

MEETING MINUTES

PRE-PROPOSAL MEETING REQUEST FOR QUALIFICATIONS DESIGN-BID-BUILD DILWORTH WALMART TRANSIT HUB

**MONDAY, DECEMBER 19, 2022 – 10:00 AM
METRO TRANSIT GARAGE
650 23RD ST N, FARGO, ND 58102**

1. **Introductions**

Introductions were made and the following individuals were present at the meeting:

Lori Van Beek, Moorhead Transit Manager
Jordan Smith, Fargo Assistant Transit Director – Fleet & Facilities
Taaren Haak, Moorhead Asst. Transit Planner & Marketing Specialist
John Atkins, Moorhead Traffic Engineer
L. Peyton Mastera, Dilworth City Administrator
Ari Del Rosario, Assistant Transportation Planner, Metropolitan Council of Governments
Cassie McNames, KLJ

2. **Purpose/Background Information (Sections II-III, Page 3)**

Lori Van Beek confirmed that participants had received the link to the appropriate documents located on the MATBUS website. She reviewed the Purpose of Request and Background sections of the RFQ. She clarified that though the bus stop rendering (Exhibit D) shows bus parking on both the north and south side of the shelter, Walmart is requesting to only have parking on the north side. This will keep the south side of the shelter open for customer and delivery truck travel.

3. **Review of Timeline/Schedule and Project Development Milestones (Section IX, Pages 7-8)**

Lori Van Beek reviewed the project timeline, sharing that the date to submit qualifications changed from January 2, 2023 to January 4, 2023, due to the observed holiday. She confirmed that the contract would be awarded at the Moorhead City Council meeting on January 26, 2023. It was noted that the milestone dates outlined in the RFQ are approximations, and that the City would work with the accepted firm to modify dates as needed.

4. Evaluation and Selection Process (Section X, Pages 8-9)
Lori Van Beek noted that the evaluation criteria is included on page 9 of the RFQ.
5. Required Forms for Submittal (Sections XI-XIII, Pages 9-11)
It was emphasized that, when submitting qualifications, the cost proposal form must be in a separate, sealed envelope. The firm must complete a separate cost proposal form for each task, then complete a summary cost proposal form that includes every task. Certifications must also be included with the submission. Only the cost proposal for the firm determined most qualified will be opened.
6. Response to "Requests for Clarifications and Modifications" (Addendum #1)
Lori Van Beek shared that there was one request for modification, and the resulting addendum had been uploaded to the MATBUS website. She noted that there was additional information needed on the categorical exclusion worksheet to address questions from the Federal Transit Administration (FTA). The FTA would like to see a 30% design before approval of the environmental review, particularly to see the shelter dimensions and size of permeable surface area. It was also noted that the City has grant funds available for the construction project, and will apply them to a grant once the selected firm completes the independent cost estimate.
7. Questions and Answers
KLJ asked for clarification on the DBE goal, and whether there was a specific goal, or simply a preference. Lori Van Beek responded that there was no set goal for this contract, but that the City would like to see that respondents have made the effort to give DBEs the opportunity to bid. The City's DBE race-neutral goal is less than one percent. She further explained that the City is aware there are few construction DBEs in the area, but that One Nation is a local electrician with DBE certification.