



TO: Mayor Chuck Barney
Members of the City Council

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

DATE: *May 22, 2017*

SUBJECT: CONTRACT BETWEEN CITY OF MINOT (OWNER) AND EAPC (ENGINEER) FOR DESIGN AND CONSTRUCTION SERVICES FOR AFFORDABLE SINGLE-FAMILY RESILIENT NEIGHBORHOODS

I. RECOMMENDED ACT – APPROVE CONTRACT BETWEEN CITY OF MINOT (OWNER) AND EAPC (ENGINEER) FOR DESIGN AND CONSTRUCTION SERVICES FOR AFFORDABLE SINGLE-FAMILY RESILIENT NEIGHBORHOODS

1. City staff recommends approval of a contract between the City of Minot and EAPC for design and construction services for affordable single-family resilient neighborhoods.

II. DEPARTMENT CONTACT PERSONS

John Zakian, NDR Program Director – john.zakian@minotnd.org
Cindy Hemphill, Acting Program Director – cindy.hemphill@minotnd.org

III. DESCRIPTION

A. Background

1. The NDR application includes a buy-in element for resilient neighborhoods.
2. The NDR application also named EAPC 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.
3. Some of the resilient features the city will look for in the resilient neighborhoods is whether it is close to transit, close to shopping, green space, energy specific building features, etc.
4. Based on design themes developed by the city, EAPC will develop a plan book that will be used to market the affordable single family and higher density homes to be constructed within the selected resilient neighborhoods (a separate process) for the buy-in households. The plan book will incorporate three design themes for the neighborhood that are reflected in the conceptual exterior designs of the homes. EAPC will prepare conceptual floor plans for one, two, three and four bedroom homes.
5. The contract with EAPC consists of four tasks as follows:

1. Identify Project Goals and Performance Criteria
Complete within 60 days from contract signing
2. Determine Design Themes and Develop a Plan Book
Complete within 90 days from contract signing
3. Develop Detailed Plans and Specifications
Complete within 150 days from contract signing
4. Provide Construction Inspection Services
Provide services for the duration of construction

IV. IMPACT:

A. Strategic Impact:

The buyout process has started and it is necessary for the city to start the buy-in process to retain low-to-moderate income residents displaced by the buyout process. This will ensure the city continues to thrive.

B. Service/Delivery Impact:

It is essential the buy-in process start immediately to begin to match buyout residents to affordable resilient neighborhoods.

C. Fiscal Impact:

Total cost for the four identified tasks is \$267,930. The costs will be paid using NDR grant funds for Affordable Single Family Housing.

V. ALTERNATIVES

An alternative would be to issue a RFP for the services EAPC will provide; however, it was the intent of the NDR application to utilize the partners identified in the application to keep the process moving forward as the funds will expire.

VI. TIME CONSTRAINTS

All funds expire September 30, 2022.

VII. LIST OF ATTACHMENTS

Attached is a copy of the draft contract with EAPC. There are a couple of minor issues that will be resolved before the contract is final.