

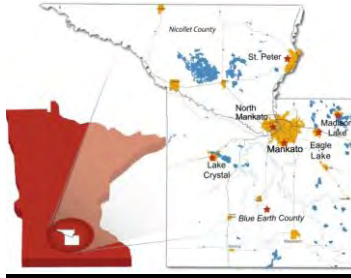
**Mankato/North Mankato Area Planning Organization  
Technical Advisory Committee**

Thursday, May 17, 2018 – 1:00PM

Intergovernmental Center,  
Minnesota River Room

10 Civic Center Plaza, Mankato, MN 56001

- I. Call to Order
- II. Introductions
- III. Approval of Agenda
- IV. Approval of Minutes – February 15, 2018
- V. New Business
  1. Final TAC approval: Draft 2019-2022 Transportation Improvement Program (TIP)
  2. Formation of Scoring Committee for ICE Report Consultant: Hoffman Road and South Victory Drive Intersection
  3. Call for Suggested Projects for 2019 Unified Planning Work Program (UPWP)
  4. Election of Officers: Chair and Vice Chair
- VI. Other Business, Discussion & Updates
  1. Update: Transit Staff
  2. Update: Transit Development Plan
  3. Update: Trunk Highway 22 Corridor Study
  4. Update: ADA Transition Plan
- VII. TAC Comments
- VIII. Opportunity for Public Comment
- IX. Adjournment



## **SUMMARY OF MEETING**

### **Mankato/North Mankato Area Planning Organization Technical Advisory Committee Regular Meeting Thursday, February 15, 2018 – 1:30 p.m. Minnesota River Room, Intergovernmental Center, 10 Civic Center Plaza, Mankato, MN 56001**

A meeting of the Technical Advisory Committee (TAC) of the Mankato/North Mankato Area Planning Organization (MAPO) was held on February 15, 2018 at 1:30 p.m. in the Minnesota River Room of the Intergovernmental Center. Present, Paul Vogel – MAPO Executive Director, Charles Androsky – MAPO Transportation Planner, Michael Fischer – City of North Mankato, Dan Sarff – City of North Mankato, Lisa Bigham – District 7 Minnesota Department of Transportation, Joey Penkert (for Mark Anderson) – City of Mankato Transit, Stephen Gantert (for Ryan Thilges) – Blue Earth County, Seth Greenwood – Nicollet County, Jennifer Bromeland, Eagle Lake City Administrator, Jeff Johnson – Public Works Director City of Mankato, Karl Friedrichs – Lime Township, Scott Hogen – Mankato Public Schools, Sam Parker – Region Nine Development Commission, David Cowan – Minnesota State University-Mankato.

Others present: Zachary Tess – District 7 Minnesota Department of Transportation, Shauna McIntire – District 7 Minnesota Department of Transportation

#### **I. Call to Order**

Mr. Fischer called the meeting to order at 1:35 p.m.

#### **III. Approval of Agenda**

Mr. Vogel moved and Mr. Hogen seconded a motion to approve the agenda. With all voting in favor, the agenda was approved.

#### **IV. Approval of Minutes, January 11, 2018**

Mr. Parker moved and Mr. Sarff seconded a motion to approve the minutes. With all voting in favor, the minutes were approved.

## **V. New Business**

### **1. Review of Draft 2019-2022 Transportation Improvement Program (TIP)**

Staff presented the draft 2019-2022 TIP and clarified that several sections will be updated after other scheduled decision-making takes place. Sections of the draft TIP subject to change included selected projects of ongoing solicitations, such as those submitted for the Surface Transportation Program - Small Urban (STP-SU) solicitation and the Transportation Alternatives Program (TAP) solicitation. Staff explained that several sections of the draft TIP were dependent upon the release of the draft 2019-2022 Area Transportation Improvement Plan (ATIP) and draft 2019-2022 State Transportation Improvement Plan (STIP). Sections of the TIP such as selected projects, annual cost sum totals, project mapping, and descriptions of project impact will be updated as information is released.

Staff also explained that the 2019-2021 TIP included a new section on Performance Measurement. This section was added under the guidance of the Federal Highway Administration (FHWA) and MnDOT, as directed by the Moving Ahead for Progress in the 21st Century (MAP-21) Act.

Staff explained that the TIP included a new section on Regional Significance. The MAPO will assess whether projects outside the MAPO area qualify as “regionally significant” on a case-by-case basis. Staff recommendations for the designation of “regionally significant” included the Trunk Highway 14 Corridor Expansion project and Segment Four of the Minnesota River State Trail, St. Peter to Mankato.

Mr. Tess delivered a presentation on the Highway 14 Corridor Expansion project. Phased component projects are in various stages of completion. Mr. Tess stated that MnDOT’s Corridors of Commerce program was a potential funding source and that a letter of support from the MAPO would be helpful in attaining funding.

Mr. Fischer inquired if MAPO staff could generate and send out for review a draft resolution of support which would be passed by the MAPO Policy Board. Staff replied that the draft letter would be sent out in the coming days.

Mr. Fischer inquired if there were further questions on the draft 2019-2022 TIP. Being there were none, Mr. Greenwood made a motion to approve. Mr. Parker seconded. Motion carried.

**2. Amendment to 2018-2021 Transportation Improvement Program (TIP) Supporting Performance Measures & Targets**

Staff explained that in February 2018 MnDOT and Minnesota's Metropolitan Planning Organizations (MPOs) were advised by the Federal Highway Administration (FHWA) to amend their existing 2018-2021 TIP documents to include language supporting MAP-21's Performance Measurement goals. This would allow the MAPO flexibility to amend the 2018-2021 TIP document after May 27, 2018, should the need arise.

Mr. Friedrichs inquired if the recommended amendment would change the priorities, ranking, or schedule of projects previously included in the 2018-2021 TIP. Staff clarified that the 2018-2021 TIP was guided by the MAPO's Long Range Transportation Plan (LRTP). Because the LRTP had been designed around MAP-21, the Performance Measures had already been integrated into the MAPO project selection process. As such, the project selection process and the goals of the Performance Measures overlapped and complimented one another. No changes would be made to the current project schedule.

With no other questions, Mr. Friedrichs made a motion to approve the Amendment to the 2018-2021 TIP. Mr. Hogen seconded. Motion carried.

**3. Request for Proposed Planning Studies for Inclusion in 2019-2020 Unified Planning Work Program (UPWP)**

Staff explained that in preparation for the 2019-2020 Unified Planning Work Program (UPWP), the MAPO must prioritize planning studies and work activities to take place over the years 2019 and 2020. Staff advised the TAC members to meet with their respective member jurisdictions to reevaluate planning studies and discuss projects to be prioritized. Staff offered an overview of the 2018-2020 activities, as outlined by the 2018-2019 UPWP. This included initiation of the LRTP update, among other projects. Staff communicated that of an estimated \$200,000 in funding available, the next Long Range Transportation Plan (LRTP), was estimated to cost between \$150,000 and \$250,000.

Mr. Fischer inquired about a timeline for the project selection process. Staff advised the TAC to meet with member-jurisdictions over the next two months for discussions in April.

## **VI. Other Business & Updates**

### **1. Transit Development Plan Update**

Mr. Penkert provided an update on the progress of the TDP. City of Mankato Transit and MAPO staff are meeting regularly with the consultant in production and review of draft existing conditions, routing, and recommendations.

### **2. Trunk Highway 22 Corridor Study Update**

Staff updated the TAC on the TH 22 Corridor Study. Project work in the near-term will focus on development of segment-specific purpose and needs statements, corridor alternatives, analysis, and screening / evaluation of alternatives.

### **3. Americans with Disabilities Act (ADA) Transition Plan Update**

Staff offered a brief update on the ADA Transition Plan and then initiated a conference call with the consultant. The consultant updated the TAC on project status and provided a stakeholder meeting summary. Inventory collection has stopped for the winter. A kickoff meeting is scheduled March 20, 2018. At the meeting, a training session will be held by MnDOT for collecting ADA compliance inventory. MAPO staff emphasized that all MAPO member-jurisdictions were invited to attend and send staff to the training.

## **VII. TAC Comments**

Mr. Fischer inquired if there were any TAC comments. There were none.

## **VIII. Opportunity for Public Comment**

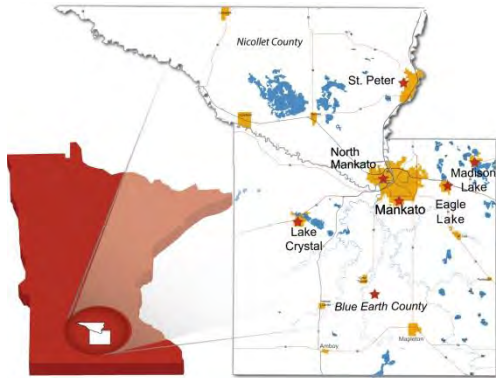
Mr. Fischer inquired if there were any public comments. There were none.

## **IX. Adjournment**

At approximately 2:20 p.m. Mr. Johnson moved and Mr. Greenwood seconded a motion to adjourn the meeting. With all voting in favor, the motion carried unanimously.

---

Chair, Mr. Fischer



## AGENDA RECOMMENDATION

### Agenda Heading: Final TAC Approval: Draft 2019-2022 Transportation Improvement Program (TIP) No: 5.1

**Agenda Item:** Final TAC Approval: Draft 2019-2022 Transportation Improvement Program (TIP)

**Recommendation Action(s):** Motion to recommend to MAPO Policy Board approval of draft 2019-2022 TIP

#### **Summary:**

At the February 15, 2018 TAC meeting, the MAPO TAC approved release of the draft 2019-2022 TIP for 30-day public comment on March 23, 2018. The 30-day public comment period closed on April 24, 2018. The MAPO received a range of comments from local, State, and Federal transportation stakeholders. Comments included updated project descriptions, scopes, funding sources, and associated Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) programs. The TIP was updated as corrections and comments were received. There was also a suggestion to accelerate the timeline on project 137-140-001 (Stadium/Pohl roundabout).

#### **Attachments:**

Draft 2019-2022 TIP

Summary of Comments Received

Map submitted to MAPO as component of TIP comment



# DRAFT

## MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION (MAPO)

2019 - 2022

### Transportation Improvement Program (TIP)

Hard copies available from  
MAPO offices at:

Adopted \_\_/\_\_/\_\_

Mankato Intergovernmental Center  
10 Civic Center Plaza  
Mankato, MN 56001

Website | [www.mnmapo.org](http://www.mnmapo.org)  
Phone | (507) 387-8389  
Twitter | @MinnesotaMAPO



## MANKATO/NORTH MANKATO PLANNING ORGANIZATION

### Policy Board, Staff and Advisory Committee Listing

Policy Board	Transportation Advisory Committee
Tim Auringer – City of Eagle Lake	Sheri Allen – Mankato Area Public Schools (District 77)
Bob Freyberg – City of North Mankato	Lisa Bigham – MnDOT (District 7)
Jack Kolars – Nicollet County	Jennifer Bromeland – City of Eagle Lake
Mike Laven – City of Mankato	Paul Corcoran – Minnesota State University, Mankato
Mark Piepho – Blue Earth County (chair)	Scott Fichtner – Blue Earth County
Dan Rotchadl – Mankato Township	Karl Friedrichs – Lime Township
	Michael Fischer – City of North Mankato (chair)
<b>MAPO Staff</b>	Seth Greenwood – Nicollet County
Paul Vogel, Executive Director	Scott Hogen – Mankato Area Public Schools (District 77)
Charles Androsky, Transportation Planner	Jeff Johnson – City of Mankato
	Curt Kloss – Leray Township
	Mandy Landkamer – Nicollet County
	Loren Lindsey – Belgrade Township
	Open – South Bend Township
	Ed Pankratz – Mankato Township
	Sam Parker – Region Nine Development Commission
	Craig Rempp – City of Mankato, Transit
	Dan Sarff – City of North Mankato
	Ryan Thilges – Blue Earth County
	Paul Vogel – City of Mankato

To request this document in other languages, please call (507) 387-8389

Para solicitar este documento en otros idiomas, llame al (507) 387-8389

Si aad u codsato dukumintigan luqadaha kale, fadlan wac (507) 387-8389



### ***Disclaimer***

The preparation of this report has been funded in part by the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, and the State of Minnesota Department of Transportation. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the U.S. Department of Transportation. The report does not constitute a standard, specification, or regulation.

### ***Map Disclaimer***

The information contained in the following maps is a compilation of data from various federal, state, county, regional, and municipal sources. Geographic information has limitations due to the scale, resolution, date and interpretation of the original source materials. Users should consult available data documentation to determine limitations and the precision to which the data depicts distance, direction, location or other geographic characteristics. These maps and/or data are not legal survey documents to be used for describing land for the purpose of ownership or title.



# Table of Contents

Chapter 1 / Introduction .....	1
<i>Mankato/North Mankato Area Planning Organization.....</i>	<i>1</i>
<i>Map 1: MAPO Planning Area .....</i>	<i>3</i>
<i>Transportation Improvement Program.....</i>	<i>4</i>
<i>The TIP and its Connection to the Long Range Transportation Plan .....</i>	<i>5</i>
<i>Federal Funding Sources.....</i>	<i>5</i>
Chapter 2 / FY 2019-2022 TIP Projects.....	8
<i>Table 1: 2019 Projects .....</i>	<i>9</i>
<i>Table 2: 2020 Projects .....</i>	<i>10</i>
<i>Table 3: 2021 Projects .....</i>	<i>11</i>
<i>Table 4: 2022 Projects .....</i>	<i>12</i>
<i>Table 5: Regionally Significant Projects .....</i>	<i>12</i>
<i>Map 2: Locations of 2019-2022 TIP Projects.....</i>	<i>13</i>
Chapter 3 / Project Selection .....	14
<i>MnDOT District 7 Area Transportation Partnership (ATP).....</i>	<i>14</i>
<i>Figure 1: Location of Membership Counties ATP 7 .....</i>	<i>15</i>
<i>Eligibility for Roadway and Transit Projects .....</i>	<i>15</i>
<i>Project Selection Process.....</i>	<i>16</i>
<i>Projects Funded through the STPG / TAP Program.....</i>	<i>16</i>
<i>Performance Measurement &amp; Targets.....</i>	<i>16 &amp; 17</i>
<i>Regional Significance.....</i>	<i>18</i>

Chapter 4 / Community Impact Assessment.....	19
<i>Map 3: Project Locations and Concentrations of Minority Populations.....</i>	<i>20</i>
<i>Map 4: Project Locations and Low-income Populations.....</i>	<i>21</i>
Chapter 5 / Financial Capability.....	22
<i>Federal Funding Levels .....</i>	<i>22</i>
<i>Figure 2: Historical Total STIP Funding in the MAPO Planning Area .....</i>	<i>22</i>
<i>Table 6: Annual Funding Targets for the ATP 7 .....</i>	<i>23</i>
<i>Financial Plan: Highway Investments.....</i>	<i>23</i>
<i>Table 7: Total Project Costs: 2019-2022 .....</i>	<i>24</i>
<i>Table 8: Estimated Funding Revenue: 2019-2022.....</i>	<i>24</i>
<i>Financial Plan: Transit Investments .....</i>	<i>24</i>
<i>Table 9: Total Transit Project Costs: 2019-2022 .....</i>	<i>25</i>
<i>Table 10: Transit Funding Plan: 2019-2022 .....</i>	<i>25</i>
Chapter 6 / Public Involvement.....	26
<i>2019-2022 TIP Public Participation Summary.....</i>	<i>26</i>
<i>Public Comments Received .....</i>	<i>26</i>
Chapter 7 / Monitoring Progress .....	27
<i>2018 Project Status .....</i>	<i>27</i>
Appendix .....	28
<i>Greater Minnesota New Service Expansion Grant Program Projects.....</i>	<i>29</i>
<i>Public Notice.....</i>	<i>30</i>
<i>Resolution Adopting the 2019-2022 TIP &amp; Self-Certification Finding .....</i>	<i>31 &amp; 32</i>

Decisions about transportation investments require collaboration and cooperation between different levels of government and neighboring jurisdictions. As a document, the Transportation Improvement Program (TIP) reports how the various jurisdictions within the Mankato/North Mankato Area Planning Organization (MAPO) area have prioritized their use of limited federal highway and transit funding.

The TIP process serves to implement projects identified in the Mankato/North Mankato area long range transportation plan (LRTP). The MAPO TIP document programs project funding for metropolitan area.

Development of both the LRTP and the TIP are facilitated by the Mankato/North Mankato Area Planning Organization (MAPO), the federally designated metropolitan planning organization (MPO).

### Mankato/North Mankato Area Planning Organization

The Mankato/North Mankato Area Planning Organization (MAPO) was established in 2012 in response to the 2010 U.S. Census, which designated the Mankato/North Mankato region as an urbanized area, requiring the formation of a metropolitan planning agency.

Because roads and other transportation systems don't start and stop at jurisdictional lines, MAPO meets and maintains a “3-C” (comprehensive, cooperative, and continuing) metropolitan transportation planning process to provide maximum service to citizens. In other words, the federal government wishes to see federal transportation funds spent in a manner that has a basis in metropolitan region-wide plans developed through intergovernmental collaboration, rational and performance-based analysis, and consensus-based decision making.

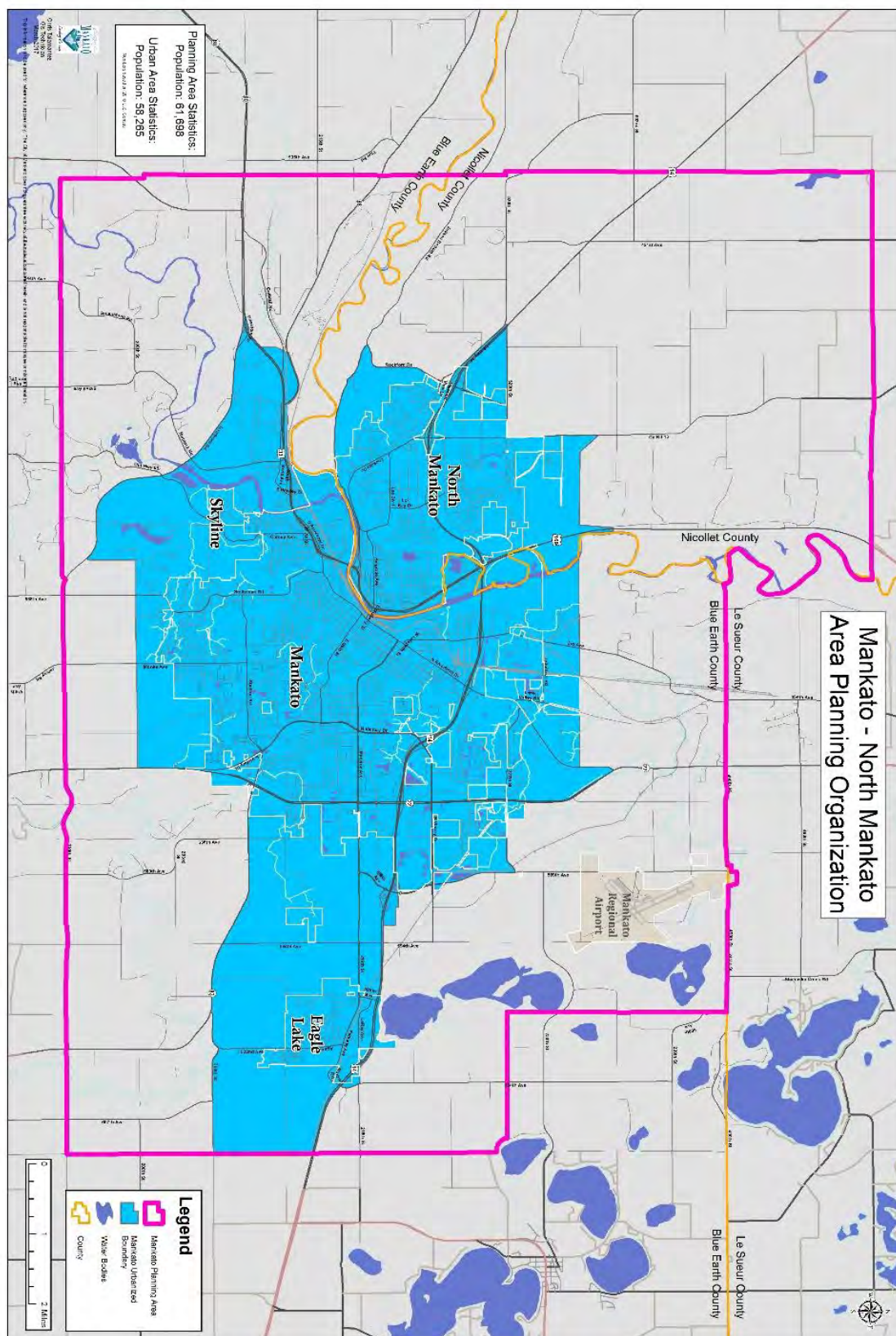
As the federally-designated Metropolitan Planning Organization (MPO), the MAPO provides the comprehensive, cooperative, and continuing planning process for all modes of transportation throughout the MAPO planning area. The geographic boundary of the MAPO area is represented on Map 1 on page 3. MAPO offices are located at 10 Civic Center Plaza in Mankato, Minnesota. The MAPO's official website is [www.mnmapo.org](http://www.mnmapo.org) and it can be followed on Twitter at the handle @MinnesotaMAPO.

In the transportation planning process, the MAPO's roles include:

- Maintaining a certified "3-C" transportation planning process: comprehensive, cooperative, and continuing.
- Coordinating the planning and implementation activities of local, regional, and state transportation agencies.
- Ensuring that an effective public participation process, in which meaningful public input is obtained, is part of the decision-making process behind plans and programs.
- Providing leadership both in setting transportation policy and in metropolitan system planning.
- Lending technical support in planning and operations to local governments.
- Planning for an intermodal transportation system that is economically efficient, environmentally sound, provides the foundation to compete in the global economy, and moves people and goods in an efficient manner.



Map 1: Mankato/North Mankato Metropolitan Planning Area



The federal transportation bill, Fixing America's Surface Transportation Act (FAST ACT) identifies ten planning factors that must be considered in the transportation planning process. The process used to select projects to be programmed through the Mankato/North Mankato TIP is based on these factors:

- 1) Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
- 2) Increase safety of the transportation system for motorized and non-motorized users.
- 3) Increase 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 integration and connectivity of the transportation system across and between modes, people and freight.
- 7) Promote efficient system management and operation.
- 8) Emphasize preservation of the existing transportation system.
- 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
- 10) Enhance travel and tourism

## The Transportation Improvement Program

The TIP is a federally mandated, annually prepared document that contains pedestrian, highway, transit, and other transportation projects that are recommended for federal funding during the next four years in the metropolitan area. The projects included in each year's TIP ultimately come from the area's Long Range Transportation Plan (LRTP), and are aimed at meeting the long-range needs of the transportation system. Implementing agencies, however, propose projects to the MAPO on an annual basis to

be coordinated into a comprehensive listing of the area's federally funded transportation improvements planned for the short range (next 4 years). These listings include information regarding cost, specific funding sources, project timing, etc. Once in the TIP, projects represent a commitment of funding on the part of the implementing agency.

TIPs are developed in cooperation with the state (MnDOT) and Mankato Transit. They must comply with regulations issued by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), but can be revised or amended at any time during the program year by action of the MPO. The TIP projects programmed for Mankato/North Mankato area must match those included in the Area Transportation Improvement Program (ATIP) and the Minnesota Statewide Transportation Improvement Program (STIP).

The MAPO and its Transportation Advisory Committee (TAC) contribute to the development of the TIP, and the MAPO Policy Board reviews the TIP for approval.

## The TIP and its Connection to the Long Range Transportation Plan

As stated above, the projects in the 2019-2022 TIP originate from the Mankato/North Mankato Long Range Transportation Plan (LRTP). The LRTP contains a list of short-, mid-, and long-range transportation projects and focus areas that are planned for the metropolitan area over the next twenty five years.

The regional transportation goals and objectives identified in the LRTP set the broad policy framework for planning transportation improvements and the projects entering the TIP are intended to come from the LRTP or support the long-range goals and objectives established in that framework. The Mankato/North Mankato LRTP identifies how each project or program in the TIP will support the MAPO key performance areas which include: access and reliability, economic vitality, safety, preservation and multimodal transportation.

## Federal Funding Sources

Projects included in the 2019-2022 MAPO TIP will be funded by one of the following funding categories. Funding sources are identified on pages 6 – 7 by the acronym in parentheses after each funding name listed below. Legislation allows MnDOT to reserve the ability to determine which of these funding categories (and how much of each) will ultimately be used to fund any given project in the TIP. As such, the amounts and types of funding shown in the project tables may be subject to modification.

The primary governing federal transportation bill, the Fixing America's Surface Transportation Act (FAST, 2015), for the most part continues the structure of the various funding programs of the previous federal transportation bill, the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act (2012). One notable exception from the perspective of local jurisdictions that are eligible for federal transportation funds is the conversion of the long-standing Surface Transportation program (STP) to the Surface Transportation Block Grant (STBG) program, which emphasizes flexibility in the types of projects and activities that those funds can be applied to.

**National Highway Performance Program (NHPP):**

NHPP funding is targeted toward projects aimed at achieving national performance goals for improving the infrastructure condition, safety, mobility, and/or freight movement of facilities that are part of the National Highway System (NHS).

**Surface Transportation Block Grant Program (STBG):**

Formally known as the Surface Transportation Program (STP), the Surface Transportation Block Grant (STBG) program delivers funds designed to be flexible in their application. They can be used by States and localities for projects on any highway that is eligible for Federal-Aid funds, on bridge projects on any public road, on non-motorized paths, or on transit capital projects, including bus purchases. States and localities are responsible for a 20% share of project costs funded through this program.

**Highway Safety Improvement Program (HSIP):**

The Highway Safety Improvement Program is aimed at achieving a significant reduction in traffic fatalities and serious injuries on all public roads and is related to addressing conditions identified in a state's Strategic Highway Safety Plan (SHSP). Funds may be used for a variety of safety improvements on any public road, and publicly owned bicycle and pedestrian pathways or trails are also eligible for HSIP dollars. The federal share is 90% (for certain projects it can be 100%), and up to 10% of a state's HSIP funds can be used to help fund other activities including education, enforcement and emergency medical services.

**Transportation Alternatives (TA):**

The Transportation Alternatives (TA) program is derived as a set-aside from each state's annual STBG apportionments. Eligible projects include, but are not limited to, the creation of facilities for pedestrians and bikes, environmental mitigation or habitat protection as related to highway construction or operations, as well as infrastructure and non- infrastructure related Safe Routes to School activities. States and localities are responsible for 20% of TA eligible funds applied to projects.



**Federal Transit Administration (FTA):**

Transit funding authorized by the FAST Act is managed in several ways. The largest amount is distributed to the states by formula; other program funds are discretionary. FTA transit allocations may be administered by the state or be granted directly to the transit agency. Projects identified as FTA-funded in the 2019-2022 Mankato/North Mankato Area TIP generally represent one of a number of subcategories that represent different funding programs administered by the FTA to provide either capital or operating assistance to public transit providers.

**Other:**

Funding identified as “other” could include funding from State of Federal grants or other funding sources including local funds.

## FY 2019-2022 TIP Projects

The tables that follow on pages 9 - 12 list all the transportation projects scheduled for federal and/or state funding in the Mankato/North Mankato area, as well as projects categorized as “regionally significant” by the MAPO. The map on page 13 depicts the location of each project. The structure of the tables is as follows:

**COLUMN TITLE**

***LRTP Reference*** – Page reference to where the project can be found in the LRTP.

***Route/System*** – Local jurisdiction responsible for the project and the route number where the project is occurring.

***Project Number*** – Project identifier. Most trunk highway projects state with the control section numbers. Local projects state with either a county number or the city number.

***Year*** – Year the project is programmed.

***Agency*** – The jurisdiction responsible for implementing project or for opening bids.

***Project Description*** – Scope of project, location, length, etc.

***Miles*** – The length of project.

***Type*** – Identifies if project is primarily road, pedestrian/bike, transit-related, etc.

***Type of Work*** – Identifies if project is maintenance, reconstruction, safety improvements, etc.

***Proposed Funds*** – Identifies the federal funding programs intended to be the primary funding sources for the project.

***Project Total*** – Total anticipated cost of the project.

***FHWA*** – The total estimated federal aid highway funding to be used for the project. This includes advance construction conversion funding.

***AC*** – The total estimated amount of future federal funds (AC) being committed to a project, front- ended by local/state funds.

***FTA*** – The total estimated federal aid transit funding to be used for the project

***TH*** – The total estimated state trunk highway funding to be used for the project.

***Bond*** – The total estimated state bond to be used for the project.

***Other*** – Funding coming from other sources, including local city, county, or transit agency.



**Table 1: FY 2019 Federal Funded Transportation Projects**

MPO: MANKATO-NORTH MANKATO AREA PLANNING ORGANIZATION							FY 2019 – FY 2022 STIP									
L RTP REFERENCE	ROUTE SYSTEM	PROJECT NUMBER	YEAR	AGENCY	PROJECT DESCRIPTION	MILES	PROGRAM	TYPE OF WORK	PROPOSED FUNDS	TOTAL	FHWA	AC	FTA	TH	BOND	OTHER
9-33	BB	TRF-0028-19A	2019	MANKATO	SECT 5307: CITY OF MANKATO RR TRANSIT OPERATING ASSISTANCE	-	B9	TRANSIT OPERATIONS	FTA	1,900,000	-	-	532,000	-	-	1,368,000
9-33	BB	TRF-0028-19B	2019	MANKATO	SECT 5307: CITY OF MANKATO RR TRANSIT PREVENTATIVE MAINTENANCE	-	B9	TRANSIT OPERATIONS	FTA	263,000			188,000			75,000
9-33	BB	TRF-0028-19T	2019	MANKATO	SECT 5307: CITY OF MANKATO: PURCHASE ONE (1) BUS <30 FT REPLACEMENT BUS (CLASS 400)	-	BB	TRANSIT VEHICLE PURCHASE	FTA	200,000			160,000			40,000
9-33	BB	TRF-0028-19ZO	2019	MANKATO	CITY OF MANKATO; RR TRANSIT OPERATING ASSISTANCE: NEW SERVICE EXPANSION PROGRAM	-	TR	TRANSIT OPERATIONS	LF (Local Funds)	970,000						970,000
9-33	BB	TRF-0028-19C	2019	MANKATO	SECT 5307: COMPLETE FUEL SYSTEM REPLACEMENT(TANKS, BUMPS, LIGHTED CANOPY)	-	TR	TRANSIT OPERATIONS	FTA	600,000			480,000			120,000
9-33	BB	TRF-0028-19D	2019	MANKATO	SECT 5307: CITY OF MANKATO; PURCHASE ONE (1) BUS <30 FT REPLACEMENT BUS (CLASS 400)	-	B9	TRANSIT VEHICLE PURCHASE	FTA	200,000			160,000			40,000
9-28	MN22	0704-108SAC	2019	MNDOT	**AC**MN 22, AT JCT OF CSAH 90 CONSTRUCT ROUNDABOUT (TIED. 007-070-005) (AC PAYBACK 1 OF 1)	0.0	SH	ROUNDABOUT	HSIP	621,000	621,000					
9-21	LOCAL	137-080- 002AC1	2019	MANKATO	**AC**TED** ADAMS ST FROM TH 22 TO CSAH 12, CONSTRUCT NEW ROAD, ROUNDABOUT AND PED/BIKE TRAIL (AC PAYBACK 1 OF 2)	1.1	MC	NEW PAVEMENT	STBGP	\$173,085	\$173,085					
9-28	CSAH 90	007-070-005AC	2019	BLUE EARTH COUNTY	**AC**CSAH 90 AT JUNCTION OF CSAH 90 AND TH22 CONSTRUCT ROUNDABOUT (TIED 0704-108) (AC PAYBACK 1 of 1)	0.1	SH	ROUNDABOUT	HSIP	610,200	610,200					
5-6	MN22	0704-110	2019	MNDOT	MN 22, FROM NORTH CITY LIMITS NEAR 5 <sup>TH</sup> AVE NE OF MAPLETON (TO INCLUDE PLAZA AREA) TO INTERSECTION OF TH22 AND 206 <sup>TH</sup> STREET, LANDSCAPING	14.4	RB	LANDSCAPING	SF (State Funds)	635,000				560,000		75,000
5-7	US169	5211-69	2019	MNDOT	US169, 0.2 MILES SOUTH TO 0.25 MILES NORTH OF TH 14, GRADING, FULL DEPTH BITUMINOUS RECLAMATION, MILL AND OVERLAY	0.6	RD	BITUMINOUS RECLAMATION	SF	1,300,000				364,000		936,000
<b>TOTAL</b>										7,472,285	1,404,285	0	1,520,000	924,000	0	3,624,000

**\*\*NOTE: Totals will not balance because of the Advanced Construction (AC) Dollars\*\***

**Table 2: FY 2020 Federal Funded Transportation Projects**

MPO: MANKATO-NORTH MANKATO AREA PLANNING ORGANIZATION							FY 2019 – FY 2022 STIP									
L RTP REFERENCE	ROUTE SYSTEM	PROJECT NUMBER	YEAR	AGENCY	PROJECT DESCRIPTION	MILES	PROGRAM	TYPE OF WORK	PROPOSED FUNDS	TOTAL	FHWA	AC	FTA	TH	BOND	OTHER
9-33	BB	TRF-0028-20A	2020	MANKATO	SECT 5307: CITY OF MANKATO RR TRANSIT OPERATING ASSISTANCE	0.0	B9	TRANSIT OPERATIONS	FTA	2,000,000	-	-	532,000	-	-	1,468,000
9-33	BB	TRF-0028-20B	2020	MANKATO	SECT 5307: CITY OF MANKATO RR TRANSIT PREVENTATIVE MAINTENANCE	0.0	B9	TRANSIT OPERATIONS	FTA	200,000	-	-	160,000	-	-	40,000
9-33	BB	TRF-0028-20T	2020	MANKATO	SECT 5307: CITY OF MANKATO, PURCHASE ONE (1) <30FT REPLACEMENT BUS (CLASS 400)	0.0	B9	TRANSIT VEHICLE PURCHASE	FTA	200,000			160,000			40,000
9-21	CSAH 12	007-612-021AC	2020	BLUE EARTH COUNTY	**AC**CSAH 12, FROM CSAH 17 TO TH83, CONSTRUCT NEW ROAD AND ROUNDAABOUT AT JCT TH83 (TIED 0711-30)(AC PAYBACK 1 OF 1)	1.7	MC	GRADING ONLY	STBGP	1,596,000	1,596,000					
9-21	LOCAL	137-080- 002AC2	2020	MANKATO	**AC**TED** ADAMS ST FROM TH 22 TO CSAH 12, CONSTRUCT NEW ROAD, ROUNDAABOUT AND PED/BIKE TRAIL (AC PAYBACK 2 OF 2)	1.1	MC	GRADING ONLY	STBGP	636,000	636,000					
9-25	PED/ BIKE	150-090-003	2020	NORTH MANKATO	AROUND DAKOTA MEADOWS SCHOOL IN NORTH MANKATO, IMPROVE VARIOUS CROSSINGS AND CONSTRUCT TRAILS	0.0	EN	NEW TRAIL	STBGTA	334,200	267,360					66,840
9-9	CSAH 41	007-641-007	2020	BLUE EARTH COUNTY	CSAH 41 OVER LE SUEUR RIVER, 0.7 MI S OF JCT CR 183, REPLACE BR 7274 WITH BR 07600 AND APPROACHES	0.0	BR	BRIDGE REPLACEMENT	BROS	1,800,000	960,000					840,000
<b>TOTAL</b>										6,766,200	2,499,360	0	852,000	0	0	2,454,840

**Table 3: FY 2021 Federal Funded Transportation Projects**

	MPO: MANKATO-NORTH MANKATO AREA PLANNING ORGANIZATION						FY 2019 – FY 2022 STIP									
L RTP REFERENCE	ROUTE SYSTEM	PROJECT NUMBER	YEAR	AGENCY	PROJECT DESCRIPTION	MILES	PROGRAM	TYPE OF WORK	PROPOSED FUNDS	TOTAL	FHWA	AC	FTA	TH	BOND	OTHER
9-33	BB	TRF-0028-21A	2021	MANKATO	SECT 5307: CITY OF MANKATO RR TRANSIT OPERATING ASSISTANCE	0.0	B9	TRANSIT OPERATIONS	FTA	2,100,000	-	-	532,000	-	-	1,568,000
9-33	BB	TRF-0028-21B	2021	MANKATO	SECT 5307: CITY OF MANKATO RR TRANSIT PREVENTATIVE MAINTENANCE	0.0	B9	TRANSIT OPERATIONS	FTA	200,000	-	-	160,000	-	-	40,000
9-33	BB	TRF-0028-21C	2021	MANKATO	SECT 5339: CITY OF MANKATO PURCHASE ONE (1) BUS <30FT REPLACEMENT BUS (CLASS 400)	0.0	BB	TRANSIT VEHICLE PURCHASE	FTA	200,000			160,000			40,000
9-33	BB	TRS-0028-21TA	2021	MANKATO	CITY OF MANKATO PURCHASE ONE (1) STD BUS 40FT REPLACEMENT BUS	0.0	BB	TRANSIT VEHICLE PURCHASE	STBGP	530,000	424,000					106,000
9-1	CSAH 13	052-613-021	2021	NICOLLET COUNTY	CSAH 13, FROM 506TH ST TO TH 99, MILL AND CONCRETE OVERLAY	5.3	RD	MILL AND OVERLAY	STBGP	4,000,000	1,596,000					2,404,000
9-25	PED/BIKE	150-591-001	2021	NORTH MANKATO	IN NORTH MANKATO ALONG MONROE AVE, GARFIELD AVE, CENTER ST, RANGE ST, AND WHEELER PARK, CONSTRUCT PED/BIKE TRAIL, ADA, CURB EXTENTIONS, STRIPING AND CREATE PICK UP/DROP OFF AREA	0.0	EN	PEDESTRIAN RAMPS (ADA IMPROVEMENTS)	STBGTA	300,400	224,428					75,972
9-17	MSAS 119	150-119-003	2021	NORTH MANKATO	**AC** MSAS 119, FROM LOOKOUT DR TO LOR RAY DR, REMOVE AND REPLACE SURFACING, ADA AND LIGHTING (AC PAYBACK IN 2022)	1.0	RD	URBAN RECONSTRUCTION	STBGP	1,725,400	908,000	251,414				565,986
9-1	US169	0713-80	2021	MNDOT	US 169, AT THE INTERSECTION OF TH 169 AND OWATONNA ST IN THE CITY OF MANKATO, REPLACE SIGNAL SYSTEM	0.0	SC	TRAFFIC SIGNAL REVISION	NHPP	370,000	148,000			37,000		185,000
<b>TOTAL</b>										9,425,800	2,876,428	251,414	1,276,000	37,000	0	4,984,958

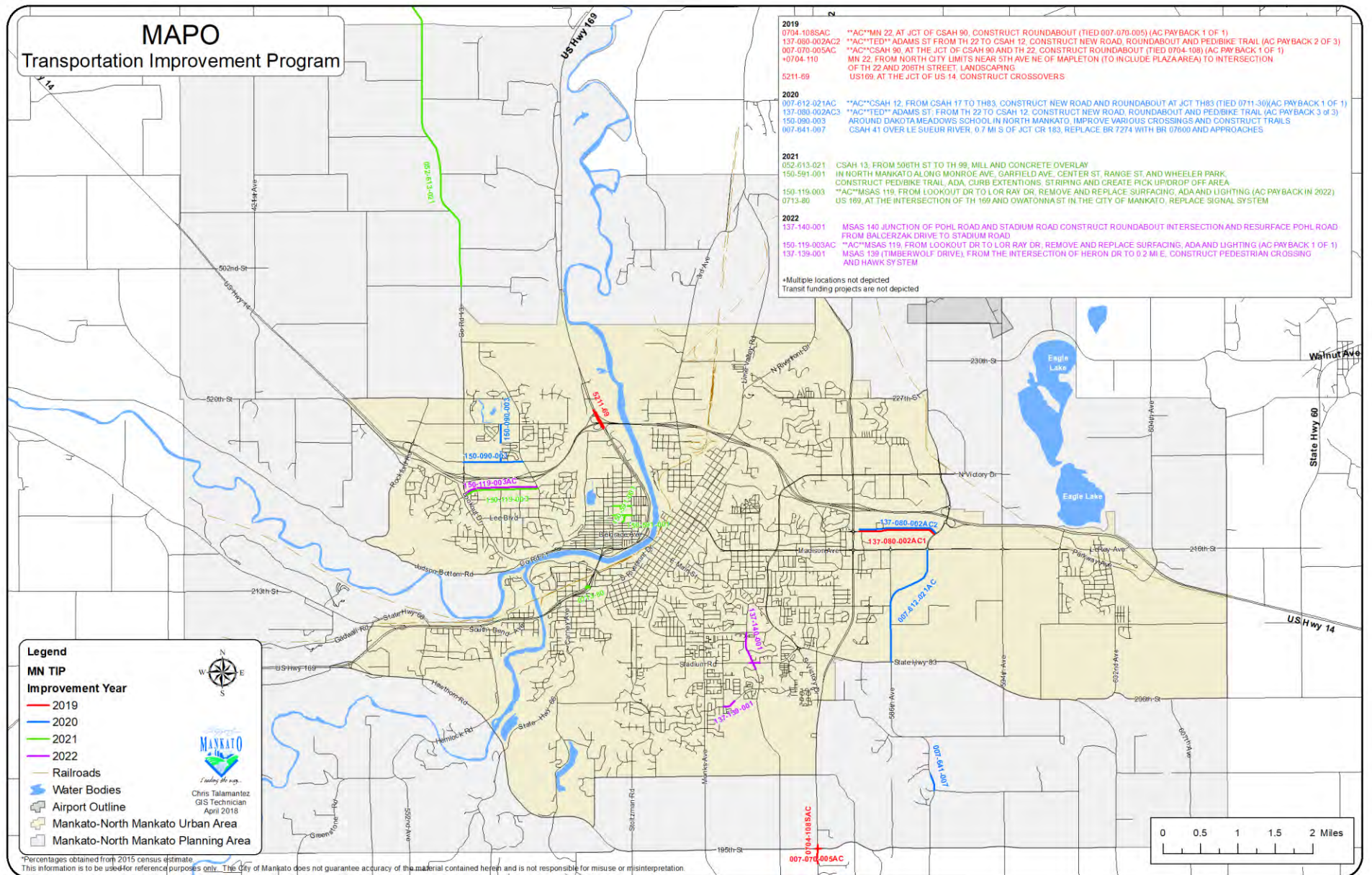
**Table 4: FY 2022 Federal Funded Transportation Projects**

MPO: MANKATO-NORTH MANKATO AREA PLANNING ORGANIZATION							FY 2019 – FY 2022 STIP									
L RTP REFERENCE	ROUTE SYSTEM	PROJECT NUMBER	YEAR	AGENCY	PROJECT DESCRIPTION	MILES	PROGRAM	TYPE OF WORK	PROPOSED FUNDS	TOTAL	FHWA	AC	FTA	TH	BOND	OTHER
9-33	BB	TRF-0028-22A	2022	MANKATO	SECT 5307: CITY OF MANKATO RR TRANSIT OPERATING ASSISTANCE	0.0	B9	TRANSIT OPERATIONS	FTA	2,100,000	-	-	532,000	-	-	1,568,000
9-33	BB	TRF-0028-22B	2022	MANKATO	SECT 5307: CITY OF MANKATO RR TRANSIT PREVENTATIVE MAINTENANCE	0.0	B9	TRANSIT OPERATIONS	FTA	200,000	-	-	160,000	-	-	40,000
9-33	BB	TRS-0028-22T	2022	MANKATO	CITY OF MANKATO PURCHASE ONE (1) BUS STD 35FT REPLACEMENT BUS	0.0	TR	TRANSIT OPERATIONS	STBGP	550,000	440,000					110,000
9-23	MSAS 140	137-140-001	2022	MANKATO	MSAS 140 JCT OF POHL RD AND STADIUM RD CONSTRUCT ROUNDBOUT INTERSECTION RESURFACE POHL ROAD FROM BALCERZAK DR TO STADIUM RD	0.4	MC	NEW ROUNDBOUT	STBGP	995,000	795,814					199,186
9-17	MSAS 119	150-119-003AC	2022	NORTH MANKATO	**AC** MSAS 119, FROM LOOKOUT DR TO LOR RAY DR, REMOVE AND REPLACE SURFACING, ADA AND LIGHTING (AC PAYBACK 1 OF 1)	0.1	RD	URBAN RECONSTRUCTION	STBGP	251,414	251,414					
9-2	MSAS 139	137-139-001	2022	MANKATO	MSAS 139 (TIMBERWOLF DRIVE), FROM THE INTERSECTION OF HERON DR TO 0.2 MI E, CONSTRUCT PEDESTRIAN CROSSING AND HAWK SYSTEM	0.2	BT	RAMPS (ADA IMPROVEMENTS)	STBGTA	191,805	153,444					38,361
<b>TOTAL</b>										4,288,219	1,200,672	0	1,132,000	0		1,955,547

**Table 5: Regionally Significant Projects**

MPO: MANKATO-NORTH MANKATO AREA PLANNING ORGANIZATION						FY 2019 – FY 2022 STIP	
L RTP REFERENCE	PROJECT NUMBER	AGENCY	PROJECT DESCRIPTION	MILES	PHASE	TYPE OF WORK	ESTIMATED COST
3-17	TBD	MNDOT	TH 14 CORRIDOR EXPANSION	112	IN PROGRESS	EXPANSION	TBD
3-58	TBD	MNDOT	BIKE/PED TRAIL FROM ST. PETER TO MANKATO	13	DESIGN	NEW TRAIL	TBD

## Map 2: Location of 2019-2022 TIP Projects





## Project Selection

As the designated MPO for the Mankato/North Mankato area, the MAPO is responsible for developing a list of priority transportation projects for the Mankato metropolitan area for the purpose of programming funding through the FAST Act. It is required to work in cooperation with the Minnesota Department of Transportation, Mankato Transit, and local units of government to identify area transportation priorities and produce the annual TIP. The drafting of this document is done in conjunction with the development of a larger regional program carried out with regional partners of the Minnesota Department of Transportation District 7 Area Transportation Partnership (ATP).

As with the previous federal transportation bills the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, 2005) and MAP-21 (2012), the FAST Act continues to call for the prioritization of projects on a statewide basis, which leads to the development of a Statewide Transportation Improvement Program (STIP). The statewide program is informed by those projects developed at the local level. Therefore, the state and local projects programmed in the STIP must be reflected in the local TIPs.

### MnDOT District 7 Area Transportation Partnership

The State of Minnesota uses a mechanism called the Area Transportation Partnership (ATP) for distributing federal transportation funds throughout the state. The Mankato/North Mankato Metropolitan Area is served by the MnDOT's District 7 ATP, which is made up of local elected officials, planners, engineers, modal representatives, and other agencies from MnDOT District 7 that serve the thirteen counties of Blue Earth, Brown, Cottonwood, Faribault, Jackson, Le Sueur, Martin, Nicollet, Nobles, Rock, Sibley, Waseca, and Watonwan counties (Figure 1, page 16). Similar to the MAPO, the purpose of the ATP is to prioritize projects in the larger region for receiving federal funding. This priority list is combined with priority lists from other ATPs around the state that ultimately make up the STIP.

Under the ATP 7, there are ATP subcommittees that represent each of the funding areas that the ATP helps program: TAP, STP-Small Urban, STP-Rural, and Transit. Entities represented on the subcommittees include counties, cities, transit, MnDOT, Region Nine Regional Development Commission (RDC), Southwest RDC, and the MAPO.





**Figure 1: Membership Counties of the MnDOT District 7 ATP**

Although projects from the thirteen counties and the MAPO are in a sense competing for the limited federal funding that comes to MnDOT District 7, the process used by the ATP aims to provide a degree of equity, but is also based on merit. Proposed local projects are rated for regional significance by the MAPO and the appropriate Regional Development Organization as input to the ATP subcommittees. The subcommittees develop and recommend to the full ATP their ranked list of projects based on funding targets, local priorities, and ATP approved investment guidelines. MnDOT District 7 compiles all local and MnDOT projects into a Draft ATIP based on MnDOT investment guidelines and after ATP review and approval, sends the Draft ATIP to MnDOT Central Office for review and compilation of the Draft STIP. The Draft STIP is again reviewed and potentially revised by the District and reviewed by the ATP. During this review period, the general public has the opportunity to comment on the ATIP. After all reviews and revisions are complete, the ATIP is submitted to MnDOT Central Office for inclusion in the final STIP.

### Eligibility for Roadway and Transit Projects

Federal funds can be spent on any road functionally classified as a Major Collector and above for rural roadways and Minor Collector and above for urban roadways. The FAST ACT provides funding for roadway projects through Federal Highway Administration (FHWA) funding programs and transit projects through Federal Transit Administration (FTA) funding programs. FHWA-funded projects can be maintenance, expansion, safety, or operations-related, as well non-motorized-related (bike & pedestrian improvements, scenic byways, etc.). Planning, technology and various other intermodal projects may also eligible for FHWA funds. A portion of Surface Transportation Block Grant (STBG) funding can also be “flexed” for transit improvements, which the ATP 7 has agreed to do in recent years in order to assist transit operators in the region to maintain their vehicle fleets.

## Project Selection Process

The TIP process should result in projects that reflect the goals, objectives, and priorities of the Mankato/North Mankato area. As such, MAPO staff work with area jurisdictions and stakeholders to ensure that the projects that end up in the TIP are consistent with those goals, objectives, and priorities. In selecting projects for inclusion in the TIP, the MAPO utilized the subcommittees of the ATP to ensure consistency with regional and interjurisdictional transportation goals.

## Projects funded through the Surface Transportation Block Grant Program / Transportation Alternatives Program

Similar to STP funds, STBG/TA funds are allocated to the State DOT and then sub-allocated to the local level. MnDOT District 7 ATP has developed an application process and STBG/TA subcommittee made up of elected officials and transportation professionals that is facilitated by MnDOT District 7 Staff. The selected STBG/TA projects are subject to the approval of the MnDOT District 7 ATP, but any funded TA projects that are located within the MAPO area are included in the MAPO's TIP.

## Performance Measures & Targets

The Moving Ahead for Progress in the 21st Century (MAP-21) Act instituted transportation Performance Measurement (PM) for state DOTs and MPOs. MAP-21 directed the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to develop performance measures to assess a range of factors. State DOTs and MPOs are required to establish targets for each performance measure. The performance measures focus on several major areas; PM1 (transportation safety), PM2 (condition of pavement and bridges), and PM3 (reliability and freight), as well as transit safety and Transit Asset Management (TAM). Transit project programming was informed by the draft TAM's emphasis on improving the regional transit system. In supporting these measures, the MAPO may decide to adopt its own targets or choose to adopt the state standards. Support of these measures must be documented annually in the TIP document. In 2018 the MAPO resolved to support MnDOT's adopted calendar year 2018 PM 1 targets of:

- number of fatalities: 375
- rate of fatalities: 0.62/100 million vehicle miles traveled
- number of serious injuries: 1,935
- rate of serious injuries: 3.19/100 million vehicle miles traveled
- number of non-motorized fatalities and non-motorized serious injuries: 348

The goals of the MAPO's 2045 Long Range Transportation Plan (LRTP) supports these performance measure areas by prioritizing projects which increase the safety of all users of the MAPO's transportation system (LRTP 4-1). The LRTP also specifically outlines compliance with MAPO-21 as a goal of the plan.

### **Anticipated Effect**

The 2019-2022 TIP is anticipated to have a positive effect on the MAPO's adopted PM targets. The projects selected were weighed with a scoring criteria that overlaps and supports the PM goal of reduction of fatalities and serious injuries to users of the MAPO transportation system. For example, the Timberwolf Schoolchild and Pedestrian Crosswalk is a project which directly supports the MAPO's adopted PM1 goals by increasing the safety of users of the roadway. This project is intended to help decrease incidents in every PM1 category. At this time, it is the MAPO's intention to continue to support MnDOT's state standards without modification. MnDOT has indicated that it will be adopting PM2 and PM3 targets by May 20, 2018. The MAPO is required to either set its own targets or support the state targets within 180 days of state adoption. When MnDOT's targets are issued, the 2019 and 2022 TIP will be amended to reflect the PM2 and PM3 targets MAPO adopts. As of TIP adoption, combined projected funding levels from federal, state, and local sources are adequate to meet current scheduled projects. Performance Target achievement could potentially be hindered by a variety of factors, such as the availability of state and federal data. Additionally, target achievement could be delayed by the MAPO's level of influence when taken into consideration with other local priorities as they arise.

### **MPO Investment Priorities**

Although reporting guidance on performance measurement and targeting progress is being finalized in 2018, the MAPO has long supported the spirit of the federal PMs in its project selection process. The underlying values of safety, efficiency, and fiscal responsibility have historically been firmly integrated into MAPO decision-making. Since receiving preliminary guidance from FHWA on PM reporting requirements in 2018, the MAPO has re-emphasized the significance of these target areas. PMs are integrated into the MAPO's project selection process and play a significant role in staff decision-making, priorities, and recommendations. For example, the MAPO's LRTP used MAP-21's national goals as a guide for its development. Additionally, the planned Pavement Management Plan project, scheduled for inclusion in the 2019-2020 Unified Work Planning Program (UPWP), will support MnDOT's and FHWA's PM2 target area of satisfactory pavement conditions. The MAPO's continued Intersection Control Evaluation (ICE) studies, as well as the upcoming Trunk Highway 169 / 14 Area Study, abide by and support PM1's target area of user safety.

## Regional Significance

Due to the multijurisdictional nature of transportation, some projects located outside the MAPO planning area may have significant effect on and within the MAPO area. For example, a substantial expansion or improvement of an interregional corridor passing through the MAPO jurisdiction may have transformative effect on traffic patterns to and from the MAPO area, and thus qualify as regionally significant. It is the intent of the MAPO to show support for projects it classifies as regionally significant. The MAPO will assess whether projects qualify as regionally significant on a case-by-case basis. In some cases these projects are in conceptual stages and thus definitive cost projections are unavailable. Cost estimates included in the “Regionally Significant” Table 5 are illustrative and may be adjusted.

- **Trunk Highway 14 Corridor Expansion**– Administered by MnDOT, the Trunk Highway 14 Corridor Expansion project is a sum of phased separate smaller projects with the overall goal of uniform four-lane service of Trunk Highway (TH) 14 from New Ulm to Rochester. Phased component projects are in various stages of completion. The West Nicollet to North Mankato project was completed in 2016. The New Ulm Gateway project is under construction. Two proposed component projects have yet to be funded; 1) MN 15 to West Nicollet (estimated \$45 million to \$85 million), and 2) Owatonna to Dodge Center (estimated \$115 million to \$150 million). This project is a significant expansion of an interregional corridor and has substantial potential impact on freight and commuter traffic routed through the heart of the MAPO area. In recognition of this impact, the MAPO has designated this project as regionally significant. Trunk Highway 14 is also listed on the National Highway system (NHS) and thus will support MAPO’s PM3 performance targets, once these targets are adopted.
- **St. Peter to Mankato Bicycle/Pedestrian Trail** – The St. Peter to Mankato Bicycle/Pedestrian Trail is one of six segments outlined in the Minnesota Department of Natural Resources (MnDNR) Minnesota River State Trail Franklin to Le Sueur Master Plan (2015). When completed, the St. Peter to Mankato connection (Segment 4 of the planned trail) will connect the cities of Mankato, Kasota, and St. Peter and comprise approximately 13 miles of the larger statewide bicycle system. The trail has significant potential impact on tourist, hobbyist, and commuter bicycle traffic to and from the MAPO area. In recognition of this impact, the MAPO has designated the St. Peter to Mankato Bicycle/Pedestrian project as regionally significant.

## Community Impact Assessment

In 1994, Presidential Executive Order 12898 mandated that every federal agency incorporate environmental justice in its mission by analyzing and addressing the effects of all programs, policies, and activities on minority and low income populations. Drawing from the framework established by Title VI of the Civil Rights Act of 1964, as well as the 1969 National Environmental Policy Act (NEPA), the U.S. Department of Transportation (USDOT) set forth the following three principles to ensure non-discrimination in its federally funded activities:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low income populations.

Therefore, Environmental Justice/Community Impact Assessment is a public policy goal of ensuring that negative impacts resulting from government activities do not fall disproportionately on minority or low income populations. While it is difficult to make significant improvements to transportation systems without causing impacts of one form or another, the concern is whether proposed projects negatively affect the health or environments of minority or low income populations. A community impact assessment highlights those transportation projects that could potentially have a negative impact on disenfranchised neighborhoods. Maps 3 and 4 on the following pages identifies the high-concentration areas of minority and low-income populations in the Mankato/North Mankato planning area and shows their location relative to the projects that are listed in this TIP.

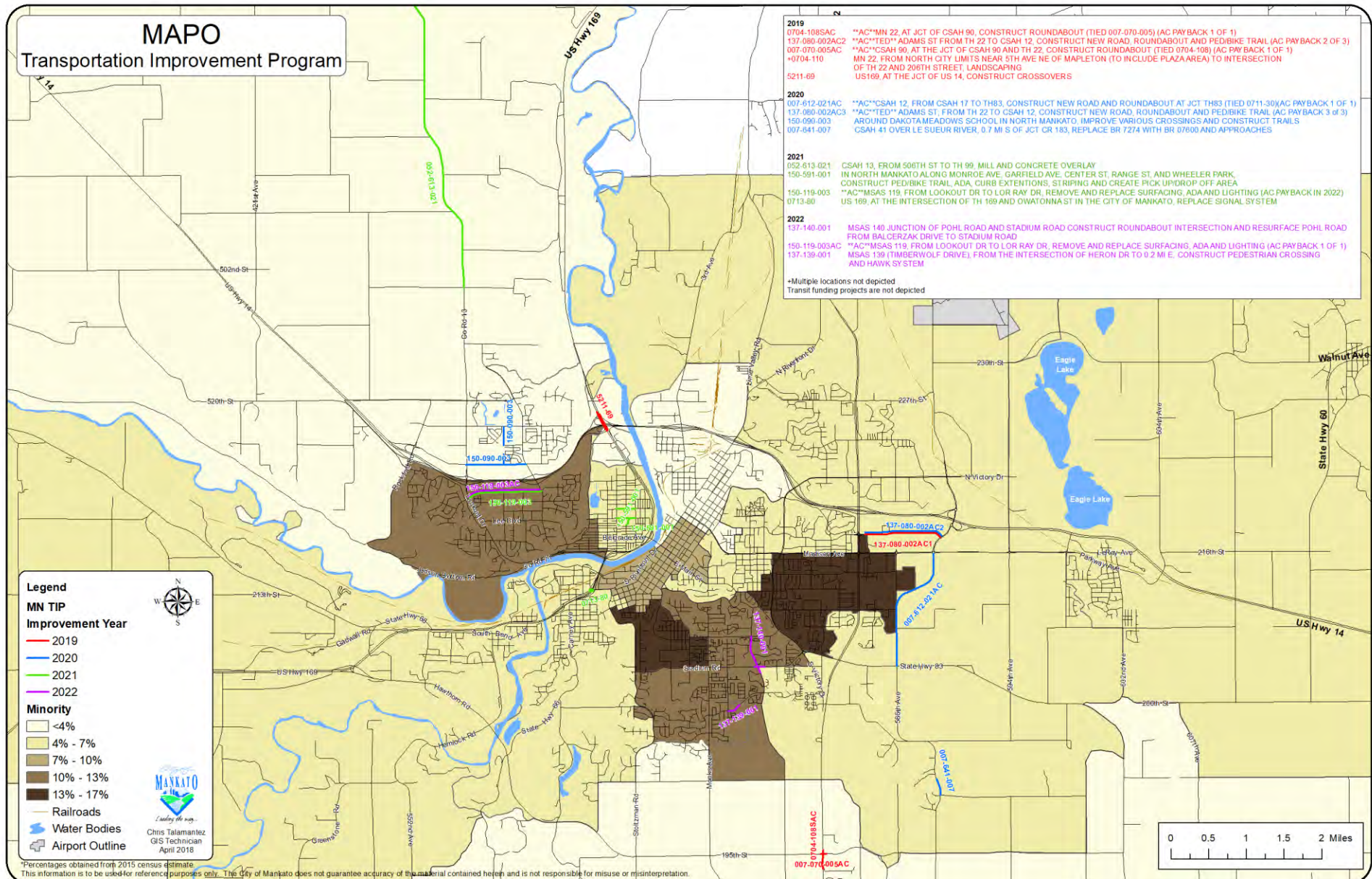
The 2022 TIP schedule contains three projects which represent investment in infrastructure. These projects are comprised of 1) roundabout construction on MSAS 140 at the junction of Pohl Road and Stadium Road and resurfacing of Pohl Road from Balcerzak Drive to Stadium Road in Mankato (137-140-001); 2) Advanced Construction funding for urban reconstruction on along Commerce Drive from Lookout Drive to Lor Ray Drive in North Mankato (150-119-003AC); and 3) installation of a lighted crosswalk on MSAS 139 (Timberwolf Drive) and pedestrian infrastructure at the intersection of Timberwolf Drive and Heron Street in Mankato (137-139-001). All projects are expected to benefit, rather than hinder, low-income individuals and minorities living in the area.



# Chapter 4

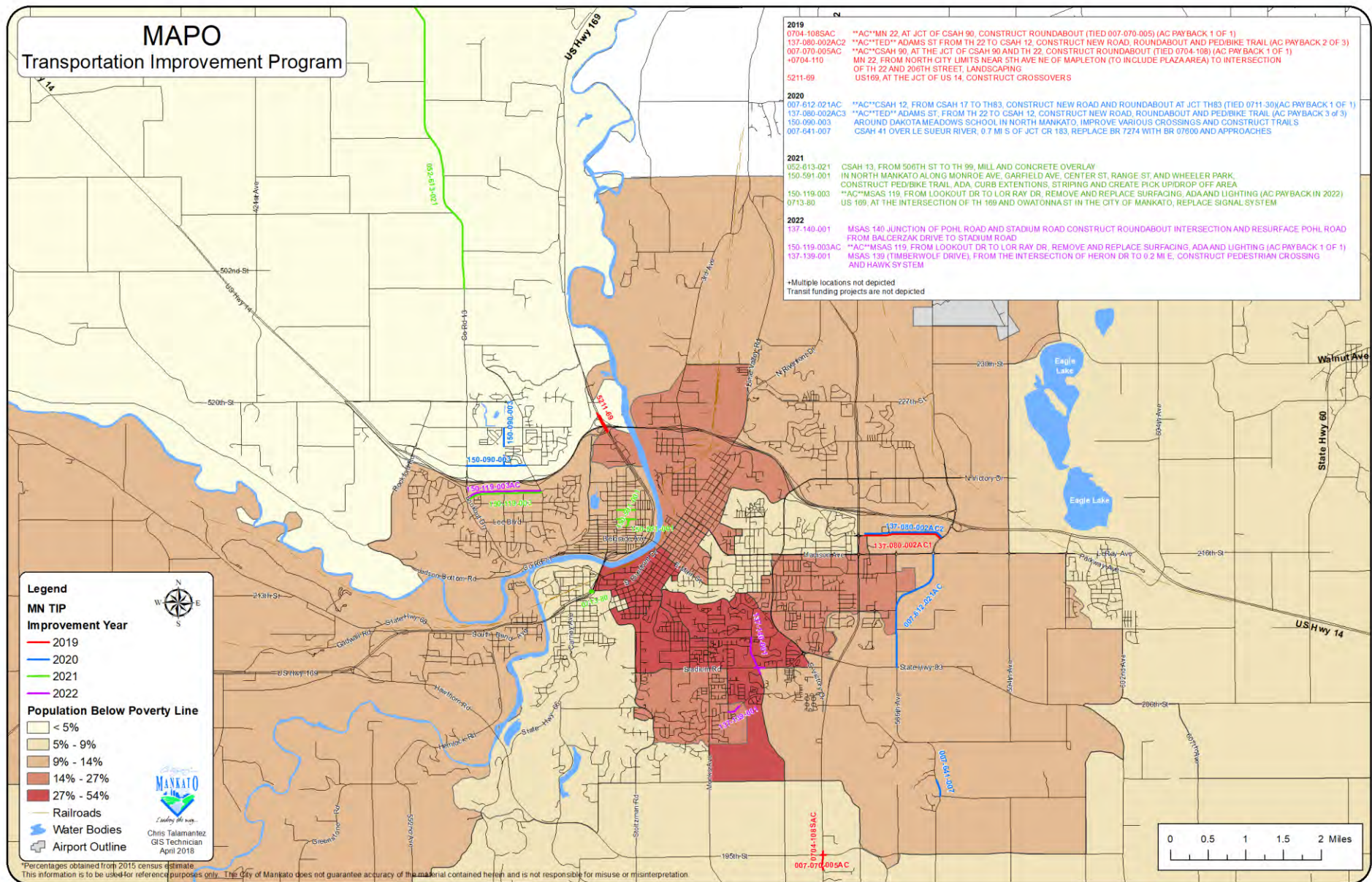
## Community Impact Assessment

Map 3: Project Locations and Concentrations of Minority Populations





Map 4: Project Locations and Low-Income Populations

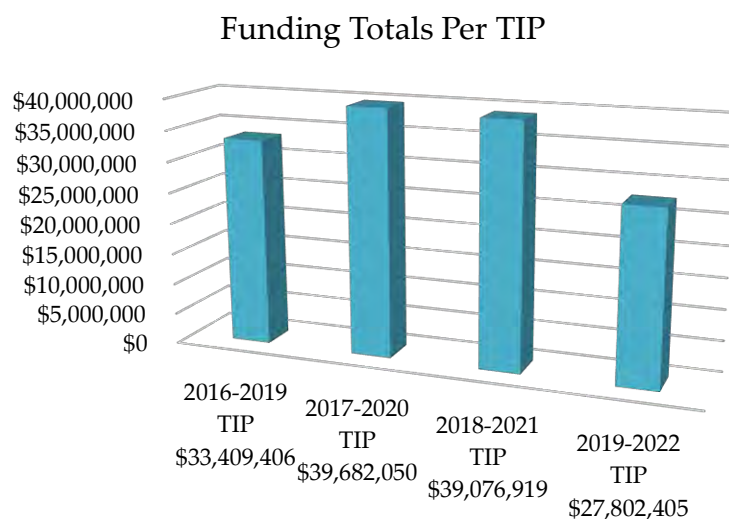


As the federally designated MPO for the Mankato/North Mankato area, the MAPO must demonstrate fiscal constraint when programming funding for projects in the TIP. Under 23 CFR § 450.326(j), the MAPO is required to include a financial plan for the projects being programmed in the TIP, as well as demonstrate the ability of its jurisdictions to fund these projects while continuing to also fund the necessary operations and maintenance (O&M) of the existing transportation system. To comply with these requirements, the MAPO has examined past trends regarding federal, state, and local revenue sources for transportation projects in the area in order to determine what levels of revenue can be reasonably expected over the 2019-2022 TIP cycle. The resulting revenue estimates were then compared with the cost of the projects in the TIP, which are adjusted for inflation to represent year-of-expenditure.

## Federal Funding Levels

Federally funded transportation projects within the MAPO area are programmed regionally through the MnDOT District 7 ATP process (see page 14 for more information). The District 7 ATP receives a targeted amount of federal funding for the District 7 MnDOT region which is further directed using a state-established formula and funding targets. Although subject to flexibility, these targets are used during development of the Mankato/North Mankato TIP, the MnDOT District 7 ATIP, and the MN state STIP help establish the priority list of projects. Table 6 on the following page identifies the funding targets that have been established for the MnDOT ATP 7 Region in the 2019-2022 TIP cycle.

**Figure 2: Historical STIP Funding in MAPO Planning Area**



The 2019-2022 total of \$27,802,405 represents a decrease from the historical average. Primary contributing factors include:

- ❖ Project #0702-125, originally scheduled for 2019, was rescheduled to 2018, a decrease of \$6,700,000 from the 2019-2022 total.
- ❖ 2022 projects total \$4,288,219. The total for 2018 was \$12,347,719, a decrease of \$8,059,500.

**Table 6: Annual Funding Targets for the District 7 ATP (FHWA & FTA formula funds)**

Program	Column B: MAP 21 / FAST Act Levels	
	Target Federal Formula \$ 2019-2022 (avg.)	Percent
Rail Crossings	(administered statewide)	NA
Transit (Urban, non-federal funds)	\$ 0	0%
Transit (Rural, non-federal funds)	\$0	0%
Transp. Alternatives / Enhancements	\$ 700,000	2%
Safety (Local HSIP)	\$ 1,300,000	3%
STP - Small Urban	\$2,386,500	5%
STP - Rural	\$3,168,500	7%
MnDOT (SPP Pavement, SPP Bridge, DRMP – STP, HSIP)	\$ 38,765,000	83%
<b>Total</b>	<b>\$ 46,440,000*</b>	<b>100%</b>

\* Total does not include Rail Crossing funding, which is handled centrally through MnDOT for entire state.

\*\*Source: MnDOT ATP D7

## Financial Plan: Highway Investments

Table 7 on page 24 represents the MAPO Area's financial plan for funding the highway projects being programmed in the 2019-2022 MAPO TIP. The table identifies individual funding sources as specified by each of the jurisdictions to be expected and available during the next four years based on revenue forecast with the Long Range Transportation Plan.

### *Assessment of Fiscal Constraint*

The MAPO has assessed the ability of the area's highway jurisdictions to meet their financial commitments with regard to the projects being programmed in the TIP while also continuing to fund their ongoing operations and maintenance (O&M). To demonstrate fiscal constraint, project costs were compared with budget data from previous years. Project costs have been adjusted to reflect an inflation rate of 4% per year (as they are also presented in the project tables on pages 9-12) to account for the effects of inflation at the year of expenditure. The 4% rate of inflation is based on industry standards as well as Engineering News Record (ENR). Revenue estimates were held flat over this same period, as budget increases cannot be reasonably assumed at this time.



**Table 7: Total Highway & Local Project Costs: 2019-2022 MAPO TIP**

Source	2019	2020	2021	2022	EXPENSES
					2019-2022 TIP (4-year total)
MnDOT District 7	\$1,200,000	0	\$370,000	0	\$1,570,000
Blue Earth County	\$610,200	\$1,596,000	0	0	\$2,206,200
Nicollet County	0	0	\$4,000,000	0	\$4,000,000
Mankato	\$384,000	\$636,000	0	\$1,186,805	\$2,206,805
North Mankato	0	\$334,200	\$2025,800	\$251,414	\$2,611,414
<b>TOTAL</b>	<b>\$2,194,200</b>	<b>\$2,566,200</b>	<b>\$6,395,800</b>	<b>\$1,438,219</b>	<b>\$12,594,419</b>

\* Source: 2019 – 2022 Draft STIP.

**Table 8: Estimated Funding Revenue: 2019-2022 MAPO TIP**

Funding Source	2019-2022
MnDOT District 7	\$23,168,220
Blue Earth County	\$20,642,849
Nicollet County	\$2,707,141
Mankato	\$33,295,233
North Mankato	\$6,496,698
<b>Total</b>	<b>\$86,310,141</b>

\* Source Mankato/North Mankato Long Range Transportation Plan 8-1.

## Financial Plan: Transit Investments

Table 9 and Table 10 on page 25 represent the Mankato Transit System financial plan for funding the transit projects listed in the 2019-2022 MAPO TIP. The tables identify specific sources of funding that the Mankato Transit has determined to be reasonably expected and available during the next four years.

### *Assessment of Fiscal Constraint*

The MAPO has assessed the ability of the Mankato Transit System to meet their financial commitments with regards to the transit investments being programmed in the TIP while also continuing to fund their ongoing O&M. The costs of these investments have been adjusted to reflect an inflation rate of 3% per year (as they are also presented in the project tables on pages 9-12). The 3% inflation rate is based on industry standard as well as the price per index (PPI). In general, revenue estimates

were not adjusted for inflation, as significant budget increases cannot be reasonably assumed at this time.

Table 9 shows the Mankato Transit System cost and project type for the 2019 – 2022 TIP. When compared with the estimated revenue funding based on the MAPO Long Range Transportation Plan in Table 10, it can be seen that the Mankato Transit programmed investments for years 2019-2022 exceed the overall 4-year revenue average of \$10,916,800. The reason for this difference is the shared funding provided by MnDOT through the Greater Minnesota new service expansion funds and funding provided by local sources. These funds are programmed for 2019 and 2022. Minus the Greater Minnesota new service expansion funds, the rest of the program demonstrates that the costs of the transit projects being programmed for the MAPO area within the bounds of the level of revenue that can be reasonably assumed to be available to the Mankato Transit System.

**Table 9: Total Transit Costs by Project Type: 2019-2022 MAPO TIP**

Source	2019	2020	2021	2022	EXPENSES
					2019-2022 TIP (4-year total)
Operations & Maintenance	\$2,163,000	\$2,200,000	\$2,300,000	\$2,300,000	\$8,963,000
Bus Purchases	\$200,000	\$200,000	\$730,000	\$730,000	\$1,860,000
Greater MN New Service Expansion & Capital	\$1,080,000	0	0	0	\$1,080,000
<b>TOTAL</b>	<b>\$3,443,000</b>	<b>\$2,400,000</b>	<b>\$3,030,000</b>	<b>\$3,030,000</b>	<b>\$11,903,000</b>

\* Source: 2019 – 2022 Draft STIP.

**Table 10: Estimated Transit Funding Revenue: 2019-2022 Mankato Area TIP**

Funding Source	2019-2022
State Revenue	\$6,188,800
Federal Revenue	\$2,641,600
Farebox and Contract Revenue	\$1,611,200
Local Property Tax Levy	\$475,200
<b>Total</b>	<b>\$10,916,800</b>

\* Source Mankato/North Mankato Long Range Transportation Plan 8-2.

The MAPO is committed to being a responsive, inclusive, and participatory agency for regional decision-making. The public is given continuous opportunity to view all TIP-related materials on the MAPO website [www.mnmapo.org](http://www.mnmapo.org) and is encouraged to provide comment via phone, email, online comment, in person, U.S. mail, or tweet.

## 2019-2022 Mankato/North Mankato TIP Public Participation Summary

MAPO worked with area partners and the Minnesota Department of Transportation to ensure the TIP reflects the draft 2019-2022 Statewide Transportation Improvement Plan (STIP). MAPO will continue to coordinate with the Minnesota Department of Transportation to ensure both the TIP and STIP align.

### Public Comments Received

TBD

## Monitoring Progress

The MAPO has the responsibility of monitoring and documenting the progress of projects listed in the TIP each year. Specifically, the MAPO is asked to note changes in priorities from prior years, as well as list the major projects from the previous TIP that have been either implemented or significantly delayed. Updates and changes from the 2018 – 2021 TIP Include:

### 2018:

- Addition of project TRF-0028-18B Transit preventative maintenance
- Addition of project TRF-0028-18ZO Greater MN Service Expansion
- Addition of project TRF-0028-18ZC Greater MN Service Capital
- Move project 0704-108AC from 2019 to 2018
- Addition of project 0702-125 along US 14 from 2019 to 2018

### 2019:

- Addition of project TRF-0028-19B Transit preventative maintenance
- Addition of project TRF-0028-19ZO Greater MN Service Expansion
- Addition of 0702-110, Landscaping MN 22
- Move project 0702-125 from 2020 to 2019, Mill and Overlay US 14
- Addition of project transit project TRF-0028-19C, complete fuel system replacement (tanks, bumps, and lighted canopy)

### 2020:

- Addition of project TRS-0028-20T Purchase 1 bus class 400

## 2018 Project Status:

MPO: MANKATO-NORTH MANKATO AREA PLANNING ORGANIZATION						
LRTP REFERENCE	ROUTE SYSTEM	PROJECT NUMBER	YEAR	AGENCY	PROJECT DESCRIPTION	STATUS
9-33	BB	TRF-0028-18A	2018	MANKATO	SECT 5307: CITY OF MANKATO RR TRANSIT OPERATING ASSISTANCE	In Progress
9-33	BB	TRF-0028-18B	2018	MANKATO	SECT 5307: CITY OF MANKATO RR TRANSIT PREVENTATIVE MAINTENANCE	In Progress
9-33	BB	TRF-0028-18ZO	2018	MANKATO	MANKATO; SFY 2018 GREATER MN NEW SERVICE EXPANSION OPERATING FUNDS (7/1/17-6/30/18)	In Progress
9-33	BB	TRF-0028-18ZC	2018	MANKATO	MANKATO; SFY 2018 GREATER MN NEW SERVICE EXPANSION CAPITAL FUNDS (7/1/17-6/30/18)	In Progress
04	RR	07-00127	2018	BLUE EARTH COUNTY	UP, RR, INSTALL GATES, CSAH 5, MANKATO, BLUE EARTH COUNTY	In Progress
9-30	RR	07-00128	2018	BLUE EARTH COUNTY	DME, RR, INSTALL GATES, CSAH 26, 227 <sup>th</sup> ST, MANKATO, BLUE EARTH COUNTY	In Progress
9-30	RR	07-00129	2018	BLUE EARTH COUNTY	DME, RR, INSTALL GATES, CSAH 56, 598 <sup>th</sup> AVE EAGLE LAKE, BLUE EARTH COUNTY	In Progress
9-21	LOCAL	137-080-002AC1	2018	MANKATO	**AC**TED** ADAMS ST FROM TH 22 TO CSAH 12, CONSTRUCT NEW ROAD, ROUNDABOUT AND PED/BIKE TRAIL (AC	In Progress
9-9	MSAS 116	150-116-009AC	2018	NORTH MANKATO	**AC** MSAS 116, ON LOOKOUT DRIVE FROM CAROL COURT TO HOWARD DRIVE	In Progress
9-25	MSAS 138	137-138-001	2018	MANKATO	MSAS 138, ALONG WARREN STREET FROM BALCERZAK DRIVE TO STADIUM RD, CONSTRUCT SIDEWALK, SIGNAL AND ADDITIONAL PEDESTRIAN CHANNELIZATION AT VARIOUS LOCATIONS	In Progress
9-28	MN22	0704-108	2018	MNDOT	MN 22 FROM CSAH 15 TO CSAH 90, MILL AND OVERLAY (TIED 007-070-005) (ASSOC 0704-108S)	In Progress
9-28	MN22	0704-108S	2018	MNDOT	**AC**MN 22, AT JCT OF CSAH 90, CONSTRUCT ROUNDABOUT (TIED 007-070-005) (ASSOC WITH 0704-108) (AC PAYBACK in 2019)	In Progress
9-28	CSAH90	007-070-005	2018	BLUE EARTH COUNTY	**AC**CSAH 90, AT THE JCT OF CSAH 90 & TH22, CONSTRUCT ROUNDABOUT (TIED 0704-108) (AC PAYBACK IN 2019)	In Progress
CHAP 4	CSAH999	007-070-004	2018	BLUE EARTH COUNTY	COUNTY WIDE, CURVE AND INTERSECTION SAFETY IMPROVEMENTS	In Progress



## Greater Minnesota New Service Expansion Grant Program Projects

MnDOT OFFICE OF TRANSIT NSE AWARD NOTICE										
City of Mankato						OPERATING SFY 2019 (7/1/2018-6/30/2019)				
OPERATING SFY 2018 (7/1/2017-6/30/2018)	UPIN	COST	REVENUE	OP DEFICIT	STATE AMOUNT		COST	REV	OP DEFICIT	STATE AMOUNT
DAR 3 Expansion - 2080 hrs	BCG0003940	\$88,000	\$7,000	\$81,000	\$81,000		\$121,000	\$12,000	\$109,000	\$109,000
DAR 4 Expansion - 2080 hrs (evening)	BCG0003946	\$44,000	\$4,300	\$39,700	\$39,700		\$121,000	\$12,000	\$109,000	\$109,000
Add 80 hrs of comp. ADA serv for Saturday	BCG0003952	\$5,000	\$400	\$4,600	\$4,600		\$5,000	\$400	\$4,600	\$4,600
Sunday Comp ADA Service in Mankato	BCG0003953	\$15,000	\$1,100	\$13,900	\$13,900		\$30,000	\$2,900	\$27,100	\$27,100
Expand Service in Mankato/Interline Rts 2 & 6	BCG0003954	\$0	\$0	\$0	\$0		\$170,000	\$20,200	\$149,800	\$149,800
Rt 7 Expansion	BCG0003955	\$78,000	\$6,100	\$71,900	\$71,900		\$159,000	\$15,800	\$143,200	\$143,200
Fill gaps in North Mankato Fixed Routes	BCG0003959	\$52,000	\$4,000	\$48,000	\$48,000		\$106,000	\$6,000	\$100,000	\$100,000
Non-ADA DAR to low-density areas	BCG0003963	\$177,000	\$21,500	\$155,500	\$155,500		\$183,000	\$22,000	\$161,000	\$161,000
Mankato to City of Eagle Lake Service: Sunday	BCG0003981	\$15,000	\$1,100	\$13,900	\$13,900		\$30,000	\$2,900	\$27,100	\$27,100
Mankato to City of Eagle Lake Service: M-F	BCG0003993	\$75,000	\$5,900	\$69,100	\$69,100		\$155,000	\$15,400	\$139,600	\$139,600
CONTRACT AWARD OP FOR SFY 2018		\$549,000	\$51,400	\$497,600	\$497,600	TRF-0028-18ZO	\$1,080,000	\$109,600	\$970,400	\$970,400
CAPITAL SFY 2018 (7/1/2017-6/30/2018)										
FLOOR SCRUBBER; Support Equip/facilities-equipment	BCG0003947	\$40,000	\$0	\$40,000	\$40,000					
Scissors lift; Support Equip/facilities-equipment	BCG0003948	\$20,000	\$0	\$20,000	\$20,000					
Purchase Computer Software - Remix	BCG0003949	\$12,000	\$0	\$12,000	\$12,000					
Buy 30-ft (Class 400) Expansion Bus for DAR 3	BCG0003950	\$150,700	\$0	\$150,700	\$150,700					
Buy 30-ft (Class 400) Expansion Bus for DAR 4	BCG0003951	\$150,700	\$0	\$150,700	\$150,700					
Buy 40-ft (Class 700) Expansion Bus for Rt 2 & 6	BCG0003956	\$460,000	\$0	\$460,000	\$460,000					
Buy 30-ft (Class 400) Expansion Bus for Rt 7 expansion	BCG0003958	\$163,600	\$0	\$163,600	\$163,600					
Buy 30-ft (Class 400) Expansion Bus for fixed service	BCG0003964	\$163,600	\$0	\$163,600	\$163,600					
Purchase Radios: update to ARMER	BCG0003965	\$99,000	\$0	\$99,000	\$99,000					
13 bus shelters	BCG0003968	\$131,000	\$0	\$131,000	\$131,000					
Buy 30-ft (Class 400) Expansion Bus for Eagle Lake	BCG0003997	\$163,600	\$0	\$163,600	\$163,600					
Purchase Expansion <30ft Bus	BCG0004015	\$163,600	\$0	\$163,600	\$163,600					
CONTRACT AWARD CAP FOR SFY 2018		\$1,717,800	\$0	\$1,717,800	\$1,717,800	TRF-0028-18ZC				
PROJECTED SFY 2019 (7/1/2018-6/30/2019)										
OPERATING SFY 2019		\$1,080,000	\$109,600	\$970,400	\$970,400	TRF-0028-19ZO				
CAPITAL SFY 2019		\$0								
PROJECTED TOTAL AWARD (SFY 2018 & 2019)		\$3,185,800								

## Public Notice

### NOTICE OF 30-DAY PUBLIC COMMENT PERIOD

The Mankato/North Mankato Area Planning Organization (MAPO), located at the 10 Civic Center Plaza Mankato, MN 56001, has prepared a draft Fiscal Year 2019-2022 Transportation Improvement Program (TIP) for the Mankato/North Mankato Metropolitan Area. The Draft TIP lists all transportation projects in the greater metropolitan area that are recommended by the MAPO Board to receive federal transportation funds for FY 2019-2022.

Public comments are being taken through March 23<sup>rd</sup>, 2018 to April 24<sup>th</sup>, 2018 on the draft TIP and the proposed projects. To view the draft TIP online, visit [www.mnmapo.org](http://www.mnmapo.org). To request a hard copy of the document, contact Charles Androsky, who is taking all public comments on the document, at [candrosky@mankatomn.gov](mailto:candrosky@mankatomn.gov) or 507-387-8389. (Free TTY services are available through Minnesota Relay at 800-627-3529).

The MAPO will hold a public Open House regarding the draft 2019-2022 TIP on April 18, 2018 from 4:00 p.m. to 6:00 p.m. The Open House will be held in the Police Annex of the North Mankato City Hall, 1001 Belgrade Avenue, North Mankato, Minnesota.

The draft TIP, along with all comments received, will be considered for final approval at the MAPO Board meeting on June 7, 2018. The final version of the 2019-2022 TIP will be available after approval at [www.mnmapo.org](http://www.mnmapo.org) or in person at the MAPO office.

Public comment is solicited for a 30-day period in accordance with the MAPO's Public Involvement Plan for this draft, as well as for the final TIP upon introduction of a major amendment.

---

## Resolution Adopting the 2019-2022 TIP & Self-Certification Finding

### **RESOLUTION OF THE MANKATO /NORTH MANKATO AREA PLANNING ADOPTING THE 2019-2022 TRANSPORTATION IMPROVEMENT PLAN & SELF-CERTIFICATION FINDING**

WHEREAS, the Mankato /North Mankato Area Planning Organization (MAPO) was created as the MPO for the Mankato/North Mankato urbanized area through a joint powers Agreement between all local units of government located within the urbanized area; and

WHEREAS, MAPO is the metropolitan planning body responsible for performing transportation planning in conformance with State and Federal regulation for Metropolitan Planning Organizations; and

WHEREAS, the U. S. Department of Transportation requires the development of a Transportation Improvement Plan by a Metropolitan Planning Organization; and

WHEREAS, staff and the Technical Advisory Committee has developed and recommended for approval the Transportation Improvement Program for State Fiscal Years 2019-2022; and

WHEREAS, the representation on the Technical Advisory Committee consists of those agencies initiating the recommended projects and have the authority to execute them; and

WHEREAS, the projects are adopted from and consistent with the Minnesota Department of Transportation State Transportation Improvement Program; and

WHEREAS, the projects are consistent with the MAPO's 2045 Long-Range Transportation Plan; and

WHEREAS, in accordance with 23 CFR 450.336(a) the MAPO hereby certifies that the metropolitan transportation planning process addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

23 U.S.C 134 and 49 U.S.C. 5303, and the subpart;

In non-attainment and maintenance areas, Section 174 and 176 (c) and (d) of the Clean Air Act as Amended (42 U.S.C 7504, 7506 (c) and (d) and 40 CFR part 93;

Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21; 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;

Sections 1101 (b) of the FAST ACT (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US DOT funded projects;

23 CFR part 230, regarding the implementation of an equal employment opportunity

program on Federal and Federal-aid highway construction contracts;  
The provisions of the American with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37 and 38;  
The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;  
Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender, and  
Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

NOW, THEREFORE BE IT RESOLVED; that the Mankato/North Mankato Area Planning Organization Policy Board approves the 2019-2022 Transportation Improvement Plan.

### **CERTIFICATION**

State of Minnesota

I hereby certify that the foregoing Resolution is a true and correct copy of the resolution presented to and adopted by the Mankato/North Mankato Area Planning Organization at a duly authorized meeting thereof, held on the 7<sup>th</sup> day of June, 2018 as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Chair Date

\_\_\_\_\_  
Executive Director Date

Summary of Comments Received through 2019-2022 TIP 30-day Public Comment Period	
Entity	Comment
Blue Earth County Public Works	*Addition of CSAH 41 Bridge over Le Sueur River to TIP, as this project is included in STIP.
Federal Highway Administration	Change references to "STP" to "STBG," "TAP" to "TA," clarify types of projects FHWA funds are eligible for, specify anticipated effects,
MnDOT District 7	Project cost, funding sources, description updates.
MnDOT Office of Transportation System Management	Formatting, project number corrections, specification of abbreviations used.
MnDOT Office of Transit and Active Transportation	Project cost, funding sources, description updates.
Minnesota State University, Mankato	**Support for project 137-140-001, intersection of Pohl Road and Stadium Road and resurfacing of Pohl Road, suggestion to move project up to 2019 (from 2022).

**\*Comment received via MAPO website March 26, 2018:**

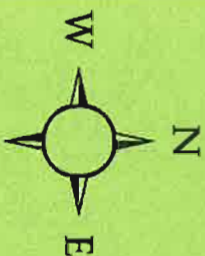
“Blue Earth County has Federal Funds programmed in the STIP for FY 2020 for the replacement of the CSAH 41 bridge over the Le Sueur River. This is within the MAPO limits and needs to be added to the 2019-2022 TIP.”

**\*\*Comment received via MAPO website April 13, 2018:**

“The existing four-way stop signs at the intersection of Pohl Road and Stadium Road are a disaster to try to navigate during peak demand times during the day. Vehicles are backed up, including MSU buses, trying to get through that intersection. You can expect significant delays during major events held at the University, such as MSU’s three commencements in May, its December commencement, East/West High School graduations, South Central Commencement, large venue football games, and high school regional basketball games. “Minnesota Nice” drivers tend to follow the law and as vehicles stop at the signs in the four-way intersection, each driver defers to the vehicle on their right, and it cycles all around one vehicle freed at a time, despite the fact that east bound and west bound traffic has upwards of twenty vehicles lined up stuck in the cycle even though there are only a few vehicles going north or south. Even forgetting the MSU major events and the traffic they pull in and related exiting backlogs, non-MSU folks face the hardships of a daily “commute” to work and back home. Traffic grounds to a halt at the Pohl/Stadium intersection, contributing to Mankato’s own version of Los Angeles style road rage. Please do what you can to schedule the round-a-about in 2019, don’t wait until 2024.”



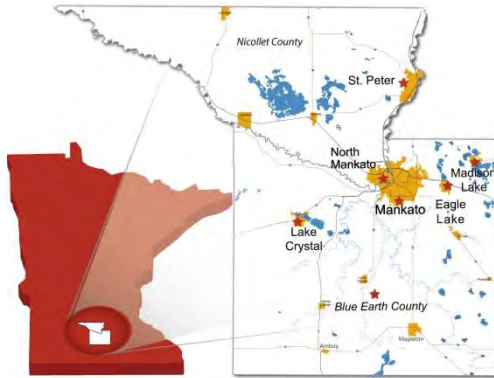
MINNESOTA STATE UNIVERSITY MANKATO



**Expect  
Gridlock  
Mon-Fri at  
Peak  
Hours**

Rev. 05/2016





## AGENDA RECOMMENDATION

### **Agenda Heading: Formation of Scoring Committee for ICE Report Consultant: Hoffman Road and South Victory Drive Intersection No: 5.2**

**Agenda Item:** Formation of Scoring Committee for ICE Report Consultant: Hoffman Road and South Victory Drive Intersection

**Recommendation Action(s):** Formation of committee consisting of two (2) TAC members and one (1) MAPO staff member for purpose of scoring and choosing a consultant to perform an Intersection Control Evaluation (ICE) report for the intersection of Hoffman Road and South Victory Drive.

#### **Summary:**

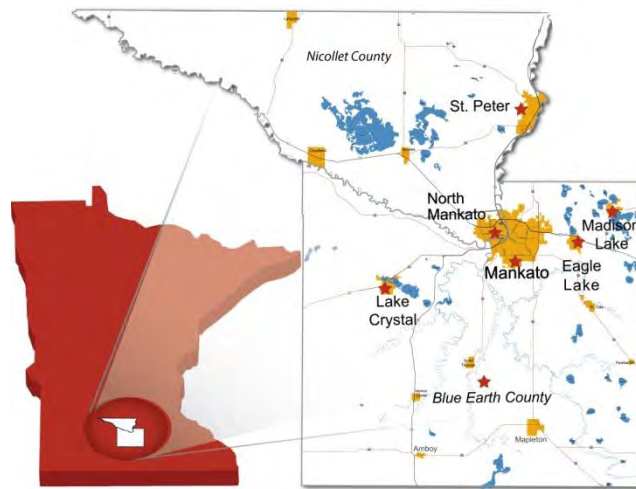
Per the Short Range Planning section of the 2018 Unified Planning Work Program (UPWP), the MAPO programmed a study of the intersection of Hoffman Road and South Victory Drive. Committee members will communicate on matters related to the project's Request for Proposals (RFP), respondent qualifications, and contract award. Project draft RFP is currently under review by the Minnesota Department of Transportation (MnDOT) and the Federal Highway Administration (FHWA) officials.

#### **Attachments:**

Draft RFP

Scoresheet

2018 UPWP Budget and Details (pg. 15)



## **REQUEST FOR PROPOSAL**

**Mankato/North Mankato Area Planning Organization (MAPO)**

### **Intersection Control Evaluation Study: Hoffman Road & South Victory Drive/CSAH 82**

Issued By: Mankato/North Mankato Area Planning Organization  
10 Civic Center Plaza  
Mankato, Minnesota 56001

Issue Date: **\_\_\_/\_\_\_/2018**

Deliver To: Charles Androsky  
Transportation Planner

Respond By: **4:30 pm \_\_\_/\_\_\_/2018**  
*Late proposals will not be accepted*

#### **Direct Questions To:**

Charles Androsky  
MAPO Transportation Planner  
(507) 387-8389  
candrosky@mankatomn.gov

## Contents

Introduction .....	3
Scope of Work .....	3
Phase I. Conduct Intersection Control Evaluation (ICE) Planning Study .....	3
Meetings and Consultations.....	3
Intersection Control Evaluation.....	4
Scoping Phase.....	4
Alternative Section .....	4
Phase II. ICE Report Documents.....	4
Additional Requirements & Contract Schedule/Duration .....	5
Proposal Content.....	5
Proposal Submittal.....	6
Proposal Evaluation.....	6
Request for Clarification .....	7
Proposal Questions .....	7
Proposal Protest Procedure.....	7
Termination .....	8
Required Statement for All Notices, RFP, and Contracts .....	8
Appendix A Map of Proposed Intersections.....	10
Appendix B Required Contract Clauses.....	11
Appendix C Required Affidavits and Certifications .....	15
Restrictions on Lobbying.....	16
Affidavit of Noncollusion.....	17
Conflict of Interest Checklist and Disclosure Form .....	18
Disclosure of Potential Conflict of Interest .....	20
Affirmative Action Certification .....	21
Immigration Status Certification .....	22
Certification of Restriction on Lobbying.....	23
Certificate of Liability Insurance.....	24
Appendix D TAC & Policy Board Membership .....	25

## Introduction

The development of an Intersection Control Evaluation (ICE) at the crossing of Hoffman Road and South Victory Drive /CSAH 82 study is proposed.

The completed Intersection Control Evaluation study will select the optimal control for one intersection based on an objective analysis. These guidelines provide direction and recommendations to facilitate and implement community transportation goals and to improve transportation facilities and services by:

- Improving the multi-modal transportation circulation of people and goods, using both motorized and non-motorized transportation modes and facilities.
- Providing a safe, efficient, accessible, cost-effective and aesthetically pleasing transportation system.
- Providing a balanced approach to the consideration and selection of access strategies and concepts during planning, project identification and initiation processes that contemplate the addition, expansion or full control of intersections.

The study will be prepared cooperatively by and between the selected consultant, the public and the participants of the Mankato/North Mankato Area Planning Organization (MAPO). The primary participants of this study includes the MAPO Policy Board and Technical Advisory Committee, City of Mankato, Blue Earth County, and the Minnesota Department of Transportation. The City of Mankato will contract with the selected consultant on behalf of the MAPO, and staff of the Mankato/North Mankato Area Planning Organization will perform contract oversight and coordination. **The budget for this project is not to exceed \$10,000.**

## Scope of Work

In order to achieve the project goal, the following tasks are anticipated to be performed by the chosen consultant:

### Phase I. Conduct Intersection Control Evaluation (ICE) Planning Study

#### Meetings and Consultations

The Consultant will travel to and participate in **3 meetings** during all phases of the Study to review and summarize project scope and methodology, complexity, existing conditions, available data and related requirements.

The Consultant will travel to and present information about the Study, its methodology and its final recommendations at two meeting of the MAPO's Transportation Advisory Committee and one meeting of the MAPO Policy Board.

The Consultant will provide documentation of meetings and data provided and will produce materials for committee updates as needed by members of the MAPO TAC and Policy Board.

Additional consultations, in the form of letters, emails and/or telephone conversations with project planners and engineers will, where necessary, clarify the technical requirements and objectives of the contract and work tasks.

The Consultant will ascertain the applicability of information provided, review data for completeness, and notify the project stakeholders of any additional data required. It will be the responsibility of the Consultant to determine the reliability of all information which they choose as reference.

### **Intersection Control Evaluation**

The Consultant will review and summarize existing information, collect additional data and conduct field work as needed, to assess the following intersection using the Minnesota Department of Transportation (MnDOT) Intersection Control Evaluation (ICE) methodology as linked below:

<http://www.dot.state.mn.us/trafficeng/safety/ice/index.html>

<http://www.dot.state.mn.us/trafficeng/safety/ice/ICE-TechMemo.pdf>

1. Hoffman Road and South Victory Drive/CSAH 82

***MAP of Proposed Intersection is Available in Appendix A***

### **Scoping Phase**

1. Identify Intersection to be Analyzed by ICE
2. Collect Traffic Data
  - o Counts taken should consider the school year – both pre-and post-secondary. Counts should be taken when Minnesota State University, Mankato, ISD 77, and South Central College are in session.
3. Perform Warrant Analysis
4. Analyze Alternatives
  - o Safety
  - o Capacity
  - o Additional factors
5. Recommend Alternatives

### **Alternative Section**

6. Prepare concept designs for recommended alternatives
7. Identify right of way needs and other factors to be part of the ICE evaluation process
8. Develop cost estimated for recommended alternatives
9. Re-evaluate and select preferred alternatives
10. Write formal ICE Report

## **Phase II. ICE Report Documents**

The Consultant will prepare and present an ICE report for the intersection listed, provide a comprehensive record of steps performed, data collected, analysis conducted and identification of recommended alternatives.

Deliverables will include 3 (three) printed copies of the ICE Study as well as an electronic copy of each document in Microsoft Word or PDF format.

### **Additional Requirements & Contract Schedule/Duration**

In addition to addressing the above services for the project, the Consultant is also expected to:

- Clearly communicate in a responsive manner and coordinate with the MAPO staff and local partners
- Provide regular project updates via attendance at meetings as needed and/or electronic submission of progress reports as directed
- Contract work is anticipated to start by **8/15/2018**
- ICE reports should be completed by **12/31/2018**
- Contract will be effective **4 ½ months** from contract execution date (date contract is signed by all required parties).

### **Proposal Content**

Responders are asked to report how they will address each task, detail staff and firm qualifications related to each task, and describe task deliverables.

Responders are encouraged to propose alternate tasks or activities if they will substantially improve the results of the project, within the stated budget and time parameters listed herein.

The following will be considered minimum contents of the proposal and must be submitted in the order listed:

1. Responder's company name, business address, the contact person's name, telephone number, fax number and email address
2. A statement of the objectives, goals and tasks to show or demonstrate the Responder's view of the nature of the project.
3. A description of the proposed project approach and methodology to be utilized, deliverables to be provided by the Responder, and a description of the proposed project management techniques.
4. A detailed description of the Responder's background and experience with similar work. This should include examples of similar work indicating the Responder's level of involvement in the project, and the key personnel involved with the project.
5. A list of the key personnel who will be assigned to the project and their area of responsibility. Provide statements for each of the key personnel detailing their training, work experience and qualifications relevant to the proposed work. No change in personnel assigned to the project will be permitted without the approval of the MAPO.
6. A work plan identifying the major tasks to be accomplished. The work plan must present the Responder's approach, task breakdown, and deliverable due dates.
7. A budget including the hourly rates and fringe rates for all key personnel who will perform the tasks outlined above, as well as the agency's indirect rate.



8. Three references from clients within the past 5 years for whom the Consultant has performed similar work.
9. Completed forms and documents required under any other section of this RFP.

### **Proposal Submittal**

All proposals must be sent to:

Charles Androsky  
Transportation Planner  
Mankato/North Mankato Area Planning Organization  
10 Civic Center Plaza  
Mankato, MN 56001

**All responses must be received no later than 4:30 p.m. Central time on [REDACTED].** Submit original and 4 copies of the proposal. A principal member of the firm must sign each copy of the proposal in ink. Proposals are to be submitted in a sealed mailing envelope or package, clearly marked **“Proposal: Intersection Control Evaluation Planning Study for the MAPO”** on the outside.

### **Proposal Evaluation**

A “Best Value Selection” method will be used to review proposals submitted in response to this RFP. Representatives of MAPO and selected TAC members will evaluate all proposals received by the deadline. A 100-point scale will be used to create the final evaluation and selection. The factors and weighting on which proposals will be judged are:

#### **Technical Approach (40 points)**

1. Specialized expertise, capabilities and technical competence, as demonstrated by the Responder’s expressed project understanding, proposed project approach and methodology, project work plan, and project management techniques. (15)
2. Project background and experience, as demonstrated by the Responder’s ability, familiarity and experience with handling similar projects, and the qualifications and related experience of key staff members. (15)
3. The Responder’s record of past performance, including quality of work (10)

#### **Cost (30 points)**

1. Overall cost to complete the Intersection Control Evaluation Studies (30)

#### **Organization, personnel and expertise (20 points)**

1. Qualifications of personnel assigned to project (10)
2. Experience of personnel assigned to project (10)

#### **General quality of response and responsiveness to terms and conditions (10 points)**

Proposals will be evaluated and a successful Responder will be notified by Friday, [REDACTED]

The MAPO and the successful Responder will then meet to negotiate the final deliverable and contract. If MAPO and the successful Responder are unable to agree upon a scope of services and compensation within a reasonable time (as determined by MAPO at its sole discretion), then

MAPO may declare negotiations to be at an impasse, and may commence negotiations with the next highest-ranked Responder.

### **Request for Clarification**

In the event MAPO believes that additional clarification of a proposal is needed in order to make a determination regarding the proposal, the MAPO shall submit a request for clarification by email to the Responder. The Responder will have two working days to respond via email to provide the additional requested information. Responses will also be posted on the MAPO website, see Proposal Questions section for additional information and process.

### **Proposal Questions**

No interpretation of the meaning of the RFP will be made to any Responder verbally.

Responders are encouraged to promptly notify MAPO of any apparent major inconsistencies, problems or ambiguities in this RFP. Any questions regarding this RFP must be submitted by e-mail only to:

Charles Androsky, Transportation Planner

[candrosky@mankatomn.gov](mailto:candrosky@mankatomn.gov)

No other project personnel are allowed to discuss the RFP before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above could result in disqualification.

All questions and answers will be posted on the MAPO's web page [www.mnmapo.org](http://www.mnmapo.org)

Questions will be posted verbatim as submitted, without reference to the person or firm that submitted it. All prospective Responders will be responsible for checking the MAPO's web page for any addendums to this RFP and any questions that have been answered.

Questions and responses will be accepted one week prior to the RFP close date.

Failure of any Responder to review any such addendum or interpretation shall not relieve such Responder from any obligation under their proposal as submitted. All addenda so issued will become part of the agreement documents.

### **Proposal Protest Procedure**

1. A formal letter of protest must be received at the 10 Civic Center Plaza Mankato, MN 56001 to the attention of the Paul Vogel, Executive Director, within ten (10) business days of the date of the award notification letter. The letter must state specifically the reason for the protest and include any documentation needed to substantiate the claim(s).
2. The MAPO will have ten (10) business days from the date of receipt of the protest letter in which to make a written response. The MAPO may extend the period for purposes of investigating the protest, if it is warranted, by notifying the complainant in writing of their intentions within the above mentioned response time.

3. If the complainant, after receiving the final written response from the MAPO, is not satisfied that the reason for protest has been sufficiently resolved, he/she may file a request for an appeal to be heard by the MAPO Policy Board. Such request must be written and received within the (10) business days from the date of the MAPO's response letter. The letter shall be made to the attention of the Executive Director, who will schedule the hearing for the next available MAPO Policy Board meeting, and inform the complainant in writing of said date and time.
4. The MAPO will not receive any service or product described in the PROPOSAL document from the successful Proposal until the protest has been resolved

### **Termination**

If the Contractor is (1) adjudged to be bankrupt; (2) makes a general assignment for the benefit of creditors; (3) has a receiver on account of insolvency; (4) is guilty of substantial violation of any provision of the Contract; (5) fails to promptly pay employees or obligations incidental to proper performance of the Contract; or (6) persistently disregards or permits disregard by employees of laws, ordinances or instructions of the MAPO Policy Board or its designated representative, then the MAPO Policy Board may, at its opinion, terminate the Contract without further obligation on the part of the MAPO Policy Board to the Contractor except for the expenses incurred prior to the termination. If the MAPO Policy Board or its designated representative believes any action or non-action of the Contractor represents an immediate threat to public safety, the MAPO Policy Board may suspend service for so long a period as they deem necessary.

### **MAPO Not Obligated to Complete Project**

This RFP does not obligate the Mankato/North Mankato Area Planning Organization (MAPO) to award a Contract or complete the project, and MAPO reserves the right to cancel the solicitation if it is considered to be in its best interest.

### **Disposition of Responses**

All materials submitted in response to this RFP will become property of MAPO and will become public record after the evaluation process is completed and an award decision made. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by Minnesota Government Data Practices Act, Minnesota Statutes §13.37, the responder must:

- Clearly mark all trade secret materials in its response at the time the response is submitted,
- Include a statement with its response justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MAPO, its agents and employees, from any judgments or damages awarded against the MAPO in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the MAPO's award of Contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of MAPO. MAPO is required to keep all basic documents related to its Contracts, including responses to RFPs for a minimum of seven years.

MAPO will not consider the prices submitted by the responder to be proprietary or trade secret materials.

- Patent Rights: The Common Grant Rules require provisions consistent with Dept. of Commerce regulations, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms,” 37 CFR Part 401.
- Rights to Data: When FHWA provides Federal assistance to support the costs of a research, development, demonstration, or a special studies project, FHWA generally seeks sufficient rights in the data developed so that the results can be made available to any FHWA recipient, sub recipient, third part contractor, is executed.

#### **Disadvantaged Business Enterprise (DBE) Goal**

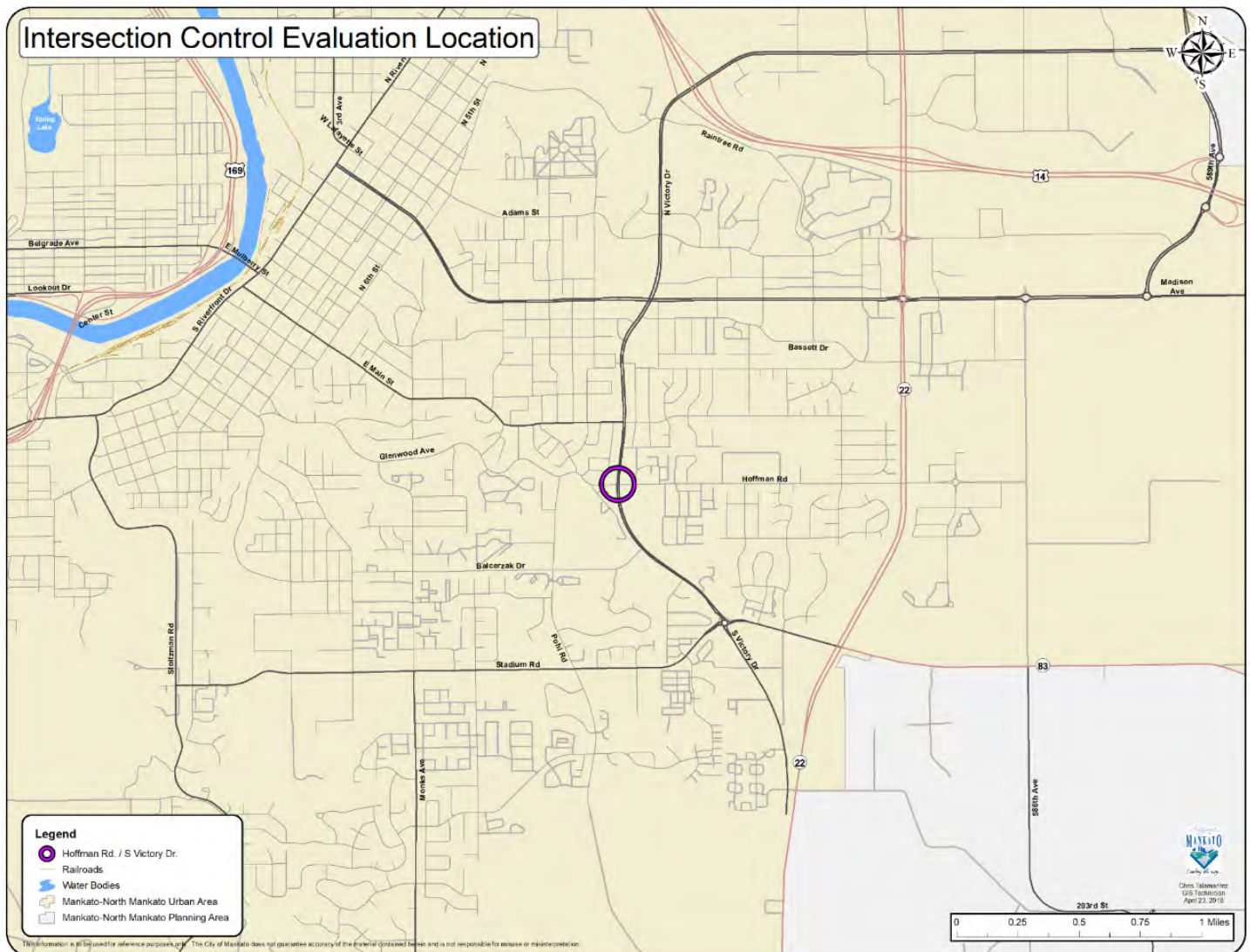
Small businesses, minority-owned business, and women-owned businesses are encouraged to respond to this solicitation. Larger firms are encouraged to sub-contract with small, minority-owned, and women-owned businesses when economically feasible.

#### **Required Statement for All Notices, RFP, and Contracts**

**The FHWA is or will be providing federal assistance for this project in an estimated expected amount of \$8,000; the Catalog of Federal Domestic Assistance (CFDA) number is 20.205.**

**Rest of page intentionally left blank**

## Appendix A Map of Proposed Intersection





## Appendix B Required Contract Clauses

### **FEDERAL CONTRACT CLAUSES**

The Contractor agrees to comply with the following federal requirements, and agrees to pass through these requirements to its subcontractors and third party contractors, as applicable.

#### **A. ACCESS TO RECORDS AND REPORTS**

##### **2 CFR §200.336**

**Access to Records** - The following access to records requirements apply to this Contract:

The Contractor will maintain all books, documents, papers, accounting records, and other evidence pertaining to cost incurred in connection with work and services performed under this contract. The Contractor must make such materials available at its office at all reasonable times during the term of this contract, and for six years from the date of final payment under this contract, for inspection by the MAPO. Copies of such materials will be furnished to the MAPO upon one week notice during the term of this contract and for six years from the date of final payment under this contract.

#### **B. NO GOVERNMENT OBLIGATION TO THIRD PARTIES**

**No Obligation by the Federal Government** - (1) The MAPO and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the MAPO, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract. (2) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FHWA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

#### **C. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS**

**Program Fraud and False or Fraudulent Statements or Related Acts** - (1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 *et seq.* and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FHWA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate. (2) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FHWA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to the provisions.

All invoices submitted to the MAPO for payment shall include the following certification signed by the Contractor's Project Manager:

*"I certify to the best of my knowledge the belief that this request for payment is true, complete, and accurate, and the expenditures are for the purposes and objectives set forth in the project contract. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me and my employer to criminal or civil penalties for fraud, false statements, false claims, or otherwise."*

#### **D. CIVIL RIGHTS REQUIREMENTS**

**29 U.S.C. §623, 42 U.S.C. §2000; 42 U.S.C. §6102, 42 U.S.C. §12112; 42 U.S.C. §12132, 49 U.S.C. §5332;**

**29 CFR Part 1630, 41 CFR Parts 60 et seq.**

**Civil Rights** - The following requirements apply to the underlying contract:

(1) **Nondiscrimination** - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FHWA may issue.

(2) **Equal Employment Opportunity** - The following equal employment opportunity requirements apply to the underlying contract:

(a) **Race, Color, Creed, National Origin, Sex** - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 *et seq.*, (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the



course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FHWA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FHWA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FHWA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FHWA, modified only if necessary to identify the affected parties.

### **E. BREACHES AND DISPUTE RESOLUTION**

**Disputes** - Disputes arising in the performance of this contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of (Recipient)'s [title of employee]. This decision shall be final and conclusive unless within [ten (10)] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the [title of employee]. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the [title of employee] shall be binding upon the Contractor and the Contractor shall abide by the decision.

**Performance During Dispute** - Unless otherwise directed by the MAPO, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

**Claims for Damages** - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

**Remedies** - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the MAPO and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Minnesota.

**Rights and Remedies** - The duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the MAPO or Contractor shall constitute a waiver of any right or duty afforded any of them under the contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

### **F. DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

#### **49 CFR Part 26**

#### **Disadvantaged Business Enterprises**

a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. A separate contract goal [ ] has been established for this procurement. Small businesses, minority-owned business, and women-owned businesses are encouraged to respond to this solicitation. Larger firms are encouraged to sub-contract with small, minority-owned, and women-owned businesses when economically feasible.

- Responders are directed to read the DBE Special Provisions, as posted at <http://www.dot.state.mn.us/consult/index.html> under the Prof/Tech Notices section and attached as Appendix B. The DBE Special Provisions explains how to comply with the DBE requirements. In particular, see language regarding document(s) that a responder must submit with its proposal. The form required in the proposal can be found on page 12 of this document. To view a listing of certified DBE's, please contact the MnDOT Office of Civil Rights at 651-366-3073, TTY 651-282-5799, or visit their website at <http://www.dot.state.mn.us/civilrights>.

b. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MAPO deems appropriate. Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

- c. The Contractor will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.
- d. The Contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the Contractor's receipt of payment for that work from the MAPO. In addition, [the contractor may not hold retainage from its subcontractors.] [is required to return any retainage payments to those subcontractors within 30 days after the subcontractor's work related to this contract is satisfactorily completed.] [is required to return any retainage payments to those subcontractors within 30 days after incremental acceptance of the subcontractor's work by the MAPO and contractor's receipt of the partial retainage payment related to the subcontractor's work.]
- e. The Contractor must promptly notify MAPO whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The Contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of MAPO.

## **G. PROCUREMENT OF RECOVERED MATERIALS**

### **2 CFR §200.322**

**Procurement of Recovered Materials** - The following requirements apply to the underlying contract:

The MAPO and the Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only item designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the items exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.

## **H. DISCLAIMER**

**Disclaimer** – All final documents resulting produced under this contract shall include the following statement on the title page:

*"The preparation of this report has been funded in part by the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented therein. The contents do not necessarily reflect the official views or policies of the U.S. Department of Transportation. This report does not constitute a standard, specification, or regulation."*

## **I. TERMINATION FOR CAUSE AND FOR CONVENIENCE**

### **2 CFR Part 200, Appendix II(B)**

**Termination of Agreement** - Either the Contractor or MAPO may, by giving written notice specifying the effective date which shall not be less than thirty (30) days from the date such notice is given, terminate this Agreement in whole or in part. In the event of termination, all property and finished or unfinished documents and other writing prepared by the Contractor under this Agreement shall be delivered to MAPO and Contractor shall be entitled to compensation for time expended and expenses incurred to the date of termination.

## **J. FEDERAL CHANGES**

**Federal Changes** – Contractor shall at all times comply with all applicable State and Federal regulations, policies, procedures and directives. Contractor's failure to so comply shall constitute a material breach of this contract.

## **K. REMEDIES**

### **2 CFR Part 200, Appendix II(A)**

**Remedies** - Contracts for more than \$150,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

## **L. CLEAN AIR AND CLEAN WATER**

### **42 U.S.C. 7401 – 7671q.; 33 U.S.C. 1251-1387**

**Clean Air Act and Federal Water Pollution Control Act** - Contracts for more than \$150,000 must contain a provision that requires the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act as amended. Violations must be reported to the FHWA and the Regional Office of the Environmental Protection Agency (EPA).

## **OTHER REQUIRED CONTRACT CLAUSES**

The Contractor agrees to comply with the following additional requirements.

## **M. CONDITIONS OF PAYMENT**

All services provided by the Contractor under this contract must be performed to the satisfaction of the MAPO and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Consultant will not receive payment for work found by the MAPO to be unsatisfactory or performed in violation of federal, state, or local law.

DRAFT

## Appendix C Required Affidavits and Certifications

Affidavit of Noncollusion  
Conflict of Interest Checklist and Disclosure Form  
Affirmative Action Certification  
Immigration Status Certification  
Certification of Restriction on Lobbying  
Certificate of Liability Insurance

### **DESCRIPTION OF REQUIRED FORMS**

#### **Affidavit of Noncollusion**

Responders must complete the “Affidavit of Noncollusion” found in this Appendix and include it with the response. The successful responder will be required to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the Contract. The successful responder will be required to submit pre-award audit information and comply with audit standards.

#### **Organizational Conflicts of Interest**

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances, which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to MAPO, or the successful responder's objectivity in performing the Contract work is or might be otherwise impaired, or the successful responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to MAPO, which must include a description of the action, which the successful responder has taken or proposes to take to avoid or mitigate such conflicts.

If an organization conflict of interest is determined to exist, MAPO may, at their discretion, cancel the Contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the Contract and did not disclose the conflict to the contracting officer, MAPO may terminate the Contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve MAPO's rights. Responders must complete the “Conflict of Interest Checklist and Disclosure Form” and submit it along with the response, but not as a part of the response.

#### **Affirmative Action Data**

For all Contracts estimated to be in excess of \$100,000, responders are required to complete the “Affirmative Action Certification” page and include it with the response.

#### **Immigration Status Certification**

By order of the Governor (Governor's Executive Order 08-01), vendors and subcontractors MUST certify compliance with the Immigration Reform and Control Act of 1986 (8 U.S.C. 1101 et seq.) and certify use of the *E-Verify* system established by the Department of Homeland Security. *E-Verify* program information can be found at <http://www.dhs.gov/ximgtn/programs>.

If any response to a solicitation is or could be in excess of \$50,000, vendors and subcontractors must certify compliance with items 1 and 2 of the Immigration Status Certification by completing the required form and submitting it with their proposal.

In addition, prior to the delivery of the product or initiation of services, vendors must obtain this certification from all subcontractors who will participate in the performance of the contract. All subcontractor certifications must be kept on file with the contract vendor and made available to the state upon request.

## Restrictions on Lobbying

Contractors that apply or bid for an award of \$100,000 or more must completed the required certification that is will not and has not used Federally appropriated funds to pay any person or organization for influencing an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. The Contractor must disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. The offeror must submit the required form with their proposal.

Pursuant to Minnesota Statutes §10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

## Standard of Performance, Insurance and Indemnity

All services to be performed by Contractor hereunder shall be performed in a skilled, professional and non-negligent manner. Contractor shall obtain and maintain at his/her/its cost and expense:

- a. **Comprehensive general liability insurance** that covers the consultant services performed by Contractor for MAPO with a combined single limit of liability of at least One Million Dollars (\$1,000,000.00).
- b. **Errors and omissions or equivalent insurance** that covers the contractor services performed by Contractor for MAPO with a combined single limit of liability of at least One Million Dollars (\$1,000,000.00).
- c. **Worker's compensation insurance** covering Contractor (if an individual) and all of Contractor's employees with coverages and limits of coverage required by law.

Contractor shall indemnify and hold harmless MAPO from and against all errors, omissions and/or negligent acts causing claims, damages, liabilities and damages arising out of the performance of his/her/its services hereunder.

Contractor certifies that Contractor is in compliance with all applicable worker's compensation laws, rules and regulations. Neither Contractor (if an individual) nor Contractor's employees and agents will be considered MAPO employees. Any claims that may arise under any worker's compensation laws on behalf of any employee of Contractor and any claims made by any third party as a consequence of any act or omission on the part of Contractor or any employee of Contractor are in no way MAPO's obligation or responsibility. By signing this Agreement, Contractor certifies that Contractor is in compliance with these laws and regulations.

**Contractor shall deliver to MAPO, concurrent with the execution of this Agreement, one or more certificate(s) of insurance evidencing that Consultant has the insurance required by this Agreement in full force and effect.** MAPO shall be named as additional insureds under such policy(ies). The insurer will provide at least thirty (30) days prior written notice to MAPO, without fail, of any cancellation, non-renewal, or modification of any the policy(ies) or coverage evidenced by said certificate(s) for any cause, except for nonpayment of premium. The insurer will provide at least ten (10) days prior written notice to MAPO, without fail, of any cancellation of any of the policy(ies) or coverage evidenced by said certificate(s) for nonpayment of premium. Contractor shall provide MAPO with appropriate endorsements to its policy(ies) reflecting the status of MAPO as an additional insured and requiring that the foregoing required notice of cancellation, material alteration or non-renewal be provided MAPO by the insurance company providing such insurance policy to Contractor.

The Contractor shall require any subcontractor permitted by MAPO under Section 3 hereof to perform work for Contractor on the Project to have in full force and effect the insurance coverage required of the Contractor under this Agreement before any subcontractor(s) begin(s) work on the Project. Contractor shall require any such subcontractor to provide to Contractor a Certificate of Insurance evidencing that such subcontractor has the insurance required by this Agreement in full force and effect. The Contractor and MAPO shall be named as additional insureds under such policies. The insurer will provide 30 day written notice to MAPO and Contractor, without fail, of any cancellation, non-renewal, or modification of the policy(ies) or coverage evidenced by said certificate(s) for any cause, except for nonpayment of premium. The insurer will provide at least ten (10) days prior written notice to MAPO without fail, of any cancellation of any of the policy(ies) or coverage evidenced by said certificate(s) for nonpayment of premium. MAPO shall also be provided with appropriate endorsements to its policy(ies) reflecting the status of MAPO as an additional insured and requiring that the foregoing required notice of cancellation, material alteration or non-renewal be provided MAPO by the insurance company providing such insurance policy(ies).



## Affidavit of Noncollusion

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the \_\_\_\_\_ Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to me this: \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

## Conflict of Interest Checklist and Disclosure Form

**Purpose of this Checklist.** This checklist is provided to assist proposers in screening for potential organizational conflicts of interest. The checklist is for the internal use of proposers and does not need to be submitted, however, the Disclosure of Potential Conflict of Interest form should be submitted in a separate envelope along with your proposal.

**Definition of “Proposer”.** As used herein, the word “Proposer” includes both the prime contractor and all proposed subcontractors.

**Checklist is Not Exclusive.** Please note that this checklist serves as a guide only, and that there may be additional potential conflict situations not covered by this checklist. If a proposer determines a potential conflict of interest exists that is not covered by this checklist, that potential conflict must still be disclosed.

**Use of the Disclosure Form.** A proposer must complete the attached disclosure form and submit it with their Proposal. If a proposer determines a potential conflict of interest exists, it must disclose the potential conflict to MAPO; however, such a disclosure will not necessarily disqualify a proposer from being awarded a Contract. To avoid any unfair “taint” of the selection process, the disclosure form should be provided separate from the bound proposal, and it will not be provided to selection committee members. MAPO personnel will review the disclosure and the appropriateness of the proposed mitigation measures to determine if the proposer may be awarded the contract notwithstanding the potential conflict. By statute, resolution of conflict of interest issues is ultimately at the sole discretion of MAPO.

**Material Representation.** The proposer is required to submit the attached disclosure form either declaring, to the best of its knowledge and belief, either that no potential conflict exists, or identifying potential conflicts and proposing remedial measures to ameliorate such conflict. The proposer must also update conflict information if such information changes after the submission of the proposal. Information provided on the form will constitute a material representation as to the award of this Contract. MAPO reserve the right to cancel or amend the resulting contract if the successful proposer failed to disclose a potential conflict, which it knew or should have known about, or if the proposer provided information on the disclosure form that is materially false or misleading.

**Approach to Reviewing Potential Conflicts.** MAPO recognizes that proposer’s must maintain business relations with other public and private sector entities in order to continue as viable businesses. MAPO will take this reality into account as it evaluates the appropriateness of proposed measures to mitigate potential conflicts. It is not MAPO’s intent to disqualify proposers based merely on the existence of a business relationship with another entity, but rather only when such relationship causes a conflict that potentially impairs the proposer’s ability to provide objective advice to MAPO. MAPO would seek to disqualify proposers only in those cases where a potential conflict cannot be adequately mitigated. Nevertheless, MAPO must follow statutory guidance on Organizational Conflicts of Interest.

**Statutory Guidance.** Minnesota Statutes §16C.02, subd. 10 (a) places limits on state agencies ability to contract with entities having an “Organizational Conflict of Interest”. For purposes of this checklist and disclosure requirement, the term “Vendor” includes “Proposer” as defined above. Pursuant to such statute, “Organizational Conflict of Interest” means that because of existing or planned activities or because of relationships with other persons: (1) the vendor is unable or potentially unable to render impartial assistance or advice to the state; (2) the vendor’s objectivity in performing the contract work is or might otherwise be impaired; or (3) the vendor has an unfair advantage.

**Additional Guidance for Professionals Licensed by the Minnesota Board of Engineering.** The Minnesota Board of Engineering has established conflict of interest rules applicable to those professionals licensed by the Board (see Minnesota Rules part 1805.0300) Subpart 1 of the rule provides “A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest”.

### **An organizational conflict of interest may exist in any of the following cases:**

- ☐ The proposer, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs, appraisals, or other deliverables required by this Contract.
- ☐ The proposer is providing services to another governmental or private entity and the proposer knows or has reason to believe, that entity’s interests are, or may be, adverse to the state’s interests with respect to the specific project covered by this contract. **Comment:** the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on an MAPO project if a local government has also retained the proposer for the purpose of persuading MAPO to stop or alter the project plans.

- ❑ The Contract is for right-of-way acquisition services or related services (e.g. geotechnical exploration) and the proposer has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to the Contract.
- ❑ The proposer is providing real estate or design services to a private entity, including but not limited to developers, whom the proposer knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this Contract, when the value or potential uses of such property may be affected by the proposer's performance of work pursuant to this Contract. "Property affected by the project" includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of-way for the project. The value or potential uses of the private entity's property may be affected by the proposer's work pursuant to the Contract when such work involves providing recommendations for right-of-way acquisition, access control, and the design or location of frontage roads and interchanges. **Comment:** this provision does not presume proposers know or have a duty to inquire as to all of the business objectives of their clients. Rather, it seeks the disclosure of information regarding cases where the proposer has reason to believe that its performance of work under this contract may materially affect the value or viability of a project it is performing for the other entity.
- ❑ The proposer has a business arrangement with a current MAPO employee or immediate family member of such employee, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the proposer being awarded this Contract. This item does not apply to pre-existing employment of current or former MAPO employees, or their immediate family members. **Comment:** this provision is not intended to supersede any MAPO policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a proposer may have unfair access to "inside" information.
- ❑ The proposer has, in previous work for the state, been given access to "data" relevant to this procurement or this project that is classified as "private" or "nonpublic" under the Minnesota Government Data Practices Act, and such data potentially provides the proposer with an unfair advantage in preparing a proposal for this project. **Comment:** this provision will not, for example, necessarily disqualify a proposer who performed some preliminary work from obtaining a final design Contract, especially when the results of such previous work are public data available to all other proposers. Rather, it attempts to avoid an "unfair advantage" when such information cannot be provided to other potential proposers. Definitions of "government data", "public data", "non-public data" and "private data" can be found in Minnesota Statutes Chapter 13.
- ❑ The proposer has, in previous work for the state, helped create the "ground rules" for this solicitation by performing work such as: writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.
- ❑ The proposer, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the state.

## Disclosure of Potential Conflict of Interest

Having had the opportunity to review the Organizational Conflict of Interest Checklist, the proposer hereby indicates that it has, to the best of its knowledge and belief:

\_\_\_\_\_Determined that no potential organizational conflict of interest exists.

\_\_\_\_\_Determined a potential organizational conflict of interest as follows:

Describe nature of potential conflict:

Describe measures proposed to mitigate the potential conflict:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure form with MAPO personnel.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

## Affirmative Action Certification

**If your response to this solicitation is or could be in excess of \$100,000.00,** complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.

### **BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.**

Your response will be rejected unless your business:

Has a current Certification of Compliance issued by the Minnesota Department of Human Rights (MDHR) -or- Has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- ☐ We have a current Certificate of Compliance issued by the MDHR. **Proceed to Box C. Include a copy of you Certification with your response**
- ☐ We do not have a current Certificate of Compliance; However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on \_\_\_\_\_ (date). If the date is the same as the response due date, indicate the time your plan was received: \_\_\_\_\_ (time). **Proceed to Box C.**
- ☐ We do not have a Certification of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. We acknowledge that our response will be rejected. Proceed to Box C. Contact the MDHR for assistance. (See below for contact information)

**Please note:** Certificates of Compliance must be issued by the MDHR. Affirmative Action Plans must be approved by the Federal government, a county or a municipality must still be received, reviewed and approved by the MDHR before a Certification can be issued.

### **BOX B – For those companies not described in BOX A**

Check below

- ☐ We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

### **BOX C – For all companies**

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: \_ Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

### **For assistance with this form, contact:**

Minnesota Department of Human Rights, Compliance Services Section

Mail: 190 East 5<sup>th</sup> St., Suite 700 St. Paul, MN 55101

Web: [www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)

Email: [employerinfo@therightsplace.net](mailto:employerinfo@therightsplace.net)

TC Metro: (651) 296-5663

Fax: (651) 296-9042

Toll Free: 800-657-3704

TTY: (651) 296-1283



## Immigration Status Certification

By order of the Governor (Governor's Executive Order 08-01), vendors and subcontractors MUST certify compliance with the Immigration Reform and Control Act of 1986 (8 U.S.C. 1101 et seq.) and certify use of the *E-Verify* system established by the Department of Homeland Security.

*E-Verify* program information can be found at <http://www.dhs.gov/ximgtn/programs>.

If any response to a solicitation is or could be in excess of \$50,000.00, vendors and subcontractors must certify compliance with items 1 and 2 below. In addition, prior to the delivery of the product or initiation of services, vendors MUST obtain this certification from all subcontractors who will participate in the performance of the Contract. All subcontractor certifications must be kept on file with the Contract vendor and made available to the state upon request.

1. The company shown below is in compliance with the Immigration Reform and Control Act of 1986 in relation to all employees performing work in the United States and does not knowingly employ persons in violation of the United States immigration laws. The company shown below will obtain this certification from all subcontractors who will participate in the performance of this Contract and maintain subcontractor certifications for inspection by the state if such inspection is requested; and
2. By the date of the delivery of the product and/or performance of services, the company shown below will have implemented or will be in the process of implementing the *E-Verify* program for all newly hired employees in the United States who will perform work on behalf of the State of Minnesota.

**I certify that the company shown below is in compliance with items 1 and 2 above and that I am authorized to sign on its behalf.**

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

If the Contract vendor and/or the subcontractors are not in compliance with the Immigration Reform and Control Act, or knowingly employ persons in violation of the United States immigration laws, or have not begun or implemented the *E-Verify* program for all newly hired employees in support of the Contract, the state reserves the right to determine what action it may take. This action could include, but would not be limited to cancellation of the Contract, and/or suspending or debarring the Contract vendor from state purchasing.

**For assistance with the *E-Verify* Program**

Contact the National Customer Service Center (NCSC) at **1-800-375-5283** (TTY 1-800-767-1833).

**For assistance with this form, contact:**

Mail: 112 Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota 55155

E-Mail: [MMDHelp.Line@state.mn.us](mailto:MMDHelp.Line@state.mn.us)

Telephone: 651-296-2600

Persons with a hearing or speech disability may contact us by dialing 711 or 1-800-627-3529

## Certification of Restriction on Lobbying

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the bidder/company named below that:

1. No Federal or state appropriated funds have been paid or will be paid by or on behalf of the bidder/company, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state 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 Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a 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 bidder/company shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was 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, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name of Bidder / Company Name \_\_\_\_\_

Type or print name \_\_\_\_\_

Signature of authorized representative \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_(Title of authorized official)

# Certificate of Liability Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2016 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

## **Appendix D TAC & Policy Board Membership**

### **Mankato/North Mankato Area Planning Organization Policy Board**

Tim Auringer – City of Eagle Lake

Bob Freyberg – City of North Mankato

Jack Kolars – Nicollet County

Mike Laven – City of Mankato

Mark Piepho – Blue Earth County (chair)

Dan Rotchadl – Mankato Township

### **Mankato/North Mankato Area Planning Organization Technical Advisory Committee**

Sheri Allen – Mankato Area Public Schools (District #77)

Lisa Bigham – MnDOT (District 7)

Jennifer Bromeland – City of Eagle Lake

Paul Corcoran – Minnesota State University, Mankato

Scott Fichtner – Blue Earth County

Karl Friedrichs – Lime Township

Michael Fischer – City of North Mankato (chair)

Seth Greenwood – Nicollet County

Scott Hogen – Mankato Area Public Schools (District #77)

Jeff Johnson – City of Mankato

Curt Kloss – Leray Township

Mandy Landkamer – Nicollet County

Loren Lindsey – Belgrade Township

Open – South Bend Township

Ed Pankratz – Mankato Township

Sam Parker – Region Nine Development Commission

Craig Rempp – City of Mankato, Transit

Dan Sarff – City of North Mankato

Ryan Thilges – Blue Earth County

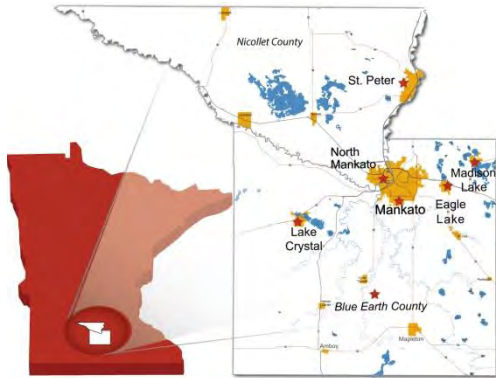
Paul Vogel – City of Mankato

	Consultant 1	Consultant 2	Consultant 3	Consultant 4
<b>Technical Approach (40 points)</b> 1. Specialized expertise, capabilities and technical competence, as demonstrated by the Responder's expressed project understanding, proposed project approach and methodology, project work plan, and project management techniques. (15) 2. Project background and experience, as demonstrated by the Responder's ability, familiarity and experience with handling similar projects, and the qualifications and related experience of key staff members. (15) 3. The Responder's record of past performance, including quality of work (10)				
<b>Cost (30 points)</b> 1. Overall cost to complete the Intersection Control Evaluation Studies (30)				
<b>Organization, personnel and expertise (20 points)</b> 1. Qualifications of personnel assigned to project (10) 2. Experience of personnel assigned to project (10)				
<b>General quality of response and responsiveness to terms and conditions (10 points)</b>				
<b>Total</b>				

## Appendix A: 2018 UPWP Budget and Details

	100 Program Support and Administration	Budget	Staff Hours
Program Support 100.1	1. Prepare agendas and minutes for MAPO Meetings		
	2. Attending MnDOT and local agency meetings		
	3. Prepare and agendas and minutes for TAC meetings		
	4. Attend training, meetings, and conferences		
	5. Review and Update Public Participation Plan		
	6. Prepare billing for local jurisdiction assessment		
	<b>Total Expense - Program Support</b>	<b>38,280</b>	<b>800</b>
Planning Work Program 100.2	1. Prepare draft 2019-2020 UPWP and budget		
	2. Review with MnDOT and FHWA		
	3. Reporting to MnDOT & FHWA		
	<b>Total Expense - Planning Work Program</b>	<b>7,901</b>	<b>150</b>
Training and Travel 100.3	1. Travel to MPO Directors meetings MN MPO workshop		
	2. Travel to workshops		
	3. Attend other meeting related to transportation		
	<b>Total Expense - Training &amp; Travel</b>	<b>7,901</b>	<b>150</b>
Information Tech & Website 100.4	1. Maintenance of Website - Post minutes, agendas, meeting materials, information		
	Total Staff Expenses	4,936	100
	<b>Total Website Expenses</b>	<b>4,936</b>	
Program Expenses 100.5	1. Vacation, Sick and Holidays		
	<b>Total Expense - Program Expenses</b>	<b>14,597</b>	<b>300</b>
<b>Total Expenses - Program Support and Administration</b>		<b>73,615</b>	<b>1500</b>
	<b>200 Long-Range Planning</b>	<b>Budget \$</b>	
Transit Development Plan 200.1	1. Coordinate & participation Mankato Transit Development Plan		
	Total Staff Costs - Transit Development Plan	9,031	155
	<b>Total Expenses - Transit Development</b>	<b>9,031</b>	
<b>Total Expenses - Long-Range Planning</b>		<b>9,031</b>	<b>155</b>
	<b>300 Short-Range Planning</b>	<b>Budget \$</b>	
Local Planning Efforts 300.1	1. Continued Trunk Highway 22 Corridor Contract From 2017 Contract with SRF	85,000	
	2. Continued Work on ADA Transition Plan (*\$40,845 from unspent 2015 Appropriations)	130,000	
	3. Pavement Management Plan (continued into 2019 with an additional \$80,000 in 2019)	20,000	
	4. Intersection Study at Hoffman Road and Victory Drive	10,000	
	4. Assist local partners with localized transportation planning efforts as needed		
	5. Coordination and working with local Statewide Health Improvement Program and Active Transportation Groups		
	6. Distribute and share relevant transportation materials & information with area partners		
	Staff Expenses	31,930	625
	<b>Total Expenses - Short Range Planning - Local</b>	<b>276,930</b>	
State Planning Efforts 300.2	1. Participation in Statewide and District Planning Efforts		
	2. Coordination with MnDOT and local partners for transportation related activities		
	Total Staffing Costs - Short Term Planning - Interagency	10,921	175
	<b>Total Expenses - Short Range Planning - Interagency</b>	<b>10,921</b>	
<b>Total Expenses - Short-Range Planning</b>		<b>287,851</b>	<b>800</b>





## AGENDA RECOMMENDATION

### Agenda Heading: Call for Suggested Projects for 2019 Unified Planning Work Program (UPWP) No: 5.3

**Agenda Item:** Call for Suggested Projects for 2019 Unified Planning Work Program (UPWP)

**Recommendation Action(s):** Submission of project suggestions through UPWP Project Application

#### **Summary:**

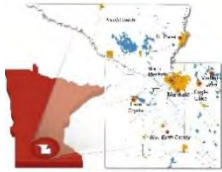
The MAPO is constructing its 2019 UPWP. Several projects, such as initiation of the Long Range Transportation Plan update and Pavement Management Plan, are already scheduled. At the February 15, 2018 TAC meeting, members were encouraged to consult with respective jurisdictions and stakeholders for input on desired transportation projects. This input shall be directed to the MAPO via the 2019 UPWP Project Application. Applications will be accepted through June 29, 2018.

Projects programmed for the 2019 UPWP must advance the goals of the MAPO's Long Range Transportation Plan (LRTP), with an emphasis toward translating multimodal needs into specific actionable projects. The LRTP prioritizes improvements to coordinate preservation needs (so as to maintain the future metropolitan transportation system in a state of good repair) with mobility, safety, freight, and congestion needs to accommodate planned growth in the area.

#### **Attachments:**

2019 UPWP Project Application

2018 UPWP Major Program Activities Schedule (pg. 14)



# MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION (MAPO)

## 2019 Unified Planning Work Program (UPWP) Project Application

### Purpose

- The intent of this form is to provide the MAPO suggestions for projects for inclusion in the 2019 Unified Planning Work Program (UPWP).
- Projects programmed for the 2019 UPWP must advance the goals of the MAPO's Long Range Transportation Plan (LRTP), with an emphasis toward translating multimodal needs into specific actionable projects.
- The LRTP prioritizes improvements to coordinate preservation needs (so as to maintain the future metropolitan transportation system in a state of good repair) with mobility, safety, freight, and congestion needs to accommodate planned growth in the area.
- Funds for the 2019 UPWP are limited. Several projects, such as the LRTP update, are already scheduled.
- Applicants are encouraged to review the current LRTP, located at [www.mnmapo.org](http://www.mnmapo.org).
- Submit completed applications by **June 29, 2018** to [candrosky@mankatomn.gov](mailto:candrosky@mankatomn.gov)

### Applicant Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Project Description

*Supply a detailed project description including location, need, contributing factors, proposed solution, and why/how the proposed solution will advance the goals of the MAPO's Long Range Transportation Plan.*

Contact MAPO Transportation Planner Charles Androsky with questions or comments (507) 387-8389 or [candrosky@mankatomn.gov](mailto:candrosky@mankatomn.gov).

- Provide updates to the MAPO TAC and Policy Board on STIP projects that fall within the MPO planning boundary.

*Process and Timeline to Completion:*

- The above referenced items are yearly planning activities that coincide with District 7 ATP's dates and timelines within the calendar year.

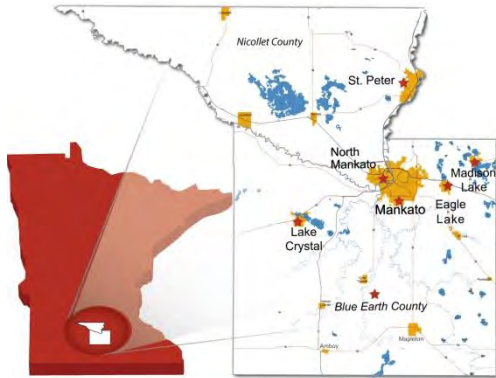
## Chapter 6: Strategic Plan

### Introduction

What follows is a summary of MAPO overall Strategic Plan as it relates to maintenance of the Long Range Transportation Plan (LRTP) for the Years 2017-2020.

<b>Major Program Actives</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Belgrade Ave Corridor Study	X			
Riverfront Drive Corridor Study	X			
Transit Development Plan	X	X		
Three ICE Studies	X			
Highway 22 Corridor Study	X	X		
ADA Transition Plan	X	X	X	
Pavement Management Plan		X	X	
Highway 169 / Highway 14 Area Study			X	
Intelligent Trans Plan				X
MAPO Transportation Modeling				X
Long Range Transportation Plan Update			X	X
Warren Street Corridor Study				X
Bike & Pedestrian Plan				X

MAPO staff, TAC and Policy Board will annually review the MAPO Strategic Plan and reevaluate planning studies for inclusion in future work programs.



## AGENDA RECOMMENDATION

### Agenda Heading: Election of Officers: Chair and Vice Chair No: 5.4

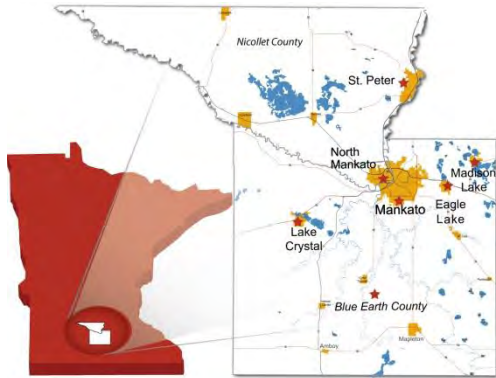
**Agenda Item:** Election of Officers: Chair and Vice Chair

**Recommendation Action(s):** Elect new MAPO TAC Chair and Vice Chair

**Summary:**

Per the MAPO TAC bylaws sec. III, a Chair and Vice Chair shall take office upon a biennial basis. Chair (Michael Fischer) and Vice Chair (Seth Greenwood) were elected April 21, 2016. The next Chair and Vice Chair shall serve through the May 17, 2018 to May 17, 2020 term.

**Attachments:**



## AGENDA RECOMMENDATION

### Agenda Heading: Update: Transit Staff No: 6.1

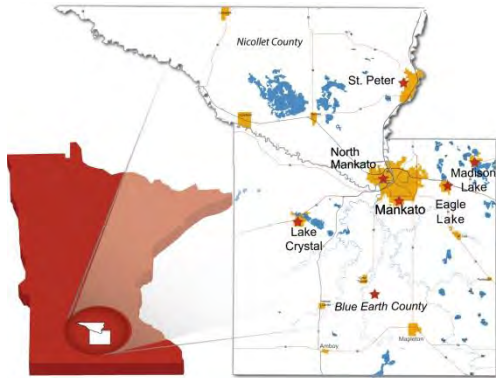
**Agenda Item:** Update: Transit Staff

**Recommendation Action(s):** Informational and discussion

**Summary:**

In April 2018, the Greater Mankato Transit System welcomed Craig Rempp as the new Superintendent of Transit. Mr. Rempp served previously as the Transit Director of Chisago-Isanti County Heartland Express and is the current president of the Minnesota Public Transit Association (MPTA).

**Attachments:**



## AGENDA RECOMMENDATION

### Agenda Heading: Update: Transit Development Plan No: 6.2

**Agenda Item:** Update: Transit Development Plan

**Recommendation Action(s):** Informational and discussion

#### **Summary:**

The Greater Mankato Transit System (GMTS), in partnership with the project consultant, is reviewing drafts of the project's Executive Summary, Expansion Scenarios, and Recommendations.

GMTS hosted a variety of public input events for the project's second round of public engagement), outlined below:

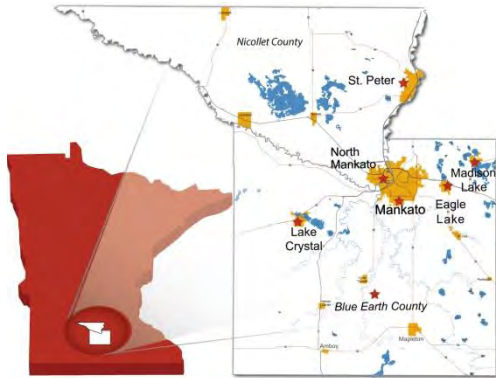
- April 17: Cherry Street Bus Hub, Mankato
- April 17: Project Community Connect, Verizon Center, Mankato
- April 19: Police Annex, North Mankato
- April 19: Cherry Street Bus Hub, Mankato
- April 19: Intergovernmental Center, Mankato

In-person meetings were held with representatives from Minnesota State University, Mankato and local nonprofits and (April 12 and April 18, respectively).

A project management team (PMT) meeting is scheduled May 21, 2018. An informational presentation will be delivered to the MAPO Policy Board at the June 7 meeting. The TDP is scheduled for completion summer 2018.

#### **Attachments:**





## AGENDA RECOMMENDATION

### Agenda Heading: Update: Trunk Highway 22 Corridor Study No: 6.3

**Agenda Item:** Update: Trunk Highway 22 Corridor Study

**Recommendation Action(s):** Informational and discussion

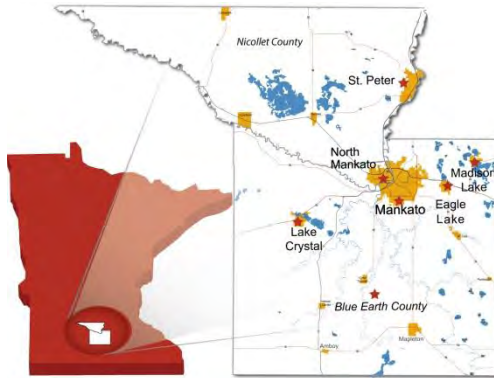
**Summary:**

The MAPO, in partnership with the Minnesota Department of Transportation (MnDOT) will begin the project's second round of public engagement in June. This will include:

- An Open House for the project's southern segment on June 5 in Mapleton
- An Open House for the project's northern segment on June 12 in Kasota
- A Pop-Up event for the project's Mankato segment on June 14 in Mankato
- An Open House for the project's Mankato segment on June 14 in Mankato

Over the previous months progress has continued on the project's Purpose and Needs Statements, Existing Conditions Report, and scenario analysis. The project's Final Report is anticipated to be complete early summer 2018.

**Attachments:**



## AGENDA RECOMMENDATION

### Agenda Heading: Update: Americans with Disabilities Act (ADA) Transition Plan No: 6.4

**Agenda Item:** Update: Americans with Disabilities Act (ADA) Transition Plan

**Recommendation Action(s):** Informational and discussion

#### **Summary:**

After suspending collection for the winter, inventory gathering resumed May 7. Field staff began by completing collection in North Mankato. Upon completion of North Mankato, they will move to Blue Earth County sometime in mid-May, followed by Mankato in late May or early June. All Self-Evaluations are anticipated to be completed by early September 2018.

Transition Plans for Eagle Lake, Skyline, and Nicollet County are nearing full drafts and are anticipated to be distributed to MAPO and respective agencies for review/revision in May 2018.

#### **Attachments:**