



TO: Mayor Shaun Sipma
Members of the City Council

FROM: David Lakefield, Finance Director

DATE: June 18, 2018

SUBJECT: **Souris Basin Planning Council (SBPC) Direct and Indirect administration contract change order for the Downtown Projects (3608, 3630, 4073)**

I. RECOMMENDED ACTION

1. Recommend approval of the amendment of the SBPC Direct and Indirect administration contract for the Downtown projects; and
2. Authorize the Mayor to sign the agreement

II. DEPARTMENT CONTACT PERSONS

David Lakefield 857-4784

III. DESCRIPTION

A. Background

The Downtown Infrastructure project began in the end of 2012 and was a large and complex project undertaken by the City of Minot. Due to the construction season and requirements for the project it ended up being broken down into 3 separate phases of construction. The project had a large share of EDA funding and the City had an administrative contract with SBPC for assistance in fulfilling the EDA requirements.

B. Proposed Project

N/A

C. Consultant Selection

SBPC was the Economic Development Agency that worked with the City of Minot to obtain the Economic Development Agency (EDA) funding.

IV. IMPACT:

A. Strategic Impact:

The Downtown Infrastructure Improvement Project provides the necessary infrastructure to support the downtown core of the City. Enhanced streetscape elements support downtown initiatives.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

This project includes multiple funding sources which include EDA, CDBG-DR, Storm Sewer Development, State Water Commission, refunding improvement (special assessment), revenue bonds, general obligation bonds, and State surge funding.

The current SBPC contract amount is for \$75,000, of which \$60,000 is the administration contract and \$15,000 is the indirect cost contract. A contract amendment in the amount of \$235.08, of which \$(1,487.95) is for the direct contract and \$1,723.03 is for the indirect contract is being requested by SBPC due to the additional time and phasing of the downtown project that has occurred.

Project Costs

SBPC Administration Contract	\$60,000.00
SBPC Indirect Contract	15,000.00
*SBPC Administration Contract Amendment	(1,487.95)
*SBPC Indirect Contract Amendment	<u>1,723.03</u>
Total	\$75,235.08

Project Funding

State Surge Funding & EDA Funding	\$75,235.08
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V. ALTERNATIVES

Alt 1. The City Council could choose to deny the contract amendment which would not allow any additional payments to SBPC.

VI. TIME CONSTRAINTS

Without the contract amendment, the current contract is out of funding.

VII. LIST OF ATTACHMENTS

- A. SBPC Contract Amendment