



TO: Mayor Chuck Barney
Members of the City Council

FROM: *Cindy K. Hemphill, Acting NDR Program Director*

DATE: *May 22, 2017*

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

I. RECOMMENDED ACT – APPROVE AMENDMENT NO. 11 TO THE AGREEMENT BETWEEN CITY OF MINOT AND PROGRAM ADMINSTRATOR – CDM SMITH

1. City staff is requesting approval of Amendment No. 11 to the Agreement between City of Minot and Program Administrator – CDM Smith to contract entered into on May 7, 2012 for continue program administration and project delivery.

II. DEPARTMENT CONTACT PERSONS

Cindy Hemphill, Acting NDR Director 857-4750

III. DESCRIPTION

A. Background

1. 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.
2. The funding from this grant is almost fully expended; however, a few additional activities continue. The following tasks remain and require additional support from CDM Smith:
 1. Landfill expansion
 2. 55th Street Crossing housing and mobile home development
 3. Down payment assistance (Minot Community Area Land Trust)
 4. Downtown Utility project
 5. Affordable Rental – Beyond Shelter/Sunset Ridge
3. There is not internal staff available to provide the duties, which CDM Smith will perform on each of these tasks.

IV. IMPACT:

A. Strategic Impact:

CDM Smith's continued support is necessary to ensure compliance with all HUD regulations.

B. Service/Delivery Impact:

The amendment will extend the contract until June 30, 2018.

C. Fiscal Impact:

It is estimated the tasks identified above will require an additional 384 hours. At the negotiated rate of \$135 per hour, the amendment will incur \$51,840 fundable with the CDBG-DR grant.

V. ALTERNATIVES

The NDR Acting Director met with city staff to discuss whether staff capacity existed for the remaining tasks. At this time, the capacity does not exist.

VI. TIME CONSTRAINTS

The current contract expires June 30, 2017. It is important the amendment be approved prior to June 30, 2017.

VII. LIST OF ATTACHMENTS

No attachments –