



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

**FROM:** Stephen Joersz, PE, PTOE, Traffic Engineer

**DATE:** April 15, 2024

**SUBJECT: CONSULTING ENGINEERING - PRAIRIE ENGINEERING TASK ORDER (4782)**

#### **I. RECOMMENDED ACTION**

1. Recommend council approve a task order for Prairie Engineering to provide engineering support services for street lighting and traffic signals as requested by the Engineering Department; and,
2. Recommend council approve a task order for Prairie Engineering to provide construction engineering services for Street Lighting District 65; and,
3. Authorize the Mayor to sign the task orders.

#### **II. DEPARTMENT CONTACT PERSONS**

Lance Meyer, City Engineer	701-857-4100
Stephen Joersz, Traffic Engineer	701-857-4100

#### **III. DESCRIPTION**

##### **A. Background**

On the January 17, 2023 council meeting, council approved consulting engineering services for the Engineering Department based upon staff workload and needs. With an increased workload in capital improvement projects, the department needs additional resources to call upon when needed to complete our tasks.

##### **B. Proposed Project**

The Engineering Department is requesting approval for two task orders, as described below, for Prairie Engineering. Prairie Engineering is a consultant firm that specializes, in among others, street lights, traffic signals and electrical engineering.

Task Order 1 involves Prairie Engineering providing general support services for street lighting and traffic signals as requested by the Traffic Division of the Engineering Department.

Task Order 2 involves Prairie Engineering providing construction engineering services for Street Light District 65 Dakota Homes Addition.

##### **C. Consultant Selection**

Prairie Engineering was selected as part of a qualifications based selection of firms for a Master Service Agreement contract in the engineering department. This was previously approved by council.

#### **IV. IMPACT:**

##### **A. Strategic Impact:**

Being able to provide engineering services without being constrained by staffing needs will help advance projects faster.

**B. Service/Delivery Impact:**

Having Prairie Engineering's experienced staff on board will allow the Engineering Department to provide excellent street lighting and traffic signal engineering services for the City of Minot.

**C. Fiscal Impact:**

Funding for Task Order 1, General Street Light and Traffic Signal Engineering Services, was appropriated in the 2024 budget in the Traffic Division – Engineers line item. \$20,000 was budgeted in 2024 for Traffic Division consultant engineering services.

It is anticipated that funding for the Task Order 2, Street Light District 65, will utilize refunding improvement bonds within the capital infrastructure fund. Task Order 2 has a ‘not to exceed’ amount of \$3,200.

**V. CITY COUNCIL ASPIRATIONS**

The work of the engineering department can connect to any of the council’s aspirations. This item will allow us to continue our delivery of projects.

**VI. ALTERNATIVES**

Alternate 1: Council could choose not to award the Task Orders for Prairie Engineering. This would leave inexperienced staff observing the Street Light District 65 and potentially backlog miscellaneous street lighting and traffic signal engineering work.

**VII. TIME CONSTRAINTS**

Staff recommends action in a timely manner.

**VIII. LIST OF ATTACHMENTS**

- A. Task Order 1 – General Street Lighting and Traffic Signal Engineering Services
- B. Task Order 2 – Street Light District 65 Construction Engineering Services