



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Jason Sorenson, Utilities Director

**DATE:** April 1, 2024

**SUBJECT: 2024 TRANSIT TRANSFER CENTER AWARD OF BID & BUDGET  
AMENDMENT (CITY PROJECT NO. 4741)**

## I. RECOMMENDED ACTION

- A. Recommend council award the bid for the 2024 Transit Transfer Center Construction Project to Rolac Contracting Inc. for the lowest bid of \$627,100.00.
  - B. Recommend council authorize the mayor to sign contract documents on behalf of the City.
  - C. Recommend approval of the proposed ordinance to increase the transit capital equipment account for unexpected increases in construction costs for this project and approve the use of Sales Tax Improvement Funds for the increase local match requirement.

## II. DEPARTMENT CONTACT PERSONS

Jason Sorenson, Utilities Director 857-4140

### III. DESCRIPTION

- A. Background  
On Tuesday, March 5, 2024, bids were opened for the construction of the Transit Transfer Center. Below is a copy of the bid tabulation:

**2024 Transit Transfer Center  
City Project #4741**

The lowest responsible bid was received from Rolac Contracting Inc. in the amount of \$627,100.00.

B. Proposed Project

This project will construct the new transit transfer center in the Renaissance Parking Structure located at 205 1<sup>st</sup> Street SW.

C. Consultant Selection

N/A

**IV. IMPACT:**

A. Strategic Impact:

The relocation of the transit transfer station has long sought to be in downtown Minot. The reallocation of parking is a needed step to accommodate the transit bus operations. This location is ideally situated as it provides a central location to all transit routes and allows safe and efficient access for buses and pedestrian access to the transfer center for each of our current six routes and the two additional routes that will be added for expansion in 2024.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

Funds for this project were budgeted in the 2023 Transit Capital Funds budget in the amount of \$500,000 (Account 42066000-57300). The bids came in for the project higher than initially estimated due to an increase in construction costs since the original estimate was completed and the addition of more stringent Buy America/Build America requirements. Additional grant funding has been requested and approved by the NDDOT. A Section 5339 grant will reimburse \$560,000.00 for this project with a total of \$140,000.00 in local matching funds required. The additional \$40,000.00 not already budgeted for will come out of Sales Tax Improvements.

Project Costs

Engineer's Estimate:	\$573,982.51
Contractor's Bid:	\$627,100.00

Amend the 2024 annual budget to increase the transit capital equipment revenues and expenditures for the Transit Transfer Center award of bid:

42000000-33200	2023660001	\$160,000
42000000-39101	2023660001	40,000
42066000-57300	2023660001	200,000
25266000-49101		40,000
10011000-49125		40,000

**V. CITY COUNCIL ASPIRATIONS**

This item achieves the aspirations of Safe and Welcoming as well as Resilient and Prepared.

**VI. ALTERNATIVES**

N/A

**VII. TIME CONSTRAINTS**

Approval by council will allow this project to move forward with an estimated completion date of September 1, 2024.

**VIII. LIST OF ATTACHMENTS**

Transit Transfer Center Budget Amendment Ordinance