



Central Dakota MPO Policy Board Meeting

Thursday, June 27, 2024, at 4:30 PM

3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. REVIEW AND APPROVAL OF MINUTES

It is recommended the Central Dakota MPO Policy Board approve the minutes of the May 23, 2024 regular meeting.

Suggested Motion: I move to approve the minutes of the May 23, 2024 meeting as presented.

3. OLD BUSINESS

3.1. METROPOLITAN TRANSPORTATION PLAN (MTP) CONSULTANT SELECTION

The Technical Advisory Committee, at their June 11, 2024 meeting, recommended the selection of Bolton and Menk for the Metropolitan Transportation Plan project.

Suggested Motion: I move to approve the Executive Director to begin negotiations and enter into a contract for services with Bolton and Menk not to exceed \$519,998.24 and for Policy Board Chair Fjeldahl to sign Resolution 2024-1 to direct the same.

3.2. FINANCE DISCUSSION

4. NEW BUSINESS

4.1. TRANSPORTATION ASSET MANAGEMENT PROGRAM (TAMP)

This item is informational only; no action required.

4.2. MONTHLY ACTIVITIES

This item is informational only; no action required.

4.3. SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT APPLICATION

Link to SS4A Fact Sheet:

https://www.transportation.gov/sites/dot.gov/files/2024-04/SS4A-Fact-Sheet_FY24.pdf

Suggested Motion: I move to [Approve or Deny] the Executive Director to pursue grant funding through the 2024 SS4A Grant opportunity.

4.4. PRELIMINARY 2025 UNIFIED PLANNING WORK PROGRAM (UPWP) PRESENTATION

The Technical Advisory Committee, at their June 11, 2024 meeting, recommended the Transit Development Plan (TDP) to be the next plan pursued with any available funds in 2025.

This item is informational only; no action required.

4.5. NDDOT ADDITIONAL INFORMATION, IF ANY

This item is informational only; no action required.

4.6. ELECTION - NEW APPOINTMENTS AND EXISTING BYLAWS

This item is informational only; no action required.

5. UPCOMING INFORMATION

5.1. NEXT SCHEDULED MEETING - JULY 25, 2024 AT 4:30 PM IN THE 3RD FLOOR EXECUTIVE CONFERENCE ROOM AT CITY HALL.

6. ADJOURNMENT

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION
MEETING MINUTES
May 23, 2024 at 4:30 PM
3rd Floor Executive Conference Room, City Hall (10 3rd Ave SW)

Mr. Walker called the meeting to order at 4:30 p.m. Chair Fjeldahl had asked him to cover in his absence. The following were present:

Burlington City- Zach Walker

Minot City- Harold Stewart, Lisa Olson, Mark Jantzer

Surrey City- Michael Thiesen

Ward County- Alternate Shelly Weppler

Others Present: Dana Larsen, Wayne Zacher, Stacey Hanson, Jenna Zelinski, Brittany Shefstad, and Anita Trana.

Review/Approval of April Policy Board Meeting Minutes

The meeting minute sets were presented. This included an additional one that had been held to interview and hire to fill the executive director position. Mr. Jantzer moved to approve both the April 25, 2024 Regular and April 29, 2024 Special meeting minutes. The motion was seconded by Mr. Thiesen and carried the following vote: ayes: Jantzer, Thiesen, Olson, Stewart, Walker, and Weppler; nays: none.

Introduction of New MPO Executive Director

John Van Dyke was introduced. He shared a little of his background in community planning and is looking forward to working with everyone.

Old Business:

Review/Approval of the UPWP Contract

A copy of the first UPWP contract was presented. The original is awaiting signoff. A few points were made being that the document is in standard format, lists the City of Minot as designated Subrecipient, and then the Period of Performance reflecting timing of finalizing halfway throughout the year. Signature blocks are also included from each of the representing areas. A new contract will be entered into for 2025. Cost share percentages were reviewed. City of Minot-69%, Ward County-27%, City of Surrey and City of Burlington each at 2% to make up the total local share. The option of having the City of Minot pay all dues upfront was considered with confirmation that each entity had already added a budget line item for this year. Mr. Thiesen moved for funds be collected upfront and to invoice each of the jurisdictions for their local 2024 Central Dakota MPO cost share to be paid by July 31, 2024. The motion was seconded by Ms. Weppler and carried the following vote: ayes: Thiesen, Weppler, Jantzer, Olson, Stewart, and Walker; nays: none. Mr. Stewart moved authorization for Chair Fjeldahl to sign the Central Dakota MPO 2024 UPWP contract. Motion seconded by Mr. Walker and carried the following vote: ayes: Stewart, Walker, Thiesen, Jantzer, Olson, and Weppler; nays: none.

CDMPO 2050 MTP Update

A report of what's been worked on to date and upcoming activities was provided. John attended April's TAC meeting. An RFQ Selection Committee has been formed. Two competitive proposals have been received. Interviews will be held the first week of June and John will abstain from scoring having personal connections with both. The committee will begin contract negotiations and have a recommendation ready for June's Policy Board meeting. The UPWP will also need final adoption and formally be provided at June's meeting.

TO DO List Update

Updates include:

- Title VI pending all signatures.
- The TIP and MTP will come together after the MPO Contract is officially approved.
- Bylaw clarity requirement. Additional operating policies and procedures will be put in place as they come up.
- IRS registration cancellation

New Business:

None

Other:

Information is being collected to develop a 2025 UPWP contract as well as a Public Participation Plan. Hopes are to have documents ready for presentation at June's Policy Board meeting. Legal representation was questioned with direction provided for John to research options to obtain an attorney on retainer. All members agreed John's time-off requests be pre-approved by Chair Fjeldahl and included in his monthly report.

Next Scheduled Meeting

The next Policy Board meeting is scheduled for June 27, 2024 at 4:30 pm in the 3rd Floor Executive Conference Room at City Hall.

Adjournment

There being no further business, Ms. Olson moved to adjourn the meeting. Motion was seconded by Ms. Weppeler. Voice vote, all ayes. The meeting adjourned at 5:22 pm.



May 22, 2024

Proposal for

2050 METROPOLITAN TRANSPORTATION PLAN

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION

Contact:

Angie Stenson, AICP | 612-494-0198
Angie.Stenson@bolton-menk.com

414 University Avenue, Grand Forks, ND 58203
701-306-1670 | Bolton-Menk.com



Real People. Real Solutions.



INTRODUCTION, EXECUTIVE SUMMARY, AND ADMINISTRATION QUESTIONS

EXECUTIVE SUMMARY

The Central Dakota Metropolitan Planning Organization (CDMPO/MPO) is looking to create their first Metropolitan Transportation Plan (MTP) as a guide to operating and enhancing their regional transportation system. Bolton & Menk has been a leader in developing similar projects across the region and is excited to become a trusted partner to the CDMPO.

Our team marries the two most successful transportation planning teams in North Dakota, Bolton & Menk and SRF. We compliment our deep roster with a specialized and talented DBE firm, Haifeng Transportation Engineering Inc. (HFTE).

BOLTON & MENK, INC.

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PROJECT MANAGER

ANGIE STENSON, AICP

PHONE: 612-494-0198

EMAIL: Angie.Stenson@bolton-menk.com



Bolton & Menk

Project management, public engagement, issues identification, alternative development, and implementation



SRF

Future growth analysis, goals, objectives, and performance measures, and financial planning



HFTE, Inc.

Travel Demand Model QA/QC

WE KNOW HOW TO HELP

Project manager, Angie Stenson, understands the process of developing a transportation plan from both the public and private sectors. Angie started her career as the first employee for the Danville Illinois MPO. She managed the same issues the CDMPO is going through today. Her first task was to complete the MTP. Her career advanced to executive director of the St. Cloud Area Planning Organization (APO) and Carver County transportation planning manager, where she led similar MTP and comprehensive transportation plan efforts. Her transition to consultant has gone seamlessly—she is the project manager for the Regional Future Arterials and Collectors Plan and the Comprehensive Safety Action Plan (Safe Streets for All) for the St. Cloud APO. Angie is also lead planner for the Rochester-Olmstead Council of Governments (ROCOG-MN) Willow Creek Investment Study, a transportation subarea plan for Rochester's growth area. Additionally, she is integrated as part of the Mankato APO 2050 MTP team, continuing to provide small and medium-sized MPO expertise for agencies across the region.

We're complimented by SRF's deep resume of long-range transportation plans, having completed several dozen similar planning efforts, including each of the three other metropolitan areas in North Dakota; Bismarck-Mandan, Fargo-Moorhead, and Grand Forks-East Grand Forks (GF-EGF). Their deep resume also includes assisting Mankato, MN and Morgantown, WV make a similar transition to an MPO through SRF's MTP process.

WE UNDERSTAND THE GOALS AND VALUES OF THE COMMUNITY

We recognize, appreciate, and embrace that the Minot area is different from the other metropolitan examples we listed above. You will not find a team with more local planning experience than the Bolton & Menk and SRF team. The aforementioned award-winning Broadway Corridor Study and Ward County Connector Study were the two of the largest transportation planning efforts the region has experienced in the past decade. Meanwhile, SRF, led by Scott Harmstead, brings a myriad of relevant local experience including the Minot 2040 Comprehensive Plan, Minot 2014 Long-Range Transportation Plan, Minot Park District Master Plan (including trail

planning), 16th Street Interchange rehabilitation project, and Minot Land Development Ordinance. Finally, existing conditions lead, Jim Mertz, began his career living in Minot and developing the GIS backbone for Ward County. Jim has driven every mile of county road conducting surveys, conducting traffic counts, measuring gravel, and inspecting construction. He knows the roads, but more importantly, he knows many of the people that will be involved in the project.

WE ARE THE PREMIER PLANNING TEAM IN THE REGION

Bolton & Menk's has an extensive list of award-winning planning projects. Our North Dakota team, led by Mike Bittner, has won five of the last six ACEC ND Awards for Studies. Among those are some you may recognize, including

- 2022 – Minot Broadway Corridor Study
- 2023 – Ward County Connector Study
- 2024 – GF-EGF MPO Pedestrian and Bicycle Plan

You want to make sure the consultant you choose for 2050 MTP can meet and exceed your standards.

WE ARE COMMUNICATORS FIRST, PLANNERS SECOND

We recognize that in recent years, the planning and engineering has become easier with the advent of new technologies and a growing workforce. At the same time, the engagement landscape has grown increasingly challenging. Most of our clients biggest struggle is not finding a consultant to do rigid technical work, but rather finding someone they can trust to communicate to city leadership or the public. This is where the Bolton & Menk team thrives. We are built around talented individuals who are communicators first, and planners, engineers, landscape architects second. Our engagement team is led by Blue Weber, former Downtown Grand Forks Downtown Development Corporation CEO, Les Noehre, former NDDOT district engineer, and Luke Champ, former Metro COG lead planner. Most importantly, you've seen us in action through various planning efforts and know you can trust us when challenges arise.

WE PRIORITIZE INNOVATION

At Bolton & Menk, we dedicate 10 percent of our time toward innovation. This yields major benefits to our clients as illustrated by our project approach. Our approach leverages state-of-the-art technologies such as our GAZER safety automation tool, Mobility Futures workshops, INPUTiD™ engagement tool and Story Map living document. The final output converts previously stale planning approaches into an interactive resource that will allow the CDMPO and its communities to diagnose issues and connect them to funding opportunities. These tools can be easily modified with big data updates to keep the document evergreen.

PROJECT UNDERSTANDING

The Cities of Minot, Burlington, Surrey, and Ward County are seeking a comprehensive and coordinated approach to examining the transportation systems that serve the fast-growing Minot region. The MTP will provide a foundation for a more unified approach to transportation planning, breaking down barriers between local governments, and offering a transparent process to community stakeholders. Our team has begun developing key characteristics of the road system.

Key elements of the MTP will include:

- Hot spot/key corridor analysis
- Safety analysis
- Bicycle and pedestrian planning
- Transit development plan
- Access management guidance
- Traffic calming support
- Travel demand modeling
- Safe routes to school updates
- Funding assessment and project prioritization

PRIORITY AREAS

STATE ROADWAY NETWORK

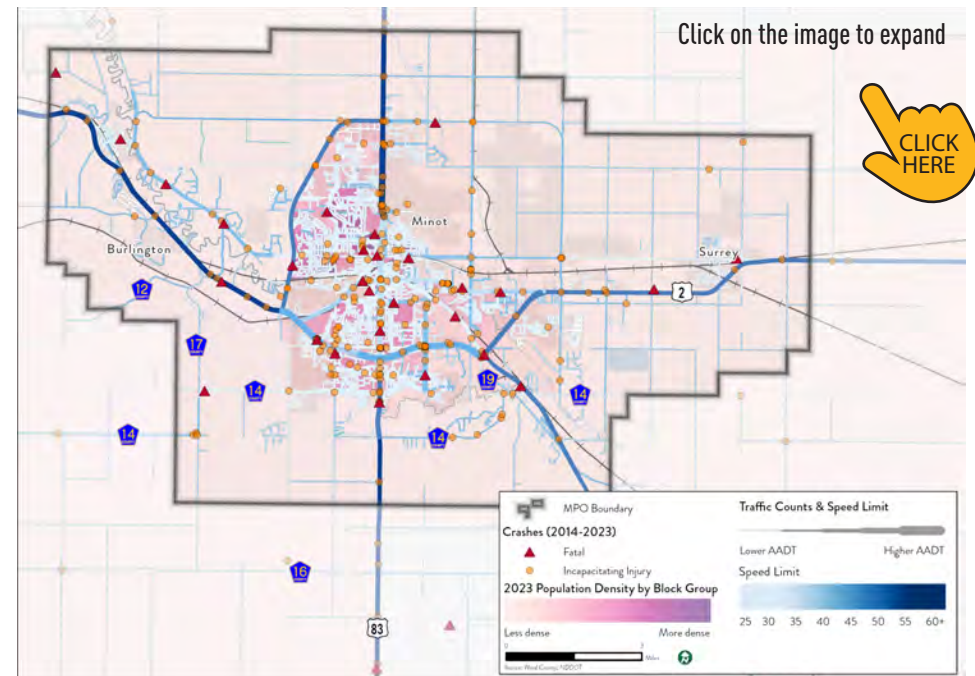
Efficient travel through the Minot region is reliant upon use of the US Highway network maintained by NDDOT in the region. US 2, US 52, and US 83 all intersect in Minot and the US 83 Bypass serves as a western alternative to US 83. Broadway/US 83 and US 2/52 in southern Minot have the highest AADT in the region. Along with these highly-traveled corridors comes higher rates of crashes and the most congestion experienced in the region.

The 16th Street interchange with US 2/52 is known by new drivers in the region for its difficult-to-navigate intersections, but it is also an encumbrance for regional freight movements with a clearance of 16 inches

impacting oversized loads traveling east/west. Broadway between Burdick and the US 2/52 interchange has the highest annual average daily traffic (AADT) in the region with 33 percent of travel times impacted by unreliable travel, and a crash rate more than three times similar corridors in North Dakota. Burdick Expressway/US 2 from Valley Street to Broadway has one of the highest crash rates in North Dakota likely attributed to its four-lane section.

The Broadway corridor is the centerpiece of the region's transportation network, carrying disproportionate amounts of north-south traffic through the region. Unfortunately, Broadway experiences the most delays, both on and while accessing the corridor, due to private access and configuration issues.

www.bolton-menk.com/proposals/ND/Roadway_Network_5X7L.png



COUNTY ROADWAY NETWORK

The county road network near Minot serves key alternatives and additionally has provided the primary service to regional growth nodes. County Roads 10 and 16 provide primary connections from Burlington to north and south Minot respectively. County Road 12 provides access from Surrey to downtown Minot, and the recently constructed Northeast bypass mirrors the US Highway 83 Bypass completing the northern half of a ring road around Minot. These improvements will serve as the foundation for future network support of the intermodal facility developing in northeast Minot, with the Northeast Bypass, County Roads 12 and 10 serving as key connectors to the US Highway network.

Ward County, NDDOT, and the City of Minot have recently teamed on the Southwest and Southeast Connector Corridor Study that aimed to complete the ring route providing alternative transportation connections in South Minot. The most critical connection is related to access to the new Trinity Hospital site from US 2/52. The best available routes to the hospital are congested, high-crash locations that are unfriendly to all modes of travel.

LOCAL ROADS

CITY OF MINOT

Through its core, the City of Minot has a well-developed grid roadway network serving strong neighborhoods, parks, and schools. Canadian Pacific and BNSF Railways bisect Minot and, along with the Souris River, create a barrier that minimizes north-south connections through Minot. Local traffic often uses 16th Street and 3rd Street to avoid congestion issues on Broadway. These alternative routes among many others highlight the need to improve performance on state network roadways to prevent safety and traffic concerns through local neighborhood roadways.

Roadways near Longfellow Elementary, Jim Hill Middle School, and McKinley Elementary are impacted by local routes with additional traffic avoiding the US Highway network. A recent investment made in Minot North High School on North Hill highlights the importance for creating a more consistent road section as the existing corridor moves from two-lane to four-lane to five-lane, then back to four-lane and two-lane.

Traffic safety and operations have improved in recent years locally with the modernization of the transportation system to include road diets along high-crash, four-lane corridors, roundabouts at critical intersection nodes, and purchasing of an advanced transportation management system (Centracs) to improve signal operations and coordination.

	Minot	Burlington	Surrey	Ward County
2023 Population	48,846	1,250	1,329	70,575
2023 Median Household Income	\$63,797	\$68,912	\$75,142	\$66,259
2023 Median Home Value	\$238,817	\$206,490	\$269,444	\$243,613
2017-21 Households Below the Poverty Line	13%	7%	7%	11%
2017-21 Transportation to Work	81% Drive Alone	85% Drive Alone	89% Drive Alone	81% Drive Alone

CITY OF SURREY

The fast-growing community of Surrey has seen a lot of change in the past decade. Younger than nearby Minot, Surrey has been an attractive destination for migration in the region. New developments like Silver Springs in north Surrey have been key to this growth. Like Minot, north-south crossings are limited due to two BNSF rail lines meeting in the community. Pleasant Avenue, maintained by Ward County, offers the primary north-south connection. Recent sidewalk improvements along this route have provided much-needed pedestrian connections. 4th Avenue NE/CR 12 and US 2 provide the primary east-west connections.

CITY OF BURLINGTON

Burlington also has grown in the past decade, but the flood of the Souris River in 2011 tempered the growth with many residents leaving after the devastating flood. Most notably, the critical bridge on the Souris at Colton Avenue/CR 10 was closed for repairs as the community rebuilt. This route is one of the primary east-west connections, along with Park Road, and serve as the only crossings of the BNSF railway that bisects the community. Johnson Street provides a north-south connection in western Burlington connecting the community to US 2/52. This route serves as primary corridor serving downtown Burlington.

BICYCLE AND PEDESTRIAN

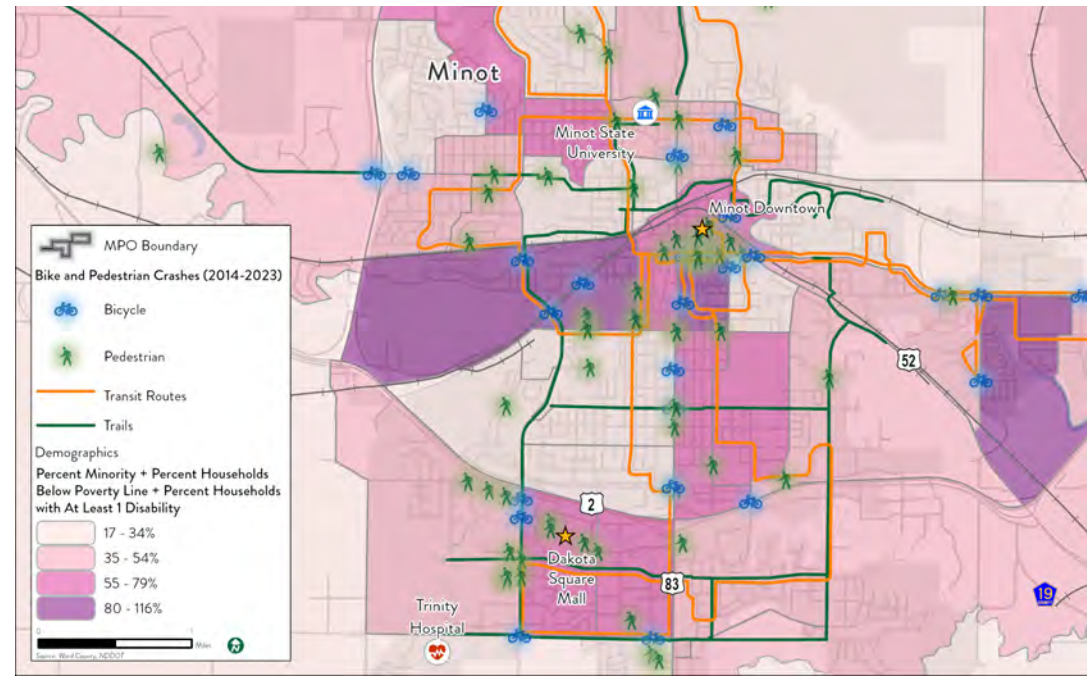
Multimodal transportation options in the Minot region can be inconsistent, but recent investments in bicycle and pedestrian improvements can be found in Burlington, Minot, and Surrey. Within the City of Minot, pedestrian traffic centralizes in key areas such as downtown, Minot State campus, Dakota Square Mall, and near local parks and schools. With increased pedestrian traffic, crashes involving bicycles and pedestrians can be seen at higher density in these locations.

Decades of development in the 1970s-80s like that on North Hill or near Green Valley Park did not include sidewalk connections. The MTP will examine the pedestrian system as a whole, and provide recommendations for network improvements and ADA transition planning. Still a wide variety of improvements are necessary that include better intersection lighting, improved crossings, and dedicated bike facilities.

The bicycle network in Minot is limited to a few designated routes and trails and lacks a fully-connected north-south route. The lack of right-of-way along key north-south arterials and key barriers such as railroad crossings and the river, make this a challenging puzzle to sew together. Recommendations from the Broadway corridor study included alternative routes for bicycle connections to serve a larger portion of the community. The MTP will build off prior planning investments and identify locations for further development.

TRANSIT

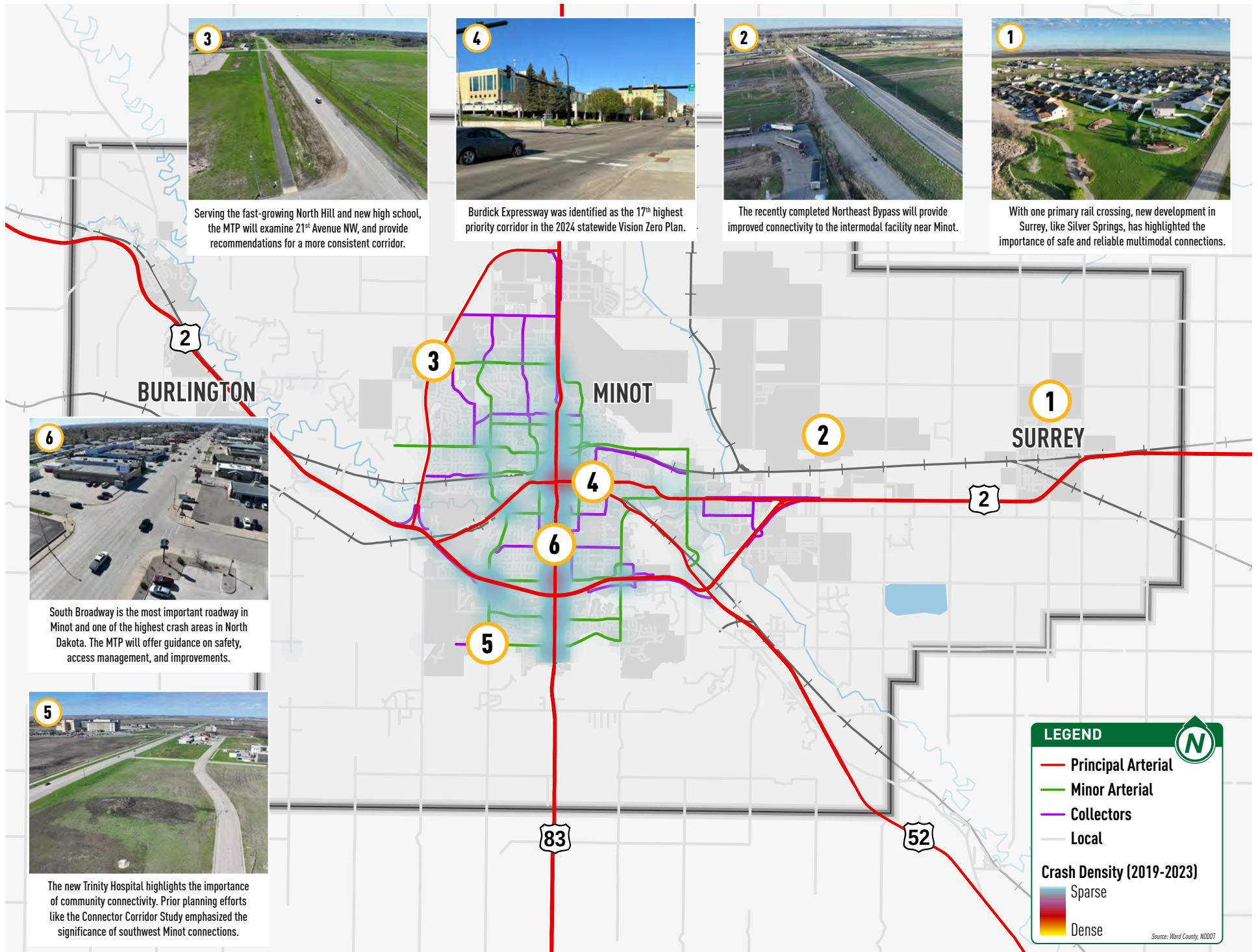
Minot City Transit and Souris Basin Transportation currently provide transit services to the region. In concert, the area offers one of the most active and successful transit systems in the state. Minot City Transit currently offers a network of six interlocking routes throughout the city. The last study of the transit system was conducted in 2013, and the MTP will examine these results as a foundation while considering improvements in service to the larger transportation needs in the region.



SAFETY

Safe travel of regional roads, trails, and sidewalks is critical. A cursory examination of crashes in the region shows a consistent pattern for fatal, incapacitating, and total crashes along the state highway network through Minot. Corridors like Broadway are among the highest crash rates in the state. The 2024 North Dakota Vision Zero Plan listed Burdick Expressway between 8th Street SW and Main Street as the 17th highest priority road corridor, based on quantitative analysis on safety performance. The City of Minot was successful in securing Safe Streets and Roads for All (SS4A) grant funds for a comprehensive approach to traffic safety analysis in the region. The MTP will compliment that project and identify safety improvements, tying to planning efforts in the region. Key issues our team has identified in the region include:

- Improved pedestrian crossings and connections in downtown Minot, Surrey, and Burlington
- Safety improvements near schools and parks
- Guardrails and other safety improvements along key north-south routes impacted by steep grades like Hiawatha, 13th Street SE, and 3rd Street NE
- Traffic calming guidance
- Access management guidance
- Streetlight improvements



ADMINISTRATION QUESTIONS



AUTHORIZED NEGOTIATOR

MIKE BITTNER, PE, PTOE, PTP, RSP, PMP, IMSA II

PRINCIPAL TRANSPORTATION ENGINEER

MAILING ADDRESS:

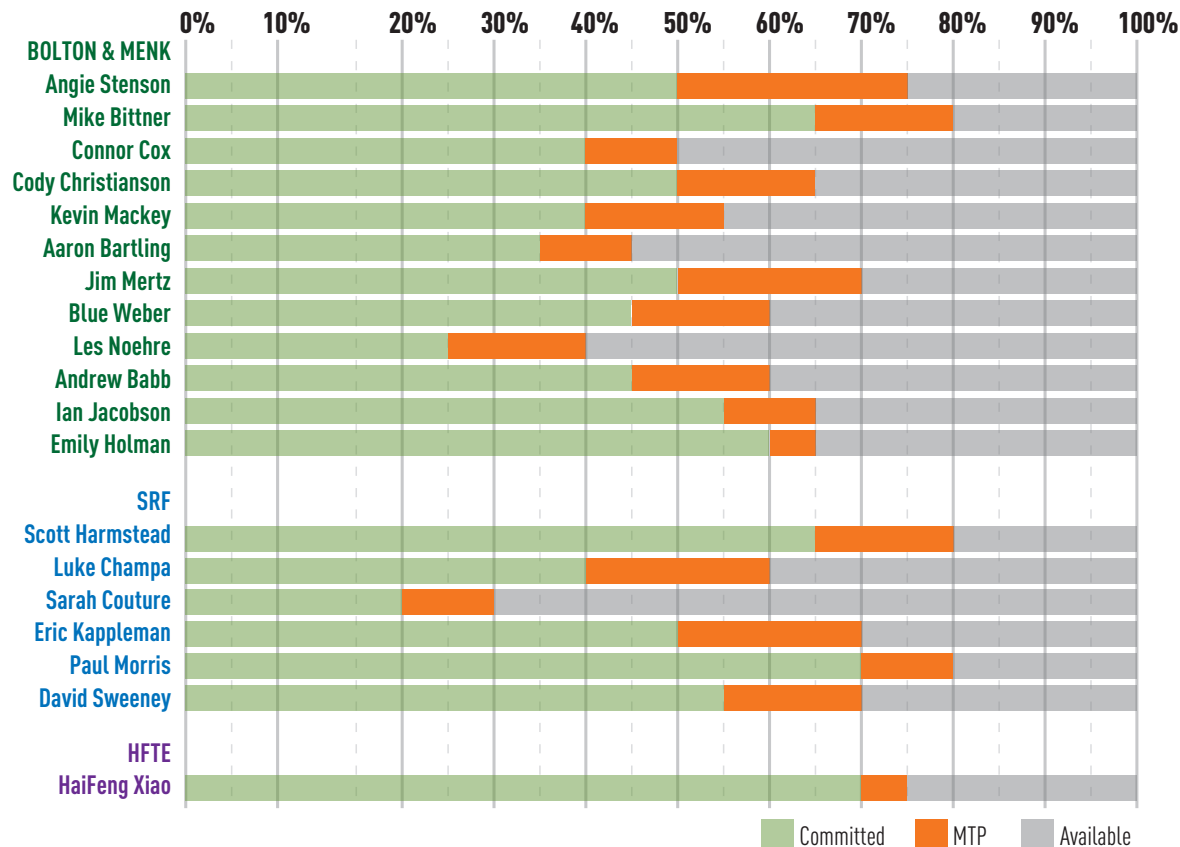
3168 41st Street South, Suite 2, Fargo, ND 58104

PHONE: 701-306-1670

EMAIL: Mike.Bittner@bolton-menk.com

MANPOWER SUMMARY

The CDMPO can expect the project to be delivered on time and within budget. The Bolton & Menk team is intended to serve as an extension of your staff, with close coordination between the city and project team maintained at all times. The proposed team provides the optimum combination of accessibility, community knowledge, and specialized expertise.



BENCH CAPACITY

We are the largest transportation team in the region. Our project manager, Angie Stenson, will be supported by key individuals and support staff from Bolton & Menk, SRF, and HFTE. We can draw upon more than 950 other team members throughout our firm, as needed, to meet your needs. Bolton & Menk has dedicated the experienced technical and project management staff necessary to make that happen. We believe the CDMPO warrants our full commitment in providing creative, efficient, effective, and sustainable solutions.

Employee Count		
Civil Engineers	233	
Transportation Engineers & Planners	86	
Structural Engineers	15	
Aviation Engineers & Planners	10	
Environmental Engineers	32	
Water Resources Engineers	33	
Natural Resources Specialists	17	
Land Surveyors	26	
Survey Technicians	76	
CADD Technicians	38	
Construction Inspectors	70	
GIS Specialists	22	
Urban/Regional Planners	30	
Landscape Architects	52	
Communication Specialists	6	
Creative Studio	18	
Funding Specialists	9	
Corporate/Administrative	113	

PROPOSED TECHNICAL AND PLANNING PROCESS

After discussions with the selection committee, we developed a starting point for the scope of work. There are various nuances that we can refine during contract negotiations to perfectly tailor the scope of work to the CDMPO area within the not-to-exceed budget. The Areas of Emphasis mentioned throughout the work plan are special tools or approaches we'll use to achieve the goals of this study, add value, and save budget.

WORK PLAN

TASK 1: PROJECT MANAGEMENT

Led by project manager, Angie Stenson, our team will develop and follow a detailed schedule and plan for completing the project. This will include close coordination with the CDMPO staff to understand the desired flow of the project, expectations of the project team, and when updates to elected officials and other committees may be most advantageous.

Our proactive and effective project management is critical for successful study completion, resulting in an adopted MTP with stakeholder support. Our approach is to lead this study process through consistent communication, firm schedules, and established milestones while building consensus along the way.

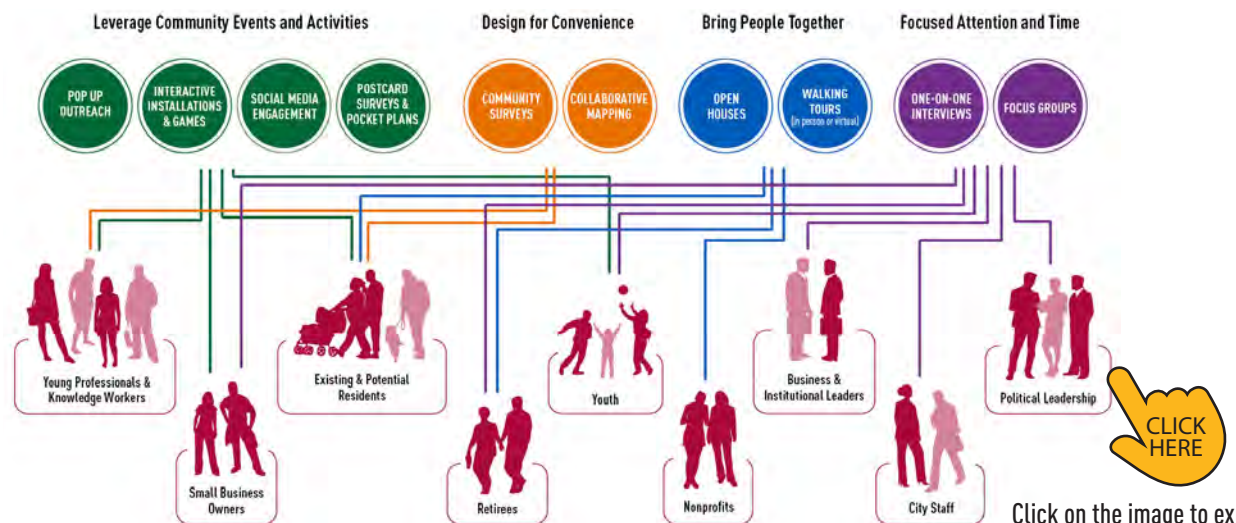
Our team will perform all work necessary to effectively coordinate project development; maintain the project schedule, budget, invoicing, and progress reporting; and manage the project. We will meet regularly on a biweekly basis with CDMPO staff to share progress, discuss options and approach, and make project schedule and scope decisions. Our team regularly complies with NDDOT and FHWA invoicing requirements and will ensure proper documentation is submitted for straightforward processing.

TASK 2: COMMUNITY ENGAGEMENT

Community and agency engagement is central to any successful planning process. This project will lay the foundational groundwork for the MPO as the best path forward to create future sustainable success. Because of this, we will create the long lasting communication channels that guarantee a strong and impactful MPO for the foreseeable future.

Our public engagement process will seek to define a regional vision for the transportation system and pair this with investment priorities to make this vision a reality. Our process will combine qualitative responses from people that are everyday users

of the transportation system with quantitative needs assessment to create a more complete understanding of transportation system opportunity areas. We will also ask people what their goals and aspirations are for the long-term transportation system. It can be difficult to build excitement and responses around a plan that stretches so far into the future. This plan will incorporate short-term implementation pieces, but the true purpose is to chart direction for the long-term development of the transportation system. We will bring creative public engagement methods forward to leverage public interest and feedback. These will focus on understanding public values and goals for the future transportation system.



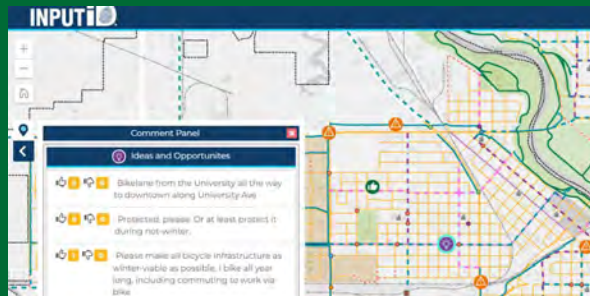
TASK 2 AREAS OF EMPHASIS

VIRTUAL TOOLS AND TECHNIQUES

To enhance our outreach, we will use virtual tools such as INPUTiD™, Story Maps and more. These tools will allow us to reach a broader audience, making information accessible to those who may not be able to attend in-person meetings as well as create opportunities to engage with the project at their own pace.

INPUTiD™

An online community engagement tool that allows residents to provide feedback on local projects and initiatives through interactive maps and surveys. This interactive webmap tool will help our team collect and analyze public input efficiently, fostering transparent and inclusive decision-making processes.



STORY MAPS

Web-based applications that combines maps with narrative text, images, and multimedia content to create engaging, informative presentations. We will use this tool to tell the story of a project, highlight key issues, and share data in an accessible and visually appealing way. This is a highly interactive and simplistic web page that walks participants through content like a storybook.



ENHANCED ENGAGEMENT FOR SURREY AND BURLINGTON

Given the importance of localized in-person engagement, we will place special emphasis on the communities of Surrey and Burlington. This includes conducting more frequent and accessible in-person meetings to ensure these communities are thoroughly involved in the planning process.

PHASED PUBLIC ENGAGEMENT APPROACH

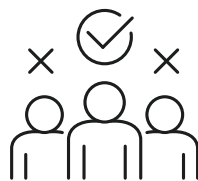
Public engagement will occur in three key phases, which will be defined through the public engagement plan, as well as agency coordination. These three phases will also help to identify and establish the relationships to assist the MPO while it looks forward on the next planning effort by creating strong collaborative relationships. The MPO's Technical Advisory Committee (TAC) will play an important role in the engagement process as project milestones will be presented to ensure open and continuous conversations between the project team and TAC. These presentations will happen at least ten times during the project lifespan.

We will work with stakeholders to develop the public engagement plan to refine community engagement strategies that make the most sense for the region, reach target groups, and provide meaningful opportunities for input. A key step in development of the public engagement plan is audience identification. We will identify underrepresented populations in order to strategize on how to reach these populations throughout the study engagement process in order to ensure diverse community input. This will involve creating a comprehensive public engagement plan that outlines strategies to engage various demographic groups. Our approach will include both traditional and digital methods to reach different segments of the population effectively.

We will engage the public in three key project phases with specific engagement goals for each phase. First, we will Investigate to understand community transportation needs, then we will deliberate regarding a range of solutions and investment alternatives, and finally we will facilitate to build consensus towards a recommended and adopted transportation vision and plan.

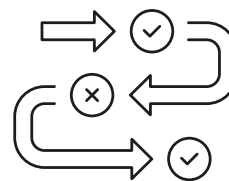
PHASE ONE: INVESTIGATE

What are the key transportation issues over the next 20 years that need resolution?



PHASE TWO: DELIBERATE

What are the range of solutions, their costs, and impacts to resolve the range of challenges?



PHASE THREE: FACILITATE

How do we prioritize, fund, and implement planned solutions?



PHASE ONE: INVESTIGATE

In the initial phase, the goal is to gain a deep understanding of existing community needs, values, and aspirations for the transportation system. To achieve this, a variety of engagement tools and activities will be used:

INPUTiD™: This will allow people to share their thoughts on an interactive map, highlighting their favorite spaces as well as those that may need improvement, in a live and interactive online manner.

Public Surveys: Surveys are crucial for gauging public sentiment and ensuring that planning decisions reflect the community's needs and desires. These will be dispersed and collected to better understand the opinions of a wide range of people. We will have printed versions of these surveys in strategic locations, as well as a digital version to be shared with various project stakeholders. To broaden the reach and availability of the survey, we propose deploying sidewalk stickers in strategic, high pedestrian and transit traffic areas with a QR code to access the survey. Flyers with survey information will be distributed to targeted locations within the planning area such as senior centers and churches.

Minot Pop-up Events: Pop-up events are informal community engagement activities set up in public spaces to gather input and raise awareness about planning projects. They are designed to reach a diverse audience by meeting people where they are, making participation more accessible and convenient. This event will provide an informal setting for Minot residents to engage with the project team and share their feedback in an informal and accessible setting. We will work with stakeholders to understand the best and most meaningful community events that line up with project engagement timing. Prairie Sky Breads is an example of a potential good fit location for a pop-up event. Another possibility is engagement at the Midsummer Festival.

In-Person Open House in Surrey: In-person events foster direct dialogue, allowing for real-time feedback and collaboration. We will collaborate with the Surrey Good Neighbors Club to host an open house to directly engage with Surrey residents, ensuring their voices are heard.

In-Person Open House in Burlington: Similarly, an open house will be held at the Hacienda in Burlington to gather input from the Burlington community.

Focus Group Listening Sessions: We will hold a one-day series of in-person focus group listening sessions to engage up to six specific groups. The engagement plan process will assist in identifying specific target groups for this effort. This could be active community groups representing underserved populations, potentially a group needing language translation services, a local business group or chamber, freight/trucking businesses, emergency responders, or major employers. The purpose of the focus groups is to ensure specific input is received from the target group.

Project Communication Strategies: In this phase, we will create a project website and a project information sheet. Engagement opportunities will be announced on the website and through social media posts. We will encourage partner agencies to share the social media posts regarding the project in order to generate more exposure.

PHASE THREE: FACILITATE

In the final phase, the proposed transportation plan will be presented and community feedback on the recommendations will be gathered. This phase will include:

In-Person Meetings in Minot, Burlington, and Surrey:

These meetings will provide an opportunity to showcase the entire project, highlighting how community input has been incorporated. The events will be designed to be engaging and family-friendly, encouraging parents to bring their children and making it a community event.

Overview of the Project: A comprehensive overview of the project will be given, detailing the recommendations and the rationale behind them, ensuring transparency, and building trust.

Project Communication Strategies: This phase of communication will focus on transparency of recommendations.

PHASE TWO: DELIBERATE

The second phase focuses on evaluating different transportation system scenarios and gathering feedback on these alternatives. The engagement strategy in this phase includes:

Repurposing INPUTiD™: A feedback loop will be created with participants from phase one, ensuring continuous engagement and incorporating their earlier input into scenario planning.

Virtual Open House: A virtual open house will be held where participants will engage in presentation of project materials and breakout into discussion and comment groups where they can ask the project team questions.

In-Person Open House for Minot: To reengage Minot residents, a virtual open house will be hosted, making it convenient for them to participate and provide feedback.

In-Person Engagement in Surrey and Burlington: Returning to these communities for additional in-person sessions will highlight the value of their input and demonstrate a commitment to incorporating their feedback.

Project Communication Strategies: We will work to distribute project information in this phase through agency newsletters, websites, email distribution lists, and social media. We will provide informal and formal communication content to populate these media formats.

Engagement events and project information will be announced on the project website and through social media posts. We will prepare press release text to announce this phase of public engagement to the public.

Agency engagement and involvement will be a cornerstone of this planning effort. The planning process will build regional trust between partners in establishment of a regional transportation system vision to implement overtime with federal, state, and local funding. Regular committee and board involvement will ground the plan in the needs of local agencies and allow for a rhythm of agency review, response, and incorporation of feedback.

TASK 3: EXISTING CONDITIONS

Understanding how the transportation system works today forms the foundation for creating a plan for the future. Our existing conditions analysis will start with review and incorporation of previous city, county, and state transportation plans and other relevant plans such as comprehensive plans from agencies within the planning area. Existing conditions information from relevant plans will be incorporated and brought into this effort as applicable.

We will explore regional existing conditions assessment beginning with conducting a demographic spatial analysis to understand where people are located, population characteristics, and how people use the transportation system. Transportation specific demographic factors to explore include: work/home destination, mode of choice, distance traveled, and commute times. Demographic trends will also be compiled including trends in aging, race, poverty, housing, and economic and employment areas. This task will provide the base analysis to comply with Environmental Justice and Title VI policies for mapping low-income and minority populations. A community and regional profile will emerge that will influence the public participation plan and inform transportation alternative development.

Specific emphasis for existing data collection and analysis will be given to the special priority areas of Burdick Expressway – Downtown Core, N Broadway between 19th Avenue NW and 21st Avenue NW, 21st Avenue NW corridor, and S Broadway from 11th Avenue SW to 20th Avenue SW. Subarea analysis will be completed for each special priority area, leading to phased implementation project recommendations.

System-wide regional existing condition data will be compiled for areas of the planning area not included in existing studies or plans and integrated with existing datasets. This task will focus on establishing a complete understanding of transportation modal networks including multimodal systems, transit and public transportation, and freight network. We will collect data for each mode that will create a foundational system profile for regional transportation planning. Below are system attributes that will be considered for existing conditions analysis.

Basic system attributes are required to understand the regional transportation system and will be collected as part of the existing conditions memo. Attributes for **roadways** in the regional existing conditions profile include: roadway surface conditions, existing vehicle to capacity ratio or level of service capacity analysis, functional classification, roadway jurisdiction designation, roadway maintenance responsibilities, traffic control information, AADT, and intersection crash data for a five-year period.

Freight attributes tie in closely with roadways and add another layer of regional transportation function. Attributes to incorporate are: existing truck routes and major thoroughfare characteristics, heavy commercial AADT if available, rail facilities, freight intermodal facilities, commercial trucking uses, and rail quiet zone inventory.

Multimodal infrastructure will be inventoried for the full planning area to understand system connectivity. The regional system includes standalone regional trail and sidewalk facilities. Crash data will be analyzed specific to bicycle and pedestrian crash locations to identify regional hotspots that may warrant added analysis or

project investment. We will explore multimodal level of service as part of the issues identification phase.

Transit and public transportation rely on federal transportation funding and are an integral part of the regional transportation plan. Existing transit service will be inventoried to understand the type of service, service operations, existing fixed route, existing Dial-a-Ride or medical transit service, other van pool or community-based non-profit services.

Airport service and structure will be inventoried as another key and required mode for this plan. The existing conditions task will inventory information on flight services and operations, multimodal and intermodal connections, airport layout, and related airport studies and plans.

We will also inventory and map environmental features across the CDMPO area that have the potential to limit changes to the transportation system. Such features may include, but are not limited to, wetlands, parks, commonly known/ publicly documented property of cultural significance, and hillsides. Understanding such features provides a cursory level understanding of potential project feasibility given practical constraints and potential National Environmental Policy Act-related limitations. Our team performed a similar environmental scan as part of the 2025 Minot Transportation plan.

The work in this task will establish the existing conditions for the comprehensive, multimodal regional transportation system. As an outcome of this and the issues identification task, we will uncover regional and local transportation data and planning needs and develop a list of recommended future studies.

TASK 3 AREAS OF EMPHASIS

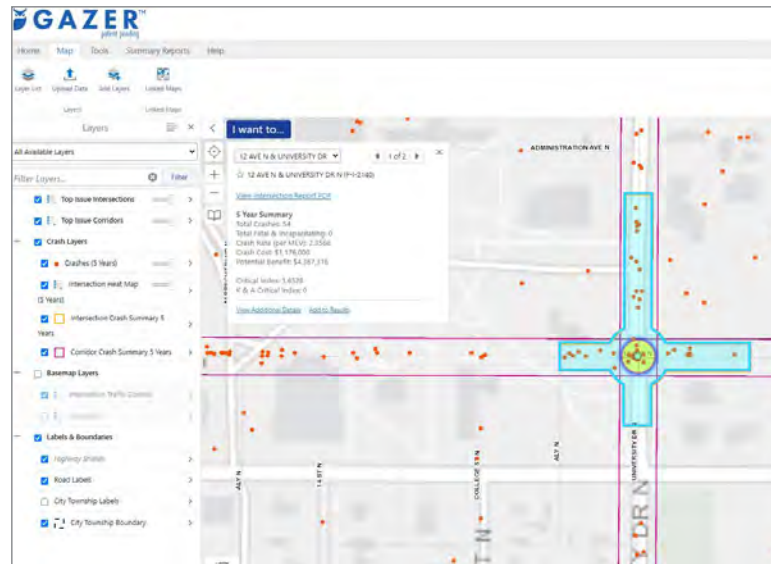
GAZER™

Our approach will leverage the power of the Bolton and Menk proprietary GAZER™ software. GAZER™ is an innovative, data-driven safety investment planning tool, to automate processes, output, and to better understand safety trends and factors. Using GAZER™, we will organize data collection, assist with the review, and complete analysis, which will save time and enhance the output deliverables.

VALUE-ADDED

GAZER™ is far more than a safety analysis and data collection tool. Some of the added value components can include:

- **Predictive Safety Analysis:** GAZER™ can actively gather crash and roadway data to identify what has happened and forecasts future conditions based on that data
- **Investment Report Development:** GAZER™ aides in prioritization of system investments so funds are widely distributed. The tool allows for automation of reports to compare investment strategies. Reports can be designed to match HSIP fund requirements or alike
- **Measured Success:** Continued use of GAZER™ allows success to be measured over time so you can ensure you are moving the needle on quality of life for the public. These findings are powerful when supporting decisions to local leadership



TASK 4: GOALS, OBJECTIVES, POLICIES, AND PERFORMANCE MEASURES

We will develop goals, objectives, policies, and performance measures for the transportation plan that reflect the current desires and vision of the region. Our team understands the planning context of the MPO area, having developed goals and objectives for the Minot 2040 Comprehensive Plan and the Surrey Transportation Plan. The goals and objectives will set the framework for the plan by laying out a broad vision. Our team is aware of and has applied recent federal initiatives in recent planning efforts. We are prepared to do the same for CDMPO, with respect to initiatives such as verifying equitable distribution of transportation benefits.

The goal at the end of this process is for local jurisdiction staff, elected leaders, and NDDOT to understand how this language can be used to make project selections and define preferred regional outcomes. The language will be developed through intensive dialogue with area stakeholders associated with transportation (local jurisdiction staff, freight industry, transportation user groups, etc.) to identify current issues with the transportation system.

A technical memorandum will be provided that identifies the goals, objectives, policies, and performance measures for the plan. Specific policies will be developed through the process, including those stated in the RFP: Access Management, Corner Clearance, Traffic Calming Policy and Best Practices.

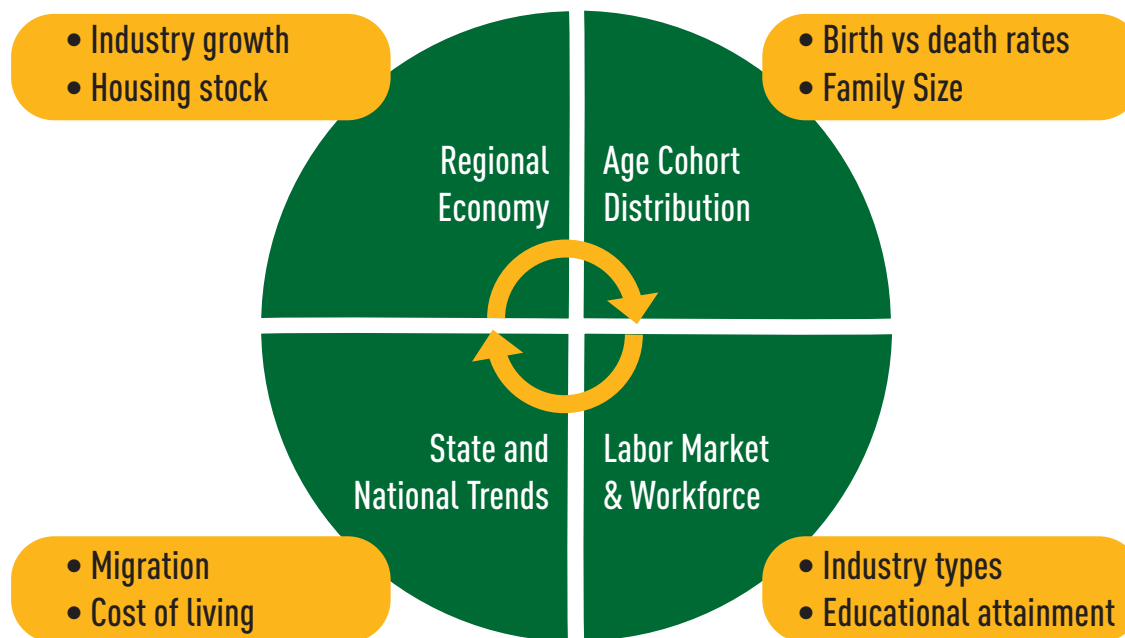


Engagement tactics with stakeholders on the Minot Comprehensive Plan involved rotating interviews that allowed engagement from each participant. A similar approach can be used in developing the transportation plan goals and objectives.

TASK 5: FUTURE NETWORK CONDITIONS

An initial step necessary before preparing forecasts traffic conditions is to prepare region-wide population, household, and employment forecasts from which to base future traffic conditions. While development of the forecasts is a technical task, they must also reflect input from the community and key stakeholders.

This illustration outlines some of the major ingredients that will be incorporated into the forecast process. In addition to readily available data sources, such as the US Census, American Community Survey (ACS), school enrollments, birth/death rates, and employment reports, we will also reference locally sourced data such as local household permit data. This data will be used to determine year 2024 levels of population, housing, and employment for each CDMPO local jurisdictions.



FORECAST PROCESS

The forecasts will specify population, household, and employment totals refined as far as five-year increments, starting with the 2020 census through year 2050.

HOUSEHOLDS: We propose a multipronged approach to estimate future distributions. This will rely heavily on the age cohort analysis, which considers several factors including the roles college students, young families, and retirees have on household size. A regression analysis will be performed on baseline data to determine the distribution of characteristics according to income, size, and other factors. This will be contrasted with nationally published studies of trends to assess what is consistent with and different from other areas of the country. A similar process will be performed to estimate housing type, ownership status, number of vehicles, children, and student projections for households through 2050.

EMPLOYMENT: Projections rely more heavily on economic projections for the region to establish overall gross domestic product (GDP) estimates. For specific industries, a time-series analysis will be performed using North American Industry Classification System (NAICS) codes to establish relative growth rates and trends by industry. This will then apply what economists refer to as life-cycle analysis using S-curves to identify the birth, growth, and maturity phases of individual industries.

To ensure the forecasts take into account the local context, we will engage with the representatives from following stakeholder groups who will help to provide helpful perspectives to trends and forecasts:

- Economic development
- Housing agencies
- Social service agencies
- School districts
- Higher education
- Real estate development

A focus group for each organization type will be interviewed. Any participants unable to attend focus group meetings will be interviewed separately or consulted via email. Interview summaries with associated key themes will be provided following the interviews.

Three forecast scenarios will be developed, with one to include a preferred growth scenario.

TRANSPORTATION ANALYSIS ZONE (TAZ) DEVELOPMENT

What is a TAZ? TAZs are the basic unit of travel demand model geography, dividing the MPO area into areas of land use activity that are relatively similar. TAZs contain socioeconomic data (baseline/2024 data, 2035 and 2050 forecast data) and represent the origins and destinations of travel activity within the MPO area. We understand only a portion of the MPO area has TAZs developed.

We will work with the local jurisdictions and the steering committee to update and develop new TAZs for the entire MPO area. Existing and planned street networks and local land use and comprehensive plans will provide a starting point in the process, in addition to review and verification with local jurisdiction staff. TAZ boundary development will occur in parallel with the allocation of socioeconomic forecast data to each TAZ.



ATAC MODEL PERFORMANCE REVIEW AND VALIDATION

Our DBE subconsultant, HFTE will work to provide quality control on the outputs from ATAC. Additionally, HFTE will verify initial travel model runs will be conducted for 2035 and 2050 to test system capacity (level of service). Note that these tests can also be placed in ArcGIS online to share with CDMPO and its partners for review. Our own team's knowledge of the local network will help to provide a reality check to the capacity checks. These tests can help to find model issues/errors such as TAZ loading points and appropriate roadway segment lane capacities.

CURRENT AND FUTURE FREIGHT SHIFTS

Forecasted traffic on the CDMPO area's freight system will be given special focus. Capacity constraints placed on truck routes, for example, may necessitate review of alternative truck routes that are less constrained by forecasted traffic.

Shifts in the freight system can also be evaluated given forecasted changes in commercial and industrial land use and how those land use changes might influence the transportation network. A technical memorandum of the existing plus committed future network conditions will be provided.



ArcGIS Online Interface used with local jurisdiction staff in the Bismarck-Mandan MPO area to work together in allocating appropriate socioeconomic data across all TAZs.

TASK 5 AREAS OF EMPHASIS SOCIOECONOMIC DATA ALLOCATION

We will use GIS parcel data in combination with zoning and land use plan information to assign demographic characteristics for individual TAZs. We will approach this by jurisdiction. Each community has unique characteristics relative to where they can accommodate growth. Also, this approach will ensure that the deliverables maintain all demographic projections add up and align with the overall MPO projections.

We propose to use ArcGIS Online to collaboratively input and display data for each TAZ. Compared to stand-alone ArcGIS, the online version allows the MPO and jurisdiction staff to input, edit, and review the data at their own pace, and provides a potential long-term portal for the MPO.

It will be important to recognize the growth pattern for individual jurisdictions. For example, some may direct growth to fringe areas, others to infill developments. These differences must be reflected in the TAZ assignments. Similarly, jurisdictional priorities may favor (sometimes disproportionately) residential or commercial development. These adjustments will be accounted for as we move through the process and will result in some shifts in projections to ensure the overall MPO projection is reflected by the assignment of characteristics to the TAZs.

TASK 6: IDENTIFICATION OF ISSUES

From our analyses, we will work with MPO and agency staff to identify significant transportation deficiencies that should be further investigated. The issues identification report will investigate issues by mode to understand system needs for each area of the transportation system. This effort fuse qualitative analysis from the previous technical reports and qualitative feedback from the various public involvement efforts..

For roadway system issues, we will focus on operations and safety analysis. Existing and future traffic operation conditions from previous tasks will be summarized as part of this task. We will identify system needs by using current design capacities and land use/density assumptions and by using other system performance metrics to ascertain ADT, peak hour travel and commute patterns, and the needs of special priority areas. Security and emergency and disaster response will also be integrated to better understand the transportation system.

Issues identification will be completed by mode moving from system existing conditions inventory and mapping to system analysis by mode. Freight issues will be identified focusing on highway and rail needs. Airport needs will consider operations, facility needs, and freight aspects for issue identification analysis.

We will provide extra emphasis to issue identification for the network. We will implement our multimodal level of service (MMLOS) tool to understand how well multimodal facilities are serving the users. We will perform a gap analysis to identify system gaps in the multimodal network based on poor level of service or missing facilities.

This will include identification of bicycle and pedestrian crossing needs based on crossing barrier identification.

We will work with transit providers to move from existing conditions to issues identification in order to connect to a future transit system vision. We will incorporate existing plans and work with agency stakeholders to accomplish this task.

Issues identification will establish the direction for alternatives development for each mode. From our analyses, we will work with MPO and agency staff to identify key transportation deficiencies to address and influence with alternatives development including:

- Highway capacity issues and connectivity barriers
- Freight trucking operation and connectivity issues
- Intersection/interchange problems
- Crash and safety issues
- Access management concerns
- Multimodal system gaps, barrier and crossing needs, and level of service deficiencies
- Freight, rail, and intermodal needs
- Transit service needs
- Current airport services gaps and infrastructure needs
- Emergency service and disaster response limitations
- Sensitive natural and cultural resource constraints
- Operations and maintenance issues for all modes

TASK 6 AREAS OF EMPHASIS

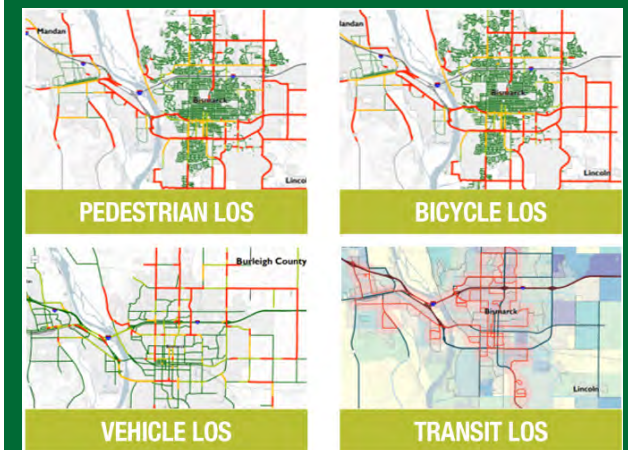
MULTIMODAL LEVEL OF SERVICE

Despite our planning documents packed to the brim with policies, goals, and objectives related to pedestrians and bicycles, our planning dollars overwhelmingly are spent evaluating vehicular operations. The regional travel demand model (TDM), for example, is used to prioritize hundreds of millions of dollars in investments but does not factor in pedestrians, bicycles, transit, trucks, ride-hailing, or parking.

Bolton & Menk's approach will leverage our multimodal level of service tool for each mode of travel. This allows for an independent review or an aggregation of modes. This tool leverages GIS automation to evaluate MMLOS along each of the functionally classified corridors for vehicles, pedestrians, bicycles, and transit. For an additional fee, trucks, parking, and ride-hailing can be assessed.

A primary input into the MMLOS will be Streetlight data for existing conditions and the travel demand model for future conditions. This data will be used to evaluate the following:

- Vehicular speeds
- Daily distributions
- ADTs and truck percentages
- Origins-destinations



TASK 7: RANGE OF ALTERNATIVES

The planning area is served by a diverse regional transportation system, including highway, rail, air, transit, bicycle, and pedestrian systems and alternatives. We will seek to balance the needs of all modes. The key objective for this task is to develop a range of multimodal alternatives that address regional goals, objectives, performance measures, and identified system deficiencies. We will work closely with the MPO and agency stakeholders to create and vet alternative options to make sure they reflect feasible and reasonable expectations for local implementation.

PROJECT INVENTORY AND DEVELOPMENT

Our first step will be to compile an inventory of programmed, planned, and proposed projects. We will gather projects from existing current and past planning document recommendations to populate an initial project list for discussion. Project identification will also come from the issues identification phase and incorporate agency and stakeholder input on priority issues.

For new projects not previously included in a planning document, we will develop a planning level improvement concept in order to understand the scope and costs associated with each and review planning level impacts. We have budgeted for up to five hotspots to study and analyze further. Best fit alternatives will be considered at each hot spot with budget for a sub-option. Project candidate selection for development will consider and weigh priority and evaluation areas related to the goals, objectives, and performance areas as well as specific environmental, energy, economic impact factors. Improvements to special priority focus areas will be included in the project lists identification process.

FOUR-DIMENSIONAL SKETCH MODELING

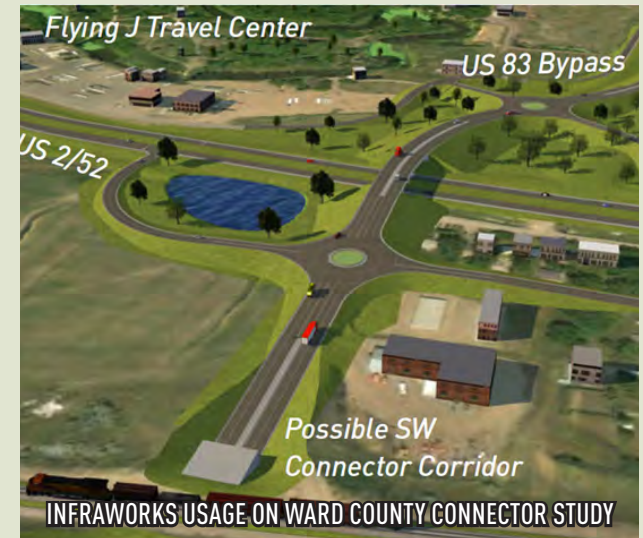
With the potential to consider so many fresh alternatives region-wide, efficient analysis will be imperative. Bolton & Menk will use InfraWorks to lay out route options and provide planning level cost estimates. AutoCAD's InfraWorks is a design software that models, analyzes, and visualizes design concepts using real-world information on the built and natural environment. This approach provides the following benefits:

- **Accurate:** This software more accurately incorporates the topographical constraints that will add cost, when compared to traditional 2D planning level drawings
- **Refined:** Infraworks models, in four dimensions: X, Y, Z, and cost, allowing the study team to make million-dollar cost saving decisions effortlessly in the planning phase of the process
- **Intelligent:** The software platform also allows for the user to identify constraints and key barriers throughout the study area. The software can then optimize vertical and horizontal curvatures to minimize right-of-way costs, balance earthwork through the corridor, avoid impacts to sensitive areas, etc.
- **Efficient:** This software was designed for efficiency. Laying out new routes takes hours, not days, for results. This means our team can evaluate three times as many alternatives than what was budgeted for in the RFP

Once a full range of project candidates are identified, projects will be sorted by mode and project type to understand potential role in and impact on performance measures related to each mode or priority project area. We will work with MPO staff and agency stakeholders to identify the project type or investment type buckets. Potential categories include: highway mobility, highway modernization, freight, safety, transit, bicycle, pedestrian, and pedestrian crossing.

The plan will establish a full list of projects from this task that will be carried forward into the range of alternatives but will also stand alone as an unconstrained project list that represents and communicates the regional transportation

- **Engaging:** Visualization outputs are a byproduct of the design work and can be provided in views easily understood by the public and with critical details, instead of just the 2D overhead and typical section views common in planning studies. Information can be transmitted to the public or design team through realistic isometric views, fly-through videos, or a user controlled dynamic 3D viewer, providing a front seat into the design



investment need. Investment scenario alternatives will be developed to consider different mixes of project investment types and understand regional impacts from different investment approaches. For example, a higher investment percentage towards safety projects could have a significant impact on reducing severe and fatal crashes, conversely less investment in mobility and highway expansion projects could have a negative impact on congestion and highway level of service measures. Highway investment needs will be weighed with investment needs for other modes, although highway investments often include improvements for freight, bicycle, and pedestrian modes if implemented within a complete streets framework.

A major component of developing alternatives will be prioritizing projects within each mode or investment category for inclusion in the investment scenarios. Although the main recommendation from the plan will be investment direction, specific projects need to be identified as part of alternatives evaluation to understand long-term network impacts. Programmed or funded projects will be included in the short-term timeframe and planned projects will be considered for the mid- to long-term implementation timeframes. This will result in project alternative groupings specific to each investment scenario.

We will work closely with agency stakeholders to create up to three investment alternatives. We will clearly identify the pros and cons of each scenario in order to communicate the different transportation system outcomes to the public. We will engage the public to understand community priorities related to investment direction for long-term transportation funding priorities.

TASK 8 FINANCIAL PLAN

We will work with CDMPO and its partners to create a financial plan for federal-aid eligible transportation network. To initiate this work, we will perform an initial review of the following:

- Revenue trend findings
- Forecast and cost inflation assumptions
- The Bipartisan Infrastructure Act
- The North Dakota county bridge funding program
- The North Dakota Flexible Transportation Fund Program (Flex Fund)
- Other relevant legislation

The analysis will differentiate between maintenance, operations, and capacity expansion. This baseline model will allow us to visualize long-term financial trends and support evaluation of the region's financial capacity to introduce new facilities and operations. Our methodology for revenue forecasting is logical and straightforward and our financial planning tool allows cost efficient, iterative scenario runs for alternative analysis.

FUNDING LANDSCAPE AND REVENUE FORECASTING

We will initiate and facilitate targeted local staff discussions, document the state and federal landscape for viable funding sources, and review CDMPO partner agency financial documentation to develop reasonably expected forecasts from public and private sources. We will compile pertinent revenue and expenditure data from CDMPO cities, counties, Minot Transit, and NDDOT Minot District from the past ten years. This will help gauge the accuracy of past revenue projections (state and federal) and offer information to improve future forecasting. We will work with steering committee members to review past state, federal, and local funding levels and determine an annual percentage growth factor for these revenue streams that can be "reasonably expected."

Using the agreed upon growth factors, we will forecast revenues for local, state, and federal levels for the planning horizon (to 2050). Forecasted revenue will be segregated into short-, mid-, and long-term. Local revenues will be forecast for each city and Ward County, while federal and state revenues will be projected for the CDMPO area. These forecasts will be further informed, and possibly adjusted, for the short-term time band by projects already programmed in local capital

improvement and similar plans, and for the short-term in the North Dakota Statewide Transportation Improvement Program.

FINANCIAL NEED FOR TRANSPORTATION SYSTEM PRESERVATION

Our analysis will also include working with each jurisdiction to compare their future preservation (non-expansion) needs to forecasted revenues within each time band, to document any balances or deficits that exist and could affect maintaining their current system in a state of good repair. We will identify future preservation needs (e.g., what level of expenditures are needed to keep the system in a state of good repair) using readily available information provided by the partner agencies. In addition to pavement information, other major infrastructure (such as bridges, transit, or bicycle/pedestrian facilities) will be added to the overall system needs if condition data is readily available.

Future preservation costs will be increased to account for inflation over the time period. Year of expenditure (YOE) will be estimated at the mid-point of the three-time bands. For each time band, an assessment will be made to compare forecasted revenues to forecasted preservation expenditures. If a shortfall is indicated, future revenue will be reallocated to preservation needs until an acceptable balance is achieved to ensure a state of good repair for the primary roadway system.

BALANCE OF FUNDS FOR CAPITAL TRANSPORTATION PROJECTS

By this analysis, we will verify and document the balance of capital funds that remain after addressing preservation activities. Per FHWA fiscal constraint guidance, only after forecasted preservation needs are satisfied for NHS and principal arterials will remaining federal revenue be considered available for system expansion or new construction.

OTHER POTENTIAL FINANCING OPTIONS

The team will explore and document innovative financing options to contribute to the funding of existing project costs, as well as the capital and Operations and Maintenance (O&M) costs of proposed projects. For example, our review and analysis of financing techniques will include new starts, tax districts, new funding sources, local option taxes, external funding sources, and private funding.

FISCAL CONSTRAINT

The MTP will fully demonstrate fiscal constraint by including sufficient financial information to confirm that recommended projects can be implemented using committed or available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. Our team will prepare a logical, straightforward methodology for forecasting revenues, estimating costs, and balancing needs with available funding and expected expenditures.

TASK 9: RECOMMEND FUTURE NETWORK AND IMPLEMENTATION

A future system plan will be created based on the outcome and feedback of the range of alternatives

phase. The future system plan can be a combination of projects from the alternatives that were considered. We will facilitate a project prioritization process for the future system plan—the fiscally constrained project list—that reflects local needs, transportation system performance goals, federal/state requirements, needs identification, and range of alternatives analysis and public and agency feedback. The fiscally constrained project list will first identify short-term projects already funded or reasonably planned by agencies. The mid- to long-term project list will bring forward a mix of regional priority projects that reflect the desired investment direction and system vision and long-term outcomes. All projects in the system plan vision can be included as illustrative projects, with projects moving into fiscal constraint once funded through a formal plan amendment process.

We will work closely with involved parties on development of project priorities to include in the plan's fiscally constrained project list. Members of our team have extensive experience in preparing fiscally constrained planning documents for cities, counties, state DOTs, and MPOs. As described in the Financial Plan section, improvements will be identified within the short-, mid-, and long-term timeframes, to establish YOE data, and to account for construction cost inflation over the programming period.

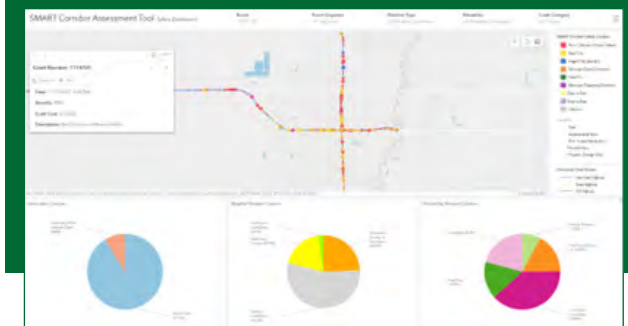
For new MPOs it can be a challenging shift to regional priority thinking, as local members must transition from a local to a metropolitan multimodal project prioritization process. We will develop a project priority dashboard of evaluation factors that will assist agencies in understanding project benefits and costs with a transparent methodology. Screening and prioritization of projects based on criteria related to the goals and objectives will

result in a data driven and objective approach to project prioritization resulting in a balanced set of transportation investments for the long-term vision of the region.

TASK 9 AREAS OF EMPHASIS TRANSPORTATION SYSTEM MANAGEMENT AND OPERATIONS (TSMO) SOLUTIONS

The analysis we recently completed on the Statewide Transportation Management Center Plan, indicated that nearly two-thirds of delays and crashes on the interstate system were related to non-recurring events such as inclement weather, work zones, special events, or other incidents. Generally speaking, most regional planning efforts provide little to no analysis or solutions for these types of problems. **Meaning we're spending thousands of hours solving a fraction of the problems.**

More specific to the region, When evaluating the state's technology needs as part of this effort, segments of US 2 and US 83 were found to be some of the corridors with the highest crash and reliability issues in the entire state. These corridors are likely to benefit most from TSMO intervention. Our approach to the MTP will include a diagnosis of potential TSMO solutions for corridor we identify as having needs. Potential solutions can range from adaptive signal control for urban corridors, variable speed limits for freeway segments, or regional traffic operations centers for incident management.



TASK 10: FINAL PLAN AND EXECUTIVE SUMMARY

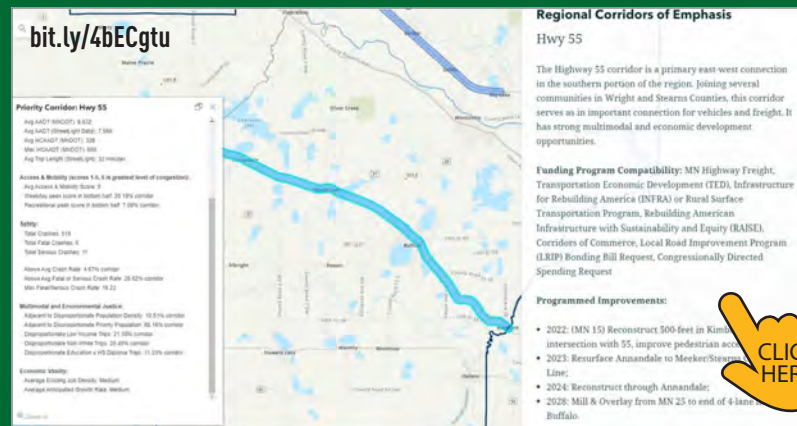
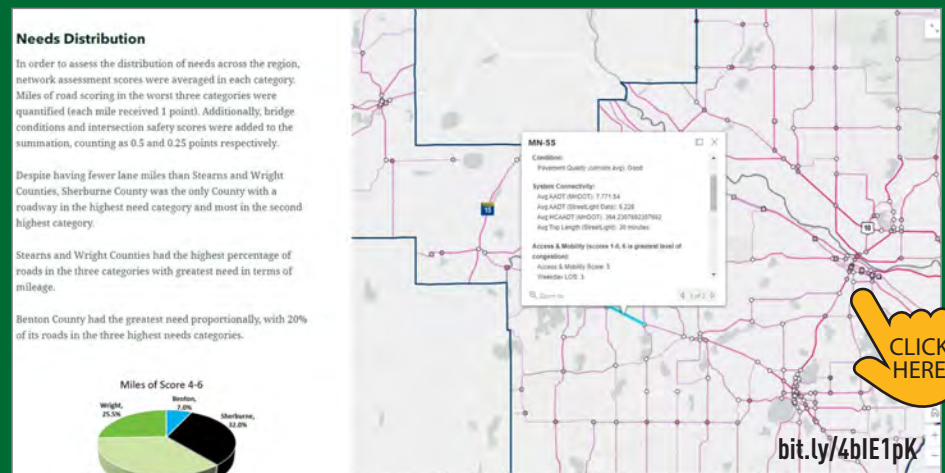
We will prepare a draft transportation plan in advance of the September 1, 2025 deadline and distribute to MPO staff and agency stakeholders for review. The draft transportation plan will be revised per agency feedback and finalized for distribution to local officials, NDDOT, FHWA, and other agency stakeholders. We will engage the public during a review and comment period for the draft transportation plan and use an executive summary document to make the content more accessible and digestible for public review. The executive summary will communicate key investment decisions and project implications from the plan. Revisions will be considered based on public and agency feedback and incorporated into the document as applicable and per MPO staff and TAC direction. The final document will be prepared following consideration of public and agency comments and subsequent revisions in advance of the October 11, 2025 deadline and presented for Policy Board approval in advance of the December 2025 deadline.

We will continue to use GIS Story Maps and dashboard tools to assist in the draft and final plan phase. This will incorporate data and project prioritization information from other phases to communicate draft and final plan recommendations and decisions. This tool will be used to illustrate recommended system plans and the fiscally constrained project list.

Final plan adoption will mean compliance with all federal and state metropolitan transportation planning requirements. We will ensure the transportation plan is in full compliance with all federal and state requirements, including those required under IIJA and/or 23 CRF 490.107. We will also coordinate to ensure full compliance with FTA requirements.

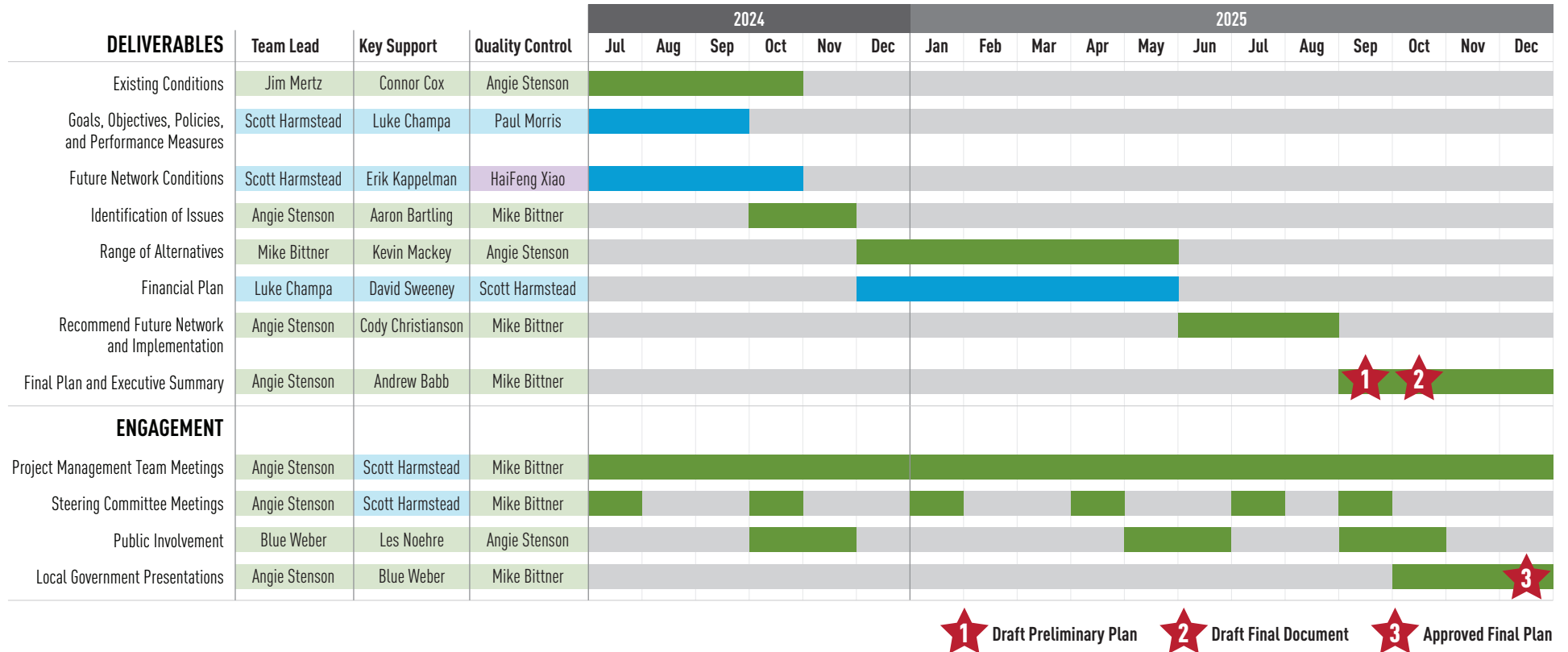
TASK 10 AREAS OF EMPHASIS STORY MAP AND DASHBOARDS

We call it a resource. It's a living GIS Story Map that allows for interactive stakeholder diagnostics and connected engagement findings and funding inputs. These tools can be designed to pull and disaggregate new data on a cyclical basis to provide updated information. Below is a graphical and link representation of the Resource from our recent Region 7W LRTP. This approach does skip on the technical methodology summarization but rather chooses to provide this in the form of links to keep the product concise and welcoming.



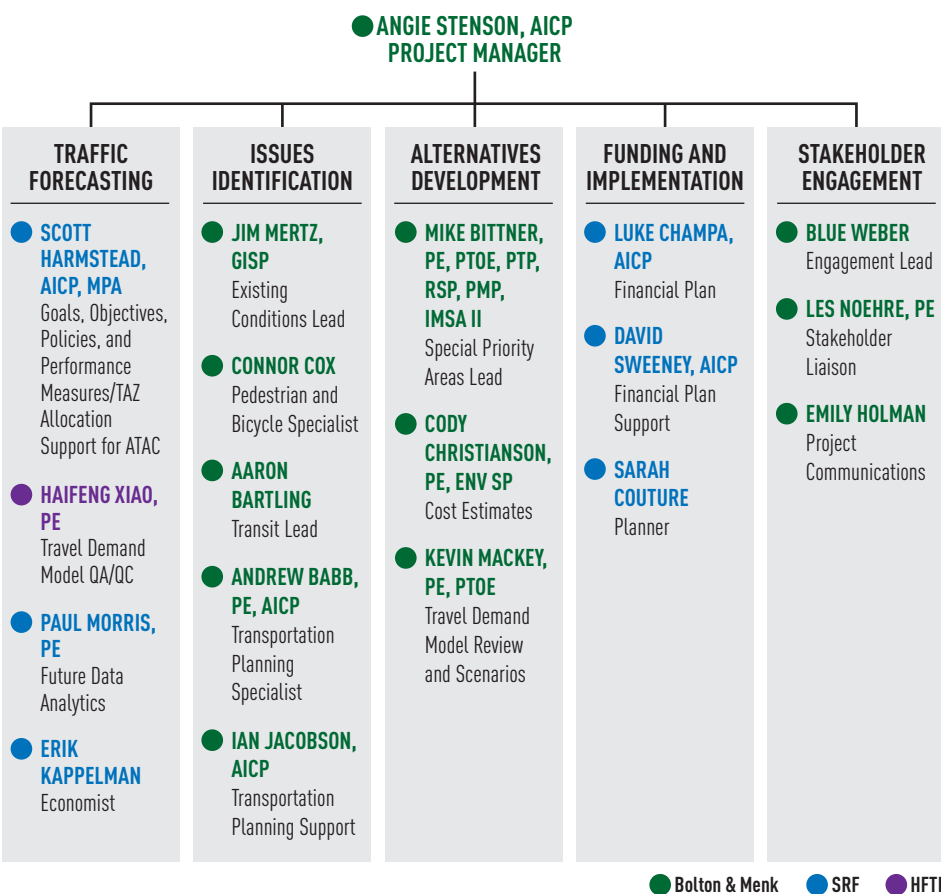
SCHEDULE

We have developed a schedule detailing the anticipated work tasks, task relationships, critical path timeline, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, and scope of services included in the Request for Proposals and our experience on other similar projects. Upon selection, Bolton & Menk will work with MPO staff and other project partners to revise and update this schedule as needed to ensure successful delivery of this project.



PROPOSED STAFF INFORMATION

Bolton & Menk understands the importance of developing solutions that can be supported by stakeholders and implemented efficiently. We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations.



ANGIE STENSON, AICP | PROJECT MANAGER

Angie is a senior transportation planner at Bolton & Menk who began her career in 2008. She brings expertise in metropolitan planning organizations and transportation system planning. Prior to joining Bolton & Menk, Angie managed traffic and transportation planning for Carver County, addressing fast-paced suburban growth and rural and small city transportation needs.

St. Cloud APO

Angie previously served as the St. Cloud APO Executive Director and Senior Transportation Planner. She was the project manager, lead planner and author of the 2040 Long Range Transportation Plan. She is proud of successfully leading the planning process through plan adoption, which included gaining agreement from the APO's nine-member agencies and 33-member Policy Board.

Danville Area Transportation Study MPO

Angie was the MPO's first full-time employee after it was established as an MPO. She led the development of and authored the region's 2035 Long Range Transportation Plan. She also authored the area's first bicycle plan.

Scott County, MN

In her role as principal transportation planner at Scott County, Angie was project manager for the Scott County 2040 Transportation Plan.

Consulting Services for MPOs

Angie is currently serving as the project manager for the St. Cloud APO's Future Regional Arterials and Collectors Study and Comprehensive Safety Action Plan. She has completed work as lead planner on the Willow Creek Investment and Subarea Study with the ROCOG, and is leading the study through alternatives evaluation, feasibility analysis, and investment planning stages.



MIKE BITTNER, PE, PTOE, PTP, RSP, PMP, IMSA II | SPECIAL PRIORITY AREAS LEAD

Mike is the rare hybrid transportation professional that can carry a project from the earliest phases of planning to the most technical phases of construction. Mike's exemplary work, leadership, creativity and communication skills have been commended regionally and nationally as a top Young Professional by the ENR

Mountain Region, Midwest International Transportation Engineer's (ITE) Rising Star Award winner, Young Transportation Professional of the Year Award from North Central (ITE), presentations at a dozen national conferences and author of three papers in the area of innovation traffic control, invitation into ITE's Leadership training program and election onto the Midwest ITE Board of Direction.

Local, Award-Winning Planning Experience

Mike has helped the communities he's served turn challenging problems into award-winning results. Specifically, Mike has been a ND ACEC Study Award winner five of the past six years. Most notably, this includes two local projects:

- Minot Broadway Corridor Study – Project Manager
 - 2022 ACEC Award Winner
- Ward County Connector Study – Project Manager
 - 2023 ACED Award Winner

Regional Transportation Planning Experience

Mike has helped lead a variety of critical regional transportation planning efforts throughout his career. He brings a unique style to planning that leverages state-of-the-art technology and engaging communication to realize big ideas. Below is a list that helps illustrate his relevant experiences.

- Arrive 2045 MTP | Bismarck-Mandan, ND | Lead Planner
- Fargo Transportation Plan | Fargo-Moorhead Metro COG | Lead Engineer
- Region 7W Long-Range Transportation Plan | Benton, Sherburne, Stearns, and Wright Counties, MN | Project Manager
- Statewide Transportation Management Center Plan | North Dakota | Project Manager
- Pedestrian and Bicycle Master Plan | Grand Forks, East Grand Forks, ND | Conditions Assessment and Engagement
- Safe Routes to Services and Complete Streets Plan | Bismarck-Mandan, ND | Project Manager
- Safe Streets for All Plan | Grand Forks, East Grand Forks, ND | Conditions Assessment and Quality Manager



SCOTT HARMSTEAD, AICP, MPA | GOALS, OBJECTIVES, POLICIES, AND PERFORMANCE MEASURES, TAZ ALLOCATION SUPPORT FOR ATAC

Scott has 18 years of planning experience in the public and private sectors, with a Master of Public Administration degree from Arkansas State University,

and a Bachelor of Science in City and Regional Planning from California Polytechnic State University. His primary focus has been the development of land use and transportation studies and plans in North Dakota. Scott is also involved in management of transportation design projects. This gives him a strong understanding of safety and the connection between transportation planning, funding, and project implementation.

2040 Comprehensive Plan, City of Minot, ND

Scott managed the development of the plan, which was adopted in 2023. A main focus of the plan, and Scott's time, was local engagement. This included intensive stakeholder focus group meetings and area-focused public workshops.

Infrastructure Safety Action Plan, City of Williston, ND

Scott managed the plan which was completed in five months in order to allow for a USDOT grant application deadline. The plan was adopted in April 2023.

East Main Avenue Corridor Study, City of Bismarck, ND

Scott managed the development of a corridor study of a commercial and industrial corridor on the east side of downtown Bismarck. Tactical engagement was used to connect with local disadvantaged populations. Key considerations included corridor safety, redevelopment opportunities, and multimodal access.

Air Force Base Joint Land Use and Transportation Study, City of Minot, ND

Scott managed and conducted public involvement effort (surveys, technical and policy committee meetings, and public meetings) over an eight-county region in coordination with the US Air Force.

Land Development Ordinance, City of Minot, ND

Scott led an update to much the city's development ordinance, which centered on extensive stakeholder committee engagement and review.



CONNOR COX | PEDESTRIAN AND BICYCLE SPECIALIST

Connor is a senior transportation planner on the Bolton & Menk team who began his career in 2012. He is responsible for leading active

transportation planning work across our Midwest offices and is an expert in pedestrian and bicycle plans and studies, safe routes to school projects, complete streets projects and policies, trail studies and master plans, and safety action plans.

Fargo-Moorhead Bikeways Gap Analysis, Fargo-Moorhead Metro COG

Connor, while with a previous employer, was the project manager for this bikeway corridor analysis project, which included analyzing 16 bikeway gaps in the Fargo-Moorhead metro region and recommending design concepts for each gap. Connor organized and facilitated meetings with the study review committee, engaged with community members, and used the results of public feedback to inform the bikeway concept design recommendations in the final report.

District Bicycle Plans, MnDOT

While with a previous employer, Connor was the project manager and lead planner on the MnDOT District Bicycle Plans. He worked with the Minnesota Department of Transportation (MnDOT) to build upon its Statewide Bicycle System Plan and develop eight district bike plans to assist with bikeway project implementation in each district across the state. In addition to managing the eight plans, he was responsible for facilitating technical advisory committee meetings with stakeholders across Minnesota, developing an online interactive map, developing the project prioritization framework, and drafting the district bicycle plans.

- RBTN Bikeway Facility Treatment Guidelines and Measures Study, Metropolitan Council (MN)



CODY CHRISTIANSON, PE, ENV SP | COST ESTIMATES LEAD

Cody began his career in transportation engineering in 2008. He has expertise in roadway engineering and design, bike and

pedestrian planning and design, and sustainability. Cody has national bicycle and pedestrian expertise that helps build support for improved multimodal infrastructure. By listening to community input, coordinating with project stakeholders, and using his industry experience, Cody designs improvements that create an inviting environment, enhance pedestrian and bicycle safety, and address community goals. He uses that experience to create accessible designs that integrate into the existing infrastructure, are easy to navigate, and improve the region's transportation system for those who walk, bike, or roll.

Pedestrian and Bicycle Plan, Grand Forks-East Grand Forks MPO

Cody led a pedestrian and bicycle master plan process for the Grand Forks-East Grand Forks MPO and the Cities of Grand Forks and East Grand Forks. The plan provides a list of priority projects, programs, policy tools, design guidance, and an implementation schedule for building the MPO's multimodal network in a way that is safe, enjoyable, and sustainable.

Safe Routes to Services Plan and Complete Streets, Bismarck-Mandan MPO

The Safe Routes to Services Plan's goal was to understand the needs and challenges of the residents of different areas in the Bismarck-Mandan area and identify opportunities to make transportation safe, fair, and easy for all. Cody served as the design and implementation lead, guiding the team in making a practical safety plan for the communities' future transportation projects.



KEVIN MACKEY, PE, PTOE | TRAVEL DEMAND MODEL REVIEW AND SCENARIOS

Kevin is a traffic engineer who has been working with travel demand models since beginning his career

in 2011. He has developed brand new travel demand models for communities in North Dakota and has been working with North Dakota MPO models throughout his entire career. Beyond travel demand modeling, Kevin has worked on many transportation plans, corridor studies, and subarea studies throughout the upper midwest, including many plans and studies in North Dakota.

SW and SE Connector Corridor Study, Ward County, ND

Kevin performed traffic modeling and safety analysis as part of the evaluation of a potential bypass route for US Highways 2, 83, and 52 around the City of Minot. Analysis included the evaluation of more than 10 routing alternatives, evaluating how each alternative would operate and how traffic pattern changes associated with each alternative could impact mobility and roadway safety within Minot.

Broadway Avenue Corridor Study, City of Minot, ND

Kevin was the lead traffic forecaster for the Broadway Corridor Study in Minot. Given the significance that Broadway has on the overall Minot roadway system, Kevin led growth scenario analysis to understand a range of potential futures that the corridor should be capable of accommodating safely and effectively. In addition to traffic forecasting, Kevin helped guide traffic operations analysis, safety analysis, and the development of a multiphased implementation plan for improvements along the Broadway corridor.

- 2045 Long-Range Transportation Plan, Bismarck-Mandan MPO
- Master Transportation Plan, City of Watford City, ND
- Master Transportation Plan, City of Jamestown, ND
- Fargo Transportation Plan, Fargo-Moorhead Metro COG



AARON BARTLING | TRANSIT LEAD

A senior transit planner, Aaron has been providing right-sized solutions to transportation projects since 2013. He manages transit planning projects and is an expert in transit,

community and regional, and transportation planning, as well as implementation. Aaron is driven by his passion for developing thriving communities and the sustainable nature of transit.

Safe Routes to Services Plan and Complete Streets, Bismarck-Mandan MPO

To understand the needs and challenges of the residents of different areas in their communities, the Bismarck-Mandan MPO initiated the Safe Routes to Services project. Making transportation safe, fair, and easy for all was a driving force for the MPO and stakeholders, and is guiding the Bolton & Menk team in making a practical safety plan for the communities' future transportation projects. Through the use of community advisor groups, we were able to connect with residents to gather public opinions, encourage others to attend community meetings, and spread the word of what the project entails and how to get their voices heard. This project is currently underway, beginning in June 2023. Aaron is serving as the lead transit planner on the project.

I-494 Corridor Service Planning, Southwest Transit (MN)

Southwest Transit (SWT) desired to transition their on-demand transit service along the I-494 Corridor in the Twin Cities to a fixed route. By using previously awarded grant funding, Bolton & Menk developed a service plan to implement the new route on the corridor, including the identification of schedules, routing, and stop locations based on customer feedback. Aaron is serving as project manager, supporting SWT staff through the planning and implementation of the new service.

- Systemwide Study, Minnesota Valley Transit Authority (MVTA)
- 2023 Transit Development Plan, City of Mankato, MN
- Equity Evaluation of Transportation Investments, Metropolitan Council (MN)



JIM MERTZ, GISP | EXISTING CONDITIONS LEAD

Jim is a GIS project manager who began his career in 2011 and has served in a variety of project roles, including project management, GIS

project development, UAV services, multimodal transportation planning, public engagement, and safety and mobility analysis. He believes that the power of technology can help create more sustainable communities. A problem-solver at heart, Jim is passionate about providing creative solutions using a broad array of technological resources.

Broadway Avenue Corridor Study, City of Minot, ND

The Broadway Corridor is a dense, commercial corridor that is a major barrier for all modes of local traffic and required a study to improve its conditions. The Bolton & Menk study leveraged context sensitive design, scenario growth planning, detailed simulation modeling, and rigorous public engagement to develop multiple improvement packages that can move directly into project development activities. Jim worked on the implementation plan and recommendations.

SW and SE Connector Corridor Study, Ward County, ND

Bolton & Menk is working with Ward County to evaluate alternatives for a future route to alleviate traffic volume and safety concerns along the US 2/52 corridor. Using technologies including Infracore, StreetLight, INPUTiD™, and scenario planning to inform decision-making, manage data, and obtain and respond to stakeholder feedback, the team will arrive at a safe and reliable connector route. Jim aided in existing conditions, public engagement, and the implementation plan. He also identified and applied for project funding.

- Fargo Transportation Plan, Fargo-Moorhead Metro COG



BLUE WEBER | ENGAGEMENT LEAD

Blue is a community outreach specialist on the Bolton & Menk team who started his career in community engagement in 2015. He is responsible for building

and expanding our relationship with clients, communities, and community-based organizations. Blue is an expert in growing businesses and engaging community stakeholders and ensures our communities are successful through his grassroots engagement approach.

Transportation Management Center and I-29 SMART Corridor, NDDOT

The Transportation Management Center and I-29 SMART Corridor Plan was initiated to develop a roadmap to build an innovative statewide Transportation Management Center (TMC) in North Dakota that incorporates a SMART Corridor along I-29 to better manage the state's network of Intelligent Transportation Systems (ITS) devices and sensors, expand roadway monitoring and condition reporting to a 24/7/365 schedule, and streamline the deployment of advanced technologies. Blue served as engagement lead on the project.

Safe Routes to Services Plan and Complete Streets, Bismarck-Mandan MPO

To understand the needs and challenges of the residents of different areas in their communities, the Bismarck-Mandan MPO initiated the Safe Routes to Services project. Blue led engagement for this effort, using community advisor groups to connect with residents to gather public opinions, encourage others to attend community meetings, and spread the word of what the project entailed and how to get their voices heard.

- University Drive and 10th Street Corridor Study, Fargo-Moorhead Metro COG



LES NOEHRE, PE | STAKEHOLDER LIAISON

Les is a senior transportation project manager who began his career in 1993. He is responsible for oversight of transportation

plans, and working closely with the public, elected officials, and other agencies to carry out successful projects. Les is passionate about strategic planning and turning visions into constructed projects.

Safe Routes to Services Plan and Complete Streets, Bismarck-Mandan MPO

To understand the needs and challenges of the residents of different areas in their communities, the Bismarck-Mandan MPO initiated the Safe Routes to Services project. Les assisted with listening sessions for the underserved members of the community, ensuring their needs and concerns were captured for the plan.

Metropolitan Transportation Plan, Grand Forks-East Grand Forks MPO

While working for the NDDOT Grand Forks District, Les served as a 20-year member of the GF-EGF MPO technical advisory committee, assisting with the development and implementation of numerous MTPs. Les was instrumental in ensuring workplans were coordinated between all MPO agencies and local stakeholders such as law enforcement, EMS, schools, businesses, and interest groups.

Multiple Projects, Grand Forks-East Grand Forks MPO

Les worked closely with the City of Grand Forks and GF-EGF MPO providing planning, leadership, and funding on numerous projects in the metropolitan area. He worked with all levels of city government, elected officials, and the public on projects ranging in size from locally funded minor improvements like the rain garden on Washington Street and 32nd Avenue. Projects included interchange beautification to state- and federally-funded major reconstruction projects such as Washington Street and DeMers Avenue.



ANDREW BABB, PE, AICP | TRANSPORTATION PLANNING SPECIALIST

Andrew is a transportation planner and traffic engineer on the Bolton & Menk team who began his career

in 2014. His career has included numerous MTPs and other community-wide transportation planning efforts. Andrew's experiences in traffic engineering and community planning gives him the ability to be holistic and detail-oriented on every project.

2045 MTP, Greater Dalton MPO, Georgia

Andrew helped lead key portions of the Dalton Area's MTP while working for a previous firm. This MTP included the updating of the region's travel demand model, identification, evaluation, and prioritization of potential projects, fiscal constraint analysis, and environmental justice considerations. Project prioritization and selection were based on a balanced approach considering both the goals and preferences of the community as well as technical performance metrics, ensuring that the plan is consistent with the community's needs and vision.

2050 MTP, Rome-Floyd County MPO, Georgia

Andrew, while with a previous employer, led the project analysis of considered roadway improvements as part the Rome-Floyd County MPO's 2050 MTP. This included developing a transportation network file with all considered improvements and using model outputs to analyze the comparative impact on travel time and patterns each investment could have. Projects ultimately included in the fiscally-constrained plan were then coded into a final transportation network as part of the MTP.

- Comprehensive Transportation Plan, City of Peachtree Corners, GA
- Destination 2040: Gwinnett County's Comprehensive Transportation Plan, Gwinnett County, GA
- Transportation Master Plan, Effingham County, GA



LUKE CHAMPA, AICP | FINANCIAL PLAN

Luke joined SRF in 2022 with diverse experience in regional planning, transportation planning, urban design, rural design, and

landscape architecture. He works closely with federal, state, and local agencies to forward public interest and deliver products that clients and stakeholders take pride in. Luke strives to understand the big-picture and build relationships across diverse groups of people. He focuses on recognizing client and stakeholder needs to deliver high-quality, actionable products grounded in big-thinking practicality.

Metro 2050 – MTP, Fargo-Moorhead Metro COG

Luke is serving as lead planner for the MTP. His professional experience in public engagement, stakeholder facilitation, metropolitan transportation planning, transportation policy, and transportation funding allow Luke to be involved in critical aspects of project development.

Arrive 2050: Transportation Plan, Bismarck-Mandan MPO

Luke coordinated with the MPO and served as project manager to execute tasks related to the TDM and socioeconomic update. Luke facilitated focus group meetings to supplement population forecasts and provided technical expertise on the socioeconomic projections process and TAZ allocation. He continues to assist in technical metropolitan transportation planning. This project is ongoing.

- Regional Comprehensive Safety Action Plan, Fargo-Moorhead Metro COG
- East Main Avenue Corridor Study, City of Bismarck, ND
- Infrastructure Safety Action Plan, City of Williston, ND
- Area Plan, City of Medora, ND



PAUL MORRIS, PE | FUTURE DATA ANALYTICS

Paul’s work at SRF frequently focuses on evaluation of complex transportation issues, such as congestion management strategies

and development of highway improvement concepts. He also specializes in modeling freeway operations and developing traffic forecasts using regional travel demand models. Paul has built on his experience in transportation engineering through work on several project prioritization studies using data-based performance measures including travel time reliability.

2050 Demographic Forecasts, Fargo-Moorhead Metropolitan COG

Paul served as technical lead for the development of year 2050 population and employment forecasts for the Fargo-Moorhead metropolitan planning area. He worked with staff to research nationally best practices, incorporate several disparate data sources, and perform sensitivity analysis to ensure reasonable results.

Interstate Operations Study - Phase II, Fargo-Moorhead Metro COG

Paul evaluated expected operational deficiencies on the Fargo-Moorhead interstate system and developed a series of solution sets to address these issues. This involved review of travel demand and traffic operations modeling results, along with documentation of study findings and presentations to stakeholders.

- Main Avenue Bridge Study, Fargo-Moorhead Metro COG
- Transportation Planning - Capital Improvement Plan, McKenzie County, ND
- Main Avenue Reconstruction - University Drive to 25th Street, City of Fargo, ND



ERIK KAPPELMAN | ECONOMIST

Erik works on socioeconomic forecasting and analytics projects as well as travel demand forecasting projects at SRF. His contributions include demographic forecast

preparation and travel demand model creation and curation, as well as involvement in highway planning studies, benefit-cost projects, preparing reports, data visualizations, and presentation materials. His previous work with the Montana Department of Transportation gives him valuable insight into the practical workings, needs, and goals of government planning bodies.

Arrive 2050 Forecasts, Bismarck-Mandan MPO

Eric developed population, employment, and household forecasts as the basis for the development of the MPO’s MTP. This included a cohort analysis that estimated five-year age group cohort populations by county in five-year increments for years 2020 to 2050. Erik created materials detailing methods and results including charts and graphics, presentations, and written documentation.

2050 Demographics Forecast, Fargo-Moorhead Metro COG

Erik developed population, housing, and employment projections for the Fargo-Moorhead Metro COG, county-wide, and for relevant cities and townships. This included a cohort analysis that estimated five-year age group cohort populations by county in five-year increments for years 2020 to 2050. R (programming language), Power BI, Excel, ArcGIS, and Census APIs were used to acquire, analyze, and display data. Erik created materials detailing methods and results including charts and graphics, presentations, and written documentation. He presented results of analysis to the COG and worked together with council members to hone demographic forecast results.

- Household Travel Survey, City of Billings, MT

SUPPORT STAFF

EMILY HOLMAN | ENGAGEMENT SUPPORT

Emily is a project communication specialist whose career began in 2019. She has a passion for graphic design, marketing, and communication. She has extensive experience in creating effective communication strategies, branding materials, and marketing collateral for a wide range of projects.

- Safe Routes to Services and Complete Streets Plan, Bismarck-Mandan MPO
- Downtown Placemaking Master Plan, City of West Fargo, ND
- South Washington Street Corridor Analysis in Bismarck, NDDOT

IAN JACOBSON, AICP | TRANSPORTATION PLANNING SUPPORT

Ian is a transportation planner at Bolton & Menk whose career began in 2017. His responsibilities include working on a variety of transportation related projects, master plans, corridor studies, bike and pedestrian planning, and public engagement.

- Fargo Transportation Plan, Fargo-Moorhead Metro COG
- Comprehensive Land Use Plan, City of Albert Lea, MN
- Comprehensive Plan, Boone County, MN

DAVID SWEENEY, AICP | FINANCIAL PLAN SUPPORT

Dave has provided planning and technical assistance to a variety of planning agencies and communities across North Dakota. He strives to develop practical plans and tools driven by community engagement and analytics.

- Capital Improvement Planning Services, McKenzie County, ND
- Comprehensive Plan Update, City of Minot, ND
- 2050 Land Use plan Updates, City of Grand Forks, ND

SARAH COUTURE | PLANNER

Sarah brings experience in stakeholder outreach and meeting facilitation, grant writing, and general document preparation. She has experience researching and managing grant programs.

DBE/MBE PARTICIPATION

Although we have the in-house expertise to independently deliver most services requested by the CDMPO, we proudly foster a collaborative atmosphere for all our partners. We recognize the effort and experience makes each entity better. In fact, **in 2023, our DBE/MBE partners helped us deliver more than \$1 million of our firm's revenue.**



Haifeng Transportation Engineering Inc. (HFTE) will be providing QA/QC services for travel models used for the 2025 MTP.

Established in October 2018, HFTE is a certified minority-owned DBE. It provides transportation engineering consultant services in the Twin Cities and beyond.



HAIFENG XIAO, PE | TRAVEL DEMAND MODEL QA/QC

Haifeng is a senior transportation specialist with more than 20 years of experience in transportation planning, traffic forecast, traffic simulation, highway design, and

accident studies. He is highly respected for his expertise in travel demand forecast and micro-simulation analysis as well as subarea model development for corridor and subarea studies. His specialties include Cube/TP+ (the platform for the latest Twin Cities Activity Based Travel Demand Model), ArcGIS, VISSIM, CORSIM, Synchro, VBA for MS Excel, and C++.

- 2050 Metropolitan Transportation Plan, St. Cloud APO
- Golden Spike Corridor Traffic Study, City of Sauk Rapids, MN
- 2040 Travel Demand Model Update, Dakota County, MN
- Work Zone Travel Demand Modeling (Phase I, II, and III), MnDOT Metro

STAFF HOURS PER TASK

	Angie Stenson	Mike Britner	Connor Cox	Cody Christianson	Kevin Mackey	Aaron Bartling	Jim Mertz	Blue Weber	Les Noehre	Andrew Babb	Ian Jacobson	Emily Holman	Scott Harmstead	Luke Champa	Paul Morris	Erik Kappelman	David Sweeney	Sarah Couture	Haifeng Xiao
Task 1: Project Management	98	20	0	0	0	0	0	15	0	0	0	0	40	0	0	0	0	0	0
Task 2: Community Engagement	147	40	0	0	0	0	47	172	67	0	34	125	98	80	0	0	0	0	0
Task 3: Existing Conditions	16	6	32	0	0	24	128	0	0	102	103	0	0	0	0	0	0	0	0
Task 4: Goals, Objectives, Policies, and Performance Measures	4	0	0	0	0	0	0	0	0	0	0	0	16	20	0	0	72	0	0
Task 5: Future Network Conditions	8	0	0	0	0	0	0	0	0	0	0	0	20	120	60	184	0	0	30
Task 6: Identification of Issues	10	8	30	0	30	0	84	0	0	6	16	0	0	0	0	0	0	0	0
Task 7: Range of Alternatives	22	40	0	50	74	0	0	0	1	64	84	0	0	0	0	0	0	0	0
Task 8: Financial Plan	6	0	0	0	0	0	0	0	0	0	0	0	28	104	0	0	0	0	0
Task 9: Recommend Future Network and Implementation	16	4	8	0	8	8	16	0	1	36	63	0	3	56	40	0	0	78	0
Task 10: Financial Plan and Executive Summary	14	4	8	0	0	10	42	14	0	20	40	0	0	0	0	0	0	0	0
TOTAL	341	122	78	50	112	42	317	201	69	228	340	125	205	380	100	184	72	78	30

SIMILAR PROJECT EXPERIENCE AND REFERENCES

Bolton & Menk has assembled an experienced and proven team to complete the project tasks required by the CDMPO. Below are several examples of our recent work, highlighting the relevant experience of key team members.

SOUTHWEST AND SOUTHEAST CONNECTOR CORRIDOR STUDY, WARD COUNTY, ND

The Ward County Southwest and Southeast Connector Corridor Study (Connector Corridor) was initiated by Ward County to lay the foundation for future roadway connections south of Minot. This area experiences the rare convergence of three US Highways, the new Trinity Hospital's location, Minot's primary growth area, and the direct haul route for a major air force base missile silo reconstruction route. This study included several landmark analyses and results:

- Developed a fully customized GIS dashboard tool to help understand the utility of potential full SW or SE connections. The dashboard embedded possible routes, Bluetooth tracking origin-destination information, and travel time algorithms to forecast future vehicular and truck traffic on proposed routes
- Use of Infracore sketch concept development tool to compare more than 50 route combinations. The area has limited accessibility due to challenging terrain, a historic railroad trestle, sporadic properties, wetlands, streams, and other environmental barriers. This tool allowed the team to test a wide array of alternatives with reduced costs and quickly eliminate cost- and impact-prohibitive alternatives
- A strategic and thorough engagement plan. The plan included focus groups that connected with more than 30 emergency responders, freight, institutional, and agricultural stakeholders to understand regional needs. Next, three separate full-house property owner meetings were held. Finally, the team leveraged cutting-edge and proprietary INPUTiD™ engagement technology to engage the public at large regarding the advantages and disadvantages of various routing alternatives
- A five-phased implementation strategy tied directly to nearly a dozen funding sources was identified. The improvement implications are widespread, expecting to improve the quality of life for tens of thousands of people every day. The total price tag on the plan ranged from \$150M to \$220M, depending on route and connection alternative



Broadway has a uniqueness unlike any other corridor in the state and provides life to the entire city. To tens of thousands of motorists and freight carriers, it's the regional connection between Minot and the rest of the world. To business owners, it's home where access and safety are constantly in competition. To many of Minot's residents, it's a major barrier whose speeds and congestion limit access to major destinations by bike or foot. It is clear how important Broadway is to Minot. Nearly one-third of all Minot residents live within one mile of the corridor and more than half of all the commercial properties directly about the corridor. The convergence of high speeds on the periphery and uncontrolled access through the heart of city have made this one of the highest crash rate and volume corridors in the entire state.

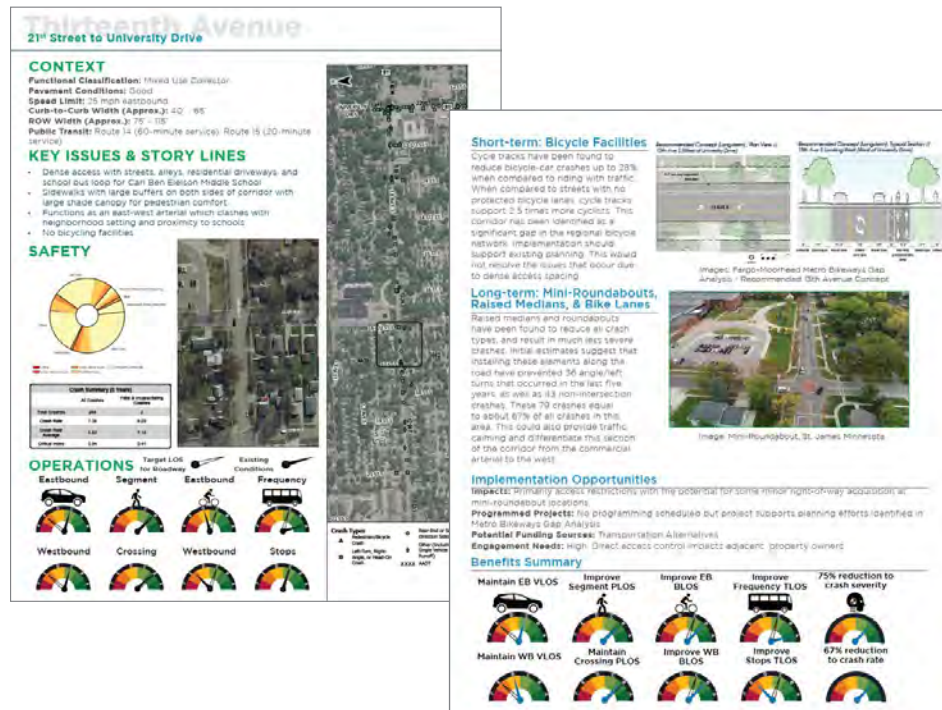
The study leveraged context sensitive design, scenario growth planning, detailed simulation modeling, and rigorous public engagement tactics to develop several dozen improvements packages that evolved through the corridor. In the south segment, where commercial growth is most common, frontage road and bottleneck solutions were core to the improvement strategy. Through the heart of the city, access management through various raised median and backage road improvements were the focus. Finally, on the north end, more rural style improvements were considered to match the high-speed high crash severity issues present in this area. Throughout the entirety of the corridor, pedestrian, bicycle, and transit facility and crossing enhancements were considered. In the most crash prone areas, the package of improvements is expected to reduce crash potential by as much as 69 percent.



FARGO TRANSPORTATION PLAN (PLAYBOOK), FARGO-MOORHEAD METRO COG

After decades of planning at a macro-, regional-, and later at the micro-level, the City of Fargo felt a gap. On a macro-scale, projects weren't properly factoring in all modes of travel and ignoring safety when prioritizing improvements. This gap led to scope creep, communication challenges, and missed funding opportunities once projects finally made it through programming. The vision of the Fargo Transportation Plan was to fill that void by developing a meso-level roadway playbook. The final product found resolution using emerging and innovative solutions at the city's six most challenging corridors, improved transparency with decision-makers, and developing ongoing processes to improve project scoping.

To establish needs, Bolton & Menk used GIS automation to evaluate multimodal levels of service along each of the functionally classified corridors for vehicles, pedestrians, bicycles, and transit. This output was accomplished by disaggregating various big datasets, including Streetlight travel time data for vehicles, reliability for trucks, and travel distances for pedestrians and bicycles. The results were groundbreaking, as previous efforts had never combined each mode into one decision-making tool. To assess safety, the team used the proprietary GAZER™ tool to organize, analyze, prioritize, and illustrate critical safety needs through the community.

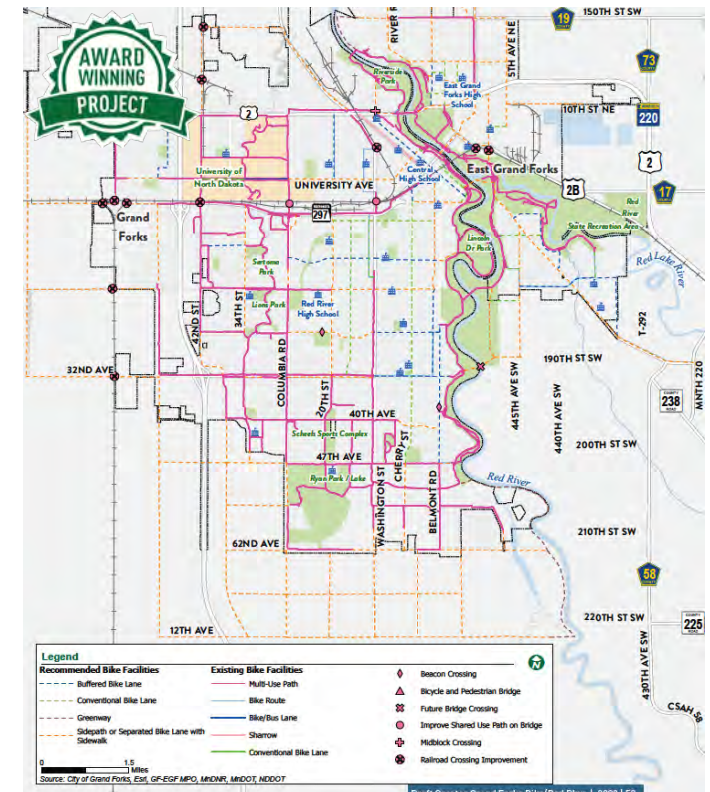


PEDESTRIAN AND BICYCLE PLAN, GRAND FORKS-EAST GRAND FORKS MPO

Bolton & Menk led a pedestrian and bicycle master plan process for the Grand Forks-East Grand Forks MPO and the Cities of Grand Forks and East Grand Forks (MSA population approximately 103,000). The plan will serve as an element of the MPO's Long Range Transportation Plan.

The plan included a robust public and stakeholder engagement process including in-person and interactive web-based events and tools. Engagement was supplemented with a thorough technical analysis of the metropolitan area's supply and demand for active transportation infrastructure and safety needs. Recommendations were developed for network and crossing improvements and safe routes to school infrastructure. The plan provides a list of priority projects, programs, policy tools, design guidance, and an implementation schedule for building the MPO's multimodal network in a way that is safe, enjoyable, and sustainable. The project included coordination with FHWA and state DOT representatives, as well as local advocates and agency representatives.

Comprehensive safety analysis of bicycle and pedestrian crashes was completed to understand multimodal safety issues. Safety needs were further analyzed through a bike safety audit with community members. Safety emerged as a major priority area in identifying multimodal projects for implementation.

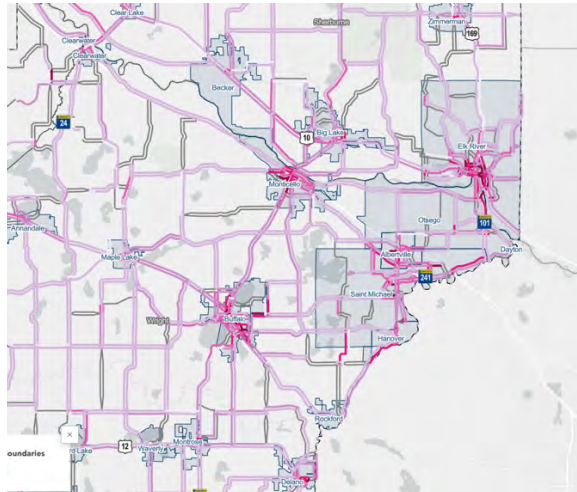


REGION 7W LONG-RANGE PLAN, MNDOT DISTRICT 3

Region 7W covers Benton, Sherburne, Stearns, and Wright Counties, except for the St. Cloud Area. The general purpose of Region 7W is to address regionally significant transportation issues, conduct regional transportation studies and plans, and solicit and select projects seeking federal transportation funding. Outside of the Twin Cities, Region 7W is the fastest-growing region in Minnesota. Strong population, housing, and business growth will continue to stress the transportation network. Its proximity to the Twin Cities and the significant corridors of I-94, Hwy 10, and Hwy 169 impact this region.

The purpose of the Long-Range Transportation Plan was to build a cohesive vision for long-term investment. Given the magnitude of the area and limitations of past planning datasets, the primary driver for decision-making was politics leading. This approach led to friction among the various decision-making bodies. To enable collaboration and build cohesion, the following key strategies were used:

- Collaborative dissection of critical values and priorities to establish agreed-upon scoring criteria to assess projects moving into the future
- Big data assessment of existing conditions. This approach was a breakthrough for the study; allowing the study team to quantify needs without an exorbitant budget allowed the group to understand and appreciate the collective needs. The following datasets were used:
 - Streetlight data for vehicular travel times and reliability, trip lengths to understand connectivity, and multimodal potential
 - Crash data was analyzed using the proprietary GAZER™ software to identify areas of overrepresented crash and severity rates relative to the subarea
 - ESRI Business Analyst to understand demographics, population, and employment components to appreciate the economics and needs of the region
 - Other readily published MnDOT and county datasets: pavement and bridge conditions, multimodal facilities, transit routes, etc.
- Use of INPUTiD™, a proprietary engagement platform that allowed the public to be educated on the needs and quickly and easily provide comments under staunch pandemic restrictions
- A strategic funding strategy to help identify underused pots of money to help narrow the timeline between critical needs and implementation
- A Story Map report allowed limitless functionality, the ability to zoom into critical areas, interactive functionality to identify key issues in specific areas, and interconnectivity to detailed comments from the public



2040 COMPREHENSIVE PLAN, CITY OF MINOT, ND

SRF led the development of the City of Minot's comprehensive plan update. The process involved extensive outreach to develop the plan with public input. Virtual engagement included an online survey and an online mapping input tool. Focus groups based on plan elements, such as transportation and housing, worked through two series of meetings to help develop draft goals and objectives for the plan. Community workshops were held in three different city neighborhoods to help focus on different geographic focus areas like downtown and the southwest and northwest growth areas. Study partners included Odney and Confluence, who assisted with plan engagement and land use mapping, respectively.



2050 MTP, FARGO-MOORHEAD METRO COG

SRF is currently assisting the Fargo-Moorhead Metro COG with the development of their 2050 MTP. The region has begun its transition to a Transportation Management Area (TMA) following a 2020 census estimated population of 216,214 residents. The Metro 2050 plan will guide decision-making through the transition, establishing a project list and congestion management plan process. The planning process will address a number of critical issues while reflecting local values and vision. The bi-state region includes NDDOT and MnDOT, two counties, and a number of growing urban areas, each with individual issues and priorities. Additionally, the region is home to three universities, North Dakota State University, Minnesota State University – Moorhead, and Concordia College, adding another layer of mobility needs and considerations.

To facilitate active participation from all representatives, our approach focuses on collaboration to create a plan that will

- Respond to current local and regional trends and activities, including the construction of the Fargo-Moorhead Diversion, growing population, and shifting modal splits
- Balance growth and maintenance needs in a growing region with miles of existing infrastructure
- Provide safe, efficient, accessible, cost-effective, and aesthetically pleasing transportation systems
- Improve multimodal transportation circulation of people and goods using both motorized and non-motorized transportation modes
- Address system preservation needs and provide a fiscally constrained approach to new projects.
- Use a collaborative approach with the community, stakeholders, and agencies to collect feedback that will drive plan input and analysis
- Create a usable plan for all to understand

The planning process is at its midpoint, with a goal of completion by September 2024.

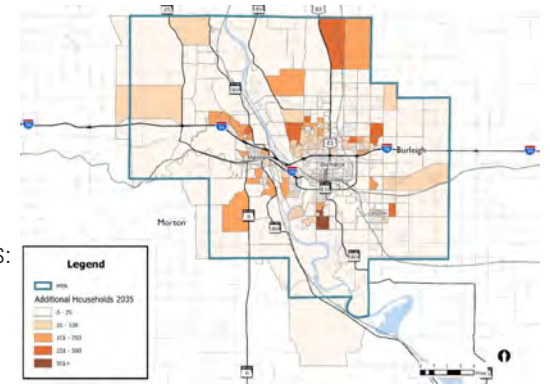


ARRIVE 2050 PLAN FORECASTS AND MTP, BISMARCK-MANDAN MPO

SRF is currently partnered with HDR to complete the Arrive 2050 Plan, which is scheduled for completion later this year. SRF specifically led the following plan components:

- **2050 Socioeconomic Forecasts** - SRF's economist modeled population and employment forecasts based on local, regional, and national data. Local stakeholders were interviewed to provide a qualitative lens to the analysis to understand appropriate forecast scenarios.
- **TAZ reallocation** - SRF worked extensively with local jurisdictions to translate local land use plans and recent development information to 2035 and 2050 job and household expectations for each TAZ. Associated job and household information was then provided to NDSU's (ATAC for the update of the TDM.
- **Goals and Objectives** - SRF recently completed the draft goals and objectives for the plan in coordination with local stakeholders.

In addition to the above tasks, SRF is providing in-person engagement assistance, pavement and bridge condition information, and pavement management recommendations.



REFERENCES

STEPHANIE HALFORD

GRAND FORKS-EAST GRAND FORKS MPO

701-746-2660 | stephanie.halford@theforksmpo.org

KIM RIEPL

BISMARCK-MANDAN MPO

701-355-1844 | kriepl@bismarcknd.gov

MICHAEL MADDIX

FARGO-MOORHEAD METRO COG

701-532-5104 | maddox@fmmetrocog.org

Appendix C

Certification of Final Indirect Costs

Firm Name: Bolton & Menk, Inc.

Proposed Indirect Cost Rate: \$519,998.24

Date of Proposal Preparation (mm/dd/yyyy): May 22, 2024

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): 1/1/2024 - 12/31/2025

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1. All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.
2. This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.

Signature: Mike Bittner

Name of Certifying Official (Print): Mike Bittner, PE, PTOE, PTP, RSP, PMP, IMSA II

Title: Principal Transportation Engineer

Date of Certification (mm/dd/yyyy): May 22, 2024

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Mike Bittner

May 22, 2024

Mike Bittner, PE, PTOE, PTP, RSP, PMP, IMSA II
Principal Transportation Engineer
Special Priority Areas Lead

Date

1	Direct Labor	Hours		Rate		Total
	Angie Stenson, Project Manager	341	x	\$55.00	=	\$18,755.00
	Mike Bittner, Special Priority Areas Lead	122	x	\$57.50	=	\$7,015.00
	Connor Cox, Bicycle and Pedestrian Specialist	78	x	\$54.00	=	\$4,212.00
	Cody Christianson, Cost Estimate Lead	50	x	\$51.50	=	\$2,575.00
	Kevin Mackey, TDM Review and Scenarios	112	x	\$43.50	=	\$4,872.00
	Aaron Bartling, Transit Lead	42	x	\$47.50	=	\$1,995.00
	Jim Mertz, Existing Conditions Lead	317	x	\$42.00	=	\$13,314.00
	Blue Weber, Engagement Lead	201	x	\$32.00	=	\$6,432.00
	Les Noehre, Stakeholder Liaison	69	x	\$70.00	=	\$4,830.00
	Andrew Babb, Transportation Planning Specialist	228	x	\$45.50	=	\$10,374.00
	Ian Jacobson, Transportation Planning Support	340	x	\$32.75	=	\$11,135.00
	Emily Holman, Engagement Support	125	x	\$28.00	=	\$3,500.00
	Subtotal					\$89,009.00

2.	Overhead/Indirect Cost (expressed as indirect rate x direct labor)	225.70%		\$200,893.31
3a.	Subconsultant Costs: SRF			\$192,332.92
3b.	Subconsultant Costs: HFTE, Inc.			\$5,341.80
4.	Materials and Supplies Costs			\$0.00
5.	Travel Costs			\$6,330.00
6.	Fixed Fee	9%		\$26,091.21
7.	Miscellaneous Costs			\$0.00

Total Cost	\$519,998.24
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**Audited overhead rate includes mileage, meals, and hotels*

RESOLUTION NO. 2024-1

A RESOLUTION APPROVING SELECTION OF BOLTON AND MENK TO PROVIDE CONSULTANT SERVICES TO THE CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION RELATED TO THE CREATION OF THE 2050 METROPOLITAN TRANSPORTATION PLAN.

WHEREAS, a MTP RFQ Selection Committee was established at the May 14, 2024 CDMPO Technical Advisory Committee meeting comprised of individuals representing each member jurisdiction and varying professional backgrounds;

WHEREAS, two proposals were received by the 2:00pm (Central Time), May 22, 2024 deadline; and

WHEREAS, each proposal was reviewed by the MTP RFQ Selection Committee on May 28, 2024, with Bolton and Menk being the highest ranked of the two proposals received; and

WHEREAS, interviews were held with both consultant teams on June 6, 2024, with Bolton and Menk being the highest ranked of the two interviews conducted; and

WHEREAS, the combined scores of the proposals and interviews resulted in Bolton and Menk being the highest ranked of the two firms; and

WHEREAS, the CDMPO Technical Advisory Committee concurred with the MTP RFQ Selection Committee and unanimously recommended Bolton and Menk be selected to provide consultant services for the creation of the 2050 Metropolitan Transportation Plan (MTP); and WHEREAS, the CDMPO Policy Board concurs with the Central Dakota Technical Advisory Committee's recommendation.

NOW, THEREFORE, BE IT RESOLVED BY THE CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION POLICY BOARD:

- §1. Bolton and Menk is hereby selected to provide consultant services related to the creation of the 2050 Metropolitan Transportation Plan not to exceed \$519,998.24.**
- §2. The Executive Director may begin negotiations and enter into a contract for services with Bolton and Menk on behalf of the Central Dakota Metropolitan Planning Organization.**

PASSED AND ADOPTED THIS ____ DAY OF _____, 2024.

ATTEST:

APPROVED:

John Van Dyke, Executive Director

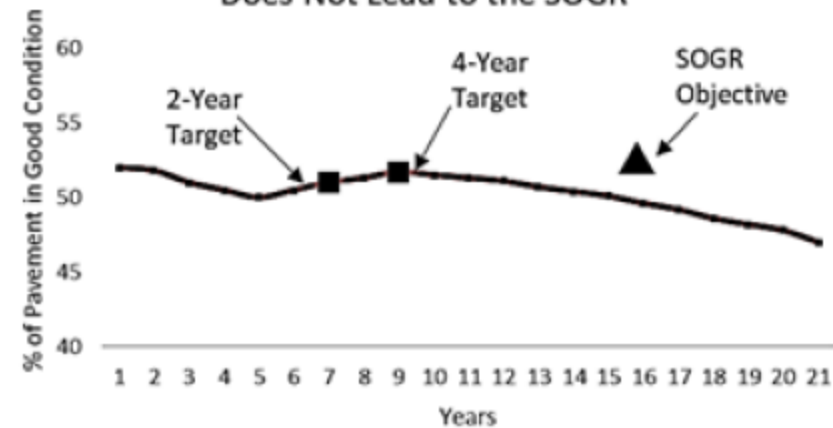
John Fjeldahl, Chair
CDMPO Policy Board

Transportation Asset Management Program (TAMP)

Avoid Long-Term Losses for Short-Term Gains

- Worst-first strategies could lead to temporary higher conditions
- However, they are unlikely to be the best long-term strategy
- Targets should be steps along the path to the SOGR

An Example of Short-Term Improvement That Does Not Lead to the SOGR



Short-Term Targets Should be Long-Term Mileposts

- The 2-year and 4-year targets should be like mileposts along the journey to a state of good repair
- They tell the agency where it is along the multi-year journey to the SOGR



Long-term Goal Focus

- Crash diet vs lifestyle change
- Planting high-value crops year-after-year vs crop rotation and periods of soil rest
- Poor condition roadways receive priority funding vs good roadways receive preservation funding (to ensure they remain in good condition)

To: Policy Board Members

From: John Van Dyke, CDMPO Executive Director

Date: 06/27/2024

Subject: Monthly Activities

Monthly Activities

The following information is provided to keep the Policy Board members apprised of the ongoing activities, deadlines, and overall efforts to be accomplished through the next month and beyond. This document will be updated, including the type and depth of information that is provided, to be as informative and helpful to the Policy Board members.

MTP

Past Month

- 1) MTP RFQ Selection Committee members:
 - a) Wayne Zacher (NDDOT)
 - b) Dana Larsen (Ward County Engineering)
 - c) Stephan Joersz (City of Minot Engineering)
 - d) Doug Diedrichsen (City of Minot Planning)
 - e) Jayden Casavant (City of Burlington Public Works)
 - f) John Van Dyke (MPO)
 - g) Jesse Berg (City of Surrey Engineering)
- 2) Proposal Review occurred on May 28
- 3) Interviews held on June 6
- 4) Selection Committee recommended Bolton and Menk be selected to move forward
- 5) TAC unanimously recommends Policy Board select Bolton and Menk at the June 11 meeting
- 6) DRAFT Contract for Services being reviewed by City of Minot Office of the City Attorney

Upcoming Month

- 1) Finalize contract
- 2) Submit QBS Documentation to NDDOT
- 3) MTP Kick-off

'24 UPWP

Past Month

- 1) '24 UPWP contract finalized (effected June 11)
- 2) Funds to begin being utilized as of June 17 (beginning of pay period for simplicity)

Upcoming Month

- 1) Begin billing/invoicing to '24 UPWP
- 2) Refine invoice process, as needed

'25 UPWP

Past Month

- 1) TAC Recommends Transit Development Plan (TDP) as next plan to be conducted at the June 11 meeting
- 2) DRAFT UPWP revenues and expenses generated by Section
- 3) Presentation summarizing work activity and associated expenses generated for presentation to PB at the June 27 meeting

Upcoming Month

- 1) Finalize DRAFT '25 UPWP
- 2) Present to Policy Board on July 25
- 3) Submit to NDDOT and FHWA for comment

Public Participation Plan

Past Month

- 1) No activity.

Upcoming Month

- 1) Achieve 50% completion of PPP

MPO Website

Past Month

- 1) Added core documents to website
 - a. Bylaws
 - b. '24 UPWP
 - c. Title VI Assurances

Upcoming Month

- 1) No activity planned

Administration

Past Month

- 1) Meetings
 - a. MPO Director's Discussions
 - i. May 29, 2024
 - ii. May 30, 2024
 - iii. June 5, 2024
 - iv. June 19, 2024
 - v. June 26, 2024
 - b. TAC Meeting – June 11, 2024

- c. CDMPO Mid-Year Review – June 11, 2024
 - d. NDSU – Transportation Demand Model Kick-off Meeting - May 29, 2024
 - e. ATAC – ND MPO Partnership Master Agreement Review – June 7, 2024
 - f. Stantec Debrief Meeting – June 19, 2024
 - g. Finance Department
 - i. Multiple
- 2) Trainings
 - a. TAMP Training – June 12, 2024
- 3) Legal Representation
 - a. Shortlist of Candidates as recommended by Stefanie Stalheim, City Attorney, City of Minot
 - i. Bryan Van Grinsven
 - ii. Kelly Hendershot
 - b. Both are willing to explore further. Need more information as to what legal services will be performed (see c. below)
 - i. Bryan indicated that he does provide services for some municipalities either directly (Ward County Highway) or via NDIRF (City of Minot and others as assigned). As of June 20, his ability to complete new work would push him to end of July. Work ebbs and flows so this timeframe is fluid. Other associates may be able to accomplish in a shorter timeframe; however, this depends on the complexity and Bryan's comfort to reassign work.
 - ii. Kelly is awaiting the example contract to share with her firm (see c. below).
 - c. Waiting on example agreement between Fargo and their contract attorney to better understand breadth of services to include in contract and provide potential firm more background into services desired. Should be able to direct select given the low amount of funds (\$7,500 allocated to this activity each year). Will largely surround contract review, but would also include other general inquiries not readily answerable by MPO liaison (Wayne Zacher) or other ND MPO Directors.
- 4) Cancellation of EIN
 - a. A request has been submitted in writing to cancel the EIN that was originally issued by the IRS. Will update the Policy Board with correspondence from the IRS related to the matter.

Upcoming Month

- 1) Meetings
 - a. Similar quantity to last month
- 2) Trainings
 - a. None planned
- 3) Legal Representation
 - a. Share scope of services desired with prospective legal representatives
 - b. Construct DRAFT contract
 - c. Present contract for Policy Board review
- 4) MPO/City of Minot Structure Agreement
 - a. Obtain DRAFT of agreement outlining relationship between City of Minot and MPO
- 5) MPO/City of Minot Lease Agreement

- a. Obtain DRAFT of lease agreement between City of Minot and MPO for office space and overhead costs.
- 6) SS4A Grant Application
 - a. Optional – Predicated on Policy Board decision at June 27 meeting

Time Off

Past Month

- Monday, June 24 – Medical Appt. in Bismarck

Upcoming Month

- Friday, July 5

DRAFT 2025 Unified Planning Work Program (UPWP)

CENTRAL
DAKOTA
METROPOLITAN
PLANNING
ORGANIZATION

PRESENTED BY

JOHN VAN DYKE, EXECUTIVE DIRECTOR

JUNE 27, 2024

Presentation Overview

- **UPWP Recap**
- **DRAFT Deobligation/Reauthorization Process**
- **Proposed DRAFT 2025 UPWP**
 - 2024 compared to 2025 total
 - Section 100
 - 110 Program Support
 - 120 Planning Work Program
 - 130 Training and Travel
 - 140 Program Expenses
 - Section 200
 - 210 - MTP Development
 - 220 - TDP Development
 - Section 300
 - 310 - Transportation Planning S & C
- **2024 Proactive Deobligation and Reauthorization for 2025 (optional)**
- **Next Steps**

UPWP Recap

- Discussion of the planning process and priorities that the MPO is facing
- A list of FHWA-funded planning activities performed by MPO
- Funding for each activity
- A description of work to be accomplished by MPO using funds from the FHWA with estimated and resulting products
- A Summary that shows the following:
 - Federal share of budget by type of fund
 - Matching rate by type of fund
 - State and/or local matching share
 - Other state or local funds
- Proposed use and budget of other funds from federal, state and local government that are being used for the planning, research, development and/or other activities undertaken by the MPO
- Schedule of completion of the work the MPO performs as well as an identification of who is responsible for each work activity
- The intended use of FHWA planning and research funds and a list of all studies that the MPO is undertaking

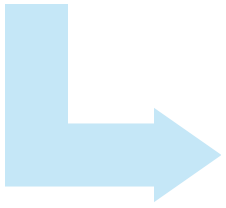
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- Schedule of completion of the work the MPO performs as well as an identification of who is responsible for each work activity
- The intended use of FHWA planning and research funds and a list of all studies that the MPO is undertaking

In other words... UPWP = A document detailing how CDMPO intends to expend grant funds

DRAFT Deobligation/ Reauthorization Process

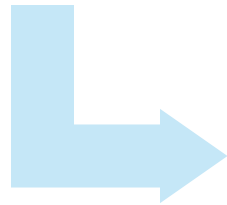
Year 1

- Year 1 Funds Authorized for Expenditure in Year 1; No Carryover Permitted
- Any Remaining Funds De-obligated



Year 2

- Year 2 Funds Authorized for Expenditure in Year 2; No Carryover Permitted
- NDDOT Works to Reauthorize Year 1 Funds for Expenditure in Year 3 as Year 3 UPWPs are being established by all 4 MPOs (No Guarantee that Year 1 Funds Will Be Received by the Respective MPO Where Funds were De-obligated)



Year 3

- Year 3 Funds Authorized for Expenditure in Year 3; No Carryover Permitted
- NDDOT Works to Reauthorize Year 2 Funds for Expenditure in Year 4 as Year 4 UPWPs are being established by all 4 MPOs
- Year 1 Funds Reauthorized for Expenditure

UPWP Approach

Year X Plan/Study Budget
(\$300,000)

Plan/Study #2 (\$300,000)

Kicks off in November; Expends
1/6 of Plan/Study Cost (\$50,000)



Plan/Study #1 (\$250,000)

DRAFT 2025 UPWP

2024/2025 Comparison

DRAFT 2025 UPWP

Total Program Cost Share	2024	2025	Net Change	% Change
Total Local Cost	\$ 110,870.62	\$ 124,807.00	\$ 13,936.38	12.57%
Total Federal Cost	\$ 443,482.47	\$ 499,228.00	\$ 55,745.53	12.57%
Total Program Hours and Expenses	\$ 554,353.08	\$ 624,035.00	\$ 69,681.92	12.57%

2024

Local Funds (20%)	\$ 110,870.62
<i>Burlington Local Match (2%)</i>	<i>\$ 2,217.41</i>
<i>Minot Local Match (69%)</i>	<i>\$ 76,500.73</i>
<i>Surrey Local Match (2%)</i>	<i>\$ 2,217.41</i>
<i>Ward County Local Match (27%)</i>	<i>\$ 29,935.07</i>

2025

Local Funds (20%)	\$ 124,807.00
<i>Burlington Local Match (2%)</i>	<i>\$ 2,496.14</i>
<i>Minot Local Match (69%)</i>	<i>\$ 86,116.83</i>
<i>Surrey Local Match (2%)</i>	<i>\$ 2,496.14</i>
<i>Ward County Local Match (27%)</i>	<i>\$ 33,697.89</i>

2024 Authorized funds = \$489,673; 2024 Local Match = \$122,418.25

Section 110 - Program Support

DRAFT 2025 UPWP

Key Activities - Administration

- Agendas
- Minutes
- Public Meeting/Hearing/Call for Comment Notices
- TAC and Policy Board Meetings
- Website Development
- Administrative Policy Development
- Non-TAC/PB Meetings
- Member Jurisdiction Coordination and Presentation

2024

Hours	Total Cost
1,191	\$73,568.22

Accountant - 475 Hours
ED - 716 Hours

2025

Hours	Total Cost
1,248	\$73,497.27

Accountant - 208 Hours
ED - 640 Hours
Office Assistant - Nicole Robinson - 400 Hours

Section 120 - Planning Work Program

DRAFT 2025 UPWP

Key Activities - Planning Work Program

- Prepare 2025 UPWP
- Process UPWP Amendments
- CDMPO Reporting

2024

Hours	Total Cost
428	\$32,020.78

ED - 428 Hours

2025

Hours	Total Cost
440	\$ 28,271.27

Office Assistant - Nicole Robinson - 120 Hours
ED - 320 Hours

Section 130 - Training and Travel

Key Activities - Training and Travel

- Training
- Travel

2024

Hours	Total Cost
72	\$10,616.67

ED - 72 Hours

2025

Hours	Total Cost
80	\$11,135.92

ED - 80 Hours

Section 140 - Program Expenses

Key Activities - Overhead

- PTO/Holidays
- Office Rent
- Memberships and Associations
- Advertising
- ATAC Annual Fee (\$10,000)
- Department Materials and Supplies
- Furniture and Equipment

2024

Hours	Total Cost
120	\$59,685.12

ED - 120 Hours

2025

Hours	Total Cost
160	\$46,551.84

ED - 160 Hours

Section 210 - MTP Development

Key Activities - Metropolitan Transportation Plan

- MTP

2024

Hours	Total Cost
520	\$361,703.75

ED - 520 Hours
Consultant Contract - \$257,800
ATAC Model Setup - \$65,000
Complete Streets - \$7,800
Total Expenses - \$322,800

2025

Hours	Total Cost
520	\$383,388.47

ED - 520 Hours
Consultant Contract - \$337,041
ATAC Model Setup - \$0
Complete Streets - \$7,959
Total Expenses - \$345,000

Section 220 - TDP Development

Key Activities - Transit Development Plan

- TDP

2024

Hours	Total Cost
120	\$8,977.79

ED - 120 Hours
Previously - Public Participation Plan

2025

Hours	Total Cost
260	\$73,807.84

ED - 260 Hours
Consultant Contract - \$54,613.60

Section 310 - Transportation Planning Support and Coordination

DRAFT 2025 UPWP

Key Activities - Jurisdictional Support and Coordination

- Development Proposal Review
- Planning Application Review/Comment

2024

Hours	Total Cost
104	\$7,780.75

ED - 104 Hours

2025

Hours	Total Cost
100	\$7,382.40

ED - 100 Hours

Section and Local Share Comparison

DRAFT 2025 UPWP

Section	Section Description	Net Change
110	Program Support	\$ (70.95)
120	Planning Work Program	\$ (3,749.51)
130	Training and Travel	\$ 519.25
140	Program Expenses	\$ (13,133.28)
210	MTP Development	\$ 21,684.72
220	TDP Development	\$ 64,830.05
310	Transportation Planning Support and Coordination	\$ (398.35)
All	Total	\$ 69,681.92

	2024	2025	Net Change
Local Funds (20%)	\$ 110,870.62	\$ 124,807.00	\$ 13,936.38
Burlington Local Match (2%)	\$ 2,217.41	\$ 2,496.14	\$ 278.73
Minot Local Match (69%)	\$ 76,500.73	\$ 86,116.83	\$ 9,616.10
Surrey Local Match (2%)	\$ 2,217.41	\$ 2,496.14	\$ 278.73
Ward County Local Match (27%)	\$ 29,935.07	\$ 33,697.89	\$ 3,762.82

Labor and Hours Comparison

DRAFT 2025 UPWP

CDMPO Labor Cost		
Executive Director		
Year	2024	2025
Hours	2080	2080
Wage per hour	\$57.68	\$ 58.62
Benefits per hour	\$17.13	\$ 15.20
Total Hourly Rate	\$74.81	\$ 73.82
Accountant		
Year	2024	2025
Hours	475	208
Wage per hour	\$32.69	\$ 38.85
Benefits per hour	\$9.42	\$ 12.87
Total Hourly Rate	\$42.11	\$ 51.72
Office Assistant		
Year	2024	2025
Hours	0	520
Wage per hour		\$ 24.91
Benefits per hour		\$ 13.82
Total Hourly Rate		\$ 38.73

Total Program Hours and Expenses	2024 Hours	2024 Total Cost	2025 Hours	2025 Total Cost	Change in Hours	Change in Total Cost
Total Hours	2,555	\$155,615.00	2,808	\$ 173,693.48	253	\$ 18,078.48
Total Expenses		\$398,738.08		\$ 450,341.52		\$ 51,603.44
Total Program Hours and Expenses	2,555	\$554,353.08	2,808	\$ 624,035.00	253	\$ 624,035.00

2024 Proactive Deobligation and Reauthorization for 2025 (optional)

Deobligation/Reauthorization Option

2024 Proactive
Deobligation and
Reauthorization for 2025
(optional)

1. Policy Board may proactively request deobligation of '24 funds
2. Reauthorization would occur in '25, if approved
3. Funds would be used to offset MTP costs not possible to accomplish in '24 due to "late" start.
4. The reauthorized funds could be used to bolster TDP effort
5. The more that can be accomplished with the TDP in '25, the less reliant on '26 dollars the project will be
6. Example:
 1. Deobligate \$45,386.40 from '24
 2. Reauthorize in '25 to bolster TDP
 3. TDP increase from existing \$54,613.60 to \$100,000.
 4. '26 funds available increase by \$45,386.40 due to less needed to complete TDP in '26
 5. Local match still applies - \$9,077.28

ED Recommendation - The TDP is reliant on the MTP to be sufficiently along in the process to provide adequate data to inform the creation of the TDP. While more could be accomplished with the TDP in '25, the amount that could be accomplished is not likely to be a game changer in '26. I would prefer to bank our "favors" asked of NDDOT for something more meaningful.

Recommend NOT to request proactive deobligation of '24 funds for reauthorization in '25.

Next Steps

'25 UPWP Next Steps

Next Steps

1. Policy Board provide direction based on budget presentation - June 27
2. ED to incorporate direction into '25 UPWP - June 28 thru July 25
3. ED to present DRAFT UPWP at July meeting for adoption - July 25 PB Meeting
4. If approved, DRAFT UPWP will be submitted to NDDOT and FHWA for review - up to 30-day review
5. Comments received by NDDOT and FHWA and adjustments made accordingly - July-August
6. Re-present to Policy Board for approval - September 26 PB Meeting
7. Resubmitted to NDDOT and FHWA - up to 30-day review
8. New contract signed - October/November PB Meeting

Discussion

CENTRAL DAKOTA METROPOLITAN PLANNING ORGANIZATION BY-LAWS

Adopted Date: October 26, 2023

Revised Date: N/A

Article I. Organization

1. These By-Laws shall regulate and govern the affairs of the Central Dakota Metropolitan Planning Organization, hereinafter referred to as the "MPO", organized pursuant to Title 23, Section 134 Regulations, specifically part 450, 650, and 49 CFR part 613. The MPO shall perform metropolitan and areawide planning for the geographic area comprised of the cities of Minot, Surrey, and Burlington and portions of Ward County.
2. The MPO shall also serve as a coordinating agency for investigations and studies for improvement of transportation services in the Metropolitan Area, shall disseminate information regarding comprehensive planning and proposals for improvement of the Metropolitan Area, and shall promote general public support for such plans and programs as the Metropolitan Planning Organization Policy Board, hereinafter referred to as the "Policy Board", may endorse.

Article II. Declaration of Policy

1. The MPO finds and declares that the people within the Metropolitan Area have a fundamental interest in the orderly development of the area.
2. The MPO further finds and declares:
 - a. That the members have an interest in the preparation and maintenance of a long-range transportation plan for the development of the area to serve as a guide to the political subdivisions within the area;
 - b. That the continuing growth of the area presents problems that are not confined to the boundaries of a single political subdivision;
 - c. That the area, by reason of its governmental jurisdictions, presents special problems of development that can be dealt with most effectively by a Metropolitan Planning Organization;
 - d. That the area is well adapted to unified consideration, and;
 - e. That in order to assure, insofar as possible, the orderly and harmonious development of the area, and to provide for the needs of future generations, it is necessary for the people of the area to form a Metropolitan Planning Organization to serve as a coordinating agency to harmonize the activities of federal, state, and local agencies, and to render assistance and create public interest and participation in the development of the area.

Article III. Functions

1. The MPO shall prepare and adopt and keep current a Metropolitan Transportation Plan (MTP) and recommend policies for the development of the area. The plan shall be based on existing conditions and probable future growth and shall be made with the general purpose of guiding a coordinated and harmonious development that will promote the health, safety, and general welfare of the inhabitants. The Plan shall also seek to promote efficiency and economy in the process of land development and population distribution to reduce the waste of resources; and it shall promote an efficient and economic utilization and conservation of the means of production of food and water, of sanitary and other facilities and of natural resources, and transportation.
2. The MPO shall be apprised of all local plans and projects that have areawide implications.

3. The MPO shall act as the official areawide planning agency for the Metropolitan Area and shall be designated as a consortium of governments for federal legislation dealing with transportation, land use, and any other issue deemed appropriate by their respective governing bodies and as the official Area Planning Organization as required by the United States Department of Transportation.

Article IV. Membership

1. The Policy Board shall consist of officials from the political subdivisions making up the MPO and shall be allowed representation as follows:

<u>Member</u>	<u>Entity</u>
City Council	City of Minot
City Council	City of Minot
City Manager	City of Minot
City Council	City of Surrey
City Council	City of Burlington
Commissioner	Ward County
Commissioner	Ward County

- a. Each member of the Policy Board receives one vote.
- b. Members shall be appointed by their respective political subdivisions.
- c. Each political subdivision is allowed to have one alternate member appointed by their governing body.
- d. The alternate member shall have full voting rights in the absence of the designated Policy Board member.
2. Term of Office – Members of the Policy Board shall serve for a term of two years except that members of the respective political subdivisions holding memberships by virtue of their elected positions shall hold office only during their respective terms of office.
3. Vacancies – Any vacancy shall be filled in the same manner as is provided for in the original designation.
4. Certification – Each member shall be certified as a member by means of written communication from their respective political subdivision, which shall become part of the records of the Policy Board.
5. Officers – The officers shall consist of a Chair, Vice Chair, and Executive Director.
 - a. Chair – The Chair shall be a voting member of the Policy Board from the City of Minot, City of Surrey, and Ward County and shall preside at all meetings of the Policy Board for a term of one(1) year.
 - b. Vice Chair – The Vice Chair shall be a voting member of the Policy Board from the City of Minot, City of Surrey, City of Burlington, and Ward County and shall exercise the functions of the Chair in their absence for a term of one (1) year.
 - c. The Chair and Vice-Chair shall be appointed in January of each year.
 - d. Executive Director – The Executive Director of the MPO shall exercise the functions of the authorized recording officer of the Policy Board and shall be empowered to execute official instruments of the Policy Board as authorized by the Policy Board.

Article V. Meetings

1. The MPO Policy Board shall generally meet on a monthly basis and shall fix a time and place for the meetings. Special meetings may be called or regular meetings cancelled or re-scheduled at the discretion of the Chair or Executive Director.
2. The Policy Board and Technical Advisory Committee shall keep records of all its meetings. The MPO's records shall be public records available for inspection by any interested parties at reasonable times during regular business hours.
3. All MPO meetings shall be open to the public.
4. Quorum: A quorum for the transaction of Policy Board business shall consist of the majority (4) of the Policy Board members.
5. Rules of Order – Except as otherwise required by these Articles, the Rules of Order shall be in accordance with the latest edition of ROBERT'S RULES OF ORDER, REVISED.

Article VI. Powers and Duties

1. The MPO shall prepare, maintain, and regularly update the plans set forth below. In preparation of the plans, the Policy Board shall seek to harmonize the general plans of the cities and county within the area and plans and planning activities of the federal, state, and local agencies.
 - a. Metropolitan Transportation Plan (MTP) – The MTP will serve as the basis for developing the communities' future transportation network. The MTP identifies and priorities 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 at regular intervals and has a planning horizon of at least twenty (20) years.
 - b. Transportation Improvement Plan (TIP) – The MPO shall prepare and submit annually a staged multi-year program of transportation improvement projects in each political subdivision. The TIP for the Metropolitan Area lists all 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, at an interval required by NDDOT, prepare an annual 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. Muti-jurisdictional Plans – The MPO shall review and act on all transportation plans and projects that clearly and substantially affect multiple political subdivisions within the Metropolitan Area.
2. Adoption – Before adoption of a plan or any revision thereto, it may be referred to each city and county planning commission for review with approval of the appropriate governing body as deemed necessary by the Policy Board, and the Policy Board shall allow a reasonable time for response. The MPO shall seek the cooperation and advice of the cities and county, state and federal agencies, and organizations and others interested in its functions. The Policy Board shall adopt plans and studies or portions thereof by majority vote.
3. Certification of Plan – The Policy Board shall certify adopted plans and studies or portions thereof, to the legislative bodies and planning commissions within the Metropolitan Area, to all public utilities affected by the plans and studies, and to any state or federal department or agency concerned with or affected by the plans on request.
4. Other Powers and Duties of the MPO:

- a. To conduct studies and research pertaining to planning and development and to make recommendations based on these studies.
- b. To provide, when possible, technical services to the member political subdivisions.
- c. 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.
- d. To enter into agreements or contracts for any service necessary or convenient for carrying out the purposes of the MPO.
- e. To acquire, hold, improve, maintain, own, manage, or lease personal or real property, equipment, or other services and to implement plans.
- f. Hire and supervise MPO Executive Director.

Article VII. Technical Advisory Committee

1. Technical Advisory Committee – A Technical Advisory Committee (TAC) of skilled and experienced persons to study and report on matters related to any of the functions of the MPO is hereby established. The TAC shall be composed of the of the following members:
 - a. City of Burlington Auditor
 - b. City of Burlington Public Works Director
 - c. City of Minot City Engineer
 - d. City of Minot Principal Planner
 - e. City of Minot Transit Superintendent
 - f. City of Surrey City Engineer
 - g. Ward County County Engineer
 - h. Ward County Planning and Zoning Administrator
 - i. NDDOT Minot District Engineer
 - j. NDDOT MPO Coordinator
 - k. Central Dakota MPO Executive Director
2. Any member may have an alternate serve in their place with full voting rights.
3. A quorum will consist of six (6) voting members.
4. The MPO Executive Director shall serve as the TAC Chair.
5. The purpose of the 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 political subdivisions concerning transportation activities.

Article VIII. Information Coordination

1. To facilitate the planning and development of the Metropolitan Area, all political subdivisions, planning agencies, and others within the area are requested to apprise the MPO of all public plans, maps, reports, regulations, and other documents as well as amendments and revisions thereto, that are related to the activities of the MPO.

Article IX. Financial Provisions

1. Prior to June 30th of each year, the Policy board shall adopt, by majority vote, a proposed UPWP and budget required for the operation of the MPO.
2. The local matching funds necessary to use federal and state planning funds by the respective political subdivisions must be provided by the respective political subdivisions per federal and state management requirements.
 - a. The local match from each political subdivision shall be based on their respective population as determined by the decennial census.
3. Audits and Records – Books, records, and accounts shall be kept as prescribed by state and federal law. All vouchers shall be submitted to the MPO for approval and signed by the Executive Director of the MPO. The vouchers shall then be submitted to the City of Minot Finance Department for processing following City of Minot policies and procedures.

Article X. Adoption and Amendments

1. These by-laws may be amended, or new by-laws adopted, at any regular or special meeting provided notice is included on the Policy Board's agenda. It shall take a majority vote of the Policy Board's voting membership to amend or adopt these by-laws. The adoption or amendment of the by-laws shall become effective after the second affirmative vote of the Policy Board.

Article XI. Code of Ethics

1. A standard of conduct shall govern the performance of the MPO's officers, employees, board members, or agents engaged in the award and administration of contracts. No employee, officer, board member, Executive Director, or agent of the MPO may participate in the selection, award, or administration of such a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:
 - a. The employee, officer, board member, Executive Director, or agent;
 - b. Any member of the immediate family of any of the above listed;
 - c. The business partner of any of the above listed; or
 - d. An organization that employs, or is about to employ, any of the above.
2. Furthermore, officers, employees, board members, the Executive Director, or agents may neither solicit nor accept personal gratuities, favors, or anything of monetary value from present or potential contractors or sub-recipients. The only exceptions to the policy include the following unsolicited gifts:
 - a. The gift of receipt of awards, and memorial plaques or trophies, having nominal intrinsic value; or
 - b. The gift of breakfast, lunch, or dinner.
 - c. A benefit that has been approved by the Policy Board.
3. Violation of these standards render the sale, lease, or contract voidable by the MPO, or by a court of competent jurisdiction. Any monies paid as a result of such violation may be recovered by a joint and several action from the parties to the sale, lease, or contract and the MPO official, Executive Director, employee or its agent interested in the same. Any officer employee board member or agent of the MPO proven to have violated these standards shall be subject to disciplinary action and the proven violations shall constitute just cause for the following actions:

- a. Reprimand;
 - b. Suspension;
 - c. Discharge or forfeiture of office.
4. Reprimand or suspension shall constitute disciplinary action as authorized by the Chair for the Executive Director, and by the Executive Director for employees or agents. Discharge or forfeiture of office will be at the direction of the Policy Board after due and proper hearing for officers and board members. It is expressly understood that members of the Policy Board are representatives of political subdivisions comprising the MPO and these disciplinary proceedings set forth herein shall be in addition to any proceedings undertaken by the individual appointing authorities with respect to each appointed members of the Policy Board.

Adopted this 26th day of October, 2023



Chair, Central Dakota MPO Policy Board

ATTEST:



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sound8099@hotmail.com

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Lance Meyer

lance.meyer@minotnd.gov

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Completed	Security Checked	2/1/2024 1:26:34 PM
Payment Events	Status	Timestamps