

**PROCEEDINGS OF THE
FINANCE COMMITTEE OF THE
GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION
Thursday, May 6, 2004 – 12:00 Noon
Grand Forks City Hall Planning Conference Room**

Dick Grassel, Chairman, called the meeting to order with the following members present: Gary Malm and Doug Christensen. Staff present were: Earl Haugen, GF/EGF MPO Executive Director; Ryan Brooks, GF/EGF MPO Planner, Senior; and Peggy McNelis, GF/EGF MPO Administrative Specialist, Senior.

A quorum was present.

APPROVAL OF MINUTES

Moved by Malm, seconded by Christensen, to approve the March 22, 2004 minutes of the GF/EGF MPO Finance Committee as read. Motion carried unanimously.

MATTER OF AWARDING THE MERRIFIELD BRIDGE FEASIBILITY REPORT CONTRACT

Haugen reported that the RFPs were sent out and the received four responses back. He referred to the packets and pointed out that copies of each of their cover letters were included for review.

Haugen stated that the five member selection committee interviewed all four firms this morning, and of the four there were two that the committee held discussion on, SRF and HDR, and that that discussion even continued after the cost estimates were opened. He explained that there was an \$80,000.00 difference between the two cost estimates, and the committee, with a four to one vote, is recommending engaging HDR. He commented that beside the fact that HDR had a lower cost estimate, they also have the most extensive hydraulic background in this area, and, in fact are currently finishing up the English Coulee Diversion, as well as working on the East Grand Forks Flood Protection Project, and the Red Lake River Watershed District Plan.

Haugen reported that their team manager, Craig Rasmusson, is a major project engineer/manager for a lot of construction projects occurring in this area as well, including the Columbia Road/32nd Avenue South Intersection Improvement Project currently going on now, and was one of the lead engineers on the 42nd Street Design, as well as on Gateway Drive when the Ralph Englestad Arena was being built, so he has a lot of transportation experience in Grand Forks.

Haugen commented, again, with their extensive hydraulic background, and considering the drainage issue we are dealing with, and the Cole Creek and Red River bridge designs, they are the ones that have the most experience with that stretch of the Red River Valley, which is why the committee is recommending engaging HDR.

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Haugen reported that HDR's cost estimate was \$61,762.00, and that he is proposing that the contract use the language "not to exceed \$65,000". Grassel asked if he was correct that there was \$100,000 budgeted for this project. Haugen responded that this is correct, that they do have \$100,000, with \$80,000 to be used specifically for consultant work. He added that all of the consultants were aware that we had \$100,000 budgeted for the project.

Haugen explained that the main difference, and the reason for the lone dissenting vote, was because SRF was going to come very close to designing a structure, which is why their cost estimate was higher, but we felt that our RFP leaned more towards a more conceptual idea on what we can put out there, because we feel that it will be quite some time before the funding will be available, and there is a need for the design issue to be addressed, and by that time there may be some changes in the cost of materials, which would then create a need for the SRF proposal to be redone anyway.

Grassel asked what the time limit is on this project. Haugen responded that their timeframe was to try to get things completed by November of this year in order to allow us to begin the procedure of trying to obtain funding to do the project. He added, however, that as far as actual construction is concerned, the timeframe discussed was somewhere between 2010 and 2015.

Moved by Christensen, seconded by Malm, to approve awarding the Merrifield Bridge Feasibility Report Contract to HDR Engineering, Inc., at a cost not to exceed \$65,000.00.

Christensen asked if this estimate includes the diversion of Cole Creek. Haugen responded that it does.

Malm asked if we had begun the process of securing everything we need to ensure that the diversion can be done. Haugen asked if Mr. Malm was referring to the Water Resource District's request to the City to preserve that property. Malm responded that this was what he was referring to. Haugen stated he would have to defer that question to Dennis Potter, City Planner. Malm said that he feels we need to follow-up on this, that we need to get everything done because if we turn around and find that there is something blocking our progress with this project, it can make things very hard. Christensen commented that we haven't done anything on securing the ground, but he thinks that what would happen is that the Water Resource District Board would use their power of eminent domain, should that need arise. Haugen explained that what Mr. Malm is referring to is that the Water Resource District has asked the City to do something like corridor preservation to ensure that the corridor is preserved. He added that they identified 1100 feet south of the section line, which, before the City were to approve a plat or building permit in that area, they would need to make sure that it isn't in conflict with that corridor, and this needs to be identified somehow in the City's Comprehensive Plan, and as part

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of the Land Development Code. Haugen added that another way of doing this would be, since we should have this study done by the end of the year, and we should know by then whether or not that corridor is going to be used, then you could place a moratorium on that area while you are doing the study. Christensen asked that a memorandum on this issue be sent to Mr. Potter, and a copy to Mr. Malm, so that it is on the record.

Motion, as stated, carried unanimously.

MATTER OF SAFE KIDS COALITION STUDY

Haugen reported that this is actually an issue that we haven't seen occur very often. He explained that there is an organization called "Safe Kids" who has received a grant, in the amount of \$2,500, which they would like to use to engage A.T.A.C., out of NDSU, to look at Century School's crossing issue, and site plan, in order to try to get some recommendations on how to deal with a perceived unsafe pedestrian area for children. He added, again, they would like to engage A.T.A.C., and have had discussions with A.T.A.C. about this, however, the problem is that they don't have a fiscal agent, authority, affility, or organization to execute everything, so they have approached the MPO to see if we would, since we have A.T.A.C. under contract for a couple of things already, do an addendum to their contract and add the Safe Kids Scope-of-Work to it. He stated that this will cost the MPO nothing, but will come through our checkbook under a separate account.

Moved by Christensen, seconded by Malm, to approve the MPO do an addendum to their contract with A.T.A.C., NDSU, in the amount of \$2,500, for the Safe Kids Coalition, and that they act as the Fiscal Agent for those monies. Motion carried unanimously.

OTHER BUSINESS

None.

ADJOURNMENT

Moved by Malm, seconded by Christensen, to adjourn the meeting. Motion carried unanimously.

Respectfully submitted by,

Peggy McNelis
Administrative Specialist, Senior