



Central Dakota MPO Technical Advisory Committee Meeting

Tuesday, July 9, 2024, at 10:30 AM

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

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. APPROVAL OF THE JUNE 6, 2024 AND JUNE 11, 2024 MINUTES

3. OLD BUSINESS

3.1. POLICY BOARD UPDATE

The Policy Board approved the selection of Bolton and Menk at their June 27, 2024 meeting.

3.2. FUNCTIONAL CLASS PROPOSAL UPDATE

Suggested Motion: I move to recommend approval to the Policy Board the proposed functional class network as discussed/presented.

3.3. NDDOT UPDATE

4. NEW BUSINESS

5. OTHER BUSINESS

5.1. OTHER BUSINESS, IF ANY

6. UPCOMING INFORMATION

6.1. NEXT SCHEDULED MEETING - AUGUST 13, 2024 AT 10:30 AM IN PUBLIC WORKS CONFERENCE ROOM 3 (1025 31ST ST SE)

7. ADJOURNMENT

Central Dakota MPO Technical Advisory Committee Meeting

Minutes

Tuesday, June 11, 2024, at 10:30 AM

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

1. ROLL CALL

John Van Dyke called the meeting to order at 10:33 AM

Members Present:

Lance Meyer, Dana Larsen, Doug Diedrichsen, Jayden Casavant, Korby Seward, Wayne Zacher, Elizabeth Pietsch, Brian Horinka, Sarah Karhoff, Jesse Berg, John Van Dyke

Members Absent:

none

Others Present:

Becky Hanson, Stephen Joersz, Stacy Hansen, Chad Orn, Kristen Sperry, Paul Betting, Ranae Tunison, Nicole Robinson

2. APPROVAL OF MINUTES

2.1 APPROVAL OF THE MAY 14, 2024 AND MAY 28, 2024 MINUTES

Motion to approve May 14th TAC meeting minutes and May 28th MTP Selection Committee meeting minutes by Doug Diedrichsen, seconded by Lance Meyer, and favored by all.

3. OLD BUSINESS

3.1 MTP RFQ SELECTION COMMITTEE UPDATE

MTP RFQ Selection Committee met twice on Tuesday, May 28th and Thursday, June 6th. The committee selected Bolton & Menk (prime) and SRF (sub). Their bid came in at \$519,998.24. They scored well on the proposals and interviewed exceptionally well.

Dana Larsen motioned to recommend Bolton & Menk to the policy board, seconded by Jesse Berg, and favored by all. John Van Dyke will present that motion to the policy board on June 27, 2024.

4. NEW BUSINESS

4.1 DRAFT RE-AUTHORIZATION OF DE-OBLIGATED FUNDS

Van Dyke gave an overview of the new process regarding funds that are not used within a year. Discussion followed.

4.2 2025 UPWP – PLANS/STUDIES

Van Dyke and Zacher led discussion around potential allocation of funds for 2025. A transit development plan was one of the studies proposed and agreed upon by multiple members. The MTP and TIP will be due by the end of 2026.

Brian Horinka motioned to recommend that the TDP be studied and partially funded in 2025 assuming there is adequate funding beyond the MTP, seconded by Jesse Berg, and favored by all.

5. OTHER BUSINESS

5.1 AGENCY UPDATE

Zacher gave a brief update on personnel and positions in the DOT.

Stacy Hanson reviewed the process of submitting project recommendations to the DOT.

6. OPEN DISCUSSION/ADDITIONAL COMMENTS

Van Dyke encouraged members to be thinking about potential alternates to stand in for member absences.

Zacher encouraged members to present relevant projects they are working on prior to the TAC Meetings to be added to the agenda.

Van Dyke and Zacher discussed meeting invites and future meeting date options.

Brian Horinka informed TAC members that there would be a public transit informational meeting next Monday at noon. Horinka also noted that two new routes would begin on Monday, July 8th.

7. ADJOURNMENT

Van Dyke asked for a motion to adjourn the meeting. So moved by Lance Meyer, seconded by Brian Horinka, and passed unanimously. Meeting adjourned at 11:45 AM.

Central Dakota MPO Technical Advisory Committee

(MTP RFQ Selection Subcommittee)

Minutes

Thursday, June 06, 2024, at 11:00 AM

Ward County Highway District Board Room (200 72nd St. SE, Minot, ND 58701)

1. ROLL CALL

John Van Dyke called the meeting to order at 11:00am

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. Stantec MTP RFQ Presentation (11:00AM – 11:50AM)

Stantec presented their proposal to the MTP RFQ Selection Committee for approximately 35 minutes and 15 minutes of questions and follow-up discussion.

2.2. Bolton and Menk MTP RFQ Presentation (12:00PM – 12:50PM)

Bolton and Menk presented their proposal to the MTP RFQ Selection Committee for approximately 35 minutes and 15 minutes of questions and follow-up discussion.

2.3. MTP RFQ Selection Committee Post-Interview Discussion and Selection (1:00PM – 1:50PM)

The MTP RFQ Selection Committee discussed the interviews, including the interviewees strengths and weaknesses. The MTP RFQ Selection Committee aggregated scores from each of the members minus Executive Director John Van Dyke who participated in discussions but did not contribute scores that would impact the final result.

Average interview scores for the six members contributing to scoring were as follows:

Stantec – 87

Bolton and Menk – 92.167

The interview scores were combined with the proposal scoring which occurred on May 28, 2024. The total score for each firm were as follows:

Stantec – 174.33

Bolton and Menk – 182.67

Bolton and Menk was the higher scoring firm and selected by the MTP RFQ Selection Committee.

3. ADJOURNMENT

The meeting concluded at 1:35pm.