

AMENDED ITEMS—JUNE 3, 2013

CONSENT AGENDA:

b. Contract approval

SUGGESTED MOTION:

Move to authorize the chairman to sign the following contract(s) submitted by respective department head(s), subject to state's attorney approval:

- HCI, Inc.—seeding slopes on Cass County Highway 26 from State Highway 38 east eight miles to Cass County Highway 5;
- True North Steel—culverts for Cass County Highway 26 one mile east of Cass County Highway 81 in Kinyon and Noble Townships;
- Hancock Concrete Products—reinforced concrete box culverts for township road in Harwood and Reed Townships.

REGULAR AGENDA:

4a. Flood Diversion Board of Authority billing for May

SUGGESTED MOTION:

Move to approve the expenses for the Flood Diversion Board of Authority in the amount of \$550,133.60 for the month of May, 2013.

Worden, Heather

From: Soucy, Tom
Sent: Friday, May 31, 2013 10:40 AM
To: Worden, Heather
Cc: Benson, Jason; VanErem, Bettye
Subject: Hwy Consent Agenda Items
Attachments: HCI Contract Approval Request 053113.pdf; True North Steel Contract Approval Request 053113.pdf; Hancock Concrete Products Contract Approval Request 053113.pdf

Heather

Attached are the consent agenda items that we would like to the next commission meeting.

HCI has our standard contract attached.

True North Steel and Hancock Concrete Products have their standard supplier agreements attached.

We will forward the originals to your office ASAP.

Thanks

Tom


Thomas Soucy
Cass County Highway Department
1201 Main Ave W
W Fargo, ND 58078
Email: soucyt@casscountynd.gov
Cell: 701.793.9915
Office: 701.298.2374
FAX: 701.298.2395

CONTRACT APPROVAL REQUEST

COMPANY REQUESTING CONTRACT: HCI, Inc., 825 Highway 75 North,
Moorhead, MN 56560

DATE OF REQUEST: May 30, 2013

DATE OF EXPECTED RETURN
TO THE COMMISSION OFFICE:
June 3, 2013

DEPARTMENT HEAD REQUESTING SIGNATURE: *Jason Benson, 298-2372* 
STATES ATTORNEY SIGNATURE: _____

STATES ATTORNEY COMMENTS: _____

PORTFOLIO COMMISSIONER SIGNATURE:

NOTE: Requests for quotes for seeding slopes on Cass County Highway 26 from State Highway 38 East 8 miles to Cass County Highway 5 North Cass County, North Dakota were opened on May 30, 2013. The Engineers estimate was \$13,500.00. The quotes are as follows:

- | | |
|-------------------------------------|-------------|
| 1. HCI, Inc. | \$9,787.50 |
| 2. Northern States Excavating, Inc. | \$14,512.50 |

SUGGESTED MOTION: AUTHORIZE CHAIRMAN TO SIGN CONTRACT WITH HCI, INC. FOR CASS COUNTY HIGHWAY 26 FOR SEEDING.

**CASS COUNTY HIGHWAY DEPARTMENT
CONTRACT**

This agreement made and entered into by Cass County, North Dakota, party of the first part, and HCI, Inc., 825 Highway 75 North, Moorhead, MN 56560 party of the second part (hereinafter called Contractor), WITNESSETH:

1. That for and in consideration of the payments to be made by the party of the first part, the contractor promises and agrees to furnish and deliver all labor, equipment, and materials, and to pay or cause to be paid as they become due, all claims for any work, labor, materials, equipment, including equipment rental or repair, and other supplies or insurance premiums, all of which are attributable to or utilized in and about the improvement and construction of Project C26 Seeding. In accordance and in conformity with the provisions of this contract, the project proposal, the standard specification, supplemental specifications, special provisions, and all of which are hereby made a part of this agreement as fully and to the same effect as if the same had been set forth in the body of this agreement. References in the Standard Specifications for Road and Bridge Construction, 2008 edition, to the North Dakota Department of Transportation or Department must be construed as referring to the owner. Likewise, a reference by the same works to engineer or director must be construed as referring to the owner of the project.

2. The party of the first part agrees and promises to pay to the Contractor for said work, when completed and accepted in accordance with the provisions of this contract, the price set forth in the said proposal, amounting approximately to Nine Thousand, Seven Hundred Eighty Seven dollars and 50/100 (\$9,787.50) payments to be made as provided in said specifications upon presentation of the proper certificates of the County Engineer, or his representatives, and under the terms of this contract.

3. The said work shall be done in accordance with the terms of this contract, and the laws of the State of North Dakota, under direct supervision and to the entire satisfaction of the County Highway Department, subject at all times to the inspection and approval of the engineer.

4. The decision of the engineer upon questions connected with the execution of this agreement or any failure or delay in the prosecution of the work by the Contractor shall be final and conclusive.

5. In the employment of labor, other things being equal, preference shall be given to honorably discharged Veterans of the Armed Forces, and bona fide North Dakota residents, as determined by NDCC Section 43-07-20.

6. The Contractor shall begin construction work when so ordered by the Cass County Highway Department and shall maintain at all times thereon a maximum and efficient working force necessary to complete the work within the time established by this contract.

IN WITNESS THEREOF, the parties to this contract have set their hands and seal this _____ day of _____ 2013.

CASS COUNTY NORTH DAKOTA

Chairman, Cass County Board of Commissioners

Contractor

WITNESS TO CONTRACTOR'S SIGNATURE

By _____

Title _____

CASS COUNTY HIGHWAY DEPARTMENT											
C26 - SEEDING QUOTE				ESTIMATED QUANTITIES		ENGINEER'S ESTIMATE		HCI, INC. 825 HIGHWAY 75 NORTH MOORHEAD, MN 56560		NORTHERN STATES EXCAVATING, INC. 5102 COUNTY ROAD 31 FARGO, ND 58102	
ITEM	SPEC NO.	DESCRIPTION	UNIT	APPROX. QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	
1		OPTION A - SEEDING & MULCHING	ACRES	13.5	\$1,000.00	\$13,500.00	\$725.00	\$9,787.50	\$1,075.00	\$14,512.50	
2		OPTION B - HYRDO - SEEDING	ACRES	13.5	\$1,500.00	\$20,250.00	\$1,750.00	\$23,625.00	\$3,825.00	\$51,637.50	

CONTRACT APPROVAL REQUEST

COMPANY REQUESTING CONTRACT: True North Steel, 1522 40th St. NW,
Fargo, ND 58102

DATE OF REQUEST: May 30, 2013

DATE OF EXPECTED RETURN
TO THE COMMISSION OFFICE:
June 3, 2013

DEPARTMENT HEAD REQUESTING SIGNATURE: *Jason Benson, 298-2372*

STATES ATTORNEY SIGNATURE: _____

STATES ATTORNEY COMMENTS: _____

PORTFOLIO COMMISSIONER SIGNATURE:

NOTE: Requests for quotes for 2 – 77” X 52” X 56’ CMPA Culverts on Cass County Highway 26 one mile east of Cass Highway 81 between sections 36 of Kinyon Township and 31 Noble Township in Cass County, North Dakota and were opened on May 30, 2013. The Engineers estimate was \$18,480.00. The quotes are as follows:

- | | |
|---------------------|-------------|
| 1. True North Steel | \$16,800.00 |
|---------------------|-------------|

SUGGESTED MOTION: AUTHORIZE CHAIRMAN TO SIGN CONTRACT WITH TRUE NORTH STEEL FOR CASS COUNTY HIGHWAY 26 FOR CULVERTS.

TRUENORTH STEEL - CORRUGATED PIPE

MANUFACTURERS OF CORRUGATED STEEL CULVERTS

PO BOX 1873
FARGO ND 58107

1522 - 40TH STREET NW
FARGO ND 58102

QUOTATION

PROJECT: CASS COUNTY HIGHWAY DEPARTMENT
PROJECT NUMBER 1315
SECTIONS 31 NOBLE - 36 KINYON TOWNSHIP

DATE: 05/29/13

PLACE: CASS COUNTY

DIA	GA	DESCRIPTION	UNIT APPROX QTY	UNIT PRICE	AMOUNT
77" X 52"	12 (0.109 IN)	GALVANIZED CMAP CORRUGATED SPIRAL CULVERT ARCHED, WITH LIFTING HOOKS, 2 - SINGLE SECTIONS AT 56' 2:1 BEVELED ENDS 2' BOTTOM STEP 20 GALVANIZED HOOK BOLTS WASHERS AND PLATES EACH INVERT LENGTH 56'	112	\$150.00	16,800.00

TOTAL

16,800.00

ALL NECESSARY BANDS ARE INCLUDED IN THE ABOVE TAKE PRICES, UNLESS OTHERWISE STATED. F.O.B. FARGO; ACCESSORIES NOT INCLUDED; SALES TAX NOT INCLUDED. QUANTITIES ARE BASED ON OUR TAKE-OFF; UNIT PRICES WILL PREVAIL. ALL ADDITIONAL MATERIAL ADDED AFTER FINAL SHIPMENT WILL BE SUBJECT TO FREIGHT CHARGES. RETURNED ITEMS ARE SUBJECT TO A 25% RESTOCKING FEE. FOR THE SAFETY OF OUR DRIVERS, CONTRACTOR TO PROVIDE ASSISTANCE WITH UNLOADING. AUTHORIZED SIGNATURE FOR ACCEPTANCE OF MATERIALS, PRICES, AND PROVISIONS OF THIS QUOTE IS DUE WITHIN THIRTY (30) DAYS. CONTRACTOR ACKNOWLEDGES RECEIPT OF, AND AGREES TO ABIDE BY THE CONDITIONS LISTED ON OUR "SPECIAL PROVISIONS" SHEET.
(PLEASE CONTACT US IF YOU NEED A COPY).

ACCEPTED BY:
TITLE: _____
CONTRACTOR: _____

BY: KEITH FRAASE
DATE: 5/29/2013

CASS COUNTY HIGHWAY DEPARTMENT									
CH1315: 31 NOBLE - 36 KINYON TOWNSHIP DRAIN 22				ESTIMATED QUANTITIES		ENGINEER'S ESTIMATE		TRUE NORTH STEEL 1522 40TH ST. NW FARGO, ND 58102	
ITEM	SPEC NO.	DESCRIPTION	UNIT	APPROX. QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	
1		2-77"X52"X56' CMPA CULVERTS	LS	1	\$18,480.00	\$18,480.00	\$16,800.00	\$16,800.00	
TOTAL:						\$18,480.00	TOTAL:	\$16,800.00	

CONTRACT APPROVAL REQUEST

COMPANY REQUESTING CONTRACT: Hancock Concrete Products, 17 Atlantic Ave, Hancock, MN 56244

DATE OF REQUEST: May 30, 2013

DATE OF EXPECTED RETURN
TO THE COMMISSION OFFICE:
June 3, 2013

DEPARTMENT HEAD REQUESTING SIGNATURE: *Jason Benson, 298-2372*

STATES ATTORNEY SIGNATURE: _____

STATES ATTORNEY COMMENTS: _____

PORTFOLIO COMMISSIONER SIGNATURE: _____

NOTE: Requests for quotes for 2 – 12' X 5' X 56' Reinforced Concrete Box Culverts on township road between sections 32 of Harwood Township and 6 of Reed Township in Cass County, North Dakota and were opened on May 30, 2013. The Engineers estimate was \$79,400.00. The quotes are as follows:

- | | |
|------------------------------|-------------|
| 1. Hancock Concrete Products | \$70,553.52 |
|------------------------------|-------------|

SUGGESTED MOTION: AUTHORIZE CHAIRMAN TO SIGN CONTRACT WITH HANCOCK CONCRETE PRODUCTS FOR A TOWNSHIP ROAD LOCATED BETWEEN SECTIONS 32 OF HARWOOD TOWNSHIP AND 6 OF REED TOWNSHIP FOR A CONCRETE BOX CULVERT.

Quote # 13-4742

RE: Cass ND
Project: TB1203 Harwood Reed Double Cell Box Culvert
Engineer: Cass County Highway Department
Bid Date: 5/30/2013 10:00 AM



www.hancockconcrete.com
17 Atlantic Avenue
Hancock, MN 56244
Phone: (320) 392-5207
Fax:

We are pleased to quote the following items for your consideration:

1

Product Name	Qty	Sales Price	Total Price
12' X 5' PC TWIN CELL BOX CULVERT CL 2	56.0	\$930.56 / FT	\$52,111.36
24" FILTER CLOTH	884.0	\$0.54 / FT	\$477.36
1" U-TIE	52.0	\$17.92 / EA	\$931.84
		Subtotal	\$53,520.56

2

Product Name	Qty	Sales Price	Total Price
12' X 5' PC TWIN CELL END SECTION TYPE I (PARAPET INCLUDED)	2.0	\$6,985.60 / FT	\$13,971.20
16'-0" X 3'-2" X 1' DROPWALL	4.0	\$729.60 / EA	\$2,918.40
1" U-TIE	8.0	\$17.92 / EA	\$143.36
		Subtotal	\$17,032.96
		Total Quote:	\$70,553.52

Sales tax is not included. Payment terms are NET 30. All past due accounts are subject to an interest charge based on 18% per annum.

Joint treatments are estimated and are sold by the box or roll. Prices are for material delivered to the job site or as near as truck can get under its own power.

On behalf of the company below, I hereby accept the above Quote, agree to purchase the products and services described above at the prices and terms set forth above.

Company Name: _____ **Signature:** _____

Date: _____ **Print Name:** _____

CASS COUNTY HIGHWAY DEPARTMENT									
TB1203: 32 HARWOOD - 6 REED TOWNSHIP				ESTIMATED QUANTITIES		ENGINEER'S ESTIMATE		HANCOCK CONCRETE PRODUCTS 17 ATLANTIC AVE HANCOCK, MN 56244	
ITEM	SPEC NO.	DESCRIPTION	UNIT	APPROX. QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL	
1		2 - 12' X 5' X 56' RCB W\ END SECTIONS - SINGLES	LS	1	\$77,200.00	\$77,200.00	\$69,821.84	\$69,821.84	
1		1 - 12' X 5' X 56' RCB W\ END SECTIONS - DOUBLE	LS	1	\$79,400.00	\$79,400.00	\$70,553.52	\$70,553.52	



Auditor

Michael Montplaisir, CPA
701-241-5601

Treasurer

Charlotte Sandvik
701-241-5611

Director of Equalization

Frank Klein
701-241-5616

May 31, 2013

Cass County Board of Commissioners
Cass County Government
211 9th Street South
Fargo, ND 58103

RE: May Diversion Billing

Dear Commissioners:

The May billing for the Flood Diversion Board of Authority is attached. The expenses are the county's share of engineering, legal, management contract, and accounting services.

Sincerely,

Michael Montplaisir, CPA
Cass County Auditor

SUGGESTED MOTION:

Move to approve the expenses for the Flood Diversion Board of Authority in the amount of \$550,133.60 for the month of May, 2013.

MY DOCUMENTS\HEATHER\DIVERSION DOCUMENTS\COMMISSION LETTER FOR DIVERSION BILLING-MAY 2013.DOCX

Box 2806
211 Ninth Street South
Fargo, North Dakota 58103

Fax 701-241-5728

www.casscountynynd.gov

INVOICE



CITY OF FARGO, NORTH DAKOTA
CITY AUDITORS OFFICE
PO BOX 1607
FARGO, ND 58107

(701) 241-1333

TO: Cass County Auditors Office
Mike Montplaisir
PO Box 2806
FARGO, ND 58107

INVOICE NO: 216326
DATE: 5/31/13

CUSTOMER NO: 899/17916

TYPE: DV - DIVERSION AUTHORITY

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	FM Diversion Authority May 2013 Billing	550,133.60	550,133.60

*DUE UPON RECEIPT. LATE PAYMENT CHARGE OF 1.5%/MO
WILL BE APPLIED 30 DAYS AFTER INVOICE DATE.

TOTAL DUE: \$550,133.60

PLEASE DETACH AND SEND THIS COPY WITH REMITTANCE

DATE: 5/31/13 DUE DATE: 5/31/13
CUSTOMER NO: 899/17916

NAME: Cass County Auditors Office
TYPE: DV - DIVERSION AUTHORITY

REMIT AND MAKE CHECK PAYABLE TO:
CITY OF FARGO, NORTH DAKOTA
CITY AUDITORS OFFICE
PO BOX 1607
FARGO ND 58107

INVOICE NO: 216326
TERMS: NET 0 DAYS

AMOUNT: \$550,133.60

**FM DIVERSION AUTHORITY
LOCAL AGENCY BILLINGS (Cash Disbursement Basis)**

BILLING PERIOD:	May-13
INVOICE DATE:	5/31/2013
TOTAL INVOICED AMOUNTS:	\$ 1,222,519.11

Details of Costs Billed:	Cash Disbursed
33-05 Engineering Services	\$ 363,956.40
33-20 Accounting Services	340.00
33-25 Legal Services	27,396.34
33-79 Construction Management Services	820,723.87
34.65 Right of Entry Requests	102.50
71-31 Easements	10,000.00
Total Disbursed	\$ 1,222,519.11

FM Diversion Cost Allocation	A/R Type	A/R Code	Cust. ID #	Agency Cost Share	Billed Amounts
337-80-20 City of Fargo				45%	550,133.60
337-80-25 City of Moorhead	DV	FMDV1	1969	10%	122,251.91
337-80-30 Cass County	DV	FMDV2	899	45%	550,133.60
Total Partnership A/R Billing Totals					\$ 1,222,519.11

**FM Diversion Authority
Summary of Cash Disbursements
Period May 2013**

Period/Year: 05/2013

Date: 5/31/2013

Account Number	Check Date	Check Number	Vendor Name	Transaction Amount	Description 1	Project Number	Project Description
790-7910-429.33-20	5/31/2013	JB05130013	CITY OF FARGO	340.00	FISCAL SERVICES	V00102	General & Admin. WIK
Total Accounting Services \$				340.00			
790-7910-429.33-25	5/16/2013	239586	ERIK R JOHNSON & ASSOCIATES	2,366.41	METRO FLOOD PROJECT	V00102	General & Admin. WIK
	5/16/2013	239553	BRIGGS & MORGAN PA	1,616.36	METRO FLOOD CTRL PROJECT	V00102	General & Admin. WIK
	5/22/2013	239816	ERIK R JOHNSON & ASSOCIATES	3,219.38	3/26-4/25 METRO FLOOD PRJ	V00102	General & Admin. WIK
Total Legal Services \$				7,202.15			
790-7915-429.33-05	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	21,333.01	2/1-28/13	V01603	CR-81 & I29 BRIDGE DESIGN
	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	2,603.00	2/1-28/13	V01605	POST FEASIBILITY ANALYSIS
	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	10,167.68	2/1-2/28/13	V01607	RECREATION/USE MASTER PLN
	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	2,856.53	2/1-2/28/13	V01608	WORK-IN-KIND (WIK)
	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	37,842.09	2/1-28/13	V01609	HYDROLOGY/HYDRAULIC MODEL
	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	75,023.45	2/1-28/13	V01613	LEVEE DESIGN & SUPPORT
	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	1,452.00	2/1-28/13	V01614	TRANS/DRAINAGE MASTER PLN
Total Engineering Services \$				151,277.76			
790-7920-429.33-05	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	70,716.52	2/1-2/28/13	V01601	HMG - PROJECT MANAGEMENT
Total Engineering Services \$				70,716.52			
790-7920-429.33-79	5/9/2013	239317	CH2M HILL ENGINEERS INC	428,083.96	THRU 3/29/13	V00203	CH2M HILL - 10/1-6/30/13
	5/29/2013	239946	CH2M HILL ENGINEERS INC	392,639.91	THRU 4/26/13	V00203	CH2M HILL - 10/1-6/30/13
Total Project Management \$				820,723.87			
790-7930-429.33-05	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	44,273.90	2/1-2/28/13	V01602	CR-31 BRIDGE DESIGN
	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	36,732.03	2/1-28/13	V01604	CR-32 & CR-22 BRIDGE DSGN
	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	10,776.00	2/1-28/13	V01604	CR-32 & CR-22 BRIDGE DSGN

**FM Diversion Authority
Summary of Cash Disbursements
Period May 2013**

Period/Year: 05/2013

Date: 5/31/2013

Account Number	Check Date	Check Number	Vendor Name	Transaction Amount	Description 1	Project Number	Project Description
	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	9,280.54	2/1-28/13	V01606	LAND MANAGEMENT SERVICES
	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	6,308.00	2/1-28/13	V01610	UTILITIES DESIGN
	5/9/2013	239378	HOUSTON-MOORE GROUP LLC	12,049.90	2/1-28/13	V01611	REACH 6 & CR20 BRIDGE
	5/16/2013	239560	CASS COUNTY JOINT WATER RESOURCE DI	22,541.75	FM AREA DIVERSION	V01201	Cass Joint Water ROE
Total Engineering Services \$				141,962.12			
790-7930-429.33-25	5/16/2013	239560	CASS COUNTY JOINT WATER RESOURCE DI	20,194.19	FM AREA DIVERSION	V01201	Cass Joint Water ROE
Total Legal Services \$				20,194.19			
790-7930-429.71-31	5/16/2013	239560	CASS COUNTY JOINT WATER RESOURCE DI	10,000.00	FM AREA DIVERSION	V01201	Cass Joint Water ROE
Total Easements \$				10,000.00			
790-7931-429.34-65	5/9/2013	239452	OHNSTAD TWICHELL PC	102.50	USACE MEETING	V01301	City of Moorhead ROE
Total Right of Entry Requests \$				102.50			
Total Disbursed for Period \$				1,222,519.11			