

RICHLAND-SARGENT JOINT WATER RESOURCE DISTRICT  
 Richland County Courthouse, Wahpeton, ND  
 November 9, 2021

The Richland-Sargent Joint Water Resource Board (RSJWRB) met November 9, 2021 at 8:00 AM.

THOSE PRESENT Managers Clint Arndt, Arv Burvee, Gary Friskop, Don Moffet, Secretary-Treasurer Monica Zentgraf, Tiffany Bladow, and (via teleconference) Todd Stein, Mike Wyum, and Roger Zetocha.

THOSE ABSENT: Mark Fahsholz, Lucas Siemieniewski, and Bruce Speich

Vice Chr. Friskop called the meeting to order.

### **Minutes**

The October 12, 2021 minutes were presented. A motion was made by Mgr. Burvee, seconded by Mgr. Arndt, and upon roll call vote unanimously carried to approve the minutes as presented.

### **Financial Matters**

- The October 2021 financial report was presented. Upon review, a motion was made by Mgr. Arndt and seconded by Mgr. Moffet to accept the October 2021 financial report as presented. Upon roll call vote the motion carried unanimously.

- Bills- Bill in the amount of \$117.76 from the *Sargent County Teller*, for the Request for Qualifications (“RFQ”) advertisement, was presented for approval. A motion was made by Mgr. Wyum and seconded by Mgr. Zetocha to approve the *Sargent County Teller* bill in the amount of \$117.76. Upon roll call vote, the motion carried unanimously.

### **Request for Engineering Services (“RFQ”)**

## **RICHLAND-SARGENT JOINT WATER RESOURCE DISTRICT AGENCY SELECTION COMMITTEE - SECOND REPORT November 9, 2021**

In accordance with the NORTH DAKOTA STATE WATER COMMISSION’S PROJECT FUNDING 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 dated October 12, 2021. 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(E) 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 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 Daily News* on October 17, 2021 and in *The Sargent County Teller* on October 15, 2021; and
4. the Committee’s invitation/RFQ indicated the deadline for submitting Qualification Statements to the Richland-Sargent Joint Water Resource District was 4:00 P.M., on November 8, 2021.

**Qualification Statements Submitted:**

The following firms 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.

In this case, three firms submitted Qualification Statements, the firms are qualified applicants, and the Committee concluded all three of the firms that submitted Qualification Statements are entitled to interviews, and that re-advertising is unnecessary. 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 District's office on November 23, 2021. The Committee will evaluate each firm interviewed on the basis of the following criteria:

1. Past performance, including past performance on behalf of the District;
2. Qualifications and ability of professional 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, Vice Chr. Friskop adjourned the meeting at 8:15 A.M.

Respectfully submitted,

*Monica Zentgraf*  
Monica Zentgraf  
Secretary

*Gary Friskop*  
Gary Friskop  
Vice Chairman of the Board