

Central Dakota MPO Technical Advisory Committee
(MTP RFQ Selection Subcommittee)

Minutes

Tuesday, May 28, 2024, at 2:00 PM

Public Works Conference Room 3, Public Works (1025 31st St SE)

1. ROLL CALL

John Van Dyke called the meeting to order at 2:00 pm

Members Present:

Dana Larsen, Doug Diedrichsen, Jayden Casavant, Wayne Zacher, Jesse Berg, John Van Dyke

Members Absent:

Elizabeth Pietsch, Brian Horinka, Sarah Karhoff, Lance Meyer

Others Present:

Stephen Joersz

2. NEW BUSINESS

2.1. Proposal Scoring and Discussion

The following proposals were evaluated by the MTP RFQ Selection Subcommittee:

- a. Bolton & Menk (prime) / SRF (sub)
- b. Stantec (prime) / Ackerman-Estvold (sub)

John Van Dyke noted that he would provide general comment, although would not provide scores for each of the proposals in an effort to avoid the appearance of impropriety for the following reasons:

- i. He was employed by SRF during the solicitation period for the MTP RFQ
- ii. He is traveling with a key member of the Stantec team the weekend between proposal evaluation and in-person interviews

Each proposal was evaluated using the proposal evaluation form provided by Executive Director John Van Dyke that aligned with the evaluation criteria and corresponding weights contained within the RFQ. Scores were then tallied. Given there were only two proposals received, both proposals will receive an interview.

2.2. Selection Committee Availability for Interviews

The MTP RFQ Selection Subcommittee identified Thursday, June 6 between 10:00am and 1:00pm as open and available to all subcommittee members for interviews.

3. ADJOURNMENT

The meeting concluded at 3:30pm.