

**81st Meeting of the
Metro Area Transit Coordinating Board
November 20, 2019 – 8:00 am**

Fargo City Commission Chambers – 225 4th Street North, Fargo ND

Meeting Agenda

1. Call to Order and Introductions

2. Action Items:
 - a. July 17, 2019, and October 2, 2019 Meeting Minutes
 - b. 2020 Meeting Dates and Topics
 - c. Draft RFP for Five-year Transit Development Plan – Michael Maddox
 - d. Draft Survey to Colleges – Taaren Haak

3. Informational Items
 - a. Update on LinkFM Fargo Public Hearing and Public Comments – Lori Van Beek and Matthew Peterson
 - b. Update on Driver Recruitment – Josef Rivera
 - c. Update on Transit Authority Study – Michael Maddox
 - d. Approved State of Minnesota Grants – Lori Van Beek
 - e. September and October 2019 Operations Reports and College Ridership – Matthew Peterson and Lori Van Beek

4. Other Business

**79th Meeting of the
Metro Area Transit Coordinating Board
July 17, 2019
Fargo Commission Chambers**

Members Present:

Jim Aasness, Dilworth City Council
Brian Arett, Valley Senior Services
Jackie Maahs, Concordia College
Brad Olson, West Fargo City Commission
John Strand, Fargo City Commission
Sara Watson Curry, Moorhead City Council
Deb White, Moorhead City Council

Members Absent:

Tony Grindberg, Fargo City Commission
Paul Grindeland, Metro Senior Ride
Kevin Hanson, Chair
Brit Stevens, NDSU
Teresa Stolfus, M|State
Annie Wood, MSUM

Others Present:

Lori Van Beek, City of Moorhead
Julie Bommelman, City of Fargo
Luke Champa, FM Metro COG
Shaun Crowell, City of Fargo
Taaren Haak, City of Moorhead
Michael Maddox, FM Metro COG
Josef Rivera, First Transit
Julie Sellner, First Transit
Forrest Steinhoff, City of Moorhead
Larry Weil, City of West Fargo

1. Call to Order and Introductions

Ms. White called the meeting to order, introductions were made, and a quorum was not present.
Ms. White moved to the informational items, while the board waited for a quorum to arrive.

3. Informational Items

a. Article "MN: Status update on electric buses in Duluth? It's complicated."

Ms. Van Beek shared an article from Mass Transit magazine and said that the City of Duluth is having some issues keeping the buses operational for more than eight hours and does not have any plans to purchase anymore.

Mr. Strand arrived, and a quorum was present, so Ms. White proceeded with the action items.

2. Action Items

a. May 15, 2019 Meeting Minutes

A motion to approve the minutes was made by Mr. Strand and seconded by Mr. Aasness. The motion was voted on and unanimously approved.

Ms. Van Beek introduced the new General Manager of First Transit, Josef Rivera. Mr. Rivera introduced himself and gave a brief background to the Board.

b. First Transit Contract Amendment

Ms. Van Beek presented information about the First Transit Contract Amendment. She explained that they have amended the contract for 2019 to adjust driver and dispatch pay scale. Ms. Van Beek went on to share the driver wage scale with the board. She went on to explain the contract would expire after 2020, and service would have to be competitively bid again for 2021. Ms. Van Beek also discussed the dispatch pay scale and paratransit pay scale. She clarified some more detail of the First Transit contract including Fixed Route, Paratransit, and GTC Dispatch services. Ms. Van Beek explained that First Transit provides management services, drivers, and dispatchers for MATBUS.

Ms. Van Beek discussed the budget and where the money for the increase in cost of the First Transit Contract would be coming from, and that there was no concern about the increase. Mr. Strand asked if bids would still be competitive with this approach. Mr. Peterson said yes, they are competitive bids.

Ms. Watson Curry asked if all the drivers were part of the teamsters union. Ms. Van Beek said that there are some final negotiations that will need to occur between the union and First Transit.

Ms. Watson Curry also asked about opportunities for drivers to bring up safety concerns or other issues. Ms. Van Beek described a safety tool, drivecam, and how drivers can flag situations that may be deemed as unsafe. Ms. Sellner described the extensive safety training that all drivers must go through to drive in revenue service. She went on to say that it takes about six weeks of training for someone without a commercial driver's license (CDL) to get in the bus and drive for revenue service. Ms. Sellner added that even with a CDL and no transit driving background, the safety training is the same six week program.

Ms. White asked how the increase in cost would be covered for the City of Moorhead's portion of the associated contract. Ms. Van Beek said that there would be a small increase of the local match for the additional federal funds that would be reflected in the upcoming agenda item regarding Moorhead's budget.

A motion to recommend approval of the First Transit contract amendment to Moorhead City Council was made by Mr. Aasness and seconded by Ms. Watson Curry. The motion was voted on and unanimously approved.

c. Moorhead New Service Expansion Pilot Program Analysis

Ms. Van Beek introduced Forrest Steinhoff, City of Moorhead Intern, and explained the analysis that Mr. Steinhoff prepared for the New Service Expansion Pilot Program. Mr. Steinhoff presented the pilot program analysis. He said the program expanded evening service, increased Saturday frequency, and expanded MAT paratransit by adding Sunday service for Moorhead and

Dilworth. Mr. Steinhoff explained that ridership grew by 19% in year one, and is still above the 2017 numbers in year 2019, but showing a 12% growth in ridership.

Ms. Watson Curry asked what was attributed to the lower ridership for 2019 as compared to 2018. Ms. Van Beek said it is not clear, but it was most likely a combination of major road construction and winter weather. She added that MATBUS will continue to market and reach out to the public to keep the consistency of routes in Moorhead and Dilworth.

Ms. White said she was excited to see the increase in ridership as part of the pilot program analysis and went on to ask if MATBUS has approached Moorhead High School to participate in the U-Pass program. Ms. Van Beek said they have not approached the high school, and discontinued the U-Pass program for the junior high school within the last couple years.

A motion to continue expansion operations as outlined within the Pilot Program Analysis was made by Mr. Olson and seconded by Mr. Strand. The motion was voted on and unanimously approved.

Mr. Aasness left the meeting at 8:30 and there was no longer a quorum. Ms. White decided to go through the rest of the items for informational purposes.

d. City of Moorhead 2020-2021 Budget and MnDOT Grant Presentation

Ms. Van Beek presented information regarding a change in the MnDOT grant program. She explained that it is switching to a two-year grant cycle and that there are separate grant applications for operating, capital, and new service expansion. Ms. Van Beek walked through operating grants by service type for years 2019-2021, administration and operating expenditures, revenues, and noted any changes between 2020 and 2021.

Ms. Watson Curry asked about if there was a policy or practice that limits the amount of funds that can be used from the reserve budget. Ms. Van Beek said she is not sure what the practice is, although it used to be 40% in the past. She went on to explain that she is very comfortable with the balance in reserve funds especially given the balance of the reserve. Ms. Van Beek added that they also have earned interest on some MN grant money from 2016-2018. She said that when they do get audited from the State of MN, the excess money from 2016-2018 will go back to the State, however the City keeps the earned interest.

e. 2019-2020 U-Pass Agreement, North Dakota State University

Ms. Bommelman gave a presentation on the U-Pass Agreement with NDSU. She reminded the board that it covers the academic year spans between MATBUS fiscal years, which can make things a little more complicated. Ms. Bommelman said the agreement has included a cost increase, however MATBUS will give NDSU credit for any snow days or cancellations of service. The agreement includes 10 buses that are wrapped with NDSU insignia and branding.

Ms. White asked if the the U-Pass Agreement and associated changes would be similar for the other universities in Moorhead. Ms. Bommelman said because that is the Minnesota side, the agreements are quite different. Ms. Van Beek agreed and said the changes would not necessarily be reflected for colleges and universities located in Moorhead because their State grants are much different than in North Dakota.

3. Informational Items

b. Update on Transit Authority Study

Mr. Maddox gave an update on the transit authority study and where Metro COG is with the process. He said that the consultant for the study is looking at peer cities to compare to, especially if they are bi-state in nature, and see how they have decided to operate transit.

c. Ground Transportation Center (GTC) Renovation Update

Ms. Bommelman gave an update regarding the GTC. She said there was a bit of setback when it was discovered that a post-tension band had snapped within the underground parking deck below the GTC. Ms. Bommelman said that on a positive note, only the one post-tension band had been compromised and the structural issues had not spread beyond that. She said they are still on schedule and will bid in the fall of 2019 with construction hopefully beginning by summer of 2020.

d. May – June 2019 Operations Reports and College Ridership

Ms. Van Beek presented the May and June 2019 operations reports and college ridership.

e. Updated Schedules and Maps

Ms. Van Beek gave an update on schedules and maps, saying that the newly designed documents would be ready for the public on August 1st.

4. Other Business

Hearing no other business, Ms. Maahs made a motion and Mr. Strand seconded to adjourn the meeting at 8:55 AM.

Attachment 1B

**80th Meeting of the
Metro Area Transit Coordinating Board
October 2, 2019
Fargo Commission Chambers**

Members Present:

Jim Aasness, Dilworth City Council
Paul Grindeland, Valley Senior Services
Brad Olson, West Fargo City Commission
Brit Stevens, NDSU
Sara Watson Curry, Moorhead City Council
Deb White, Moorhead City Council
Annie Wood, MSUM

Members Absent:

Brian Arett, Valley Senior Services
Tony Grindberg, Fargo City Commission
Kevin Hanson, Chair
Jackie Maahs, Concordia College
Teresa Stolfus, M|State
John Strand, Fargo City Commission

Others Present:

Lori Van Beek, City of Moorhead
Julie Bommelman, City of Fargo
Shaun Crowell, City of Fargo
Taaren Haak, City of Moorhead
Michael Maddox, FM Metro COG
Matthew Peterson, City of Fargo
Josef Rivera, First Transit
Cole Swingen, City of Fargo

1. Call to Order and Introductions

Ms. White called the meeting to order, introductions were made, and a quorum was present.

2. Action Items

a. July 17, 2019 Meeting Minutes

Ms. Van Beek explained that the July 17, 2019 meeting minutes were inadvertently left out, and the item was tabled until the next meeting.

b. Proposed Changes to LinkFM for 2020

Ms. Van Beek presented an update to the proposed changes to LinkFM. She said the Fargo mayor is proposing that the service be discontinued. Ms. Van Beek went through ridership numbers from 2015-2019 and said the numbers have not been the greatest, however the LinkFM provided over 7,000 rides between July 18-20, 2019 during the Downtown Street Fair. She also shared information about the ridership during different times of the day. She also shared the estimated operating costs for LinkFM. Ms. Van Beek said that it is staff's recommendation that if the Cities should decide to cut LinkFM service, they should consider

providing the service for special events, as that is when a large portion of LinkFM ridership occurs. Ms. Van Beek went on to list the special events including: Unglued, Celtic Festival, St. Patrick's Day Parade, Drone Focus Conference, Scandinavian Festival, Burgers Brews & BBQ, Street Fair, TedX, German Culture Fest, NDSU Homecoming, Holiday Lights Parade, Pangea, and a large Microsoft event. She did say that changing the service would require a public hearing, and opened up the conversation to get the Board's thoughts.

Ms. Watson Curry asked how the Link FM got started, what the goals of providing the service were, and if the goals were accomplished or not. Ms. Van Beek said the biggest issues were to address parking issues downtown and to spur economic development by providing a connection to the Moorhead Center Mall. Mr. Peterson added that it really became popular for the special events, and not necessarily for the intentions that LinkFM was started upon.

Ms. Watson Curry then asked how MATBUS would decide which events to provide the LinkFM service for, and if there would be flexibility for the LinkFM to operate for last minute events that could potentially utilize the service. Ms. Van Beek said there is a federal charter rule that states the service cannot be provided to some groups, and limited to some groups, and must be open to serve the community. Mr. Peterson said that there is some grey area there by opening up the service strictly for events. Ms. Bommelman added that they will need to receive authorization from the Federal Transit Administration (FTA) to do service for the special events. Mr. Peterson said it is not as accessible as they would probably like, because there are publishing requirements to inform people well in advance of the event. Ms. Watson Curry asked how much notice would be required to meet FTA regulations, and if the MAT Coordinating Board would be involved in approving different events for the LinkFM service. Ms. Van Beek said, not only does FTA have to be involved, the State of Minnesota will need to know a rough cost of providing the LinkFM service throughout the year for the events. Mr. Peterson added that they would need at least a two-month notice to add an event.

Mr. Olson asked if the 2020 City of Fargo budget was approved or not. Mr. Peterson said it has been approved, and the City of Fargo is providing no LinkFM funding. He said that, because of FTA regulation, a public engagement process has to occur for the service to be eliminated.

Mr. Grindeland asked if there were any groups downtown or otherwise that would be interested in filling the funding gap that the City of Fargo left. Mr. Peterson said yes, there is a lot of support for the LinkFM, and it is more important that interested groups get involved in the public process so City of Fargo leadership can hear why providing the LinkFM service is important.

A motion to hold a public hearing to limit LinkFM service to only special events was made by Mr. Aasness and seconded by Ms. Watson Curry. The motion was voted on and unanimously approved.

Mr. Olson asked where the public hearing would have to take place. Mr. Peterson said there would have to be a public hearing at City Commission in Fargo and the City Council in Moorhead, as the route operates in both cities.

c. Request Proposals for Security Services 2020-2025

Ms. Bommelman presented the request for proposal for security services from 2020-2025. She said the security service contract will also include the safe and secure transfer of money, as MATBUS collects and stores cash payment for transit fares.

Ms. Watson Curry asked if the five year contract was the same as what has been done in the past. Ms. Bommelman said that it was the same as last time. Ms. Watson Curry asked if there is a lot of dialogue between staff and the security firm in terms of what issues to look for and any other tips to ensure that all staff is aware of ongoing security issues. Ms. Bommelman said that there is a lot of conversation between the security firm, including the Police Department, and that helps drive the improvement of security at MATBUS facilities.

Ms. Wood asked if the new contract would request similar hours of security service. Ms. Bommelman said yes, it would be the same amount of hours budgeted.

A motion to approve proceeding with releasing the RFP for Security Services was made by Ms. Wood and seconded by Mr. Aasness. The motion was voted on and unanimously approved.

d. Price Proposals from Genfare for Upgrade to Farebox System

Mr. Peterson presented some background information on the current farebox system, which was purchased in 2009 and had a ten-year life expectancy. The farebox system is on every vehicle and is what helps track ridership that MATBUS uses for reports that are sent to FTA. He explained that the approach they wanted to take was not a complete overhaul, and would upgrade the current fareboxes to the newer version of the Genfare farebox system. Mr. Peterson said they had to get prior approval from FTA to do a sole source procurement process, which MATBUS did. He said the proposals to upgrade the system came in about where they expected the price to be, however there were a couple of items they would need to cut to get to the price point they budgeted for. Mr. Peterson explained a couple of the updates that would make the fare purchasing experience easier for riders with this farebox upgrade. He went on to explain the process for collecting fares for paratransit riders, and how drivers are responsible for taking cash and making change, or collecting tickets from paratransit riders. With the Genfare upgraded system, there would be the ability to collect fare similarly to how fares are collected on fixed route where people can use many means to pay. Mr. Peterson outlined the items that could be cut from the proposal to reduce costs. Ms. Van Beek said the money for Moorhead's portion of the fareboxes is coming from state and federal funds.

Ms. Watson Curry asked if there would be any training costs, as the line item for such training is shown blank. Mr. Peterson explained that because MATBUS is purchasing so many fareboxes, they will do that for free, but they do pay a training fee every year for additional training.

Ms. White asked if the ticket vending machine, which will be cut due to cost, could be added later. Mr. Peterson said the ticket vending machine would be something they would love to add in the future. Ms. Van Beek added that with the mobile ticketing option, the need for the ticket vending machine may go down.

A motion to approve staff to move forward with GFI Farebox upgrade and bring to Moorhead City Council and Fargo City Commission was made by Mr. Olson and seconded by Ms. Watson Curry. The motion was voted on and unanimously approved.

3. Informational Items

a. Driver Recruitment

Mr. Rivera gave an update on driver recruitment. He said that they have 10 or 11 open positions, and currently have nine new hires going through the initial training process. He said they are tremendously busy receiving applications for employment and can hopefully get to a point where they have a reserve of operators in the near future.

Ms. White agreed and said it was exciting to see better recruitment. She asked if he thought the higher pay has improved retention of employees also. Mr. Rivera said certainly, it has made an impact on retention.

b. Update on TapRide Industrial Park Service

Mr. Peterson gave an update on TapRide industrial park service. He said that as of 9/26/2019 they have completed 515 rides on the TapRide service to and from the industrial park. He explained the spreadsheet showing ridership numbers, and explained how the bus actually had to be retrofitted to accommodate bicycles on the front.

Ms. Watson Curry commented that she was excited for this service and think it is a move in the right direction for transit in our community.

c. Update on Transit Authority Study

Mr. Maddox gave an update on the transit authority study. He said that the study is looking at changing the organizational structure of MATBUS, however the study is slowing down for some end-of-year budgeting reasons. Mr. Maddox said that they would use this opportunity to collect more feedback from local jurisdictions and leadership in the community.

Ms. White asked if there was a timeline on the stakeholder meetings with local jurisdictions. Mr. Maddox said they are still working on the stakeholder meetings and scheduling them.

d. Update on Ground Transportation Center Renovation

Ms. Bommelman gave an update on the GTC renovation. She said that they will be breaking the project up into three separate projects that will be bid together. The first distinct part of the project will be the above ground portion of the GTC and deck where buses pick-up and drop-off. The second distinct part of the project will be the Jefferson line portion of the GTC. The third distinct part of the project will be the underground parking facility, which will be funded with 100% local funds. KLJ, the engineering consultant is has 60% plans for the GTC portion, and 30% plans for the underground parking. The new project timeline is to bid the project as one in the middle of September. Ms. Bommelman said they hope the renovation project is completed by September 2020.

Ms. Watson Curry asked who uses the underground parking. Ms. Bommelman said that the parking spots are rented by people who live or work downtown.

e. Distinguished Service Award from Freedom RCIL to Shaun Crowell

The MAT Coordinating Board congratulated Shaun Crowell on his award from the resource center for work he continues to do with the travel trainer workshop and other outreach he does with the Freedom Resource Center.

f. July – August 2019 Operations Reports and College Ridership

Ms. Van Beek and Mr. Peterson updated the Board on the July – August operations and college ridership reports. Ms. Van Beek explained that college started one week later in 2019 than in 2018 and may be part of the reason why college ridership is slowing. She added that they want to do a college survey to better understand why students are or are not taking transit.

Ms. White said that some outreach on college campuses would be good to hopefully boost the student ridership. Ms. Wood added that they do try to provide information to students, but sometimes when it is nice out, students prefer biking or walking. She added that they do a push before winter to let students know about a warmer option to biking and walking. Ms. Van Beek said that the construction has had an impact too on ridership by making routes less reliable.

g. Distribution of New Schedule and Map August 2019

Mr. Swingen gave an update on the distribution of the new schedule and map that was distributed in the beginning of August 2019. He said that there were no major system changes. Mr. Swingen said they printed 20,000 maps this year which is much less than the 35,000 maps they printed in 2018. He attributes this to increased use of the mobile app and website. He said they included new information on new bus stops, bus schedules, bus routes, TapRide information, and other changes in the system.

h. Update on Marketing Activities

Mr. Swingen updated the Board about the iGoEco challenge which encourages the public to take alternative modes of transportation during the week including walking, biking, and taking transit. Participants log how they travelled in an alternative mode and are entered to win multiple prizes. He explained how MATBUS continues to market within the community and some of the upcoming promotions they are doing to encourage ridership.

4. Other Business

Hearing no other business, Ms. Watson Curry made a motion and Mr. Aasness seconded to adjourn the meeting at 9:07 AM.

**MAT COORDINATING BOARD
PROPOSED MEETING DATES FOR 2020
THIRD WEDNESDAY AT 8:00 AM**

Agenda Item 2b

Rescheduled to 2nd Wednesday due to DTA Quarterly meeting

January 8, 2020

Annual Marketing Plan
Annual Ridership Report
Annual Operations Report

Annual Achievements Report
Federal 5307 Grant Projects (Fargo)
Driver Services RFP
***Annual Review of Incidents**

March 18, 2020

Preliminary Budget Discussion:
Capital Improvement Plans
Review Five-year Plan Recommendations

U-Pass Contracts - Proposed Rates
ND Federal 5310 & 5339 Grant Applications
Procurement Manual Updates
Moorhead Title VI Plan 3-year Update

May 20, 2020

Fare Changes (Effective July 1)
Route Changes (Effective July 1)

Conference Dates:

MN Spring Workshop
Minnesota Public Transit Conference
Dakota Transit Assn. (DTA) Conference

DTA Quarterly Meetings
APTA Conference and Expo
CTAA Expo

Rescheduled to 2nd Wednesday due to MN grant deadline Rescheduled to 2nd Wednesday due to DTA Conference

July 8, 2020

MN/DOT State Grant Applications
Federal 5307 Grant Projects (Moorhead)
Updated Schedules and Maps
Approve College Contracts: U-Pass,
Advertising, Joint Powers

May 6-8, 2020
October 5-7, 2020
Not Yet Available

Jan 15, Apr 15, Jul 15, Oct 14
October 11-14, 2020
May 31-June 4, 2020

September 9, 2020

Final Budget Review
Grant Updates and Funding Analysis

November 18, 2020

Fare Changes (Effective January 1)
Route Changes (Effective January 1)
JPA Moorhead, Dilworth and Valley Senior Ride

Dilworth Transit Service Contract
Review State Grants Received
ND TA Grant Application
West Fargo Transit Service Contract
MN Final Grant Awarded

Monthly:

Operations Report
Ridership Reports
Marketing Activities
Updates on Planning Studies: Transit Authority Study,
Transit Development Plan 2022-2026
RFPs or Awards for Contracts/Purchases
Mobility Management Updates

Five-years:

Transit Development Plan (2020)
Shelter Window Cleaning (2017, 2022)
Shelter Snow Removal (2017, 2022)
Janitorial Services at GTC and MTG (2017, 2022)
Security Services (2020)
Vending Machines
Courtesy Benches (2016-2020)

Three-years:

DBE Goals (2019, 2022)
Title VI Plan (Fargo 2019, Mhd 2020)
RFP for Driver Services (2020)
Federal Triennial Compliance Review (2018, 2021)

Periodically

Passenger Surveys

***Added by request of the Board**

FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2020-218

MATBUS 2021-2025 TRANSIT DEVELOPMENT PLAN

November 6, 2019

APPROVED:

Cynthia R. Gray
Metro COG, Executive Director

METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is seeking requests for proposals from qualified consultants for the following:

MATBUS 2021-2025 Transit Development Plan

Selection criteria will follow a qualifications-based review process to analyze proposals from responding consultants. The most qualified candidates will be invited to present an oral interview. Upon completion of technical ranking, oral interviews and possible discussion with candidate consultants, Metro COG will enter into negotiations with the top ranked consulting firm. The consultant will submit with their response to this RFP a **sealed cost proposal**. The cost proposal of the top ranked firm will be opened during contract negotiations. Those firms not selected for direct negotiations will have their unopened cost proposals returned. Metro COG reserves the right to reject any or all cost proposals submitted. This project will be funded in part with federal transportation funds and has a not-to-exceed budget of **\$200,000 dollars**.

Interested firms may request a hard copy of this RFP by telephoning 701.532.5100, or by email at leach@fmmetrocog.org. Copies will be posted on the North Dakota Department of Transportation OBS website (www.dot.nd.gov) and will also be available for download in PDF format at www.fmmetrocog.org.

All applicants must be prequalified with NDDOT. If not prequalified with the NDDOT, applicants will be required to submit a completed Standard Form 330 (Exhibit D) with their submittal of information.

All proposals received by **4:30 p.m. on Friday, December 20, 2019** at Metro COG's office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Respondents must submit eight (8) hard copies and one (1) PDF copy of the proposal. The full length of each proposal should not exceed twenty (20) double-sided pages for a total of forty (40) pages; including any supporting material, charts, or tables.

Hard copies of technical and/or cost proposals should be delivered to the contact below:

Michael Maddox, AICP
Fargo-Moorhead Metropolitan Council of Governments
1 – 2nd Street North, Suite 232
Fargo, ND 58102-4807
maddox@fmmetrocog.org
701.532.5104

Fax versions will not be accepted as substitutes for hard copies. Once submitted, the proposals will become the property of Metro COG.

Note – This document can be made available in alternative formats for persons with disabilities by calling Savanna Leach, Executive Secretary at 701.532.5100 or email at leach@fmmetrocog.org.

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I. Agency Overview

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) serves as the Council of Governments (COG) and Metropolitan Planning Organization (MPO) for the greater Fargo, North Dakota – Moorhead, Minnesota metropolitan area. As the designated MPO for the Fargo-Moorhead metropolitan area, Metro COG is responsible under federal law for maintaining a continuous, comprehensive, and coordinated transportation planning process.

Metro COG is responsible, in cooperation with the North Dakota and Minnesota Departments of Transportation (NDDOT and MnDOT, respectively) and local planning partners, for carrying out the metropolitan transportation planning process and addressing other planning issues of a regional nature. Metro COG represents eleven cities and portions of two counties that comprise the Metro COG region in these efforts.

II. Purpose of Request

The purpose of this RFP is to receive competitive proposals from qualified consultant teams with expertise in developing Federal Transit Administration (FTA) compliant five-year Transit Development Plans (TDP). Transit service in the FM Region is currently operated jointly, through an agreement, by the Cities of Fargo, ND and Moorhead, MN under the Metro Area Transit (MATBUS) banner. MATBUS, the designated recipient of FTA 5307 funding in the Fargo Moorhead Region, is seeking consultants to update their Transit Development Plan.

This update should integrate the recommendations of studies that have occurred in the last five years, as well as evaluate the impact of new service options, such as:

- Closed-door commuter service
- High-capacity/frequency corridors
- Localized demand response service
- Integrating arterial service options, and
- Other options that would increase and broaden transit service throughout the region.

The analysis of the transit system and subsequent recommendations could address items, such as:

- The use or implementation of new technologies not currently in use in the FM Area
- Utilizing different fleets to accomplish service demands
- New forms of transit service, or
- Other methods to address regional transportation needs from a public mass transit perspective.

III. Background Information

Transit service in the FM Region is currently operated jointly, through an agreement, by the Cities of Fargo, ND and Moorhead, MN under the Metro Area Transit (MATBUS) banner. MATBUS provides both fixed-route and paratransit service to the urban metropolitan area consisting of Fargo and West Fargo in North Dakota, as well as Moorhead and Dilworth in Minnesota. MATBUS also contracts with local colleges and universities to allow students, through the UPASS program, to

take transit for free by showing their school identification. Thus, students make up a high percentage of MATBUS ridership.

MATBUS currently operates a hub and spoke system with 26 routes servicing Dilworth, Moorhead, Fargo, and West Fargo. Within those cities MATBUS services the following five (5) colleges: North Dakota State University (NDSU) main and downtown campuses, Concordia College, Minnesota State University – Moorhead (MSUM), Minnesota State Community and Technical College (M State), and North Dakota State College of Sciences (NDSCS). Buses pulse out of the Ground Transportation Center (GTC) every half hour. In 2018, MATBUS gave a total of 1,962,118 rides (Moorhead: 521,352 – Fargo: 1,440,766). Students made up 720,916 of those total rides. Since the 2016 TDP, ridership has been slightly decreasing on a year-by-year basis.

There are many other plans, both Metro COG and local jurisdiction, that may have an impact to transit. Such plans include:

- Fargo Comprehensive Plan
- Fargo Downtown Study
- West Fargo Comprehensive Plan
- Fargo Core Neighborhoods Study – Ongoing
- Moorhead Downtown Study – Ongoing
- Minnesota Equity Study - Ongoing

Each of these plans look at transit through a different lens, which could benefit analysis that is performed as part of the TDP. The consultant should be aware of these studies and address their findings within the Transit Development Plan. Such efforts may include researching information from completed studies or engaging with staff/consulting teams leading other planning efforts.

In 2016, MATBUS concluded its last TDP effort. The majority of the recommendations of the Plan were implemented within one-year of its adoption. These recommendations consisted of route reorganization in order to gain efficiency. However, larger recommendations such as offering limited Sunday transit service have not yet been implemented. MATBUS and Metro COG believe that MATBUS has peaked in terms of efficiency through minor route alterations, as was the conclusion of the 2016-2020 TDP.

Thus, the 2021-2025 TDP should take a broader, higher elevation view of the region's transit system, analyzing how MATBUS should align transit services to meet the needs of a growing region. It should also carry forward Issues that were included in the 2016-2020 TDP, but have not yet been addressed. Such items are:

- Sunday fixed-route service
- Late night fixed-route service
- The time it takes to traverse the region via transit
- Transfers (one-seat ride vs transferring), and
- The difficulty with on-time performance with a pulse system.

During the 2016-2020 TDP development, transit service to industrial areas was brought up by stakeholders and the general public as a missing need. However, the recommendations of the Plan did not include fixed-route service to the industrial park because of high cost and low potential

ridership. In 2019 MATBUS was approached by United Way, who had gathered local support for an access to jobs program. United Way worked with MATBUS to start a demand/response service to the industrial park using the TAP Ride framework that MATBUS had developed for use on NDSU's campus. The industrial park service program started in September 2019. As of the writing of this RFP, no initial results have been tallied. The consultant selected for this project will need to evaluate such service for its effectiveness and potential implementation in the region's other industrial parks or other under serviced areas that could benefit from similar demand response service.

Metro COG and MATBUS completed a Transit Facility Analysis and Development Strategy Study in 2018. This study stemmed from a need to update the Ground Transportation Center (GTC), address the capacity and functionality of the Metro Transit Garage (MTG), consider constructing a transit hub that is detached from West Acres Mall, and evaluate future facility needs given the expansion of the FM Area. Unlike the TDP, this Plan had a 20-year planning horizon.

Currently, MATBUS is undergoing a Transit Authority Study to address the possible impacts of the FM Region becoming a Transportation Management Area (TMA), by looking at regional organizational structures to aid in regional decision-making, and analyzing local funding sources available to fund current services and future needs of transit, as well as provide financial stability and flexibility to address changing needs. The project is slated to be competed in spring 2020.

IV. Project Objective

The objective of the MATBUS 2021-2025 Transit Development Plan is to:

1. Evaluate current MATBUS policies and operations in regards to providing transit service within the Fargo-Moorhead Region,
2. Identify transit needs of the community,
3. Analyze new service strategies and technologies in order to provide enhanced transit service to the public,
4. Demonstrate compliance with Federal, state, and local transit expectations (which includes all Federally required components such as the CHSTP),
5. Address Federal Performance management and standards, as well as develop an internal performance based program for evaluating decision-making using a data forward approach, and
6. Provide MATBUS staff and leadership with goals/recommendations to implement over the course of the next five-years.

V. Scope of Work and Performance Tasks

Metro COG is seeking a consultant that can provide the typical qualifications necessary in order to develop a TDP, with the necessary elements to satisfy Federal regulations, and has the ability to provide pro-active approach, vision, innovation, collaboration, and sustainability in examining and proposing study recommendations.

Outlined below is the scope of work that will guide development of the MATBUS 2021-2025 Transit Development Plan. Metro COG has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

This outline is not necessarily all-inclusive. The consultant may include in the proposal any additional performance tasks that will integrate innovative approaches to successfully complete the project.

At a minimum, the consultant will be expected to establish detailed analyses, recommendations, and/or deliverables for the following tasks:

Task 1: Project Management and Coordination

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

The consultant should expect bi-weekly progress meetings with Metro COG’s project manager and once monthly update meetings with Metro COG and MATBUS staff. The consultant shall prepare an agenda for such monthly meetings, which should be disseminated to staff at least three business days before the meeting.

Additionally, the consultant should expect to prepare monthly progress reports, documentation of any and all travel and expense receipts, and prepare and submit invoices on a monthly basis. When submitting progress reports, the consultant will be required to outline the following:

Performed work during the reporting period

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

All invoices, travel and expense receipts, and progress reports, are due to Metro COG’s project manager no later than the 1st Thursday of each month. This is to ensure invoices are processed in a timely fashion.

Task 2: Community Engagement

In compliance with Metro COG’s adopted Public Participation Plan (PPP), the consultant will develop and implement an extensive community engagement program that seeks to gain input from community members from all parts of the study area. This effort should particularly focus on transit dependent populations, current ridership, low income communities, newly-arrived immigrant communities, potential riders, and businesses/organizations that serve these populations. Broad-based community engagement is considered critical to the success of this plan. The consultant should identify Study Review Committee (SRC) members, stakeholders, and other coordinating agencies that should be party to the planning process.

The consultant should propose engagement methods they think would be most successful in the planning effort to solicit direct participation from the above groups. The consultant will facilitate all community engagement activities, and should propose the number, type, and strategy for each community engagement effort. At a minimum, the community engagement program should address the following:

- Identify stakeholders
- Engagement strategies and activities, tied back to reaching all identified stakeholder groups, including those difficult to reach
- Timeline for community engagement activities and desired type of community feedback at project checkpoints or milestones
- Communication methods for sharing information with the public, stakeholders, and the above populations in the study area
- Strategy for effective and consistent messaging across platforms and messengers

It is imperative to consider the public and keep them informed of the planning activities and outcomes using strategies that include use of the internet and social media. Providing information to Metro COG and other regional jurisdictions for posting on their websites will be required. New and innovative public engagement solutions are highly encouraged. Metro COG promotes an active public engagement mantra, where engagement events are conducted out in the community where gatherings are already taken place. Feedback at these events is to be solicited through activities that are easily approachable and fun for the participant.

2. A. Study Review Committee

Development of the MATBUS 2021-2025 TDP will be guided by a Study Review Committee (SRC), which will provide oversight and input into the development of the Plan. MATBUS and Metro COG staff prefer in-person meetings on a regular basis throughout the planning process. The consultant should propose the quantity, timing, and content of these meetings, as well as incorporate enough time and travel to realistically meet these expectations. The consultant will be responsible for coordinating, scheduling, and developing agendas for the SRC meetings. This should be done in coordination with Metro COG's project manager. The consultant will be expected to distribute materials to the SRC in a timely manner, at least one-week before the scheduled meeting. The consultant is also responsible for the recording of meeting minutes, which should be submitted to Metro COG's project manager no later than one-week following the SRC meeting.

2. B. Presentations

The consultant is responsible for a minimum of four (4) presentations. Of the four presentations, and upon direction by the SRC, the consultant may be responsible for a minimum of two (2) personal appearances before the MAT Coordinating Board (mid-project & final approval). The consultant will also be responsible for personal appearances in front of Metro COG's TTC and Policy Board in the final approval stage of the project. The consultant should specifically detail all presentations proposed throughout the planning process within the project proposal.

2. C. Public Involvement Meetings

The consultant shall be required to submit its approach on how it will reach out to the community during the planning process. It is expected that each round of community engagement will have presences in West Fargo, Fargo, Moorhead, and Dilworth. The consultant's approach should address:

- How it will go about these meetings
- Methods it will employ
- Quantity of rounds of public engagement meetings

- Timing of each round in the planning process, and
- Types of engagement techniques the consultant is accustomed to utilizing to accomplish this task.

The consultant will be responsible for fully developing each round of public engagement before it is proposed to Metro COG's project manager. Scheduling and development should occur well in advance of the proposed engagement event.

2. D. Passenger Survey

The consultant shall be required to submit an approach to surveying existing and potential riders. The approach shall detail the potential content of the survey, how the survey would be disseminated, analytic capability of the consulting firm, and an approach on how the consultant will use the information to develop the TDP. This approach should include interactive elements, such as maps, that the consultant can bring to bear in order to increase the public's ease of response and to allow for more precise input.

Task 3: Data Collection and Analysis of Existing Conditions

The consultant shall gather and analyze existing conditions relative to transit service provided by MATBUS. This should include (but is not limited to):

- *Transit Safety Performance Measures* – The consultant shall work with MATBUS to evaluate safety performance as required by the F.A.S.T Act.
- *Transit Asset Management Inventory* – The consultant shall detail all MATBUS assets including their condition, their useful life, and their replacement schedule and associated costs. This effort shall be compliant to the Federal Transit Asset Management Plan requirements. MATBUS staff will provide the consultant with existing inventory documentation, and such information should be integrated into the TDP. Inventory shall include:
 - Fleet
 - Facilities
 - Any other capital assets (including technology)
- *Current Routes, Timetables, & Hours of Operation* – A listing of existing detours and detours likely to occur in the life of this plan should be included. Future roadway projects will be provided in coordination with state and local engineers and Metro COG Staff. Metro COG will make ReMIX Routing Software available for use by the consultant for any such routing analyses that would need to be performed. This should include:
 - Existing routes
 - Known detours that are currently in place or may occur within the life of this plan
 - Current frequency on a route-by-route basis
 - Hours or service.
- *Fare Structure* – The consultant shall document historic and current fares, as well as conduct a fare recovery analysis.
- *Ridership* – The consultant shall analyze ridership trends. MATBUS will supply the consultant with this information. This analysis should result in recommendations of how to attract new ridership as well as maintain existing ridership.
- *Existing Plans Integration* – The consultant should review, summarize, and incorporate the recommendations of plans that have occurred and are actively taking place.

- *Document MATBUS Mission Statement(s), Goals, and Core Values* – MATBUS will supply the consultant with any applicable mission statements, goals, policies, and core values that have been developed. The Consultant may have to work with MATBUS to develop these items.
- *Existing and Future Financials* – MATBUS staff will provide the consultant with existing financial documentation, 10-year financial plans, and any other such information to be integrated into the TDP.
- *Performance Measures* – The consultant shall document all federally required performance based planning and programming approaches required of MATBUS through Federal legislation, as well as develop Key Performance Indicators (KPI) for items such as:
 - Marketing efforts
 - Staffing levels
 - Incidents

The consultant should propose other such focus areas for KPI's it believes will be pertinent to this effort.

- *Evaluation of Deviated Fixed-Route Transit* – The consultant shall include in its proposal an analysis of current MATBUS deviated fixed-route services as well as other microtransit options. This should include:
 - Service areas
 - Feeder systems
 - MATBUS as coordinator of regional microtransit options (electric scooters, bike-share, car-share, etc)
- *Transit Authority Study* – The TDP should incorporate elements of the Transit Authority Study that apply to the operations of MATBUS that are affected by the TDP. This may include staffing, organizational structure, financial elements, etc. The resulting recommendations of the Transit Authority Study could have significant impact on both the short-term and long-term operations of MATBUS.

Task 4: Consolidated Human Services Transportation Plan (CHSTP)

The consultant should update and integrate the CHSTP into the Transit Development Plan, and should follow FTA guidance on the elements to include within this section. This effort should include elements of the ATP₄-RTCC discussions that are currently evaluating the connectivity of transit services within ATP₄ and then will be evaluating system gaps.

Task 5: Designated Stop Analysis

MATBUS recently migrated from flag stops to designated stop locations. The consultant will evaluate current designated stops to not only determine where stops should be located, but also a policy that can be applied to the placement of designated stops. This will be done by analyzing stops based on:

- Boardings/alightings
- Stop spacing
- Route performance
- Other such data

The consultant will also evaluate transit stop signage, ADA accessibility, parking within designated stop areas (as a signage and policy matter), and traffic conflicts. This analysis should also include

amenities such as shelters, benches, lighting, and the like that should be placed at each stop. The consultant can utilize metrics/policies that were developed as part of the MATBUS Transit Facility Analysis for this effort.

Task 6: Goals, Priorities, and Performance Measures

The consultant shall lead a goal making exercise that sets the stage for how system improvements are considered and implemented over the course of the next five-years. This exercise should include developing policies that directly relate to addressing issues, meeting needs, and filling gaps. These items should directly relate to comments cultivated during Task 2: Community Engagement. This should also include a prioritization of goals and policies that will lead decision-making. The consultant should also evaluate current policies for their effectiveness and should identify policies that limit the achievement of goals that are developed in this task.

The consultant should report on existing Federal Transit Performance Measures, and work with MATBUS on ways to develop, track, and report internal performance measures. This may include the development of tools to aid MATBUS staff in these efforts. This task should culminate in a cohesive mission statement, vision, and goals for MATBUS as one agency.

Task 7: Future System Needs

The consultant will address the needs, issues, and gaps in system service by proposing alterations to transit service by employing methods, such as:

- Changing routes
- Mobility services that should reside under the MATBUS umbrella
- Implementing new service concepts
- Integrating technology
- Or any by any other prescription

These new treatments should be derived from operant philosophies developed as part of Task 6: Goals, Policies, Priorities, & Performance Measures. Each recommendation should detail service cost, as well as impacts in regards to personnel, facilities, fleet, riders, and any effect on operations in general.

Task 8: Final Plan & Executive Summary

The consultant will deliver a draft MATBUS 2021-2025 TDP to the project team at least one (1) month before the approval process is set to begin in order for staff to provide comment on its contents. The consultant will then develop a final TDP to be brought forward for adoption by the MAT Coordinating Board, City of Fargo, City of Moorhead, and Metro COG. This final TDP shall include all elements as listed above as well as appendices detailing technical elements that cannot fit into the formal plan, details of each public engagement efforts, and all comments received throughout the planning process.

Upon completion of the final plan, the consultant will develop an executive summary which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting all major recommendations of the plan, including brief summaries relating to existing conditions, issues identification, community engagement, plan development, and implementation strategies.

Task 9: Deliverables

The consultant will prepare a full draft of the transportation plan for review and comment by the SRC. This draft is to be provided as an electronic PDF to study review committee members. Comments received from the SRC will be incorporated in the final draft of the plan for public review.

Upon final completion, the consultant will be responsible for providing ten (10) bound hard copies and a reproducible original of the study in PDF format. All meeting summaries and technical analyses will be included in the appendix of the study.

The consultant is expected to provide Metro COG with all data and plan products, including GIS shapefiles, Adobe InDesign files, and if required, as well as a high resolution document PDF format for printing.

Note: The above scope of work should act as a guide in preparing the proposal. The consultant should add any elements it deems necessary to complete the intent of the planning effort. Upon award, the consultant, Metro COG, and MATBUS will negotiate the final scope of work elements.

VI. Implementation Schedule

Consultant Selection

Advertise for Consultant Proposals	11/25/2019
Deadline for RFP Clarifications/Questions	12/06/2019
Due Date for Proposal Submittals (by 4:30 p.m.)	12/20/2019
Review Proposals/Identify Finalists	(week of) 12/30/2019
Interview Finalists	(week of) 01/06/2020
Preliminary Scoping Meeting/Contract Negotiations	(week of) 01/06/2020
Metro COG Policy Board Approval/Consultant Notice	01/16/2020

VII. Evaluation and Selection Process

Selection Committee

Metro COG has established a selection committee to select a consultant. The consultant selection process will be administered under the following criteria:

- 20% The consultant's past experience with similar projects, including the consultant's ability, familiarity, and involvement in handling similar types of activities
- 20% Specific qualifications of the consultant's project manager and key staff's experience related to the development of similar studies
- 20% The consultant's project understanding, proposed project approach and methodology, project work plan, and project management techniques
- 20% The consultant's record of past performance on similar projects, including quality of work, ability to meet deadlines, and ability to control costs
- 20% Current workload and the availability of key personnel and other resources to perform the work within the specified timeframe

The selection committee, at the discretion of Metro COG and under the guidance of NDDOT policy, will entertain formal oral presentations for the top candidates to provide additional input into the evaluation process. Oral presentations will be followed by a question and answer period during which the selection committee may question the prospective consultants about their proposed approaches.

A consultant will be selected before February 1, 2020 based on an evaluation of the proposals submitted, the recommendation of the selection committee, and approval by Metro COG.

Metro COG reserves the right to reject any or all proposals or to waive minor irregularities in said proposal, and reserves the right to negotiate minor deviations to the proposal with the successful consultant. Metro COG reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgement of Metro COG, best accomplishes the desired results.

The RFP does not commit Metro COG to award a contract, to pay any costs incurred in the preparation of the contract in response to this request, or to procure or contract for services or supplies. Metro COG reserves the right to withdraw this RFP at any time without prior notice.

All proposals, whether selected or rejected, shall become the property of Metro COG.

VIII. Proposal Content and Format

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the consultant seeking to provide comprehensive services specified herein for Metro COG, the City of Fargo, and the City of Moorhead, in conformity with the requirements of the RFP. The proposal should demonstrate qualifications of the firm and its staff to undertake this project. It should also specify the proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications under the Scope of Work and Performance Tasks.

At minimum, proposals shall include the following information:

1. Contact Information

Name, telephone number, email address, mailing address, and other contact information for the consultant's project manager.

2. Introduction and Executive Summary

This section shall document the firm name, business address (including telephone, email address(es), year established, type of ownership and parent company (if any), project manager name and qualifications, and any major features that may differentiate this proposal from others, if any.

3. Work Plan and Project Approach Methodology

Proposals shall include the following, at minimum:

- a. Detailed work plan identifying the major tasks to be accomplished relative to the requested study tasks and expected product as outlined in this RFP
- b. Timeline for completion of the requested services, including all public participation opportunities and stakeholder meetings, identifying milestones for development of the project and completion of individual tasks
- c. List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past
- d. List of the proposed principal(s) who will be responsible for the work, proposed Project Manager and project team members (with resumes)
- e. Breakout of hours for each member of the team by major task area, and an overall indication of the level of effort (percentage of overall project team hours) allocated

to each task. Note that specific budget information is to be submitted in a sealed cost proposal as described in Section X: General RFP Requirements

- f. List of any subcontracted agencies, the tasks they will be assigned, the percent of work to be performed, and the staff that will be assigned
- g. List of client references for similar projects described within the RFP
- h. Required Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE) Firms participation documentation, if applicable
- i. Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project

4. Signature

Proposals shall be signed in ink by an authorized member of the firm/project team.

5. Attachments

Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:

- Exhibit A – Cost Proposal Form
- Exhibit B – Debarment of Suspension Certification
- Exhibit C – Certification of Restriction on Lobbying
- Exhibit D – Standard Form 330 (if required – see page 2).

IX. Submittal Information

Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to the project manager as defined below:

Michael Maddox, AICP
Fargo-Moorhead Metropolitan Council of Governments
1 – 2nd Street North, Suite 232
Fargo, ND 58102-4807
maddox@fmmetrocog.org

All proposals received by **4:30 p.m. on Friday, December 20, 2019** at Metro COG's office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to participate. Respondents must submit eight (8) hard copies and one (1) PDF copy of the proposal. The full length of each proposal should not exceed twenty (20) double sided pages for a total of forty (40) pages; including any supporting material, charts, or tables.

The consultant may ask for clarifications of the RFP by submitting written questions to the Metro COG project manager identified above. Questions regarding this RFP must be submitted in writing no later than **December 6, 2019**. No response will be given to verbal questions. Metro COG reserves the right to decline a response to any question if, in Metro COG's assessment, the information cannot be obtained and shared with all potential firms in a timely manner. All questions and responses will be forwarded to applicants and posted on Metro COG's website on or after **December 9, 2019**.

X. General RFP Requirements

1. Sealed Cost Proposal

All proposals must be clearly identified and marked with the appropriate project name, with a separately sealed cost proposal per the requirements of this RFP. Cost proposals shall be based on an hourly “not to exceed” amount and shall follow the general format as provided within Exhibit A of this RFP. Metro COG may decide, in its sole discretion, to negotiate a price for the project after the selection committee completes its final ranking. Negotiation will begin with the consultant identified as the most qualified per requirements of this RFP, as determined in the evaluation/selection process. If Metro COG is unable to negotiate a contract for services, negotiations will be terminated and negotiations will begin with the next most qualified consultant. This process shall continue until a satisfactory contract has been negotiated.

2. Consultant Annual Audit Information for Indirect Cost

Consulting firms proposing to do work for Metro COG must have a current audit rate no older than fifteen (15) months from the close of the firms Fiscal Year. Documentation of this audit rate must be provided with the sealed cost proposal. Firms that do not meet this requirement will not qualify to propose or contract for Metro COG projects until the requirement is met. Firms that have submitted all the necessary information to Metro COG and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Firms that do not have a current cognizant Federal Acquisition Regulations (FARs) audit of indirect cost rates must provide this audit prior to the interview. **This document must be attached with the sealed cost proposal.**

3. Debarment of Suspension Certification and Certification of Restriction on Lobbying

Respondents must attach signed copies of Exhibit B – Debarment of Suspension Certification and Exhibit C – Certification of Restriction on Lobbying within the sealed cost proposal, as well as Exhibit D – Standard Form 330 (if required).

4. Respondent Qualifications

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

5. Disadvantaged Business Enterprise

Pursuant to U.S. Department of Transportation policy and 49 CFR Part 26, Metro COG supports the participation of DBE/MBE businesses in the performance of contracts financed with federal funds under this RFP. Consultants shall make an effort to involve DBE/MBE businesses in this project. If the consultant is a DBE/MBE, a statement indicating that the business is certified DBE/MBE in North Dakota or Minnesota shall be included within the proposal. If the consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the subcontractor’s certification shall be included. The percent of the total proposed cost to be completed by the DBE/MBE shall be shown within the proposal. Respondents should substantiate (within proposal) efforts made to include DBE/MBE businesses.

6. U.S. Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodations

Consultants are advised to review and consider the *U.S. Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodation* issued in March of 2010 when developing written proposals.

7. North Dakota Department of Transportation Consultant Administration Services Procedure Manual

Consultants are advised to follow procedures contained in the *North Dakota Department of Transportation Consultant Administration Services Procedure Manual*, which includes pre-qualifications of consultants. Copies of the manual may be found on the Metro COG website at www.fmmetrocog.org or the NDDOT website at www.dot.nd.gov.

XI. Additional Information

The following materials should be reviewed by the consultant to provide background information on previous city and regional planning efforts:

- 1) Metro GROW: 2045 Metropolitan Transportation Plan
- 2) 2016-2020 MATBUS Transit Development Plan
- 3) MATBUS Transit Facility Analysis and Development Strategy

These materials can be viewed on Metro COG's website or in-person by visiting our offices located at 1 – 2nd Street N, Suite 232, Fargo, ND.

XII. Contractual Information

- 1) Metro COG reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal. Metro COG shall not pay for any information contained in proposals obtained from participating firms.
- 2) Metro COG reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.
- 3) Any proposal may be withdrawn up until the proposal submission deadline. Any proposals not withdrawn shall constitute an irrevocable offer for services set forth within the RFP for a period of ninety (90) days or until one or more of the proposals have been approved by the Metro COG Policy Board.
- 4) If, through any cause, the consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, Metro COG shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- 5) Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by Metro COG and shall contain, as a minimum, applicable provisions of the RFP. Metro COG reserves the right to reject any agreement that does not conform to the RFP and any Metro COG requirements for agreements and contracts.
- 6) The consultant shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of Metro COG.

XIII. Payments

The selected consultant shall submit invoices for work completed to Metro COG. Payments shall be made to the consultant by Metro COG in accordance with the contract after all required services and tasks have been completed to the satisfaction of Metro COG.

XIV. Federal and State Funds

The services requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). As such, the services requested by this RFP will be subject to federal and state requirements and regulations.

The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the relevant requirements of 2 CFR 200.

XV. Title VI Assurances

Prospective consultants should be aware of the following contractual requirements regarding compliance with Title VI should they be selected pursuant to this RFP:

1. Compliance with Regulations

The consultant shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation, 49 CFR Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations).

2. Nondiscrimination

The consultant, with regard to the work performed by it, shall not discriminate on the grounds of race, color, national origin, sex, age, disability/handicap, or income status**, in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The consultant shall not participate, either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment

In all solicitations, either by competitive bidding or negotiation, made by the consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the consultant of the contractor's obligations to Metro COG and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, or income status**.

4. Information and Reports

The consultant shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Metro COG or NDDOT to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to Metro COG, or NDDOT, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of the consultant's noncompliance with the nondiscrimination provisions as outlined herein, Metro COG and NDDOT shall impose such sanctions as it or FHWA may determine to be appropriate, including but not limited to:

- a. Withholding of payments to the consultant under the contract until the consultant complies, and/or;
- b. Cancellation, termination, or suspensions of the contract, in part or in whole.

6. Incorporation of Title VI Provisions

The consultant shall include the provisions of Section XV, paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The consultant shall take such action with respect to any subcontract or procurement as Metro COG, the U.S. Department of Transportation, or FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance provided, however, that in the event a consultant becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the consultant may request Metro COG enter into such litigation to protect the interests of Metro COG; and, in addition, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

** The Act governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 USC 324; age, 42 USC 6101; disability/handicap, 29 USC 790; and low income, EO 12898.

XVI. Termination Provisions

Metro COG reserves the right to cancel any contract for cause upon written notice to the consultant. Cause for cancellation will be documented failure(s) of the consultant to provide services in the quantity or quality required. Notice of such cancellation will be given with sufficient time to allow for the orderly withdrawal of the consultant without additional harm to the participants or Metro COG.

Metro COG may cancel or reduce the amount of service to be rendered if there is, in the opinion of Metro COG, a significant increase in local costs; or if there is insufficient state or federal funding available for the service; thereby terminating the contract or reducing the compensation to be paid under the contract. In such event, Metro COG will notify the consultant in writing ninety (90) days in advance of the date such actions are to be implemented.

In the event of any termination, Metro COG shall pay the agreed rate only for services delivered up to the date of termination. Metro COG has no obligation to the consultant, of any kind, after the date of termination. The consultant shall deliver all records, equipment, and materials to Metro COG within twenty-four (24) hours of the date of termination.

XVII. Limitation on Consultant

All reports and pertinent data or materials are the sole property of Metro COG and may not be used, reproduced, or released in any form without the explicit, written permission of Metro COG.

The consultant should expect to have access only to the public reports and public files of local governmental agencies and Metro COG in preparing the proposal or reports. No compilation, tabulation or analysis of data, definition of opinion, etc., should be anticipated by the consultant from the agencies, unless volunteered by a responsible official in those agencies.

XVIII. Conflict of Interest

No consultant, subcontractor, or member of any firm proposed to be employed in the preparation of this proposal shall have a past, ongoing, or potential involvement which could be deemed a conflict of interest under North Dakota Century Code or other law. During the term of this agreement, the consultant shall not accept any employment or engage in any consulting work that would create a conflict of interest with Metro COG or in any way compromise the services to be performed under this agreement. The consultant shall immediately notify Metro COG of any and all potential violations of this paragraph upon becoming aware of the potential violation.

XIX. Insurance

The consultant shall provide evidence of insurance as stated in the contract prior to execution of the contract.

XX. Risk Management

The consultant agrees to defend, indemnify, and hold harmless Metro COG and the State of North Dakota, its agencies, officers and employees, from and against claims based on the vicarious liability of Metro COG and the State or its agents, but not against claims based on Metro COG's and the State's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by consultant to Metro COG and the State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for Metro COG and the State is necessary. The consultant also agrees to defend, indemnify, and hold Metro COG and the State harmless for all costs, expenses and attorneys' fees incurred if Metro COG or the State prevails in an action against the consultant in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of the contract.

The consultant shall secure and keep in force during the term of the contract, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota, the following insurance coverage:

- 1) Commercial general liability and automobile liability insurance - minimum limits of liability required are \$250,000 per person and \$1,000,000 per occurrence.
- 2) Workforce Safety insurance meeting all statutory limits.
- 3) Metro COG and the State of North Dakota, its agencies, officers, and employees (State) shall be endorsed as an additional insured on the commercial general liability and automobile liability policies.
- 4) Said endorsements shall contain a "Waiver of Subrogation" in favor of Metro COG and the State of North Dakota.
- 5) The policies and endorsements may not be canceled or modified without thirty (30) days prior written notice to Metro COG and the State Risk Management Department.

The consultant shall furnish a certificate of insurance evidencing the requirements in 1, 3, and 4, above to Metro COG prior to commencement of this agreement.

Metro COG and the State reserve the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time. Any attorney who represents the State under this contract must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under North Dakota Century Code Section 54-12-08.

When a portion of the work under the agreement is sublet, the consultant shall obtain insurance protection (as outlined above) to provide liability coverage to protect the consultant, Metro COG, and the State as a result of work undertaken by the subconsultant. In addition, the consultant shall ensure that any and all parties performing work under the agreement are covered by public liability insurance as outlined above. All subconsultants performing work under the agreement are required to maintain the same scope of insurance required of the consultant. The consultant shall be held responsible for ensuring compliance with those requirements by all subconsultants.

Consultant's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by Metro COG or the State of North Dakota. Any insurance, self-insurance or self-retention maintained by Metro COG or the State shall be excess of the consultant's insurance and shall not contribute with it. The insolvency or bankruptcy of the insured consultant shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured consultant from meeting the retention limit under the policy. Any deductible amount or other obligations under the policy(ies) shall be the sole responsibility of the consultant. This insurance may be in a policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and be placed with insurers rated "A-" or better by A.M. Best Company, Inc. Metro COG and the State will be indemnified, saved, and held harmless to the full extent of any coverage actually secured by the consultant in excess of the minimum requirements set forth above.

Exhibit A – Cost Proposal Form

Cost Proposal Form – Include completed cost form (see below) in a separate sealed envelope – labeled “**Sealed Cost Form – Vendor Name**” and submit concurrently with the technical proposal as part of the overall RFP response. The cost estimate should be based on a not to exceed basis and may be further negotiated by Metro COG upon identification of the most qualified contractor. Changes in the final contract amount and contract extensions are not anticipated.

REQUIRED BUDGET FORMAT

Summary of Estimated Project Cost

	Direct Labor	Hours	x	Rate		Project Cost	Total
	Name, Title, Function	0.00	x	0.00		0.00	0.00
			x			0.00	0.00
			x			0.00	0.00
				Subtotal		0.00	0.00
2.	Overhead/Indirect Cost (expressed as indirect rate x direct labor)					0.00	0.00
3.	Subcontractor Costs					0.00	0.00
4.	Materials and Supplies Costs					0.00	0.00
5.	Travel Costs					0.00	0.00
6.	Fixed Fee					0.00	0.00
7.	Miscellaneous Costs					0.00	0.00
Total Cost						=	0.00

Exhibit B – Debarment of Suspension Certification

Background and Applicability: In conjunction with the Office of Management and Budget and other affected federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-255, 108 Stat. 3327).

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

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

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

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

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

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

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

Contractor _____
Signature of Authorized Official _____ Date ____ / ____ / ____
Name & Title of Contractor’s Authorized Official _____

Exhibit C – Certification of Restriction on Lobbying

I, _____ hereby certify on
(Name and Title of Grantee Official)

behalf of _____ that:
(Name of Bidder / Company Name)

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

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 31 U.S. Code 1352 (as amended by the Lobbying Disclosure Act of 1995). 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 such failure.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder / Company Name _____

Type or print name _____

Signature of authorized representative _____ Date ____ / ____ / ____

(Title of authorized official)

Exhibit D – Standard Form 330

Memorandum

To: MAT Coordinating Board
From: Lisa Hoose, First Transit Operations Manager
Date: November 14, 2019
RE: *Recruiting Update*



First Transit currently has five openings for bus operators. Three operators will begin classroom training on November 25, 2019. Of recent hires, one operator is in cadet training and one is scheduled for the Commercial Driver's License (CDL) road test.



PUBLIC TRANSIT PROJECT AWARD NOTIFICATION

AWARD DATE: 10/16/2019

APPLICANT INFORMATION

Organization

City of Moorhead
500 Center Avenue
Moorhead, MN 56561-0779

Authorized Agent

Name: Lori Van Beek
Title: Transit Manager
Address: 650 23rd Street North
City/State/Zip: Fargo, ND 58102
Phone: (701) 476-6686
E-mail Address: lvanbeek@matbus.com

GRANTEE INFORMATION

Contract Signatory 1

Name: Johnathan Judd
Title: Mayor
Address: 500 Center Avenue
City/State/Zip: Moorhead, MN 56560
Phone: (218) 299-5307
E-Mail Address: johnathan.judd@ci.moorhead.mn.us

Additional/Alternate Contract Signatory 2 (if any)

Name: Christina Volkers
Title: City Manager
Address: 500 Center Avenue
City/State/Zip: Moorhead, MN 56560
Phone: (218) 299-5308
E-mail Address: chris.volkers@ci.moorhead.mn.us

PROJECT TITLE

City of Moorhead CY 2020 and CY 2021 Public Transit Operating Assistance

PURPOSE OF FUNDING

Operate Public Transit Service January 1, 2020 through December 31, 2021

Program	State Project Number TRF-0034-20A
Total Project Cost	\$5,991,000
Projected Revenue	\$794,000
Projected Operating Deficit	\$5,197,000
Projected Local Share (20%)	\$1,198,200
Projected Federal Funds Award (FTA Section 5307)	\$861,476
Projected State Funds Award	\$3,931,324

PROJECT PERIOD

Anticipated Start Date: 1/1/2020
Anticipated End Date: 12/31/2021

ORIGINAL PROJECT AMOUNT

\$5,991,000

MnDOT AUTHORIZED PROGRAM MGR

Michael Johnson
MnDOT Office of Transit and Active Transportation
395 John Ireland Boulevard, MS-430
St. Paul, MN 55155
(651) 366-4199
michael.allan.johnson@state.mn.us

MnDOT Project Manager

Darrell Washington
MnDOT Office of Transit and Active Transportation
395 John Ireland Boulevard, MS-430
St. Paul, MN 55155
(651) 366-4183
darrell.washington@state.mn.us

Note: Per the Office of Transit and Active Transportation (OTAT) Transit Operating Grant Agreement Reporting: Noncompliance Procedure, Calendar Year 2020-2021 operating grant agreements will not be executed until all previous year grant agreement reporting is compliant, and the first three (federal) quarters for the Calendar Year 2019 grant agreement have been approved. Please contact Kirby Becker at Kirby.becker@state.mn.us or 651-366-4176 for further information about this policy.



**DEPARTMENT OF
TRANSPORTATION**
TRANSIT AND ACTIVE TRANSPORTATION

PUBLIC TRANSIT PROJECT AWARD NOTIFICATION

AWARD DATE: 10/16/2019

APPLICANT INFORMATION

Organization

City of Moorhead-DAR
500 Center Avenue
Moorhead, MN 56561-0779

Authorized Agent

Name: Lori Van Beek
Title: Transit Manager
Address: 650 23rd Street North
City/State/Zip: Fargo, ND 58102
Phone: (701) 476-6686
E-mail Address: lvanbeek@matbus.com

GRANTEE INFORMATION

Contract Signatory 1

Name: Johnathan Judd
Title: Mayor
Address: 500 Center Avenue
City/State/Zip: Moorhead, MN 56560
Phone: (218) 299-5307
E-Mail Address: johnathan.judd@ci.moorhead.mn.us

Additional/Alternate Contract Signatory 2 (if any)

Name: Christina Volkers
Title: City Manager
Address: 500 Center Avenue
City/State/Zip: Moorhead, MN 56560
Phone: (218) 299-5308
E-mail Address: chris.volkers@ci.moorhead.mn.us

PROJECT TITLE

City of Moorhead-DAR CY 2020 and CY 2021 Public Transit Operating Assistance

PURPOSE OF FUNDING

Operate Dial-A-Ride Public Transit Service January 1, 2020 through December 31, 2021

Program	State Project Number Not Applicable
Total Project Cost	\$1,090,000
Projected Revenue	\$62,000
Projected Operating Deficit	\$1,028,000
Projected Local Share (15%)	\$163,500
Projected Federal Funds Award (None)	\$0
Projected State Funds Award	\$926,500

PROJECT PERIOD

Anticipated Start Date: 1/1/2020
Anticipated End Date: 12/31/2021

ORIGINAL PROJECT AMOUNT

\$1,090,000

MnDOT AUTHORIZED PROGRAM MGR

Michael Johnson
MnDOT Office of Transit and Active Transportation
395 John Ireland Boulevard, MS-430
St. Paul, MN 55155
(651) 366-4199
michael.allan.johnson@state.mn.us

MnDOT Project Manager

Darrell Washington
MnDOT Office of Transit and Active Transportation
395 John Ireland Boulevard, MS-430
St. Paul, MN 55155
(651) 366-4183
darrell.washington@state.mn.us

Note: Per the Office of Transit and Active Transportation (OTAT) Transit Operating Grant Agreement Reporting: Noncompliance Procedure, Calendar Year 2020-2021 operating grant agreements will not be executed until all previous year grant agreement reporting is compliant, and the first three (federal) quarters for the Calendar Year 2019 grant agreement have been approved. Please contact Kirby Becker at Kirby.becker@state.mn.us or 651-366-4176 for further information about this policy.

Lori Van Beek

From: Johnson, Michael (DOT) <michael.allan.johnson@state.mn.us>
Sent: Thursday, October 24, 2019 5:57 PM
To: Lori Van Beek
Cc: Nill, Victoria (DOT)
Subject: Moorhead - 2020-2023 Public Transit Facilities and Large Capital Award Notice

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe.

Based on the Public Transit 2020-2023 Facilities and Large Capital Application, the Minnesota Department of Transportation (MnDOT) has approved **City of Moorhead-MATBUS** for the following 2020 projects totaling \$887,500.

- **Awarded projects identified for 2020 will proceed to contract development if state-only (non-federal) funding has been allocated. Projects allocated with federal funding (STBGP and/or FTA Section 5339) will be sent an award letter notifying them of funding availability.**
- **Projects identified for years 2021 through 2023 are preliminary. Projects identified in the out years may be advanced through the application of additional local funds and/or Urbanized Area Program (Section 5307) funding. This four year program is intended to be the basis of future TIP/STIP submittals and modifications.**

The intent of the four year program is to assist both transit agencies and MnDOT's Office of Transit and Active Transportation with project planning and development, allow for a transparent decision making process, and align investments with Transit Development Plans and the Greater Minnesota Transit Investment Plan.

Year	Project	Total	Subtotals		
			5307	Local Match	State
2020	Annual Award	\$887,500	\$0	\$177,500	\$710,000
	Signal Bus Priority	\$521,000	\$0	\$104,200	\$416,800
	Dilworth Bus Stop Improvements	\$287,500	\$0	\$57,500	\$230,000
	Facility Upgrades, LED Lighting	\$49,000	\$0	\$9,800	\$39,200
	Replace Shelter at Courthouse	\$30,000	\$0	\$6,000	\$24,000
2021	Annual Award	\$0	\$0	\$0	\$0
2022	Annual Award	\$0	\$0	\$0	\$0
2023	Annual Award	\$484,500	\$0	\$96,900	\$387,600
	Improvements to Metro Transit Garage	\$283,000	\$0	\$56,600	\$226,400
	Replacement of AVA and AVL System	\$201,500	\$0	\$40,300	\$161,200
Beyond 2023		\$0	\$0	\$0	\$0

Final award letters including all Public Transit Grant assistance totals for Calendar Year 2020 and additional grant details will be sent along with the grant agreement(s) for signature.

If you have any questions please contact your MnDOT Transit Project Manager.

Michael Johnson

Programs Unit Supervisor | Office of Transit and Active Transportation

Minnesota Department of Transportation

395 John Ireland Boulevard, Mail Stop 430

Saint Paul, MN 55155

O: 651-366-4199

F: 651-366-4192

mndot.gov/



Based on the Public Transit 2020-2023 Capital Vehicle Replacement Application, the Minnesota Department of Transportation (MnDOT) has approved **City of Moorhead** for the following 2020 projects totaling \$40,000.

- **Awarded projects identified for 2020 will proceed to contract development if state-only (non-federal) funding has been allocated. Projects allocated with federal funding (STBGP and/or FTA Section 5339) will be sent an award letter notifying them of funding availability.**
- **Projects identified for years 2021 through 2023 are preliminary. Projects identified in the out years may be advanced through the application of additional local funds and/or Urbanized Area Program (Section 5307) funding. This four year program is intended to be the basis of future TIP/STIP submittals and modifications.**

The intent of the four year program is to assist both transit agencies and MnDOT’s Office of Transit and Active Transportation with project planning and development, allow for a transparent decision making process, and align investments with Transit Development Plans and the Greater Minnesota Transit Investment Plan.

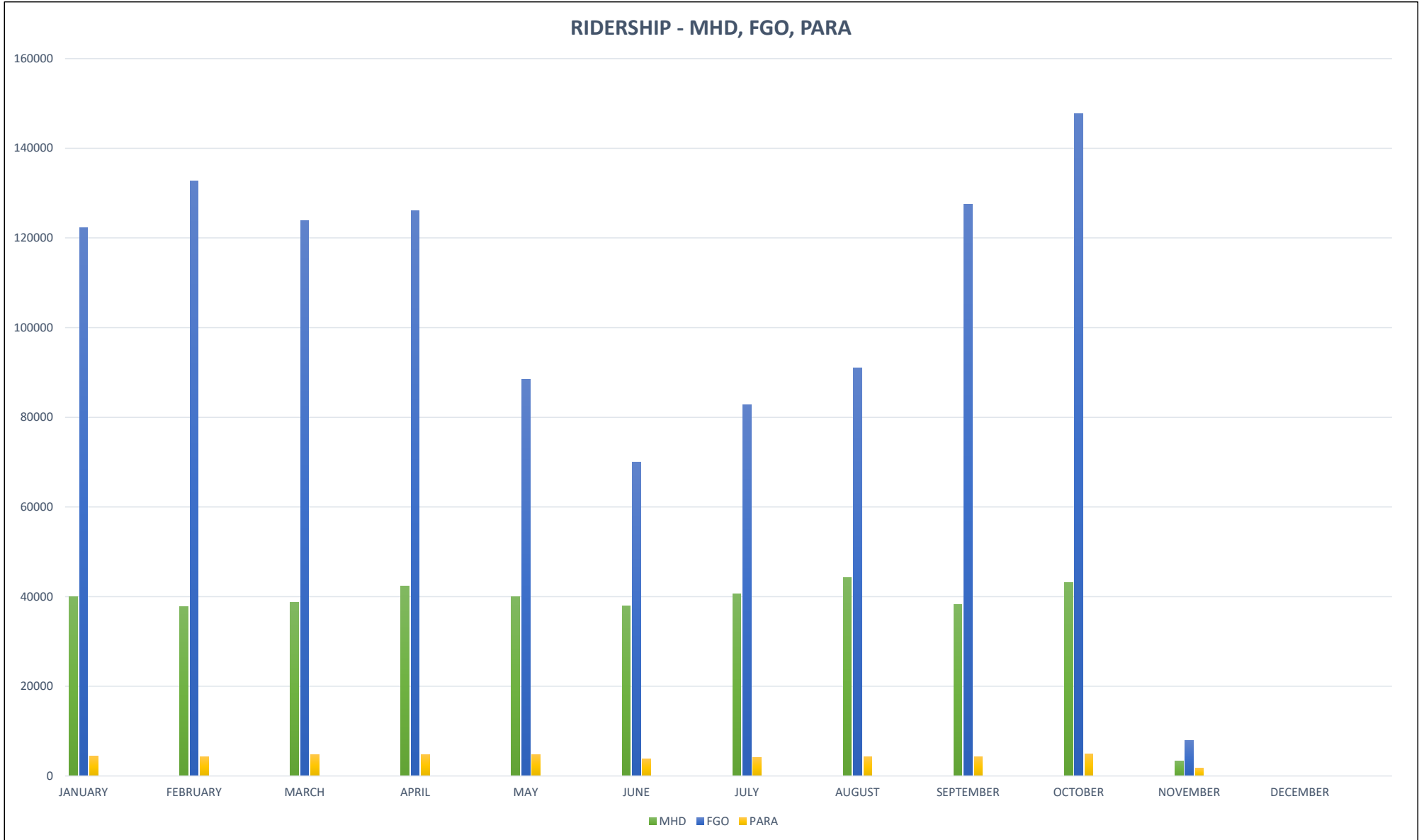
Year	Project Purchase Replacement	Total	Subtotals		
			5307	State	Local Match
2020	Annual Award	\$40,000	\$0	\$36,000	\$4,000
	WC4RDGBGXFR703439 (Class 300)	\$40,000	\$0	\$36,000	\$4,000
2021	Selected Projects	\$182,000	\$0	\$163,800	\$18,200
	1FDEE4FL2FDA14406 (Class 400)	\$91,000	\$0	\$81,900	\$9,100
	1FDEE4FL2FDA14407 (Class 400)	\$91,000	\$0	\$81,900	\$9,100
2022	Selected Projects	\$546,000	\$0	\$491,400	\$54,600
	5FYD5KV14AB037431 (Class 700)	\$546,000	\$0	\$491,400	\$54,600
2023	Selected Projects	\$0	\$0	\$0	\$0

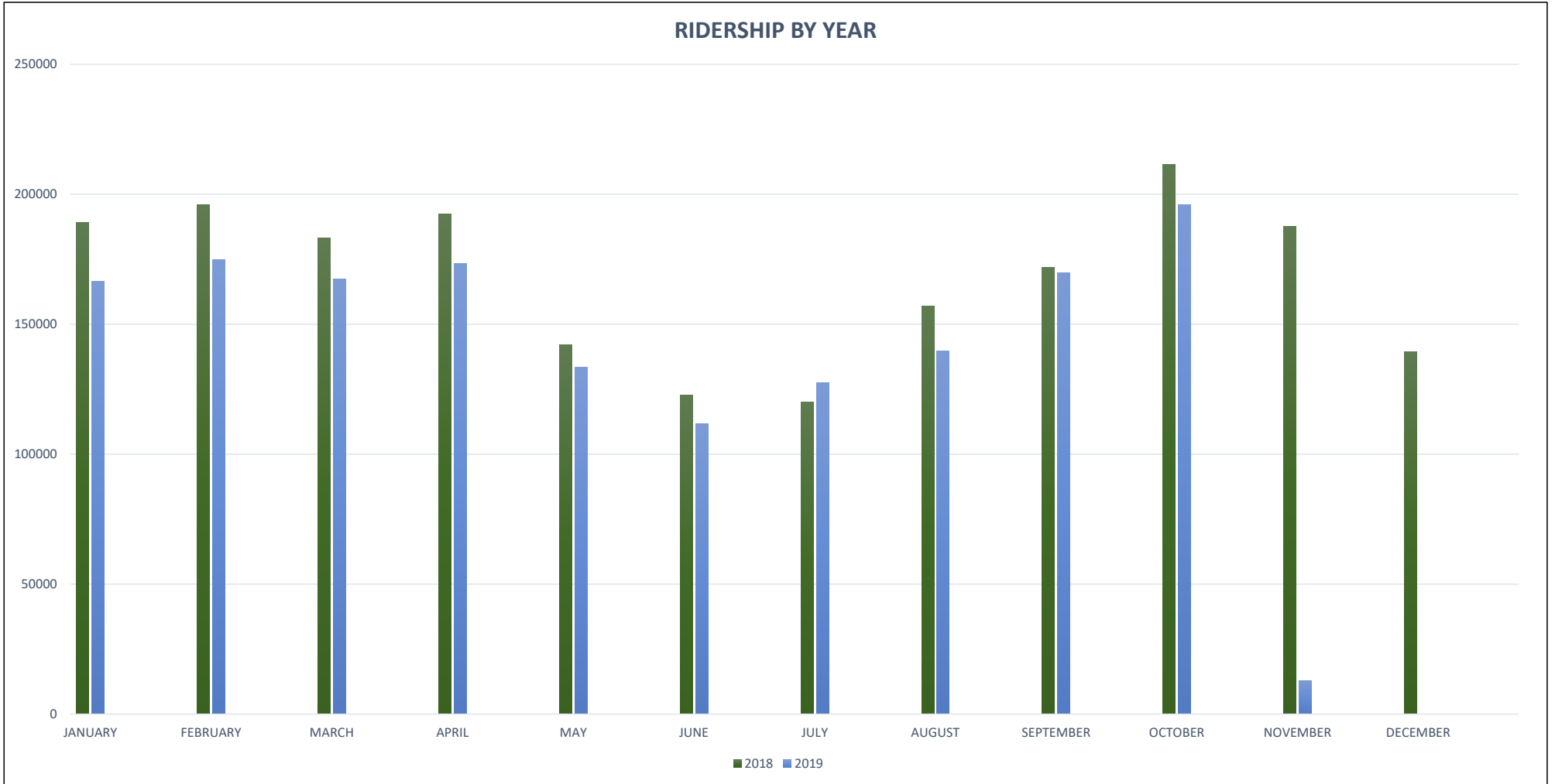
Final award letters including all Public Transit Grant assistance totals for Calendar Year 2020 and additional grant details will be sent along with the grant agreement(s) for signature.

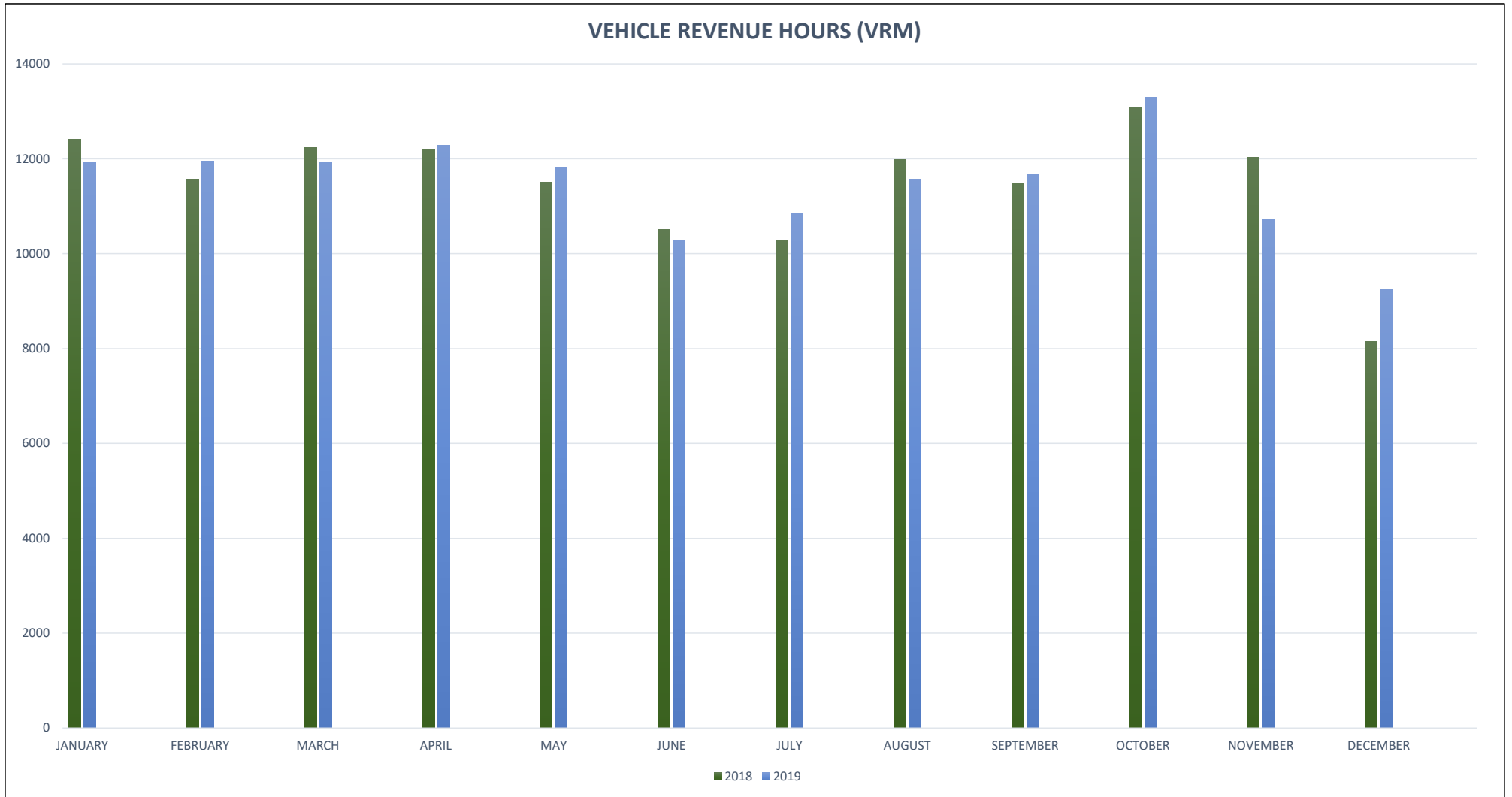
If you have any questions please contact your MnDOT Transit Project Manager.

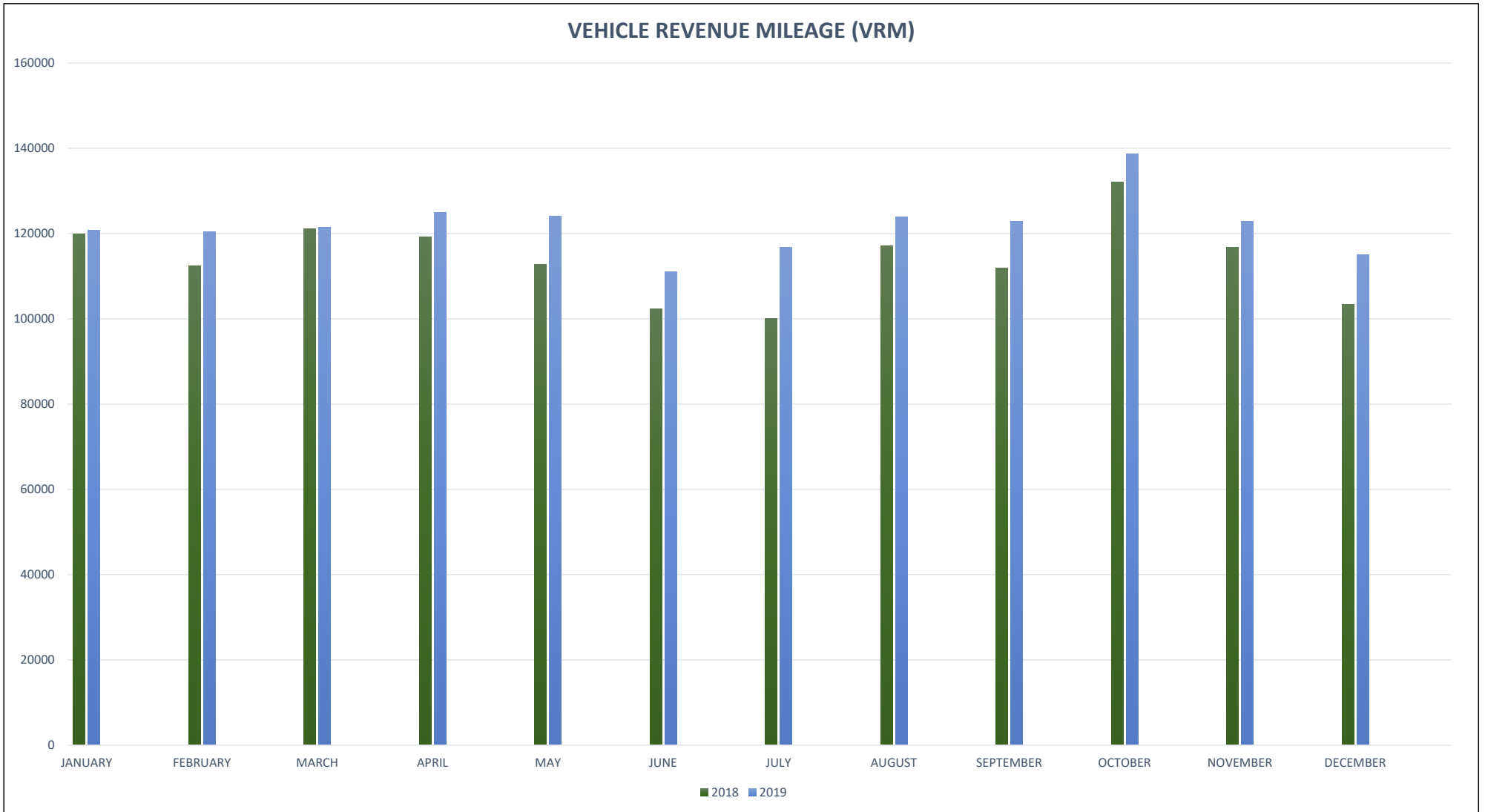
Michael Johnson
 Programs Unit Supervisor
 Office of Transit and Active Transportation

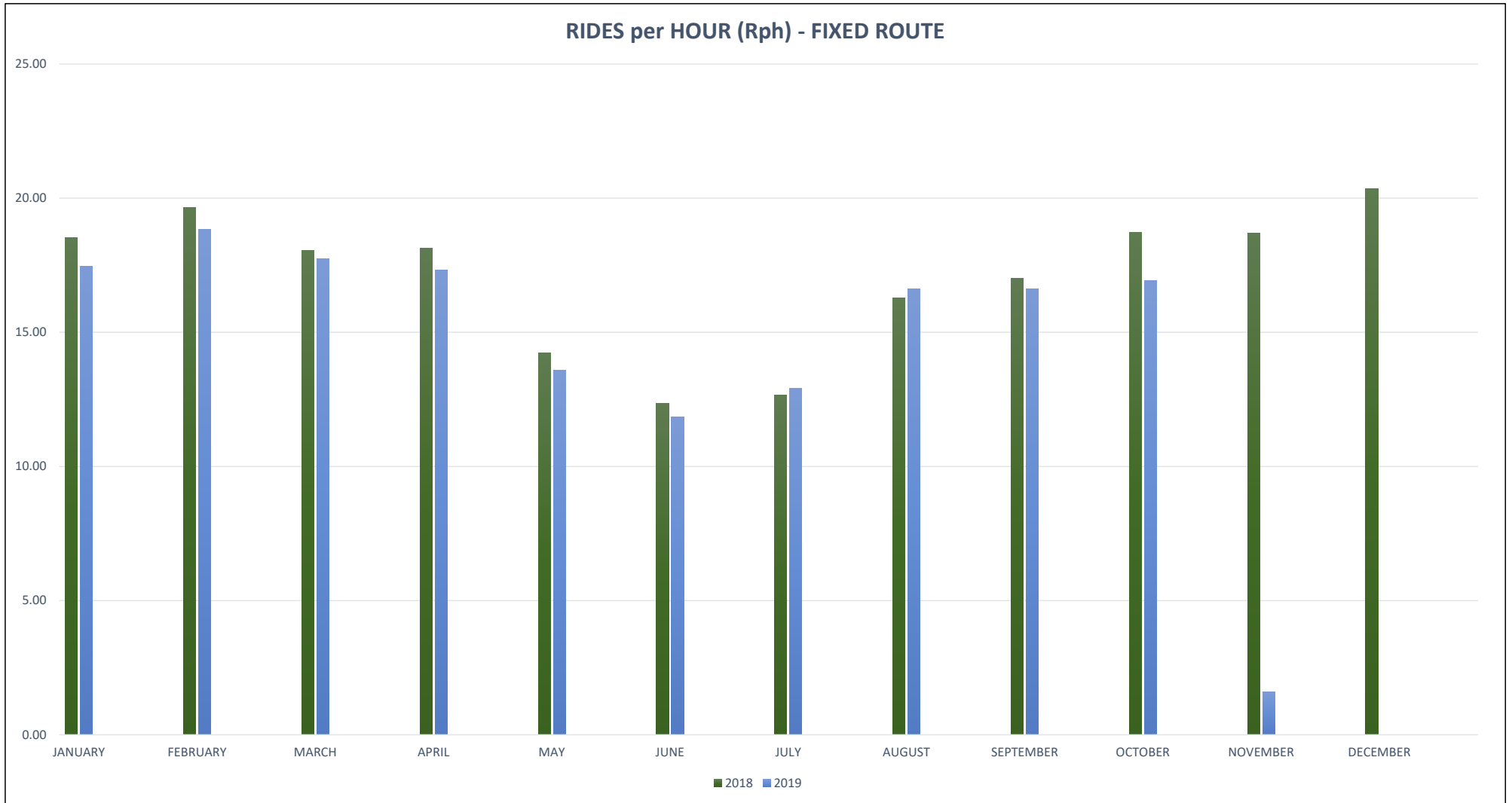
Minnesota Department of Transportation
 395 John Ireland Boulevard, Mail Stop 430
 Saint Paul, MN 55155
 O: 651-366-4199
 F: 651-366-4192
mndot.gov/

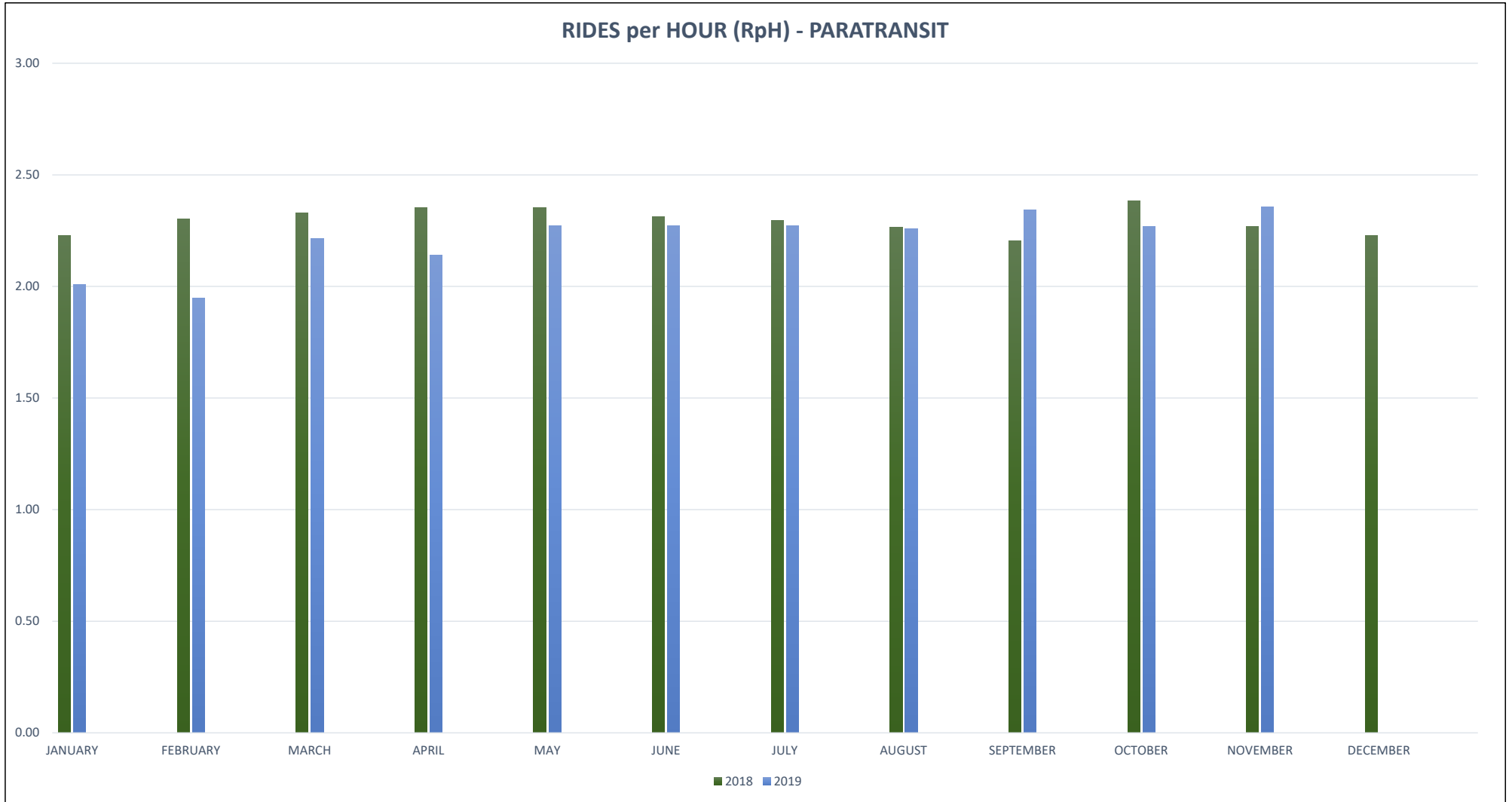


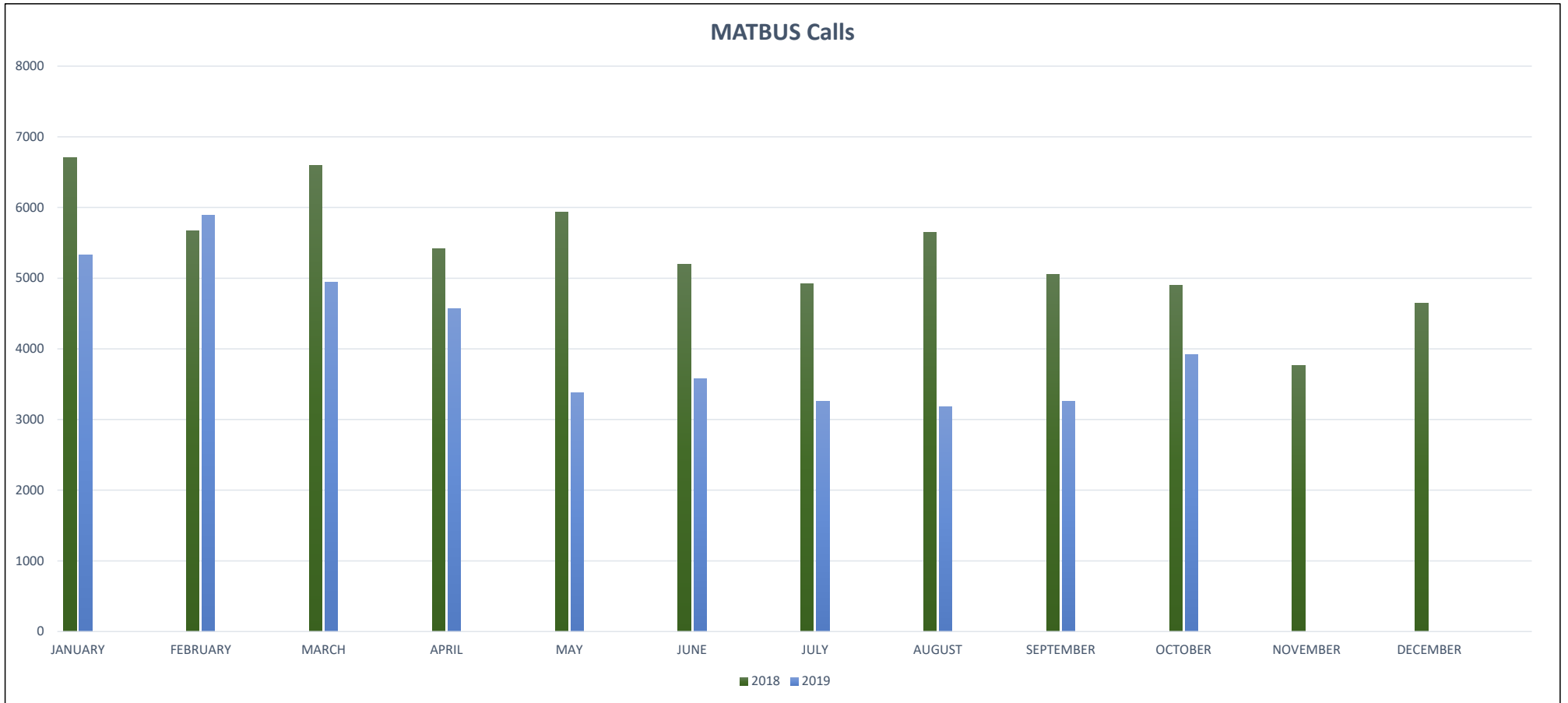


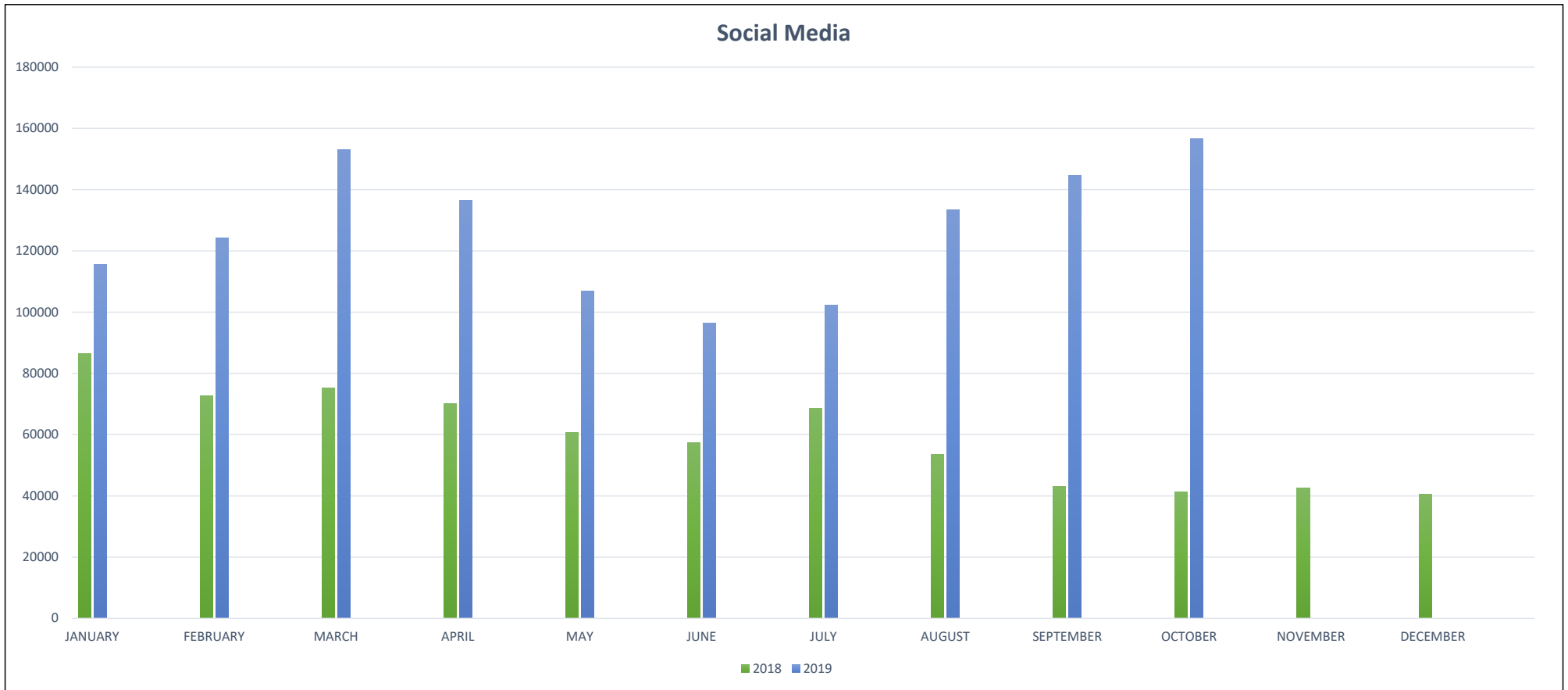






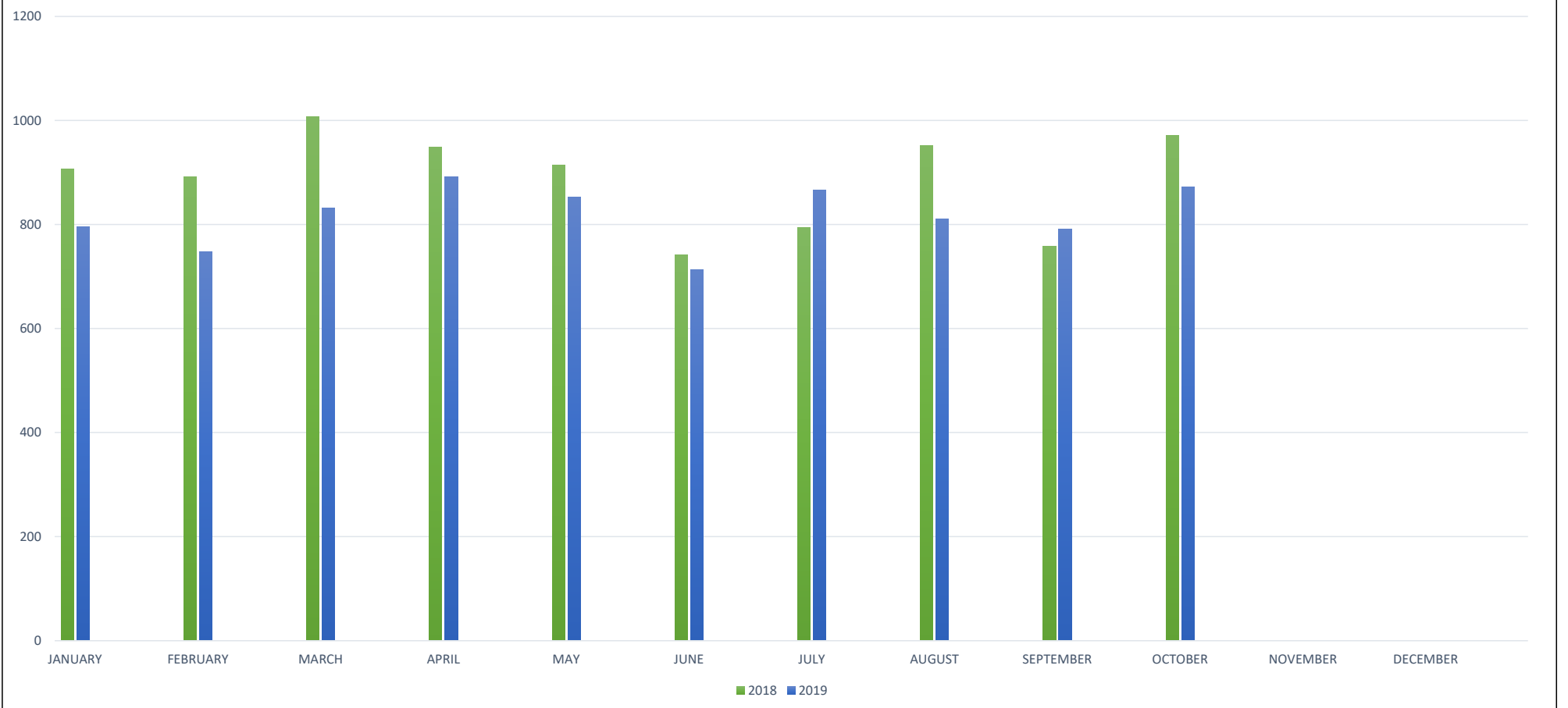


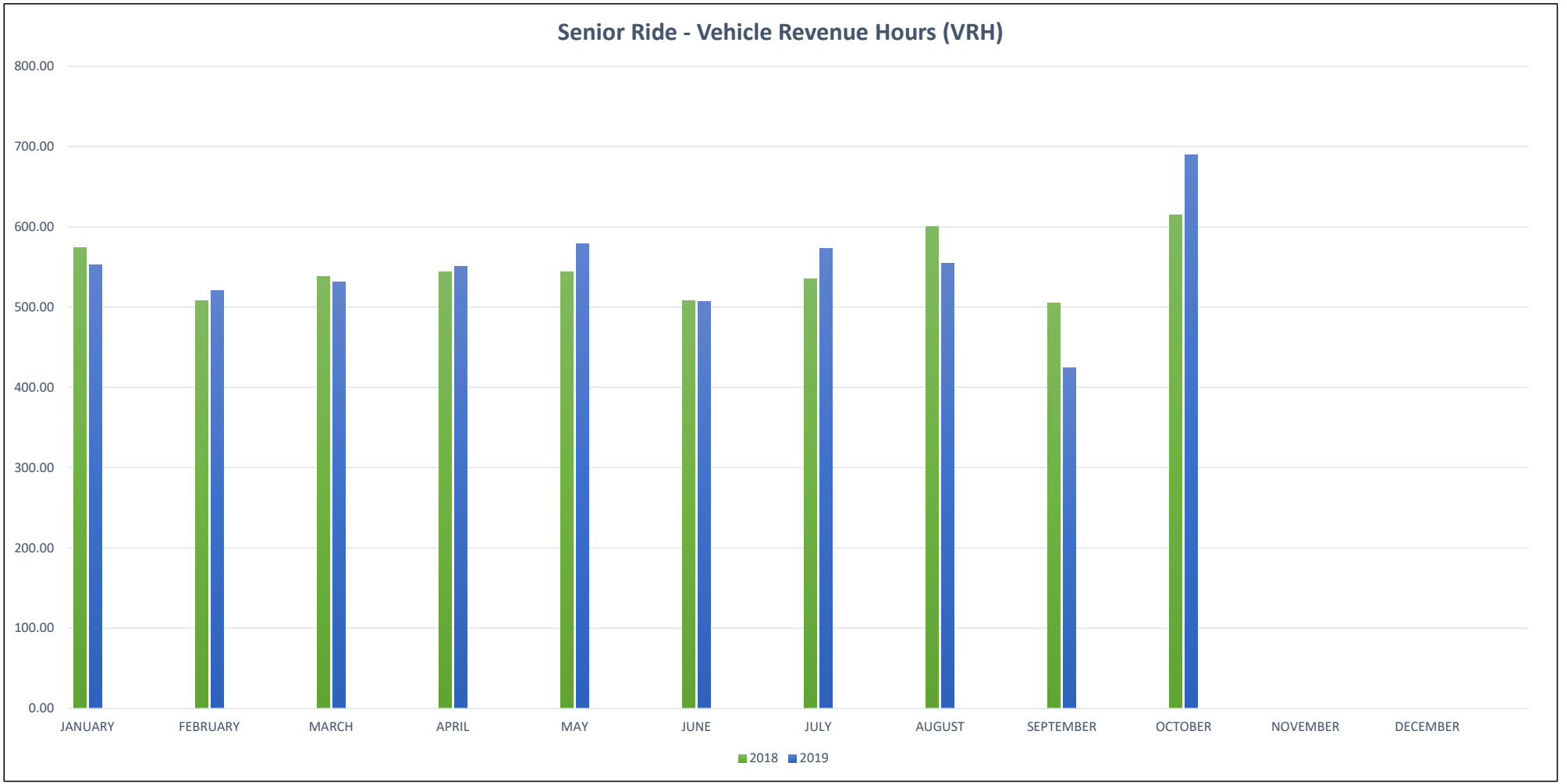






Senior Ride - Ridership











2019 - Monthly Ridership

Month	Other	Route 1	Route 2	Route 3	Route 4	Route 5	Route 6	Route 9	Route 11	Route 13	Route 13U	Route 14	Route 15	Route 16	Route 17	Route 18	Route 20	Route 24	Route 25	Route 31	Route 32E	Route 32W	Route 33	Route 34	TapRide	LinkFM	PARA	Total
January	0	6201	8446	4130	10279	3836	1145	407	5350	10290	4211	9812	20188	2763	3333	3643	2489	1293	0	4307	15861	2683	20045	5951	634	1556	4037	148853
January (SAT)	1	1038	1290	558	1880	496	178	68	556	1067	0	1252	3065	384	303	486	353	186	0	0	0	0	0	0	0	148	287	13309
January (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	69	0
February	419	5506	8358	3604	9452	3752	1081	391	5041	10867	4745	9024	19219	2715	2825	3275	2461	1228	0	5249	22228	3519	21948	7432	717	1725	3969	156781
February (SAT)	0	1044	1368	611	1980	445	236	15	524	1185	0	1288	3281	480	426	420	398	213	0	0	0	0	0	0	0	304	297	14218
February (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
March	556	4635	8554	3449	10417	3586	1034	408	5649	10297	3779	10467	22021	3282	3177	3744	2722	1540	0	3994	14499	3237	17788	5234	549	1860	4402	146478
March (SAT)	52	1153	1674	846	1962	676	191	89	752	1200	0	1688	3870	566	440	567	482	276	0	0	0	0	0	0	0	250	356	16734
March (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
April	103	5280	9580	4152	10991	4715	1287	464	6737	10743	4087	11477	23356	2860	3012	3950	2884	1731	0	3830	13185	3354	18650	5191	558	1642	4515	153819
April (SAT)	3	1019	1393	648	1885	588	152	135	541	1122	0	1605	3509	412	412	471	337	253	0	0	0	0	0	0	0	212	313	14697
April (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
May	156	5774	9272	4256	10667	3581	1208	417	5675	7860	1328	12849	25013	3126	2955	3953	2899	2001	0	876	3383	693	5308	1329	187	1847	4471	116613
May (SAT)	5	804	1105	642	1620	385	237	57	398	803	0	1217	3144	246	391	386	279	240	0	0	0	0	0	0	0	166	272	12125
May (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
June	40	5315	7401	3715	10753	2965	1169	472	5720	6359	0	10037	23241	2221	2761	3376	2714	1966	0	0	0	0	0	0	0	1913	3364	92138
June (SAT)	0	774	1264	1080	2145	520	206	86	802	844	0	1571	3958	460	420	453	479	353	0	0	0	0	0	0	0	343	316	15758
June (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	138	0
July	80	5829	8178	4940	11410	3766	1344	338	5924	6546	0	11623	25645	2554	2757	4273	3150	2157	0	0	0	0	0	0	0	8000	3752	108514
July (SAT)	2	680	978	921	1537	468	177	101	869	785	0	1291	3354	264	404	408	432	346	0	0	0	0	0	0	0	2045	236	15062
July (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	95	0
August	655	5958	8646	4471	12219	3879	1311	389	5539	7970	1455	12105	25706	2664	2663	4125	3089	2143	176	513	1856	386	6909	1145	68	1743	3864	117783
August (SAT)	0	1104	2041	875	2297	789	216	98	788	1038	0	1899	4446	498	449	512	570	407	3	0	0	0	0	0	0	173	282	18203
August (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	113	0
September	61	5981	8828	3571	9882	3504	1094	344	5355	9812	6028	11106	22851	2589	2560	4133	2592	2151	364	2458	10143	2105	27365	6053	390	1280	3910	152605
September (SAT)	0	897	869	502	1650	861	159	31	599	1018	0	1348	3212	334	519	352	347	308	9	0	0	0	0	0	0	45	246	13060
September (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	104	0
October	121	6553	9328	4818	11383	4708	1384	352	5824	10856	6384	12495	26565	3070	3353	4114	3107	2533	468	2885	14421	4037	29375	8030	771	1459	4541	178394
October (SAT)	10	605	997	662	1773	362	189	38	584	923	0	1448	3189	314	443	350	385	391	3	0	0	0	0	0	0	0	263	12666
October (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	107	0
November	0	294	544	289	619	190	71	16	210	429	210	423	1336	185	159	169	132	105	99	119	655	122	1017	341	239	96	1554	8069
November (SAT)	0	274	244	79	475	145	61	17	97	311	0	262	819	0	74	104	89	89	0	0	0	0	0	0	0	0	149	3140
November (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52	0
December	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
December (SAT)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
December (SUN)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2264	66718	100358	48819	127276	44217	14130	4733	63534	102325	32227	126287	270988	31987	33836	43264	32390	21910	1122	24231	96231	20136	148405	40706	4113.00	26807	46074	1529019



2019 - Rides per Hour

Month	Other	Route 1	Route 2	Route 3	Route 4	Route 5	Route 6	Route 9	Route 11	Route 13	Route 13U	Route 14	Route 15	Route 16	Route 17	Route 18	Route 20	Route 24	Route 25	Route 31	Route 32E	Route 32W	Route 33	Route 34	TapRide	LinkFM	PARA	Total
January	0	17	19	12	14	11	9	3	17.37	17.29	22.55	10.67	17.12	9.96	19.16	7.54	8.08	3.77	0.00	26.34	95.71	62.40	45.18	43.04	11.32	6.27	2.04	17.47
January (SAT)	0	16	20	9	15	8	8	3	9.93	9.88	0.00	7.55	23.95	7.67	9.47	5.51	6.30	2.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.29	1.91	11.04
January (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.23	0.00
February	0	16	20	11	14	11	9	3	16.80	18.74	20.73	10.04	16.71	10.04	16.62	6.95	8.20	3.67	0.00	26.31	109.64	61.74	40.63	43.90	10.78	7.19	2.01	18.34
February (SAT)	0	16	20	9	15	7	10	1	9.36	10.97	0.00	7.77	25.63	9.58	13.31	4.76	7.11	3.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.86	1.85	11.69
February (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March	0	14	20	10	15	11	9	3	19.02	17.94	19.60	11.75	19.32	12.21	18.97	8.05	9.16	4.67	0.00	23.77	84.93	67.44	39.10	36.71	9.80	7.82	2.27	17.71
March (SAT)	0	14	20	10	12	8	7	3	10.74	8.89	0.00	8.15	24.19	9.04	11.00	5.14	6.89	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.14	2.39	11.03
March (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April	0	15	22	12	15	13	10	3	21.73	17.92	17.89	12.35	19.64	10.20	17.21	8.14	9.30	5.02	0.00	19.39	65.63	58.84	34.62	30.75	8.86	6.59	2.20	17.45
April (SAT)	0	16	20	10	15	9	7	6	9.66	10.39	0.00	9.68	27.41	8.23	12.88	5.34	6.02	4.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.57	1.90	12.09
April (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	0	13	17	10	13	6	11	2	7.11	7.44	0.00	7.34	24.56	4.91	12.22	4.38	4.98	3.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.93	1.89	10.06
May (SAT)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June	0	16	18	11	16	9	10	4	19.07	10.96	0.00	11.17	20.21	8.21	16.24	7.17	9.05	5.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.72	2.34	12.99
June (SAT)	0	10	16	14	13	7	7	3	11.46	6.25	0.00	7.58	24.74	7.35	10.50	4.11	6.84	4.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.02	1.84	10.41
June (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.95	0.00
July	0	16	18	13	15	10	10	2	17.95	10.26	0.00	11.76	20.27	8.59	14.74	8.25	9.55	5.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.96	2.31	13.84
July (SAT)	0	10	15	14	12	7	8	4	15.52	7.27	0.00	7.79	26.20	5.27	12.63	4.63	7.71	5.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.44	1.96	12.26
July (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.67	0.00
August	0	16	19	12	16	10	10	3	16.78	12.49	24.15	12.24	20.32	8.96	14.24	7.96	9.36	5.82	0.52	9.77	34.79	25.73	48.60	25.70	3.89	6.60	2.29	13.83
August (SAT)	0	14	26	11	14	10	8	3	11.26	7.69	0.00	9.17	27.79	7.96	11.23	4.64	8.14	5.17	0.05	0.00	0.00	0.00	0.00	0.00	0.00	4.94	1.96	11.59
August (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.16	0.00
September	0	18	21	11	15	10	9	3	17.85	16.92	25.01	12.36	19.87	9.57	15.06	8.77	8.64	6.42	1.07	11.70	47.53	35.08	48.13	33.97	5.57	5.33	2.39	17.02
September (SAT)	0	14	13	8	13	13	7	1	10.70	9.43	0.00	8.13	25.09	6.67	16.22	3.99	6.20	4.89	0.14	0.00	0.00	0.00	0.00	0.00	0.00	1.28	2.07	10.15
September (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.66	0.00
October	0	17	19	12	15	12	10	2	16.88	16.28	23.03	12.09	20.09	9.87	17.15	7.60	9.01	6.57	1.20	11.95	58.76	58.51	44.92	39.18	9.58	5.29	2.30	17.30
October (SAT)	0	9	16	10	14	6	9	2	10.43	8.55	0.00	8.74	24.91	6.27	13.84	3.97	6.88	6.21	0.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.02	9.98
October (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.90	0.00
November	0	1	1	1	1	1	1	0	0.70	0.74	0.97	0.47	1.16	0.68	0.94	0.36	0.44	0.31	0.29	0.63	3.41	2.26	1.99	2.13	3.79	0.40	2.38	0.92
November (SAT)	0	3	3	1	3	2	2	1	1.39	2.30	0.00	1.26	5.12	0.00	1.85	0.94	1.27	1.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.33	1.97
November (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.81	0.00
December	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December (SAT)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December (SUN)	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0	294	381	221	288	189	179	57	288.90	240.91	167.71	201.05	454.08	171.75	291.26	125.83	157.92	98.43	3.31	140.30	540.04	400.87	326.52	274.03	70.27	181.63	59.39	272.79



MATBUS Operating Statistics - Detail

2019 - Monthly Ridership

Month	2019				
	MHD	FGO	NDSU	PARA	Total
January	34444	64928	49481	4037	148853
January (SAT)	5508	7800	0	287	13308
January (SUN)	0	0	0	69	0
February	32144	63125	61093	3969	156362
February (SAT)	5699	8519	0	297	14218
February (SUN)	0	0	0	0	0
March	32083	68538	45301	4402	145922
March (SAT)	6591	10091	0	356	16682
March (SUN)	0	0	0	0	0
April	36469	72479	44768	4515	153716
April (SAT)	5820	8874	0	313	14694
April (SUN)	0	0	0	0	0
May	35175	69506	11776	4471	116457
May (SAT)	4850	7270	0	272	12120
May (SUN)	0	0	0	0	0
June	31790	60308	0	3364	92098
June (SAT)	6075	9683	0	316	15758
June (SUN)	0	0	0	138	0
July	35805	72629	0	3752	108434
July (SAT)	4862	10198	0	236	15060
July (SUN)	0	0	0	95	0
August	36873	69202	10877	3864	116952
August (SAT)	7420	10780	0	282	18200
August (SUN)	0	0	0	113	0
September	33204	70462	48514	3910	152180
September (SAT)	4969	8082	0	246	13051
September (SUN)	0	0	0	104	0
October	38526	79760	59519	4541	177805
October (SAT)	4626	8027	0	263	12653
October (SUN)	0	0	0	107	0
November	2023	3454	2493	1554	7970
November (SAT)	1295	1845	0	149	3140
November (SUN)	0	0	0	52	0
December	0	0	0	0	0
December (SAT)	0	0	0	0	0
December (SUN)	0	0	0	0	0
Total	406251	785560	333822	336398	1525633
	26.63%	51.49%	21.88%	22.05%	100.00%

2019 - Monthly Ridership

Month	2018				
	MHD	FGO	NDSU	PARA	Total
January	35162	74742	62144		172048
January (SAT)	4810	7624	0		12434
January (SUN)	0	0	0		0
February	37012	72171	69466		178649
February (SAT)	5300	7818	0		13118
February (SUN)	0	0	0		0
March	39473	75441	46323		161237
March (SAT)	6962	10386	0		17348
March (SUN)	0	0	0		0
April	39482	76435	57253		173170
April (SAT)	5833	8845	0		14678
April (SUN)	0	0	0		0
May	38375	71668	13401		123444
May (SAT)	5863	8393	0		14256
May (SUN)	0	0	0		0
June	36311	65509	0		101820
June (SAT)	6510	10315	0		16825
June (SUN)	0	0	0		0
July	34573	66788	0		101361
July (SAT)	5232	9539	0		14771
July (SUN)	0	0	0		0
August	39175	76568	22532		138275
August (SAT)	5787	8370	0		14157
August (SUN)	0	0	0		0
September	34209	69627	46475		150311
September (SAT)	6530	11006	0		17536
September (SUN)	0	0	0		0
October	43207	82774	65816		191797
October (SAT)	5798	8923	0		14721
October (SUN)	0	0	0		0
November	38434	72034	58570		169038
November (SAT)	5978	8111	0		14089
November (SUN)	0	0	0		0
December	33512	57681	24407		115600
December (SAT)	7837	11862	0		19699
December (SUN)	0	0	0		0
Total	521365	972630	466387	0	1960382
	26.60%	49.61%	23.79%	0.00%	100.00%

Change

Month	Change				
	MHD	FGO	NDSU	PARA	Total
January	-718	-9814	-12663	4037	-23195
January (SAT)	698	176	0	287	874
January (SUN)	0	0	0	69	0
February	-4868	-9046	-8373	3969	-22287
February (SAT)	399	701	0	297	1100
February (SUN)	0	0	0	0	0
March	-7390	-6903	-1022	4402	-15315
March (SAT)	-371	-295	0	356	-666
March (SUN)	0	0	0	0	0
April	-3013	-3956	-12485	4515	-19454
April (SAT)	-13	29	0	313	16
April (SUN)	0	0	0	0	0
May	-3200	-2162	-1625	4471	-6987
May (SAT)	-1013	-1123	0	272	-2136
May (SUN)	0	0	0	0	0
June	-4521	-5201	0	3364	-9722
June (SAT)	-435	-632	0	316	-1067
June (SUN)	0	0	0	138	0
July	1232	5841	0	3752	7073
July (SAT)	-370	659	0	236	289
July (SUN)	0	0	0	95	0
August	-2302	-7366	-11655	3864	-21323
August (SAT)	1633	2410	0	282	4043
August (SUN)	0	0	0	113	0
September	-1005	835	2039	3910	1869
September (SAT)	-1561	-2924	0	246	-4485
September (SUN)	0	0	0	104	0
October	-4681	-3014	-6297	4541	-13992
October (SAT)	-1172	-896	0	263	-2068
October (SUN)	0	0	0	107	0
November	-36411	-68580	-56077	1554	-161068
November (SAT)	-4683	-6266	0	149	-10949
November (SUN)	0	0	0	52	0
December	-33512	-57681	-24407	0	-115600
December (SAT)	-7837	-11862	0	0	-19699
December (SUN)	0	0	0	0	0
Total	-115114	-187070	-132565	46074	-434749
	26.48%	43.03%	30.49%	-10.60%	100.00%

Total Change

Month	Total Change			
	2019	2018	Change	%
January	162161	184482	-22321	-12.10%
February	170580	191767	-21187	-11.05%
March	162604	178585	-15981	-8.95%
April	168410	187848	-19438	-10.35%
May	128577	137700	-9123	-6.63%
June	107856	118645	-10789	-9.09%
July	123494	116132	7362	6.34%
August	135152	152432	-17280	-11.34%
September	165231	167847	-2616	-1.56%
October	190458	206518	-16060	-7.78%
November	11110	183127	-172017	-93.93%
December	0	135299	-135299	-100.00%
Total	1525633	1960382	-434749	-0.22%

IND. Change

Month	IND. Change			
	MHD	FGO	NDSU	FGO / NDSU
January	-0.05%	-11.70%	-20.38%	-15.43%
February	-10.56%	-10.43%	-12.05%	-11.19%
March	-16.71%	-8.39%	-2.21%	-6.22%
April	-6.68%	-4.60%	-21.81%	-11.51%
May	-9.52%	-4.10%	-12.13%	-5.25%
June	-11.57%	-7.69%	#DIV/0!	-7.69%
July	2.17%	8.52%	#DIV/0!	8.52%
August	-1.49%	-5.83%	-51.73%	-15.46%
September	-6.30%	-2.59%	4.39%	-0.04%
October	-11.94%	-4.26%	-9.57%	-6.48%
November	-92.53%	-93.39%	-95.74%	-94.38%
December	-100.00%	-100.00%	-100.00%	-100.00%
Total	-22.08%	-19.23%	-28.42%	-22.21%



MATBUS Operating Statistics - Detail

2019 - Vehicle Revenue Hours (VRH)		2019				
Month		MHD	FGO	NDSU	PARA	Total
January		2488.50	4834.95	1196.87	1981.94	8520.32
January (SAT)		430.00	775.04	0.00	150.16	1205.04
January (SUN)		0.00	0.00	0.00	56.08	0.00
February		2370.00	4944.15	1235.19	1973.59	8549.34
February (SAT)		441.00	775.04	0.00	160.50	1216.04
February (SUN)		0.00	0.00	0.00	57.75	0.00
March		2370.00	4860.75	1040.16	1935.69	8270.91
March (SAT)		548.50	968.80	0.00	148.84	1517.30
March (SUN)		0.00	0.00	0.00	62.50	0.00
April		2488.50	5101.91	1225.87	2050.54	8816.28
April (SAT)		441.00	775.04	0.00	164.67	1216.04
April (SUN)		0.00	0.00	0.00	40.68	0.00
May		2725.50	5283.12	520.08	1893.43	8528.70
May (SAT)		430.00	775.04	0.00	143.91	1205.04
May (SUN)		0.00	0.00	0.00	51.33	0.00
June		2370.00	4722.97	0.00	1437.84	7092.97
June (SAT)		537.50	976.57	0.00	172.16	1514.07
June (SUN)		0.00	0.00	0.00	70.83	0.00
July		2595	5243	0	1621	7838
July (SAT)		437	792	0	121	1229
July (SUN)		0	0	0	57	0
August		2607	5247	325	1690	8179
August (SAT)		538	969	0	144	1506
August (SUN)		0	0	0	52	0
September		2370	4956	1300	1637	8626
September (SAT)		441	782	0	119	1223
September (SUN)		0	0	0	63	0
October		2726	5700	1495	1978	9920
October (SAT)		430	775	0	130	1205
October (SUN)		0	0	0	56	0
November		2370	4932	1170	652	8472
November (SAT)		549	969	0	64	1517
November (SUN)		0	0	0	29	0
December		2370	5010	650	0	8030
December (SAT)		441	775	0	0	1216
December (SUN)		0	0	0	0	0
Total		35513.00	70943.24	9972.23	11835.54	116615.17
		30.45%	60.84%	8.55%	10.15%	100.00%

2019 - Vehicle Revenue Hours (VRH)

2018	
Month	Total
January	9539
January (SAT)	775
January (SUN)	0
February	8984
February (SAT)	775
February (SUN)	0
March	9291
March (SAT)	976
March (SUN)	0
April	9421
April (SAT)	775
April (SUN)	0
May	8819
May (SAT)	775
May (SUN)	0
June	7789
June (SAT)	976
June (SUN)	0
July	7750
July (SAT)	792
July (SUN)	0
August	9232
August (SAT)	775
August (SUN)	0
September	8621
September (SAT)	975
September (SUN)	0
October	10259
October (SAT)	775
October (SUN)	0
November	9241
November (SAT)	803
November (SUN)	0
December	5284
December (SAT)	1071
December (SUN)	0
Total	114473.05
	100.00%

Change	
Month	Total
January	-1019
January (SAT)	430
January (SUN)	0
February	-435
February (SAT)	441
February (SUN)	0
March	-1020
March (SAT)	549
March (SUN)	0
April	-604
April (SAT)	441
April (SUN)	0
May	-291
May (SAT)	430
May (SUN)	0
June	-696
June (SAT)	538
June (SUN)	0
July	88
July (SAT)	437
July (SUN)	0
August	-1053
August (SAT)	538
August (SUN)	0
September	6
September (SAT)	441
September (SUN)	0
October	-338
October (SAT)	430
October (SUN)	0
November	-769
November (SAT)	549
November (SUN)	0
December	2746
December (SAT)	441
December (SUN)	0
Total	2142.12
	184.12%

Total Change			
2019	2018	Change	%
9725	10314	-589	-5.71%
9765	9759	6	0.06%
9788	10267	-479	-4.67%
10032	10196	-163	-1.60%
9734	9594	139	1.45%
8607	8765	-158	-1.81%
9067	8542	525	6.15%
9685	10007	-321	-3.21%
9850	9596	254	2.65%
11125	11034	92	0.83%
9990	10044	-55	-0.54%
9246	6355	2891	45.49%

IND. Change			
MHD	FGO	NDSU	FGO / NDSU
-0.91%	-9.03%	-0.44%	-7.63%
3.80%	0.00%	-7.26%	-1.37%
-3.67%	-5.76%	-1.08%	-5.08%
3.64%	-1.51%	-12.56%	-3.61%
9.07%	-0.20%	-17.57%	-1.83%
2.84%	-4.02%	#DIV/0!	-4.02%
10.55%	4.07%	#DIV/0!	4.07%
3.72%	-1.62%	-50.52%	-6.22%
5.12%	0.92%	5.26%	1.70%
3.00%	0.00%	0.00%	0.00%
3.25%	-1.36%	-5.26%	-2.03%
#DIV/0!	1.40%	0.00%	1.26%



MATBUS Operating Statistics - Detail

2019 - Rides per Hour

Month	2019				
	MHD	FGO	NDSU	PARA	Total
January	13.84	13.43	41.34	2.04	17.47
January (SAT)	12.81	10.06	0.00	1.91	11.04
January (SUN)	0.00	0.00	0.00	1.23	0.00
February	13.56	12.77	49.46	2.01	18.29
February (SAT)	12.92	10.99	0.00	1.85	11.69
February (SUN)	0.00	0.00	0.00	0.00	0.00
March	13.54	14.10	43.55	2.27	17.64
March (SAT)	12.02	10.42	0.00	2.39	10.99
March (SUN)	0.00	0.00	0.00	0.00	0.00
April	14.66	14.21	36.52	2.20	17.44
April (SAT)	13.20	11.45	0.00	1.90	12.08
April (SUN)	0.00	0.00	0.00	0.00	0.00
May (SAT)	11.28	9.38	0.00	1.89	10.06
May (SUN)	0.00	0.00	0.00	0.00	0.00
June	13.41	12.77	0.00	2.34	12.98
June (SAT)	11.30	9.92	0.00	1.84	10.41
June (SUN)	0.00	0.00	0.00	1.95	0.00
July	13.80	13.85	0.00	2.31	13.83
July (SAT)	11.13	12.88	0.00	1.96	12.25
July (SUN)	0.00	0.00	0.00	1.67	0.00
August	14.14	13.19	33.46	2.29	14.30
August (SAT)	13.80	11.13	0.00	1.96	12.08
August (SUN)	0.00	0.00	0.00	2.16	0.00
September	14.01	14.22	37.31	2.39	17.64
September (SAT)	11.27	10.33	0.00	2.07	10.67
September (SUN)	0.00	0.00	0.00	1.66	0.00
October	14.14	13.99	39.81	2.30	17.92
October (SAT)	10.76	10.36	0.00	2.02	10.50
October (SUN)	0.00	0.00	0.00	1.90	0.00
November	0.85	0.70	2.13	2.38	0.94
November (SAT)	2.36	1.90	0.00	2.33	2.07
November (SUN)	0.00	0.00	0.00	1.81	0.00
December	0.00	0.00	0.00	0.00	0.00
December (SAT)	0.00	0.00	0.00	0.00	0.00
December (SUN)	0.00	0.00	0.00	0.00	0.00
Total	11.44	11.07	33.48	28.42	13.08
	87.44%	84.64%	255.87%	#DIV/0!	100.00%

2019 - Rides per Hour

Month	2018				
	MHD	FGO	NDSU	PARA	Total
January	11.94	13.86	51.69	0.00	18.04
January (SAT)	0.00	9.84	0.00	0.00	16.04
January (SUN)	0.00	0.00	0.00	0.00	0.00
February	13.67	14.60	52.16	0.00	19.88
February (SAT)	0.00	10.09	0.00	0.00	16.93
February (SUN)	0.00	0.00	0.00	0.00	0.00
March	13.03	14.48	44.05	0.00	17.35
March (SAT)	0.00	10.64	0.00	0.00	17.77
March (SUN)	0.00	0.00	0.00	0.00	0.00
April	13.97	14.72	40.84	0.00	18.38
April (SAT)	0.00	11.41	0.00	0.00	18.94
April (SUN)	0.00	0.00	0.00	0.00	0.00
May (SAT)	0.00	10.83	0.00	0.00	18.39
May (SUN)	0.00	0.00	0.00	0.00	0.00
June	12.84	13.20	0.00	0.00	13.07
June (SAT)	0.00	10.57	0.00	0.00	17.23
June (SUN)	0.00	0.00	0.00	0.00	0.00
July	12.61	13.34	0.00	0.00	13.08
July (SAT)	0.00	12.04	0.00	0.00	18.65
July (SUN)	0.00	0.00	0.00	0.00	0.00
August	12.92	13.81	34.30	0.00	14.98
August (SAT)	0.00	10.80	0.00	0.00	18.27
August (SUN)	0.00	0.00	0.00	0.00	0.00
September	12.79	14.78	37.63	0.00	17.44
September (SAT)	0.00	11.29	0.00	0.00	17.99
September (SUN)	0.00	0.00	0.00	0.00	0.00
October	14.10	14.52	44.02	0.00	18.70
October (SAT)	0.00	11.51	0.00	0.00	18.99
October (SUN)	0.00	0.00	0.00	0.00	0.00
November	13.60	13.91	47.42	0.00	18.29
November (SAT)	0.00	10.10	0.00	0.00	17.55
November (SUN)	0.00	0.00	0.00	0.00	0.00
December	0.00	12.45	37.54	0.00	21.88
December (SAT)	0.00	11.07	0.00	0.00	18.39
December (SUN)	0.00	0.00	0.00	0.00	0.00
Total	16.52	13.51	42.82	0.00	17.13
	96.44%	78.87%	250.05%	0.00%	100.00%

Change

Month	Change				
	MHD	FGO	NDSU	PARA	Total
January	2	0	-10	2	-9
January (SAT)	13	0	0	2	13
January (SUN)	0	0	0	1	0
February	0	-2	-3	2	-5
February (SAT)	13	1	0	2	14
February (SUN)	0	0	0	0	0
March	1	0	-1	2	0
March (SAT)	12	0	0	2	12
March (SUN)	0	0	0	0	0
April	1	-1	-4	2	-4
April (SAT)	13	0	0	2	13
April (SUN)	0	0	0	0	0
May (SAT)	11	-1	0	2	10
May (SUN)	0	0	0	0	0
June	1	0	0	2	0
June (SAT)	11	-1	0	2	11
June (SUN)	0	0	0	2	0
July	1	1	0	2	2
July (SAT)	11	1	0	2	12
July (SUN)	0	0	0	2	0
August	1	-1	-1	2	0
August (SAT)	14	0	0	2	14
August (SUN)	0	0	0	2	0
September	1	-1	0	2	0
September (SAT)	11	-1	0	2	10
September (SUN)	0	0	0	2	0
October	0	-1	-4	2	-5
October (SAT)	11	-1	0	2	10
October (SUN)	0	0	0	2	0
November	-13	-13	-45	2	-71
November (SAT)	2	-8	0	2	-6
November (SUN)	0	0	0	2	0
December	0	-12	-38	0	-50
December (SAT)	0	-11	0	0	-11
December (SUN)	0	0	0	0	0
Total	116.97	-52.21	-104.65	59.39	-39.89
	-293.23%	130.88%	262.36%	-148.88%	100.00%

Total Change

2019	2018	Change	
		Change	%
29	34	4	12.19%
30	37	9	24.99%
29	35	11	32.51%
30	37	9	24.35%
24	32	10	32.40%
23	30	11	35.60%
26	32	14	43.07%
26	33	14	41.79%
28	35	11	30.07%
28	38	5	12.99%
3	36	-77	-215.05%
0	40	-61	-151.65%

IND. Change

MHD	FGO	NDSU	FGO / NDSU
93.80%	-3.75%	-5.17%	-4.71%
96.13%	-2.40%	-1.14%	-1.60%
99.40%	-1.83%	-10.57%	-7.16%
82.33%	-7.50%	6.60%	-0.93%
92.44%	-4.56%	#DIV/0!	-4.56%
97.72%	5.30%	#DIV/0!	5.30%
116.29%	-1.21%	-2.44%	-1.92%
97.60%	-5.83%	-0.83%	-2.88%
76.51%	-6.47%	-9.57%	-8.42%
-76.36%	-89.15%	-95.51%	-93.37%
#DIV/0!	-100.00%	-100.00%	-100.00%



MATBUS Operating Statistics - Detail

2019 - Vehicle Revenue Mileage (VRM)	2019				
	MHD	FGO	NDSU	PARA	Total
January	34219	60910	10148	0	105277
January (SAT)	5905	9506	0	0	15411
January (SUN)	0	0	0	0	0
February	32590	59934	12361	0	104885
February (SAT)	6058	9506	0	0	15564
February (SUN)	0	0	0	0	0
March	32590	58944	10434	0	101968
March (SAT)	7534	11883	0	0	19417
March (SUN)	0	0	0	0	0
April	34219	61843	12242	1047	108304
April (SAT)	6058	9506	0	81	15564
April (SUN)	0	0	0	25	0
May	37478	64182	5132	1655	106792
May (SAT)	5905	9506	0	118	15411
May (SUN)	0	0	0	57	0
June	32590	57441	0	1468	90031
June (SAT)	7381	11961	0	172	19341
June (SUN)	0	0	0	72	0
July	35678	63666	0	1621	99344
July (SAT)	6001	9677	0	121	15678
July (SUN)	0	0	0	57	0
August	35849	63776	3209	1690	102833
August (SAT)	7381	11883	0	144	19263
August (SUN)	0	0	0	52	0
September	32590	60069	12762	1637	105421
September (SAT)	6058	9579	0	119	15637
September (SUN)	0	0	0	63	0
October	37478	69080	14995	1618	121553
October (SAT)	5905	9506	0	130	15411
October (SUN)	0	0	0	41	0
November	32590	59799	11045	0	103433
November (SAT)	7534	11883	0	0	19417
November (SUN)	0	0	0	0	0
December	32590	60826	6114	0	99529
December (SAT)	6058	9506	0	0	15564
December (SUN)	0	0	0	0	0
Total	488236.27	864372.04	98440.02	118787.33	1451048.32
	33.65%	59.57%	6.78%	8.19%	100.00%

2019 - Vehicle Revenue Mileage (VRM)

2019 - Vehicle Revenue Mileage (VRM)	2018				
	MHD	FGO	NDSU	PARA	Total
January	2945	67380	11207.97		81534
January (SAT)	0	9843	0.00		9843
January (SUN)	0	0	0.00		0
February	2708	61735	12586.43		77029
February (SAT)	0	9843	0.00		9843
February (SUN)	0	0	0.00		0
March	3030	67380	10903.32		81313
March (SAT)	0	12303	0.00		12303
March (SUN)	0	0	0.00		0
April	2827	64964	13014.86		80805
April (SAT)	0	9843	0.00		9843
April (SUN)	0	0	0.00		0
May	2893	66418	5577.80		74889
May (SAT)	0	9843	0.00		9843
May (SUN)	0	0	0.00		0
June	2827	62122	0.00		64949
June (SAT)	0	12303	0.00		12303
June (SUN)	0	0	0.00		0
July	2743	62122	0.00		64864
July (SAT)	0	9843	0.00		9843
July (SUN)	0	0	0.00		0
August	3032	69391	6197.55		78621
August (SAT)	0	9843	0.00		9843
August (SUN)	0	0	0.00		0
September	2674	59009	11775.35		73459
September (SAT)	0	12303	0.00		12303
September (SUN)	0	0	0.00		0
October	3064	71151	14254.37		88469
October (SAT)	0	9843	0.00		9843
October (SUN)	0	0	0.00		0
November	2827	64693	11775.35		79295
November (SAT)	0	9843	0.00		9843
November (SUN)	0	0	0.00		0
December	0	60517	6197.55		66714
December (SAT)	0	12303	0.00		12303
December (SUN)	0	0	0.00		0
Total	31568.88	904834.96	103490.52	0.00	1039894.36
	3.04%	87.01%	9.95%	0.00%	100.00%

Change	Change				
	MHD	FGO	NDSU	PARA	Total
January	31274	-6470	-1060	0	23744
January (SAT)	5905	-336	0	0	5568
January (SUN)	0	0	0	0	0
February	29882	-1801	-226	0	27855
February (SAT)	6058	-336	0	0	5722
February (SUN)	0	0	0	0	0
March	29560	-8436	-469	0	20655
March (SAT)	7534	-420	0	0	7114
March (SUN)	0	0	0	0	0
April	31393	-3120	-773	1047	27499
April (SAT)	6058	-336	0	81	5722
April (SUN)	0	0	0	25	0
May	34585	-2236	-446	1655	31903
May (SAT)	5905	-336	0	118	5568
May (SUN)	0	0	0	57	0
June	29763	-4681	0	1468	25082
June (SAT)	7381	-343	0	172	7038
June (SUN)	0	0	0	72	0
July	32935	1544	0	1621	34479
July (SAT)	6001	-166	0	121	5835
July (SUN)	0	0	0	57	0
August	32817	-5615	-2989	1690	24213
August (SAT)	7381	2040	0	144	9421
August (SUN)	0	0	0	52	0
September	29916	1060	987	1637	31962
September (SAT)	6058	-2724	0	119	3334
September (SUN)	0	0	0	63	0
October	34415	-2071	740	1618	33084
October (SAT)	5905	-336	0	130	5568
October (SUN)	0	0	0	41	0
November	29763	-4894	-731	0	24138
November (SAT)	7534	2040	0	0	9574
November (SUN)	0	0	0	0	0
December	32590	309	-83	0	32815
December (SAT)	6058	-2797	0	0	3261
December (SUN)	0	0	0	0	0
Total	456667.39	-40462.92	-5050.50	11985.16	411153.97
	111.07%	-9.84%	-1.23%	2.92%	100.00%

Total Change	Total Change			
	2019	2018	Change	%
120688	91376	29312	32.08%	
120449	86872	33577	38.65%	
121385	93617	27768	29.66%	
123868	90648	33221	36.65%	
122203	84732	37471	44.22%	
109372	77252	32120	41.58%	
115021	74707	40314	53.96%	
122097	88463	33634	38.02%	
121058	85762	35296	41.16%	
136963	98311	38652	39.32%	
122850	89137	33713	37.82%	
115093	79018	36076	45.66%	

IND. Change	IND. Change			
	MHD	FGO	NDSU	FGO / NDSU
1262.37%	-8.81%	-9.46%	-8.90%	
1327.08%	-2.99%	-1.79%	-2.81%	
1224.35%	-11.11%	-4.31%	-10.30%	
1324.90%	-4.62%	-5.94%	-4.82%	
1399.50%	-3.37%	-7.99%	-3.69%	
1313.78%	-6.75%	#DIV/0!	-6.75%	
1419.65%	1.92%	#DIV/0!	1.92%	
1325.93%	-4.51%	-48.23%	-7.68%	
1345.21%	-2.33%	8.38%	-0.82%	
1316.05%	-2.97%	5.19%	-1.75%	
1319.48%	-3.83%	-6.21%	-4.15%	
#DIV/0!	-3.42%	-1.35%	-3.25%	

COLLEGE RIDERSHIP ON MATBUS

2018-19

Fare Count		Customer Type					
Year	Month	Concordia	M State	MSUM	NDSU	NDSCS	Grand Total
2018	August	1,020	3,282	5,305	34,309	221	44,137
	September	898	3,929	5,438	61,644	217	72,126
	October	954	3,753	5,567	81,038	217	91,529
	November	1,055	3,225	4,644	70,094	128	79,146
	December	990	2,601	4,157	31,289	103	39,140
2018 Total		4,917	16,790	25,111	278,374	886	326,078
2019	January	976	2,342	3,244	60,800	163	67,525
	February	999	1,773	3,413	74,283	142	80,610
	March	1,095	1,811	3,584	56,951	161	63,602
	April	906	1,985	3,826	56,502	218	63,437
	May	723	1,407	3,330	19,095	231	24,786
	June	743	1,138	2,598	5,469	167	10,115
	July	805	1,345	2,523	5,224	134	10,031
2019 Total		6,247	11,801	22,518	278,324	1,216	320,106
Grand Total 2018-19		11,164	28,591	47,629	556,698	2,102	646,184

2019-20

Fare Count		Customer Type					
Year	Month	Concordia	M State	MSUM	NDSU	NDSCS	Grand Total
2019	August	1,067	1,773	4,198	18,807	170	26,015
	September	1,246	2,251	4,344	61,626	249	69,716
	October	1,143	1,696	4,349	73,246	116	80,550
	November						-
	December						-
2019 Total		3,456	5,720	12,891	153,679	535	176,281
2020	January						-
	February						-
	March						-
	April						-
	May						-
	June						-
	July						-
2020 Total		-	-	-	-	-	-
Grand Total 2019-20		3,456	5,720	12,891	153,679	535	176,281

% CHANGE

Year	Month	Concordia	M State	MSUM	NDSU	NDSCS	Grand Total
2018-19	August	5%	-46%	-21%	-45%	-23%	-41%
	September	39%	-43%	-20%	0%	15%	-3%
	October	20%	-55%	-22%	-10%	-47%	-12%
	November	-100%	-100%	-100%	-100%	-100%	-100%
	December	-100%	-100%	-100%	-100%	-100%	-100%
2018-19 Total							
2019-20	January	-100%	-100%	-100%	-100%	-100%	-100%
	February	-100%	-100%	-100%	-100%	-100%	-100%
	March	-100%	-100%	-100%	-100%	-100%	-100%
	April	-100%	-100%	-100%	-100%	-100%	-100%
	May	-100%	-100%	-100%	-100%	-100%	-100%
	June	-100%	-100%	-100%	-100%	-100%	-100%
	July	-100%	-100%	-100%	-100%	-100%	-100%
2019-2020 Total							
Grand Total							

NOTES:

Includes NDSU Circulator Routes

**METRO SENIOR RIDE 2019
MOORHEAD & DILWORTH, MINNESOTA**

Month	MOORHEAD SENIORS			DILWORTH SENIORS			TOTAL PASSENGERS		
	2019	2018	% Change	2019	2018	% Change	2019	2018	% Change
January	702	854	-17.80%	94	53	77.36%	796	907	-12.24%
February	651	815	-20.12%	109	77	41.56%	760	892	-14.80%
March	734	891	-17.62%	97	116	-16.38%	831	1,007	-17.48%
April	793	846	-6.26%	99	103	-3.88%	892	949	-6.01%
May	750	800	-6.25%	103	114	-9.65%	853	914	-6.67%
June	630	662	-4.83%	83	79	5.06%	713	741	-3.78%
July	744	711	4.64%	122	83	46.99%	866	794	9.07%
August	687	854	-19.56%	124	98	26.53%	811	952	-14.81%
September	655	705	-7.09%	136	53	156.60%	791	758	4.35%
October	710	879	-19.23%	162	92	76.09%	872	971	-10.20%
November									
December									
TOTAL	7,056	8,017	-11.99%	1,129	868	30.07%	8,185	8,885	-7.88%

TOTAL PASSENGERS

Month	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
January	236	464	400	383	614	655	728	769	896	1,005	907
February	324	442	398	387	598	512	711	707	902	874	892
March	343	345	501	418	635	660	730	798	941	1,020	1,007
April	389	427	491	689	685	728	743	801	803	956	949
May	304	426	466	610	669	701	719	820	770	1,045	914
June	261	419	502	566	595	606	626	813	850	858	741
July	296	454	472	496	590	637	678	862	764	792	794
August	266	417	483	636	682	720	701	887	982	959	952
September	348	446	507	581	617	676	675	878	998	805	758
October	428	473	546	676	673	812	736	883	984	930	971
November	423	398	577	514	617	666	613	891	979	885	890
December	432	400	618	367	517	669	641	1034	896	778	679
TOTAL	4,050	5111	5961	6323	7492	8042	8301	10143	10,765	10,907	10,454
% Change		26.20%	16.63%	6.07%	18.49%	7.34%	3.22%	22.19%	6.13%	1.32%	-4.15%



MATBUS Missed Trips Report

Start Time	End Time	DOW	City	Route	Hours	Trips	Issue
9/3/2019 7:20 AM	9/3/2019 7:40 AM	Tuesday	Fargo	Route 32E	0.33	0.5	Driver Error
9/4/2019 5:35 PM	9/4/2019 6:00 PM	Wednesday	Moorhead	Route 05	0.42	0.25	Collision
9/4/2019 6:00 PM	9/4/2019 6:15 PM	Wednesday	Moorhead	Route 02	0.25	0.5	Collision
9/5/2019 3:15 PM	9/5/2019 3:30 PM	Thursday	Moorhead	Route 01	0.25	0.5	Mechanical Issue
9/5/2019 3:30 PM	9/5/2019 4:00 PM	Thursday	Moorhead	Route 03	0.50	1	Mechanical Issue
9/5/2019 3:45 PM	9/5/2019 4:00 PM	Thursday	Moorhead	Route 02	0.25	0.5	Driver Error
9/5/2019 4:45 PM	9/5/2019 5:00 PM	Thursday	Moorhead	Route 02	0.25	0.5	Driver Error
9/10/2019 6:15 AM	9/10/2019 6:30 AM	Tuesday	Moorhead	Route 03	0.25	0.5	Train
9/11/2019 6:15 PM	9/11/2019 7:10 PM	Wednesday	Moorhead	Route 04	0.92	1	Other
9/16/2019 8:35 PM	9/16/2019 9:45 PM	Monday	Fargo	Route 14	1.17	0.75	Collision
9/16/2019 9:45 PM	9/16/2019 10:15 PM	Monday	Fargo	Route 11	0.50	1	Collision
9/17/2019 6:00 PM	9/17/2019 6:15 PM	Tuesday	Moorhead	Route 01	0.25	0.5	Train
9/17/2019 6:15 PM	9/17/2019 6:30 PM	Tuesday	Moorhead	Route 01	0.25	0.5	Train
9/20/2019 7:45 PM	9/20/2019 7:45 PM	Friday	Fargo	Route 11	0.00	1	Weather
9/20/2019 7:45 PM	9/20/2019 8:30 PM	Friday	Fargo	Route 18	0.75	0.5	Weather
9/21/2019 5:40 PM	9/21/2019 6:45 PM	Saturday	Fargo	Route 13	1.08	1	Other
9/24/2019 4:45 PM	9/24/2019 5:15 PM	Tuesday	Fargo	Route 11	0.50	1	Collision
9/24/2019 6:10 PM	9/24/2019 6:45 PM	Tuesday	Fargo	Route 14	0.58	0.25	Mechanical Issue
9/27/2019 2:30 PM	9/27/2019 4:00 PM	Friday	Moorhead	Route 02C	1.50	3	Dispatch Error
10/3/2019 5:00 PM	10/3/2019 5:15 PM	Thursday	Moorhead	Route 02	0.25	0.5	Train
10/3/2019 5:15 PM	10/3/2019 5:30 PM	Thursday	Moorhead	Route 02	0.25	0.5	Train
10/11/2019 6:00 PM	10/11/2019 6:30 PM	Friday	Moorhead	Route 01	0.50	1	Weather
10/11/2019 6:15 PM	10/11/2019 6:45 PM	Friday	Fargo	Route 17	0.50	1	Weather
10/11/2019 8:30 PM	10/11/2019 9:00 PM	Friday	Moorhead	Route 02	0.50	1	Weather
10/11/2019 9:00 PM	10/11/2019 9:30 PM	Friday	Moorhead	Route 03	0.50	1	Weather
10/12/2019 10:15 AM	10/12/2019 10:45 AM	Saturday	Fargo	Route 17	0.50	1	Weather
10/15/2019 6:00 PM	10/15/2019 6:30 PM	Tuesday	Moorhead	Route 01	0.50	1	Traffic
10/16/2019 11:15 AM	10/16/2019 12:15 PM	Wednesday	Fargo	Route 13	1.00	1	Collision
10/18/2019 7:40 PM	10/18/2019 8:15 PM	Friday	Moorhead	Route 04	0.58	1	Other
10/23/2019 5:15 PM	10/23/2019 5:45 PM	Wednesday	Fargo	Route 17	0.50	1	Traffic
10/24/2019 6:30 AM	10/24/2019 7:00 AM	Thursday	Moorhead	Route 01	0.50	1	Driver Error
10/29/2019 2:45 PM	10/29/2019 3:30 PM	Tuesday	Fargo	Route 13	0.75	0.25	Driver Error
10/30/2019 2:35 PM	10/30/2019 3:15 PM	Wednesday	Moorhead	Route 05	0.67	1	Mechanical Issue
10/30/2019 3:00 PM	10/30/2019 3:15 PM	Wednesday	Moorhead	Route 02	0.25	0.5	Mechanical Issue
					17.75	27.5	



Feedback Operations Report

Feedback ID	Feedback Type	Tracking Details	Feedback Status	Resolution Status	Resolution By
FB1909161	Bus Stop Request	Bus Stop Request	Completed	Other	Lori Van Beek
FB1910075	Bus Stop Request	Bus Stop Request	Completed	Substantiated	Cole Swingen
FB1910216	Bus Stop Request	Bus Stop Request	Completed	Substantiated	Cole Swingen
FB1909041	Bus Stop Request	Bus Stop Request	Completed	Unsubstantiated	Cole Swingen
FB1909162	Bus Stop Request	Bus Stop Request	Completed	Unsubstantiated	Cole Swingen
FB1909240	Bus Stop Request	Bus Stop Request	Completed	Unsubstantiated	Cole Swingen
FB1910045	Complaint	Missed Passenger	Completed		Lisa Hoose
FB1910160	Complaint	Other	Received		
FB1910210	Complaint	Ahead of Schedule, Possible scheduling error	Completed		Shaun Crowell
FB1909030	Complaint	Behind Schedule	Completed	Other	Lisa Hoose
FB1909051	Complaint	Behind Schedule, Ahead of Schedule	Completed	Other	Lisa Hoose
FB1909091	Complaint	Policy Issue, Other	Completed	Other	Lisa Hoose
FB1909100	Complaint	Unsafe Driving	Completed	Other	Lisa Hoose
FB1909110	Complaint	Policy Issue, Other	Completed	Other	Lisa Hoose
FB1909111	Complaint	Other	Completed	Other	Lisa Hoose
FB1909250	Complaint	Ahead of Schedule	Completed	Other	Matthew Peterson
FB1909263	Complaint	Employee Behavior / Rude	Completed	Other	Lisa Hoose
FB1910032	Complaint	Behind Schedule, Ahead of Schedule	Completed	Other	Lisa Hoose
FB1909271	Complaint	Other	Completed	Other	Lisa Hoose
FB1910070	Complaint	Policy Issue	Completed	Other	Matthew Peterson
FB1910036	Complaint	Off Route / Off Detour	Completed	Other	Lori Van Beek
FB1910241	Complaint	Missed Passenger	Completed	Other	Lisa Hoose
FB1910243	Complaint	Other	Completed	Other	Matthew Peterson
FB1910301	Complaint	Unsafe Driving	Completed	Other	Lisa Hoose



Feedback Operations Report

Feedback ID	Feedback Type	Tracking Details	Feedback Status	Resolution Status	Resolution By
FB1909060	Complaint	Missed Passenger	Completed	Substantiated	Lisa Hoose
FB1909062	Complaint	Off Route / Off Detour	Completed	Substantiated	Lisa Hoose
FB1909090	Complaint	Policy Issue	Completed	Substantiated	Lisa Hoose
FB1909101	Complaint	Scheduling error	Completed	Substantiated	Shaun Crowell
FB1909063	Complaint	Off Route / Off Detour, Unsafe Driving	Completed	Substantiated	Lisa Hoose
FB1909133	Complaint	Unsafe Driving	Completed	Substantiated	Lisa Hoose
FB1909181	Complaint	Employee Behavior / Rude	Completed	Substantiated	Lisa Hoose
FB1909202	Complaint	Missed Passenger	Completed	Substantiated	Lisa Hoose
FB1909210	Complaint	Employee Behavior / Rude	Completed	Substantiated	Lisa Hoose
FB1909230	Complaint	Employee Behavior / Rude	Completed	Substantiated	Shaun Crowell
FB1909270	Complaint	Ahead of Schedule	Completed	Substantiated	Lisa Hoose
FB1910035	Complaint	Off Route / Off Detour	Completed	Substantiated	Lisa Hoose
FB1910071	Complaint	Behind Schedule	Completed	Substantiated	Josef Rivera
FB1910090	Complaint	Behind Schedule	Completed	Substantiated	Lisa Hoose
FB1910191	Complaint	Off Route / Off Detour, Policy Issue	Completed	Substantiated	Lisa Hoose
FB1910231	Complaint	Off Route / Off Detour, Behind Schedule	Completed	Substantiated	Lisa Hoose
FB1910242	Complaint	Missed Passenger	Completed	Substantiated	Lisa Hoose
FB1910244	Complaint	Off Route / Off Detour, Behind Schedule	Completed	Substantiated	Lisa Hoose
FB1910290	Complaint	Missed Passenger	Completed	Substantiated	Shaun Crowell
FB1909054	Complaint	Unsafe Driving	Completed	Unsubstantiated	Lisa Hoose
FB1909070	Complaint	Employee Behavior / Rude	Completed	Unsubstantiated	Lisa Hoose
FB1909080	Complaint	Missed Passenger	Completed	Unsubstantiated	Shaun Crowell
FB1909131	Complaint	Employee Behavior / Rude	Completed	Unsubstantiated	Lisa Hoose
FB1909132	Complaint	Employee Behavior / Rude	Completed	Unsubstantiated	Lisa Hoose



Feedback Operations Report

Feedback ID	Feedback Type	Tracking Details	Feedback Status	Resolution Status	Resolution By
FB1909134	Complaint	passenger behavior	Completed	Unsubstantiated	Lisa Hoose
FB1909170	Complaint	Employee Behavior / Rude	Completed	Unsubstantiated	Lisa Hoose
FB1909180	Complaint	Policy Issue	Completed	Unsubstantiated	Lisa Hoose
FB1909171	Complaint	Employee Behavior / Rude, Behind Schedule, Unsafe Driving	Completed	Unsubstantiated	Lisa Hoose
FB1909190	Complaint	Unsafe Driving	Completed	Unsubstantiated	Lisa Hoose
FB1909231	Complaint	Missed Passenger	Completed	Unsubstantiated	Lisa Hoose
FB1909233	Complaint	Ahead of Schedule	Completed	Unsubstantiated	Lisa Hoose
FB1909251	Complaint	Unsafe Driving	Completed	Unsubstantiated	Lisa Hoose
FB1909260	Complaint	Missed Passenger	Completed	Unsubstantiated	Lisa Hoose
FB1909264	Complaint	Behind Schedule	Completed	Unsubstantiated	Lisa Hoose
FB1909281	Complaint	Other	Completed	Unsubstantiated	Lisa Hoose
FB1909290	Complaint	Policy Issue	Completed	Unsubstantiated	Lisa Hoose
FB1910033	Complaint	Missed Passenger	Completed	Unsubstantiated	Lisa Hoose
FB1910043	Complaint	Other	Completed	Unsubstantiated	Shaun Crowell
FB1910034	Complaint	Missed Passenger	Completed	Unsubstantiated	Lisa Hoose
FB1910044	Complaint	Missed Stop Request	Completed	Unsubstantiated	Lisa Hoose
FB1910046	Complaint	Unsafe Driving	Completed	Unsubstantiated	Lisa Hoose
FB1910074	Complaint	Employee Behavior / Rude	Completed	Unsubstantiated	Lisa Hoose
FB1910080	Complaint	Biohazard / Bio Cleanup	Completed	Unsubstantiated	Lisa Hoose
FB1910081	Complaint	Missed Passenger	Completed	Unsubstantiated	Lisa Hoose
FB1910082	Complaint	Policy Issue	Completed	Unsubstantiated	Lisa Hoose
FB1910083	Complaint	Missed Passenger	Completed	Unsubstantiated	Lisa Hoose
FB1910150	Complaint	Unsafe Driving	Completed	Unsubstantiated	Lisa Hoose
FB1910211	Complaint	Employee Behavior / Rude, Off Route / Off Detour, Vulnerable Adult	Completed	Unsubstantiated	Lisa Hoose



Feedback Operations Report

Feedback ID	Feedback Type	Tracking Details	Feedback Status	Resolution Status	Resolution By
FB1910213	Complaint	Behind Schedule	Completed	Unsubstantiated	Lisa Hoose
FB1910214	Complaint	Policy Issue	Completed	Unsubstantiated	Lisa Hoose
FB1910251	Complaint	Unsafe Driving	Completed	Unsubstantiated	Lisa Hoose
FB1910291	Complaint	Behind Schedule, Ahead of Schedule	Completed	Unsubstantiated	Lisa Hoose
FB1910300	Complaint	Ahead of Schedule	Completed	Unsubstantiated	Lisa Hoose
FB1909160	Compliment	Other	Completed	Compliment	Lisa Hoose
FB1910010	Compliment	Compliment for driver	Completed	Compliment	Lisa Hoose
FB1910030	Compliment	Dispatcher Compliment	Completed	Compliment	Shaun Crowell
FB1910031	Compliment	Compliment	Completed	Compliment	Shaun Crowell
FB1910140	Compliment	Other, Compliment	Completed	Compliment	Lisa Hoose
FB1910212	Compliment	Thank you!	Completed	Compliment	Matthew Peterson
FB1910261	Compliment	Other, Compliment	Completed	Compliment	Lisa Hoose
FB1910293	Compliment	Employee Behavior / Rude	Completed	Compliment	Lisa Hoose
FB1909130	Incident	Passenger Issue	Completed	Other	Shaun Crowell
FB1909232	Incident	Other	Completed	Other	
FB1909261	Incident	Policy Issue	Completed	Other	Shaun Crowell
FB1910041	Incident	Upset Passenger	Completed	Other	Shaun Crowell
FB1910042	Incident	Other	Completed	Other	Lisa Hoose
FB1910052	Incident	Other	Completed	Other	Lisa Hoose
FB1910072	Incident	Fall / Injury	Completed	Other	Shaun Crowell
FB1910110	Incident	Fall / Injury	Completed	Other	Lisa Hoose
FB1909031	Incident	Policy Issue, passenger behavior	Completed	Substantiated	Lisa Hoose
FB1909050	Incident	Policy Issue	Completed	Substantiated	Lisa Hoose
FB1909052	Incident	Fall / Injury	Completed	Substantiated	Lisa Hoose



Feedback Operations Report

Feedback ID	Feedback Type	Tracking Details	Feedback Status	Resolution Status	Resolution By
FB1909053	Incident	No Show after 5 minutes	Completed	Substantiated	Lisa Hoose
FB1909092	Incident	Other, Passenger behavior	Completed	Substantiated	Lisa Hoose
FB1909121	Incident	Other, passenger behavior	Completed	Substantiated	Lisa Hoose
FB1909122	Incident	Policy Issue	Completed	Substantiated	Lisa Hoose
FB1909140	Incident	passenger behavior	Completed	Substantiated	Lisa Hoose
FB1909123	Incident	Fall / Injury	Completed	Substantiated	Lisa Hoose
FB1909124	Incident	Policy Issue	Completed	Substantiated	Lisa Hoose
FB1909135	Incident	Other	Completed	Substantiated	Lisa Hoose
FB1909191	Incident	Fall / Injury	Completed	Substantiated	Lisa Hoose
FB1909200	Incident	Off Route / Off Detour, Behind Schedule, Policy Issue	Completed	Substantiated	Lisa Hoose
FB1909192	Incident	Driver Concern	Completed	Substantiated	Lisa Hoose
FB1909201	Incident	Other	Completed	Substantiated	Shaun Crowell
FB1909211	Incident	Fall / Injury	Completed	Substantiated	Lisa Hoose
FB1909212	Incident	passenger behavior	Completed	Substantiated	Lisa Hoose
FB1909262	Incident	Employee Behavior / Rude, Missed Passenger	Completed	Substantiated	Lisa Hoose
FB1909280	Incident	Emergency Services, Other	Completed	Substantiated	Lisa Hoose
FB1909241	Incident	Emergency Services, Other	Completed	Substantiated	Lisa Hoose
FB1909282	Incident	Fall / Injury	Completed	Substantiated	Lisa Hoose
FB1909283	Incident	Other	Completed	Substantiated	Lisa Hoose
FB1909300	Incident	Other	Completed	Substantiated	Lisa Hoose
FB1910011	Incident	Other	Completed	Substantiated	Lisa Hoose
FB1910020	Incident	Other	Completed	Substantiated	Lisa Hoose
FB1910040	Incident	Other	Completed	Substantiated	Shaun Crowell
FB1910050	Incident	passenger behavior	Completed	Substantiated	Lisa Hoose



Feedback Operations Report

Feedback ID	Feedback Type	Tracking Details	Feedback Status	Resolution Status	Resolution By
FB1910100	Incident	Emergency Services, Other	Completed	Substantiated	Lisa Hoose
FB1910111	Incident	Other	Completed	Substantiated	Lisa Hoose
FB1910141	Incident	Other	Completed	Substantiated	Lisa Hoose
FB1910170	Incident	Fall / Injury	Completed	Substantiated	Lisa Hoose
FB1910180	Incident	Emergency Services	Completed	Substantiated	Lisa Hoose
FB1910181	Incident	Fall / Injury	Completed	Substantiated	Lisa Hoose
FB1910182	Incident	Fall / Injury	Completed	Substantiated	Lisa Hoose
FB1910190	Incident	Other	Completed	Substantiated	Lisa Hoose
FB1910183	Incident	Fall / Injury	Completed	Substantiated	Lisa Hoose
FB1910192	Incident	Other	Completed	Substantiated	Shaun Crowell
FB1910220	Incident	Policy Issue, Emergency Services, Other	Completed	Substantiated	Lisa Hoose
FB1910230	Incident	Emergency Services	Completed	Substantiated	Lisa Hoose
FB1910232	Incident	Other	Completed	Substantiated	Lisa Hoose
FB1910240	Incident	Emergency Services	Completed	Substantiated	Lisa Hoose
FB1910250	Incident	Other	Completed	Substantiated	Lisa Hoose
FB1910260	Incident	Emergency Services	Completed	Substantiated	Lisa Hoose
FB1910262	Incident	Emergency Services	Completed	Substantiated	Lisa Hoose
FB1910263	Incident	Emergency Services	Completed	Substantiated	Lisa Hoose
FB1910294	Incident	Emergency Services, Fall / Injury, Other, passenger behavior	Completed	Substantiated	Lisa Hoose
FB1910252	Incident	Fall / Injury	Completed	Substantiated	Lisa Hoose
FB1909120	Incident	Fall / Injury	Completed	Unsubstantiated	Lisa Hoose
FB1910051	Incident	Employee Behavior / Rude	Completed	Unsubstantiated	Lisa Hoose
FB1910233	Incident	Fall / Injury	Completed	Unsubstantiated	Lisa Hoose
FB1910282	Incident	Other, Theft	Completed	Unsubstantiated	Lisa Hoose



Feedback Operations Report

Feedback ID	Feedback Type	Tracking Details	Feedback Status	Resolution Status	Resolution By
FB1909040	Other	Sunday routes	Completed	Other	Matthew Peterson
FB1909291	Other	Training	Completed	Other	Lisa Hoose
FB1910012	Other	Passenger behavior	Completed	Other	Shaun Crowell
FB1910221	Other	Bus Stop Request	Completed	Other	Matthew Peterson
FB1910292	Other	Other	Completed	Other	Shaun Crowell
FB1909061	Other	Policy Issue	Completed	Substantiated	Lisa Hoose
FB1909071	Other	Unsafe Driving, Other	Completed	Substantiated	Lisa Hoose
FB1910021	Other	Other	Completed	Substantiated	Lisa Hoose
FB1910047	Other	Emergency Services	Completed	Substantiated	Lisa Hoose
FB1910073	Other	Policy Issue, Other	Completed	Substantiated	Lisa Hoose
FB1910280	Public Hearing/Meeting Comments	LinkFM PH Comment	Completed	Other	Matthew Peterson
FB1910281	Public Hearing/Meeting Comments	LinkFM PH Comment	Completed	Other	Matthew Peterson
FB1910283	Public Hearing/Meeting Comments	LinkFM PH Comment	Completed	Other	Matthew Peterson
FB1910234	Public Hearing/Meeting Comments	Public Hearing LinkFM	Completed	Other	Matthew Peterson
FB1910215	Public Hearing/Meeting Comments	Public Hearing LinkFM	Completed	Other	Matthew Peterson
	159				



MATBUS Collision Report

Collision ID	Date of Collision	MB Unit Number	Collision Determination	Penalty Imposed	Review Committee Date
C-1071	9/4/2019 6:00 PM	2171	Preventable	\$500.00	9/30/2019
C-1072	9/16/2019 9:00 PM	1198	Preventable	\$500.00	9/30/2019
C-1073	9/24/2019 5:00 PM	1221	Non-Preventable		9/30/2019
C-1074	9/28/2019 11:00 AM	1232			9/30/2019
C-1075	10/1/2019 10:00 PM	1220	Document		10/31/2019
C-1076	10/15/2019 8:45 AM	4182	Preventable	\$3,000.00	10/31/2019
C-1077	10/16/2019 12:00 PM	1196	Preventable	\$500.00	10/31/2019
7					