

# City of Minot

## Finance & Improvements Committee

Tuesday, May 30, 2017 - 4:15pm  
City Council Chambers

### 1. DOWNTOWN INFRASTRUCTURE IMPROVEMENTS PHASE I FINAL PAYMENT (3608)

Phase I of the Downtown Infrastructure Improvements was the first and largest of the contract of the three phase infrastructure project.

1. **Recommend approval of final payment to Strata Corporation in the amount of \$10,000.00**

Documents:

[3608 DOWNTOWN INFRASTRUCTURE IMPROVEMENTS PHASE I FINAL PAYMENT.PDF](#)  
[CHANGE ORDER 6.PDF](#)  
[FINAL PAY REQUEST 15.PDF](#)  
[LETTER OF RECOMMENDATION HOUSTON ENGINEERING.PDF](#)  
[LIEN RELEASE FROM STRATA CORPORATION.PDF](#)

### 2. FINAL PAYMENT- PERKETT ELEMENTARY SAFE ROUTES TO SCHOOL

The Perkett Elementary Safe Routes to School project was funded through the NDDOT's Transportation Alternatives Program (TAP). TAP funds require matching monies at a ratio of 80.93% federal and 19.07% local.

The project was completed in August of 2016. The NDDOT has reviewed project records and approved final payment to the contractor.

Pursuant to the agreement entered into between the City of Minot and the NDDOT, the NDDOT has submitted a final billing in the amount of \$529.72.

**It is recommend the Committee and Council approve final payment to the North Dakota Department of Transportation (NDDOT) in the amount of \$529.72.**

Documents:

[3874 - DOT FINAL PAYMENT MEMO.PDF](#)  
[3874 - 2017.04.27 DOT INV.PDF](#)

### 3. AMEND 2017 ANNUAL BUDGET - TRANSFER OF FUNDS FROM PLANNING TO CITY MANAGER

The available funds from the Planning Department will be used to pay for a part-time communication intern to assist the Public Information Officer with external communication.

**It is recommended the Committee and Council pass an ordinance to amend the**

**2017 annual budget to transfer \$21,112 from the Planning department to the City Manager department.**

Documents:

[MEMO- PIO.PDF](#)  
[2017 BA - DECREASE PLANNING - INCREASE CITY MANAGER.PDF](#)

4. AMEND THE 2017 ANNUAL BUDGET- MOBILE COLUMN LIFT STANDS (SHP007)  
**It is recommended the Committee and Council pass an ordinance to amend the 2017 annual budget to increase the Vehicle Maintenance Operation Supplies Expenditures and decrease the Capital Equipment Expenditures for the purchase of mobile column lifts & stand and approve the transfer of funds.**

Documents:

[2017 BA - SHP007 MOBILE COLUMN LIFTS STANDS REDUCE CAPITAL EXPENSES.PDF](#)

5. AWARD OF BID- AUDITORIUM ROOFTOP CONDENSING UNITS (REC029)  
Last year, five of the six Auditorium rooftop condensing units were not working and only four of them could be repaired. The units were installed in the late 70's and are in need of replacement. The units will be switched over to a natural gas system.
1. **It is recommended the Committee and Council award the bid for replacing six Auditorium rooftop condensing units to Minot Plumbing & Heating in the amount of \$654,812. This amount includes Alternate's #2 (\$15,300), which will replace all supply diffusers not included in base bid & #3 (\$21,800), which will replace control dampers not included in the base bid.**
  2. **Authorize the Mayor to sign the agreement**

Documents:

[20171980 - BID TAB.PDF](#)  
[20171980 RECOMMENDATION FOR AWARD LETTER 5.15.17.PDF](#)  
[AUD ROOFTOP CONDENSING UNITS.PDF](#)

6. ACCEPTANCE OF BIDS FOR PD EXTERNAL VEST PURCHASE (PD0134)

On March 30, 2017, the Minot Police Department was awarded a WSI Ergonomic Initiative Grant. The purpose of the grant was to provide officers equipment solutions/options to assist in mitigating back injuries and/or discomfort.

1. **Recommend acceptance and award bid to Streicher's for the amount of \$24,767.30 and**
2. **Authorize the Mayor to sign the agreement**

Documents:

[ACCEPTANCE OF BIDS FOR PD EXTERNAL VEST PURCHASE \(PD0134\).DOCX](#)  
[WSI GRANT APPROVAL SIGNED.PDF](#)  
[BALCO BID RETURN.PDF](#)  
[UNIFORM CENTER BID RETURN.PDF](#)

[STREICHERS BID RETURN.PDF](#)

7. RFP AWARD COMMUNITY DEVELOPMENT BLOCK GRANT – NATIONAL DISASTER RECOVERY GRANT ADMINISTRATION AND PROJECT DELIVERY SERVICES

Two firms submitted proposals in response to the city's request for proposal for grant administration and project delivery services. CDM Smith is the responsive bidder. The proposals were evaluated by Alderman Schuler, the Compliance Officer, and the Acting NDR Director.

CDM Smith's proposal addressed the scope of services requested in the proposal. The second bidder, Ackerman Estvold, was non responsive to the request for proposals.

To ensure full understanding of the intent of the proposal submitted by Ackerman Estvold a call was placed to Steven Eberle, Vice President, for clarification. Mr. Eberle acknowledged their proposal only addressed providing project delivery services for three of the NDR projects. It did not address grant administration services and project delivery services beyond the three specific projects. It was also discussed opportunities may arise in the future for firms on projects within the scope of the NDR grant.

**It is recommended the Committee and Council award the contract to CDM Smith for grant administration and project delivery services for the CDBG-NDR Grant.**

Documents:

[COUNCIL MEMO RECOMMENDED AWARD.PDF](#)

8. REQUEST FOR PROPOSALS- MINOT NATIONAL DISASTER RESILIENCE PROGRAM AFFORDABLE MULTI-FAMILY RENTAL HOUSING

The NDR application includes addressing the needs of the vulnerable population, which includes affordable multi-family rental housing. The staff has drafted the request for proposal for multi-family rental housing which will address this unmet need.

**It is recommended the Committee and Council authorize staff to issue the request for solicitation of qualified bidders for affordable multi-family rental housing.**

Documents:

[COUNCIL MEMO AUTHORIZATION TO ISSUE RFP FOR MULTI-FAMILY 05.19.17.PDF](#)

9. AMENDMENT NO. 11 TO AGREEMENT BETWEEN CITY OF MINOT AND PROGRAM ADMINISTRATOR – CDM SMITH COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY

The City of Minot entered into an agreement for program administration services with CDM Smith on May 7, 2012. This agreement has been amended previously and city staff is requesting an additional amendment to the agreement. There are a few activities receiving funding from this grant which require additional support from CDM Smith.

**It is recommended the Committee and Council approve Amendment No. 11 to the Agreement between City of Minot and Program Administrator – CDM Smith to the contract entered into on May 7, 2012 for continue program administration and project delivery.**

Documents:

[COUNCIL MEMO AUTHORIZATION FOR AMENDMENT 11.PDF](#)

10. CONTRACT BETWEEN CITY OF MINOT (OWNER) AND EAPC (ENGINEER) FOR

DESIGN AND CONSTRUCTION SERVICES FOR AFFORDABLE SINGLE-FAMILY RESILIENT NEIGHBORHOODS

The NDR application includes a buy-in element for resilient neighborhoods. EAPC was named as a partner in the NDR application. The approval by HUD of EAPC as a partner allows the city to award the contract without having to issue a request for proposal for the engineering services required in the development of the plan book and the construction services. In addition, EAPC will utilize the services of the College of Architecture at NDSU, also a partner under the grant process.

**It is recommended the Committee and Council approve the contract between the City of Minot and EAPC for design and construction services for affordable single-family resilient neighborhoods.**

Documents:

[COUNCIL MEMO EAPC CONTRACT.PDF](#)  
[EAPC CONTRACT\\_052317.PDF](#)

11. HOME SWEET HOME MEMORANDUM OF AGREEMENT (ACQ 140)

Memorandum of Agreement is required by the state of North Dakota historical preservation society in order for the city to acquire and relocate Home Sweet Home (103 4th Ave NE) in support of the flood control project. The memorandum outlines the actions to be taken in order to meet state and HUD guidance.

- 1. Recommend approval of the Memorandum of Agreement between the ND State Historic Preservation Officer and the City of Minot, regarding 103 4th Ave NE; and**
- 2. Authorize the Mayor to sign the agreement**

Documents:

[MOA FOR HOME SWEET HOME 05-01-2017.PDF](#)  
[SHPO CITY HSH MOA COUNCIL MEMO.PDF](#)

12. APPROVAL FOR HOME AUCTION (DR0002)

The City of Minot continues to purchase homes needed in support of the flood control project. Following purchase, the homes must be removed or demolished so the site can be prepared for construction of flood control features or to support flood storage.

**Request approval to conduct sealed-bid auctions of homes acquired via city buyout program in support of flood control project. Enables resilient operation by reutilizing existing homes outside the floodplain. Reduces landfill use and lowers demolition costs.**

Documents:

[MEMO AUCTION MAY 2017.PDF](#)  
[HOUSE LISTING.PDF](#)

13. ORDINANCES ON SECOND READING

The following Ordinances need to be considered on second reading:

- Ordinance no. 5190 - Amend the CMCO - HVAC and Plumbing Permit Fees**
- Ordinance no. 5191 - Amend the CMCO - Modifying Franchise Agreements**

Documents:

[5191 MODIFYING FRANCHISE AGREEMENTS.PDF](#)

14. SUNDRE WATERLINE RE-ROUTE AND RESERVOIR P#4195

Basic design services were expanded to cover finding a site location for the reservoir and pump station, which took extra effort due to unwilling land owners. In addition extra negotiations for land purchase, easements for the pipeline and design of repairs and upgrades to well D in the sundre well field were added to the project. Finally, additional engineering was required for the rebidding of the project.

1. **Recommend approval of the engineering amendment with Houston Engineering.**
2. **Authorize the Mayor to sign the agreement**

Documents:

[MEMO 4195 ENGINEERING AMMENDMENT - DESIGN.PDF](#)  
[4195 ENG AMMENDMENT.PDF](#)