



Central Dakota MPO Technical Advisory Committee Meeting
Tuesday, March 11, 2025, at 10:30 AM
Public Works Conference Room 3, Public Works (1025 31st St SE)
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 FEBRUARY 11, 2025 MINUTES

Suggested Motion: I move to approve the minutes of the February 11, 2025 meeting as presented.

3. NEW BUSINESS

3.1. CENTRAL DAKOTA TRANSIT DEVELOPMENT PLAN - REQUEST FOR PROPOSALS

Suggested Motion: I move to recommend Policy Board approve the Request for Proposals subject to necessary changes following review by Minot City Transit, NDDOT, and other agencies, as necessary.

3.2. 2025 UPWP AMENDMENT #1

Suggested Motion: I move to recommend Policy Board approve Amendment #1 to the 2025 UPWP as presented.

4. OLD BUSINESS

4.1. 2026/2027 UPWP DISCUSSIONS CONT.

5. OTHER BUSINESS

5.1. NDDOT/FHWA/FTA UPDATE, IF ANY

5.2. OTHER BUSINESS, IF ANY

5.3. OPPORTUNITY FOR PUBLIC COMMENT

6. ADJOURNMENT



Central Dakota MPO Technical Advisory Committee Meeting Minutes

Tuesday, February 11, 2025, at 10:30 AM
Public Works Conference Room 3,
Public Works (1025 31st St SE)

John Van Dyke called the meeting to order at 10:30 AM

1. ROLL CALL

The following were present:

Burlington City- David Anders, Cole Jones
Minot City- Brian Horinka, Stephen Joersz, Doug Diedrichsen
Surrey City- Jesse Berg
Ward County- Dana Larsen, Beth Pietsch
NDDOT- Korby Seward, Will Hutchings
MPO Director- John Van Dyke

Absent: None

Others Present: Leslie Noehre (virtual), Angie Stenson (virtual), Luke Champa (virtual), Mike Bittner (virtual), Scott Harmstead (virtual), Kristen Sperry

2. APPROVAL OF MINUTES

2.1 REVIEW AND APPROVAL OF THE JANUARY 14, 2025 MINUTES

Motion to approve the minutes of the January 14, 2025 meeting as presented by Doug Diedrichsen, seconded by Beth Pietsch, and favored by all.

3. OLD BUSINESS

3.1 METROPOLITAN TRANSPORTATION PLAN CONSULTANT UPDATE

Angie Stenson introduced the topics and structure of the MTP presentation. Leslie Noehre began the presentation by sharing an overview of phase 1 engagement. He shared feedback received at focus group listening sessions.

John Van Dyke asked for volunteers to review the draft document and provide comments by February 25, 2025. Doug Diedrichsen, Stephen Joersz, and Will Hutchings volunteered.

Scott Harmstead presented the goals, objectives, and policies. Van Dyke asked for volunteers to review this draft document by February 25, 2025. Dana Larsen, Jesse Berg, and Beth Pietsch volunteered.





Luke Champa presented the Financial Plan Memo. He reviewed average annual revenue sources from 2019 to 2026. He discussed revenue options and forecasts. Stenson asked for two sets of volunteers. The first set to review general comments and a second follow-up group to coordinate agency specific check-ins by February 25, 2025. Van Dyke asked for volunteers from each member jurisdiction. Dana Larsen, Lance Meyer, Jesse Berg, Cole Jones, and Will Hutchings volunteered.

Harmstead continued the MTP presentation with a discussion on future network conditions.

Mike Bittner presented on issues identification. He summarized crash data within the Central Dakota MPO. He also discussed pedestrian, bike, and transit levels of service with the intent of identifying existing problems and creating solutions. Van Dyke asked for volunteers to review the draft with a subgroup.

Stenson briefed members on the next steps the consultants will be taking in response to the information collected. Tuesday, April 8, 2025 will be the next meeting attended by the consultants.

4. NEW BUSINESS

4.1 2025 PERFORMANCE MEASURES

Van Dyke presented the 2025 performance measures.

Van Dyke asked for a motion to recommend Policy Board approve the performance measures as presented. So moved by Brian Horinka, seconded by Cole Jones, and passed unanimously.

5. OTHER BUSINESS

5.1 OTHER BUSINESS, IF ANY

Dana Larsen confirmed the BUILD Grant was submitted.

5.2 OPPORTUNITY FOR PUBLIC COMMENT

No public present.

6. ADJOURNMENT

Van Dyke asked for a motion to adjourn the meeting. So moved by Dana Larsen, seconded by Will Hutchings, and passed unanimously. Meeting adjourned at 12:09 PM.





Central Dakota Transit Development Plan

Request for Proposals
for
Transportation Planning Services

April 2025

**REQUEST FOR PROPOSALS
FOR
TRANSPORTATION PLANNING SERVICES**

The Central Dakota Metropolitan Planning Organization (MPO) requests proposals from qualified consultants for the following project:

Central Dakota Transit Development Plan

Qualifications based selection criteria will be used to analyze technical submittals from responding consultants. Upon completion of technical ranking, the MPO will enter contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposal of the top-ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any or all submittals. This project has a not to exceed budget of \$200,000.

Interested firms should contact John Van Dyke, Central Dakota MPO, PO Box 5006, Minot, ND 58702-5006. Contact can also be done via phone 701-420-4524, or by email: john.vandyke@centraldakotampo.org

All proposals received by April 28, 2025, at Noon at the MPO Office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. The full length of each proposal should not exceed fifty (50) pages (twenty-five (25) double-sided pages, if printed) including any supporting material, charts, or tables, except for the required inclusions provided in the RFP. Electronic proposals are preferred in doc or pdf format; however, they must be easily reproducible by MPO in black-and-white. Seven (7) printed copies should be provided and the MPO will not accept spiral bound proposals; consultants are encouraged to prepare proposals in a format that will ensure for efficient disposal and are encouraged to use materials that are easily recycled. A sealed cost proposal must still be provided in hard copy by the noted due date. Submittals must be received no later than April 28, at noon (central time). Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to:

John Van Dyke
Executive Director
Central Dakota MPO
PO Box 5006
Minot, ND 58702-5006
john.vandyke@centraldakotampo.org
Office: 701-420-4524
Cell: 701-721-9626

Once submitted, the quotes become the property of MPO.

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REQUEST FOR PROPOSALS FOR TRANSPORTATION PLANNING SERVICES

I. Purpose of Request

The MPO requests proposals from qualified consultants for the following project:

Central Dakota Transit Development Plan

The purpose of this Request for Proposals (RFP) is to provide an interested consulting firm with enough information about the professional services desired by the MPO.

A selection committee will rank submittals from responding consultants. Upon completion of the rankings, the MPO will enter into contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposals of the top-ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any and all submittals.

II. General Instructions

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

**John Van Dyke
Executive Director
Central Dakota MPO
PO Box 5006
Minot, ND 58702-5006
Office Phone: 701-420-4524
Direct Phone: 701-721-9626
Email: john.vandyke@centraldakotampo.org**

A. Proposals shall be submitted to:

**Central Dakota MPO
PO Box 5006
Minot, ND 58702-5006**

B. All proposals must be clearly identified and marked as follows:

**Proposal for:
Central Dakota Transit Development Plan
Firm's Name
Central Dakota MPO**

All proposals must be received by noon (central time) April 28, 2025, at which time the proposals will be opened for review. Cost proposals will remain sealed in a secure place until proposal ranking is complete and contract negotiations begin. An electronic copy and seven (7) copies of the technical proposal must be provided. One copy of the cost proposal shall be submitted in a separate, sealed, and clearly marked envelope.

C. Selection Committee

The technical proposals will be reviewed by the Selection Committee, which may include individuals from local municipalities and multi-jurisdictional bodies as follows:

- Souris Basin Transportation
- Minot City Transit
- City of Minot Engineering Department
- City of Minot Planning Division
- MPO
- Minot Area Chamber - Economic Development Corporation
- City of Minot Elected Official
- FTA Region 8
- FHWA North Dakota
- NDDOT

Once the written proposals are received, if there are five or more proposals the Selection Committee will rank the proposals to interview the top three (3). A 40-minute interview will be scheduled for either May 8 or May 9, 2025 with the firms that submit the top three ranked proposals, if four proposals are received then all will get an interview. This 40-minute interview will provide an opportunity for the selection committee members to ask questions of the submitting firms and get clarification on any information in the proposals that may not be clear. Firms chosen for interviews will be expected to make presentations and should prepare one. The interviews may be conducted via online service. Firms may be asked to verbally expand upon points in their written proposal and should be prepared to do so.

D. Respondent Qualifications

Respondents must submit evidence that they have relevant experience and have previously delivered services similar to the ones required. Each respondent may also be required to show that he/she has satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent who is engaged in any work that would impair his/her ability to perform or finance this work.

No proposal will be accepted from, nor will a subcontract be awarded to, any respondent who is in arrears to MPO or its representative governments, upon any debt or contract; who is in default, as surety or otherwise, upon any obligation to the local partners; or who is deemed to be irresponsible or unreliable by the local representatives.

E. Disadvantaged Business Enterprise

In the performance of this agreement, the contractor shall cooperate with MPO in meeting its goals with regard to the maximum utilization of disadvantaged business enterprises and will use its best efforts to ensure that such business enterprises shall have maximum practical opportunities to compete for subcontract work under this agreement.

1. Policy

It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this Agreement.

2. DBE Obligation

The MPO and contractor agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under or pursuant to this Agreement. In this regard, the contractor shall take all necessary and responsible steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have maximum opportunity to compete for and perform contracts. The contractor shall not discriminate based on race, creed, color, national origin, age, or sex in the award and performance of DOT-assisted contracts.

F. Equal Employment Opportunity

In connection with this proposal and any subsequent contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. The consultant will take action to ensure that its employees are fairly treated during employment without regard to their race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff, or termination; rate of pay or other forms of compensation; and selection for training, including internship and/or apprenticeship. The consultant further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. The consultant will furnish all necessary information and reports and will permit access to its books, records, and accounts by the MPO and/or its representatives including state and federal agencies, for purposes of investigation to ascertain compliance with non-discrimination provisions or any resultant contract.

G. Ownership, Publication, Reproduction, and Use of Materials

All work products of the contractor which result from this contract are the exclusive

property of MPO, local partners, and its federal/state grantor agencies. No material produced in whole or part under this agreement shall, during the life of this agreement, be subject to copyright in the United States or in any other country. Permission and approval must be obtained from the MPO before any report, handbook, cassettes, manual, interim data, or results are published. Draft copies of all deliverables must be prepared by the consultant and reviewed and approved by the MPO before publication. The consultant, subject to the approval by the MPO, shall have the authority to publish, disclose, distribute, and otherwise use in whole and part, any reports, data, or other materials prepared under this agreement.

H. Records, Access, and Audits

The consultant shall maintain complete and accurate records with respect to allowable costs incurred and manpower expended under this contract. All such records shall be maintained on a generally accepted accounting basis and shall be clearly identified and readily accessible. The consultant shall provide free access to the representatives of MPO, the US Department of Transportation, and the Comptroller General of the United States at all proper times to such data and records, and their right to inspect and audit all data and records of the Consultant relating to his performance under the contract; and to make transcripts there from as necessary to allow inspection of all work data, documents, proceedings, and activities related to this contract for a period of three (3) years from the date of the final payment under this contract.

I. Conflicts of Interest

No official or employee of the MPO, state, or any other governmental instrumentality who is authorized in his official capacity to negotiate, accept, or approve, or to take part in negotiating, accepting, or approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract. No engineer, attorney, appraiser, inspector, or other person performing services for the MPO, state, or a governmental instrumentality in connection with a project shall have, directly or indirectly, a financial or other personal interest other than his employment or retention by the MPO, state, or other governmental instrumentality, in any contract or subcontract in connection with such project. No officer or employee of such person retained by the MPO, state, or other governmental instrumentality shall have, directly or indirectly, any financial or other personal interest in a project unless such interest is openly disclosed upon the public records of the MPO, the NDDOT, or such other governmental instrumentality, and such officer, employee, or person has not participated in such acquisition for and in behalf of the state.

J. Eligibility of Proposer, Non-procurement, Debarment and Suspension Certificate, and Restriction on Lobbying

The consultant is advised that his or her signature on this contract certifies that the company/agency will comply with all provisions of this agreement, as well as applicable federal and state laws, regulations, and procedures. Moreover, the consultant affirms its compliance with the federal Debarment and Suspension Certification and the Federal Restrictions on Lobbying.

K. Subcontracting

The contractor may, with prior approval from the MPO, subcontract as necessary to accomplish the contract objectives. Subcontracts shall contain all applicable provisions of this agreement, and copies of the subcontract must be filed with the MPO.

L. Assignments

The contractor shall not assign or transfer the contractor's interest in this agreement without the express written consent of the MPO.

M. Procurement- Property Management

The contractor shall adhere to 49 CFR 18.36 when procuring services, supplies, or equipment, and to the applicable provisions of 49 CFR 18.32 and FHWA Safety Grant Management Manual, Transmittal 14, October 5, 1995, Property Management Standards, which are incorporated into this agreement by reference, and are available from the North Dakota Department of Transportation.

N. Termination

The right is reserved by either party to terminate this agreement with or without cause at any time if the recipient does not comply with the provisions of this agreement or its attachments.

If the MPO terminates this agreement, it reserves the right to take such action as it deems necessary and appropriate to protect the interests of the MPO, and its state/federal grantor agencies. Such action may include refusing to make any additional reimbursements of funds and requiring the return of all or part of any funds that have already been disbursed.

O. Amendments

The terms of this agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by written instrument signed by the parties.

P. Civil Rights

The contractor will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 STAT. 252), the regulation of the Federal Department of Transportation, 49 CFR, Part 21, and Executive Order 11246.

The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin. The contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, color, sex, age, handicap, or national origin. Such actions shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or advertising, layoff or

termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Furthermore, the contractor agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

Q. Civil Rights- Noncompliance

If the contractor fails to comply with the federal or state civil rights requirements of this contract, sanctions may be imposed by the FHWA or the NDDOT as may be appropriate, including, but not limited to:

1. Withholding of payments to the contractor under the contract until the contractor complies, or
2. Cancellation, termination, or suspension of the contract, in whole or in part.

R. Energy Efficiency

The contractor shall comply with the standards and policies relating to energy efficiency which are contained in the North Dakota Energy Conservation Plan issues in compliance with the Energy Policy & Conservation Act, Public Law 94-163, and **Executive Order 11912**.

S. Disabled

The contractor shall ensure that no qualified disabled individual, as defined in 29 USC 706(7) and 49 CFR Part 27 shall, solely by reason of this disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from the assistance under this agreement.

T. EPA Clean Act and Clean Water Acts

The contractor shall comply with the Clean Air Act, 42 U.S.C. 1857; the Clean Water Act, 33 U.S.C. 1251; EPA regulations under 40 CFR Part 15, which prohibits the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities, and **Executive Order 11738**.

U. Successors in Interest

The provisions of this agreement shall be binding upon and shall ensure to the benefit of the parties hereby, and their respective successors and assigns.

V. Waivers

The failure of the MPO or its local state/federal grantors to enforce any provisions of this contract shall not constitute a waiver by the MPO or its state/federal grantors of that or any other provision.

W. Notice

All notices, certificates, or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

X. Hold Harmless

The contractor shall save and hold harmless the MPO, its officer, agents, employees, and members, and the State of North Dakota and the NDDOT, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the contractor or its subcontractors, agents, or employees under this agreement. It is hereby understood and agreed that any and all employees of the contractor and all other persons employed by the contractor in the performance of any of the services required or provided for under this agreement shall not be considered employees of the MPO or the NDDOT, and that any and all claims that may arise under the Worker's Compensation Act on behalf of said employees while so engaged and any and all claims by any third parties as a consequence of any act or omission on the part of said contractor's employees while so engaged in any of the services to be rendered under this agreement by the contractor shall in no way be the obligation or responsibility of the MPO.

Y. Compliance with Federal Regulations

The contractor is advised that his or her signature on this contract certifies that its firm will comply with all provisions of this agreement as well as applicable federal and state laws, regulations, and procedures. Moreover, the contractor affirms its compliance with the federal Debarment and Suspension Certification and the federal Restrictions on Lobbying.

III. Preliminary Project Schedule

A. Consultant Selection

Advertise RFP to Qualified Firms	April 5-26, 2024
Receive Proposals	Noon on April 28, 2025
Review Proposals	April 28 – May 2, 2025
Select Interview Finalists & Notify	May 2, 2025
Interview the Finalists	May 8-9, 2025
Notify the Finalist	May 12, 2025
Contract Negotiations Completed	May 12 – May 20, 2025
MPO Policy Board Approval	May 22, 2025

B. Project Development

Notice to Proceed	June 16, 2025
Actionable Data/Information Deliverable	April 6, 2026
Full Preliminary Draft	June 2, 2026
Full Final Draft	July 7, 2026
Presentation of Final Draft to Minot City Council	July 20, 2026

Presentation of Final Draft to TAC	August 11, 2026
Presentation of Final Draft to Policy Board	August 27, 2026
Anticipated Project Completion	September 4, 2026

IV. RFP Evaluation Criteria & Process

The Committee will determine which firm would best provide the services requested by the RFP. When choosing a consulting firm, the MPO will have a two (2) step process. The proposal evaluation will evaluate the proposal that the firm sends the MPO. The interview evaluation will be based on the interview with the firm. The MPO in close coordination with members of the Selection Committee will evaluate the proposals based on, but not limited to, the following criteria and their weights:

A. Proposal Evaluation Criteria and Weight

1. Demonstrates understanding of the scope of work and local factors. Shows how firm proposes to approach, resolve challenges, and encourage new ideas that improve the end project. (Weight 25%)
2. Demonstrates the firm's designated team members' knowledge and experience to successfully address the scope of work. (Weight 25%)
3. Demonstrates the firm's designated team members' history of timely performance, quality, and integrity, as evidenced by a list of client references. Demonstrates the firm's approach to managing resources and project output. (Weight 15%)
4. Demonstrate experience, expertise, qualifications, and credentials of project manager, key personnel, and subconsultant team members. Project team should indicate other significant projects being worked on, the percent of involvement, and probable completion date of the individual's work on the project. (Weight 25%)
5. Provide a time schedule for completion of each task and the entire project, with appropriate time for review. Demonstrate the project team has the resources necessary to complete the project. (Weight 10%)

B. Interview Evaluation Criteria and Weight

1. Observations on existing conditions and key project information. (Weight 20%)
2. Identification of key issues or problems that will need to be considered and any initial thoughts on how to resolve issues or problems. (Weight 25%)
3. Innovative approaches and concepts. (Weight 25%)
4. Experience and capabilities in development of similar studies of both key personnel and the project team. (Weight 20%)
5. Quality of interview. Comment on specific reasons why the firm should be selected for the project. (Weight 10%)

Each proposal will be evaluated on the above criteria by the Selection Committee. The interview and proposal scores will be combined to have a final score. The firm with the best final score will be contacted for contract negotiations. The qualifying firm chosen by the Selection Committee will enter a contract and fee negotiation based on the sealed cost proposal, submitted in a separate

envelope.

The MPO is an Equal Opportunity Employer.

V. Terms and Conditions

A. The MPO reserves the right to reject any or all quotes, or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal.

B. The MPO reserves the right to request clarification of information submitted and to request additional information about one or more applicants.

C. Any proposal may be withdrawn up until the date and time set for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 90 days (about 3 months), to provide to the MPO the services set forth in the attached specifications, or until one or more of the quotes have been approved by the MPO Policy Board.

D. If, through any cause, the firm shall fail to fulfill in a timely and proper manner the obligations agreed to, the MPO shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the MPO and shall contain, as a minimum, applicable provisions of the Request for Proposal. The MPO reserves the right to reject any agreement that does not conform to the Request for Proposal and any MPO requirements for agreements and contracts.

F. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the MPO.

VI. Proposal Format and Content

Proposals shall include the following sections at a minimum:

1. Introduction and Executive Summary
2. Response to Administration Questions
3. Summary of Proposed Technical Process/Planning Process
4. Description of Similar Projects within the last 5 years and key staff assigned to them.
5. Project Staff Information including breakdown of estimated staff hours by each staff class per task.
6. References
7. DBE/MBE Participation

8. Sealed Cost Proposals (in a separate envelope)

Detailed requirements and directions for preparation of each section are outlined below.

A. Introduction and Executive Summary

Provide the following information concerning your firm:

1. Firm name and business address, including telephone number and email address.
2. Year established (including former firm names and year established, if applicable).
3. Type of ownership and parent company, if any.
4. Project manager's name, mailing address, and telephone number, if different from item 1. Project manager's experience.

In the Executive Summary, highlight the major facts and features of the proposal, including any conclusions, assumptions, and recommendations you desire to make.

B. Administrative Questions

Provide the following information concerning your firm:

1. Identify the respondent's authorized negotiator.
Give the name, title, address, and telephone number of the respondent's authorized negotiator. The person cited shall be empowered to make binding commitments for the respondent firm.
2. Provide workload and manpower summaries to define respondent's ability to meet project timeline.

C. Summary of Proposed Technical Process

Discuss and clearly explain the methodology that your firm proposes to use to satisfactorily achieve the required services on this project. The respondent must document a clear understanding of the RFPs entire scope of work and project intent (see VII of RFP) for the background and scope of work, including project management, public engagement, existing service review, fixed route service planning, financial analysis, governance study, policy guidance, and peer performance review. Include all aspects of technical analysis, projections, advanced technology and software, and public participation processes. Address any unique situations that may affect the timely, satisfactory completion of this project.

D. Project Staff Information

Provide a complete project staff description in the form of a graphic organization chart, a staff summary that addresses individual roles and responsibilities, and resumes for all project participants. Please provide staff information breakdown of estimated staff hours by each staff class per task. It is critical that contractors commit to levels of individual staff members' time to be applied to work on this project. Variance from these commitments must be requested in writing from the MPO and reviewed/approved in terms of project

schedule impact.

The completion of the scope of work in this agreement by the contractor must be done without any adverse effect in any way on other contracts that the contractor currently has in place with the MPO.

E. Similar Project Experience

Describe similar types of studies/construction projects completed or currently under contract.

F. References

Provide References of three clients for whom similar work has been completed.

G. DBE/MBE Participation

Present the consultant's efforts to involve DBE/MBE businesses in this project. If the consultant is a DBE/MBE, a statement indicating that the business is certified by the NDDOT as a DBE/MBE shall be included in the proposal. If the consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the subcontractor's certification by either the NDDOT shall be included. The percentage of the total proposed cost to be completed by the DBE shall be shown.

H. Cost Quotes/Negotiations

1. Cost Quotes

Submit in a separate sealed envelope a cost proposal for the project work activities. Cost proposals will be separated from technical proposals and secured unopened until the technical evaluation process is completed. Cost Proposals shall be based on hourly "not to exceed" amount. Cost proposals must be prepared using the format provided in Appendix B. Attached to the Cost Proposal, the Certification of Indirect Rate Form also provided in Appendix B should be filled out.

2. Contract Negotiations

The MPO will negotiate a price for the project after the Selection Committee completes its final ranking of the consultants. Negotiation will begin with the most qualified consultant, based on the opening of their sealed cost proposal. If the MPO is unable to negotiate a fair and reasonable contract for services with the highest-ranking firm, negotiations will be formally terminated, and will begin with the next most qualified firm. This process will continue until a satisfactory contract has been negotiated.

The MPO reserves the right to reject any, or all, submittals.

VII. Background and Scope of Work

A. Background

Minot City Transit is the transit provider for the MPO region. Minot City Transit maintains seven (7) fixed routes and is actively working to contract paratransit services, which are presently provided by Souris Basin Transportation.

The Central Dakota MPO, in conjunction with Minot City Transit, seeks to establish a Transit Development Plan to evaluate fixed route and paratransit services throughout the MPO region. A similar plan was adopted in 2013 and may be found [here](#).

As a product of the 2020 Decennial Census, Minot City Transit is transitioning from rural to urban funding formulae. There are substantial differences in federal funding availability and corresponding requirements that could impact long-term services provided by Minot City Transit and the City of Minot seeks data, information, and guidance on how best to implement changes, if any.

The Central Dakota Transit Development Plan (Plan) should provide both short-term (<5 years) and moderate-to-longer-term (5-10+ years) guidance and include several elements that are explained in greater detail in VII. B. Scope of Work. These include:

1. Project Management
2. Public Engagement
3. Existing Service Review
4. Fixed Route Service Planning
5. Financial Analysis
6. Governance Study
7. Policy Guidance
8. Peer Performance Review

The City of Minot seeks adequate data, information, and guidance to be provided to inform the 2027 municipal budgeting process that begins April 2026. However, assemblage and refinement of the preliminary draft and final versions of the plan are not required to be completed until June and July 2026 respectively.

B. Scope of Work

The MPO is seeking a consultant that can provide a holistic assessment of fixed route and paratransit services MPO-wide. The MPO, in conjunction with Minot City Transit, has reviewed and identified numerous elements that must be addressed in order for the City of Minot to make informed decisions surrounding the future of transit services in the area.

The outline below is a proposed scope of work that will guide the development of the Central Dakota Transit Development Plan (Plan). The MPO includes the following scope

of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate development of the Plan.

The outline, in order to provide additional context to the respective task and where applicable, provides references to other transit plans from other areas in the nation that are desired to be emulated. The consultant may include in the proposal additional performance tasks that will integrate innovative approaches to successfully complete the project. At a minimum, the consultant will be expected to establish detailed analyses, recommendations, and/or deliverables for the following tasks:

1. Project Management

The consultant will be required to manage the study and coordinate with subconsultants, as well as bearing responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact for the MPO project manager.

The consultant should expect bi-weekly progress meetings with the MPO project manager. Additionally, the consultant should expect to prepare monthly progress reports, documentation of all travel and expense receipts, and prepare and submit invoices monthly. When submitting progress reports, the consultant will be required to outline the following performed work during the reporting period:

- Upcoming tasks
- Upcoming milestones
- Status of scope and schedule
- Any issues to be aware of

Deliverable: A monthly progress report and detailed invoice. The monthly progress report should be sent to the project manager one week prior to the monthly Technical Advisory Committee (TAC) meeting in order to be included on the agenda.

2. Public Engagement

In compliance with the MPO's adopted Public Participation Plan (PPP), the consultant will develop and implement an extensive community engagement program that seeks to gain input from transit users and community members. Broad-based community engagement is considered critical to the success of this plan.

It is imperative to consider the public and keep them informed of the planning activities and outcomes using strategies that include use of the internet and social media. Providing information to the MPO and other regional jurisdictions for posting on their websites will be required. New and innovative public engagement solutions are highly encouraged.

a) Steering Committee

The consultant will use a Steering Committee (Committee) to provide input and oversight throughout the study process. The Committee will meet as needed to provide input and guidance through the study process, particularly on key decision points in the study. The consultant will be

responsible for providing all information (support information such as maps, etc.) to be discussed at the Committee meetings eight days prior to the meeting. The consultant will prepare clear and concise briefings to present to the Committee. The consultant should expect at least four (4) meetings with the Committee, which can be coordinated with public input meetings to make the most efficient use of any travel expenditure. The meetings need to have a virtual option.

Members of the Steering Committee could include:

Souris Basin Transportation
Minot City Transit
City of Minot Engineering Department
City of Minot Planning Division
MPO
Minot Area Chamber - Economic Development Corporation
City of Minot Elected Official
FTA Region 8
FHWA North Dakota
NDDOT

b) Public Involvement Meetings

The consultant should plan for a minimum of three (3) public meetings to identify the concerns and needs of businesses, users of transit, to cull information about their experience, and non-users, to cull information about barriers to using the system, and residents including pedestrian and bicycling needs. The consultant shall be required to submit its approach on how it will reach out to the community during the planning process. The consultant's approach should address:

- How it will go about these meetings.
- Methods it will employ.
- Quantity of rounds of public engagement meetings.
- Timing of engagement techniques the consultant is accustomed to utilizing to accomplish this task.

The consultant will be responsible for fully developing each round of public engagement before it is proposed to the MPO's project manager. Scheduling, presentations/written material, and development should occur well in advance of the proposed engagement event. All public comments are to be recorded as they pertain to the Plan.

Example of desired approach: Preferences, Tradeoffs & Priorities exercise as seen here:

https://fmmetrocog.org/application/files/7916/4986/1165/MATBUS_TDP_FinalDocument20211203.pdf#page=13

c) Presentations

The consultant should budget for at least three (3) public meeting presentations to the City of Minot City Council, Central Dakota MPO Technical Advisory Committee (TAC), and Central Dakota MPO Policy

Board.

Deliverable: At the end of each public involvement meeting a memorandum with the meeting activities and results will be provided to the MPO. This will include documentation of comments/feedback and how they are incorporated into the final document. These will be gathered into a public involvement appendix in the final document.

3. Existing Services Review

The consultant will evaluate the existing transit system and assess existing conditions and available resources. The consultant should be aware of existing land use, demographics, and socio-economic conditions that would impact adjustments to transit service, if any are recommended.

The review should identify the transit supportive areas in the MPO region, generally defined as three households per acre and/or four jobs per acre, with focus on identifying areas with higher densities and other considerations/prioritization given to low-income populations and those with zero vehicle households. Additional or alternative analysis based on best practice is welcomed.

Example of desired analysis (in part): Population and Employment Density Matrix as seen here:

<https://www.eauclairewi.gov/home/showpublisheddocument/33967/637408780813870000#page=24>

Deliverable: A technical memorandum and/or chapter draft that will provide an overview of existing services.

4. Fixed Route Service Planning

The consultant will evaluate the existing eight (8) fixed routes to determine any necessary changes to improve and/or optimize service. Special focus should be applied to the identification of fixed stop locations along each of the routes. Any recommended changes should be provided with an associated fiscal impact, as well as an implementation strategy to prioritize changes over the course of several years, if necessary.

Proposed changes should be well-reasoned, simple to understand, and easily conveyable to decision-makers.

Example of desired analysis (in part): Service Recommendations by Route as seen here:

<https://www.eauclairewi.gov/home/showpublisheddocument/33967/637408780813870000#page=105>

Deliverable: A technical memorandum and/or chapter draft that will provide recommended changes to the fixed route system, including associated fiscal impact and corresponding implementation strategy.

5. Financial Analysis

A financial analysis should be conducted as part of the Plan. As part of the financial analysis, the consultant should evaluate revenue alternatives, including cost-share with Minot Public School District 1 or other taxing jurisdictions in the region. In addition, the financial analysis should identify alternative capital asset management practices and/or reduced service provisions to ensure long-term viability of operations. The existing fare structure should be reviewed, with the consultant providing recommendations on any adjustments and the associated impacts thereof.

Example of desired analysis (in part): Options for Funding as seen here:
<https://www.gwinnettcounty.com/static/departments/transportation/pdf/gwinnett-county-transit-development-plan-executive-summary.pdf#page=25>

Example of desired analysis (in part): Financial Alternatives as seen here:
https://bisantransit.com/files/2023/10/BisManTDP_FinalReport_20230929.pdf#page=19

Deliverable: A technical memorandum and/or chapter draft that will provide a financial analysis addressing all elements as outlined above.

6. Governance Study

The consultant will evaluate alternative governance structures that could be explored, providing the benefits and drawbacks of each, and recommendations and strategies for implementation. The focus should be to ensure long-term operational sustainability given the transition from rural to urban funding formulae and to adequately address future transit needs of the region.

Example of desired analysis: Governance Changes as seen here:
https://bisantransit.com/files/2023/10/BisManTDP_FinalReport_20230929.pdf#page=8

Deliverable: A technical memorandum and/or chapter draft that will provide an evaluation of alternative governance structures that may better provide services into the future given the shift in funding revenue sources.

7. Policy Guidance

The consultant will evaluate existing federal, state, and local policies, if any, related to the provision of transit services, with a focus on compliance and any necessary operational adjustments that may be required. As part of the policy evaluation, special attention shall be provided by the consultant surrounding compliance with the Americans with Disabilities Act (ADA).

Example of desired analysis: Policy Guidance as seen here:

https://rapidcityareampo.org/application/files/5416/6440/4037/22TP002-_2022_Rapid_City_Transit_Development_Plan_Final_Report.pdf#page=24

Example of desired analysis: Policy Guidance as seen here:

<https://www.eauclairewi.gov/home/showpublisheddocument/33967/637408780813870000#page=16>

Deliverable: A technical memorandum and/or chapter draft that will provide an evaluation of existing federal, state, and local, if any, policies, focusing on compliance and necessary operational changes stemming therefrom.

8. Peer Performance Review

The consultant will compare similarly sized transit systems to determine relative performance in a variety of areas. The goal is to identify operational practices that may be eliminated from or incorporated into practice that will reduce cost or improve service or both.

Example of desired analysis: Peer Performance Analysis as seen here:

https://rapidcityareampo.org/application/files/5416/6440/4037/22TP002-_2022_Rapid_City_Transit_Development_Plan_Final_Report.pdf#page=58

Example of desired analysis: Peer Performance Analysis as seen here:

<https://www.eauclairewi.gov/home/showpublisheddocument/33967/637408780813870000#page=60>

Deliverable: A technical memorandum and/or chapter draft that will provide a review of peer transit providers, identifying those areas of operations that may be adjusted in order to reduce cost, improve service, or both.

C. Project Deliverables

The final product of this effort will document the results of fulfilling the scope of work.

1. First full draft preliminary document by noon June 2, 2026
2. A final draft document by noon July 7, 2026
3. Final adoption by Policy Board on September 4, 2026 (including three (3) full printed copies)

An electronic copy of the approved final reports will be delivered to the MPO in PDF and Word formats. The electronic copies should be complete and in order such that additional copies of either document could be printed on-demand. In addition, electronic copies of any working papers, data, modeling software, and maps used to create information in the document will be delivered to the MPO either during the project or at its conclusion.

D. Estimated Project Budget

This project has a not-to-exceed budget of \$200,000. Consultants submitting proposals are asked to use audited DOT rates when completing their Cost Proposal Form and certify the indirect costs with the Certification of Final Indirect Costs (See Appendix B).

E. Other Requirements

The consultant will update the Executive Director on the aforementioned bi-weekly meetings and will also provide a written monthly progress report which will clearly reflect progress, timeliness, and budget expenditure. The monthly progress report will be presented by the MPO Executive Director to the MPO's Technical Advisory Committee (TAC). The consultant must provide the progress report one week prior to the monthly TAC meeting so that documents may be included as part of the respective meeting's agenda.

As part of the MPO's efforts to track consultant history the MPO will do an end-of-project evaluation of the consultant. This will be shared with the consultant for their information. This form can be found in Appendix C.

VIII. Information Available for Consultant

A. Shapefiles

- Current Designated Stops
- Current Routes
- Urban Areas
- Others

B. Other Documents

- Public Participation Plan:
<https://www.minotnd.gov/DocumentCenter/View/9100/Public-Participation-Plan>
- City of Minot 2040 Comprehensive Plan:
<https://www.minotnd.gov/233/Comprehensive-Plan>
- MPO Webpage: <https://minotnd.gov/807/Metropolitan-Planning-Organization>

IX. Map of Project Area

Appendix A

Government-Wide Debarment and Suspension (Non-procurement)
49 CFR Part 29, Executive Orders 12549, 12689, and 31 U.S.C. 6101 (Contracts over \$25,000)

Background and Applicability

In conjunction with the Office of Management and Budget and other affected Federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-355, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed \$25,000 as well as any contract or subcontract (at any level) for Federally required auditing services. 49 CFR 29.220(b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from \$100,000 to \$25,000. These are contracts and subcontracts referred to in the regulation as “covered transactions.”

Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from the prior practice in that certification is still acceptable but is no longer required. 49 CFR 29.300.

Grantees, contractors, and subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

Instructions for Certification: By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

Suspension and Debarment

This contract is a covered transaction for the purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirements to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the recipient. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to the recipient, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Contractor _____

Signature of Authorized Official _____ **Date** ____/____/____

Name & Title of Contractor’s Authorized Official _____

Certification of Restriction on Lobbying

I _____, hereby certify on behalf of _____
(Name & Title of grantee official) (Name of grantee)

that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of the Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____, _____

By _____
(Signature of Authorized Official)

(Title of Authorized Official)

Proposed Sub-Consultant Request

North Dakota Department of Transportation, Environmental & Transportation Services
SFN 60232 (9-2016)

Sub-Consultant firms that have been contacted and agree to be listed on a Prime Consultants Project Proposal for work with NDDOT must submit original form and one copy to be attached to the Prime Consultants Proposal. This form is used for informational purposes only.

NDDOT Project Number N/A	NDDOT Project Control Number N/A	Prime Consultant Company Name		
Company Name	Owner			
Address		City	State	Zip Code
Company Telephone Number	Fax Number	Email Address		

Type of Work to be Subcontracted

☐ Appraisals	☐ Environmental	☐ Planning	☐ Structural Design
☐ Architecture	☐ Geotechnical	☐ Public Involvement	☐ Survey
☐ Bridge Inspection	☐ Materials Testing	☐ Roadway Design	☐ Traffic Operations
☐ Construction Engineering	☐ Partnering Facilitation	☐ Soil Contamination	☐ Wetlands Delineation
☐ Cultural Resources	☐ Photogrammetry	☐ Steel Fabrication	☐ Other

The undersigned declares that all statements listed above are true.

Firm
Print Name
Title

Signature	Date
------------------	-------------

Is Firm Currently NDDOT Certified as a DBE?	☐ Yes	☐ No
---	------------------------------	-----------------------------

Prime Consultant Request To Sublet

North Dakota Department of Transportation, Environment & Transportation Services

SFN 60233 (9-2016)

Project Number	PCN	Project Description
N/A	N/A	
Sub-Consultant		Address
Prime Consultant		Address

The subcontract between the sub-consultant and prime consultant specified above contains all pertinent provisions and requirements of the prime contract with the North Dakota Department of Transportation (NDDOT). It is specifically agreed and understood by and between the prime consultant and the sub-consultant that should the Deputy Director of Engineering of the NDDOT determine that progress on any sublet item of work is not satisfactory, the Deputy Director shall notify the prime consultant in writing of that fact and the prime consultant shall have the right to terminate the subcontract by giving written notice thereof to sub-consultant, and the sub-consultant shall have no cause of action against the prime consultant or the state of North Dakota for such termination. A prime contractor's organization shall perform work amounting to not less than 30 percent of the total original contract amount.

Name		
Title		
Sub-Consultant		
I hereby acknowledge that I have received and am aware of the following applicable provisions to this subcontract:		
Applicable	Not Applicable	
		Consultant Agreement
		Request for Proposal
		Appendix A and E (Title VI Assurance)
		Risk Management Appendix
Signature		Date

Name		
Title		
Prime Consultant		
I hereby acknowledge that I have received and am aware of the following applicable provisions to this subcontract:		
Applicable	Not Applicable	
		Consultant Agreement
		Request for Proposal
		Appendix A and E (Title VI Assurance)
		Risk Management Appendix
Signature		Date

Item Covered By Subcontract

Work Description	Unit	Amount
Project Support	Contract	\$0
Public Engagement	Contract	\$0
Total		\$0

Prime Consultant: Submit original form to Consultant Administrative Services

NDDOT Use Only			
Approved: CAS or Contract Manager	Date	Percent Sublet This Request	Total Percent Sublet to Date
NDDOT Distribution: Submit one copy of Contract Documents to FileNet			

Cost Quote Form

(Include completed cost form in a separate page labeled “Cost Form- Vender Name” and submit with technical proposal as part of overall response.)

Cost Quote Form

The cost estimated should be based on a not to exceed cost as negotiated in discussion with the most qualified contractor. Changes in the final contract amount and contracted extensions are not anticipated.

Required Budget Format

Please Use Audited DOT Rates Only

1. Direct Labor	Hours	X	Rate	=	Total
Name, Title, Function	0.00	X	0.00	=	\$0.00
		X		=	0
		X		=	0
		X		=	0
1. Subtotal- Direct Labor					
2. Overhead					
3. General & Administrative Overhead					
4. Subcontractor Costs					
5. Materials and Supplies Costs					
6. Travel Costs					
7. Fixed Fee					
8. Miscellaneous Costs					
Total Cost					

Certification of Final Indirect Costs

Firm Name: _____

Proposed Indirect Cost Rate: _____

Date of Proposal Preparation (mm/dd/yyyy): _____

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): _____

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: _____

Name of Certifying Official (Print): _____

Title: _____

Date of Certification (mm/dd/yyyy): _____

2025 UPWP AMENDMENT #1



Date: 09/19/2024

To: Wayne Zacher, MPO Coordinator, North Dakota Department of Transportation; Kristen Sperry, Planning Program Manager, FHWA, Renae Tunison, Community Planner, FTA

From: John Van Dyke, Executive Director, Central Dakota Metropolitan Planning Organization

Subject: 2025 UPWP Amendment #1

All,

The Central Dakota MPO submits its first amendment to the 2025 Unified Planning Work Program (UPWP).

The majority of adjustments included in this amendment stem from additional work on the Metropolitan Transportation Plan (MTP) accomplished in 2024 that is no longer necessary to accomplish in 2025. The 2025 UPWP was conservatively established assuming \$175,000 of work would be accomplished toward the MTP. However, \$249,938.33 was accomplished in 2024, resulting in \$74,938.33 of work toward the MTP that does not need to be completed in 2025. These funds have been reallocated toward two projects – Section 220 – Transit Development Plan in the amount of \$39,814.93 and a new Section 230 - CenDak Signalized Intersections Traffic Data Collection in the amount of \$39,383. A description of Section 230 is provided in the amended UPWP.

Further, hours towards several sections have been reallocated to better reflect time expected to be dedicated toward each respective Section.

Table 1. provides a summary of changes by Section stemming from the aforementioned adjustments.

Table 1. Summary of Changes by Section

Summary of changes by Section

Section Title	Hours	Hourly Cost	Expenses
Section 110 - Program Support and Administration - Executive Director	104	\$7,677.69	-
Section 110 - Program Support and Administration - Office Assistant	-120	-\$4,259.60	-
Section 120 - Planning Work Program	-60	-\$4,429.44	-
Section 210 - Metropolitan Transportation Plan	-104	-\$7,677.69	-\$74,938.33
Section 220 - Transit Development Plan	40	\$2,952.96	\$39,814.93
Section 230 - CenDak Signalized Intersections Traffic Data Collection (NEW)	20	\$1,476.48	\$39,383.00
Net Change	-120	-\$4,259.60	\$4,259.60





Additionally, changes in total hours, hourly wage rate, and hourly benefit rate, for the Office Assistant contribute toward the changes summarized in Table 1. Table 2. Illustrates these changes. In short, the total cost per hour for the Office Assistant is increasing by \$0.97. Simultaneously, total hours allotted for this position have been adjusted downward from 520 to 400. This results in cost savings of \$4,259.60, which has been reallocated toward Section 220 Transit Development Plan expenses.

Table 2. Office Assistant Detail

Office Assistant Detail			
Item	Original	Amended	Change
Wage per hour	\$24.91	\$26.83	\$1.92
Benefits per hour	\$13.82	\$12.87	-\$0.95
Total Hourly Rate	\$38.73	\$39.70	\$0.97
Total Hours Allotted for Position	520	400	-120
Total Cost of Labor Allotted for Position	\$20,139.60	\$15,880.00	-\$4,259.60

Attached is both a “clean” version that shows no markup and the version with tracked changes for ease of review. This amendment was approved at the March 27, 2025 Policy Board meeting.

I thank you for your consideration and following your approval, this document will be posted to the Central Dakota MPO webpage.

Thank you,

John Van Dyke, AICP
Executive Director, Central Dakota MPO

Attachments:

Document Name – TC

Document Name - Clean



2025 Unified Planning Work Program (UPWP) Amendment #1

Central Dakota Metropolitan Planning Organization

MPO Contact:

John Van Dyke, Executive Director

P: (701) 420-4524

E: john.vandyke@minotnd.gov

10 3rd Ave SW

Minot, ND 58701



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Introduction

The Central Dakota Metropolitan Planning Organization (CDMPO) was established in 2023 in response to the 2020 US Census. The Census identified the Cities of Minot and Surrey and areas of Ward County within the urbanized area. Collectively, these entities included the City of Burlington to be a part of the Metropolitan Planning Area, but not part of the urbanized area.

CDMPO is represented by the following political subdivisions:

- City of Burlington
- City of Minot
- City of Surrey
- Ward County

Policy Board

The CDMPO is governed by a seven (7) member Policy Board. Current members of the Policy Board include:

Agency	Title
John Fjeldahl, Chair	Ward County
Michael Thiesen	City of Surrey
Jerick Hedges	City of Burlington
Jim Rostad	Ward County
Lisa Olson	City of Minot
Mark Jantzer	City of Minot
Harold Stewart	City of Minot

Each political subdivision may have one alternate member in the event an appointed member is unable to attend the Policy Board meeting. The current alternate members include:

Alternate Member	Political Subdivision
Kelsey Flick	City of Burlington
Steve Fennewald	City of Surrey
Paul Pitner	City of Minot
Ron Merritt	Ward County

The Policy Board generally meets the fourth Thursday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Policy Board has been meeting in the Executive Conference Room on the 3rd floor of the Minot City Hall, located at 10 3rd Ave SW, Minot, ND.



Technical Advisory Committee

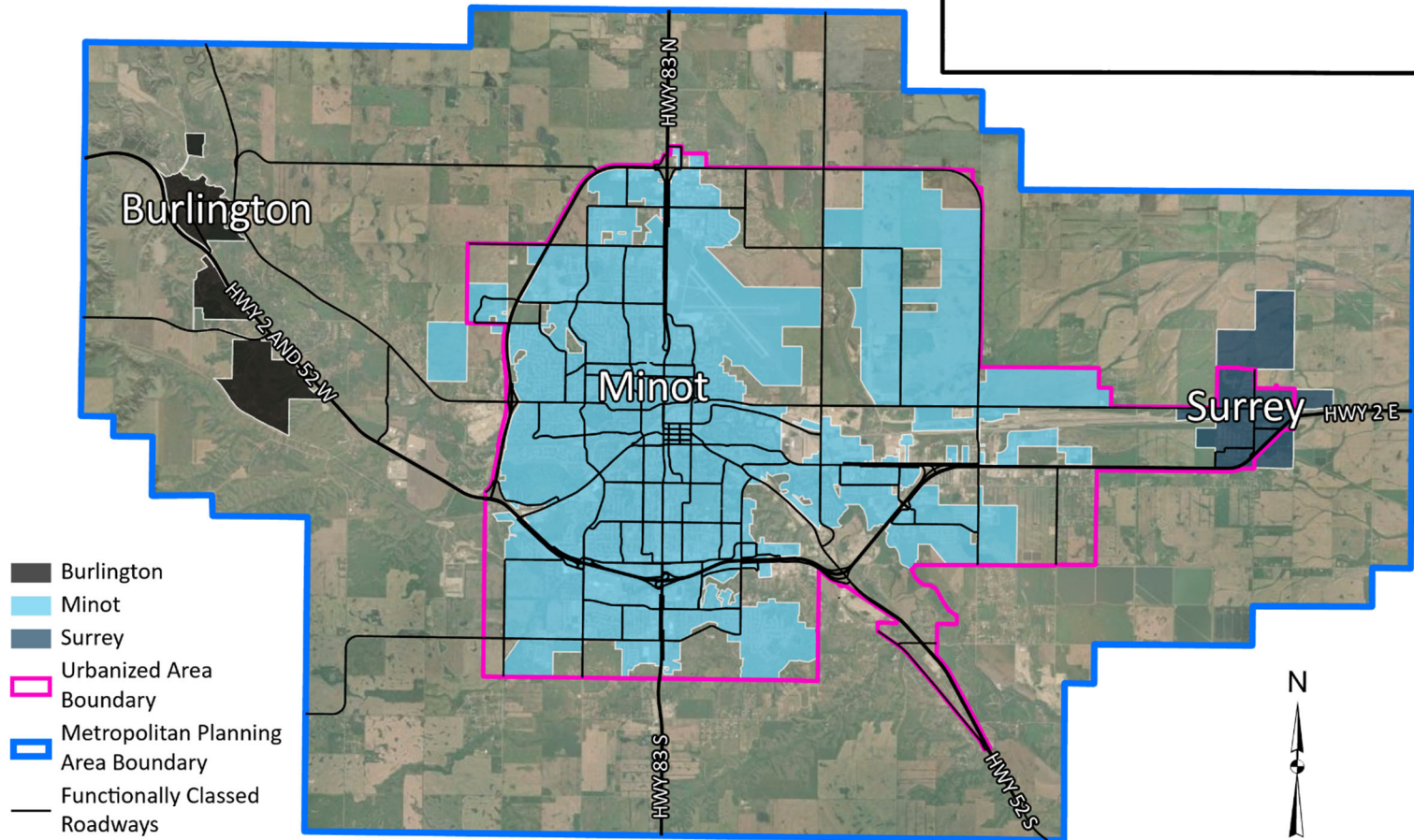
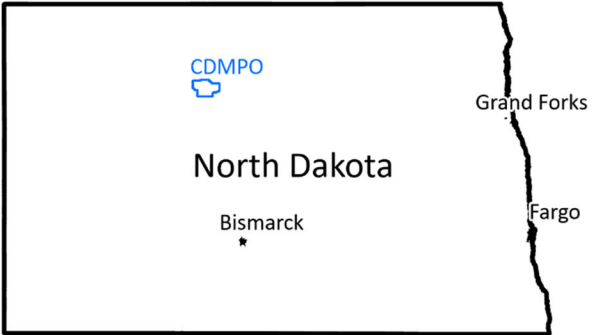
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted, to provided services in such capacity:

Agency	Title
CDMPO	Executive Director
City of Burlington	City Auditor
City of Burlington	Public Works Director
City of Minot	City Engineer
City of Minot	Principle Planner
City of Minot	Transit Superintendent
City of Surrey	City Engineer
Ward County	County Engineer
Ward County	Planning & Zoning Administrator
NDDOT	Minot District Engineer
NDDOT	MPO Coordinator

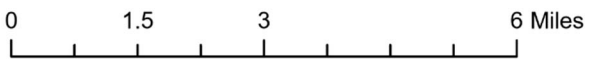
The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31st St. SE, Minot, ND.

Map of CDMPO

Central Dakota Metropolitan Planning Organization (CDMPO)
Boundary Map
Burlington, Minot, Surrey, and Portions of Ward County, ND



- Burlington
- Minot
- Surrey
- Urbanized Area
- Boundary
- Metropolitan Planning Area Boundary
- Functionally Classed Roadways



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Purpose of Unified Planning Work Program

The Unified Planning Work Program (UPWP) is required to be produced annually and must be approved by the CDMPO Policy Board, the North Dakota Department of Transportation (NDDOT), and the United States Department of Transportation (USDOT) via the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

The UPWP provides a detailed description of all transportation related planning activities anticipated by the CDMPO during the calendar year. It also provides detailed work activities and budget information including local, state, and federal funding shares, to allow the state to document the requirements for planning grants distributed through the Federal Government.

2024 Accomplishments

2024 was the MPOs first full calendar year in operation. Much of the groundwork has been laid since January 1, 2024, including adoption of the 2024 UPWP, Title VI Policy, hiring an Executive Director, and consultant selection/kick-off of the 2050 Metropolitan Transportation Plan. It is anticipated that the Public Participation Plan (Section 220 of the 2024 UPWP) and approximately 33 percent of the Metropolitan Transportation Plan will be completed during the remainder of 2024.

In addition, agreements between the City of Minot and the CDMPO will be established that outline the arrangement between the two organizations, specifically related to the City as a direct subrecipient of federal funds on behalf of the CDMPO and the City of Minot employment of the Executive Director. Work on refining this relationship is ongoing and will continue through the end of 2024 and beyond.

2025 Planned Work Activities

The planned work activities through 2025 will focus on continued effort to establish a firm foundation for which to operate in years to come. A critical pillar of this effort is to adopt the CDMPO's first Metropolitan Transportation Plan, which is an areawide transportation plan that applies to all four (4) political subdivisions. The 2050 MTP kicked off in summer 2024 and must be completed no later than December 31, 2026. The CDMPO desires to have the MTP in place sooner than the end of 2026, with a target of the end of 2025. This push is reflected in the UPWP for 2025.

Other work that is still needed to be initiated or completed throughout 2025 includes:

- Completion of the 2026 UPWP
 - This effort will incorporate anticipation of 2027 activities to establish the organization's first two-year rolling UPWP.
- Complete development of the 2050 Metropolitan Transportation Plan (MTP)
- Begin work on establishing the 2026-2029 Transportation Improvement Program (TIP)
 - This work will include coordination with NDDOT and utilize the soon-to-be available eSTIP
- Begin work on the Transit Development Plan (TDP) (approximately 25% of the project will be completed in 2025, with the remainder occurring in 2026)



Section 100 – Program Support and Administration

Program Support and Administration activities include the coordination of Technical Advisory Committee (TAC) and Policy Board meetings, staff training and travel, preparing work programs, UPWP creation, adoption, and amendments thereof, website creation, and quarterly budget reports.

Section 110 – Program Support

Program Support activities keep the Policy Board and TAC informed and meeting on a regular basis. Actions include record keeping of Policy Board and TAC meetings, agendas and minutes, Title VI program work, website development, and attending MPO activity meetings, including but not limited to Planning Commission, County Commission, and City Council/Commission. This section will also include work on the creation of any new, or modifications of existing, agreements/contracts to clarify/effect the interoperability between the City of Minot and the CDMPO and obtain services to effect other Sections of this work program. In addition, this section includes financial and other state/federal reporting, paid time off and holiday pay for the Executive Director, and all other administrative functions to support the CDMPO. This activity will be complete at the end of 2025.

Section 120 – Planning Work Program

Planning Work Program activities include creation of the 2026 UPWP, which will include anticipation of 2027 activities. It will also include any associated amendments and administrative modifications to the 2025 UPWP. This activity will be complete at the end of 2025.

Section 130 – Training and Travel

Training and Travel includes all costs to attend MPO director's meetings, workshops, conferences, and other professional development activities. This activity will be complete at the end of 2025.

Section 140 – Program Expenses

Program Expenses are the costs necessary to maintain the CDMPO office including but not limited to professional legal services, computer hardware, software, and maintenance/repair, office rent, telephone services, advertising for public input, engagement, and outreach, postage and shipping, materials and supplies, furnishings and equipment, copier and printer supplies, books and subscriptions, and memberships and associations.

The CDMPO will also enter into a three-year contract with the Advanced Traffic Analysis Center (ATAC) beginning January 1, 2025, which includes an annual fee. This annual fee is included in this section.

This activity will be complete at the end of 2025.



Section 200 – Long-Range Transportation Planning

The Long-Range Transportation Planning element includes activities related to plan development and necessary support data for implementation of the Metropolitan Transportation Plan (MTP) and other plans. This section also includes public outreach and environmental justice activities.

Section 210 – Metropolitan Transportation Plan Development

Because CDMPO is new, a Metropolitan Transportation Plan (MTP) does not exist. The City of Minot and Ward County have corridor studies and long-range plans, but not a full encompassing document for the Metropolitan Planning Area.

Consultant selection is complete and funds are budgeted in 2024 to initiate creation of the MTP. An MTP is required to be established no later than December 31, 2026 and the budget reflects the ongoing activities related to this effort. The CDMPO desires to have the MTP in place sooner than the end of 2026, with a target of the end of 2025. This push is reflected in the UPWP for 2025.

Metropolitan Transportation Plan Development activities project management to include consistent interaction with the consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. It also includes all other activities necessary to support facilitation of the creation of the MTP.

The costs of developing the plan will be the primary expense the MPO has over the next year.

Finally, this project will utilize the full amount of Complete Streets funding set aside for 2025 in the amount of \$7,959 toward consultant fees for this effort.

Section 220 – Transit Development Plan

The City of Minot adopted a Comprehensive System Analysis in December 2013 surrounding the City's transit services. Many of the objectives have been accomplished since adoption and the area has changed significantly in the last decade.

Transit Development Plan activities will focus on securing consultant services to accomplish approximately 25 percent of the Transit Development Plan and surround project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. It also includes all other activities necessary to support facilitation of the creation of the TDP. The remaining 75 percent will be budgeted for and accomplished in 2026.

Section 230 – CenDak Signalized Intersections Traffic Data Collection

Upper Great Plains Transportation Institute's Advanced Traffic Analysis Center (ATAC), with support from North Dakota Department of Transportation (NDDOT), recently completed a sample traffic data collection project for two (2) of the state highway intersections located within the City of Minot. Realizing the value of the data being collected with regard to future plans and studies, Central Dakota



MPO will expand the traffic data collection effort to the remaining intersections throughout the MPO area over time.

Traffic data collection will utilize technology located at existing camera-based intersections and include both traffic data collection and pedestrian count data collection. The effort will be conducted over several years, with seventeen (17) intersections being setup in 2025. The service will also include maintaining traffic data collection processes and troubleshooting on an as-needed basis for up to two (2) intersections. A final report and retraining on the use of the Traffic Analysis website interface will be included as part of this project.

It is expected that this passive data collection project will require less CDMPO labor involvement than a standard study/plan and therefore twenty (20) hours of the ED time is allocated toward this effort.

Section 300 – Short-Range Transportation Planning

Activities in this section will focus on providing input and coordination with local agencies inside the MPA. The Executive Director will coordinate with planning departments on development proposals, transit planning, and other planning initiatives.

Section 310 – Transportation Planning Support and Coordination

The Executive Director will coordinate with planning and other departments on development proposals, transit planning, and other planning-related initiatives. This activity will be complete at the end of 2025.



UPWP Funding

Total Revenue

Revenue for CDMPO comes from a combination of federal and local funds. The total federal funds allocated to the CDMPO is \$499,228. The total local funding is a 20 percent match of the federal funding which equals \$124,807. Each local political subdivision allocates match based on the latest decennial census. The local match breakdown is as follows: Burlington 2%, Surrey 2%, Ward County 27%, and Minot 69%. The dollar amounts are shown in the Table 1. CDMPO Revenue.

Table 1. CDMPO Revenues

Funding Source	Amount	Percentage of Total
2025 Authorized Federal Funds (80%)	\$ 499,228.00	80.0%
<i>ND PL</i>	<i>\$ 403,287.00</i>	<i>64.6%</i>
<i>ND CS</i>	<i>\$ 7,959.00</i>	<i>1.3%</i>
<i>FTA ND</i>	<i>\$ 87,982.00</i>	<i>14.1%</i>
Local Funds (20%)	\$ 124,807.00	20.0%
<i>Burlington Local Match (2%)</i>	<i>\$ 2,496.14</i>	<i>0.4%</i>
<i>Minot Local Match (69%)</i>	<i>\$ 86,116.83</i>	<i>13.8%</i>
<i>Surrey Local Match (2%)</i>	<i>\$ 2,496.14</i>	<i>0.4%</i>
<i>Ward County Local Match (27%)</i>	<i>\$ 33,697.89</i>	<i>5.4%</i>
Total Revenue	\$ 624,035.00	100%



Total Expenses

The expenses shown below are based on several assumptions for the 2025 budget since the CDMPO has no significant historical expense data. Many of the budget line items are modeled after the City of Minot's Engineering Department costs.

The furniture & equipment and capital infrastructure line items have several costs associated with them such as office furniture and office remodel costs. The budget line items will be refined as cost history is developed over the next few years.

Table 2. CDMPO Expenses

2025 CDMPO Expenses		
Salaries		
<i>All</i>	<i>Executive Director</i>	<i>\$ 121,936.00</i>
<i>Sec. 110</i>	<i>Accountant</i>	<i>\$ 8,080.80</i>
<i>Sec. 110</i>	<i>Office Assistant</i>	<i>\$ 10,732.00</i>
Benefits		
<i>Sec. 110</i>	<i>Health Insurance</i>	<i>\$ 22,130.03</i>
<i>Sec. 110</i>	<i>Life Insurance</i>	<i>\$ 297.99</i>
<i>Sec. 110</i>	<i>Medicare</i>	<i>\$ 3,183.74</i>
<i>Sec. 110</i>	<i>NDPERS</i>	<i>\$ 12,051.51</i>
<i>Sec. 110</i>	<i>Short Term Disability</i>	<i>\$ 1,142.47</i>
<i>Sec. 110</i>	<i>Long Term Disability</i>	<i>\$ 637.26</i>
Professional Services		
<i>Sec. 210, 220, & 230</i>	<i>Consultants</i>	<i>\$ 403,873.20</i>
<i>Sec. 130</i>	<i>Education & Training</i>	<i>\$ 800.00</i>
<i>Sec. 140</i>	<i>Professional Services - Legal</i>	<i>\$ 7,500.00</i>
<i>Sec. 140</i>	<i>ATAC Annual Fee</i>	<i>\$ 10,000.00</i>
<i>Sec. 140</i>	<i>Telephone Services and IT Maintenance and Repair Agreements</i>	<i>\$ 2,340.00</i>
<i>Sec. 140</i>	<i>Books, Subscriptions, Memberships, and Associations</i>	<i>\$ 2,300.00</i>
Operational Expenses		
<i>Sec. 130</i>	<i>Travel Costs</i>	<i>\$ 4,430.00</i>
<i>Sec. 140</i>	<i>Office Rent</i>	<i>\$ 3,100.00</i>
<i>Sec. 140</i>	<i>Advertising, Postage, and Shipping</i>	<i>\$ 6,500.00</i>
<i>Sec. 140</i>	<i>Department Materials, Copier/Printer Supplies, Furnishings, and Equipment</i>	<i>\$ 3,000.00</i>
Department Total		\$ 624,035.00



CDMPO Labor Cost

The table below shows the CDMPO labor cost breakdown based on the salary and benefit totals for the Executive Director, Accountant, and Office Assistant¹.

Table 3. CDMPO Labor Costs

CDMPO Labor Cost	
Executive Director	
2025 Hours	2080
Wage per hour	\$ 58.62
Benefits per hour	\$ 15.20
Total Hourly Rate	\$ 73.82
Accountant	
2025 Hours	208
Wage per hour	\$ 38.85
Benefits per hour	\$ 12.87
Total Hourly Rate	\$ 51.72
Office Assistant	
2025 Hours	400
Wage per hour	\$ 26.83
Benefits per hour	\$ 12.87
Total Hourly Rate	\$ 39.70

¹ Hourly rates are a function of the annual cost of the respective labor cost component divided by the number of hours programmed for each position. Therefore, the hourly rates shown in Table 3. are rounded to the nearest \$0.01. For example, annual wages and hours for the Executive Director are programmed at \$121,936 and 2,080 respectively. This results in an hourly rate of approximately \$58.623076923. The labor costs for each table in this report reflect the more accurate hourly wage calculation.



Program Funding

Shown in the tables below are the funding allocations for each program within the UPWP. Sections and line items within each section are estimates and funds may need to be moved between sections or individual line items within each section as needed through an administrative modification or amendment.

An Administrative Modification is required for: 1) adjustments totaling no more than ten (10) percent of funding allocated within one section to another section; or 2) adjustments totaling no more than ten (10) percent of funding allocated for an individual line item within a section to another individual line item within the same section. For example, if \$1,000 was moved from Section A with a total budgeted amount of \$50,000 (2 percent of total) to Section B with a total budgeted amount of \$100,000 (1 percent of total) an administrative modification could be utilized to accommodate the adjustment.

Administrative modifications are effected by the Executive Director and the Technical Advisory Committee and Policy Board are informed thereafter of the changes. Adjustments exceeding ten (10) percent are considered amendments. Administrative modifications and amendments must follow the respective procedures as outlined in the Public Participation Plan.



Section 110- Program Support and Administration

Table 4. Section 110 Summary of Hours and Expenses

Section 110 - Program Support and Administration	Hours	Total Cost
Total Hours - Executive Director, Accountant, and Office Assistant	1,472	\$90,421.84
Total Expenses		\$-
Section 110 - Program Support and Administration Total	1,472	\$90,421.84

Table 5. Section 110 Detail of Hours and Expenses

	Section 110 - Program Support and Administration	Hours	Total Cost
	Activities		
Program Support	Preparation and attendance of TAC/PB meetings, attendance of CDMPO meetings throughout the state, grant writing, website development, administrative policy development, member jurisdiction coordination and presentations, financial and other state/federal reporting, Paid Time Off (PTO) and Holiday Pay, and other administrative functions to support the CDMPO.		
	Hours		
	Executive Director - All Activities	864	\$63,783.92
	Accountant - Preparation and attendance of TAC/PB meetings, financial and other state/federal reporting	208	\$10,757.92
	Office Assistant - Preparation and attendance of TAC/PB meetings, website development, financial and other state/federal reporting, other administrative functions to support the CDMPO	400	\$15,880.00
	Total Hours	1,472	\$90,421.84
	Expenses		
	N/a		\$ -

Table 6. Section 110 Cost Share Breakdown

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal		\$72,337.47	
Burlington	\$361.69		
Surrey	\$361.69		
Minot	\$12,478.21		
Ward County	\$4,882.78		
Other			
Total	\$18,084.37	\$72,337.47	\$90,421.84



Section 120- Planning Work Program

Table 7. Section 120 Summary of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
Total Hours - Executive Director		260	\$19,194.24
Total Expenses			\$ -
Section 120 - Planning Work Program		260	\$19,194.24

Table 8. Section 120 Detail of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
Planning Work Program	Activities		
	Prepare UPWP, administrative modifications, and amendments		
	Hours		
	Executive Director - All Activities	260	\$19,194.24
	Total Hours	260	\$19,194.24
	Expenses		
	N/a		\$ -

Table 9. Section 120 Cost Share Breakdown

Section 120 - Planning Work Program			
Entity	Local	Federal	Total
Federal		\$15,355.39	
Burlington	\$76.78		
Surrey	\$76.78		
Minot	\$2,648.80		
Ward County	\$1,036.49		
Other			
Total	\$3,838.85	\$15,355.39	\$19,194.24



Section 130- Training and Travel

Table 10. Section 130 Summary of Hours and Expenses

Section 130 - Training and Travel	Hours	Total Cost
Total Hours - Executive Director	120	\$ 8,858.88
Total Expenses		\$ 5,230.00
Section 130 - Training and Travel	120	\$ 14,088.88

Table 11. Section 130 Detail of Hours and Expenses

	Section 130 - Training and Travel	Hours	Total Cost
	Activities		
	Trainings, conferences, and other professional development activities		
	Hours		
	Executive Director - All Activities	120	\$ 8,858.88
	Total Hours	120	\$ 8,858.88
	Expenses		
	Training		\$ 800.00
	Travel		\$ 4,430.00
	Total Expense		\$ 5,230.00

Table 12. Section 130 Cost Share Breakdown

Section 130 - Training and Travel			
Entity	Local	Federal	Total
Federal		\$ 11,271.10	
Burlington	\$ 56.36		
Surrey	\$ 56.36		
Minot	\$ 1,944.27		
Ward County	\$ 760.80		
Other			
Total	\$ 2,817.78	\$ 11,271.10	\$ 14,088.88



Section 140- Program Expenses

Table 13. Section 140 Summary of Hours and Expenses

Section 140 - Program Expenses	Hours	Total Cost
Total Hours	0	\$ -
Total Expenses		\$ 34,740.00
Section 140 - Program Expenses	0	\$ 34,740.00

Table 14. Section 140 Detail of Hours and Expenses

	Section 140 - Program Expenses	Hours	Total Cost
	Activities		
	N/a		
	Hours		
	N/a		\$ -
	Expenses		
	Professional Services - Legal		\$ 7,500.00
	Office Rent		\$ 3,100.00
	Advertising, Postage, and Shipping		\$ 6,500.00
	Department Materials, Copier/Printer Supplies, Furnishings, and Equipment		\$ 3,000.00
	Telephone Services and IT Maintenance and Repair Agreements		\$ 2,340.00
	Books, Subscriptions, Memberships, and Associations		\$ 2,300.00
	ATAC Annual Fee		\$ 10,000.00
	Total Expense		\$ 34,740.00

Table 15. Section 140 Cost Share Breakdown

Section 140 - Program Expenses			
Entity	Local	Federal	Total
Federal		\$ 27,792.00	
Burlington	\$ 138.96		
Surrey	\$ 138.96		
Minot	\$ 4,794.12		
Ward County	\$ 1,875.96		
Other			
Total	\$ 6,948.00	\$ 27,792.00	\$ 34,740.00



Section 210- Metropolitan Transportation Plan Development

Table 16. Section 210 Summary of Hours and Expenses

Section 210 - Metropolitan Transportation Plan (MTP)	Hours	Total Cost
Total Hours - Executive Director	416	\$30,710.78
Total Expenses		\$270,061.67
Section 210 - Metropolitan Transportation Plan Development	416	\$300,772.45

Table 17. Section 210 Detail of Hours and Expenses

	Section 210 - Metropolitan Transportation Plan (MTP)	Hours	Total Cost
	Activities		
MTP Development	Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the MTP.		
	Hours		
	Executive Director - All Activities	416	\$30,710.78
	Total Hours	416	\$30,710.78
	Expenses		
	MTP Consultant Contract		\$262,102.67
	Complete Streets		\$7,959.00
	Total Expenses		\$270,061.67

Table 18. Section 210 Cost Share Breakdown

Section 210 - Metropolitan Transportation Plan Development			
Entity	Local	Federal	Total
Federal		\$240,617.96	
Burlington	\$1,203.09		
Surrey	\$1,203.09		
Minot	\$41,506.60		
Ward County	\$16,241.71		
Other			
Total	\$60,154.49	\$240,617.96	\$300,772.45



Section 220 – Transit Development Plan

Table 19. Section 220 Summary of Hours and Expenses

Section 220 - Transit Development Plan		Hours	Total Cost
Total Hours - Executive Director		300	\$22,147.19
Total Expenses			\$94,428.53
Section 220 – Transit Development Plan		300	\$116,575.72

Table 20. Section 220 Detail of Hours and Expenses

	Section 220 Transit Development Plan (TDP)	Hours	Total Cost
	Activities		
Transit Development Plan	Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the TDP.		
	Hours		
	Executive Director - All Activities	300	\$22,147.19
	Total Hours	300	\$22,147.19
	Expenses		
	TDP Consultant Contract		\$94,428.53
	Total Expenses		\$94,428.53

Table 21. Section 220 Cost Share Breakdown

Section 220 – Transit Development Plan			
Entity	Local	Federal	Total
Federal		\$93,260.58	
Burlington	\$466.30		
Surrey	\$466.30		
Minot	\$16,087.45		
Ward County	\$6,295.09		
Other			
Total	\$23,315.14	\$93,260.58	\$116,575.72



Section 230 – CenDak Signalized Intersections Traffic Data Collection

Table 22. Section 230 Summary of Hours and Expenses

Section 230 – CenDak Signalized Intersections Traffic Data Collection	Hours	Total Cost
Total Hours - Executive Director	20	\$1,476.48
Total Expenses		\$39,383.00
Section 220 – Transit Development Plan	20	\$40,859.48

Table 23. Section 230 Detail of Hours and Expenses

	Section 230 CenDak Signalized Intersections Traffic Data Collection	Hours	Total Cost
	Activities		
Signalized Intersections Traffic Data Collection	Project management to include occasional coordination and interaction with ATAC and City of Minot staff. Includes all administrative activities to support completion of the project.		
	Hours		
	Executive Director - All Activities	20	\$1,476.48
	Total Hours	20	\$1,476.48
	Expenses		
	TDP Consultant Contract		\$39,383.00
	Total Expenses		\$39,383.00

Table 24. Section 230 Cost Share Breakdown

Section 230 - Signalized Intersections Traffic Data Collection			
Entity	Local	Federal	Total
Federal		\$32,687.58	
Burlington	\$163.44		
Surrey	\$163.44		
Minot	\$5,638.61		
Ward County	\$2,206.41		
Other			
Total	\$8,171.90	\$32,687.58	\$40,859.48



Section 310- Transportation Planning Support and Coordination

Table 25. Section 310 Summary of Hours and Expenses

Section 310 - Transportation Planning Support and Coordination	Hours	Total Cost
Total Hours - Executive Director	100	\$ 7,382.40
Total Expenses		\$ -
Section 310 - Transportation Planning Support and Coordination	100	\$ 7,382.40

Table 26. Section 310 Detail of Hours and Expenses

	Section 310 - Transportation Planning Support and Coordination	Hours	Total Cost
	Activities		
Transportation Planning Support and Coordination	Coordination with planning and other departments on development proposals, transit planning, and other planning-related initiatives.		
	Hours		
	Executive Director - All Activities	100	\$ 7,382.40
	Total Hours	100	\$ 7,382.40
	Expenses		
	N/A		

Table 27. Section 310 Cost Share Breakdown

Section 310 - Transportation Planning Support and Coordination			
Entity	Local	Federal	Total
Federal		\$ 5,905.92	
Burlington	\$ 29.53		
Surrey	\$ 29.53		
Minot	\$ 1,018.77		
Ward County	\$ 398.65		
Other			
Total	\$ 1,476.48	\$ 5,905.92	\$ 7,382.40



Program Funding Summary

The tables below show a total summary of all program hours and expenses.

Table 28. Total Program Hours and Expenses

Total Program Hours and Expenses	Hours	Total Cost
Total Hours - Executive Director, Accountant, and Office Assistant	2,688	\$180,191.80
Total Expenses		\$443,843.20
Total Program Hours and Expenses	2,688	\$624,035.00

Table 29. Total Program Cost Share

Total Program Cost Share	Total Cost
Total Local Cost	\$ 124,807.00
Total Federal Cost	\$ 499,228.00
Total Program Hours and Expenses	\$ 624,035.00

Table 30. Total Program Local Share

Total Program Local Share	Total Cost
Burlington	\$ 2,496.14
Surrey	\$ 2,496.14
Minot	\$ 86,116.83
Ward County	\$ 33,697.89
Total Program Hours and Expenses	\$ 124,807.00



Adoption

The Central Dakota Metropolitan Planning Organization has adopted the 2025 Unified Planning Work Program on _____, _____.

Policy Board Chair

Date



Appendix 1 – 3C Agreement

2025 Unified Planning Work Program (UPWP) Amendment #1

Central Dakota Metropolitan Planning Organization

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Introduction

The Central Dakota Metropolitan Planning Organization (CDMPO) was established in 2023 in response to the 2020 US Census. The Census identified the Cities of Minot and Surrey and areas of Ward County within the urbanized area. Collectively, these entities included the City of Burlington to be a part of the Metropolitan Planning Area, but not part of the urbanized area.

CDMPO is represented by the following political subdivisions:

- City of Burlington
- City of Minot
- City of Surrey
- Ward County

Policy Board

The CDMPO is governed by a seven (7) member Policy Board. Current members of the Policy Board include:

Agency	Title
John Fjeldahl, Chair	Ward County
Michael Thiesen	City of Surrey
Jerick Hedges	City of Burlington
Howard “Bucky” Anderson	Ward County
<u>Jim Rostad</u>	
Lisa Olson	City of Minot
Mark Jantzer	City of Minot



Harold Stewart

City of Minot

Each political subdivision may have one alternate member in the event an appointed member is unable to attend the Policy Board meeting. The current alternate members include:

Alternate Member	Political Subdivision
Kelsey Flick	City of Burlington
Steve Fennewald	City of Surrey
Paul Pitner	City of Minot
Shelly Weppeler Ron Merritt	Ward County

The Policy Board generally meets the fourth Thursday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Policy Board has been meeting in the Executive Conference Room on the 3rd floor of the Minot City Hall, located at 10 3rd Ave SW, Minot, ND.

Technical Advisory Committee

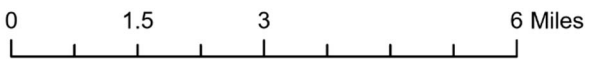
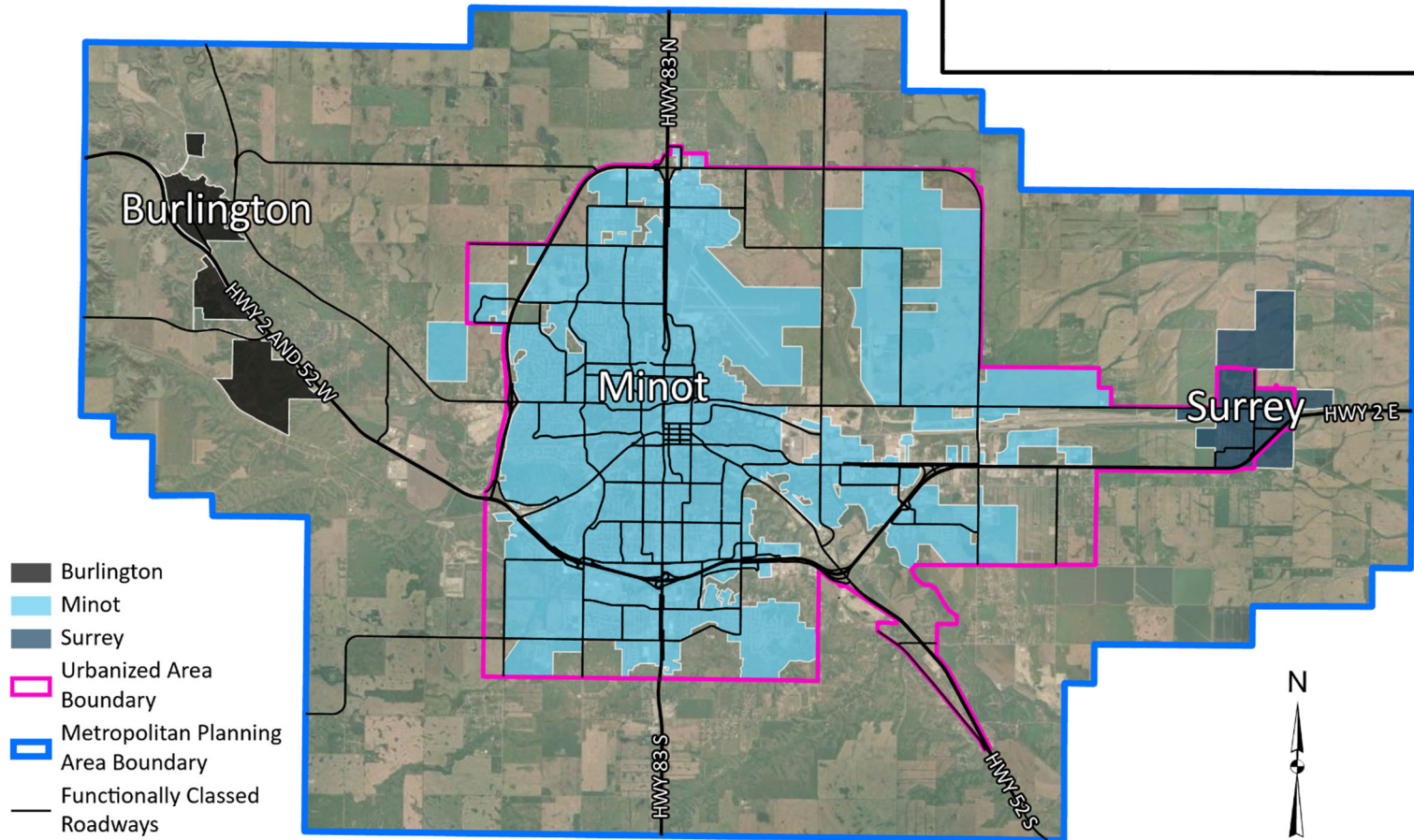
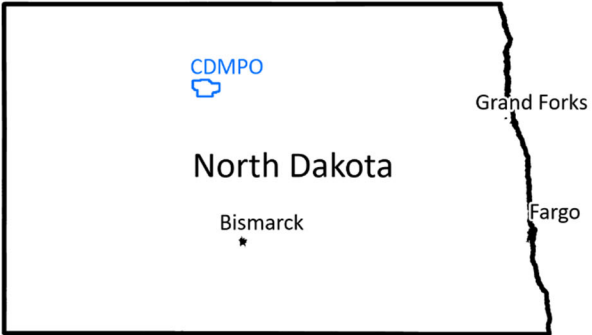
The Policy Board is advised by the Technical Advisory Committee comprised with staff employed or contracted to perform work involved in engineering, planning, or overall administration of the member political subdivisions. Those members include the following positions, whether directly employed or contracted, to provided services in such capacity:

Agency	Title
CDMPO	Executive Director
City of Burlington	City Auditor
City of Burlington	Public Works Director
City of Minot	City Engineer
City of Minot	Principle Planner
City of Minot	Transit Superintendent
City of Surrey	City Engineer
Ward County	County Engineer
Ward County	Planning & Zoning Administrator
NDDOT	Minot District Engineer
NDDOT	MPO Coordinator

The Technical Advisory Committee generally meets the second Tuesday of each month, subject to adjustments stemming from holidays or known scheduling conflicts. The Technical Advisory Committee has been meeting in Conference Room #3 of the City of Minot Public Works Building, located at 1025 31st St. SE, Minot, ND.

Map of CDMPO

Central Dakota Metropolitan Planning Organization (CDMPO)
Boundary Map
Burlington, Minot, Surrey, and Portions of Ward County, ND



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Purpose of Unified Planning Work Program

The Unified Planning Work Program (UPWP) is required to be produced annually and must be approved by the CDMPO Policy Board, the North Dakota Department of Transportation (NDDOT), and the United States Department of Transportation (USDOT) via the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

The UPWP provides a detailed description of all transportation related planning activities anticipated by the CDMPO during the calendar year. It also provides detailed work activities and budget information including local, state, and federal funding shares, to allow the state to document the requirements for planning grants distributed through the Federal Government.

Metropolitan Planning Factors

Federal planning statutes specify the scope of the planning process to be followed by the CDMPO in ten planning factors. According to federal planning statutes, the planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

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

CDMPO's work program elements are shown below with the corresponding Metropolitan Planning Factors each element addresses.

Table 1. Work Program Sections and Associated Planning Factors

Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Section 100 – Program Support and Administration										
Section 110 – Program Support	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Section 120—Planning Work Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 130—Training and Travel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 140—Program Expenses	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 200—Long-Range Transportation Planning										
Section 210—Metropolitan Transportation Plan Development	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 220—Transit Development Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Section 300—Short-Range Transportation Planning										
Section 310—Transportation Planning Support and Coordination	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

2024 Accomplishments

2024 was the MPOs first full calendar year in operation. Much of the groundwork has been laid since January 1, 2024, including adoption of the 2024 UPWP, Title VI Policy, hiring an Executive Director, and consultant selection/kick-off of the 2050 Metropolitan Transportation Plan. It is anticipated that the Public Participation Plan (Section 220 of the 2024 UPWP) and approximately 33 percent of the Metropolitan Transportation Plan will be completed during the remainder of 2024.

In addition, agreements between the City of Minot and the CDMPO will be established that outline the arrangement between the two organizations, specifically related to the City as a direct subrecipient of federal funds on behalf of the CDMPO and the City of Minot employment of the Executive Director. Work on refining this relationship is ongoing and will continue through the end of 2024 and beyond.

2025 Planned Work Activities

The planned work activities through 2025 will focus on continued effort to establish a firm foundation for which to operate in years to come. A critical pillar of this effort is to adopt the CDMPO's first Metropolitan Transportation Plan, which is an areawide transportation plan that applies to all four (4) political subdivisions. The 2050 MTP kicked off in summer 2024 and must be completed no later than December 31, 2026. The CDMPO desires to have the MTP in place sooner than the end of 2026, with a target of the end of 2025. This push is reflected in the UPWP for 2025.

Other work that is still needed to be initiated or completed throughout 2025 includes:

- Completion of the 2026 UPWP
 - This effort will incorporate anticipation of 2027 activities to establish the organization's first two-year rolling UPWP.
- Complete development of the 2050 Metropolitan Transportation Plan (MTP)
- Begin work on establishing the 2026-2029 Transportation Improvement Program (TIP)
 - This work will include coordination with NDDOT and utilize the soon-to-be available eSTIP
- Begin work on the Transit Development Plan (TDP) (approximately 25% of the project will be completed in 2025, with the remainder occurring in 2026)



Section 100 – Program Support and Administration

Program Support and Administration activities include the coordination of Technical Advisory Committee (TAC) and Policy Board meetings, staff training and travel, preparing work programs, UPWP creation, adoption, and amendments thereof, website creation, and quarterly budget reports.

Section 110 – Program Support

Program Support activities keep the Policy Board and TAC informed and meeting on a regular basis. Actions include record keeping of Policy Board and TAC meetings, agendas and minutes, Title VI program work, website development, and attending MPO activity meetings, including but not limited to Planning Commission, County Commission, and City Council/Commission. This section will also include work on the creation of any new, or modifications of existing, agreements/contracts to clarify/effect the interoperability between the City of Minot and the CDMPO and obtain services to effect other Sections of this work program. In addition, this section includes financial and other state/federal reporting, paid time off and holiday pay for the Executive Director, and all other administrative functions to support the CDMPO. This activity will be complete at the end of 2025.

Section 120 – Planning Work Program

Planning Work Program activities include creation of the 2026 UPWP, which will include anticipation of 2027 activities. It will also include any associated amendments and administrative modifications to the 2025 UPWP. This activity will be complete at the end of 2025.

Section 130 – Training and Travel

Training and Travel includes all costs to attend MPO director's meetings, workshops, conferences, and other professional development activities. This activity will be complete at the end of 2025.

Section 140 – Program Expenses

Program Expenses are the costs necessary to maintain the CDMPO office including but not limited to professional legal services, computer hardware, software, and maintenance/repair, office rent, telephone services, advertising for public input, engagement, and outreach, postage and shipping, materials and supplies, furnishings and equipment, copier and printer supplies, books and subscriptions, and memberships and associations.

The CDMPO will also enter into a three-year contract with the Advanced Traffic Analysis Center (ATAC) beginning January 1, 2025, which includes an annual fee. This annual fee is included in this section.

This activity will be complete at the end of 2025.



Section 200 – Long-Range Transportation Planning

The Long-Range Transportation Planning element includes activities related to plan development and necessary support data for implementation of the Metropolitan Transportation Plan (MTP) and other plans. This section also includes public outreach and environmental justice activities.

Section 210 – Metropolitan Transportation Plan Development

Because CDMPO is new, a Metropolitan Transportation Plan (MTP) does not exist. The City of Minot and Ward County have corridor studies and long-range plans, but not a full encompassing document for the Metropolitan Planning Area.

Consultant selection is complete and funds are budgeted in 2024 to initiate creation of the MTP. An MTP is required to be established no later than December 31, 2026 and the budget reflects the ongoing activities related to this effort. The CDMPO desires to have the MTP in place sooner than the end of 2026, with a target of the end of 2025. This push is reflected in the UPWP for 2025.

Metropolitan Transportation Plan Development activities project management to include consistent interaction with the consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. It also includes all other activities necessary to support facilitation of the creation of the MTP.

The costs of developing the plan will be the primary expense the MPO has over the next year.

Finally, this project will utilize the full amount of Complete Streets funding set aside for 2025 in the amount of \$7,959 toward consultant fees for this effort.

Section 220 – Transit Development Plan

The City of Minot adopted a Comprehensive System Analysis in December 2013 surrounding the City's transit services. Many of the objectives have been accomplished since adoption and the area has changed significantly in the last decade.

Transit Development Plan activities will focus on securing consultant services to accomplish approximately 25 percent of the Transit Development Plan and surround project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. It also includes all other activities necessary to support facilitation of the creation of the TDP. The remaining 75 percent will be budgeted for and accomplished in 2026.

Section 230 – CenDak Signalized Intersections Traffic Data Collection

Upper Great Plains Transportation Institute's Advanced Traffic Analysis Center (ATAC), with support from North Dakota Department of Transportation (NDDOT), recently completed a sample traffic data collection project for two (2) of the state highway intersections located within the City of Minot. Realizing the value of the data being collected with regard to future plans and studies, Central Dakota



MPO will expand the traffic data collection effort to the remaining intersections throughout the MPO area over time.

Traffic data collection will utilize technology located at existing camera-based intersections and include both traffic data collection and pedestrian count data collection. The effort will be conducted over several years, with seventeen (17) intersections being setup in 2025. The service will also include maintaining traffic data collection processes and troubleshooting on an as-needed basis for up to two (2) intersections. A final report and retraining on the use of the Traffic Analysis website interface will be included as part of this project.

It is expected that this passive data collection project will require less CDMPO labor involvement than a standard study/plan and therefore twenty (20) hours of the ED time is allocated toward this effort.

Section 300 – Short-Range Transportation Planning

Activities in this section will focus on providing input and coordination with local agencies inside the MPA. The Executive Director will coordinate with planning departments on development proposals, transit planning, and other planning initiatives.

Section 310 – Transportation Planning Support and Coordination

The Executive Director will coordinate with planning and other departments on development proposals, transit planning, and other planning-related initiatives. This activity will be complete at the end of 2025.



UPWP Funding

Total Revenue

Revenue for CDMPO comes from a combination of federal and local funds. The total federal funds allocated to the CDMPO is \$499,228. The total local funding is a 20 percent match of the federal funding which equals \$124,807. Each local political subdivision allocates match based on the latest decennial census. The local match breakdown is as follows: Burlington 2%, Surrey 2%, Ward County 27%, and Minot 69%. The dollar amounts are shown in the Table 1. CDMPO Revenue.

Table ~~12~~. CDMPO Revenues

Funding Source	Amount	Percentage of Total
2025 Authorized Federal Funds (80%)	\$ 499,228.00	80.0%
<i>ND PL</i>	<i>\$ 403,287.00</i>	<i>64.6%</i>
<i>ND CS</i>	<i>\$ 7,959.00</i>	<i>1.3%</i>
<i>FTA ND</i>	<i>\$ 87,982.00</i>	<i>14.1%</i>
Local Funds (20%)	\$ 124,807.00	20.0%
<i>Burlington Local Match (2%)</i>	<i>\$ 2,496.14</i>	<i>0.4%</i>
<i>Minot Local Match (69%)</i>	<i>\$ 86,116.83</i>	<i>13.8%</i>
<i>Surrey Local Match (2%)</i>	<i>\$ 2,496.14</i>	<i>0.4%</i>
<i>Ward County Local Match (27%)</i>	<i>\$ 33,697.89</i>	<i>5.4%</i>
Total Revenue	\$ 624,035.00	100%



Total Expenses

The expenses shown below are based on several assumptions for the 2025 budget since the CDMPO has no significant historical expense data. Many of the budget line items are modeled after the City of Minot's Engineering Department costs.

The furniture & equipment and capital infrastructure line items have several costs associated with them such as office furniture and office remodel costs. The budget line items will be refined as cost history is developed over the next few years.

Table 23. CDMPO Expenses

2025 CDMPO Expenses		
Salaries		
All	Executive Director	\$ 121,936.00
Sec. 110	Accountant	\$ 8,080.80
Sec. 110	Office Assistant	\$ 12,953.10 732.200
Benefits		
Sec. 110	Health Insurance	\$ 22,130.03 \$ 23,401.46
Sec. 110	Life Insurance	\$ 297.99 \$ 394.60
Sec. 110	Medicare	\$ 3,183.74 \$ 3,759.76
Sec. 110	NDPERS	\$ 12,051.51 \$ 12,056.07
Sec. 110	Short Term Disability	\$ 1,142.47 \$ 1,201.25
Sec. 110	Long Term Disability	\$ 637.26 \$ 668.25
Professional Services		
Sec. 210, & 220, & 230	Consultants	\$ 403399,613 873.620
Sec. 130	Education & Training	\$ 800.00
Sec. 140	Professional Services - Legal	\$ 7,500.00
Sec. 140	ATAC Annual Fee	\$ 10,000.00
Sec. 140	Telephone Services and IT Maintenance and Repair Agreements	\$ 2,340.00
Sec. 140	Books, Subscriptions, Memberships, and Associations	\$ 2,300.00
Operational Expenses		
Sec. 130	Travel Costs	\$ 4,430.00
Sec. 140	Office Rent	\$ 3,100.00



2025 CDMPO Expenses		
Sec. 140	Advertising, Postage, and Shipping	\$ 6,500.00
Sec. 140	Department Materials, Copier/Printer Supplies, Furnishings, and Equipment	\$ 3,000.00
Department Total		\$ 624,035.00

CDMPO Labor Cost

The table below shows the CDMPO labor cost breakdown based on the salary and benefit totals for the Executive Director, Accountant, and Office Assistant¹.

Table 34. CDMPO Labor Costs

CDMPO Labor Cost	
Executive Director	
2025 Hours	2080
Wage per hour	\$ 58.62
Benefits per hour	\$ 15.20
Total Hourly Rate	\$ 73.82
Accountant	
2025 Hours	208
Wage per hour	\$ 38.85
Benefits per hour	\$ 12.87
Total Hourly Rate	\$ 51.72
Office Assistant	
2025 Hours	520 400
Wage per hour	\$ 26.83
Benefits per hour	\$ 24.91
Wage per hour	\$ 12.87
Benefits per hour	\$ 13.82

¹ Hourly rates are a function of the annual cost of the respective labor cost component divided by the number of hours programmed for each position. Therefore, the hourly rates shown in Table 3. are rounded to the nearest \$0.01. For example, annual wages and hours for the Executive Director are programmed at \$121,936 and 2,080 respectively. This results in an hourly rate of approximately \$58.623076923. The labor costs for each table in this report reflect the more accurate hourly wage calculation.



Total Hourly	\$ 39.70
Rate	\$ 38.73

Program Funding

Shown in the tables below are the funding allocations for each program within the UPWP. Sections and line items within each section are estimates and funds may need to be moved between sections or individual line items within each section as needed through an administrative modification or amendment.

An Administrative Modification is required for: 1) adjustments totaling no more than ten (10) percent of funding allocated within one section to another section; or 2) adjustments totaling no more than ten (10) percent of funding allocated for an individual line item within a section to another individual line item within the same section. For example, if \$1,000 was moved from Section A with a total budgeted amount of \$50,000 (2 percent of total) to Section B with a total budgeted amount of \$100,000 (1 percent of total) an administrative modification could be utilized to accommodate the adjustment.

Administrative modifications are effected by the Executive Director and the Technical Advisory Committee and Policy Board are informed thereafter of the changes. Adjustments exceeding ten (10) percent are considered amendments. Administrative modifications and amendments must follow the respective procedures as outlined in the Public Participation Plan.



Section 110- Program Support and Administration

Table 45. Section 110 Summary of Hours and Expenses

Section 110 - Program Support and Administration	Hours	Total Cost
Total Hours - Executive Director, Accountant, and Office Assistant	<u>1,472</u> 1,488	<u>\$90,421.84</u> \$ 87,003.74
Total Expenses		\$- \$ -
Section 110 - Program Support and Administration Total	<u>1,472</u> 1,488	<u>\$90,421.84</u> \$ 87,003.74

Table 56. Section 110 Detail of Hours and Expenses

	Section 110 - Program Support and Administration	Hours	Total Cost
	Activities		



Program Support	Preparation and attendance of TAC/PB meetings, attendance of CDMPO meetings throughout the state, grant writing, website development, administrative policy development, member jurisdiction coordination and presentations, financial and other state/federal reporting, Paid Time Off (PTO) and Holiday Pay, and other administrative functions to support the CDMPO.		
	Hours		
	Executive Director - All Activities	<u>864</u> 760	<u>\$63,783.92</u> \$ 56,106.23
	Accountant - Preparation and attendance of TAC/PB meetings, financial and other state/federal reporting	208	\$-10,757.92
	Office Assistant - Preparation and attendance of TAC/PB meetings, website development, financial and other state/federal reporting, other administrative functions to support the CDMPO	<u>400</u> 520	<u>\$15,880.00</u> \$ 20,139.60
	Total Hours	<u>1,472</u> 1,488	<u>\$90,421.84</u> \$ 87,003.74
	Expenses		
	N/a		\$ -

Table 67. Section 110 Cost Share Breakdown

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal	-	<u>\$72,337.47</u> \$-69,603.00	-
Burlington	<u>\$361.69</u> \$-348.01	-	-
Surrey	<u>\$361.69</u> \$-348.01	-	-
Minot	<u>\$12,478.21</u> \$12,006.52	-	-
Ward County	<u>\$4,882.78</u> \$-4,698.20	-	-
Other	-	-	-
Total	<u>\$18,084.37</u> \$17,400.75	<u>\$72,337.47</u> \$-69,603.00	<u>\$90,421.84</u> \$87,003.74

Section 120- Planning Work Program



Table 78. Section 120 Summary of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
Total Hours - Executive Director		<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67
Total Expenses			\$ -
Section 120 - Planning Work Program		<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67

Table 89. Section 120 Detail of Hours and Expenses

Section 120 - Planning Work Program		Hours	Total Cost
Planning Work Program	Activities		
	Prepare UPWP, administrative modifications, and amendments		
	Hours		
	Executive Director - All Activities	<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67
	Total Hours	<u>260</u> <u>320</u>	<u>\$19,194.24</u> \$ 23,623.67
	Expenses		
	N/a		\$ -

Table 94. Section 120 Cost Share Breakdown

Section 120 - Planning Work Program			
Entity	Local	Federal	Total
Federal	-	<u>\$15,355.39</u> \$ 18,898.94	-
Burlington	<u>\$76.78</u> \$ 94.49	-	-
Surrey	<u>\$76.78</u> \$ 94.49	-	-
Minot	<u>\$2,648.80</u> \$ 3,260.07	-	-
Ward County	<u>\$1,036.49</u> \$ 1,275.68	-	-
Other	-	-	-
Total	<u>\$3,838.85</u> \$ 4,724.73	<u>\$15,355.39</u> \$ 18,898.94	<u>\$19,194.24</u> \$ 23,623.67



Section 130- Training and Travel

Table 1014. Section 130 Summary of Hours and Expenses

Section 130 - Training and Travel	Hours	Total Cost
Total Hours - Executive Director	120	\$ 8,858.88
Total Expenses		\$ 5,230.00
Section 130 - Training and Travel	120	\$ 14,088.88

Table 1142. Section 130 Detail of Hours and Expenses

	Section 130 - Training and Travel	Hours	Total Cost
	Activities		
Training and Travel	Trainings, conferences, and other professional development activities		
	Hours		
	Executive Director - All Activities	120	\$ 8,858.88
	Total Hours	120	\$ 8,858.88
	Expenses		
	Training		\$ 800.00
	Travel		\$ 4,430.00
	Total Expense		\$ 5,230.00

Table 1243. Section 130 Cost Share Breakdown

Section 130 - Training and Travel			
Entity	Local	Federal	Total
Federal		\$ 11,271.10	
Burlington	\$ 56.36		
Surrey	\$ 56.36		
Minot	\$ 1,944.27		
Ward County	\$ 760.80		
Other			
Total	\$ 2,817.78	\$ 11,271.10	\$ 14,088.88



Section 140- Program Expenses

Table 1314. Section 140 Summary of Hours and Expenses

Section 140 - Program Expenses	Hours	Total Cost
Total Hours	0	\$ -
Total Expenses		\$ 34,740.00
Section 140 - Program Expenses	0	\$ 34,740.00

Table 1415. Section 140 Detail of Hours and Expenses

	Section 140 - Program Expenses	Hours	Total Cost
	Activities		
	N/a		
	Hours		
	N/a		\$ -
	Expenses		
	Professional Services - Legal		\$ 7,500.00
	Office Rent		\$ 3,100.00
	Advertising, Postage, and Shipping		\$ 6,500.00
	Department Materials, Copier/Printer Supplies, Furnishings, and Equipment		\$ 3,000.00
	Telephone Services and IT Maintenance and Repair Agreements		\$ 2,340.00
	Books, Subscriptions, Memberships, and Associations		\$ 2,300.00
	ATAC Annual Fee		\$ 10,000.00
	Total Expense		\$ 34,740.00

Table 1516. Section 140 Cost Share Breakdown

Section 140 - Program Expenses			
Entity	Local	Federal	Total
Federal		\$ 27,792.00	
Burlington	\$ 138.96		
Surrey	\$ 138.96		
Minot	\$ 4,794.12		
Ward County	\$ 1,875.96		
Other			
Total	\$ 6,948.00	\$ 27,792.00	\$ 34,740.00



Section 210- Metropolitan Transportation Plan Development

Table ~~1617~~. Section 210 Summary of Hours and Expenses

Section 210 - Metropolitan Transportation Plan (MTP)	Hours	Total Cost
Total Hours - Executive Director	<u>416520</u>	\$30,710.78 <u>38,388.47</u>
Total Expenses	-	\$270,061.67 <u>345,000.00</u>
Section 210 - Metropolitan Transportation Plan Development	<u>416520</u>	\$300,772.45 <u>383,388.47</u>

Table ~~1718~~. Section 210 Detail of Hours and Expenses

	Section 210 - Metropolitan Transportation Plan (MTP)	Hours	Total Cost
	Activities		
MTP Development	Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the MTP.		
	Hours		
	Executive Director - All Activities	<u>416520</u>	\$30,710.78 <u>38,388.47</u>
	Total Hours	<u>416520</u>	\$30,710.78 <u>38,388.47</u>
	Expenses		
	MTP Consultant Contract	-	\$262,102.67 <u>\$ 337,041.00</u>
	Complete Streets	-	\$7,959.00 <u>7,959.00</u>
	Total Expenses	-	\$270,061.67 <u>\$ 345,000.00</u>

Table ~~1819~~. Section 210 Cost Share Breakdown

Section 210 - Metropolitan Transportation Plan Development			
Entity	Local	Federal	Total
Federal	-	\$240,617.96 <u>\$ 306,710.78</u>	-
Burlington	\$1,203.09 <u>1,533.55</u>	-	-



Surrey	\$1,203.09 1,533.55	-	-
Minot	\$41,506.60 52,907.61	-	-
Ward County	\$16,241.71 20,702.98	-	-
Other	-	-	-
Total	\$60,154.49 76,677.69	\$240,617.96 \$ 306,710.78	\$300,772.45 383,388.47

Section 220 – Transit Development Plan

Table ~~1920~~. Section 220 Summary of Hours and Expenses

Section 220 - Transit Development Plan	Hours	Total Cost
Total Hours - Executive Director	300 260	\$22,147.19 \$ 19,194.24
Total Expenses	-	\$94,428.53 \$ 54,613.60
Section 220 – Transit Development Plan	300 260	\$116,575.72 \$ 73,807.84

Table ~~2024~~. Section 220 Detail of Hours and Expenses

	Section 220 Transit Development Plan (TDP)	Hours	Total Cost
	Activities		
Transit Development Plan	Project management to include consistent interaction with consultant, data sharing, scheduling and coordination, budgeting, and attendance at project meetings with TAC, PB, the public, and member-jurisdictions. Includes all other activities necessary to support facilitation of the creation of the TDP.		
	Hours		
	Executive Director - All Activities	300 260	\$22,147.19 \$ 19,194.24
	Total Hours	300 260	\$22,147.19 \$ 19,194.24
	Expenses		
	TDP Consultant Contract	-	\$94,428.53 \$ 54,613.60
	Total Expenses	-	\$94,428.53 \$ 54,613.60

Table 2122. Section 220 Cost Share Breakdown

Section 220 – Transit Development Plan			
Entity	Local	Federal	Total
Federal	-	<u>\$93,260.58</u> -\$59,046.27	-
Burlington	<u>\$466.30</u> -\$295.23	-	-
Surrey	<u>\$466.30</u> -\$295.23	-	-
Minot	<u>\$16,087.45</u> -\$10,185.48	-	-
Ward County	<u>\$6,295.09</u> -\$3,985.62	-	-
Other	-	-	-
Total	<u>\$23,315.14</u> -\$14,761.57	<u>\$93,260.58</u> -\$59,046.27	<u>\$116,575.72</u> -\$73,807.84

Section 230 – CenDak Signalized Intersections Traffic Data Collection

Table 22. Section 230 Summary of Hours and Expenses

Section 230 – CenDak Signalized Intersections Traffic Data Collection	Hours	Total Cost
<u>Total Hours - Executive Director</u>	<u>20</u>	<u>\$1,476.48</u>
<u>Total Expenses</u>		<u>\$39,383.00</u>
Section 220 – Transit Development Plan	20	\$40,859.48

Table 23. Section 230 Detail of Hours and Expenses

-	Section 230 CenDak Signalized Intersections Traffic Data Collection	Hours	Total Cost
-	<u>Activities</u>	-	
Signalized Intersections Traffic Data Collection	<u>Project management to include occasional coordination and interaction with ATAC and City of Minot staff. Includes all administrative activities to support completion of the project.</u>	-	
	<u>Hours</u>		
	<u>Executive Director - All Activities</u>	<u>20</u>	<u>\$1,476.48</u>
	<u>Total Hours</u>	<u>20</u>	<u>\$1,476.48</u>
	<u>Expenses</u>		



	<u>TDP Consultant Contract</u>		<u>\$39,383.00</u>
	<u>Total Expenses</u>		<u>\$39,383.00</u>

Table 24. Section 230 Cost Share Breakdown

Section 230 - Signalized Intersections Traffic Data Collection			
<u>Entity</u>	<u>Local</u>	<u>Federal</u>	<u>Total</u>
<u>Federal</u>		<u>\$32,687.58</u>	
<u>Burlington</u>	<u>\$163.44</u>		
<u>Surrey</u>	<u>\$163.44</u>		
<u>Minot</u>	<u>\$5,638.61</u>		
<u>Ward County</u>	<u>\$2,206.41</u>		
<u>Other</u>			
<u>Total</u>	<u>\$8,171.90</u>	<u>\$32,687.58</u>	<u>\$40,859.48</u>

Section 310- Transportation Planning Support and Coordination

Table 2523. Section 310 Summary of Hours and Expenses

Section 310 - Transportation Planning Support and Coordination	Hours	Total Cost
Total Hours - Executive Director	100	\$ 7,382.40
Total Expenses		\$ -
Section 310 - Transportation Planning Support and Coordination	100	\$ 7,382.40

Table 2624. Section 310 Detail of Hours and Expenses

	Section 310 - Transportation Planning Support and Coordination	Hours	Total Cost
	Activities		
Transportation Planning Support and Coordination	Coordination with planning and other departments on development proposals, transit planning, and other planning-related initiatives.		
	Hours		
	Executive Director - All Activities	100	\$ 7,382.40
	Total Hours	100	\$ 7,382.40
	Expenses		
	N/A		



Table 2725. Section 310 Cost Share Breakdown

Section 310 - Transportation Planning Support and Coordination			
Entity	Local	Federal	Total
Federal		\$ 5,905.92	
Burlington	\$ 29.53		
Surrey	\$ 29.53		
Minot	\$ 1,018.77		
Ward County	\$ 398.65		
Other			
Total	\$ 1,476.48	\$ 5,905.92	\$ 7,382.40

Program Funding Summary

The tables below show a total summary of all program hours and expenses.

Table 2826. Total Program Hours and Expenses

Total Program Hours and Expenses	Hours	Total Cost
Total Hours - Executive Director, Accountant, and Office Assistant	<u>2,688</u> 2,808	<u>\$180,191.80</u> \$ 184,451.40
Total Expenses	-	<u>\$443,843.20</u> \$ 439,583.60
Total Program Hours and Expenses	<u>2,688</u> 2,808	<u>\$624,035.00</u> \$ 624,035.00

Table 2927. Total Program Cost Share

Total Program Cost Share	Total Cost
Total Local Cost	\$ 124,807.00
Total Federal Cost	\$ 499,228.00
Total Program Hours and Expenses	\$ 624,035.00

Table ~~3028~~. Total Program Local Share

Total Program Local Share	Total Cost
Burlington	\$ 2,496.14
Surrey	\$ 2,496.14
Minot	\$ 86,116.83
Ward County	\$ 33,697.89
Total Program Hours and Expenses	\$ 124,807.00

Adoption

The Central Dakota Metropolitan Planning Organization has adopted the 2025 Unified Planning Work Program on _____, _____, _____.

~~John Fjeldahl, Chair~~ Policy Board Chair

 Date



Appendix 1 – 3C Agreement