



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Lance Meyer, P.E., City Engineer

DATE: March 1, 2021

SUBJECT: CITY HALL REHABILITATION CONSULTANT SELECTION (4466)

I. RECOMMENDED ACTION

1. Recommend Council select JLG as the architectural consultant for the project.
2. Authorize the city engineer to negotiate a scope and fee.
3. Authorize the mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer	701-857-4100
Emily Huettl, Assistant City Engineer	701-857-4100

III. DESCRIPTION

1. Background
Last year the city council authorized the purchase of the former Wells Fargo Building for a new city hall. Staff has since been working to secure a consultant to perform architectural services for the City.
2. Proposed Project
A consultant selection committee comprised of four city staff and Ald. Olson ranked written statements of qualifications from five consulting firms. A short list of three firms was developed for an interview. Based on the interview, the committee is recommending JLG to perform architectural services for this project.
3. Consultant Selection
JLG is the recommended consultant for this project based on their qualifications.

IV. IMPACT:

1. Strategic Impact:
N/A
- B. Service/Delivery Impact:
N/A
- C. Fiscal Impact:
Funds for this project are coming from previously budgeted funds by the Council.

V. ALTERNATIVES

Council has the ability to select a different consultant if they deem another consultant is more qualified.

Council can also reject all consultants and re-advertise for the consulting services.

VI. TIME CONSTRAINTS

Staff cannot begin contract negotiations until Council formally selects JLG. Staff requests this selection be made as soon as possible.

VII. LIST OF ATTACHMENTS

A. N/A