

**The 628th Policy Board  
SPECIAL CALL MEETING  
Fargo-Moorhead Metropolitan Council of Governments  
FRIDAY, May 24, 2024 – 4:00 p.m.**

**AGENDA**

1. Call to Order and Introductions
  - a. Introductions Information Item
  - b. Approve Order and Contents of the Overall Agenda Action Item
2. Regular Agenda
  - a. West 94 Area Transportation Plan Consultant Selection Action Item
  - b. Dilworth 15<sup>th</sup> Street N Corridor Study Consultant Selection Action Item
3. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held Thursday, June 20, 2024 at 4:00 p.m.

Metro COG is encouraging citizens to provide their comments on agenda items via email to [leach@fmmetrocog.org](mailto:leach@fmmetrocog.org). To ensure your comments are received prior to the meeting, please submit them by 8:00 a.m. on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

**For Public Participation, please REGISTER with the following link:**

[https://us02web.zoom.us/webinar/register/WN\\_-nXG9D41Qg-4niFMGMulmQ](https://us02web.zoom.us/webinar/register/WN_-nXG9D41Qg-4niFMGMulmQ)

Red Action Items require roll call votes.

Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org>

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Savanna Leach, Metro COG Office Manager, at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.



**To:** Metro COG Policy Board  
**From:** Dan Farnsworth, Transportation Planner  
**Date:** May 23, 2024  
**Re:** **West 94 Area Transportation Plan – Consultant Selection**

In April, the Metro COG Policy Board approved the request for proposals (RFP) for the West 94 Area Transportation Plan. This project has a total budgeted amount of \$300,000 (\$240,000 funded using Federal CPG funds and \$60,000 from the City of West Fargo).

The deadline for consulting firms to submit proposals was May 15<sup>th</sup>. Metro COG received proposals from two firms – Bolton & Menk and SRF.

The consultant selection panel met on Monday, May 20<sup>th</sup> to interview the firms and select the top ranked firm. Upon interviews with the two consultant teams, Bolton & Menk was the highest ranked firm. Bolton & Menk's sealed cost proposal came in at \$316,378.15 which is over the not-to-exceed budget of \$300,000. After consultation with NDDOT, Metro COG notified Bolton & Menk that they were the top ranked firm, however required them to provide a final cost proposal under \$300,000 without any changes to the scope or staff hours. Failure to do so would result in Metro COG proceeding with the second ranked firm. Bolton & Menk then provided Metro COG with a final cost proposal of \$299,999.24.

**Requested Action:**

**Approval of Bolton & Menk as the top ranked firm to complete the West 94 Area Transportation Plan and provide authorization for Metro COG's Executive Director to enter into a contract for services with said consultant.**



**To:** Policy Board members  
**From:** Michael Maddox, AICP  
**Date:** May 23, 2024  
**Re:** **15<sup>th</sup> Ave N Corridor Study – Consultant Selection**

The TH10 Corridor Study through Dilworth identified the 15<sup>th</sup> Avenue North as a corridor that could be improved to make regional connections as an alternative to TH10, particularly if a three-lane option is selected. Metro COG included this study in its UPWP Amendment #4 that will utilize unspent 2023 CPG funds. The RFP identified a budget of \$150,000 with a mandatory completion date of December 31, 2024. The local match is being provided by Clay County and the City of Dilworth.

Metro COG received two proposals prior to the proposal deadline on Wednesday May 15, 2024.

Proposals were received from the following consultant teams:

- Apex with subconsultant TC2
- KLJ

The consultant selection panel met with and interviewed the consultant teams on May 21<sup>st</sup> and 23<sup>rd</sup> to further understand each team's technical qualifications, project approach, task deliverables, and past project experiences. The selection was based upon scoring criteria, written technical proposals, and the in-person interviews.

The Selection Committee interviewed the proposing consultant teams, scored, and ranked each team. After rankings were tallied, KLJ was preferred by the Selection Committee to complete the 15<sup>th</sup> Avenue North Corridor Study.

Due to the aggressive timeline scheduled for this project, Metro COG is asking for an email vote by the TTC to accept the findings of the Selection Committee and allow Metro COG to enter into a contract with KLJ. Metro COG will be holding a special session of the Policy Board on May 24<sup>th</sup> at 10:00 a.m. Metro COG is scheduling a meeting with KLJ to develop the final project scope of work.

Metro COG opened the sealed cost proposal submitted by KLJ, and their proposed cost of \$149,973.44 was within the budgeted amount as listed in the RFP.

**Requested Action: Approval of KLJ as the preferred team recommended by the study's consultant selection panel to complete the study; and recommend approval for the Executive Director to enter into a contract with said consulting team for the 15<sup>th</sup> Avenue North Corridor Study.**