

RICHLAND-SARGENT JOINT WATER RESOURCE DISTRICT  
 Richland County Courthouse, Wahpeton, ND  
 March 13, 2018

The Richland-Sargent Joint Water Resource Board (RSJWRB) met March 13, 2018 at 10:30 AM at the Richland County Courthouse, Wahpeton, North Dakota.

THOSE PRESENT: Managers Lucas Siemieniewski, Bruce Speich, Roger Zetocha, Arv Burvee, Robert Rostad, Gary Friskop, James Haugen, Secretary-Treasurer Monica Zentgraf, Technician Justin Johnson, Engineer Mike Bassingthwaite (Interstate Engineering, Inc), and guest Cari Wefel.

THOSE ABSENT: Korey Martinson, Todd Stein, and Don Moffet

### **Minutes**

A motion was made by Mgr. Siemieniewski and seconded by Mgr. Rostad to approve the minutes of the January 30, 2018 meeting as presented. The motion carried unanimously.

### **Financial Matters**

A motion was made by Mgr. Burvee and seconded by Mgr. Friskop to accept the January and February 2018 financial reports as presented. The motion carried unanimously.

Mgr. Zetocha joined the meeting.

### **Mail**

- 1.) Robert Singelman- Protest of Richland-Sargent Drain #1 taxes on his property located in the E1/2NE1/4 and NE1/4SE1/4 Section 7, Duerr Township, LTL and request for an explanation of the benefits his land receives from the legal drain. Upon review of the letter, the Managers discussed the assessment. Consensus was for the Secretary to forward a letter to Mr. Singelman to inform him the Board will consider a reassessment after the bond that will be required for the current Phase II reconstruction project is paid off. Mr. Singelman is to also be informed that reassessment may result in a reduction in assessment or removal of his property from the assessment district.

### **RSJWRD Drain #1- Phase II Reconstruction**

Mr. Bassingthwaite provided a general status update on the Phase II reconstruction project:

- The US Army Corps of Engineers (USACE) Permit- Approved and received by the District. Mr. Bassingthwaite will work with the USACE on permitting the additive alternate for the bridge, located between Sections 28/29, Kingston Township, if it is included in the bid letting. Wetland delineations will be required before the USACE will consider the request.

- Easements- Mr. Bassingthwaite has been working with the District's legal counsel on preparation of easements. Mgr. Siemieniewski and Mr. Bassingthwaite will begin meeting with the affected landowners after the meeting today.

- SD DOT Railroad Crossing Improvements Construction and Maintenance Agreement- Approved and received by the District. (Work will be done by the contractor awarded the reconstruction project. The SD DOT will reimburse the District for costs associated with the crossing.)

- ND State Water Commission Drainage Permit- Approval has not yet been received. Mr. Bassingthwaite will follow-up with the State. (It was noted by staff after the meeting that the permit was received and approved by the RSJWRB at the January 30, 2018 meeting.)

- Bid Opening- Construction plans have been completed and the project is ready for bidding. A motion was made by Mgr. Friskop and seconded by Mgr. Siemieniewski to schedule the RS #1 Phase II Reconstruction bid opening for April 10, 2018. The motion carried unanimously.

Mr. Bassingthwaite left the meeting.

## **Request for Qualifications (RFQ) for Engineering Services**

### **RICHLAND-SARGENT JOINT WATER RESOURCE DISTRICT**

#### **AGENCY SELECTION COMMITTEE - SECOND REPORT**

**March 13, 2018**

In accordance with the NORTH DAKOTA STATE WATER COMMISSION'S COST-SHARE POLICY, PROCEDURE, AND GENERAL REQUIREMENTS (the "SWC Policy"), and in accordance with Chapter 54-44.7 of the North Dakota Century Code, the Richland-Sargent Joint Water Resource District (the "District") previously prepared and approved an INITIAL REPORT January 30, 2018. In the INITIAL REPORT, the District appointed all ten of its members as the "Agency Selection Committee" for purposes of conducting the requisite engineering selection process (as specifically required under Section I(C) of the SWC Policy and under N.D. Cent. Code § 54-44.7-03(1)). The Committee developed the following "description for the proposed project" as required under Section 54-44.7-03(2)(a):

The Richland-Sargent Joint Water Resource District (the "District") is seeking general engineering services and consulting to assist, advise, and act on behalf of the District regarding all proceedings and projects of the District, including regular attendance at meetings of the District; surveys; inspection and maintenance of existing projects, including assessment projects, drains, and retention projects; development, study, survey, design, bidding, contract administration, and right of way acquisition regarding new projects, improvements to the District's existing projects, and snagging and clearing projects; administration and negotiation of land and right of way acquisition on behalf of the District; assistance regarding permit administration, including surface drainage, subsurface drainage, dam, and dike permitting; investigation and assistance regarding administration of dike, dam, drainage, and obstruction complaints;

assessment district development; negotiation with road authorities, railroads, and other entities on the District's behalf; regular cooperation and interaction with the District's staff, legal counsel, and other consultants; and otherwise performing all other tasks as necessary to act on the District's behalf.

In accordance with the Committee's INITIAL REPORT, and as required under the SWC Policy and Chapter § 54-44.7 of the North Dakota Century Code, the Committee performed the following tasks:

1. the Committee developed and approved "a formal invitation to firms for submission of information" (a Request for Qualifications) as required under Section 54-44.7-03(2)(c);
2. the Committee concluded a single publication in the *Richland County Daily News* and *Sargent County Teller* would appropriately, adequately, and sufficiently invite Qualification Statements;
3. the Committee procured publication of its invitation/RFQ in the *Richland County Daily News* and *Sargent County Teller* on February 9, 2018; and
4. the Committee's invitation/RFQ indicated the deadline for submitting Qualification Statements to the Richland-Sargent Joint Water Resource District was 4:30 p.m. on March 9, 2018.

#### **Qualification Statements Submitted:**

The following timely submitted Qualification Statements to the District:

**Houston Engineering, Inc**  
**Interstate Engineering, Inc**  
**Moore Engineering, Inc**

In accordance with the SWC Policy and Section 54-44.7-03(4), the Committee must conduct interviews with at least three firms the Committee deems most qualified based on the information contained in the firms' Qualification Statements. If less than three firms submit Qualification Statements, the Committee may either re-advertise or conduct interviews with firms that submitted Qualification Statements.

The Committee reviewed and evaluated all Qualification Statements and ranked the submissions based on the following criteria:

1. Professional qualifications necessary for satisfactory performance of requested services, including past performance on behalf of the District and on similar projects;
2. Qualifications of personnel;
3. Ability and willingness to meet time and budget requirements;

4. Location, with higher priority given to firms headquartered in North Dakota;
5. Recent, current, and projected workloads;
6. Related experience on similar projects; and
7. Recent and current work for the District.

The Committee has concluded the following firms are the three most qualified based on the above criteria:

**Houston Engineering, Inc**  
**Interstate Engineering, Inc**  
**Moore Engineering, Inc**

The Committee will extend invitations to the firms to notify them of the date, time, and place of the interviews.

**Interviews:**

The Committee will conduct interviews at the offices of the Richland-Sargent Joint Water Resource District on April 10, 2018. The Committee will again evaluate each firm interviewed on the basis of the following criteria:

1. Professional qualifications necessary for satisfactory performance of requested services, including past performance on behalf of the District and on similar projects;
2. Qualifications of personnel;
3. Ability and willingness to meet time and budget requirements;
4. Location, with higher priority given to firms headquartered in North Dakota;
5. Recent, current, and projected workloads;
6. Related experience on similar projects; and
7. Recent and current work for the District.

Following interviews, the Committee will prepare a written report in which the Committee will rank the firms interviewed in priority order. The District will ultimately approve the “final” report; the District will provide written notice of its decision, including the priority order of the firms, to all firms that submitted Qualification Statements; and the District will provide a copy of the final report to the North Dakota State Engineer. The District will then enter into negotiations with the top-ranked firm and may ultimately enter into an agreement with the firm if the parties can agree on a compensation that is reasonable and fair to the District.

**Adjournment**

There being no further business to come before the Board, Chr. Speich adjourned the meeting at 11:20 AM.

Respectfully submitted,

*Monica Zentgraf*  
 Monica Zentgraf  
 Secretary

*Bruce Speich*  
 Bruce Speich  
 Chairman of the Board