

# City of Minot

**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Kelli Kronschnabel, Fire Chief

**DATE:** November 26, 2019

**SUBJECT:** STATION 5 ARCHITECTURAL AND ENGINEERING CONTRACT (FD0024)

## I. RECOMMENDED ACTION

*State what you want the Council/Mayor to do – this will become their motion. List each action separately.*

1. Recommend approval of the contract agreement with EAPC for the architectural and engineering services for fire station 5
2. Authorize the Mayor to sign the agreement

## II. DEPARTMENT CONTACT PERSONS

*Place name, titles, and phone numbers of the persons involved in hierarchical order:*

Kelli Kronschnabel, Fire Chief	857-4740
Lonnie Sather, Assistant Fire Chief	857-4740

## III. DESCRIPTION

### A. Background

*Place information here about the issues/project and why it's important that we address them. Make it brief but informative. You can add additional sections to this area such as:*

Station 5 project was started in 2017 with budgeted funding for design. In following the City of Minot policy on hiring a consultant required the following:

- 1) Request for qualifications was developed by the City of Minot Fire Department personnel.
- 2) Request for qualifications to be advertised for 3 weeks.
- 3) Qualifications were reviewed by a review time comprised of
- 4) Firms were ranked based on the criteria as set forth within the RFQ.  
EAPC was the firm that ranked the highest and developed a contract. The contract was drafted in good faith and due to a lack of funding the project was put on hold. A new contract was drafted and brought forward for review.

### B. Proposed Project

*Place information about the proposed project and what the goals and objectives of the project are. Why is it important to do this project? What does the project get or do for us?*

This project would allow for the design and build of the fifth fire station in NW Minot providing a greater level of emergency services for the citizens within that area as well as the rest of the community.

### C. Consultant Selection

*State how you went about identifying, bidding, and selecting consultants or contractors and who the lowest responsible bidder was.\*

Date: February 16, 2017

We received five responses to the RFQ for architectural/engineering services for the NW Fire Station. The submitting firms were Ackerman-Estvold (AE), Anderson, Wade & Whitty (AWW), Epic, Coover Clark (CC), and EAPC. The RFQs were evaluated by a selection committee consisting of Chief Flermoen, Assistant Fire Chief Lenertz, Assistant City Engineer Jacqueline Melcher, Battalion Chief Lonnie Sather and Airport Operations Manager Deanna Stoddard. The RFQs were scored independently by each member of the committee.

The rankings for the RFQ are as follows:

**Final Ranking – possible total score of 500**

- 1. EAPC total score of 452**
- 2. AWW total score of 383**
- 3. AE total score of 375**
- 4. CC total score of 335**
- 5. Epic total score of 282**

The funding that was set aside for this project in 2017 was reduced due to cutbacks but this was done after the RFQs had already been reviewed. EAPC has assisted in the initial phases of the project such as assisting with siting of soil boring etc. which is necessary for completing the land purchase.

**IV. IMPACT:**

A. Strategic Impact:

*State how this activity is in alignment with our City's Mission/Vision and/or your Department's goals and objectives.*

Fire Station 5 will allow the Minot Fire Department to provide a greater level of service to not only the residents of NW Minot but also the entire community. This ties into our city budget principle of meeting current regulatory and safety requirements. This station will allow us to better meet the NFPA 1710 standard for deployment of resources for career fire department. The Minot Fire Department's mission is to be Trained, Maintained and Ready and to be able to better serve NW Minot will allow to be ready to better serve their needs.

B. Service/Delivery Impact:

*State how this project will impact (improve, augment, advance) the City, your Department, our services, quality, delivery, customer experience, etc.*

The response times within the station 5 district were captured for the last 5 years to discover a slow increase in the number of responses to that district and an increase in response time. As indicated on the table in 2011 there were 287 responses with an average response time of 6:22 and in 2015 there were 451 responses with an average response time of 6:36. 2016 we are averaging 6:49 seconds within that area. The department strives to meet NFPA 1710 which strives to meet a goal of 5:20 90% of the time. This station will provide the citizens in NW Minot a quicker level of response to their emergencies as well as provide an

additional crew in the event of a large emergency to provide coverage to the rest of the community.

C. Fiscal Impact:

*Briefly state how this project is being funded. Add written context in the paragraph so the dollar amounts, sources of funding, and expenses are made clear and document whether the project was included in the approved budget.*

Project Costs

*List the cost components and dollar amounts*

*Construction cost: \$3,155,000*

*Percentage fee (7.5% of construction cost): \$236,625*

*Project budget: \$3,400,000 (423-9501-463.07-93)*

For further details, see Exhibit A within the contract.

V. **ALTERNATIVES**

*State the alternatives to this project. The alternatives need to be viable options and there should be at least two: one would be some other approach and what the results of that alternative would be and the second would be not to do the project and what the result would be, for example:*

Alt 1. The City Council could deny the signing of the contract and direct the fire chief to repeat the RFQ and contract negotiation process.

VI. **TIME CONSTRAINTS**

*State here if and why timing is of the essence and what the next steps are going to be in the progression of the work.*

Council's approval of the recommendation will allow the project to be bid, designed and begin construction in the 2020 construction season. Projects bid earlier in the construction season have a better chance of receiving lower bids than if they are advertised later in the year.

VII. **LIST OF ATTACHMENTS**

*Place your list of attachments here, in order they were referenced in the document. For example:*

- A. EAPC contract
- B. Contract review form