

**MEETING AGENDA  
February 17, 2026**

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<b>Tom Baker Meeting Room</b>	<b>City/County Building, Bismarck</b>	<b>10:00 AM</b>
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The City of Bismarck and TAC members are encouraging citizens to provide their comments for public hearing items on the Bismarck-Mandan Metropolitan Planning Organization TAC agenda via email to [mpo@bismarcknd.gov](mailto:mpo@bismarcknd.gov). Please include which item number your comment references. It will be sent to the members, as well as placed with the minutes. To ensure your comments are received prior to the meeting, please submit them by 5:00 pm 1 business day prior to the meeting. If you would like to participate via video or audio link for a 3-5 minute comment on a regular agenda public hearing item, please provide your name, agenda item and e-mail address to the above e-mail at least 3 days before the meeting.

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

As always, live meeting coverage is available on Government Access Channels 2 & 602HD or streaming live and archived online at [FreeTv.org](http://FreeTv.org). Agenda items can be found online at [MPO Technical Advisory Committee](#).

1. CALL TO ORDER
2. PUBLIC COMMENT  
Restricted to items on the current agenda or the prior TAC agenda excluding public hearing items.

**CONSENT AGENDA**

3. MINUTES  
Review and Possible Approval of Minutes from January 20, 2026, Meeting . . . . . 3
4. NOTICE OF 2026-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) MODIFICATIONS (Exhibit C-A) . . . . . 7

**REGULAR AGENDA**

5. 2026-2029 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT – STEPHEN LARSON, MPO  
2026-2029 TIP Amendment (Exhibit R-B) . . . . . 9  
**ACTION ITEM:** Recommend Approval of 2026-2029 TIP Amendment
6. 2026 TRANSIT DEVELOPMENT PLAN (TDP) RFP – PAULETTE JACOBSEN, MPO  
TDP RFP (Exhibit R-C) . . . . . 11  
**ACTION ITEM:** Recommend Approval of the RFP for TDP
7. BISMARCK-MANDAN MPO BY-LAWS – Kim Riepl, MPO  
MPO By-Laws (Exhibit R-D) . . . . . 27

**ACTION ITEM:** Recommend Approval of the Bismarck-Mandan MPO By-Laws Update

- 8. 2026 FARMP (FRINGE AREA ROAD MASTER PLAN) UPDATE– Joel Mann, Bolton & Menk Progress Report (Exhibit R-E) .....33
- 9. BIG SKY PASSENGER RAIL AUTHORITY (BSPRA) UPDATE – Kim Riepl, MPO
- 10. 2026 BIS-MAN TRANSIT UPDATE– Deidre Hughes, Bis-Man Transit
- 11. OTHER BUSINESS
- 12. ADJOURNMENT

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The next scheduled TAC meeting is on 3/16/2026. Please call 701-355-1844 with questions. Any individual requiring special accommodations to allow access or participation at the meeting is asked to notify ADA Coordinator, Bismarck-Mandan MPO, PO Box 5503, Bismarck, ND 58506-5503 or complete and submit the Request for Reasonable Accommodations form at <https://www.bismarcknd.gov/DocumentCenter/View/44505/Request-for-Reasonable-Accommodations-or-LEP-Language-Assistance-Form--Instructions> at least five (5) days prior to the meeting.

**PROJECTS UPDATE**

<u>Project</u>	<u>% Complete</u>	<u>Contracted Completion Date</u>
Fringe Area Road Master Plan (FARMP)	19	12/31/2026

**Common MPO Acronyms**

- ATAC: Advanced Traffic Analysis Center
- CPG: Consolidated Planning Grant
- FHWA: Federal Highway Administration
- FTA: Federal Transit Administration
- MTP: Metropolitan Transportation Plan
- NDDOT: North Dakota Department of Transportation
- TAZ: Traffic Analysis Zone
- TDMSE: Travel Demand Model & Socioeconomic Data
- TIP: Transportation Improvement Plan
- UPWP: Unified Planning Work Program

A full list of common MPO acronyms may be accessed online <https://www.bismarcknd.gov/DocumentCenter/View/37890/MPO-acronyms>

**BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE  
JANUARY 20, 2026**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) met January 20, 2026, at 10:00 a.m. in the Tom Baker Meeting Room, City/County Building, 221 N 5<sup>th</sup> St, Bismarck, ND. Kim Riepl presided.

Members present or participating via Zoom included Daniel Nairn, Tim Jacobs for Dan Schriock, Deidre Hughes, Gabe Schell, Loretta Marshik, Jarek Wigness, Logan Beise, Mitch Flanagan, Will Hutchings, and Kim Riepl. Members absent were John Saiki, Natalie Pierce and Mandan City Planner. The Freight Industry Representative membership is vacant.

Others present or participating via Zoom included Stephen Larson, Tracy Walters and Paulette Jacobsen, Bismarck-Mandan MPO; Kristen Sperry, FHWA; Jamie Olson, KLJ Engineering; Paul Benning, WSB Engineering and Zach Verke, WSK Engineering.

***Secretary's Note:** The Tom Baker meeting room experienced audio issues during the TAC meeting and a quorum was not obtained without online member participation. The audio issues were quickly resolved and the meeting was called to order.*

**PUBLIC COMMENT**

Chair Riepl called for public comment on items on the current agenda or the prior Technical Advisory Committee (TAC) meeting agenda, excluding public hearing items. Seeing and hearing none, she closed the public comment period.

**CONSENT AGENDA**

Chair Riepl stated the MPO has changed the format of the TAC and Policy Board meeting agendas to incorporate a consent agenda and a regular agenda per the suggestion of the Policy Board members at their December meeting. She explained that the MPO will forgo formal presentations on items such as UPWP administrative modifications, Transportation Improvement Program (TIP) modifications, progress reports that do not merit a presentation, and meeting minutes. She noted these items will be included in the meeting packets and staff would seek approval of the consent agenda items.

Chair Riepl stated the January TAC meeting consent agenda includes the December 15, 2025, TAC meeting minutes, Bismarck 2025 Traffic Data Collection final status report, 2025 Intelligent Transportation System Regional Architecture (ITS RA) final report revision, and the Notice of 2026-2029 Transportation Improvement Program (TIP) Modification.

**MOTION:** Mr. Schell made a motion to approve the consent agenda items. Ms. Hughes seconded the motion and with Daniel Nairn, Tim Jacobs, Deidre Hughes, Gabe Schell, Jarek Wigness, Logan Beise, Mitch Flanagan, Will Hutchings and Chair Riepl voting in favor, the motion was approved.

**ATAC ADDENDUM FRINGE AREA ROAD MASTER PLAN (FARMP) MODELING**

Mr. Larson stated the Master Agreement with Advanced Traffic Analysis Center (ATAC) at NDSU is for the maintenance of the MPO's Travel Demand Model (TDM). He stated this Addendum to the Master Agreement addresses concerns of the Fringe Area Road Master Plan (FARMP) update. The MPO and consultant asked that ATAC review modeled roadway networks used in previous

iterations of the TDM that were used to support prior beltway analysis. These previous studies include the 2014 FARMP and the 2009 Beltway study. ATAC will review the current TDM with a focus on roadways that were previously identified as future beltway alignments in the 2014 FARMP. ATAC will also perform scenario model runs to help the MPO and study team understand how realistic the 2014 FARMP alignments are today and explore alternative ways to accomplish transportation goals. He noted the project will be completed by March 31, 2026, and the contracted amount for the project is \$14,393.00, to be split 80% by the MPO and 20% by the five participating jurisdictions. This project will use budgeted funds for modeling in the 2026 UPWP.

Mr. Schell asked what the timeline is for the information to be given to ATAC to run the model changes and if ATAC would be able to make the changes to the TDM.

Mr. Larson replied ATAC would be reviewing prior TDM's and utilizing the current TDM to run scenarios specifically for the focus on previously identified beltway roads. He noted they are trying to complete this task quickly in order to utilize the data for the steering committee and the public in April.

Mr. Schell asked for further clarification on the tasks of the Addendum and if ATAC would be able to make the changes to the TDM or if this would open up the possibility of making changes to the TDM.

Mr. Larson replied the steering committee will be discussing possible changes to the TDM at their meeting this week. He noted the ATAC Addendum has been driven by the consultant's needs for the study.

Mr. Hutchings asked if the funds allocated in the 2026 UPWP were specific for this study.

Mr. Larson replied that the funds were allocated for general modeling tasks.

Mr. Nairn added that there is not a perfect alignment between the assumptions that the TDM was built on and the FARMP's assumptions. He noted the TDM was built for the Metropolitan Transportation Plan (MTP), which is looking at a time frame and assumption of how the city will grow. The FARMP is showing where the alignments should be if the area grows in the future.

**MOTION:** Mr. Schell made a motion to recommend approval of the ATAC Addendum to the Fringe Area Road Master Plan (FARMP) modeling. Ms. Hughes seconded the motion and with Daniel Nairn, Tim Jacobs, Deidre Hughes, Gabe Schell, Jarek Wigness, Logan Beise, Mitch Flanagan, Will Hutchings and Chair Riepl voting in favor, the motion was approved.

#### **2026-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT**

Mr. Larson stated this month, the MPO processed an amendment to the 2026-2029 TIP. The amendment was advertised for the required 15-day public comment period and no comments were received. The public hearing will be held on Thursday, January 22, 2026, at 10:00 A.M. in the David Blackstead room on the 2<sup>nd</sup> floor of the City/County Office Building. The amendment addresses a microsurfacing and pavement markings project on ND 810 from 12<sup>th</sup> St to Main Avenue. The amendment increases the extents of the project to be from Expressway Bridge to Main Avenue, and the total project cost has increased from \$1,492,938 to \$3,400,000. Staff is seeking a motion contingent on no public comments received at the public hearing.

**MOTION:** Ms. Hughes made a motion to recommend approval of the 2026-2029 TIP Amendment, contingent on no public comments received at the public hearing. Mr. Schell seconded the motion and with Daniel Nairn, Tim Jacobs, Deidre Hughes, Gabe Schell, Jarek Wigness, Logan Beise, Mitch Flanagan, Will Hutchings and Chair Riepl voting in favor, the motion was approved.

## **2025 FRINGE AREA ROAD MASTER PLAN (FARMP) UPDATE**

*Secretary's Note: Joel Mann was not able to be heard in the Tom Baker meeting room due to audio issues. Stephen Larson presented the Fringe Area Road Master Plan (FARMP) update for Mr. Mann.*

Mr. Larson stated they had two public meetings with the first one held in Bismarck on December 10<sup>th</sup> and the second held in Mandan on January 13<sup>th</sup>. He noted people who attended the meetings enjoyed the interactive activity prepared by the consultant and they received positive feedback from the participants. Mr. Larson explained they have released an interactive map for the public to provide additional feedback. They have received around forty comments so far and they will continue to collect additional public input within the next month. Phase one of the project will soon wrap up and the consultant will provide the findings and data for the project to TAC and Policy Board. He noted the next steering committee meeting will be on Thursday, January 22, 2026. The committee will discuss data collection, ATAC modeling and public engagement opportunities.

Mr. Hutchings asked if there was representation from the ETA during the public engagement meetings.

Mr. Larson replied they hosted several people from the Bismarck and Mandan ETA that participated in the public engagement meetings.

## **2025 BIS-MAN TRANSIT STATE OF TRANSIT UPDATE**

Ms. Hughes with Bis-Man Transit presented the State of Transit Update.

*Secretary's Note: See the attached pamphlet providing information for the Bis-Man Transit Board 2025 Update.*

## **OTHER BUSINESS**

Ms. Riepl stated TAC was not able to reach quorum at the beginning of today's meeting as the Tom Baker room was experiencing technical difficulties. This prompted a conversation among the present members, regarding possibly amending TAC's bylaws. She explained that the bylaws state that TAC must have eight members available to provide an audible vote on action items in order to achieve a quorum. She also stated that there has been difficulty in filling the freight advisory position and another position within one of our jurisdictions. The discussion took place at the beginning of the meeting and TAC members agreed the MPO should take a look at amending the bylaws. TAC suggested the MPO could expand the definition of the freight industry or make the freight industry an optional position. She noted Daniel Nairn had mentioned other City Commissions do not recognize unfilled positions as pertaining to the quorum. Ms. Riepl stated we would include this language in our amended bylaws.

Mr. Hutchings stated that Fargo-Moorhead Metro COG does not have freight representatives for their TAC meetings; however, they do have a separate freight advisory committee. Minot and Grand Forks MPO's do not have a freight advisory member for their TAC meetings.

Mr. Schell mentioned to be sure to change the Bismarck Community Development Director to the Planning Director.

Ms. Riepl noted she would make that change.

Mr. Hutchings stated that Grand Forks MPO has BNSF Railroad as a representative for their TAC meetings.

Ms. Riepl stated staff will amend the bylaws and bring them back to TAC and Policy Board in February.

Mr. Hutchings stated that registration is now open for the upcoming North Dakota Transportation Conference on March 10<sup>th</sup> and March 11<sup>th</sup> at the Bismarck Event Center. The information can be found on NDDOT's website at dot.nd.gov. He encouraged all TAC members to register for the conference.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:40 a.m., with the next scheduled meeting to take place on February 17, 2026, at 10:00 a.m. in the Tom Baker Meeting Room, City/County Building, 221 N 5<sup>th</sup> St, Bismarck.

Respectfully Submitted,

Tracy Walters  
Recording Secretary

APPROVED:

\_\_\_\_\_  
MPO TAC Chair

**Bismarck-Mandan MPO**

**TIP 2026-2029 Administrative Modification**

Project Year(s) 2026

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	26.6.12	\$1,575,000 (old) \$1,720,760 (new)	\$175,000 (old) \$191,196 (new)	\$0 (Bismarck)	\$1,750,000 (old) \$1,911,956 (new)	IM (Interstate Maintenance)

Project Description:

This modification increases the cost estimates for a project for microsurfacing on I-94 from east of midway to east of the junction of I-94 and US 83 (roughly 6.8 miles). The PCN is 24743.

Consistency with the Bismarck-Mandan MPO Metropolitan Transportation Plan:

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

Bismarck-Mandan MPO Policy Board informed of Administrative Modification at the February 17, 2026 meeting.  
(date)

## Bismarck-Mandan MPO

**TIP** 2026-2029 **Administrative Modification**

Project Year(s) 2026

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	26.6.13	\$270,000 (old) \$300,196 (new)	\$30,000 (old) \$33,355 (new)	\$0 (Bismarck)	\$300,000 (old) \$333,551 (new)	IM (Interstate Maintenance)

Project Description:

This modification increases the cost estimates for a project for microsurfacing on I-94 from east of midway to the start of ND 810/Bismarck Expressway (roughly 1.1 miles). The PCN is 24744.

Consistency with the Bismarck-Mandan MPO Metropolitan Transportation Plan:

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

Bismarck-Mandan MPO Policy Board informed of Administrative Modification at the February 17, 2026 meeting.  
(date)

### Bismarck-Mandan MPO

TIP  Amendment

Project Year(s)

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	26.6.14	\$158,000 (old) \$207,260 (new)	\$18,000 (old) \$23,228 (new)	\$20,000 (old) \$25,610 (new) (Mandan)	\$196,000 (old) \$256,098 (new)	NHU (Urban Regional)

Project Description:

This amendment increases the cost estimates for a project for microsurfacing on ND 810 from the Memorial Highway Interchange to the Expressway Bridge. The PCN is 24745.

Consistency with the Bismarck-Mandan MPO Metropolitan Transportation Plan:

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

Amendment Approved on \_\_\_\_\_ by the Bismarck-Mandan MPO Policy Board

\_\_\_\_\_

Bismarck-Mandan MPO Policy Board Chair

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**REQUEST FOR  
PROPOSALS FOR  
TRANSPORTATION PLANNING SERVICES**

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

**2026 Transit Development Plan**

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

Interested firms should contact, Paulette Jacobsen, Transit Planner, at the Bismarck-Mandan MPO, 221 N 5<sup>th</sup> Street P.O. Box 5503, Bismarck ND 58506. Contact can also be made via phone 701.355.1473 or by email: [pjacobsen@bismarcknd.gov](mailto:pjacobsen@bismarcknd.gov)

**All proposals received by 5:00 PM (Central Time) on Monday, March 16, 2026, will be given consideration for an interview.** The Bismarck-Mandan MPO reserves the right to limit the interviews to a maximum of five (5) firms whose proposals most clearly meet the RFP requirements. Firms will be notified in writing or by phone of shortlist results. Successful candidates will receive date, time and location information for the interviews.

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

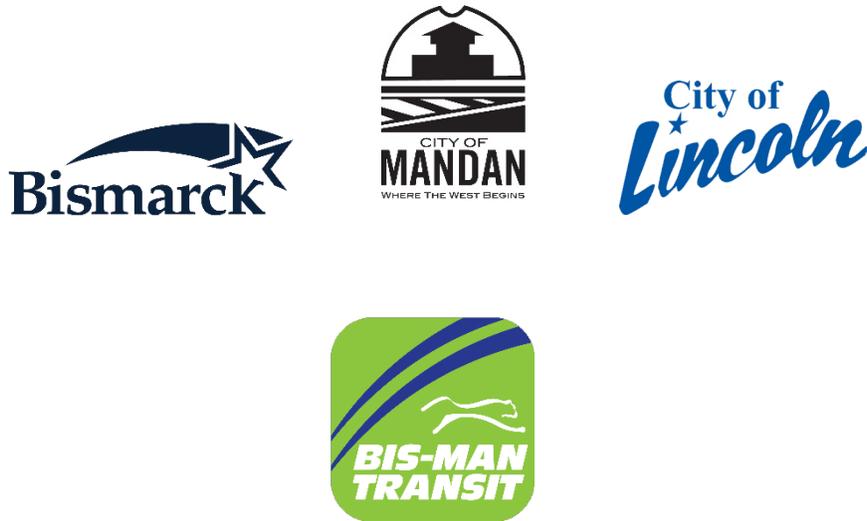
Respondents must submit one (1) electronic copy of the proposal. The full length of the proposal shall be no more than eight (8) pages. Appendix material is not counted toward the eight (8) page limit. Submittals must be received no later than 5:00 PM (Central Time) Monday, March 16, 2026, and may be emailed to:

[pjacobsen@bismarcknd.gov](mailto:pjacobsen@bismarcknd.gov)

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

**REQUEST FOR PROPOSAL  
TO PERFORM PLANNING SERVICES FOR:**

**Transit Development Plan**



**BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION**

**Paulette Jacobsen  
Transit Planner**

PROPOSALS MUST BE DELIVERED TO  
BISMARCK-MANDAN MPO  
BY 5:00 P.M. Central Time, Monday, March 16, 2026

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Appendix A: Proposed Sub-Consultant Request Form

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

Appendix C: Certification and Restriction on Lobbying Form

Appendix D: Federal, State and Local Clauses

**I. PURPOSE OF THE REQUEST**

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

**2026 Transit Development Plan**

The MPO is requesting services to complete an evaluation and operational analysis of the transit system managed by Bis-Man Transit, which serves Bismarck, Lincoln and Mandan, ND. This study will be in cooperation with the cities of Bismarck, Lincoln and Mandan; the Bis-Man Transit Board, the North Dakota Department of Transportation (NDDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

**II. GENERAL INSTRUCTIONS**

<p><b>A. Any questions or comments regarding this proposal should be submitted to:</b></p> <p>Paulette Jacobsen Bismarck-Mandan MPO 221 N 5<sup>th</sup> Street P.O. Box 5503 Bismarck, ND 58506-5503 Phone: 701-355-1473 <a href="mailto:pjacobsen@bismarcknd.gov">pjacobsen@bismarcknd.gov</a></p>
<p><b>B. Proposals shall be submitted to:</b></p> <p><b>Paulette Jacobsen</b> <a href="mailto:pjacobsen@bismarcknd.gov">pjacobsen@bismarcknd.gov</a></p>
<p><b>C. All Proposals must be clearly identified and marked as follows:</b></p> <p>NAME OF SUBMITTING FIRM Proposal for: 2026 Transit Development Plan Bismarck-Mandan MPO</p>
<p><b>D.</b> The MPO will only consider proposals received prior to 5:00 PM (Central Time) on Monday, March 16, 2026. One (1) electronic copy must be received by the deadline. Electronic copies may be emailed to: <a href="mailto:pjacobsen@bismarcknd.gov">pjacobsen@bismarcknd.gov</a>. Proposals received after the 5:00 PM deadline will be considered unresponsive and will not be considered for an interview. The MPO reserves the right to reject any or all proposals.</p>
<p><b>E. Proposal Cut Down:</b> The Selection Committee intends to interview between three (3) and five (5) consultants, depending on the number and quality of proposals received. Strength of the written proposals will be the basis for awarding an interview. Consultants who are awarded an interview will be notified by phone or email between March 24-26, 2026. Consultants not selected for an interview will be notified in writing.</p>

**F. Selection Committee:**

The Selection Committee will consist of a five (5) person panel; four (4) voters and one (1) moderator. Committee members represent the following entities: City of Bismarck, City of Lincoln, City of Mandan, Bismarck Transit. The MPO Project Manager will moderate the interviews. In the case of a first ranked tie, the moderator's ranking will provide the tie-breaking score.

**G. Interviews:**

Consultants will be evaluated on both the written proposal and interviews, which may be conducted either in-person or remotely (TBD). Ranking is based on the criteria listed in Section V: Evaluation Criteria and Process. Interviews are planned to be held April 13 – 16, 2026. Consultants will be given forty-five (45) minutes for their proposal and Q&A. Consultants manage their own time and are encouraged to leave space at the conclusion of their presentation for questions and answers. If remote, the MPO project manager will provide a TEAMS link for the interview.

**H. Selection and Approvals:**

Selection will be based on the interview committee's recommendation. All interviewees will be notified of the selection results in writing. Approval of the top ranked consultant will be requested of the MPO's TAC and Policy Board on April 20 & 21, 2026, respectively.

**I. Contract Negotiations:**

Contract development will begin immediately after Policy Board approval of the top-ranked consultant. The MPO has a template contract which will be used for the study. Consultant will be required to prepare a scope of work and final fee schedule, which will be included in the contract. The draft contract is reviewed by MPO Staff, its partners, and legal counsel(s). After negotiations, the MPO intends to execute the contract upon staff authority. **(Disclaimer: This contract will be subject to a financial assistance contract between the state of North Dakota and the USDOT).**

Final negotiations will include submission of:

- 1) Prime Consultant scope of work and final fee schedule **not exceeding \$180,000 (programed in 2026 to spend up to \$99,338 & programed in 2027 to spend remaining balance of the not to exceed \$180,000 total study budget)**
- 2) Scope of work and fee schedule for ALL Subconsultants
- 3) Prime Consultant Certificate of Liability Insurance
- 4) Prime Consultant Indirect Cost Form (blank form will be provided by MPO)
- 5) SFN 60233: Prime Consultant Request to Sublet Form (blank form will be provided by MPO)
- 6) Up-to-date SF330 Form for NDDOT (See Section III: Content of Proposals).

### III. CONTENT OF PROPOSALS

#### **Length of Proposals:**

The length of the main body of the proposal shall be limited to eight (8) pages and these pages shall be numbered. The cover page, the table of contents, and the appendix material are not counted in the (8) page limit. These may be numbered distinct from the main body or not numbered all, and consultants may use as many pages as needed for these elements.

#### **Required Elements for Proposal:**

The consultants are requested to be as brief and concise as possible. The main body of the proposal shall address the following major sections:

- a. Description of firm
- b. Organizational chart showing project team and general activities
- c. Table of key individuals' time-available for project/study
- d. Understanding of project and proposed work approach
- e. Brief examples of past, pertinent work projects

#### **Required Elements for Appendix:**

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

- **Proposed Project Schedule:** Proposed schedules may begin as soon as May 15, 2026, and should detail all activities necessary to complete the study. Activities may include but are not limited to:
  - Contract Negotiations
  - Monthly Updates (via telephone or in person) to MPO TAC and Policy Boards
  - Updates (as needed) to the Bis-Man Transit Board.
  - Data Acquisition (provided, as available, by MPO, NDDOT, City of Bismarck, City of Lincoln, City of Mandan, and Bis- Man Transit)
  - Stakeholder Interviews/ Bis-Man Transit Board
  - Steering Committee Meetings/ Activities
  - Public Outreach Activities (webpage, meetings, social media, news releases, etc.)
  - Public Input Meetings
  - Documents/Tech Memos for Study Milestones
  - Draft Report Development
  - Draft Report Review by Steering Committee, MPO, NDDOT, FHWA, and FTA (required before presentation to the Bis-Man Transit Board, City Commissions, and MPO Boards)
  - Final Presentations to the Bis-Man Transit Board, Bismarck City Commission, Lincoln City Council, Mandan City Commission, MPO TAC and Policy Board.
- **Quality Control/Quality Assurance (QC/QA) program:** Detail the program that will be used on the project. This (QC/QA) program must identify the team members, their responsibilities, and stages of development at which each is to be responsible.
- **Required Qualification Based Selection (QBS) Documents:**
  - Signed Proposed Sub-Consultant Request Form (Appendix A)
  - Signed Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement) Form (Appendix B)
  - Signed and Notarized Certification and Restriction on Lobbying Form (Appendix C)
- **Resumes or list of Personnel:** Detail who will be assigned to work on the project (including titles, education, and/or work experience).
- **Optional:** Consultants are encouraged to update or complete a Federal Standard Form 330 (Architect-Engineer Qualifications). The SF 330 is an NDDOT requirement, and proves the consultant is pre-qualified to provide architectural, engineering and/or planning services for NDDOT. Consultants will not be penalized if the SF 330 is omitted in their proposal, but **the consultant selected for contract negotiations must provide an active SF-330 before the contract can be signed.**

See <https://www.gsa.gov/system/files/2024-08/SF330-21a.pdf> for link to the SF 330. All SF 330 forms will be kept on file by the MPO and forwarded to NDDOT.

**Disclosure of Proposal Ownership:**

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

**IV: ADDITIONAL REQUIRMENTS AND MISCELLANEOUS INFORMATION**

**State, Federal and Local Contract Requirements:**

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

**Ownership of Work Product:**

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

*Ownership of Work Product: All work products and copyrights of the contract, which result from the contract, are the exclusive property of Bismarck-Mandan Metropolitan Planning Organization (BMMPO) and North Dakota Department of Transportation (NDDOT), with an unlimited license for use by the federal government and its assignees without charge.*

**General Information:**

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

If the contract is terminated prior to completion of the final report, all work completed, which has been compensated for, shall become the property of the Bismarck-Mandan MPO and NDDOT, as per the ‘Ownership of Work Product’ Clause.

The final report will be submitted using the following formats and standards, if applicable:

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

## **V. EVALUATION CRITERIA AND PROCESS**

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

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

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

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

## **VI. REGIONAL CONTEXT AND EXISTING CONDITIONS**

### **Bismarck-Mandan MPO Region:**

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

The MPO planning area is roughly 394 square miles and is bisected from north to south by the Missouri River and is generally comprised of rolling topography throughout. The MPO area has a population of approximately 123,000 and 50,000 households (Source: US Census Bureau 2020 Decennial Census). One of the more noteworthy challenges facing the MPO planning area is the heightened level of growth, experienced largely due to energy development in western North Dakota from 2011-2015. Historic growth trends in the MPO area have traditionally hovered within a 1% to 1.5% annual rate of population growth. The currently adopted growth projection is a "Continuation of Past Trends", or a 1.1% annual growth rate for the period between 2025 and 2050.

While the population growth is generally perceived as positive, there are some noteworthy concerns, specifically: the impact of recent growth on public service costs, the continued ability of the MPO region to grow in an efficient manner, and the ability to maintain the high quality of life enjoyed by residents of the communities. Heightened rates of growth strain many aspects of the region's transportation infrastructure and create increased demands on area municipal services, schools, and transportation. Topography, man-made barriers, and historical development patterns have contributed to challenges regarding roadway connectivity. The MPO's local jurisdictions have worked diligently to meet these needs and now must develop a balance to accommodate the expanding systems but also maintain current, aging infrastructure. The MPO has a planning process that supports metropolitan community development and social goals. These plans and programs are intended to lead to the development of an integrated, multi-modal metropolitan transportation system that facilitates the safe, efficient and economic movement of people and goods.

**Bis-Man Transit:**

The Bis-Man Transit system was originally developed in 1989-1990. It was designed as a coordinated transportation system to replace several smaller individual programs.

Transit services are run out of the Bis-Man Transit offices, located at 3750 East Rosser Avenue. This location also serves as the regular stop and depot for the Jefferson Lines inter-state bus service.

The City of Bismarck is designated as the grantee for Federal Transit funds and owns the building, vehicles and equipment of the Bis-Man Transit service. The City passes federal funds to the Bis-Man Transit Board, who is the broker for public transportation in the community. Numerous City departments, as well as the MPO, provide monitoring and oversight of Bis-Man Transit's administrative processes to ensure federal requirements are met and maintained.

The Bis-Man Transit Board is comprised of nine members. Board members serve voluntarily and have three-year terms. Placement onto the board is achieved through individual application followed by popular vote of the current board's contingency. The Board provides members to an Executive Committee, a Finance Committee, and an Administrative Committee which confer on committee-specific items. The Board also considers recommendations provided through a citizen-led advisory committee known as CTIC (Community Transportation Input Committee). The Bis-Man Transit Board employs three staff persons to manage the administrative duties of the Transit offices: a Transit Executive Director, a Marketing and Mobility Specialist, and a Transit Accountant.

The Bis-Man Transit Board contracts with We Drive U (formerly National Express), to operate the area's public transportation service. We Drive U provides all drivers, dispatchers, and maintenance personnel, as well as the management to employ these persons. We Drive U also staffs the Jefferson Lines bus depot.

Bis-Man Transit, as a public transportation service, has two operational components. The paratransit service, which was the community's original service, is called Bis-Man Transit. The fixed-route service, which began in 2003, is known as Capital Area Transit (CAT). Weekly paratransit services run 18.5 hours on Monday thru Saturday (5:30am -12am) and seven hours on Sunday (7:30am - 2:30pm). Weekly CAT service runs 12 hours on Monday thru Friday (7:00am – 7pm), six hours on Saturday (8:00am – 7:00pm), and zero hours on Sunday.

The Bis-Man Transit Board, their staff, and We Drive U have looked into alternative modes of public transportation. This includes a premium demand-response option which can be made available to the entire community (and not only paratransit eligible individuals) or other micro-transit opportunities. They would like to continue this investigation in the current study.

The paratransit service logged approximately 489,458 miles within the Bismarck-Mandan service area and the City of Lincoln in 2025. The CAT fixed-route service logged 343,370 miles in the same period but does not extend to Lincoln.

The paratransit service made 92,760 trips in 2025, and the CAT fixed-route service made 138,073 trips in the same period.

In 2017, the Bis-Man Transit Board, with approval from the Bismarck City Commission, implemented service changes that reduced the hours of service and eligibility for paratransit ridership. These changes were an attempt to 'right-size' the operations and become more financially sustainable. These changes did decrease paratransit ridership somewhat and produced a very small shift to fixed-route ridership. Further, the last fixed-route re-design occurred in 2021. The Bis-Man Transit Board and staff are relatively pleased with these service changes.

Monthly paratransit and CAT ridership has been listed in the tables below:

CAT Bus	2021	2022	2023	2024	2025	Paratransit	2021	2022	2023	2024	2025
January	3,878	5,131	6,950	8,537	11,938	January	6,066	7,439	7,962	7,333	8,107
February	4,065	5,209	6,433	9,571	11,065	February	6,194	7,197	7,506	7,300	7,270
March	4,488	5,802	6,911	9,142	12,193	March	7,495	8,720	8,006	7,721	7,955
April	4,087	5,056	7,598	8,956	13,005	April	6,825	6,559	7,067	7,706	8,108
May	4,559	5,765	9,145	9,399	12,637	May	6,834	8,074	7,832	7,622	7,840
June	4,694	5,784	9,090	9,083	11,400	June	7,437	8,217	7,925	6,768	7,496
July	4,096	7,154	8,626	8,788	10,462	July	7,324	7,521	6,846	7,288	7,989
August	4,770	7,635	8,816	11,576	10,877	August	7,903	8,424	7,067	7,598	7,812
September	5,298	6,954	8,900	11,157	10,633	September	7,526	7,695	6,686	7,287	7,853
October	6,147	7,822	10,756	13,348	12,186	October	7,825	7,809	7,616	8,388	8,267
November	5,604	7,139	9,609	11,421	10,801	November	7,372	6,763	6,914	7,498	6,649
December	5,058	5,145	7,702	10,560	10,876	December	7,402	6,012	6,324	7,698	7,414
	<b>56,744</b>	<b>74,596</b>	<b>100,536</b>	<b>121,538</b>	<b>138,073</b>		<b>86,203</b>	<b>90,430</b>	<b>87,751</b>	<b>90,207</b>	<b>92,760</b>

## VII. OBJECTIVE

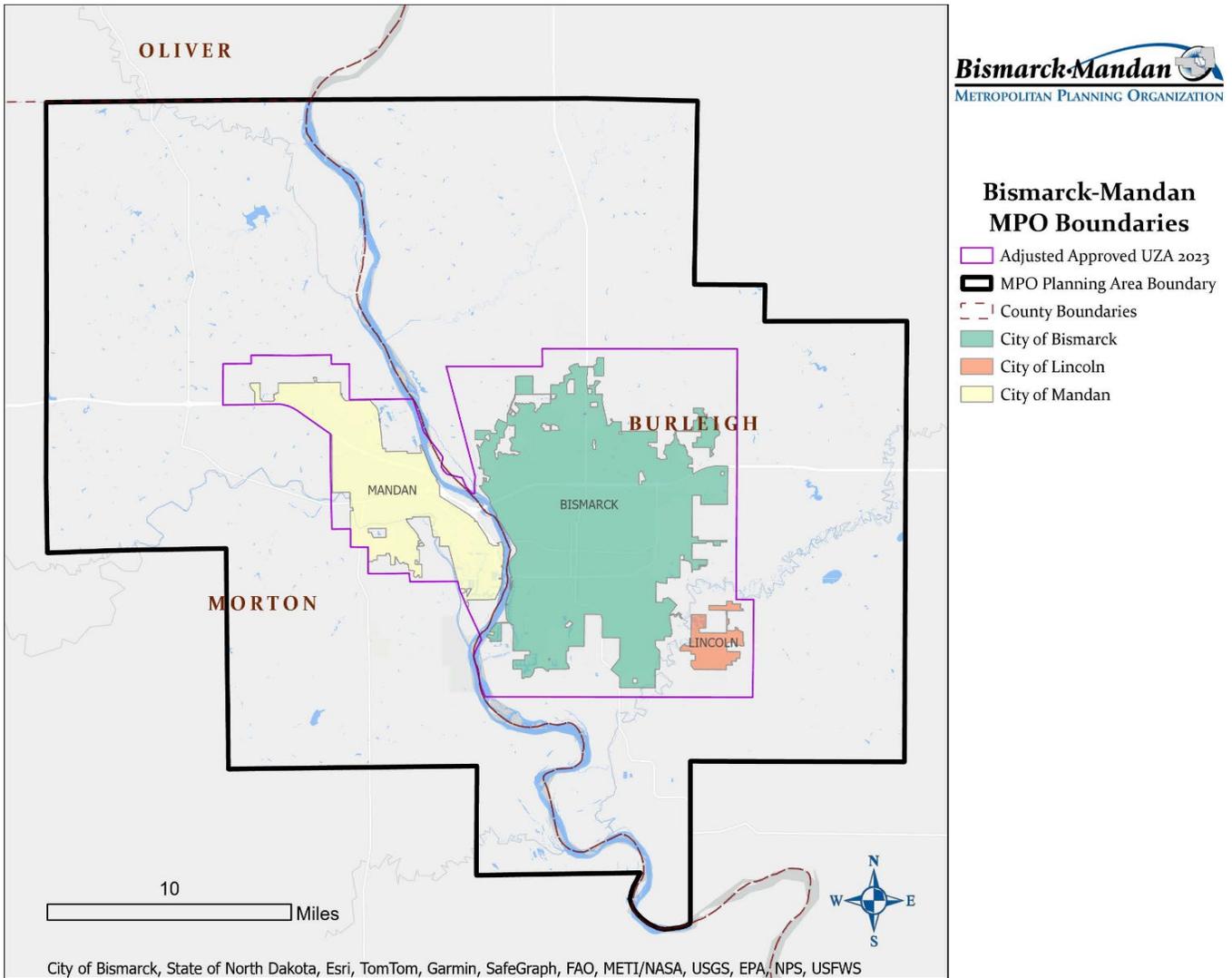
The purpose of this study is to provide the Bismarck-Mandan MPO and Bis-Man Transit with a quality and usable guide to improve operations in a financially constrained manner. The study should evaluate and build upon the previous TDPs but provide additional guidance where improvement is needed.

The study should be comprehensive in its discussion of recommendations and potential outcomes. Recommendations should be achievable in a strategic manner and backed by a clear, logical rationale that is useful for decision-makers, staff, and community members. Exceedingly clear and thorough communication is required for this study.

### VIII: STUDY AREA

The study area encompasses transits current service area, which includes the corporate limits of Bismarck and Mandan AND ¾ of a mile from an existing route. Routes may be viewed on the Bis-Man Transit website:

[www.bismantransit.com/](http://www.bismantransit.com/)



## **IX. SCOPE OF WORK**

### **Project Management:**

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

### **Steering Committee:**

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

- City Engineers/ City Traffic Engineers
- City Planners
- Staff of Bis-Man Transit
- Staff member(s) of the MPO
- Human Service Providers representing seniors and/or individuals with disabilities
- Members of the CTIC
- City representative staff for the interests of Bismarck, Mandan and a Lincoln city official familiar with transit operations in their community.
- Transit Board Members (preferably not to exceed a quorum)
- NDDOT Local Government Division
- FHWA
- FTA

The consultant shall meet with the Steering Committee periodically, and as necessary, during the study process to review data and recommendations.

The consultant shall provide progress/technical memorandums at key points throughout the study process. Sufficient copies shall be provided for the distribution to the Steering Committee.

### **Involvement with the Transit Board:**

Consultant is expected to regularly meet with the Transit Board and consider their input in identifying the future vision for Transit and recommendations for the Transit Development Plan. Study updates should be given to the Transit Board every 2-4 months, or as needed. These presentations are intended as general updates, not opportunities to steer the study. For this effort, the Transit Board has been asked to designate members to sit on the steering committee and/or participate in Full-Board design charrettes to provide guiding input.

#### 1. Objective

- a. Identify the long-term vision for transit in our community. Consider the needs and wishes of Users, Citizens, Commissions, and Transit Board and Transit Staff.
- b. Involve the public in further discussion on funding challenges for Transit. How can transit involve the community so they better understand the 'why' behind service changes so that Transit's reputation remains favorable in the communities.

2. Facility/Service Analysis and Peer Comparisons
  - a. Evaluate the effectiveness of the current fixed-route system
    - i. Headway and Frequency
    - ii. Routes
    - iii. Flag System versus Designated Stop
  - b. Limited comparison of the facility/services versus peer communities (to exclude 2026 service changes)
  - c. Limited comparison of cost of services to peer communities (to exclude 2026 service changes)
  
3. Facility/ Service Recommendations
  - a. Review current fixed route system. Identify potential changes/ additions to fixed routes.
  - b. Evaluate alternative types of Transit services
    - i. Community Circulator Routes
    - ii. Micro-Transit
    - iii. Mobility Hubs
    - iv. Flex Routing
  - c. Develop recommended location for additional fixed bus stops and outline entities/avenues for funding new stops.
  - d. Evaluate community need for a new central Transit Hub.
  - e. Tie services recommendations back to public comments and financial forecast.
  - f. Identify potential impact to brokerage contract resulting from recommended service changes.
  - g. Identify how transit service could provide expanded transportation options and enhance connectivity as a compliment to restored passenger rail service.

**Policy Guidance & Federal Requirements:**

Consultant should review local, state and federal policies and requirements that impact the operations and performance of Bis-Man Transit in providing public transportation services. These may include but not be limited to:

1. Safety and Security Performance Measures/Targets
2. Transit Asset Management (TAM) Plan
3. Address capital and operational needs to inform fiscally constrained and long-term phases in the next Metropolitan Transportation Plan (MTP).

**Monthly TAC and Policy Board Meetings:**

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

**Public Involvement:**

See Section XI: Public Involvement Plan for detailed information.

**X. REVIEW AND COMPLETION PROCESS**

**A. Draft Development and Review:**

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

**B. Final Presentations/ Completion:**

The draft report shall be advertised and made available to the public for a minimum of fifteen (15) days before the final presentations. All comments received from public meetings and public input opportunities shall be addressed, summarized, and included in the appendix of the draft final report.

The consultant will be requested to make a presentation, either in person or remotely, to the Bis-Man Transit Board, the Bismarck Board of City Commissioners, Lincoln City Council, the Mandan Board of City Commissioners, the MPO Technical Advisory Committee and the MPO Policy Board for review and acceptance/approval of the draft final report. Approval of the draft final report by the MPO Policy Board, and subsequent distribution of study deliverables, will mark the completion of the study.

**C. Deliverables:**

The final study report shall be produced after all comments on the draft report are addressed, final presentations are complete, and the report has been approved by the MPO TAC and Policy Board. One (1) pdf-based electronic copy shall be provided. All products are to be delivered to the MPO project manager for dissemination to the appropriate City, Transit or MPO staff, Transit Board Member, TAC or Policy Board Members, and oversight entity.

**Schedule for Contract Development and Final Study Deadline:**

RFP Submittal Deadline	March 16, 2026
Notification for Interviews	March 24-26, 2026
Interviews and Notification of Ranking	April 13 – 16, 2026
Consultant Approval(s)	April 21, 2026
Formal Notification of Firms	April 21 – 23, 2026
Negotiation of Work Fee and Scope of Work	April 21 – May 08, 2026
Notice to Proceed	May 15, 2026 (Approx.)
Final Project Report & Presentations	October 31, 2027

## **XI. PUBLIC INVOLVEMENT PLAN**

**Special Note:** Consultants should expect a high degree of public engagement and public opinion from this study, particularly regarding any proposal to adjust paratransit services. The MPO and Bis-Man Transit recommend assigning staff who are well-versed in successful public engagement and mediation. This will help ensure all members of the public are respectfully heard and engaged throughout the study process.

In order to achieve the proposed vision for the Transit System, it is imperative that residents, businesses, human service providers, and stakeholders be involved in the development of the study. Direct effort should be made to obtain meaningful input and broad-based support from the community. Consultants shall prepare a Public Involvement Plan that is consistent with the MPO Public Participation Plan and complies with Title VI of the Civil Rights Act of 1964. The following are the minimum public involvement activities the consultant should include:

- 1) The study will have two (2) public involvement opportunities for the general public. Each public involvement opportunity will consist of two (2) meetings, one in Bismarck and one in Mandan. The general public should include residents, businesses, and community stakeholders. Public involvement opportunities may be in-person, online, or hybrid. All input and attendance from the public input opportunities shall be recorded, and all concerns and suggestions will be addressed and included in the study document.
- 2) A website for the study that will, provide up-to-date information, and be ADA compliant and be accessible to the public. The consultant is encouraged to include recorded versions of public presentations and provide additional opportunity for public comments.
- 3) Six (6) final presentation meetings, with potential for each to be a public meeting. One meeting with each of the following entities:
  - Bis-Man Transit Board
  - Bismarck Board of City Commissioners
  - Lincoln City Council
  - Mandan Board of City Commissioners
  - MPO Technical Advisory Committee (TAC)
  - MPO Policy Board (PB)

### **Community Engagement:**

Consultants are encouraged to reach out to the community at large and interested or affected community members. Consultants are encouraged to use novel means to inform the public and gather their opinions. Suggested ideas could include but are not limited to: flyers; updates in city bulletins, radio or television PSAs; coordination with local public or commercial media outlets; presentation to community/ business groups, and public meetings.

### **Online Engagement:**

The consultant shall create a website to keep the public informed and engaged regarding the study. The website should include regular updates, including pertinent study documentations, maps, online surveys, public involvement opportunities, and the drafts and final reports. The website should also track hits/visits to the site.

Consultants are required to dedicate one or more staff to the development and maintenance of social media posts or other online engagement tools to enhance the public involvement process and encourage the public's participation.

### **Newspaper Engagement:**

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

## **XII: INFORMATION AVAILABLE TO THE CONSULTANT**

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

### **Past Transit Plans:**

1. [2023 Transit Development Plan](#)
2. [2017 Transit Development Plan](#) – 2019
3. [2011 Transit Development Plan](#) (Mobility 2017) – 2012
4. [2006 Transit Development Plan](#)
5. [Bis-Man Transit Management Alternatives Study](#) – (2011)

### **Major MPO Documents:**

6. [2025-2028 Transportation Improvement Program](#)
7. [Arrive 2050 \(2025-2050 MTP\)](#)
8. [Travel Demand Model Review and Socio-Economic Projections Final Report](#) – 2024

### **Pertinent MPO Transportation Studies and Data:**

9. [Safety Policy Study](#) - 2025
10. [Safe-Routes to Services Complete Streets Study](#) - 2024
11. [East Main Avenue Corridor Study](#) – 2023
12. [Sunset Drive Corridor Study](#) - 2023
13. [ITS Architecture Update](#) – 2025
14. [Bismarck-Mandan Intersection Analysis Study](#) – 2020
15. [US 83 Alternative Study](#) – 2019
16. [Downtown Mandan Subarea Study](#) – 2018
17. [2018 Freight Plan](#) – 2018
18. [Bismarck-Mandan Bicycle and Pedestrian Plan](#) – 2017
19. Bismarck-Mandan School Safety Crossing Study – 2017
  - a. [Bismarck Public Schools Final Report](#)
  - b. [Mandan Public Schools Final Report](#)
20. [Mandan and Bismarck Corridors Improvement Study](#) – 2016
21. [Northeast Bismarck Subarea Study](#) – 2015
22. [Downtown Bismarck Subarea Study](#) – 2014
23. 2014 Fringe Area Master Plan – 2014
  - c. [Burleigh-Bismarck-Lincoln](#)
  - d. [Mandan/Morton](#)
24. [North Mandan Subarea Study](#) – 2013
25. [43rd Avenue Corridor Study](#) – 2013
26. [North Mandan Subarea Study](#) – 2013
27. [NW Bismarck Subarea Study](#) – 2011
28. [Lincoln and Bismarck Connection Study](#) – 2008
29. Land base/Infrastructure data from member jurisdictions

### **MPO General Documents**

30. [Bismarck-Mandan MPO Monitoring Report](#) –2025
31. [MPO Public Participation Plan](#)
32. [MPO Title VI/Non-Discrimination Plan](#)

### **Partner/Jurisdictional Plans and Information:**

33. 2021-2025 Bis-Man Transit Ridership Statistics (revenue hours, miles, ridership, and on time performance)
34. [Together 2045: Bismarck Comprehensive Plan Update](#)
35. [ND State Freight and Rail Plan](#)
36. [Bis-Man Transit Coordinated Public Transit-Human Services Plan](#) – 2022
37. [ND Moves Plan \(Statewide Active and Public Transportation Plan\)](#) – 2019
38. [2017 Bismarck Livability Survey Documents](#) – 2017
39. [Mandan Land Use and Transportation Plan](#) – 2015
40. [City of Bismarck Growth Management Plan](#) – 2013

# BY-LAWS OF THE BISMARCK-MANDAN ~~AREA~~ METROPOLITAN PLANNING ORGANIZATION

(Revised ~~September 2024~~February 2026)

## ARTICLE I. Organization

These By-Laws shall regulate and govern the affairs of the Bismarck-Mandan ~~Area~~-Metropolitan Planning Organization, hereinafter referred to as the “MPO”, organized pursuant to Title 23, Section 134 Regulations, specifically part 450, 650 and 49 CFR part 613. The MPO shall perform metropolitan and areawide planning for the geographic area comprised of the cities of Bismarck, Mandan and Lincoln, and portions of the counties of Burleigh and Morton, hereinafter referred to as the “Metropolitan Planning Area”. The MPO shall also serve as a coordinating agency for investigations and studies for improvement of transportation services in the Metropolitan Area; shall disseminate information regarding comprehensive planning and proposals for improvement of the Metropolitan Planning Area, and; shall promote general public support for such plans and programs as the Metropolitan Planning Organization Policy Board, hereinafter referred to as the “Policy Board”, may endorse.

## ARTICLE II. Declaration of Policy

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

**ARTICLE III. Functions**

1. The MPO shall prepare and adopt and keep current a Metropolitan Transportation Plan (MTP) and recommend policies for the development of the area. The Plan shall be based on existing conditions and probable future growth and shall be made with the general purpose of guiding a coordinated and harmonious development that will promote the health, safety and general welfare of the inhabitants. The Plan shall also seek to promote efficiency and economy in the process of land development and population distribution so as to reduce the waste of resources; and it shall promote an efficient and economic utilization and conservation of the means of production of food and water, of sanitary and other facilities and of natural resources, and transportation.
2. The MPO shall be apprised of all local plans and projects that have areawide implications.
3. The MPO shall act as the official areawide planning agency for the Metropolitan Planning Area and shall be designated as a consortium of governments for federal legislation dealing with transportation, land use, and any other issue deemed appropriate by their respective governing bodies and as the official Area Planning Organization as required by the United States Department of Transportation.

**ARTICLE IV. Membership**

1. The Metropolitan Planning Organization Policy Board shall consist of officials of local units of government and shall be allowed proportional voting representation as follows:

<u>Member</u>	<u>Entity</u>	<u>Votes</u>
President, Board of City Commissioners	City of Bismarck	5
President, Board of City Commissioners	City of Mandan	2
Mayor	City of Lincoln	1
Chair or designated member, Board of County Commissioners	Burleigh County (less Bismarck and Lincoln)	2
Chair or designated member, Board of County Commissioners	Morton County (less Mandan)	1
Director or designated representative	North Dakota Department of Transportation	0
<b>TOTAL</b>		<b>11</b>

2. Voting representation shall be based on one vote per each fifteen thousand (15,000) persons or part thereof. The population of each unit of government shall be determined by the most recent official Census.
3. Policy Board members may choose alternates to serve in their place. It is preferred that the alternates will be elected officials of their respective units of government, but may, at the original Policy Board members discretion, be a non-elected official or staff member. In either case, alternates shall have full voting rights in the absence of designated members.
4. Advisory (non-voting) membership shall be extended to the Director of the North Dakota Department of Transportation, or his/her designated alternate.
5. Terms of Office: All members shall hold office only during their respective terms of office.
6. Officers: The officers shall consist of a Chair, Vice Chair, and Executive Director.
  - a. Chair - The Chair shall be a voting member of the MPO Policy Board and shall preside at all meetings of the Policy Board for a term of two (2) years.
  - b. Vice Chair - The Vice Chair shall be a voting member of the MPO Policy Board and shall exercise the functions of the Chair in his/her absence for a term of two (2) years.
  - c. Executive Director - The Executive Director of the Metropolitan Planning Organization shall exercise the functions of the authorized recording officer of the Policy Board and shall be empowered to execute official instruments of the Policy Board as authorized by the Board. The Principal Transportation Planner of the MPO shall serve as Executive Director of the MPO.

#### **ARTICLE V. Meetings**

1. The Metropolitan Planning Organization Policy Board shall generally meet on a monthly basis and shall fix a time and place for the meetings. Special meetings may be called or regular meetings cancelled or re-scheduled at the discretion of the Chair or Executive Director.
2. The Policy Board and Technical Advisory Committee shall keep records of all its meetings. The MPO's records shall be public records available for inspection by any interested parties at reasonable times during regular office hours.
3. All MPO meetings shall be open to the public.
4. Quorum: A quorum for the transaction of the Policy Board business shall consist of at least three (3) voting members representing at least six (6) votes.

5. Rules of Order: Except as otherwise required by these By-Laws, the Rules of Order shall be in accordance with the latest edition of ROBERT'S RULES OF ORDER, REVISED.

## **ARTICLE VI. Powers and Duties**

1. The MPO shall prepare, maintain, and regularly update the plans set forth below. In preparation of the plans the Policy Board shall seek to harmonize the general plans of the cities and counties within the area and plans and planning activities of the federal, state and local agencies.
  - a. Metropolitan Transportation Plan (MTP)

The MPO Metropolitan Transportation Plan will serve as the basis for developing the communities' future transportation network. The MTP identifies and prioritizes transportation related projects with implementation time frames including short-range (0-5 years), medium-range (5-15 years), or long-range (15+ years). The MTP is updated on regular intervals and has a planning horizon of at least twenty (20) years.
  - b. Transportation Improvement Program (TIP)

The MPO shall prepare and submit annually a staged multi-year program of transportation improvement projects in each city government unit. The TIP for the Metropolitan Area lists all of the transportation improvement projects proposed to be funded and constructed by Federal Highway Administration and certain Federal Transit Administration programs during a four (4) year time period.
  - c. Unified Planning Work Program (UPWP)

The MPO shall annually or biennially prepare a Work Program for allocation of PL funds. This allocation shall be based on a listing of tasks to be accomplished by the MPO each year.
  - d. Multi-Jurisdictional Plans  
The MPO shall review and act on all transportation projects affecting Metropolitan Area multiple units of government in a substantial manner.
2. Adoption: Before adoption of a plan or any revision thereto, it may be referred to each city and county planning commission for review with approval of the appropriate governing body as deemed necessary by the Policy Board, and the Policy Board shall allow a reasonable time for response. The MPO shall seek the cooperation and advice of cities and counties, state and federal agencies, and organizations and others interested in its functions. The Policy Board shall adopt plans and studies or portions thereof by majority vote as identified in Article IV.
3. Certification of Plan: The Policy Board shall provide information related to adopted plans and studies or portions thereof, to the legislative bodies and planning commissions within the Metropolitan Planning Area, to all public utilities affected by the plans and

studies, and to any state or federal department or agency concerned with or affected by the plans on request.

4. Other powers and duties of the MPO:

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

#### **ARTICLE VII. Technical Advisory Committee**

Technical Advisory Committee - A Technical Advisory Committee (TAC) of skilled and experienced persons to study and report on matters related to any of the functions of the MPO is hereby established. The TAC shall be composed of the following voting representatives: Bismarck City Engineer; Mandan City Engineer; Burleigh County Engineer; Morton County Engineer; Morton County Planner; ~~the Director of the Bismarck~~ Planning Director-Community Development Department; a trucking or freight industry representative; a North Dakota Department of Transportation MPO Coordinator; a representative for the City of Lincoln; Transit Director; Mandan City Planner; a North Dakota Department of Transportation Bismarck District official; Burleigh County Building Official/Director; and either the MPO Executive Director or an MPO Transportation Planner, one of whom shall act as the TAC chair. Any member may have an alternate serve in his/her place with full voting rights. A quorum will consist of ~~eight (8)~~ at least a majority of voting members.

The purpose of the TAC is to discuss and coordinate technical transportation matters that are under consideration by the MPO. Such matters may include highway, transit, auto/rail, bicycle, and pedestrian planning activities. The TAC will act in an advisory capacity to the Policy Board and the MPO's respective jurisdictions concerning transportation activities.

#### **ARTICLE VIII. Information Coordination**

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

**ARTICLE IX. Financial Provisions**

1. Annually or biennially, the Policy Board shall adopt by majority vote a proposed Unified Planning Work Program (UPWP) for the operation of the MPO. The local matching funds must be provided by respective units of government receiving grant funds as per federal and state management requirements.
2. Audits and Records: Books, records and accounts shall be kept as prescribed by State and Federal law. All vouchers shall be submitted to the MPO for approval and signed by the Executive Director of the MPO, or the Bismarck Planning Director ~~of Community Development~~. The vouchers shall then be submitted to the Bismarck City Finance Department for processing per City of Bismarck standard department protocol.

**ARTICLE X. Adoption and Amendments**

These By-Laws may be amended, or new By-Laws adopted, at any regular or special meeting provided notice is included on the Policy Board’s agenda. It shall take a majority vote of the Policy Board’s voting membership as identified in Article IV to amend or adopt these By-Laws.

Adopted this 17th day of ~~September, 2024~~February, 2026,

by the Bismarck-Mandan Metropolitan Planning Organization

\_\_\_\_\_  
Chair, Bismarck-Mandan MPO Policy Board

ATTEST:

\_\_\_\_\_  
Executive Director, Bismarck-Mandan MPO

**Submission Date:**

February 9, 2025

Mr. Larson:

**Performance Period:**

January 1 – January 30, 2026

Enclosed is Bolton & Menk’s invoice for the Bismarck-Mandan Safe Routes to Services project, for the period ending January 30, 2026. The total fee for work completed during this time period is \$13,033.60. A brief overview of the project progress is provided below.

**Project:**

Fringe Area Roads Master Plan Update

Tasks complete to date:

**BMI Job No.:**

25X.139841.000

**Recipient:** Bismarck-Mandan MPO

**Prime Consultant:**

Bolton & Menk

Task	% Billed	% Complete
Task 1: Discovery, Outreach, and Engagement	41.3%	33%
Task 2: Assessing Technical Needs	40.1%	40.1%
Task 3: Balancing Needs with Community Priorities	7.9%	10%
Task 4: Final Deliverables	0.0%	0.0%
<b>Total:</b>	<b>19.0%</b>	<b>19.0%</b>

**Summary of Activities Within Invoice Period:**

**Task 1: Discovery, Outreach, and Engagement**

- Project management team meetings and special meetings with BMMPO Staff (January 2, 15, 23, and 29)
- Presentation to Technical Advisory Committee and Policy Board (January 20)
- Meeting with Steering Committee (January 22)
- Hosting of make-up outreach event in Mandan (January 13)
- Regular maintenance and data summary of public engagement and data collection digital tools

**Task 2: Assessing Technical Needs**

- Assessment of physical existing conditions around Fringe Area road network, with overall summary of findings
- Develop map templates for analysis and report products
- Coordination with NDSU ATAC for travel demand model contributions

**Task 3: Balancing Needs with Community Priorities**

- Development of early framework of the plan taking on different roles and administrative/policy function than the current plan has.

**Task 4: Final Deliverables**

- No activity during this invoice period

**Required Action by BMMPO:**

- None in this reporting period

**Problems Encountered:**

- None in this reporting period

**Summary of Project Decisions:**

- In response to feedback from the Steering Committee at the January 22 meeting, the consultant team and MPO have proposed a new approach to the plan's structure, with the plan potentially defining a series of critical transportation corridors and network locations that would involve a higher degree of decision-making and review in the event of development proposing changes to the plan. Under this approach, the remainder of the FARMP network would continue to be an advisory document, primarily left to the region's local governments to implement.
- In response to other feedback, we have proposed to change the approach to stakeholder involvement into a more focused workshop-based engagement around major corridors and hot spots.

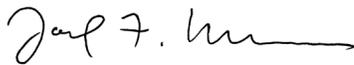
**Out of Scope Services:**

- None in this reporting period

If you have any questions, please do not hesitate to contact me at 651-509-6771.

Sincerely,

**Bolton & Menk, Inc.**



**Joel Mann**

Transportation Project Manager

## Fringe Area Roads Master Plan Update February 2026 Updates for MPO Technical Advisory Committee and Policy Board

### Overview

The Fringe Area Roads Master Plan (FARMP) Update consultant team has developed some initial findings from a technical analysis and is currently working with the NDSU Advanced Traffic Analysis Center (ATAC) on traffic and roadway operations elements of this technical analysis. The findings have led the team to the following early observations and ideas:

- The MPO member jurisdictions have been open to a **more streamlined way of documenting when the FARMP needs to be amended**, typically when a connecting road does not follow the alignments shown in the plan.
- The MPO itself has noted that **some corridors, especially the Beltway studied in 2009 and the hotspot locations studied in the RFP, may require a different level of analysis and assessment** and would not necessarily be left to private developers to construct (as many FARMP connections have been).
- Future development and growth of the region, as indicated in regional forecasts used by the MPO for long-range planning, suggests a need for additional transportation infrastructure to serve a regional mobility function.

This has led to an initial proposal that the FARMP Update would be a hybrid of a major corridors plan and a framework for building out a road network as development continues. This would focus the plan on identifying critical connections and corridors with regional significance and streamlining a review process, so the MPO and its member jurisdictions do not need to coordinate as extensively on plan amendments (while keeping the target network of new connections).

### What does this mean for the MPO's leadership committees?

While the plan update team continues to work with BMMPO staff on refining this direction, this might lead to changes in how the FARMP is maintained and implemented in the future.

- **The TAC and Policy Board may be more involved in making decisions on regionally significant corridors and connections**, especially if land development around them might lead to changes in their alignment or roadway function.
- The **MPO would consider these as candidate projects** in future versions of the Metropolitan Transportation Plan and Transportation Improvement Program.
- Partnership with the North Dakota Department of Transportation might lead to **NDDOT taking a lead on**

- **some of these projects**, not the local governments in which they are located.
- Any non-critical corridors could be built according to guidance of the FARMP, much as they are today. However, the plan would include specific details on how non-critical roads and critical roads interface with one another, and essential components to keep in mind (such as relocation of roads around future freeway interchanges or bridge approaches).

## Changes to stakeholder outreach approach

The consultant team initially proposed a series of up to eight (8) stakeholder listening sessions, intended to provide a level of information and focus between one-on-one engagement with an agency-led steering committee and the broad level of input and information shared by the public. These sessions were intended to gather individuals representing similar themes and topics relevant to the FARMP and the general topic of transportation system expansion to support new development in the Bismarck area.

Based on advice and insight of the FARMP Steering Committee, **BMMPO and the consultant team have proposed a modified approach to this that allows stakeholder interaction to explore technical issues in a more hands-on way.** This is based on the idea of the FARMP focusing first on major corridors. This is also based on the list of hotspot locations that the MPO identified as representing key challenges in allowing growth and development to continue.

This new stakeholder strategy would follow three main tracks:

1. **Focused conversations with a smaller set of stakeholders more directly involved in development in fringe areas**, especially Burleigh County township supervisors and other community representatives.
2. **A pair of more extensive design workshops, one addressing Mandan and Morton County, and the other addressing Bismarck and Lincoln/Burleigh County, focusing on potential key corridors and hotspots in each.** These workshops would share a mix of current conditions information and transportation opportunities and challenges but would allow stakeholders to provide input on potential development and other major physical changes (such as capital improvement projects) happening around key locations.
3. **One update session and workshop with key planning and project development staff from the North Dakota Department of Transportation.**

Each of these is described in more detail in the following sections, with an overall target timeline at the end of this strategy description.

### TRACK 1: FOCUSED CONVERSATIONS

Changes to Bismarck's extra-territorial area (ETA) will give Burleigh County control of land use decisions over a greater area outside Bismarck's city limits, although many of the region's areas forecast to experience growth are in these unincorporated areas. Understanding not only the County's perspective, but also the community perspective on managing growth in these areas and providing adequate transportation infrastructure is important for the team.

We will hold one stakeholder listening session with Burleigh representatives and, if they can be identified, one listening session with Morton County representatives.

**FORMAT:** Stakeholder discussion, allowing in person and virtual participation

**DURATION:** up to 1 hour each

**DESIRED TIMELINE:** by end of February 2026

## TRACK 2: KEY CORRIDOR AND HOTSPOT DESIGN WORKSHOPS

We will identify, from continued Task 2 work on existing conditions, a series of key corridors, and will combine these with the hotspot locations first identified by the MPO and member jurisdictions. The structure of each of these listening sessions will be an interactive in-person meeting that gathers information on land use and potential development and explores potential transportation infrastructure responses in real time.

**PARTICIPANTS:** Key participants should include the following, with assigned roles and responsibilities:

ROLE	KEY RESPONSIBILITIES IN EACH WORKSHOP
Representatives from each of the Cities and from the County itself.	Provide guidance and input on potential land development and growth. Team will use City and County long-range plans for this input, but staff should help to guide and ground-truth this information in the workshop
Representatives for County/City transportation and public works	Guide discussion and help other workshop participants understand key transportation issues, including traffic operations, safety, and the impacts of limited network
Major Institutional Stakeholders at corridors and hotspots	Help the workshop participants understand major transportation needs and opportunities. Suggested candidates might include (but not be limited to) freight operators, major industrial facility operators, land developers, or Bismarck Municipal Airport.
North Dakota DOT (Planning, Bismarck District Engineer or other key staff)	Representatives from the headquarters office (especially planning) and from the Bismarck district office should help to outline major mobility needs with state involvement in decision-making.

**DURATION:** 2 hours each

**DESIRED TIMELINE:** Late February/mid-March 2026

## TRACK 3: NDDOT WORKSHOP

While not intended as a formal meeting of the NDDOT Management Committee, this workshop would involve key members of NDDOT staff involved in long-range planning, project development, and system operations and preservation in the Bismarck urbanized area/metropolitan planning area. We expect this to include representatives from both NDDOT's headquarters and from the Bismarck district office.

While this agenda can be developed further in conjunction with NDDOT and BMMPO staff, early objectives may include the following:

- Providing a more detailed progress update of the project to date, including findings from technical analysis and stakeholder discussions
- Identifying key priority investments in the area for NDDOT
- Guidance on key corridors and hotspots and potential funding and resources available for project implementation (this guidance may be more appropriate to the BMMPO's Metropolitan Transportation Plan and Transportation Improvement Program, but is useful to document in the FARMP Update)
- Additional background and overview of major infrastructure concepts that have been considered for the region, including circumferential roadways (the Beltway concepts from BMMPO's 2009 study) and any additional Missouri River crossings
- Overall policy guidance on approaching interchange locations and important ties between the FARMP and other NDDOT-managed processes or actions.

**FORMAT:** Stakeholder discussion, allowing in person and virtual participation

**DURATION:** up to 90 minutes

**DESIRED TIMELINE:** likely after stakeholder sessions – mid-March to early April 2026

## TARGET TIMELINE

The following schedule diagram outlines a desired timeline for these events, with critical planning and preparation noted on each.

TRACK	Week of (by Monday beginning date)								
	Feb 9	Feb 16	Feb 23	Mar 2	Mar 9	Mar 16	Mar 23	Mar 30	Apr 6
Track 1: Focused Sessions									
Track 2: Design Workshop									
Track 3: NDDOT									

