

# BOARD LETTER NO. 22 – 03

## NORTHEASTERN REGIONAL ATV JOINT POWERS BOARD

**DATE:** June 20, 2022 **RE:** Executing a contract with S.E.H., Inc. to prepare the Northeastern Regional ATV Master Plan for the NRAJPB

**FROM:** James T. Foldesi  
Public Works Director/Highway Engineer

### RELATED DEPARTMENT GOAL:

Provide a collaborative, safe, well maintained ATV trail system throughout Northeastern Minnesota.

### ACTION REQUESTED:

The Northeastern Regional ATV Joint Powers Board (NRAJPB) is requested to authorize the appropriate County Officials to execute a contract with S.E.H., Inc. for preparation of the Northeastern Regional ATV Master Plan.

### BACKGROUND:

At its May meeting the NRAJPB approved Board Letter 22-02, which authorized a request for qualifications be distributed to select a consultant to complete the Northeastern Regional ATV Master Plan for the NRAJPB.

A request for qualifications was submitted to eleven (11) consultants listed in the following table:

Consultant	Address	Response
Benchmark Engineering	Mt. Iron, MN	Did Not Submit
Bolton & Menk	Duluth, MN	Did Not Submit
HDR	Minneapolis, MN	Did Not Submit
JPJ Engineering	Hibbing, MN	Did Not Submit
LHB	Duluth, MN	Did Not Submit
MSA Professional Services	Duluth, MN	Submitted Proposal
Northland Consulting Engineers	Duluth, MN	Did Not Submit
Sambatek	Minneapolis, MN	Submitted Proposal
S.E.H. / SE Group	Virginia, MN	Submitted Proposal
TKDA	Duluth, MN	Did Not Submit
WSB	Minneapolis, MN	Did Not Submit

The evaluation committee met on June 15<sup>th</sup> to review the submitted proposals and through the qualification based selection method, the S.E.H., Inc. / SE Group project team was selected based upon their experience, staffing, and understanding of the Northeastern Regional ATV Master Plan scope of services.

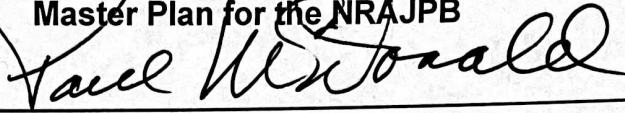
The consultant agreement is anticipated to be from July 2022 to July 2023. The total not-to-exceed fee of the professional services agreement is \$100,000. The Northeastern Regional ATV Master Plan professional services agreement is funded from a combination of \$25,000 IRRR funding, \$25,000 DNR funding and \$50,000 NRAJPB funding divided, which is split between the agencies in the NRAJPB as follows: St. Louis County (70%); Koochiching County (15%), and Lake County (15%).

**RECOMMENDATION:**

The Northeastern Regional ATV Joint Powers Board is requested to authorize the appropriate County Officials to execute a contract with S.E.H., Inc. for the preparation of the Northeastern Regional ATV Master Plan.

Executing a contract with S.E.H., Inc. to prepare the Northeastern Regional ATV Master Plan for the NRAJPB

BY COMMISSIONER



**WHEREAS**, the NRAJPB desires to have a consultant prepare the Northeastern Regional ATV Master Plan; and

**WHEREAS**, a Request for Qualifications was distributed to eleven (11) consultants to prepare the Northeastern Regional ATV Master Plan for the NRAJPB and three (3) proposals were received; and

**WHEREAS**, the evaluation committee met to review the submitted proposals and through the qualification based selection method, the S.E.H., Inc. / SE Group project team was selected based upon their experience, staffing, and understanding of the Northeastern Regional ATV Master Plan scope of services; and

**WHEREAS**, the Northeastern Regional ATV Master Plan consultant contract costs shall be divided between the agencies in the NRAJPB as follows: St. Louis County (70%); Koochiching County (15%), and Lake County (15%).

**THEREFORE, BE IT RESOLVED**, that the Northeastern Regional ATV Joint Powers Board authorizes the execution of a consultant contract with S.E.H., Inc. in the not to exceed amount of \$100,000 for the completion of the Northeastern Regional ATV Master Plan; and

**RESOLVED FURTHER**, that St. Louis County will process and administer the Northeastern Regional ATV Master Plan consultant contract, and any amendments, with S.E.H., Inc. for the NRAJPB.