

**AMENDMENT NO. 4  
TO AGREEMENT  
BETWEEN  
CITY OF MINOT AND CDM SMITH INC.**

This Amendment No. 4 is made and entered into this 3rd day of September 2019 to the Agreement between CDM Smith Inc. (CDM Smith) (“PROGRAM ADMINISTRATOR”, now “PROJECT DELIVERY CONTRACTOR”) and the City of Minot (“OWNER”, now “GRANTEE”) dated June 6, 2016 (the Agreement”).

WHEREAS, PROJECT DELIVERY CONTRACTOR and GRANTEE entered into the Agreement for National Disaster Resilience Grant Administrative and Project Delivery Services, and

WHEREAS, the parties desire to amend the Agreement so as to amend the scope of work, time periods of performance and payment, and/or responsibilities of PROJECT DELIVERY CONTRACTOR; and

WHEREAS, the Agreement provides that any amendments shall be valid only when expressed in writing and signed by the parties.

NOW THEREFORE, in consideration of the mutual understandings and Agreements contained herein, the parties agree to amend the Agreement as follows:

1. The Basic Services of PROJECT DELIVERY CONTRACTOR as described in the Agreement are amended and supplemented as follows:
  - a. Add back into the scope: Activity 3.1: Relocate City Hall, that was removed by Amendment 2 (Attachment #1).
  - b. Add the attached scope to update the Affordable Housing Supply & Demand Study (Attachment #2).
2. The responsibilities of GRANTEE as described in the Agreement are amended and supplemented as follows:

No change.
3. The time periods for the performance of PROJECT DELIVERY CONTRACTOR services as set forth in the Agreement are amended and supplemented as follows:

Extend contract end date to December 31, 2021.
4. The payment for services rendered by PROJECT DELIVERY CONTRACTOR shall be as set forth below:

The overall contract upper limit of \$19,383,482 remains unchanged, as budget will be moved from other tasks.
5. Except as herein modified, all terms and conditions of the Agreement shall remain in full force and effect. The effective date of this amendment shall be upon the date executed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this amendment on the date indicated above for the purpose herein expressed.

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CDM Smith, Inc.; PROJECT DELIVERY CONTRACTOR  
Steven L. Wolsfeld, P.E.  
Vice President  
DATE: September 3, 2019

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City of Minot; GRANTEE  
Shawn Sipma  
Mayor  
DATE: September 3, 2019

## Amendment #4 - Attachment #1

### **Activity 3.1 – Relocate City Hall and co-locate a social services center**

#### ***Background***

During the 2011 flood extraordinary measures were required to protect city offices and the central emergency communications system. In the aftermath of the flood, many more residents than usual needed assistance from Minot's various social services. Because social service agencies are located throughout the city, this meant multiple trips and considerable time – often several weeks – was spent trying to resolve complex issues that required assistance from these agencies. This process was even more challenging for vulnerable residents: the elderly, low income, and others without a car.

This task will relocate Minot's City Hall from its current location in the floodplain to a transit-served downtown location, and co-locate a social services center in the same building to improve residents' access to agencies and city offices. CDM Smith project delivery services included in this task are as follows:

#### ***Task 3.1.1 HUD public facility waiver***

Complete a HUD public facility waiver for the City's review, which was initiated under Phase I activities. Respond to HUD questions regarding the waiver to assist the City in securing the public facility waiver required to proceed with this task.

#### ***Task 3.1.2 Define goals and objectives and initial requirements for the new City Hall***

Conduct an initial meeting with the City Manager, City Financial Officer, Chief Resilience Officer, and other city officials determined by the City Manager to establish the goals and objectives for the relocation of City Hall, discuss the offices and operations that will be relocated to the new City Hall facility, discuss the offices and operations that will remain at the present City Hall facility and any modifications or changes to the building that should be evaluated, and begin discussions about special facility needs that should be incorporated in the building evaluation process. It is understood that this process will require multiple meetings in order to develop a final set of goals and objectives for the new facility, a list of special facility needs, and other critical considerations necessary to develop appropriate building evaluation criteria. Additional meetings with city staff, as outlined in Task 3.1.5, will be conducted in order to prepare a detailed initial evaluation of square footage requirements and special facility needs for each department.

#### ***Task 3.1.3 Develop initial requirements for the social services center***

Working with the City's Chief Resilience Officer, meet with targeted social service agencies to determine their interest in and willingness to co-locate in this new facility, and to gather and evaluate initial information regarding their facility and space requirements. Additional meetings will be required to develop a final set of facility requirements for each of these agencies, including any special facility needs and other critical considerations.

### ***Task 3.1.4 Document overall building requirements***

Prepare a report documenting the overall building requirements for the City Hall facility and the social service center. Meet with the City Manager, City Financial Officer, Chief Resilience Officer, and other city officials determined by the City Manager to review the findings from this report. Meet with the social service agencies to review the findings from this report. These requirements will be incorporated in the base building needs report described in Task 3.1.6.

### ***Task 3.1.5 Determine requirements for city departments***

Conduct initial meetings with city staff assigned by the City Manager to participate in this process to determine specific department space and facility requirements, estimate the approximate square footage, and identify other basic criteria for the downtown City Hall and social services facility. This will include:

- Meet with the City Manager (or designated representative) to understand the overarching general requirements and parameters for each city department that will be located in the new building.
- Develop a questionnaire to be used for collecting information from each city department and official on existing and projected staffing numbers, the number of private and other offices required, meeting space requirements, storage, and other building needs. The questionnaire will be submitted for review and approval by the City.
- Meet with department heads and officials (as determined by the City Manager) to explain the project and provide instructions for completing the space needs questionnaire.
- Follow up as needed with department heads to clarify information provided in the questionnaire.
- Compile the findings from the completed department questionnaires in a report for the City Manager. Schedule a meeting with the City Manager and other designated staff to review and discuss these findings. A subsequent meeting with department heads and officials will be scheduled to review the report and discuss the findings. CDM Smith will work with the City Manager and other designated staff to refine the space and facility requirements. A final report will be prepared and submitted to the City Manager for review and approval. Once approved, the information in this report will be incorporated in the base building needs report described in Task 3.1.6.

### ***Task 3.1.6 Base building needs report***

Prepare a base building needs report outlining the approximate building square footage, square footage for each department, special facility needs, meeting spaces, public and staff parking needs, building access, and other overall requirements for the new facility. This report will be used to establish building evaluation and rehabilitation criteria. However, the City's contract with the architectural partner will need to include a more detailed programming phase to serve as the basis for design development.

### ***Task 3.1.7 Contracting with key partners***

Develop draft contracts with key partners for architectural, engineering, and other professional services required to develop the following:

- detailed programming requirements
- building rehabilitation needs
- design development and related services needed to select the building to be acquired for this project determine the building renovations required to provide safe and appropriate work space for this project prepare the detailed design drawings and specifications for the building rehabilitation
- perform other engineering and architectural services during construction required to complete the renovation of the new City Hall and social services center

CDM Smith may review these draft contracts with external third party experts. The draft contracts will include all HUD policies and regulations appropriate for this activity. CDM Smith will schedule meetings with the City Manager to review the draft contracts. It is anticipated that the City's Attorney and other city officials will make further revisions to this document as required by the City. The draft contract will be designed to provide the City with a draft base document only for this project.

### ***Task 3.1.8 Evaluate potential buildings and sites***

Participate with the City and key partners in evaluating the suitability of potential downtown buildings, based on information provided in previous tasks, to assess building size, condition, location, and adjacent services including parking. The architect and other professional service providers that are part of the project team will provide the City with a general assessment of the ability of selected buildings to meet the City's requirements for this project, basic renovation needs, and an order of magnitude estimate of renovation costs for a specified number of buildings (which will be included in the final professional services contract with the architect and other professional service providers).

### ***Task 3.1.9 Environmental reviews***

CDM Smith will conduct environmental reviews of the selected building and building site. In the event environmental conditions in the building or at the site would make the facility inappropriate for this project, CDM Smith will advise the city as soon as possible.

### ***Task 3.1.10 Program management services***

Provide program management services for the project, which will include the following:

- Provide oversight of the project scope and activities, schedule, and project budget.
- Consult with the City and partners on building acquisition, plans and specifications for building renovations, review of applicable City and HUD requirements to be incorporated in the bid documents, and related project activities to facilitate project acquisition, renovation, and completion in a timely manner.
- Communicate and coordinate with key partners, contractors, and other task participants on a regular basis throughout the project.

- Communicate with the City via monthly progress meetings and reports, identify issues of concern that arise during the project, and help to facilitate decisions required to complete the project on time and within budget.
- Monitor project compliance with HUD grant funding requirements and secure the required reports and documentation from contractors, key partners, and others involved in the project to ensure proper compliance and documentation for this activity.

***Assumptions***

- 18 community agencies will be included in the coordination.
- 10 meetings will be held.
- One environmental assessment will be conducted.

## Amendment #4 - Attachment #2

### 2019 Minot Affordable Housing Supply and Demand Analysis

The purpose of this updated study focuses specifically on the housing supply and demand for low-and-moderate income (LMI) households in Minot since the study was completed in April 2017. The updated study will evaluate current LMI housing needs, both single-family and multifamily and the potential impacts of LMI housing supply on workforce availability and economic development in Minot.

#### **SCOPE:**

CDM Smith will utilize available housing data and supplement available data with local research that may include: surveys and/or interviews of private, non-profit, and public multifamily housing developments; interviews of local housing contractors and developers; interviews with North Dakota Housing Finance Agency and local mortgage companies and lenders; information from the City Assessor's office; available single family housing data; and other available housing data resources to evaluate the supply and demand for LMI affordable housing in Minot. Study deliverables will include completion of the tasks outlined below and preparation of an Executive Summary Report. The study scope includes the following tasks:

#### **Executive Summary Report**

- a. LMI Long-term affordable housing supply in Minot
- b. LMI Long-term affordable housing need in Minot

#### **Task 1: Defining Affordable LMI Housing in Minot**

- a. Defining Housing Affordability conditions in Minot
- b. Defining long-term housing affordability

#### **Task 2: Analysis of LMI Housing Supply in Minot**

- a. Affordable housing and housing market trends in Minot and western ND
- b. Current inventory of affordable homeownership housing options in Minot
- c. Current inventory of affordable multifamily housing in Minot
- d. Pipeline for new residential construction in Minot
- e. Analysis of current affordable housing supply in Minot

#### **Task 3: Minot Air Force Base and MSU University Housing**

- a. Minot Air Force Base mission and Military and Civilian Populations
- b. Current base housing inventory and future plans for on-base housing
- c. Current MSU student housing inventory and plans for the future housing

#### **Task 4: Inventory and evaluation of Long-term Affordable Housing needs in Minot**

- a. Why long-term affordable housing matters to Minot's Economic Development and Competitiveness
- b. Publicly owned long-term affordable housing

- c. For-profit and non-profit long-term affordable housing
- d. LIHTC projects, housing conditions and vacancy rates
- e. Senior and special needs long-term affordable housing
- f. Housing Choice Vouchers - Volatility of leases and vouchers in 2011 flood and 2010-2016 oil boom
- g. Availability of Housing Choice Vouchers in 2019

**Task 5: Evaluation of Homeownership Opportunity Gap**

- a. Importance of homeownership to City of Minot
- b. Gap between existing affordable homeownership options and estimated demand
- c. Link between affordable homeownership and Minot's economic competitiveness

**Task 6: Unique factors affecting housing supply in Minot**

- a. Flood Control Buy-outs areas – housing type, LMI households,
- b. Assessing LMI housing impacts from future buy-out scenarios

**Task 7: Analyzing LMI Housing Demand in Minot**

- a. Minot's LMI Population and household demographic trends
- b. Senior population and demographic trends
- c. LMI Minot State University students
- d. LMI Military populations
- e. LMI Affordable Housing Demand in Minot

**Task 9: Long-Term Affordable Housing Supply and Demand Analysis**

- a. Analysis of affordable housing supply and demand in Minot
- b. Availability of LMI housing and Minot's Economic Development and Competitiveness

**Fee for Minot Affordable Housing Study Update: \$145,000.00**