

**PROCEEDINGS OF THE
FINANCE COMMITTEE OF THE
GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION
Friday, May 13th, 2005 – 12:00 Noon
Grand Forks City Hall Planning Conference Room**

CALL TO ORDER

Chairman Doug Christensen called the meeting to order at 12:05 p.m.

CALL OF ROLL

On a Call of Roll the following members were present: Chairman Doug Christensen and Dick Grassel.

Staff present were: Earl Haugen, GF/EGF MPO Executive Director; Ryan Brooks, GF/EGF MPO Senior Planner; and Peggy McNelis, GF/EGF MPO Executive Assistant.

DETERMINATION OF A QUORUM

Chairman Christensen declared a quorum was present.

APPROVAL OF MARCH 3RD, 2005, MINUTES OF THE MPO FINANCE COMMITTEE

Moved by Grassel, seconded by Christensen, to approve the March 3rd, 2005, minutes of the MPO Finance Committee Meeting, as submitted.

Voting Aye: Grassel and Christensen.

Voting Nay: None.

MATTER OF CONSULTANT SELECTION FOR U.S. HIGHWAY 2 (EGF) ACCESS MANAGEMENT PLAN

Brooks reported that five firms responded to the U.S. Highway 2 Access Management Plan RFP that was sent out. He said that the selection committee, who consisted of the East Grand Forks Public Works Director, the East Grand Forks EDHA Director, the East Grand Forks Planning Representative, the MPO Executive Director, and a MNDOT Representative, who determined that four of the five firms should be interviewed. He went on to explain that the selection committee (minus the MNDOT Representative who was unable to attend the meeting) did interview the four remaining firms, and selected SRF as the firm to start negotiations with. He reported that the first cost proposal SRF submitted was a little bit higher than was anticipated, so they reduced it down although it is still more than we had budgeted for the study. He said that they are pretty comfortable that even with the reduction made after negotiations the recommendation is that we enter into a contract, not to exceed \$52,000, with SRF to do the Access Management Plan for U.S. Highway 2 in East Grand Forks.

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Chairman Christensen said he would like to know if local firms were involved. Brooks pointed out that only one firm; the firm that paired up with HDR was Floan-Sanders. He explained that that firm was actually ranked number two, and, after the interviews it was found that the majority of the selection committee ranked them second, with one tie.

Christensen said that he is curious as to why we don't hire local. Brooks stated that the local factor wasn't a criteria, that they didn't have a location a criteria percentage in the RFP, as they have always tried to get the best firm no matter where they were located.

Grassel asked what the bid was from the other firms. Brooks responded that they couldn't use cost as a criteria factor, therefore they did not get to see the costs ahead of time.

Brooks reiterated that the Selection Committee did not look at whether someone was local or not, that did not have a weight, and it was not part of the way he set up the RFP to begin with, location was not a factor, being a local firm was not a factor, so what they asked the committee to do was to just determine simply who they thought could do the best job. Brooks said that he isn't sure where the Finance Committee wants to go with this, but if they want to include location as a factor, we can start over, develop a new RFP to include location as a criteria factor, and send them out for resubmittal.

Grassel asked if SRF was doing any other work in the City. Haugen responded that they were not doing any other work in East Grand Forks, however they are doing the Extraterritorial Land Use Plan Study and the 42nd Street Traffic Management Study in Grand Forks.

Brooks added that if location would have been a factor ahead of time, then he is quite certain that SRF would have picked up a local firm to team with, just as the other three firms did that submitted bids, and probably would have had them do similar work. .

Christensen stated that he would rather see this item held until such time as Dr. Gander can have some input as well. He suggested it be tabled to Wednesday, May 18th, at 11:30 a.m..

A motion was made by Grassel, seconded by Christensen, to table this item to Wednesday, May 18th, 2005, at 11:30 a.m..

Voting Aye: Grassel and Christensen.

Voting Nay: None.

Christensen referred to the March 3rd, 2005, minutes, and pointed out that he had asked that staff contact the City Attorney, and request he obtain an opinion from the Attorney General on Chapter 54-44.7, Architect, Engineer, and Land Surveying Services, 54-44.7-01-Definition, as how/why the Feds and NDDOT differ on the interpretation of MPO Planning Activities regulated by the Brooks Act. He asked if that had been done yet. Haugen responded that, due to other issues the MPO is having with NDDOT regarding funding, and programming of funding, that has not yet been done. Christensen said that he feels this is something different than the other issues, and asked that this be done in May.

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MATTER OF SOLE SOURCING THE 2005-2007 MPO AUDITS

Grassel asked if Brady, Martz, and Associates was the only firm to put a bid in to do the MPO Audits. Haugen responded that every three years the MPO has bid their audits out, and Brady, Martz, and Associates, while not the only firm to bid, has consistently, for the past nine years, been the most reasonable bidder by far..

Grassel asked if the cost would be \$2,525, with a 3% COLA increase each of the following years. Haugen responded that that is what was discussed with Joe Martin of Brady, Martz, and Associates.

Grassel asked if Ms. McNelis has now taken complete control over doing the accounting functions. Ms. McNelis responded that there may be an occasional phone call required to Judy Anderson, but basically all accounting functions are done by her.

A motion was made by Grassel, seconded by Christensen, to approve sole sourcing the 2005-2007 MPO Audits to Brady, Martz, and Associates.

Voting Aye: Grassel and Christensen.

Voting Nay: None.

OTHER BUSINESS

None.

ADJOURNMENT

A motion was made by Grassel, seconded by Christensen, to adjourn the May 13th, 2005, meeting of the MPO Finance Committee at 12:25 p.m.

Voting Aye: Grassel and Christensen.

Voting Nay: None.

Respectfully submitted by,

Peggy McNelis
Executive Assistant