



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Emily Berg, Interim NDR Program Manager

DATE: May 2, 2022

SUBJECT: CDM SMITH NDR CONTRACT AMENDMENT 6

I. RECOMMENDED ACTION

- A. City Council approve CDM Smith NDR Contract Amendment 6
- B. Authorize Mayor to sign the contract amendment.

II. DEPARTMENT CONTACT PERSONS

Emily Berg, Interim NDR Program Manager, 857-1553

III. DESCRIPTION

Background

The City of Minot for CDBG-NDR issued a RFP for a project delivery support services consulting firm. The City awarded the contract to CDM Smith for specified services periodically amended based on City needs at specified rates and is set to expire March 31, 2023. NDR Substantial Amendment 4 removed the Downtown Gathering Space activity subtracting \$259,806.25 in potential project delivery costs from the CDM Smith contract. NDR Substantial Amendment 7 removed an additional \$974,739.50 in potential project delivery costs as well closing out completed projects under budget to support higher need projects such as the Family Homeless Shelter and Public Facilities Relocation (New City Hall).

Proposed Project

The proposed contract amendment will reduce CDM Smith’s NDR project delivery contract from \$19,383,482.00 by \$1,234,545.75 to a revised total of \$18,148,936.25. This contract is an “up to” amount and does not guarantee payment of the full contract amount. CDM Smith submits a monthly work plan to be approved by the City authorizing work on specific activities and are paid on an approved hourly rate basis. This reflects the current scope of work approved by the City and matches the Action Plan approved by HUD. Since 2017, the total billing per month by CDM Smith has steadily reduced from \$450,000 to approximately \$98,000 per month which reflects a combination of the City assuming a more direct role in the overall administration of the grants and a reduction in support services needed for project delivery. Monthly billing will continue to be reduced as the contract nears the completion date.

IV. IMPACT:

Service/Delivery Impact:

This contract amendment seeks to match the contract to the currently approved work plan. These changes have already been implemented and it was determined to amend the contract to be a more accurate reflection of CDM Smith’s scope of work.

Fiscal Impact:

Reducing the maximum contract amount for CDM Smith project delivery will align their contract with what has been approved by HUD in our Action Plan as well as the approved work plan by the City under the CDBG-NDR grant.

V. CITY COUNCIL ASPIRATIONS

Approval of this action achieves the City Council aspiration of being resilient and prepared.

VI. ALTERNATIVES

N/A

VII. TIME CONSTRAINTS

N/A

VIII. LIST OF ATTACHMENTS

A. Minot CDM Smith NDR Contract Amendment 6