



11/10/21- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 11/10/21
Meeting Location: County Board Room
Start Time: 10:30 AM

MEETING ATTENDEES: * (Indicates attended remotely via conference call)

Present	Name	Company	Phone	Email
	Tim Sumner	Beltrami County		
X	Richard Anderson	Beltrami County		
X	Jorge Prince	City of Bemidji		
X	Ernie Beitel	Beltrami County		
X	Calandra Allen	Beltrami County		
X	Tom Barry	Beltrami County		
X	Trisha Hansen	DOC		
	Daryl Seki	Red Lake Nation		
*	Faron Jackson	Leech Lake Nation		
	Nancy Kingbird	Citizen		
X	Joe Vene	Citizen		
	Randy Goodwin	DOC Tribal Liaison		
	Donny Wilcox	Construction Engineers		
X	Ben Matson	Construction Engineers		

1. Steering Committee Composition

- A. Sheriff Beitel indicated that Randy Goodwin is still hospitalized. He has not received any response from Nancy Kingbird and will reach out again, and we will see at our next meeting in 2 weeks if things have changed.

2. Advisory Committees

- A. Discussion was held on the timing to get the Advisory Committees together to update them on the status of the project and their roles/involvement. It was decided to send out an e-mail to the committee members in early December to have them attend a meeting in early January where they will be updated. Ben M will draft an e-mail for review at the next Steering Committee Meeting.

3. Project Schedule

- A. *10/27/21 - Ben M reviewed the overall consultant timelines included in their consultant contract. CE will be focusing on hitting project milestones and will advise the Steering committee of when tasks will need*

to be completed to achieve milestones. Tasks occurring in the next 30-90 days will be highlighted in each meeting and the schedule will be updated according to decisions made by committee members.

11/10/21 – Not Discussed

B. Upcoming Tasks

- i. Finalize and Issue Feasibility Study RFP
- ii. RFP Questions & Response Time
- iii. Feasibility Study RFP Response Evaluations
- iv. Feasibility Study RFP Response Interviews
- v. Steering Committee Recommendations to County Board

C. *10/27/21 - Ben M reviewed dates related to issuing the FS RFP, Responses, Interviews, and recommendations to the County Board. With the holidays at the end of the year it would be best to push interviews until early January. Dates will be discussed and finalized at the next meeting for the above listed Upcoming Tasks.*

11/10/21 – Dates were confirmed and are included in the draft RFP

4. Feasibility Study/Needs Assessment

A. *10/27/21 - A draft Scope of Work has been provided from the Organizing Committee. Ben M requested that Steering Committee members review the content of the draft and provide comments back to the group at the next meeting.*

11/10/24 – Comments/modifications to the Scope of Work were reviewed and incorporated into the document. (Attached) Major discussion items included the deletion to any references to the MN Community Corrections Act and the addition of four more Infrastructure Projection Modeling Alternatives to be reported.

B. *10/27/21 - Discussion was held on the development of the RFP for the Feasibility Study. This will mostly include boilerplate information that is similar between a variety of RFP's. By consensus it was agreed that Tom B and Ben M would develop a draft for review at the next meeting. The Scope of Work will be included as an attachment or otherwise incorporated within the document.*

11/10/21 – The draft RFP developed by Tom B and Ben M was reviewed by the Committee. (Attached) Ben M will incorporate the SOW as now modified and a change to the Appendix C - Fee Proposal to have responders provide an itemized breakdown of costs by each SOW task. Once incorporated Ben M will run it by Tom B for final review and it will be advertised and sent to targeted firms.

C. *10/27/21 - In an upcoming meeting the Steering Committee will determine Selection Criteria, Interview Team, and other specifics related to the selection of the firm to provide the Feasibility Study.*

11/10/21 – It was decided that this topic will be discussed at the meeting on 11/24/21

5. New Business/Open Discussions

- A. Calandra A noted that any committee member wishing to get a tour of the Jail can contact her to schedule a walkthrough of the facility.

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 11/24 at 10:30 AM (County Board Room)

Prepared and reviewed by Construction Engineers – Please forward any comments or corrections to BenM@constructionengineers.com

Attachments (2): Modified Scope of Work for Feasibility/Needs Assessment, Reviewed Draft RFP Document