



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Jonathan Rosenthal, Economic Development Administrator

DATE: April 27, 2021

SUBJECT: DOWNTOWN PLANNING SERVICES STUDY CONSULTANT SELECTION

I. RECOMMENDED ACTION

1. Recommend the Council select Ackerman-Estvold as the consultant for the project.
2. Authorize the Community & Economic Development Director to negotiate a scope and fee.
3. Authorize the Mayor to sign the agreement.

II. DEPARTMENT CONTACT PERSONS

Jonathan Rosenthal, Economic Development Administrator – 420-4524
Brian Billingsley, Community & Economic Development Director – 857-4147

III. DESCRIPTION

1. Background
The City of Minot was awarded a \$19,400 Partners in Planning grant from the North Dakota Department of Commerce in March. The Community Development Department solicited a Request for Qualifications from local planning, engineering, and architectural firms.
2. Proposed Project
Community Development Department staff reviewed and ranked the written statements of qualifications from two consulting firms. Based on the qualifications of the highest ranked firm, staff is recommending Ackerman-Estvold to perform the services for this project.

IV. IMPACT:

1. Strategic Impact:
Addresses elements for completion in the IEDC checklist generated by the Minot community in 2019.
2. Service/Delivery Impact:
The City of Minot is looking for the guidance provided by the public planning process to set priorities for downtown, set budgets and to take action on public improvements, make

public investments and in the creation of public/private partnerships. This grant will allow the City to:

- a. Gather current Downtown Minot data such as: current businesses, size of businesses, number and types of properties, vacant properties, residential properties, through a walking study to determine condition of buildings and provide observations that can be helpful in developing a vision for redevelopment;
 - b. Catalog critical accessibility issues for any disability through a walking tour; and,
 - c. Facilitate focus groups and public forums for community input with Minot High School and Minot State University students and faculty and with downtown residents.
3. Fiscal Impact:
Funds for this project are coming from reimbursement of expenses from a \$19,400 state-funded grant. Local match will be covered through in-kind services performed by staff.

V. ALTERNATIVES

1. Council has the ability to select a different consultant if they deem another consultant is more qualified.
2. Council can also reject all consultants and re-advertise for consulting services.

VI. TIME CONSTRAINTS

The City has a deadline to complete this work by the end of June and staff recommends prompt action on this contract.

VII. LIST OF ATTACHMENTS

1. N/A