

901 3rd St. – Langdon, ND 58249
Board of Directors Meeting Minutes

February 23, 2011

The Cavalier County Job Development Authority Board of Directors held a special meeting at the Langdon Research Center at 4:00 pm, with Chairman Don Haugen presiding. Board members in attendance included Mike Granlund, Randy Mehlhoff, Clint Eskilsen, Tom Lehar, Duane Otto, Brent Zavalney, and Susan Fay Crockett. CCJDA staff members in attendance were CCJDA Executive Director Carol Goodman via telephone, and Strategic Plan Coordinator Shannon Duerr. Also in attendance were Michelle Gratton, Cavalier County Republican, and Don Ferrel, SeaTec via telephone.

All handouts that were provided to meeting attendees for this meeting are on file in the CCJDA office and available upon request.

New Business:

Select Redevelopment Partner for SRMSC Project.

Shannon Duerr made a presentation to the CCJDA board regarding the Proposal Evaluation Team (PET) process, findings, and recommendations.

First, the board was briefed on the schedule milestones of the RFP Process. (schedule on file)

The Redevelopment Partner Selection Process started with conversations with 32 firms as well as press releases in national publications. 12 firms signed up to receive more information on the project. 6 firms submitted answers to the Market Survey (similar to an RFQ), of those 6, 5 were invited to submit a full RFP. The one firm that was not invited did not follow the Market Survey Guidelines and instead sent a letter of interest. The full RFP was released to the following 5 firms: Ulteig, ICON, URS, YHR, and Burns and McDonnell. Ulteig and ICON combined to form one team lead by ICON, Burns and McDonnell dropped out of the competition early, and YHR did not submit a final proposal leaving two final competing proposals: ICON/Ulteig and URS.

The board was informed that this was a “best value” type procurement which was scored by the PET using the following criteria: relevant expertise, past performance, total phase 1 cost, credibility of cost forecast/methodology, and public private partnership package. The PET was made up of the following individuals: Don Ferrel, Sea Tec; Shannon Duerr, CCJDA; Tom Lehar, CCJDA Board, CHS ; Doug McDonald, Praxis Strategy Group; Charlie Riordan, SeaTec, and Mike Nelson, UND UAS COE (PET bios on file in CCJDA office).

The PET, who met in Grand Forks Feb 2-, was required to read the RFP and other background materials posted at www.ccjda.org/srmisc.htm. The PET analyzed the proposals against the evaluation criteria and prepared findings including but not limited to relative rankings of proposals, shortfalls with respect to the RFP, and elements that add value to project

The similarities of the proposals and the strengths and weakness of each were presented to the CCJDA board (on file in the CCJDA office).

The PET recommendation: to select URS based on the composite scores of the evaluation criteria in which URS scored 85.1 out of 100 and ICON scored 59.8 out of 100. (score sheet breakdowns on file in the CCJDA office).

Randy Mehlhoff made a motion to select URS and encourage them to include ICON in the project. Second by Clint Eskilsen. All approve, motion carried.

Don Haugen, President

Shannon Duerr, Recorder