



City of Grand Forks

Staff Report

Committee of the Whole – March 23, 2026

City Council – April 6, 2026

**APPROVED & ACCEPTED**

*by City Council*

04/06/2026

*Maureen Storstad*

Maureen Storstad  
City Auditor

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**Agenda Item:** Alerus Center Score Board Replacement Bidding Process

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**Submitted by:** Todd Feland, City Administrator  
Al Grasser, City Engineer  
Christian Danielson, Assistant City Engineer  
Maureen Storstad, Finance Director  
Dan Gaustad, City Attorney

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**Staff Recommended Action:** Review and consider the best path forward for the Alerus Center Score Board Bidding Process. City of Grand Forks (City) staff recommend moving forward with the following process: City led Option 1 – Request for Qualifications (RFQ) and Bid as noted below.

The City staff will work under the final authority of the City Council and in collaboration with the Alerus Center Events Center Commission and Manager (Oak View Group (OVG)).

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**March 23, 2026 – Committee Recommended Action:** Motion by Sande, second by Vein to move staff recommendation to City Council with a recommendation to approve. Motion carried unanimously.

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**April 6, 2026 – Council Action:** Motion by Osowski, second by Berg to have Alerus Commission & its related committee meetings held in Council Chambers at City Hall starting April 22, 2026 to align with other City equivalent board meetings. Motion carried unanimously.  
Motion by Sande, second by Berg to approve bid process for scoreboards. Motion carried unanimously.

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## **BACKGROUND:**

At the March 9, 2026 City Council Committee of the Whole meeting, the City Council voted to terminate the contract with Daktronics, and the City directly through City staff (as opposed to through the Events Center Commission) reevaluate the project using resources that the City has, utilize the known scope of work, and for the City put that scope out for competitive bid. Previously, the Events Center Commission and OVG used Sourcewell (cooperative purchasing group) for the Alerus Center scoreboard replacement project.

Since the March 9, 2026 City Council determination, City staff to include the Engineering, Finance, and IT Departments have followed up with the Alerus Center Event Center Commission (Chair Greg Rixon and Past Chair Jarrod Spoor) and Oak View Group (GM Anna Rosburg and AGM Derek Hoffert) and City Council representatives (City Council President Dana Sande and City Council/Events Center Commission Member Ken Vein) regarding their thoughts and considerations on the best way forward.

City staff have proposed two City led options that would work in collaboration with the Events Center Commission and OVG as follow:

### Option 1 – Request for Qualifications (RFQ) and Bidding Process

This option would closely follow the typical process for construction projects. It would involve soliciting qualification-based proposals for professional services. Once professional services have been selected and procured, the selected professional services firm would coordinate stakeholder engagement, project development, preparation of plans and procurement documents, and finally the procurement process itself, and applying a competitive lowest responsible bidder determination.

### Option 2 – Request for Proposals (RFP)

This option would closely follow the typical process for the competitive procurement of specified materials and the associated installation and integration services. It would involve soliciting proposals from companies through an RFP. The requirements of the RFP would align closely with those that were originally used in the Sourcwell process. Companies would then prepare a proposal that includes their qualifications to meet the requirements listed as well as the price that they are able to provide to meet them. The final selection would be based on a combination of qualifications and cost (and again the lowest responsible bidder determination).

Both options would entail advertising either the RFQ or the RFP utilizing local, regional, and/or national sources.

If Option 1 (RFQ/Bidding) is selected, the City staff will collaboratively lead the RFQ process in the advertising, selection, and negotiating a contract for professional services. With the City's collaborative leadership, the professional services firm will facilitate the planning, design, bidding, installation, and warranty services for the Alerus Center Score Board Project.

If Option 2 (RFP) is selected, City staff will lead the preparation and advertising of the RFP utilizing existing documentation and with collaborative input from the Events Center Commission and OVG. A selection group would then need to be established to recommend a preferred proposal to the Events Center Commission and City Council.

### **ANALYSIS AND FINDINGS OF FACT:**

- Upon City Attorney concurrence, the City staff understand the City has the authority to lead the Alerus Center Score Board Replacement Project process and the Alerus Center Score Board Replacement Project as an equipment purchase on behalf of the City Council. Notwithstanding, the bidding will use a competitive lowest responsible bidder type process and will use the most conservative means to accomplish the receipt of bids, (by way of example, using the longest advertisement time for bids under a public improvement type project or a project that is an equipment purchase, or non-public improvement type project).
- City staff, City Council representatives, and Events Center Commission and OVG representatives think Option 1 (RFQ/Bidding) is the best option to move forward for the following reasons.
  - With an August 2027 Alerus Center scoreboard replacement deadline, there is time for the more formal, thorough, and due diligence path.
  - The option provides the most formal process and will allow the most transparent and professional way forward.
  - The option provides the most opportunity to further ensuring the lowest responsible bidder for the Alerus Center Score Board Replacement Project.
- The preliminary and estimated timeline for Option 1 (RFQ/Bidding) is as follows.
  - April 6, 2026 – City Council approval of Option 1 (RFQ/Bidding).
  - April 20, 2026 – City Council approval of Option 1 RFQ professional services solicitation advertising.
  - May 27, 2026 – Events Center Commission professional services firm selection and agreement and fee recommendation to City Council.
  - June 1, 2026 – City Council professional services firm selection and agreement and fee final approval.
  - July 22, 2026 – Events Center Commission plans and specifications for bidding recommendation to City Council.
  - August 3, 2026 – City Council plans and specifications for bidding final approval.
  - September 23, 2026 – Events Center Commission lowest and best bid recommendation to City Council.
  - October 5, 2026 – City Council lowest responsible bidder final approval.

- October 6, 2026 – Selected lowest responsible bidder begins work with the City and Events Center Commission and OVG with a start of equipment installation after UND Spring Commencement in May 2027 and with start-up and operational commencement in advance of the 2027 UND Football Season in August 2027.
- OVG will work with ICON to ensure the maintenance and operation can continue with the existing Alerus Center scoreboards and related system.

**SUPPORT MATERIALS:**

- Sourcewell Request for Proposals related to the Alerus Center Scoreboard Replacement Project.
- Grand Forks City Code Chapter 24 Article 2 GF Events Center Commission.