



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

**FROM:** Chris Plank, NDR Grant Administrator

**DATE:** 4/15/2024

**SUBJECT:** **2024 STRUCTURE DEMOLITION/SITE RESTORATION CONTRACT AWARD –  
309 1<sup>st</sup> Ave NE**

**I. RECOMMENDED ACTION**

*Staff recommends City Council approve and authorize the Mayor to sign a contract Dig It Up Backhoe Service, Inc. for structure demolition /site restoration located at 309 1<sup>st</sup> Ave NE, Minot ND 58701 in the amount of \$32,400.00*

**II. DEPARTMENT CONTACT PERSONS**

*Chris Plank, NDR Grant Administrator, 701-857-1553*

**III. DESCRIPTION**

Background

*The City of Minot periodically issues demolition/site restoration bids when sufficient properties with structures that have been acquired as part of the acquisition program for flood project controls. The intent is to keep on a schedule which supports timing of flood control projects while removing structures from creating hazards. The engineering estimate for this bid, which is pursuant to HUD procurement rules was required to be prepared prior to bid, was \$57,000. Two bids were received, with the lowest responsible bid. The lowest responsible bid received was from Dig It Up Backhoe Services, Inc in the amount of \$32,400. The low bid was \$24,600 below the engineer's estimate calculating to roughly an 43.5% underage. CDM Smith has submitted a letter of recommendation of award verifying this meets the HUD Procurement requirements of being necessary and reasonable. The low bidder is registered with SAM.gov which reflects a report of no active exclusions or debarment.*

Contract Selection

*Friday, April 5, 2024 at 10:00am, bids were opened for a Structure Demolition/Site Restoration Contract Award. Below is a copy of the tabulation summary:*

<b>Bidder</b>	<b>Total Amount Base Bid</b>
Dig It Up Backhoe Services, Inc	\$32,400
Hanson's Excavating, Inc	\$114,000

**IV. IMPACT:**

A. Strategic Impact:

*Continues the focus on maximizing the use of State Water Commission funds as efficiently and effectively as possible through a timely bidding process.*

B. Service/Delivery Impact:

*Assures the City is keeping pace in needed site preparation for flood control projects.*

C. Fiscal Impact:

*State Water Commission matching funds will be used to cover the full contract amount.*

**V. CITY COUNCIL ASPIRATIONS**

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

**VI. ALTERNATIVES**

*A.. Deny the bid and do not do the project*

*B. Re-bid the project*

**VII. TIME CONSTRAINTS**

*Structures need to be demolished to ensure flood control projects can proceed on schedule.*

**VIII. LIST OF ATTACHMENTS**

A. *CDM Smith Recommendation of Award Letter*

B. *Agreement between Dig It Up Backhoe Services, Inc*