

**The 631st Policy Board
SPECIAL CALL MEETING
Fargo-Moorhead Metropolitan Council of Governments
Monday, July 29, 2024 – 10:00 a.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. 8th Avenue Extension Study Consultant Selection **Action Item**
- b. Kindred Comprehensive & Transportation Plan Consultant Selection **Action Item**
- c. Metro Railroad Needs Study Consultant Selection **Action Item**

3. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held Thursday, August 15, 2024 at 4:00 p.m.

Metro COG is encouraging citizens to provide their comments on agenda items via email to brumbaugh@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

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 Angela Brumbaugh, 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: Policy Board
From: Michael Maddox, AICP
Date: July 25, 2024
Re: **Dilworth 8th Avenue Extension Study – Consultant Selection**

The TH10 Corridor Study through Dilworth identified 8th Avenue N as a corridor that could be improved to make regional connections as an alternative to TH10, particularly if a 3-lane option is selected. The future 8th Avenue N connection in Dilworth would provide direct connection to Walmart and the surrounding shopping areas along 34th Street.

Metro COG included this study in its UPWP Amendment #5 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 the City of Dilworth.

Metro COG received one proposal prior to the proposal deadline on Wednesday, July 17, 2024. Apex Engineering was the only proposing consultant firm.

Metro COG asked, and was granted, a waiver by NDDOT from the minimum proposal requirement listed within the Consultant Administrative Services (CAS) manual. Subsequently, Metro COG convened a consultant selection panel met with and interviewed the consultant team on Wednesday, July 23rd to further understand the technical qualifications of the proposing consultant, their approach to the project, 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 team and determined that the team had the sufficient expertise, background knowledge of the area, and project approach to successfully complete the planning effort. The selection committee unanimously agreed to select Apex Engineering with subconsultants TC2 and HKGi to complete the Dilworth 8th Avenue Extension 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 Apex. Metro COG will be holding a special session of the Policy Board on July 29th at 10:00 a.m. Metro COG is scheduling a meeting with Apex to develop the final project scope of work.

Metro COG opened the sealed cost proposal submitted by Apex, and their proposed cost of \$149,942.96 was within the budgeted amount as listed in the RFP.

Requested Action: Approval of Apex Engineering with subconsultants TC2 and HKGi as the preferred team recommended by the study's consultant selection panel to complete the study and authorize Executive Director to enter into a contract with said consulting team for the Dilworth 8th Avenue Extension Study.



To: Policy Board
From: Adam Altenburg, AICP
Date: July 25, 2024
Re: **Kindred Comprehensive & Transportation Plan Consultant Selection**

Metro COG and the City of Kindred are seeking professional consultant services to complete the first comprehensive and transportation plan for Kindred. This plan will examine existing conditions and economic, demographic, and social trends in the city and surrounding area, as well as an in-depth look at transportation and related infrastructure needs. Emphasis will also be placed on an assessment of existing land use patterns, an analysis of supplementary planning strategies, goals and policies, and an action and implementation matrix to achieve community objectives and initiatives.

In June, Metro COG's Policy Board approved the RFP to secure a consultant to complete the technical and planning tasks outlined in the scope of work under an approved budget of \$100,000. Metro COG received five proposals before the July 18 closing date from the following lead consultants: Bolton & Menk, Houston Engineering, KLJ, SRF, and WSB. The selection committee met with and interviewed consultants on July 24 to further understand each consultant's technical qualifications, task deliverables, and past project experience. Selection committee members included:

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|---------------------------------|-------------------------------|
| Adam Altenburg, Metro COG | Kyle Litchy, Cass County |
| Tabitha Arnaud, City of Kindred | Christina Woller, Kindred P&Z |

Based on scoring criteria, written technical proposals, and in-person interviews, the selection committee has chosen the proposal submitted by Bolton & Menk.

The initial cost proposal form submitted by Bolton & Menk is \$99,986.60. Total project costs would be split 72 percent between Metro COG's federal Consolidated Planning Grant (CPG) funds and a 28 percent local match from the City of Kindred and Cass County.

Requested Action: Approve the selection of Bolton & Menk to complete the Kindred Comprehensive and Transportation Plan pending contract negotiations to finalize the scope and fee.

To: Transportation Technical Committee members
From: Ben Griffith, AICP, Executive Director
Date: July 25, 2024
Re: **Metro Railroad Needs Study – Consultant Selection**

The Metro Railroad Needs Study has been identified as a high priority for the F-M region. It will examine at-grade crossings for possible closure or grade-separated improvements, safety, quiet zones, multi-modal traffic conflicts and constraints, as well as railroad operations. The study is part of Metro COG's UPWP and has a programmed budget of \$400,000. Local match, including overmatch, will be provided by BNSF.

Metro COG received four proposals prior to the deadline on Wednesday, July 17, 2024. Proposals were received from the following consultant Teams:

- Stantec with subconsultant TC2
- SRF with subconsultant què•ica
- Ulteig with subconsultants benesch and Leutz Graphics
- HDR

The Consultant Selection Committee met with and interviewed the consultant teams on Wednesday, July 24, 2024 to further understand their technical qualifications, project approach, task deliverables, and past project experiences. The selection was based upon scoring criteria, written technical proposals, and the in-person/virtual interviews.

The Selection Committee interviewed the proposing consultant teams, scored and ranked each team. After rankings were tallied, HDR was preferred by the Selection Committee to complete the Metro Railroad Needs Study.

Due to the aggressive timeline scheduled for this project, Metro COG is asking for an e-mail vote by the TTC to accept the findings of the Selection Committee and allow Metro COG to enter into a contract with HDR. Metro COG will be holding a special call meeting of the Policy Board on Monday, July 29, 2024 at 10:00 AM seeking approval of HDR as the preferred consultant recommended by the Selection Committee.

Metro COG opened the sealed cost proposal submitted by HDR, and their proposed cost of \$399,979.96 is within the budgeted amount as listed in the RFP.

Requested Action: Recommend approval of HDR as the preferred consultant as recommended by the Selection Committee to complete the study and authorize the Executive Director to enter into a contract with HDR for the Metro Railroad Needs Study.