



Bis-Man Transit Board Meeting

October 21, 2025, 11:30 PM

<https://us02web.zoom.us/j/89385748964>

Call in: +1 312 626 6799; Meeting ID: 893 8574 8964

Welcome & Introductions

Approval of Agenda

Consent Agenda

1. Previous Month's Minutes
 - a. Attachment A – 2025/8/28 Regular Meeting
 - b. Attachment B – 2025/10/14 Finance Committee Meeting
 - c. Attachment C – 2025/10/20 Finance Committee Meeting
 - d. Attachment D – 2025/9/22 CTIC Meeting
2. Financial Report
 - a. August – Attachment E
 - b. September – Attachment F
3. Ride Stats
 - a. August - Attachment G
 - b. September – Attachment H

Public Comment

Old Business

1. No Show Policy Correction Recommendation
 - a. Attachment I

New Business

1. Transit Development Plan Scope of Work - Kim Riepl, MPO Executive Director
 - a. Attachment J
2. 1900s Paratransit Bus Replacements
 - a. Attachment K
3. Driver Pay Recommendation
 - a. Attachment L

Executive Director Report – Attachment M

1. Advertising Update
2. UMary Bus Stop

3. Website Accessibility Compliance
4. Grant Reimbursement Update
5. Sales Tax Update

Operations Report – Attachment N

Other Business

Adjourn

- **The next Board Meeting will be held on November 20, 2025, at 11:30 am.**



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Bismarck, ND 58501



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A

Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

Bis-Man Transit Board Meeting

August 28, 2025, 11:30 AM

Via Zoom & In-person at
3750 E. Rosser Ave. Bismarck, ND 58501

Attending:

Lynn Wolf, President

Lacey Long, Vice President

DeNae Kautzmann, Secretary/Treasurer

Helen Baumgartner

Glenn Lauinger

Steve Heydt

Commissioner Connelly

Not Attending:

Royce Schultze

Julie Horntvedt

Karel Sovak

Commissioner Rohr

Staff:

Deidre Hughes

Taylor Kitzan

Mike Mundahl

Craig Thomas

Amanda O'Brien

Tom Reisenauer

Guests:

Trevor Vannett

Susan Dingle

Paulette Jacobsen

Kim Riepl



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Meeting called to order at 11:31 A.M.

Approval of Agenda: DeNae moved to approve the Agenda. Lacey seconded the motion. Motion carried unanimously.

Consent Agenda: Steve moved to approve the Consent Agenda. Helen seconded the motion. Motion carried unanimously.

1. Previous Month's Minutes
 - a. Attachment A – 2025/7/24 Regular Meeting
 - b. Attachment B – 2025/8/25 Finance Committee Meeting
2. Financial Report
 - a. Attachment C
3. Ride Stats
 - a. Attachment D

Public Comment

N/A

New Business

1. 1800s Cutaway Bus Decommission Recommendation: Deidre discussed that the 2018 cutaway buses have exceeded useful life in both age and miles. All four buses were appraised for \$4,600-\$5,000. Once approved by the Board the City Commission will vote, and if approved, then the buses will be listed on GovDeals.com for public auction. DeNae commented that the Finance Committee recommendation is to approve the staff recommendation as outlined to decommission the 1800 buses. DeNae moved to approve to decommission the 1800 buses as outlined. Glenn seconded the motion. Motion carried unanimously.
 - a. Attachment E
2. Driver Pay Analysis Discussion: Deidre explained that she has been working with Craig to create a contract amendment to increase the hourly pay rate for paratransit and fixed route drivers. Currently wages for drivers are lower than competitors wages in the area. DeNae commented that the Finance Committee recommends that Deidre negotiate a contract amendment to increase pay rate for WeDriveU employees as outlined in the attachment provided in the packet. DeNae moved to approve Deidre negotiating a contract amendment to increase the pay rate for WeDriveU employees as outlined. Glenn seconded the motion. Motion carried unanimously.

Executive Director Report – Attachment F

Deidre summarized the Executive Director Report provided in the packet. DeNae asked if Deidre knew the amount sales tax has generated so far. Deidre did not know the amount at this time.

Operations Report – Attachment G



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Craig summarized the Operations Report provided in the packet.

Other Business

Commissioner Connelly discussed two items from City of Bismarck's Commission Meeting. There was a state representative for Senate Bill 1176 that presented how the budget will be impacted going forward because the value of the mill will decrease over time. PowerPoint with information is provided through Dakota Media Access. Public comment is open for the Final 2026 Budget at the September 9th City Commission Meeting.

Glenn commented that the MPO has funding for another Transportation Development Study. Deidre added that Transit's match for this would be \$20,000 and it would begin January 2026.

Helen moved to adjourn the meeting. DeNae seconded the motion. Motion carried unanimously.

Meeting adjourned at 11:52 A.M.



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B

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Bis-Man Transit Finance Committee Meeting Minutes

October 14, 2025, 1:00 P.M.
Via Zoom

Attending:

DeNae Kautzmann, Chair

Lynn Wolf

Glenn Lauinger

Staff:

Deidre Hughes

Taylor Kitzan



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Meeting was called to order at 1:00 P.M.

Deidre has been working for the past month with Glenn and WeDriveU to address driver pay equity. They reviewed comparable pay scales and benefits. The revenue per hour increase calculated by WeDriveU was actually lower than our estimate. Deidre recommends \$22 per hour for paratransit drivers and \$26 per hour for fixed route drivers. This is an increase to \$79.88 per revenue hour with the renewal rate being effective November 1st to align with the contract. Currently the contract shows a renewal increase of \$75.89 on November 1st. The difference is a \$3.99 increase. Deidre requested that WeDriveU have their legal department draft an amendment to the contract. She recommended language include any overpayment be paid back by the end of the year and that the monetary increase go specifically to the driver's pay.

Glenn stated this is a fair increase. He had expected it to be around four dollars so he is very comfortable with it. He believes that it is a reasonable increase and is affordable. Lynn indicated that it is important to look at the front line and to pay what we can afford to pay. He asked whether this is enough? Deidre responded that \$22-\$26 puts us ahead of Harlow's and makes us competitive. She further indicated that this will attract drivers in that they receive training plus will be receiving \$1.50 more in starting pay. Craig feels very good about the increase. The consensus among the committee members is that finance committee recommends to the board that this amendment to increase to the revenue hour rate be approved.

Deidre indicated that we will need another finance committee meeting before the board meeting with regard to buses, and that meeting will be set for Monday, October 20th, in the afternoon.

Meeting adjourned at 1:10 P.M.



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C

Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

Bis-Man Transit Finance Committee Meeting Minutes

October 20, 2025, 3:00 P.M.
Via Zoom

Attending:

DeNae Kautzmann, Chair

Lynn Wolf

Glenn Lauinger

Staff:

Deidre Hughes

Taylor Kitzan



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Meeting was called to order at 3:00 P.M.

The only item on the board agenda relating to finance is the bus replacement. We have \$611,184 from the 5339 grant that we are able to spend on the purchase of the buses. The unit cost per bus is unknown at this point however the approval to purchase will have a not to exceed dollar amount component. We will have a better idea of the cost when we get closer to the build date. Staff would like to order the buses at this time because it takes 6 to 8 months to build and the buses that we need to replace are near exceeding useful life. Staff is requesting that we submit the bus order to Davey Coach. The finance committee recommends to the board that they approve the submittal of the bus order.

Deidre also updated the committee regarding the increase of bus driver pay. The contract amendments were reviewed and have been sent to the legal division of WeDriveU. We have asked them to review the amendments as quickly as possible so that it can be signed by November 1st.

Deidre indicated that the financial report shows that we are running in a deficit however we have not drawn down on our grant for August and September. We also have other requests for reimbursement that will be made for the flex transit bus at \$147,360, the floor scrubber at \$21,749 and 5310 Fiscal Year 2026 Quarter 1 reimbursements of \$57,488. All reimbursements combined is a total of \$453,577.

Meeting adjourned at 3:10 P.M.



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D

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Community Transportation Input Committee Meeting Minutes September 22, 2025, 2:00 PM

Attending:	Helen Baumgartner	Glenn Lauinger
	Julie Horntvedt	Susan Dingle
	Lane Hoffer	Alissa Patterson
	Jeannie Pedersen	Randee Sailer
Staff:	Deidre Hughes	Mike Mundahl

Meeting was called to order at 2:00 P.M.

Regular Agenda

1. Welcome and Introductions:

2. Review and possible appointment of New Members:

Deidre presented 3 CTIC applications from Kyle Thiel, Nate Mickelson and Kandy Swenning. Deidre said the goal for the committee today was to determine if any of the applicants should be recommended for approval for the four spots currently open on the committee. Glenn stated he would consider the applications from Nate and Kandy, and he thought they represented groups that needed representation. Consensus was to recommend approval for Nate and Kandy. Deidre said she would forward the recommendation to Lynn and Helen for final approval

3. No Show Policy Revisions

Deidre proposed striking a line from the current no-show policy that contradicts itself. The line to remove is,
"After a violation is issued, the count for the next violation starts at zero (0)."
Lane moved to strike the line and present it to the Board. Motion seconded by Susan. Motion carried unanimously.

4. Other business:

No other business.

Meeting adjourned at 2:15 P.M.



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August 2025

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	10,877	93,577	11,576	75,052	-6.04%	24.68%
PARATRANSIT	7,812	62,577	7,598	59,336	2.82%	5.46%
Total	18,689	156,154	19,174	134,388	-2.53%	16.20%
FR AVG. DAILY BOARDINGS	418.35					
DR AVG. DAILY BOARDINGS	252.00					
			Pass./Hour	Pass./Hour	Pass./Hour	
						% INC/DEC
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	1,840.00	14,528.51	5.91	6.44	5.12	14,658.9
PARATRANSIT	2,981.32	24,261.23	2.62	2.58	2.76	21,533.7
Total	4,821.32	38,789.74	3.88	4.03	3.7	36,192.6
			Pass./Mile	Pass./Mile		
						% INC/DEC
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	29,268	231,143	0.37	0.40	233,502	-1.01%
PARATRANSIT	40,726	333,588	0.19	0.19	300,096	11.16%
Total	69,993.27	564,731.39	0.56	0.59	533,598	5.83%
					% INC/DEC	% INC/DEC
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	OVR PYM	OVR PYTD
FIXED ROUTE	79.76%	82.85%	84.00%	87.00%	-5.05%	-4.77%
PARATRANSIT	96.04%	94.64%	93.46%	92.83%	2.76%	1.95%
RIDERSHIP PER ROUTE						% INC/DEC
ROUTE	Month	YTD	PY Month			0.46341387
BLACK	2063	18666	2629			-21.5%
BLUE	1865	13983	1225			52.2%
GREEN	1961	17520	1974			-0.7%
RED	1116	9641	1499			-25.6%
ORANGE	2219	21962	2443			-9.2%
PURPLE	1653	11805	1806			-8.5%
RIDERSHIP BY DESTINATION	Month	YTD	PY Month			
(Included in 'Ridership	U-Mary	148	2190	201		-26.4%
Per Route' Numbers)	UTTC	16	292	39		-59.0%
	Bismarck Library	609	5207	727		-16.2%
	Mandan Walmart	97	735	199		-51.3%
	Mandan Family Fare	463	3713	579		-20.0%
ACCIDENTS	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	5	2		
PARATRANSIT	2	2	14	10		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	2		5			
COMPLAINTS	Month	YTD				
FIXED ROUTE	0	16				
PARATRANSIT	2	7				
Office Staff	0	0				
COMPLIMENTS	Month	YTD				
FIXED ROUTE	0	3				
PARATRANSIT	4	12				
Office Staff	0	2				



September 2025

MONTHLY REPORT

	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
RIDERSHIP						
FIXED ROUTE	10,633	104,210	11,157	86,209	-4.70%	20.88%
PARATRANSIT	7,853	70,430	7,287	66,623	7.77%	5.71%
Total	18,486	174,640	18,444	152,832	0.23%	14.27%
FR AVG. DAILY BOARDINGS	425.32					
DR AVG. DAILY BOARDINGS	261.77					
			Pass./Hour	Pass./Hour	Pass./Hour	
						% INC/DEC
REVENUE HOURS	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	1,771.80	16,300.31	6.00	6.39	5.27	16,362.4
PARATRANSIT	2,848.11	27,109.34	2.76	2.60	2.72	24,479.8
Total	4,619.91	43,409.65	4.00	4.02	3.7	40,842.2
			Pass./Mile	Pass./Mile		
						% INC/DEC
REVENUE MILES	Month	YTD	Month	YTD	PY YTD	PY YTD
FIXED ROUTE	28,165	259,307	0.38	0.40	260,444	
PARATRANSIT	39,919	373,508	0.20	0.19	338,557	
Total	68,083.59	632,814.98	0.57	0.59	599,001	
ON TIME PERFORMANCE	Month	YTD	PY Month	PY YTD	% INC/DEC OVR PYM	% INC/DEC OVR PYTD
FIXED ROUTE	81.22%	82.67%	82.48%	87.00%	-1.53%	-4.98%
PARATRANSIT	92.45%	94.40%	95.01%	93.07%	-2.69%	1.43%
RIDERSHIP PER ROUTE						% INC/DEC 0.40864156
ROUTE	Month	YTD	PY Month			
BLACK	2219	20885	2427			-8.6%
BLUE	1611	15594	1403			14.8%
GREEN	2187	19707	2225			-1.7%
RED	1251	10892	1463			-14.5%
ORANGE	2104	24066	1990			5.7%
PURPLE	1261	13066	1649			-23.5%
RIDERSHIP BY DESTINATION	Month	YTD	PY Month			
(Included in 'Ridership Per Route' Numbers)	U-Mary	90	2280	354		-74.6%
	UTTC	80	372	45		77.8%
	Bismarck Library	670	5877	601		11.5%
	Mandan Walmart	80	815	142		-43.7%
	Mandan Family Fare	323	4036	541		-40.3%
ACCIDENTS	Month	Month at Fault	YTD	YTD at Fault		
FIXED ROUTE	0	0	5	2		
PARATRANSIT	1	0	15	10		
SERVICE VEHICLE	0	0	0	0		
SENT TO INSURANCE	0		5			
COMPLAINTS	Month	YTD				
FIXED ROUTE	0	16				
PARATRANSIT	1	8				
Office Staff	0	0				
COMPLIMENTS	Month	YTD				
FIXED ROUTE	0	3				
PARATRANSIT	1	13				
Office Staff	1	3				



October 21, 2025

TO: Bis-Man Transit Board of Directors
FROM: Deidre Hughes, Executive Director
SUBJECT: No Show Policy Revisions

RECOMMENDATION: It is recommended that the Bis-Man Transit Board approve the recommended revision to the No Show Policy to strike the following line:

“After a violation is issued, the count for the next violation starts at zero (0).”

BACKGROUND: The last revision to the No Show Policy was completed in April of 2024.

DISCUSSION: The statement, “After a violation is issued, the count for the next violation starts at zero (0),” contradicts the progressive nature of the policy itself.



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Bis-Man Transit No Show Policy

In order to be considered “a no show”, each of the following conditions has occurred:

- The customer has a scheduled paratransit trip.
- The ADA vehicle arrives at the scheduled pick-up point within the scheduled thirty (30) minute pick-up window.
- The driver waits at least five (5) full minutes beyond the start of the scheduled pick-up window, and the customer fails to board the vehicle.

Late cancellations will be counted as a no-show for the purposes of this policy.

A late cancellation occurs when the customer (or customer's representative) fails to call dispatch thirty (30) minutes or more prior to the scheduled pick-up time to cancel their ride.

If the customer has more than one ride scheduled, having a no-show does not automatically cancel the rest of the rides for the day. It is still the customer's responsibility to call and cancel the remaining rides for the day. If the rides are not cancelled and the customer does not ride, the result would be additional no-shows.

A demonstrated pattern of late cancellations or no-shows is a serious disruption of service. Once a customer reaches three (3) no-shows or late cancellations in a single calendar month, and these incidents total ten percent (10%) or more of your scheduled trips within that calendar month, the Bis-Man Transit No Show Policy will take effect. No customer shall be suspended from service for having two or fewer no-shows or late cancellations in a month. ~~After a violation is issued, the count for the next violation starts at zero (0).~~ Each violation stays on the customer's record for twelve (12) months from the day it was issued. After twelve (12) months from the day a violation is issued, that violation will be cleared from the customer's record.

On the day the rider violates the no-show/late cancellation policy, the following progressive action will be taken:

- First violation — A warning letter will be issued advising the rider that they have violated Bis-man Transit's no-show/late cancellation policy.
- Second violation — Customer will receive a seven (7) day suspension.
- Third violation — Customer will receive a fourteen (14) day suspension.
- Fourth violation — Customer will receive a twenty-one (21) day suspension.
- Subsequent violations will result in an additional seven (7) day suspension.

Appealing a Warning or Suspension

Customers are given the opportunity to appeal a suspension of service with Bis-Man Transit. If any customer using the Bis-Man Transit system has a concern, disagreement, or appeal, they are asked to submit their issue in writing within 60 days of the notice. Customers may waive their right to appeal and complete the suspension to avoid further delays.

The Appeals Panel will investigate all written appeals and issue a decision within five (5) working days. The Panel includes the Bis-Man Transit Executive Director, or designee, and two other staff members who were not involved in the initial No-Show suspension determination. The Panel will review

information provided by the customer (or the customer's representative) as well as ride reports and decide whether to uphold the suspension or excuse it.

If the individual is not satisfied with the decision received from the Appeals Panel, they have the right to appeal the decision to the Bis-Man Transit Board of Directors. Said appeal will be heard at the Bis-Man Transit Board of Director's next regularly scheduled meeting. After the Board of Directors' has reviewed the basis of the appeal, a written decision will be provided within ten working days of the Board meeting.

Bis-Man Transit Paratransit service shall be provided to the customer until the decision on the appeal is made.

If the individual is not satisfied with the response received from the Administrative office, they have the right to appeal the decision to the Bis-Man Transit Board of Directors at their next scheduled meeting. After the Board of Directors has reviewed the situation, they will provide a written response within ten (10) working days.

No-shows are EXCUSED when the trip is missed for the following reasons:

- The customer has a family emergency
- Mobility aid failure
- Appointment canceled/delayed for reasons not the customer's fault
- Adverse weather: Snowstorm, extreme heat, or extreme cold
- Staffing error: The transit coordinator did not make all the cancellations the client requested; or a customer just found out the ride was scheduled for the wrong day, time, or location; or the customer was not informed that their pick-up time was changed, and was not ready.

No-shows or cancels are NOT EXCUSED when the trip is missed for the following reasons:

- Customer didn't want to travel today
- Customer changed their mind about using appointment
- Customer didn't know or forgot that they had a ride scheduled or was supposed to call to cancel
- Customer got another ride
- Customer told someone else they were not planning to travel (driver, facility, etc.)
- Someone else scheduled the ride for them
- Customer does not want to ride with a specific driver or passenger, or on a specific vehicle



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**REQUEST FOR
PROPOSALS FOR
TRANSPORTATION PLANNING SERVICES**

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

2026 Transit Development Plan

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

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

All proposals received by 5:00 PM (CST) on Monday, November 17, 2025 will be given consideration for an interview. The Bismarck-Mandan MPO reserves the right to limit the interviews to a maximum of five (5) firms whose proposals most clearly meet the RFP requirements. Firms will be notified in writing or by phone of shortlist results. Successful candidates will receive date, time and location information for the interviews.

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

Minority, women-owned, and disadvantaged business enterprises are encouraged to participate.

Respondents must submit one (1) electronic copy of the proposal. The full length of the proposal shall be no more than eight (8) pages. Appendix material is not counted toward the eight (8) page limit. Submittals must be received no later than 5:00 PM (CST) Monday, November 17, 2025, and may be emailed to:

pjacobsen@bismarcknd.gov

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

REQUEST FOR PROPOSAL
TO PERFORM PLANNING SERVICES FOR:

Transit Development Plan



BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION

Paulette Jacobsen
Transit Planner

PROPOSALS MUST BE DELIVERED TO
BISMARCK-MANDAN MPO
BY 5:00 P.M. Central Time, Monday, November 17, 2025

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Appendix A: Proposed Sub-Consultant Request Form

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

Appendix C: Certification and Restriction on Lobbying Form

Appendix D: Federal, State and Local Clauses

I. PURPOSE OF THE REQUEST

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

2026 Transit Development Plan

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

II. GENERAL INSTRUCTIONS

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

Paulette Jacobsen
Bismarck-Mandan MPO
221 N 5th Street
P.O. Box 5503
Bismarck, ND 58506-5503
Phone: 701-355-1473
pjacobsen@bismarcknd.gov

B. Proposals shall be submitted to:

Paulette Jacobsen
pjacobsen@bismarcknd.gov

C. All Proposals must be clearly identified and marked as follows:

NAME OF SUBMITTING FIRM
Proposal for:
2026 Transit Development Plan
Bismarck-Mandan MPO

D. The MPO will only consider proposals received prior to 5:00 PM Central Time on Monday, November 17, 2025. One (1) electronic copy must be received by the deadline. Electronic copies may be emailed to: pjacobsen@bismarcknd.gov. Proposals received after the 5:00 PM deadline will be considered unresponsive and will not be considered for an interview. The MPO reserves the right to reject any or all proposals.

E. Proposal Cut Down:

The Selection Committee intends to interview between three (3) and five (5) consultants, depending on the number and quality of proposals received. Strength of the written proposals will be the basis for awarding an interview. Consultants who are awarded an interview will be notified by phone or email between December 1 - 5, 2025. Consultants not selected for an interview will be notified in writing.

F. Selection Committee:

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

G. Interviews:

Consultants will be evaluated on both the written proposal and in-person interviews, which may be conducted either in-person or remotely (TBD). Ranking is based on the criteria listed in Section V: Evaluation Criteria and Process. Interviews are planned to be held December 8 – 11, 2025. Consultants will be given forty-five (45) minutes for their proposal and Q&A. Consultants manage their own time and are encouraged to leave space at the conclusion of their presentation for questions and answers. If remote, the MPO project manager will provide a TEAMS link for the interview.

H. Disadvantaged Business Enterprise:

In the event that multiple consultants are equally ranked as the top consultant, additional positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. The DBE company must be certified with the North Dakota Department of Transportation (NDDOT). This applies equally to the prime or sub-consulting company, and any such company should be identified in the proposal.

I. Selection and Approvals:

Selection will be based on the interview committee's recommendation. All interviewees will be notified of the selection results in writing. Approval of the top ranked consultant will be requested of the MPO's TAC and Policy Board on December 15 & 16, 2025, respectively.

J. Contract Negotiations:

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

Final negotiations will include submission of:

- 1) Prime Consultant scope of work and final fee schedule **not exceeding \$180,000 (2026 \$99,000 & 2027 \$81,000)**
- 2) Scope of work and fee schedule for ALL Subconsultants
- 3) Prime Consultant Certificate of Liability Insurance
- 4) Prime Consultant Indirect Cost Form (blank form will be provided by MPO)
- 5) SFN 60233: Prime Consultant Request to Sublet Form (blank form will be provided by MPO)
- 6) Up-to-date SF330 Form for NDDOT (See Section III: Content of Proposals).

III. CONTENT OF PROPOSALS

Length of Proposals:

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

Required Elements for Proposal:

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

1. Description of firm
2. Organizational chart showing project team and general activities
3. Table of key individuals' time-available for project/study
4. Understanding of project and proposed work approach
5. Brief examples of past, pertinent work projects

Required Elements for Appendix:

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

- **Proposed Project Schedule:** Proposed schedules may begin as soon as January 20, 2026, and should detail all activities necessary to complete the study. Activities may include but are not limited to:
 - Contract Negotiations
 - Monthly Updates (via telephone or in person) to MPO TAC and Policy Boards
 - Updates (as needed) to the Bis-Man Transit Board.
 - Data Acquisition (provided, as available, by MPO, NDDOT, City of Bismarck, City of Lincoln, City of Mandan, and Bis- Man Transit)
 - Stakeholder Interviews/ Bis-Man Transit Board
 - Steering Committee Meetings/ Activities
 - Public Outreach Activities (webpage, meetings, social media, news releases, etc.)
 - Public Input Meetings
 - Documents/Tech Memos for Study Milestones
 - Draft Report Development
 - Draft Report Review by Steering Committee, MPO, NDDOT, FHWA, and FTA (required before presentation to the Bis-Man Transit Board, City Commissions, and MPO Boards)
 - Final Presentations to the Bis-Man Transit Board, Bismarck City Commission, Lincoln City Council, Mandan City Commission, MPO TAC and Policy Board.
- **Quality Control/Quality Assurance (QC/QA) program:** Detail the program that will be used on the project. This (QC/QA) program must identify the team members, their responsibilities, and stages of development at which each is to be responsible.
- **Required Qualification Based Selection (QBS) Documents:**
 - Signed Proposed Sub-Consultant Request Form (Appendix A)
 - Signed Consultant Self Certification of Government-Wide Debarment and Suspension (Nonprocurement) Form (Appendix B)
 - Signed and Notarized Certification and Restriction on Lobbying Form (Appendix C)
- **Resumes or list of Personnel:** Detail who will be assigned to work on the project (including titles, education, and/or work experience).
- **Optional:** Consultants are encouraged to update or complete a Federal Standard Form 330 (Architect-Engineer Qualifications). The SF 330 is an NDDOT requirement, and proves the consultant is pre-qualified to provide architectural, engineering and/or planning services for NDDOT. Consultants will not be penalized if the SF 330 is omitted in their proposal, but **the consultant selected for contract negotiations must provide an active SF-330 before the contract can be signed.**

See <https://www.dot.nd.gov/construction-and-planning/consultants-and-engineers> for link to the SF 330. All SF 330 forms will be kept on file by the MPO and forwarded to NDDOT.

Disclosure of Proposal Ownership:

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

IV: ADDITIONAL REQUIRMENTS AND MISCELLANEOUS INFORMATION

State, Federal and Local Contract Requirements:

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

Ownership of Work Product:

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

Ownership of Work Product: All work products and copyrights of the contract, which result from the contract, are the exclusive property of BMMPO and NDDOT, with an unlimited license for use by the federal government and its assignees without charge.

General Information:

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

If the contract is terminated prior to completion of the final report, all work completed, which has been compensated for, shall become the property of the Bismarck-Mandan MPO and NDDOT, as per the 'Ownership of Work Product' Clause. The final report will be submitted using the following formats and standards, if applicable:

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

V. EVALUATION CRITERIA AND PROCESS

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

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

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

Positive consideration will be given to proposals which employ a Disadvantaged Business Enterprise (DBE) company. See Section II: General Instructions for more information.

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

VI. REGIONAL CONTEXT AND EXISTING CONDITIONS

Bismarck-Mandan MPO Region:

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

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

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

Bis-Man Transit:

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

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

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

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

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

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

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

The paratransit service logged approximately 459,182 miles within the Bismarck-Mandan service area and the City of Lincoln in 2024. The CAT fixed-route service logged 346,254 miles in the same period, but does not extend to Lincoln.

The paratransit service made 90,207 trips in 2024, and the CAT fixed-route service made 121,538 trips in the same period.

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

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

CAT Bus	2021	2022	2023	2024	2025	Paratransit	2021	2022	2023	2024	2025
January	3,878	5,131	6,950	8,537	11,938	January	6,066	7,439	7,962	7,333	8,107
February	4,065	5,209	6,433	9,571	11,065	February	6,194	7,197	7,506	7,300	7,270
March	4,488	5,802	6,911	9,142	12,193	March	7,495	8,720	8,006	7,721	7,955
April	4,087	5,056	7,598	8,956	13,005	April	6,825	6,559	7,067	7,706	8,108
May	4,559	5,765	9,145	9,399	12,637	May	6,834	8,074	7,832	7,622	7,840
June	4,694	5,784	9,090	9,083	11,400	June	7,437	8,217	7,925	6,768	7,496
July	4,096	7,154	8,626	8,788	10,462	July	7,324	7,521	6,846	7,288	7,989
August	4,770	7,635	8,816	11,576	10,877	August	7,903	8,424	7,067	7,598	7,812
September	5,298	6,954	8,900	11,157		September	7,526	7,695	6,686	7,287	
October	6,147	7,822	10,756	13,348		October	7,825	7,809	7,616	8,388	
November	5,604	7,139	9,609	11,421		November	7,372	6,763	6,914	7,498	
December	5,058	5,145	7,702	10,560		December	7,402	6,012	6,324	7,698	
	56,744	74,596	100,536	121,538	93,577		86,203	90,430	87,751	90,207	62,577

VII. OBJECTIVE

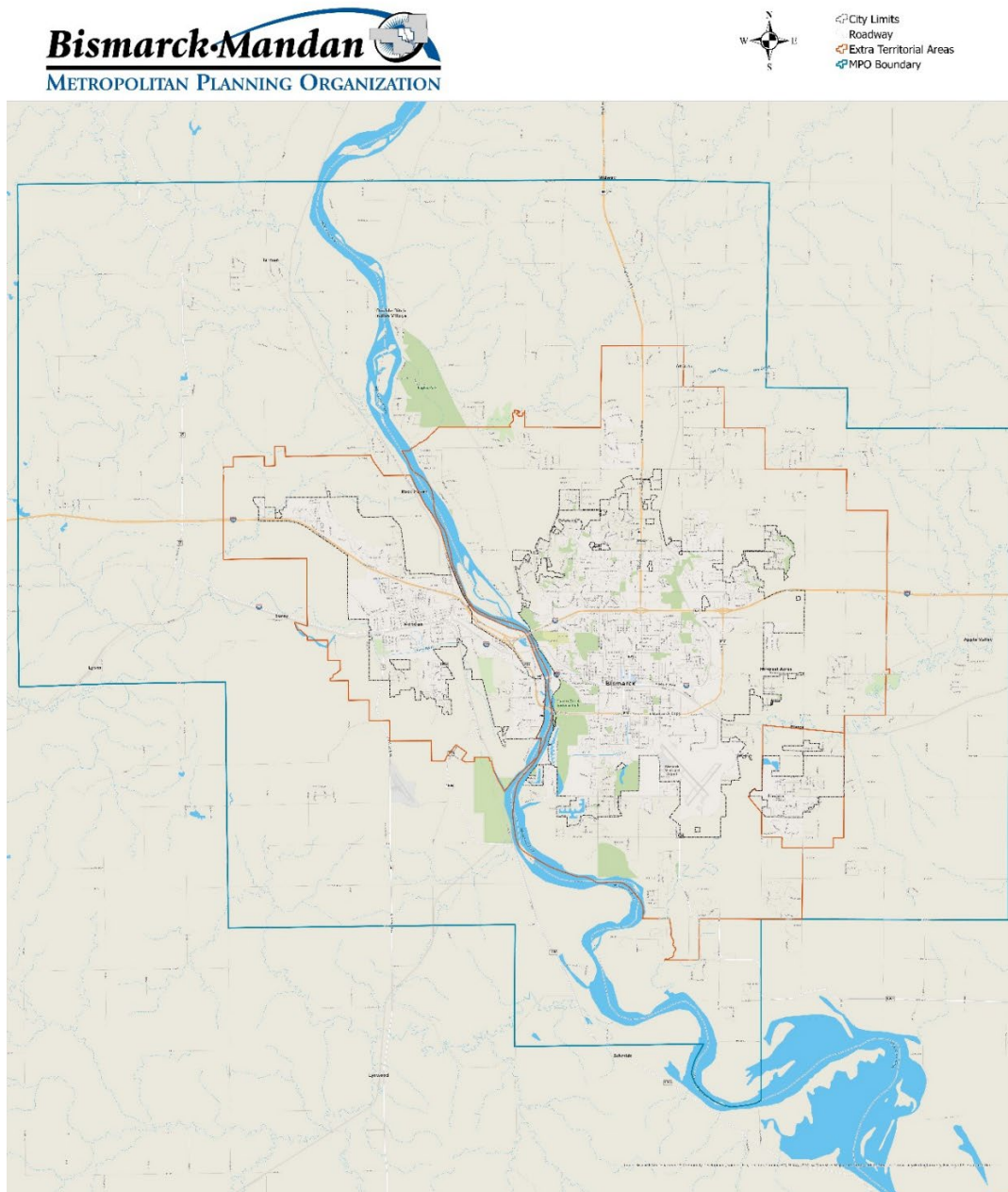
The purpose of this study is to provide the Bismarck-Mandan MPO and Bis-Man Transit with a quality and usable guide to improve operations in a financially constrained manner. The study should evaluate and build upon the previous TDPs but provide additional guidance where improvement is needed.

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

VIII: STUDY AREA

The study area encompasses transits current service area, which includes the corporate limits of Bismarck and Mandan AND $\frac{3}{4}$ of a mile from an existing route. Routes may be viewed on the Bis-Man Transit website:

www.bismantransit.com/



IX. SCOPE OF WORK

Project Management:

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

Steering Committee:

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

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

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

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

Involvement with the Transit Board:

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

Special Requests by Bis-Man Transit:

1. Objective
 - a. Identify the long-term vision for transit in our community. Consider the needs and wishes of Users, Citizens, Commissions, and Transit Board and Transit Staff.
 - b. Involve the public in further discussion on funding challenges for Transit. How can transit involve the community so they better understand the 'why' behind service changes so that Transit's reputation remains favorable in the communities.
2. Facility/Service Analysis and Peer Comparisons
 - a. Evaluate the effectiveness of the current fixed-routes
 - b. Comparison of the facility/services versus peer communities
 - c. Compare cost of services to peer communities

- d. Identify communities whose cost of service (per trip) equals that of Bis-Man Transit

3. Facility/ Service Recommendations

- a. Review current fixed route system. Identify potential changes/ additions to fixed routes.
- b. Recommend alternative types of Transit services
 - i. Offering service at a premium rate (outside ADA required hours and holidays)
 - ii. Demand Response service
 - iii. Micro-Transit
- c. Develop location for fixed bus stops and outline entities/avenues for funding new stops.
- d. Evaluate system need for a new central Transit Hub.
- e. Tie services recommendations back to public comments and financial forecast.
- f. Identify potential impact to brokerage contract resulting from recommended service changes.

Policy Guidance & Federal Requirements:

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

- 1. Safety and Security Performance Measures/Targets
- 2. Transit Asset Management (TAM) Plan

Monthly TAC and Policy Board Meetings:

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

Public Involvement:

See Section XI: Public Involvement Plan for detailed information.

X. REVIEW AND COMPLETION PROCESS

A. Draft Development and Review:

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

B. Final Presentations/ Completion:

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

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

C. Deliverables:

The final study report shall be produced after all comments on the draft report are addressed, final presentations are complete, and the report has been approved by the MPO TAC and Policy Board. Up to six (6) paper copies as well as one (1) pdf-based electronic copy shall be provided. All products are to be delivered to the MPO project manager for dissemination to the appropriate City, Transit or MPO staff, Transit Board Member, TAC or Policy Board Members, and oversight entity.

Schedule for Contract Development and Final Study Deadline:

RFP Submittal Deadline	Nov. 17, 2025
Notification for Interviews	Dec. 1 - 5, 2025
Interviews and Notification of Ranking	Dec. 8 - 11, 2025
Consultant Approval(s)	Dec. 16, 2025
Formal Notification of Firms	Dec. 16 - 18, 2025
Negotiation of Work Fee and Scope of Work	Dec. 16, 2025 - Jan. 6, 2026
Notice to Proceed	Jan. 20, 2026 (Approx.)
Final Project Report & Presentations	May 31, 2027

XI. PUBLIC INVOLVEMENT PLAN

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

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

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

Community Engagement:

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

Online Engagement:

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

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

Newspaper Engagement:

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

XII: INFORMATION AVAILABLE TO THE CONSULTANT

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

Past Transit Plans:

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

Major MPO Documents:

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

Pertinent MPO Transportation Studies and Data:

9. [Safe-Routes to Services Complete Streets Study](#) - 2024
10. [East Main Avenue Corridor Study](#) – 2023
11. [Sunset Drive Corridor Study](#) - 2023
12. [ITS Architecture Update](#) – 2021
13. [Bismarck-Mandan Intersection Analysis Study](#) – 2020
14. [US 83 Alternative Study](#) – 2019
15. [Downtown Mandan Subarea Study](#) – 2018
16. [2018 Freight Plan](#) – 2018
17. [Bismarck-Mandan Bicycle and Pedestrian Plan](#) – 2017
18. Bismarck-Mandan School Safety Crossing Study – 2017
 - a. [Bismarck Public Schools Final Report](#)
 - b. [Mandan Public Schools Final Report](#)
19. [Mandan and Bismarck Corridors Improvement Study](#) – 2016
20. [Northeast Bismarck Subarea Study](#) – 2015
21. [Downtown Bismarck Subarea Study](#) – 2014
22. 2014 Fringe Area Master Plan – 2014
 - c. [Burleigh-Bismarck-Lincoln](#)
 - d. [Mandan/Morton](#)
23. [North Mandan Subarea Study](#) – 2013
24. [43rd Avenue Corridor Study](#) – 2013
25. [North Mandan Subarea Study](#) – 2013
26. [NW Bismarck Subarea Study](#) – 2011
27. [Lincoln and Bismarck Connection Study](#) – 2008
28. Land base/Infrastructure data from member jurisdictions
29. Colored Digital Orthophotography – 3-inch resolution – 2020
30. Digital Elevation Data – 1-foot contours – 2020

MPO General Documents

31. [Bismarck-Mandan MPO Monitoring Report](#) – 2016/2019
32. [MPO Public Participation Plan](#)
33. [MPO Title VI/Non-Discrimination Plan](#)

Partner/Jurisdictional Plans and Information:

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



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Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

October 21, 2025

TO: Bis-Man Transit Board of Directors
FROM: Deidre Hughes, Executive Director
SUBJECT: 1901-1904 Paratransit Bus Replacement Recommendation

RECOMMENDATION: It is recommended that the Bis-Man Transit Board approve the purchase of four (4) cutaway buses to replace four buses that are nearing the end of their useful life of 7 years and 200,000 miles.

BACKGROUND: Bis-Man Transit applied for FY26 5310 funding to cover the cost of replacing vehicles in alignment with the fleet replacement schedule. The NDDOT agreed to cover 85% of the cost using reallocated 5339 FY23 Statewide funds and FY24 Small Urban apportionment.

DISCUSSION: The purchases will be made using Section 5339 funds awarded for the replacement of four paratransit cutaway buses. The buses will be purchased from the State of North Dakota state bid. The factory lead time for each of these vehicles is estimated at 6-8 months.

FINANCIAL IMPACT: The estimated purchase price of the bus is \$179,060 per unit. Staff are currently working with Davey Coach to finalize the pricing. The federal portion will be \$611,184, with a local match of \$107,856 for all buses.

	VIN	Mileage	Age	Federal	Local	Total
1901	1FDFE4FS5KDC02285	199,391	6	\$ 152,796	\$ 26,964	\$ 179,760
1902	1FDFE4FSXKDC00998	233,904	6	\$ 152,796	\$ 26,964	\$ 179,760
1903	1FDFE4FS6KDC07382	226,029	6	\$ 152,796	\$ 26,964	\$ 179,760
1904	1FDFE4FS5KDC07387	199,546	6	\$ 152,796	\$ 26,964	\$ 179,760
TOTAL				\$ 611,184	\$ 107,856	\$ 719,040



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

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FIRST AMENDMENT TO TRANSIT SERVICE AGREEMENT BETWEEN BIS-MAN TRANSIT AND WEDRIVEU, INC.

This First Amendment ("Amendment") is entered into effective as of **[Effective Date]** (the "Effective Date"), by and between **Bis-Man Transit**, a division of the City of Bismarck and the City of Mandan, North Dakota ("Client"), and **WeDriveU, Inc.**, a California corporation with its principal place of business at 121 2nd Street, Suite 300, San Francisco, CA 94105 ("Contractor"). Client and Contractor are collectively referred to herein as the "Parties."

RECITALS

WHEREAS, the Parties entered into that certain **Transit Service Agreement** dated June 23, 2023 (the "Agreement"), pursuant to which Contractor provides transit operations and driver staffing services for Client;

WHEREAS, Section 8 of the Agreement (Compensation) sets forth the framework for payment of Contractor's costs and fees;

WHEREAS, Client desires to authorize an adjustment to driver wage rates in order to enhance recruitment and retention of qualified personnel, without altering the scope of transit services; and

WHEREAS, the Parties wish to amend the Agreement to incorporate such wage adjustments;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Amendment to Compensation

Effective **[Effective Date]**, Contractor shall adjust hourly wage rates paid to drivers assigned to Client's transit services in accordance with the wage schedule attached hereto as **Exhibit A (Revised Driver Wage Schedule)**.

Client acknowledges and agrees that such wage adjustments are incorporated into the hourly service rates payable under the Agreement. Contractor shall invoice Client in accordance with the updated service rates set forth in Exhibit A.

2. No Other Changes

Except as expressly modified herein, all other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

3. Counterparts

This Amendment may be executed in one or more counterparts, including electronic or facsimile signatures, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the Effective Date.

BIS-MAN TRANSIT

By: _____

Name: _____

Title: _____

Date: _____

WEDRIVEU, INC.

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A

Revised Driver Wage Schedule

(To be completed with the agreed hourly wage rates and corresponding adjusted billable service rates.)

Cost Summary / Bid Price

Insert bid amounts below to include 4 amounts: (1) Cost per revenue hour for fixed route services, (2) Cost per revenue hour for demand response services, (3) Cost per hour for Jefferson Lines Bus Depot, and (4) Total estimated annual amount be billed to Bis-Man Transit Board for ~~total~~ **MM** services, excluding special arrangements.

Annual Cost	Projected Revenue Hours*	Per Revenue Hour Fixed Route	Per Revenue Hour Demand Response	Per Hour Cost Jefferson Lines Bus Depot	Total Annual Cost (Total \$)
Year 1 (Base term)	55,000	\$ 72.10	\$ 72.10	\$ 23.51	\$3,965,720
Year 2 (Base term)	57,000	\$ 73.26	\$ 73.26	\$ 24.22	\$4,175,798
Year 3 (Base term)	57,000	\$ 79.88	\$ 79.88	\$ 24.94	\$4,553,341
Year 4 (Option 1)	57,000	\$ 82.34	\$ 82.34	\$ 25.69	\$4,693,212
Year 5 (Option 2)	57,000	\$ 85.55	\$ 85.55	\$ 26.46	\$4,876,161
Year 6 (Option 3)	57,000	\$ 88.68	\$ 88.68	\$ 27.25	\$5,054,952

*Service changes are subject to cost renegotiation

Note 1:

Passio: If the BMTB chooses not to implement Passio, our annual cost will be reduced by approximately \$30,000 per year.

Note 2:

Operator Wages: We are proposing a robust recruitment and retention plan to begin immediately. We are also proposing a new wage structure that will be in effect at the start of the new contract. The new wage structure includes increased competitive wages for operators, shop personnel, and all other staff designed to rise year over year, as shown in the below table.

Service	Current	yr1	yr2	rev'd yr3	rev'd yr4	rev'd yr5	rev'd yr6
Paratransit	\$17.00	\$17.51	\$18.04	\$22.00	\$22.66	\$23.34	\$24.04
Fixed Route	\$20.00	\$22.00	\$22.83	\$26.00	\$26.98	\$27.99	\$29.04

Yellow shading represents revised numbers.



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Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.

October 21, 2025

Executive Director Report

1. Advertising Update

- a. Through the month of September, we have sold \$95,635.66 in advertising sales. The advertising goal for 2025 is \$95,000.

2. UMary Bus Stop

- a. The new UMary bus stop on campus has been put in place. We are no longer stopping in front of the Lumen Vitae Building. We now enter the campus via the north entrance and stop in front of the Clairmont Center. When exiting the campus, we leave through the south entrance. We believe the campus construction and bus stop change have impacted our UMary ridership. Construction is ongoing, but we are hopeful that the permanent stop location will help our ridership on campus to rebound.

3. Website Accessibility Compliance

- a. We must make sure that our web content and mobile apps meet WCAG 2.1, Level AA by April 24, 2026, per <https://www.ada.gov/resources/2024-03-08-web-rule/>, which was published April 24, 2024. This is a final rule updating the regulation for Title II of the ADA to help ensure web content and mobile applications are accessible to people with disabilities. We have asked our current website host (Townsquare Media) to assist with this; however, they have stated that they will not be able to get our website 100% compliant. We will be seeking new web design options in the coming months.

4. Grant Reimbursement Update

- a. We are waiting on reimbursement of \$453,577. This includes the August and September draws (\$266,980), which exhausts the operating and Capital Costs of the Operating Contract portion of the FY25 5307 Grant. We are also pending reimbursement for FY25 Q3 non-ADA demand response service and mobility management totaling \$57,488 (5310), the power scrubber, \$21,749 (5339), and bus 2504, \$147,360 (5310).

5. Sales Tax Request

- a. Once the board acts on the proposed driver pay increase, I will begin working on the City of Mandan funding request. My goal is to propose this, along with the 2026 budget, at the November Board meeting.



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

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October 2025

Staffing

We are fully staffed for the current Fixed Route service. We have 3 paratransit candidates in the onboarding process. This would put our total driver count at 37. Currently, we also have an opening for a Maintenance Technician.

Construction update

Construction is slowing down and is affecting only the Purple and Black routes at the moment.

Other News

This month we will celebrate Halloween. We will be having a potluck and all employees are encouraged to dress up in costume. We will also be purchasing candy to go on all of the buses, so passengers can have a treat if they'd like. We purchased a popcorn machine and will have fresh popcorn available on Fridays for employees to enjoy.