

EXHIBIT A



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Captain Justin Sundheim

**DATE:** April 18, 2022

**SUBJECT: MINOT CENTRAL PSAP RELOCATION CONSULTANT-REQUEST FOR QUALIFICATIONS**

**I. RECOMMENDED ACTION**

Approve request for qualifications (RFQ) for technical and professional services consulting services for Minot Central PSAP relocation and build.

**II. DEPARTMENT CONTACT PERSONS**

John Klug, Chief of Police	857-9800
Justin Sundheim, Captain	857-4717

**III. DESCRIPTION**

A. Background

Along with the City Hall relocation project, Minot Central PSAP is included as a vital portion of the project. The extensive technology aspect of the PSAP portion of the project exceeds the ability scope and time requirements of current staff.

B. Proposed Project

A technology consulting firm that specializes in public safety answering points (PSAP) will provide services when required to successfully implement an emergency services communication center to serve the citizens of Minot and surrounding area. An initial analysis of the project will determine scope of firm's involvement going forward.

C. Consultant Selection

The city will announce a formal request for qualifications consistent with city policy and ordinance. A recommendation of a consulting firm will be brought back to council after city staff reviews submissions.

**IV. IMPACT:**

A. Strategic Impact:

The Department's goal is to ensure our community has a reliable, efficient, and modern emergency communication center. These elements are critical when emergencies within our community occur.

B. Service/Delivery Impact:

Approval of a professional consulting firm will provide expertise as it pertains to the building of a new PSAP center. This will allow current city staff to express needs to a firm, allowing for either immediate feedback or an action plan being implemented by the firm. In contrast, without the firm, this burden will fall on city staff.

C. Fiscal Impact:

Cost of initial analysis is intended to be brought forth to the Ward County 9-1-1 Committee. Any further costs and involvement at that point would be brought forth to City Council for determination and approval.

Project Costs

TBD

Project Funding

TBD

**V. CITY COUNCIL ASPIRATIONS**

Providing the citizens of Minot with a reliable and efficient Public Safety Answering Point by ensuring professional expertise is utilized when available..

**VI. ALTERNATIVES**

A. The Council could reject the proposal to solicit RFQ for a Public Safety Technology Consulting firm

- i. This would increase time commitment from city staff as this part of the project goes forward.
- ii. Potential increased costs in the future. Staff would be required to make decisions that may not be in line with future unknown needs. Operating vs. Building a PSAP are two very different functions.

**VII. TIME CONSTRAINTS**

The current construction of City Hall is ongoing. The initial analysis of the future PSAP area should be done in a timely manner to ensure any unintentional oversights are rectified to limit costs.

**VIII. LIST OF ATTACHMENTS**

- A. Request for Qualification solicitation