



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Brian Billingsley, AICP, Community & Economic Development Director

DATE: July 27, 2021

SUBJECT: 2045 COMPREHENSIVE PLAN CONSULTANT SELECTION

I. RECOMMENDED ACTION

1. Recommend the Council select SRF Consulting as the lead 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

Brian Billingsley, Community & Economic Development Director – 857-4147

III. DESCRIPTION

1. Background
The Minot City Council budgeted \$200,000 in the FY 2021 budget towards a new comprehensive plan. The Community Development Department solicited a Request for Qualifications from professional land planning firms throughout the country.
2. Proposed Project
A committee composing of three city staff, Aldermen Pitner and Podrygula, and a Minot Planning Commissioner reviewed and ranked the written statements of qualifications from four consulting firms. The committee invited three firms to interview before the committee in person on July 12, 2021.
3. Consultant Selection
Based on the qualifications of the highest ranked firm, the committee is recommending SRF Consulting of Bismarck, Fargo, and Minneapolis to perform the services for this project. SRF is teaming with Confluence Area Planning and Design, based in Des Moines and Fargo, and Odney, which is based in Bismarck and Minot.

IV. IMPACT:

1. Strategic Impact:
N/A

2. Service/Delivery Impact:

N/A

3. Fiscal Impact:

Funds for this project are coming from previously budgeted funds by the Council.

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

There are no time constraints on this project. A comprehensive plan usually takes 18-24 months to complete. Our existing plan was adopted in 2012 and planning staff feels that it needs to be updated and replaced as soon as reasonably possible.

VII. LIST OF ATTACHMENTS

1. N/A