metropolitan Planning Organization (MPO), Bismarck, Burleigh County
APPENDIX E OF THE TITLE VI ASSURANCES

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

Pertinent Non-Discrimination Authorities:

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

E

REQUEST FOR REASONABLE ACCOMMODATIONS



			Date	
Name			Telephone Number	
Street/Mailing Address		City	State	ZIP Code
Preferred Method of Contact ☐ Day Phone ☐ Email ☐ USPS		Email Address		
Type of Event: ☐ Public Meeting/Public Hearing ☐ Training ☐ Other (specify)				
Date of Event	and/or	Date Needed	Location of Event	

PART II: LIMITED ENGLISH PROFICIENCY (LEP)

☐ Yes ☐ No Do you need language assistance for LEP?	
Language Assistance	
☐ Oral Interpretation (specify language)	
☐ Written Translation (specify language)	
Name of Documents	

PART III: AMERICANS WITH DISABILITIES ACT (ADA)

☐ Yes ☐ No Do you need an accommodation for a disability?	
Types of Accommodation	
☐ Interpreter for deaf (specify ASL, tactile, etc.)	
☐ Assistive Listening device (specify)	
☐ Physical location accessible for persons with a physical mobility impairment.	
☐ Other (specify)	
Nature of Disability (Medical documentation may be requested)	
☐ Physical Mobility Impairment (specify)	
☐ Speech Impairment (specify)	
☐ Visual impairment (specify)	
☐ Hearing Impairment (specify)	
☐ Other (specify)	
Alternative Format (Indicate first, second, third choice if possible.)	
☐ Braille	Date Needed
☐ Large Print (font point size)	☐ Audio Recording -MP3
☐ Other (specify)	☐ CD/Flash Drive
Name of Documents	

For Office Use Only

The accommodation request is:

☐ Granted as requested
 ☐ Granted with change - see additional information
 ☐ Denied - see additional information

Instructions for Reasonable Request for Accommodations Form:

Requests for Reasonable Accommodations can be made by completing this form.

If you prefer to complete the Request for Reasonable Accommodations form electronically go to the Bismarck-Mandan Metropolitan Planning Organization's website at: <http://www.bismarcknd.gov/DocumentCenter/View/23201> . You may then submit the form in one of the following ways:

1. Save the completed form to your computer and email a copy of it to: mpo@bismarcknd.gov .
2. Mail a printed copy of the completed form to:
Bismarck-Mandan MPO
ADA Coordinator
P.O. Box 5503
Bismarck, ND 58506-5503

If you need assistance to complete the Request for Reasonable Accommodations form, please contact ADA Coordinator, Bismarck-Mandan MPO at 701- 355-1330 or hr@bismarcknd.gov . TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

REQUESTS MUST BE MADE AS SOON AS POSSIBLE.

Appropriate provisions will be considered when the MPO/ADA Coordinator is notified at least ten (10) days prior to the meeting date or fifteen (15) days prior to the date the written comments are due.

Converting printed material may take several weeks.

PART I

Complete all information in this section.

PART II: Limited English Proficiency (LEP)

Check all boxes that apply to the type of language assistance that you are requesting.

PART III: Americans with Disabilities Act (ADA)

Check all boxes that apply to the accommodation(s) that you are requesting.

EXTERNAL COMPLAINTS OF DISCRIMINATION

North Dakota Department of Transportation, Civil Rights

SFN 51795 (1-2022)

COMPLAINANT INFORMATION (Complete all items below.)

Name		Telephone Number	
Address	City	State	ZIP Code
Email Address			

CAUSE OF DISCRIMINATION (Check all that apply.)

Title VI of the Civil Rights Act of 1964 ☐ Race ☐ National Origin ☐ Color	Other Nondiscrimination Statutes/Executive Orders ☐ Sex ☐ Disability ☐ Age ☐ Limited English Proficiency
---	---

Name of public entity complaint is against.
Provide an explanation of what happened and date(s) of the alleged discriminatory act and location.

WE CANNOT ACCEPT YOUR COMPLAINT WITHOUT A SIGNATURE AND DATE.

Complainant's Signature	Date
-------------------------	------

Any person or specific class of persons, who believes they were subjected to discrimination on the basis of race, color, national origin; or sex, age, disability, or limited English proficiency in the programs and activities of NDDOT or its sub-recipients (e.g., a city, county, Metropolitan Planning Organization, Transit Agency, etc.,) may by himself/ herself or through his/her legally authorized representative, make, sign and date a written complaint and file such complaint with the Department within 180 calendar days following the date of the last instance of the alleged discriminatory action. Complainants must complete in its entirety, sign, and date NDDOT's External Complaints of Discrimination form (SFN 51795) and file by mail, in person, or e-mail. However, the complainant may call NDDOT and provide the allegations by telephone. NDDOT will transcribe the complainant's allegations into the complaint form and send the written complaint to the complainant for corrections, signature, and date.

To request accommodations, complainants may contact the Civil Rights Division, NDDOT at (701) 328-2978 or civilrights@nd.gov. TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

The NDDOT Civil Rights Division Program Administrator will review the complaint, gather additional information from the complainant if necessary, and refer the complaint to the appropriate federal agency, which in most cases will be the Federal Highway Administration. It is also within your rights to file directly with the appropriate Federal agency that oversees the transportation activities, services or facilities.

FHWA JURISDICTION (Roads and Bridges)

Title VI Complaints will be forwarded to the Division Office.

For Title VI complaints against sub recipients, NDDOT is required to follow the timeframes in 23 CFR 200.9(b)(3) as follows: A copy of the complaint, together with a copy of the NDDOT's report of investigation shall be forwarded to the FHWA Division Office within 60 days of receipt of the delegated complaint from FHWA.

ADA Complaints will be forwarded to the FHWA Division Office.

For a Section 504/ADA complaint against subrecipients, NDDOT shall forward a copy of the complaint, together with a copy of the report of investigation within 90 days of receipt of the delegated complaint to the FHWA Division Office.

The FHWA HCR has delegated authority for dismissing and issuing letters of findings (LOFs) for Title VI, and Section 504/ADA complaints processed by FHWA. LOFs issued by the FHWA HCR are administratively final.

FTA JURISDICTION (Public Transit)

Complaints filed under Title VI, related statutes, and Section 504/ADA in which NDDOT is named as the respondent will be handled informally if possible. If the complaint cannot be resolved by informal means, the NDDOT may investigate the complaint as follows:

1. The complaint will be reviewed within 10 business days to determine whether it contains all necessary information required for acceptance.
2. If the complaint is complete and no additional information is needed, the complainant will be sent a letter of acceptance along with the Complainant Consent/Release form (SFN 60741) and the notice about Investigatory Uses of Personal Information fact sheet.

Title VI, related statutes, and Section 504/ADA complaints filed directly with NDDOT against NDDOT, its sub recipients, or contractors will be processed by NDDOT in accordance with the FTA approved complaint procedures under FTA C 4710.1, FTA C 4702.1B, 49 CFR 27.13(b).

For Title VI or related statutes Complaints, NDDOT is required to follow the FTA C 4702.1B to comply with reporting requirements of 49 CFR 21.9(b). The investigation information is recorded on the Transit Title VI - List of Investigations, Lawsuits, and Complaints (SFN 60805) and included in the Title VI/Nondiscrimination and ADA Program submitted to FTA every three years. Although, FTA regulations do not specify a time frame for the investigation of Title VI complaints, the NDDOT attempts to complete investigations within 90 days of receipt of the complaint.

For a Section 504/ADA complaint, NDDOT shall forward a copy of the complaint, together with a copy of the report of investigation within 90 days of receipt of the complaint to the FTA Office of Civil Rights.

The FTA has delegated authority for issuing LOFs for Title VI, related statutes, and Section 504/ADA complaints processed by NDDOT. Closure letters or LOFs issued by NDDOT under FTA jurisdiction on Title VI, related statutes, and Section 504/ADA complaints are administratively final. Individuals or a specific class of individuals, personally or through a representative, may submit a complaint to FTA within 180 days from the date of the alleged discrimination.

If NDDOT receives a complaint against its sub recipients, the sub recipient will be contacted to handle the complaint informally at the local level if possible. If the complaint cannot be resolved informally at the local level, NDDOT will use the same process above to resolve the complaint.

Agencies Authorized to Receive and Process Complaints

North Dakota Department of Transportation

Civil Rights Division
608 E Boulevard Ave.
Bismarck, ND 58507-0700
Phone: (701) 328-2576
TTY: 711 or (800) 366-6888
E-mail: civilrights@nd.gov

FHWA

North Dakota Division Office
4503 Coleman St. N., Suite 205
Bismarck, ND 58503
Phone: (701) 250-4204
Fax: (701) 250-4395
E-mail: NorthDakota.fhwa@dot.gov

Federal Transit Administration (FTA)

Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor - TCR
1200 New Jersey Ave., S.E.
Washington, DC 20590
Phone: (888) 446-4511

USDOJ - ADA Complaints

U.S. Department of Justice (USDOJ)
950 Pennsylvania Avenue, N.W.
Civil Rights Division
Disability Rights Section - 1425 NYAV
Washington, DC 20530
Fax: (202) 307-1197
ADA Information Line:
(800) 514-0301 (voice) or (800) 514-0383 (TTY)
Main Section Telephone Number:
(202) 307-0663 (voice and TTY)

United States Department of Transportation (USDOT)

Departmental Office of Civil Rights
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Ave., S.E.
Washington, DC 20590
Phone: (202) 366-4648
Fax: (202) 366-5575
TTY/Assistive Device: (202) 366-9696

USDOJ - Race, Color, National Origin Complaints

Federal Coordination and Compliance Section - NWB
Civil Rights Division
U.S. Department of Justice (USDOJ)
950 Pennsylvania Avenue, N.W.
Washington, DC 20530
Phone: (888) 848-5306 (English and Spanish)
(202) 307-2222 (voice)
(202) 307-2678 (TDD)

United States Department of Transportation (FHWA)

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Ave., S.E.
8th Floor E81-105
Washington, DC 20590
Phone: (202) 366-0693
Fax: (202) 366-1599
TTY: (202) 366-5132
E-mail: CivilRights.FHWA@dot.gov

**COMPLAINANT CONSENT/RELEASE
(EXTERNAL COMPLAINTS OF DISCRIMINATION)**



Name			
Mailing Address	City	State	ZIP Code
Complaint Number(s) if known:			

Please read the information below, check the appropriate box, and sign this form.

I have read the Notice About Investigatory Uses of Personal Information by the Sub Recipient. As a complainant, I understand that in the course of an investigation it may become necessary for Sub Recipient to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of Sub Recipient to honor requests under the Freedom of Information Act and North Dakota Century Code 44-04-18. I understand that it may be necessary for Sub Recipient to disclose information, including personally identifying details, which it has gathered as a part of its investigation of my complaint. In addition, I understand that as a complainant I am protected by Sub Recipient's regulations from intimidation or retaliation for having taken action or participated in action to secure rights protected by nondiscrimination statutes enforced by Sub Recipient.

CONSENT/RELEASE

☐ CONSENT - I have read and understand the above information and authorize Sub Recipient to reveal my identity to persons at the organization or institution under investigation. I hereby authorize the Sub Recipient to receive material and information about me pertinent to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release, and do so voluntarily. ☐ CONSENT- The respondent named in this complaint may receive a copy of my complaint upon request. ☐ CONSENT DENIED - I have read and understand the above information and do not want Sub Recipient to reveal my identity to the organization or institution under investigation, or to review, receive copies of, or discuss material and information about me, pertinent to the investigation of my complaint. I understand this is likely to impede the investigation of my complaint and may result in the closure of the investigation.		
Signature	Date	

**NOTICE ABOUT INVESTIGATORY
USES OF PERSONAL INFORMATION
(External Complaints of Discrimination)**

Enclosure 2

Page 2 of 2

**Sub Recipient
NOTICE OF COMPLAINANT/INTERVIEWEE RIGHTS AND PRIVILEGES**

Complainants and individuals who cooperate in an investigation, proceeding or hearing conducted by Sub Recipient are afforded certain rights and protections. This brief description will provide you with an overview of these rights and protections.

- A respondent may not force its employees to be represented by the respondent's counsel nor may it intimidate, threaten, coerce or discriminate against any employee who refuses to reveal to the respondent the content of an interview. An employee does, however, have the right to representation during an interview with Sub Recipient. The representative may be the respondent's counsel, the employee's private counsel, or anyone else the interviewee authorizes to be present.

- The laws and regulations which govern Sub Recipient's compliance and enforcement authority provide that no respondent or other person shall intimidate, threaten, coerce or discriminate against any individual because he/she has made a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing conducted under Sub Recipient's jurisdiction, or has asserted rights protected by statutes Sub Recipient enforces.

- Information obtained from the complainant or other individuals which is maintained in Sub Recipient's investigative files may be exempt from disclosure under the Privacy Act, the Freedom of Information Act (FOIA), or North Dakota Century Code (NDCC) 44-04-18 if release of such information would constitute an unwarranted invasion of personal privacy.

The law governing personal information submitted to any public entity, including the Sub Recipient is NDCC 44-04-18.

NDCC 44-04-18 protects individuals from misuse of personal information held by the Sub Recipient. The law applies to records that are kept and that can be located by the individual's name or social security number or other personal identification system. Persons who submit information to the public entity should know that:

- Sub Recipient is required to investigate complaints of discrimination on the basis of race, color, national origin, sex, disability, age, and, in some instances, religion against respondents of Federal financial assistance. Sub Recipient also is authorized to conduct reviews of federally funded respondents to assess their compliance with civil rights laws.

- Information that Sub Recipient collects is analyzed by authorized personnel within the agency. This information may include personnel records or other personal information. Sub Recipient staff may need to reveal certain information to persons outside the agency in the course of verifying facts or gathering new facts to develop a basis for making a civil rights compliance determination. Such details could include the physical condition or age of a complainant. Sub Recipient also may be required to reveal certain information to any individual who requests it under the provisions of NDCC 44-04-18. (See below)

- Personal information will be used only for the specific purpose for which it was submitted, that is, for authorized civil rights compliance and enforcement activities. Except in the instances defined by NDCC Chapter 44-04, Sub Recipient will not release the information to any other agency or individual unless the person who supplied the information submits a written consent. One of these exceptions is when release is required under NDCC 44-04-18. (See below)

- No law requires a complainant to give personal information to Sub Recipient, and no sanctions will be imposed on complainants or other individuals who deny Sub Recipient's request. However, if Sub Recipient fails to obtain information needed to investigate allegations of discrimination, it may be necessary to close the investigation.

- NDCC 44-04-18 permits certain types of systems of records to be exempt from some of its requirements, including the access provisions. It is the policy of Sub Recipient to exercise authority to exempt systems of records only in compelling cases. Sub Recipient may deny a complainant access to the files compiled during the agency investigation of his or her civil rights complaint against a respondent of Federal financial assistance. Complaint files are exempt in order to aid negotiations between respondents and Sub Recipient in resolving civil rights issues and to encourage respondents to furnish information essential to the investigation.

- Sub Recipient does not reveal the names or other identifying information about an individual unless it is necessary for the completion of an investigation or for enforcement activities against a respondent that violates the laws, or unless such information is required to be disclosed under NDCC 44-04-18. Sub Recipient will keep the identity of complainants confidential except to the extent necessary to carry out the purposes of the civil rights laws, or unless disclosure is required under NDCC 44-04-18 or otherwise required by law.

NDCC 44-04-18 gives the public access to certain files and records of the public entity. Individuals can obtain items from many categories of records of the public entity--not just materials that apply to them personally. Sub Recipient must honor requests under NDCC 44-04-18, with some exceptions. Sub Recipient generally is not required to release documents during an investigation or enforcement proceedings if the release could have an adverse effect on the ability of the agency to do its job.

Also, a public entity may refuse a request for records compiled for law enforcement purposes if their release could be an "unwarranted invasion of privacy" of an individual. Requests for other records, such as personnel and medical files, may be denied where the disclosure would be a "clearly unwarranted invasion of privacy."

Instructions for Title VI Complaint Process Form:

General

1. Instructions provided within this form are not meant to be all inclusive. Members of the public or external applicants for employment filing a Title VI/ADA complaint are responsible for all procedural requirements contained in the Bismarck-Mandan MPO's Title VI/ADA External Complaint Process.
2. Under Title VI of the Civil Rights Act of 1964 and the related statutes and regulations, no person or group(s) of persons shall, on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Bismarck-Mandan MPO. Members of the public, external applicants for employment, or group(s) of persons who feel they have been discriminated against may file a complaint.
3. Complainants **must** include all required information and **must** meet all timeframes as defined in the Bismarck-Mandan MPO's Title VI/ADA External Complaint Process.
4. Legible copies of all available pertinent documentation should be attached to this form.
5. All inquiries should be directed to the ADA Coordinator, Bismarck-Mandan MPO, 221 N. 5th Street / P.O. Box 5506, Bismarck, ND 58506-5503, Telephone (701)355-1330, TDD 711.

Part I

Complete all information in this section.

Part II

Check all boxes that apply indicating the basis for the complaint. The discrimination **must** be based on at least one of the listed categories.

Part III

State the specific complaint in a manner that clearly identifies the issues upon which the complaint is based.

Part IV

Sign and date this section to verify the information contained in Parts I through III.

PART I - COMPLAINANT INFORMATION (Print all items legibly.)

Name		Telephone Number
Mailing Address		Email Address
City	State	ZIP Code

PART II - STATUS OF COMPLAINANT

Check appropriate box[es]		
Title VI of the Civil Rights Act of 1964 ☐ Race ☐ National Origin ☐ Color		Other Nondiscrimination Statutes/Executive Orders ☐ Sex ☐ Disability ☐ Limited English Proficiency ☐ Age ☐ Income Status
Nature of Complaint		
Recipient (Processor of Complaint)		
Date Filed	Date Investigation Completed	Date of Disposition
Disposition		
☒ X		

PART I - COMPLAINANT INFORMATION (Print all items legibly.)

Name		Telephone Number
Mailing Address		Email Address
City	State	ZIP Code

PART II - STATUS OF COMPLAINANT

Check appropriate box[es]		
Title VI of the Civil Rights Act of 1964 ☐ Race ☐ National Origin ☐ Color		Other Nondiscrimination Statutes/Executive Orders ☐ Sex ☐ Disability ☐ Limited English Proficiency ☐ Age ☐ Income Status
Nature of Complaint		
Recipient (Processor of Complaint)		
Date Filed	Date Investigation Completed	Date of Disposition
Disposition		
Add Another Section		

The Bismarck-Mandan MPO is committed to providing non-discriminatory service. No person shall, on the basis of a person's national origin, race, color, disability, sex, age and/or income status, be excluded from participation or be subjected to discrimination or harassment by the Bismarck-Mandan MPO. Contact the Bismarck-Mandan MPO Project Director at 701-355-1840 to request additional information on our nondiscrimination obligations or to file a complaint.

- | | | |
|--------------------------|--|------------------------|
| ☐ | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية. | 1. Arabic |
| ☐ | Խոսողո՞ւմ ե՞ս, և չո՞ւմ կատարե՞ք այս քանակություն, եթե խոսո՞ւմ կա՞մ կարդո՞ւմ ե՞ք հայերեն: | 2. Armenian |
| ☐ | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন। | 3. Bengali |
| ☐ | ល្អបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។ | 4. Cambodian |
| ☐ | Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro. | 5. Chamorro |
| ☐ | 如果你能读中文或讲中文，请选择此框。 | 6. Simplified Chinese |
| ☐ | 如果你能讀中文或講中文，請選擇此框。 | 7. Traditional Chinese |
| ☐ | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik. | 8. Croatian |
| ☐ | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky. | 9. Czech |
| ☐ | Kruis dit vakje aan als u Nederlands kunt lezen of spreken. | 10. Dutch |
| ☐ | Mark this box if you read or speak English. | 11. English |
| ☐ | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید. | 12. Farsi |

☐	Cocher ici si vous lisez ou parlez le français.	13. French
☐	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
☐	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
☐	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
☐	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
☐	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
☐	Jelölje meg ezt a kockát, ha megérte vagy beszéli a magyar nyelvet.	19. Hungarian
☐	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
☐	Marchi questa casella se legge o parla italiano.	21. Italian
☐	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
☐	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
☐	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
☐	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

☐	Assinale este quadrado se você lê ou fala português.	26. Portuguese
☐	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
☐	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
☐	Обележите овај квадратик уколико читате или говорите српски језик.	29. Serbian
☐	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
☐	Marque esta casilla si lee o habla español.	31. Spanish
☐	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
☐	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
☐	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
☐	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
☐	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
☐	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
☐	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

PLEASE USE DARK INK AND PRINT CLEARLY

The Civil Rights Act of 1964 and related nondiscrimination authorities require the North Dakota Department of Transportation to ensure everyone has the opportunity to comment on the transportation programs and activities that may affect their community.

To help with that, we ask that you respond to the following questions. You are not required to disclose the information requested in order to participate. Any information provided to the NDDOT will be retained solely for the purpose of collecting statistical data to ensure inclusion of all segments of the population affected by transportation programs and activities.

Sex: ☐ Female ☐ Male ☐	Disability: ☐ Yes ☐ No
Age: ☐ Under 18 ☐ 18-40 ☐ 41-65 ☐ 65+	
Race: ☐ White ☐ Asian ☐ Native Hawaiian/Other Pacific Islander ☐ American Indian/Alaskan Native ☐ Hispanic or Latino ☐ _____ ☐ Black/African American	
Language Most Frequently Spoken in your Home: ☐ Spanish ☐ Vietnamese ☐ Japanese ☐ German ☐ Arabic ☐ Other Slavic Language ☐ Other African Language ☐ Russian ☐ English ☐ Chinese ☐ Other India Language ☐ _____	
Do you receive public assistance? ☐ Yes ☐ No	
How did you hear about this event? ☐ Internet ☐ NDDOT Contact ☐ Television ☐ Radio ☐ Newspaper ☐ Advocacy Group ☐ Mailing ☐ Social Service Agency ☐ _____	

For Office Use Only

Event Date (MM/DD/YYYY)	City	County	Div/Dist Number	PCN

MPO:

- ☐ Bismarck-Mandan
- ☐ Fargo-Moorhead Metro COG
- ☐ Grand Forks-East Grand Forks

ROW:

- ☐ Negotiation
- ☐ Relocation

Subrecipient:

- ☐ Yes
- ☐ No

*After you have completed this form, please place it in the designated location.

Sub Recipient Title VI Public Participation Survey

- **Instructions**
 - NDDOT developed the Title VI Public Participation Survey to collect statistical data of participants and beneficiaries of NDDOT and its' sub recipient's programs. This survey is a means to determine if FHWA or FTA financial assistance is reaching communities and populations that need the assistance as well to quantitatively monitor the performance of our Title VI and nondiscrimination programs.
 - At your event, explain the purpose of the survey. The purpose of the survey is printed on the survey along with instructions on filling out the survey. The language question is intended to capture Limited English Proficiency (LEP) persons attending. The public assistance question is intended to capture traditionally underserved populations attending. Encourage event attendees to complete the survey. (Only the public attending the events should complete the survey. It is not intended for NDDOT, city, county, or consultant employees who are hosting the event.)
 - Process the survey information within your agency.
- **Survey Preparation**
- **Prior to printing the survey, certain fields need to be filled out.**
 - **Event Date:** Enter the date the event is being held.
 - **City:** Enter the ND city number. See code list on NDDOT website.
 - **County:** Enter the ND county number. See code list on NDDOT website.
 - **Division/District Number:** Enter Division/District Number. See code list on NDDOT website.
 - https://www.dot.nd.gov/divisions/civilrights/docs/titlevi/div-dist_city_county%20CODES.pdf
 - **Project Control Number (PCN):** Enter number if applicable. If there are multiple PCN's, only enter the Parent PCN.
 - **Right of Way (ROW):** Select the appropriate only if the survey is being completed for the specific activity selected.
 - **MPO:** For use by MPO's only. If you are an MPO, select your MPO area.
 - **Sub recipient:** Select appropriate answer.
- **Save the survey completed with identifying information to your files.**
- **Print as many original documents as you need for your event.**

GOALS AND ACCOMPLISHMENTS

FY2025 Goals and Accomplishments

The Bismarck-Mandan MPO completed a self-audit of its Title VI and Non- Discrimination/ADA Program Access Plan in February 2025. These resulted in the following goals and/or accomplishments:

1. Update Title VI Plan
 - a. Organization, Staffing & Responsibilities
 - i. Circulated demographic surveys to the new members of MPO committees and a new MPO employee
 - ii. Updated the table depicting the demographic representation of the BMMPO to reflect changes
 - b. Socio-Economic/Year 2025 TIP Projects Maps
 - i. Minority, Elderly, Poverty, Limited English Proficiency
 - c. Updated Demographic Profile & Analysis section to account for new demographic information, and an analysis of the MPO's current program
 - d. Limited English Proficiency Plan
 - i. Updated LEP Plan to account for new demographic information available through the US Census Bureau
2. Provide a minimum of one hour of training annually related to Title VI to all MPO staff
 - a. Staff participated in training for the utilization of the City of Bismarck's new LanguageLine services for LEP persons, and training through the City's HR Dept.
3. Continue outreach efforts to ensure minority, elderly, disabled, low income, and LEP populations have equal opportunity to participate in MPO programs – *ongoing*
 - a. Local Social Service agencies
 - i. Reached out to a variety of agencies and services for the recently completed Safe Routes to Services Study
 - b. Increase public outreach efforts to engage citizens less likely to attend public meetings
 - i. Community sponsored events
 - ii. Citizen forums
 - iii. Focus groups
 - iv. Surveys (several study-related surveys have been utilized in 2024-25)
 1. Online
 2. Direct mail
 3. Public Events
 - v. Virtual public participation opportunities
 1. TAC and Policy Board meetings
 2. Public Input Meetings
4. GOAL COMPLETED: Completed the Safe Routes to Services Study to support the MPO's outreach to vulnerable populations and areas in the community.

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Progress Report

Date: Thursday, July 03, 2025

Project: Bismarck-Mandan MPO – Monitoring Report Update

To: Stephen Larson

From: Jeremy Williams

Subject: Progress Report for June 1, 2025 to June 29, 2025

Please note that this progress report summarizes the work completed during the period above.

Completed This Period

Task 1 – Project Management

- Conducted bi-weekly coordination calls.
- Completed monthly invoicing, budget tracking, and progress reporting.

Task 2 – Review and Update Performance Measures

- N/A

Task 3. Data Collection and Analysis

- Continued investigation of special data sources, tabular summary of potential data products

Task 4. Documentation

- Developed and shared Monitoring Report outline with Bismarck-Mandan MPO

Task 5. Training

- N/A

Services Anticipated Next Period

Task 1 – Project Management

- Continue bi-weekly coordination calls
- Continue internal project management tracking, and monthly invoices / progress reports.

Task 2 – Review and Update Performance Measures

- N/A

Task 3. Data Collection and Analysis

- Complete investigation and tabular summary of potential data products
- Initiate and complete collection of project-related data

Task 4. Documentation

- Begin development of draft Monitoring Report

Task 5. Training

- N/A

Information Consultant Needs from MPO

PERCENT SERVICES COMPLETE TO DATE BY TASK

Task		Previous Invoice Period Percentage Complete	This Invoice Period Percentage Complete
1	Project Management	35%	40%
2	Review and Update Performance Measures	100%	100%
3	Data Collection and Analysis	5%	10%
4	Documentation	2%	4%
5	Training	0%	0%
Total		7%	21%

HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) / LOCAL ROADS SAFETY PROGRAM (LRSP) SUMMARY

NOVEMBER 2024

A total of one (1) project application was submitted for fiscal funding year 2029 HSIP/LRSP. The submitting jurisdiction is the City of Bismarck. The project was scored against the goals and objectives of the Metropolitan Transportation Plan (MTP) by MPO staff. Points and consistency with MTP objectives are provided to TAC and Policy Board for information.

JURISDICTION	TYPE	PROJECT DESCRIPTION	TOTAL COST / FEDERAL COST	Score	Consistent with MTP
City of Bismarck	Construction	Yegen Rd / Lincoln Rd Intersection Construct a single lane roundabout to include two westbound approach lanes to replace the current all way stop control and improve intersection traffic control and geometry at the intersection of Yegen Rd and Lincoln Rd.	\$3,000,000 / \$2,700,000	11.3	1A, 2B, 4A

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TRANSPORTATION ALTERNATIVES PROJECT SUMMARY - FY27

Submitting Agency	Description	Total Cost / Federal Cost	Project Type
Bismarck Parks and Recreation District	Sunrise Trail Connection (East Century Ave to Sunrise Park): 10' wide shared use concrete trail extension from Sunrise Park to the future extension of Century Ave (approximately 858 LF or 0.16 Miles)	\$591,800 -- \$473,440	Construction
City of Bismarck	US 83/ State Street Multi-Use Trail Rehabilitation (Divide Ave to Calgary Ave NE): 10' wide shared use path, asphalt overlay on approximately 5,700 linear feet along west side of State St, from Capitol Grounds at Divide Ave to Calgary Ave	\$437,000 -- \$349,600	Preservation
City of Mandan / Mandan Park District	Hwy 1806 Pedestrian Trail Improvements: 10' wide asphalt pedestrian trail, from 14th St NW past 27th St N and also under the I-94 bridge on Hwy 1806. Overlay and drainage improvements throughout, and pedestrian safety enhancements consisting of a separation barrier underneath the I-94 bridge.	\$925,410 (eligible cost = \$771,175) -- \$624,112	Preservation
City of Mandan	3rd St SE Sidewalk Installation: 6' wide new concrete pedestrian sidewalk on the north side of 3rd St SE from 6th Ave SE to 3rd Ave SE, approximately 830 LF.	\$254,689 -- \$206,120	Construction
City of Mandan	Memorial Hwy Pedestrian Ramp Realignment: replace existing pedestrian ramp with a realigned ramp connection at Liberty Memorial Bridge and Memorial Hwy which will connect to a future trail being constructed as part of the Memorial Hwy reconstruction project.	\$49,534 -- \$40,088	Construction

URBAN GRANTS PROGRAM SUMMARY

NOVEMBER 2024

A total of two (2) project applications were submitted for the fiscal funding year 2028 Urban Grants Program. The projects were scored by MPO staff against the goals and objectives of the Metropolitan Transportation Plan (MTP), as approved by Policy Board in February 2023. Points do not indicate recommended prioritization by staff but are provided to TAC and Policy Board for their information, discussion, and potential prioritization of projects.

JURISDICTION	PROJECT TYPE	PROJECT DESCRIPTION	TOTAL COST / FEDERAL COST	MTP OBJECTIVES SUPPORTED
Bismarck	Reconstruction	Main Avenue Reconstruction – 7th Street to 9th Street: Reconstruction of Main Ave roadway from a 4-lane section with parking on the north side to a 3-lane section with on-street parking. New concrete pavement, curb and gutter, street and pedestrian lighting, pavement markings, and ADA-compliant pedestrian facilities will be included. Storm sewer running east/west on Main Ave will be replaced and upsized to meet current stormwater requirements. Safety improvements include wider sidewalks, boulevards for snow storage and multi modal access, and considerations for curb extensions and high visibility crosswalks at intersections. Landscaping will be placed in the new boulevards.	\$3,401,200/ \$2,000,000	1A, 2A, 2B, 2C, 3C, 5C, 7B
Mandan	Reconstruction	Downtown 1st Street and Avenues Reconstruct Phase II (1st St. NW from 2nd Ave NW to 4th Ave NW and 3rd Ave NW from 1st St NW to Main St and 2nd Ave NW from 1st St NW to Main St): Full reconstruct on 1 st St roadway with concrete due to exceedingly poor pavement condition and the need to replace water main which precludes a mill and overlay; also sidewalk and sidewalk ramp improvements to replace poor curb, gutter, and sidewalk conditions, to bring up to ADA compliance; curb bulb outs at 1 st St intersections; signage and striping; beautification elements such as benches, bike racks, LED and pedestrian lighting. Potential reverse angle parking trial on a portion of 1 st Street. Signalization warrants and potential roundabout placement at 1 st St intersections will be examined during preliminary design. This Phase II project is a stand-alone project, not dependent on Phase I or III.	\$4,781,290 / \$3,000,101	1A, 2A, 2B, 2C, 3C, 5C, 7B

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Bismarck-Mandan MPO

TIP 2025-2028 Administrative Modification

Project Year(s) 2025; 2026

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	25.6.15 (old) 26.6.25 (new)	\$5,260,450	\$589,550	\$650,000 (50/50 Bismarck, Mandan)	\$6,500,000	NH (National Highway System, State Project, Bridge)

Project Description:

This modification moves a bridge project on Memorial Bridge between Bismarck and Mandan from FY 2025 to FY 2026 (the project includes deck overlay, structure pain, joint repair, and other repairs/improvements). The PCN is 22902.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

This project is currently in the TIP and are therefore consistent with the Arrive 2050 MTP.

Bismarck-Mandan MPO Policy Board informed of Administrative Modification at the _____ meeting.
(date)

Bismarck-Mandan MPO

TIP 2025-2028 Administrative Modification

Project Year(s) 2025; 2026

Entity	Project	Federal	State	Local	Total	Federal Funding Source
MANDAN	25.4.03 (old) 26.4.02 (new)	\$2,356,000	\$0	\$2,105,410 (Mandan)	\$4,461,410	UGP (Urban Grant Program)

Project Description:

This modification moves a project in Mandan from FY 2025 to FY 2026. The project is for Mandan's Downtown Reconstruction Phase 1, involving reconstruction and supporting work on 1st St NW (6th Ave NW to 4th Ave NW), 5th Ave NW (1st St NW to 2nd St NW), and 4th Ave NW (Main St to 2nd St NW). The PCN is 24136.

Consistency with the
Bismarck-Mandan MPO
Metropolitan
Transportation Plan:

This project is currently in the TIP and is therefore consistent with the Arrive 2050 MTP.

Bismarck-Mandan MPO Policy Board informed of Administrative Modification at the _____ meeting.
(date)