

FARGO CITY COMMISSION AGENDA
Monday, February 11, 2019 - 5:00 p.m.

City Commission meetings are broadcast live on TV Fargo Channel 56 and online at www.FargoND.gov/streaming. They are rebroadcast Mondays at 5:00 p.m., Thursdays at 7:00 p.m. and Saturdays at 8:00 a.m. They are also included in the video archive at www.FargoND.gov/citycommission.

- A. Pledge of Allegiance.
- B. Roll Call.
- C. Approve Order of Agenda.
- D. Minutes (Regular Meeting, January 28, 2019).

CONSENT AGENDA – APPROVE THE FOLLOWING:

- 1. 2nd reading and final adoption of an Ordinance Rezoning Certain Parcels of Land Lying in Golden Valley Second Addition.
- 2. Skyway Use Agreement with DFI BC LLC.
- 3. Applications for property tax exemptions for improvements made to buildings:
 - a. Steven K. and Michele T. Anderson, 2220 Centennial Rose Drive South (3 year).
 - b. Richard and Stephanie Kopp, 901 8th Street North (5 year).
 - c. Banner LLC, 222 Broadway North (5 year).
 - d. Warner Investment Corporation, 318 Broadway North (5 year).
 - e. Matthew J. and Jennifer A. Braun, 1129 1st Street North (5 year).
 - f. Kali R. Frankhanel and Justyn T. Armentrout, 1546 13 1/2 Street South (5 year).
 - g. Matthew and Kayla Flann, 1833 17th Street South (5 year).
 - h. Andrew and Apryl Zetocha, 1023 5th Street South (5 year).
 - i. Paula Kay Henry and Robert Giles, 1533 9th Avenue South (5 year).
- 4. Site authorization for Prairie Public Broadcasting, Inc. at Bison Turf.
- 5. Applications for Games of Chance:
 - a. NDSU Men's Lacrosse Team for a raffle on 3/22/19.
 - b. Dakota Se Chapter of Pheasants Forever, Inc. for a raffle board on 3/3/19.
 - c. NDSU Climbing Club for a raffle on 3/8/19.
 - d. Red River VW Club for a raffle on 7/27/19.
 - e. Charism for a raffle on 2/14/19.
 - f. Fargo Moorhead Derby Girls for a raffle on 3/9/19.
 - g. Red River Valley Figure Skating Club for a raffle on 3/10/19.
- 6. Contract award for consulting services to Flint Communications, Inc. in association with Project No. MS-19-B0.
- 7. Agreements – Engineering Technician I with Peggy Amsbaugh and Dana Johnson.

Concur with the Consultant Selection Committee's recommendations for the selection of consultants for the Master Services Agreements, as presented (Project No. MS-19-A0).

9. Final Balancing Change Order No. 2 in the amount of \$10,054.50 for Improvement District No. SN-17-A1.
10. Bid advertisement for Project No. PR-19-A.
11. Bid award for Tree Injection Services - 2019 (RFP19008).
12. Agreement with Kara Gloe for Assistant Planner Services.
13. Resolution Approving Plat of Rocking Horse East Fourth Addition.
14. Acceptance of the grant award from the Fargo Force Hockey Organization in the amount of \$7,500.00 for the Fargo Police Department to equip squad cars with medical kits.
15. Bid award for Water Main Materials, Miscellaneous Materials, Fire Hydrants/Parts and Miscellaneous Street Materials (RFP19009).
16. Bid award for lease/purchase of one crawler dozer (RFP19016).
17. Bills.
18. Change Order No. 4 for an increase of \$45,607.22 for Improvement District No. BR-17-C1.
19. Change Order No. 2 for an increase of \$5,480.26 and a 17-day time extension for Improvement District No. NR-18-A1.
20. Change Order No. 1 for an increase of \$108,725.46 and an 8-day time extension for Improvement District No. BN-18-F2.
21. Negative Final Balancing Change Order No. 4 in the amount of -\$143,972.65 for Improvement District No. PR-18-C1.
22. Negative Final Balancing Change Order No. 3 in the amount of -\$102,103.74 for Improvement District No. BR-17-A1.
23. Create Improvement District No. PR-19-E.

REGULAR AGENDA:

24. Appointments to the City Hall-Auditorium Commission.
25. State Water Commission requests for Cost Reimbursement for FM Diversion Flood Project Costs:
 - a. Costs totaling \$105,433.98.
 - b. Costs totaling \$121,908.95.
26. Request for Proposals for City owned property located at 1-2nd Street South.
27. Public Hearings – 5:15 pm:
 - a. NSC Addition (5703 and 6101 45th Street North); approval recommended by the Planning Commission on 9/4/18;

1. Growth Plan Amendment.
 2. Zoning Change from AG, Agricultural to P/I, Public and Institutional.
 3. 1st reading of rezoning Ordinance.
 4. Plat of NSC Addition.
- b. Special assessments of sewer repairs.
- c. Application filed by CI Sport, Inc. for a property tax exemption for a project located 2121 43rd Street South which the applicant will use in the operation of designing and marketing collegiate and corporate apparel.
28. St. Paul's Newman Center Addition (1113, 1117, 1119, 1129, 1131 and 1141 North University Drive; 1112, 1118, 1122, 1126, 1130, 1134, 1138, 1142 and 1146 12th Street North; 1201, 1211, 1213, 1215 and 1223 11th Avenue North); approval recommended by the Planning Commission on 12/4/18; continued from the 1/14/19 Regular Meeting:
- a. Zoning Change from MR-3, Multi-Dwelling Residential, LC, Limited Commercial and SR-3, Single-Dwelling Residential to MR-3, Multi-Dwelling Residential with a PUD, Planned Unit Development Overlay.
 - b. 1st reading of rezoning Ordinance.
 - c. Planned Unit Development Master Land Use Plan.
 - d. 1st reading of Ordinance Establishing a Planned Unit Development.
 - e. Plat of St. Paul's Newman Center Addition.
29. Waive requirement to receive and file an Ordinance one week prior to 1st reading and 1st reading of an Ordinance Amending Section 25-1606 of Article 25-16 of Chapter 25 of the Fargo Municipal Code Relating to Restrictions on Sale, Service or Dispensing of Alcoholic Beverages (Class "B-Limited" Alcoholic Beverage License).

People with disabilities who plan to attend the meeting and need special accommodations should contact the Commission Office at 701.241.1310. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo website at www.FargoND.gov/citycommission.

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

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ORDINANCE NO. _____

1 AN ORDINANCE REZONING CERTAIN PARCELS OF LAND
2 LYING IN GOLDEN VALLEY SECOND ADDITION
3 TO THE CITY OF FARGO, CASS COUNTY, NORTH DAKOTA

4 WHEREAS, the Fargo Planning Commission and the Board of City Commissioners of the
5 City of Fargo have held hearings pursuant to published notice to consider the rezoning of certain
6 parcels of land lying in the proposed Golden Valley Second Addition to the City of Fargo, Cass
7 County, North Dakota; and,

8 WHEREAS, the Fargo Planning Commission recommended approval of the rezoning
9 request on July 3, 2018; and,

10 WHEREAS, the rezoning changes were approved by the City Commission on January 28,
11 2019,

12 NOW, THEREFORE,

13 Be It Ordained by the Board of City Commissioners of the City of Fargo:

14 Section 1. The following described property:

15 Lots One (1) through Eight (8), Block One (1); Lots One (1) through Ten (10),
16 Block Two (2); Lots One (1) through Eleven (11), Block Three (3) and Lots One (1)
17 through Four (4), Block Four (4) of Golden Valley Second Addition to the City of
18 Fargo, Cass County, North Dakota;

19 is hereby rezoned from "AG", Agricultural, District to "SR-4", Single-Dwelling, Residential,
20 District;

21 Section 2. The following described property:

22 Lot Five (5), Block Four (4) of Golden Valley Second Addition to the City of Fargo,
23 Cass County, North Dakota;

is hereby rezoned from "AG", Agricultural, District to "P/I", Public and Institutional , District; with
a "C-O", Conditional Overlay as follows:

OFFICE OF THE CITY ATTORNEY
FARGO, NORTH DAKOTA

ORDINANCE NO. _____

- Restrict uses to:

1 Park and Open Space and Detention Facilities

2 Section 3. The City Auditor is hereby directed to amend the zoning map now on file in his
3 office so as to conform with and carry out the provisions of this ordinance.

4 Section 4. This ordinance shall be in full force and effect from and after its passage and
5 approval.

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9 (SEAL)

Timothy J. Mahoney, M.D., Mayor

10 Attest:

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13 _____
Steven Sprague, City Auditor

First Reading:
Second Reading:
Final Passage:

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Office of the City Attorney

City Attorney
Erik R. Johnson

Assistant City Attorney
Nancy J. Morris

February 7, 2019


Board of City Commissioners
City Hall
225 4th Street North
Fargo, ND 58102

RE: Skyway Use Agreement with DFI BC LLC (Bolstad Building, 117 Broadway)

Dear Commissioners:

Enclosed for your review and approval is an agreement that will allow occupants of the "Bolstad Building" located at 117 Broadway to access the skyway, with certain specified limitations. As you may know, the Bolstad Building has been undergoing a substantial renovation with complete re-construction of the above-ground floors into modern apartments. The request was made for access in order that occupants on the 2nd floor would have ADA accessibility. The designed access point will be a controlled doorway between Bolstad to the skyway that will allow ingress and egress during normal operational hours of the skyway and will allow controlled ingress and egress for said 2nd floor occupants into the portion of the skyway that will "empty" into the Black Building, its twin elevators and onto the ground level and the public sidewalk adjacent to the Black Building. A concept diagram of this route is enclosed. This request was vetted with city administration and with the City Auditor, who are tasked with such skyway usage matters and with the Inspections Department.

SUGGESTED MOTION: I move to approve the Skyway Use Agreement between the city of Fargo and DFI BC LLC pertaining to the Bolstad Building point of access as presented.

Sincerely,

Erik R. Johnson

Enclosure



SKYWAY USE AGREEMENT

THIS SKYWAY USE AGREEMENT (the "Agreement") is entered into and effective as of the 12th February, 2019 (the "Effective Date"), by and among City of Fargo, a North Dakota municipal corporation ("City"), whose address is Attn: City Auditor, 225 4th St. N, Fargo, ND 58102, and DFI BC LLC, a North Dakota limited liability company ("DFI BC"), whose address is Attn: President, 210 Broadway, Suite 300, Fargo, ND 58102.

RECITALS

A. DFI BC owns certain real estate described as follows (collectively, the "DFI BC Property"):

Lot 18, in Block 8 of Keeney and Devitt's Addition to the City of Fargo, situate in the County of Cass and the State of North Dakota, according to the certified plat thereof; and
The South 5 inches of Lot 15 and all of Lots 16 and 17, in Block 8, in Keeney and Devitt's Addition to the City of Fargo, Cass County North Dakota".

B. City has constructed and operates and maintains a pedestrian skyway system throughout parts of Downtown Fargo, and relevant to this Agreement are those portions of the pedestrian skyway system identified as follows (the "Accessibility Corridor"): (1) those portions that pass in and through the properties described on attached Exhibit A (the "DFI BE Property"), Exhibit B (the "Walton Property") and Exhibit C (the "DFI Black Property"), pursuant to various easement agreements and other instruments; and (2) those portions that lie over Broadway Street North and between some of said properties.

C. DFI BC has redeveloped a portion of the DFI BC Property, including a portion that lies contiguous to a portion of the Accessibility Corridor, and DFI BC intends to construct a doorway capable of being secured that will create a passage way and entry point between the second floor of the DFI BC Property and the Accessibility Corridor (the "Entry Point").

D. DFI BC has requested, and City is willing to grant (however, subject to all of the terms and conditions in this Agreement), rights for: (1) general skyway system access via the Entry Point and into the skyway system during normal skyway operation hours ("General Access"); and (2) through that part of the Accessibility Corridor, which part starts at the Entry

Point, then passes through the DFI BC Property, over Broadway Street, and through the Walton Property and the DFI Black Property and terminates at the street level entry to the DFI Black Property, for two-way so-called "24-hour, seven-day-a-week, 365-days-per-year" access for the occupants of the DFI BC Property to the extent necessary to satisfy provisions of City's ordinances related to accessibility standards under the Americans with Disabilities Act ("Accessibility Access").

AGREEMENTS

NOW, THEREFORE, in consideration of the recitals, the mutual agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby declare, grant, covenant, and agree to the following:

1. Grant of Access. City hereby grants to DFI BC, for the benefit of the DFI BC Property, General Access and Accessibility Access, which shall be on a non-exclusive, appurtenant and perpetual basis.

2. Modifications to Entry Point and Accessibility Corridor. DFI BC, after obtaining the approval of City as to specifics, shall at its sole cost and expense install, repair and maintain such doors, one-way or two-way mechanical and/or electrical secured entry devices and systems, alarms, cameras and other devices and equipment at the Entry Point and throughout the entire Accessibility Corridor as City deems necessary to comply with any applicable building codes to accommodate General Access and Accessibility Access while at the same time allowing the Accessibility Corridor to serve its intended purpose of general public access during normal operating hours and allowing the Accessibility Corridor and the remainder of skyway system to be secure as to one another outside of normal business hours. City may, if DFI BC fails to comply with this Section or if City prefers to do undertake any of the work described in this Section itself (and using either City employees or contractors), undertake any such work, in which case DFI BC shall reimburse City for the reasonable costs thereof within 30 days after written demand by City.

3. Relocation. DFI BC acknowledges the location and route of the skyway system, including the Accessibility Corridor, may change from time to time, and City reserves the right to change the location and route of the Accessibility Corridor without DFI BC's consent, provided any relocation shall allow for continued General Access and Accessibility Access.

4. Non-Disturbance. The occupants the DFI BC Property shall exercise the rights granted in this Agreement in such a manner that causes the least interference and disturbance to the operation, security, maintenance and repair of the skyway system as is commercially reasonable under the circumstances.

5. Alterations/Improvements. Any alterations or improvements (as contrasted with repair and maintenance, which shall not require the prior approval of City) to the Entry Point must be approved in writing by City and shall be subject to the reasonable discretion and approval of City to ensure the skyway system will thereafter operate in accordance with City's then-current practices. DFI BC shall not permit or suffer any construction liens

against the Accessibility Corridor or any of the properties in which the Accessibility Corridor is located, and if any arise, DFI BC shall undertake such actions as are necessary to cause the same to be fully discharged within 15 days after notice.

6. Insurance. DFI BC shall keep in full force and effect, at its expense, a policy or policies of insurance with companies licensed to do business in North Dakota and reasonably acceptable to City with the following coverages: (1) public liability and property damage insurance and automobile liability insurance with respect to the Accessibility Corridor and the business of DFI BC, with a minimum coverage of \$2,000,000 per occurrence and not less than \$4,000,000 annual aggregate for this location; (2) if the nature of DFI BC's operation is such as to place any or all of its employees under the coverage of Workers' Compensation or similar statutes, DFI BC shall also keep in force, at its expense, Workers' Compensation or similar insurance affording statutory coverage and containing statutory limits; (3) any other special insurance coverages associated with DFI BC's use of the Accessibility Corridor requested by City; and (4) insurance for fire and extended coverage, insuring for the full replacement cost, the Entry Point and security systems and equipment related thereto. Such policies, where applicable and to the maximum extent possible, shall name City as an additional insured. Upon City's written request, DFI BC shall furnish certificates evidencing any such insurance required is in effect and, if available, stating that City shall be notified in writing 10 days prior to cancellation, material change or nonrenewal of insurance. DFI BC shall carry additional coverages and/or increased coverage limits, in amounts as City may reasonably request from time to time.

7. Governmental Regulations. DFI BC shall, at its sole cost and expense, comply with and faithfully observe all statutes, ordinances, rules, regulations, orders, laws and the like of all local, state and Federal and other applicable governmental authorities, present or future, having jurisdiction and related to exercising its rights under this Agreement.

8. Indemnification. DFI BC shall indemnify, defend, and hold harmless City and its officers, agents, representatives, employees, contractors, guests and the like (collectively, the "Indemnified Parties") from and against any claims, liens, liabilities, lawsuits, costs, expenses, damages and/or the like (including reasonable attorneys' fees) (collectively, "Claims") including, but not limited to, Claims for personal injury, wrongful death or property damage, resulting from, arising out of, or in any way related to exercising its rights under this Agreement. Without limiting the foregoing, DFI BC shall indemnify, defend, and hold harmless the Indemnified Parties from and against all violations of Environmental Laws resulting from, arising out of, or in any way related to exercising its rights as to the Easement Areas.

9. Scope/Binding Effect. The rights and obligations herein provided shall inure to the benefit of and be binding upon the parties hereto, their successors, assigns, heirs, and legal representatives, and shall run with, benefit and burden the DFI BC Property and the Accessibility Corridor. Notwithstanding anything in this Agreement to the contrary, however, DFI BC and City recognize and acknowledge that DFI BC's rights in and to the properties through with the

Accessibility Corridor passes derive through City and DFI BC has no rights in and to such properties under this Agreement outside of those rights held by City from time to time.

10. Waiver. No waiver of any breach of the easements or of any rights, obligations, covenants, and/or provisions herein contained shall be construed as, or constitute, a waiver of any breach or a waiver, acquiescence in, or consent to any further or succeeding breach of the same or any other such easements, rights, obligations, covenants, and/or other provisions.

11. Severability. If any term or provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remaining terms or provisions of this Agreement shall not be affected thereby, but such remaining terms and provisions shall be valid and enforceable to the fullest extent permitted by law.

12. Governing Law. This document shall be construed and enforced in accordance with the laws of the State of North Dakota.

[The remainder of this page intentionally left blank – signature pages follow]

**CITY OF FARGO,
a North Dakota municipal corporation**

By: _____
Timothy J. Mahoney
Its: Mayor

ATTEST:

Steven Sprague, City Auditor

STATE OF NORTH DAKOTA)
) ss.
COUNTY OF CASS)

On this ____ day of _____, 2017, before me, a notary public in and for said county and state, personally appeared TIMOTHY J. MAHONEY and STEVEN SPRAGUE, to me known to be the Mayor and City Auditor, respectively, of the CITY OF FARGO, a North Dakota municipal corporation, described in and that executed the within and foregoing instrument, and acknowledged that said municipal corporation executed the same.

(SEAL)

Notary Public
Cass County, ND

DFI BC LLC

By: _____
Bill Rothman, Vice President

STATE OF NORTH DAKOTA)
) SS
COUNTY OF CASS)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Bill Rothman, the Vice President of DFI BC LLC, a North Dakota limited liability company, on behalf of the limited liability company.

Notary Public
State of North Dakota

EXHIBIT A
Description of DFI BE Property

Lots 14 and 15, except the South 5 inches of Lot 15, in Block 8, of Keeney and Devitt's Addition to the City of Fargo, situate in the County of Cass and the State of North Dakota, according to the certified plat thereof.

EXHIBIT B
Description of Walton Property

The North Half of Lot Five, in Block Two, of Roberts' Addition to the City of Fargo, situate in the County of Cass and the State of North Dakota.

EXHIBIT C
Description of Black Property

Lots Three and Four and the South Half of Lot Five, in Block Two, of Roberts' Addition to the City of Fargo, situate in the County of Cass and the State of North Dakota.

CITY OF
Fargo
ASSESSMENT DEPARTMENT

3a

January 24, 2019

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 2220 Centennial Rose Dr. S as submitted by Steven K. & Michele T. Anderson. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2018, 2019, & 2020.

The estimated annual tax revenue lost by granting the exemption for 2018, based upon the estimated cost of the improvements, would be about \$245 with the City of Fargo's share being \$40. The estimated annual tax revenue lost by granting the exemption for 2019 going forward, based upon the estimated cost of the improvements, would be about \$1485 with the City of Fargo's share being \$250.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner ^{or} Steven + Michelle Anderson Phone No. 310/ 367-4813

2. Address of Property 2220 Centennial Rose Dr. S.
City FARGO State ND Zip Code 58104

3. Legal description of the property for which the exemption is being claimed. Lot 5 Block 5 Rose Creek 3rd Addition

4. Parcel Number 01-2484-00560-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner Same
City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). 2-story Addition

7. Building Permit No. 171597 8. Year Built 1992

9. Date of Commencement of making the improvement 8/24/17

10. Estimated market value of property before improvement \$ 712,600

11. Cost of making the improvement (all labor, material and overhead) \$ _____

12. Estimated market value of property after improvement \$ _____

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
Applicant's Signature [Signature] Date Jan 16 '19

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 3 YEARS FOR QUALIFYING WORK
Assessor's Signature [Signature] Date 1/28/19

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
Approval subject to the following conditions: _____
Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

36

January 18, 2019

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 901 8 St. N as submitted by Richard & Stephanie Kopp. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2019, 2020, 2021, 2022, & 2023.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$105 with the City of Fargo's share being \$15.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**

North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Richard & Stephanie Kopp Phone No. 701-367-1746

2. Address of Property 901 8 St N

City FARGO State ND Zip Code 58102

3. Legal description of the property for which the exemption is being claimed. W 79' of Lt 10, Blk 16, Harwoods 2nd

4. Parcel Number 01-1130-00610-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner Same

City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Repaired and redid roof. Installed new soffet and fascia. Wrapped and resided house. Installed 13 new windows.

7. Building Permit No. 181988 8. Year Built 1919

9. Date of Commencement of making the improvement November 2018

10. Estimated market value of property before improvement \$ 147,500

11. Cost of making the improvement (all labor, material and overhead) \$ 20,000

12. Estimated market value of property after improvement \$ 160,000

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.

Applicant's Signature [Signature] Date 1-10-19

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK

Assessor's Signature [Signature] Date 1/28/19

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved

Approval subject to the following conditions: _____

Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

30

January 24, 2019

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 222 Broadway N as submitted by Banner LLC. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2019, 2020, 2021, 2022, & 2023.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$13,565 with the City of Fargo's share being \$2,305.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

Application For Property Tax Exemption For Improvements To Commercial And Residential Buildings

North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Banner LLC Phone No. (701)809-5991

2. Address of Property 222 Broadway N
 City FARGO State ND Zip Code 58102

3. Legal description of the property for which the exemption is being claimed. LOT 6, EXC N 6 IN BLK 3
ROBERTS

4. Parcel Number 01-2381-00520-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner 1330 Page Dr. S Ste 202C
 City Fargo State ND Zip Code 58103

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Remodel existing offices in lower level + upper

7. Building Permit No. 181977 8. Year Built 1949

9. Date of Commencement of making the improvement 11/09/2018

10. Estimated market value of property before improvement \$ 1,193,000

11. Cost of making the improvement (all labor, material and overhead) \$ 8940,000.00

12. Estimated market value of property after improvement \$ _____

Applicant's Certification and Signature

I certify that the above information is correct to the best of my knowledge and I apply for this exemption.

Applicant's Signature Stefani J. Nelson Date 1/21/19

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK

Assessor's Signature Den [unclear] Date 1/28/19

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved

Approval subject to the following conditions: _____

Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

306

January 24, 2019

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 318 Broadway N as submitted by Warner Investment Corp. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2019, 2020, 2021, 2022, & 2023.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$43,360 with the City of Fargo's share being \$7,370.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner WARNER INVESTMENT GROUP Phone No. _____

2. Address of Property 318 BROADWAY N
City FARGO State ND Zip Code 58102

3. Legal description of the property for which the exemption is being claimed. LOT 9 & 10 S G ROBERTS
PLAT #2

4. Parcel Number 01-2460-00110-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner SAME
City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). REMODEL EXISTING OFFICE BLDG. UPGRADES ON 2ND & 3RD FL. CREATE NEW SPACE ON EXISTING ROOF. EXTEND ELEVATOR. REPLACE STOREFRONT

7. Building Permit No. 181495 8. Year Built 1955

9. Date of Commencement of making the improvement 08/31/2018

10. Estimated market value of property before improvement \$ 1,196,000

11. Cost of making the improvement (all labor, material and overhead) \$ 3,009,983.20

12. Estimated market value of property after improvement \$ 4,200,000

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
Applicant's Signature *Brian J. Hoyer* Date 1/15/19

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK
Assessor's Signature *Don Huska* Date 1/28/19

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
Approval subject to the following conditions: _____
Chairman of Governing Body _____ Date _____

**Warner and Company Renovations
Fargo, ND**

Project No. 17-019
August 7, 2018



BID PACKAGE	CONTRACTOR	BASE BID	Alternate No. 1 Provide Unit Heaters for Second Floor Shell Space	Alternate No. 2 Integrated Automation	Notes
General Conditions					
4 Masonry	Gehrtz Construction Services	\$ 85,000.00			
6A General Work & Labor	Haugen Masonry	\$ 80,200.00			
6B Millwork	Minko Construction, Inc	\$ 452,500.00			
6C Laminated Beams	Fargo Cabinets, Inc.	\$ 77,750.00			
7A Moisture Protection	Western Archib International, Ltd	\$ 28,104.80			
7D Prefinished Metal Roof Panels	Pierce Lee Roofing	\$ 130,580.00			
7E Prefinished Metal Wall Panels	Herzog Roofing, Inc.	\$ 34,225.00			
7G Sealants	Ellerson Caulking	\$ 12,790.00			
8A Hardware/Doors/Frames	Central Door and Hardware, Inc.	\$ 32,851.00			
8E Glass & Glazing	Rusco Window Company, Inc.	\$ 86,745.00			
8E Glass & Glazing (Fire Glass Replacement)	Rusco Window Company, Inc.	\$ 89,954.00			
9B Drywall	Miller and Sons Drywall, Inc.	\$ 149,400.00			
9C Tilework	Floor to Ceiling Carpet One	\$ 78,392.00			
9E Acoustical	Farr-Moor Acoustics and Floors, Inc.	\$ 38,179.00			
9G Resilient Flooring/Carpeting	Hannahs, Inc.	\$ 96,945.00			
9I Painting	Premium Painting	\$ 21,250.00			
13 Window Treatments	Allowance	\$ 7,500.00			
14 Conveying System	Otis Elevator Company	\$ 161,000.00			
21 Building Sprinkler	Summit Fire Protection	\$ 52,345.00			
22 Plumbing	included in 23				
23 HVAC	Grant's Mechanical, LLC	\$ 479,447.00	\$ 4,438.00	\$ 30,900.00	
26 Electrical	Red River Electric	\$ 231,899.00	\$ 1,580.00		
33 Site Utilities	Randalls Excavating, Inc	\$ 26,250.00			
Total Bid Packages		\$ 2,427,531.80			
Provide Unit Heaters for Second Floor Shell Space		\$ 6,018.00	6,018.00		
Integrated Automation		\$ 30,900.00		30,900.00	
TOTAL BID PACKAGES		\$ 2,433,549.80	\$ 6,018.00	\$ 30,900.00	
5.0% Construction Management	Gehrtz Construction Services, Inc.	\$ 121,677.49	300.90	1,545.00	
SUBTOTAL		\$ 2,555,227.29	\$ 6,318.90	\$ 32,445.00	
7.0% Architect/Engineer	Zerr Berg Architects, Inc.	\$ 178,865.91	442.32		
Reimbursable Expenses Allowance	Zerr Berg Architects, Inc.	\$ 5,000.00			
TOTAL		\$ 2,739,093.20	\$ 6,761.22	\$ 34,716.15	Does not include fee on Abatement costs Plan reproduction/ Electronic Document Mgmt
Asbestos Abatement	Horsley Specialties	\$ 190,890.00			
Contingency		\$ 75,000.00			
TOTAL PROJECT COST		\$ 3,004,983.20	\$ 6,761.22	\$ 34,716.15	

CITY OF
Fargo
ASSESSMENT DEPARTMENT

30

January 24, 2019

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1129 1 St. N as submitted by Matthew J. & Jennifer A. Braun. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2019, 2020, 2021, 2022, & 2023.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$110 with the City of Fargo's share being \$20.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner Matthew & Jennifer Braun Phone No. 701-391-5988

2. Address of Property 1129 1 St N
City FARGO State ND Zip Code 58102

3. Legal description of the property for which the exemption is being claimed. Lt 5, Blk 6, Hectors Addn

4. Parcel Number 01-1160-01150-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner Same
City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Remodel kitchen & remove bearing wall

7. Building Permit No. 182018 8. Year Built 1978

9. Date of Commencement of making the improvement November 2018

10. Estimated market value of property before improvement \$ 205,900

11. Cost of making the improvement (all labor, material and overhead) \$ ~~13,900~~ 21,900

12. Estimated market value of property after improvement \$ _____

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.

Applicant's Signature [Signature] Date 1/18/19

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK

Assessor's Signature [Signature] Date 1/28/19

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved

Approval subject to the following conditions: _____

Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT



January 24, 2019

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1546 13 ½ St. S as submitted by Kali R. Frankhanel & Justyn T. Armentrout. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2019, 2020, 2021, 2022, & 2023.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$380 with the City of Fargo's share being \$65.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner KALI FRANKHANEL & JUSTYN ARMENTROUT Phone No. _____

2. Address of Property 1546 13 1/2 ST S

City FARGO State ND Zip Code 58103

3. Legal description of the property for which the exemption is being claimed. W 120 FT OF LT 15 BLK 15
MORTON & DOTY'S ADDN

4. Parcel Number 01-2040-03530-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner SAME

City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). HOUSE REMODEL INCLUDING KITCHEN, BATH, FLOORING

7. Building Permit No. 189014 8. Year Built 1950

9. Date of Commencement of making the improvement 01/10/2018

10. Estimated market value of property before improvement \$ 120,000

11. Cost of making the improvement (all labor, material and overhead) \$ _____

12. Estimated market value of property after improvement \$ 149,300

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.

Applicant's Signature *Justyn ArmentROUT* Date 1-14-19
Kali Frankhanel 01/16/19

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK

Assessor's Signature *Don Neusch* Date 1/28/19

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved

Approval subject to the following conditions: _____

Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT

39

January 24, 2019

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1833 17 St. S as submitted by Matthew & Kayla Flann. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2019, 2020, 2021, 2022, & 2023.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$195 with the City of Fargo's share being \$30.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

Application For Property Tax Exemption For Improvements To Commercial And Residential Buildings North Dakota Century Code ch. 57-02.2 (File with the local city or township assessor)

Property Identification

1. Name of Property Owner MATTHEW & KAYLA FLANN Phone No. 320-295-9818
2. Address of Property 1833 17 ST S
City FARGO State ND Zip Code 58103
3. Legal description of the property for which the exemption is being claimed. S 45 FT OF LT 8 & N 15.5 FT OF LT 9 BLK 1 HAROLD A JOHNSON 1ST ADDN
4. Parcel Number 01-1460-00090-000 Residential [X] Commercial [] Central Business District []
5. Mailing Address of Property Owner SAME
City State Zip Code

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). FINISH LOWER LEVEL, INCLUDING BEDROOM, LIVING ROOM & BATH
7. Building Permit No. 180137 8. Year Built 1958
9. Date of Commencement of making the improvement 3/1/2018
10. Estimated market value of property before improvement \$ 143,000
11. Cost of making the improvement (all labor, material and overhead) \$ 10,000
12. Estimated market value of property after improvement \$ 157,900

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
Applicant's Signature [Signature] Date 1/21/2019

Assessor's Determination

14. The local assessor finds that the improvements in this application has [X] has not [] met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK
Assessor's Signature [Signature] Date 1/28/19

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied [] Approved []
Approval subject to the following conditions:
Chairman of Governing Body Date

CITY OF
Fargo
ASSESSMENT DEPARTMENT

3h

January 24, 2019

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

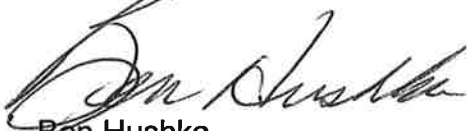
Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1023 5 St. S as submitted by Andrew & Apryl Zetocha. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2019, 2020, 2021, 2022, & 2023.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$650 with the City of Fargo's share being \$110.

Sincerely,



Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)**

Property Identification

1. Name of Property Owner Andrew & Apryl Zetocha Phone No. 701/710-0639

2. Address of Property 1023 5 St S
 City FARGO State ND Zip Code 58103

3. Legal description of the property for which the exemption is being claimed. E 1/2 of Lt 1 & E 1/2 of S
1/2 of Lt 2, Blk X, Erskines

4. Parcel Number 01-0780-01780-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner Same
 City _____ State _____ Zip Code _____

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). Prior to sale, owner replaced all flooring, kitchen remodel, repaired ceiling damage, painted exterior & replaced shingles

7. Building Permit No. None 8. Year Built 1921

9. Date of Commencement of making the improvement January 2018

10. Estimated market value of property before improvement \$ 130,200

11. Cost of making the improvement (all labor, material and overhead) \$ Not given

12. Estimated market value of property after improvement \$ 180,100

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
 Applicant's Signature [Signature] Date 1-7-19

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 15 YEARS FOR QUALIFYING WORK
 Assessor's Signature [Signature] Date _____

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
 Approval subject to the following conditions: _____

 Chairman of Governing Body _____ Date _____

CITY OF
Fargo
ASSESSMENT DEPARTMENT



January 24, 2019

Board of City Commissioners
City Hall
Fargo, ND 58102

Dear Commissioners:

Chapter 57-02.2 of the North Dakota Century Code provides for a property tax exemption for certain types of improvements made to existing buildings.

I have attached a copy of an application for real estate tax exemption of building improvements for the property at 1533 9 Ave. S as submitted by Paula Kay Henry & Robert Giles. A description of the property involved, types of improvements to be made, and assessment information are indicated on the application.

It is my opinion that the value of some of the improvements, referred to in the application, qualifies for the exemption. This exemption would be for the years 2019, 2020, 2021, 2022, & 2023.

The estimated annual tax revenue lost by granting the exemption, based upon the estimated cost of the improvements, would be about \$460 with the City of Fargo's share being \$80.

Sincerely,

Handwritten signature of Ben Hushka in cursive.

Ben Hushka
City Assessor

hah
attachment

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
North Dakota Century Code ch. 57-02.2
(File with the local city or township assessor)

Property Identification

1. Name of Property Owner PAULA HENRY & ROBERT GILES Phone No. 320-290-8379

2. Address of Property 1533 9 AVE S
 City FARGO State ND Zip Code 58103

3. Legal description of the property for which the exemption is being claimed. LT 12, BLK 5,
Darlings 2nd Addn

4. Parcel Number 01-0560-01090-000 Residential Commercial Central Business District

5. Mailing Address of Property Owner 3037 3 ST E
 City WEST FARGO State ND Zip Code 58078

Description Of Improvements For Exemption

6. Describe the type of renovating, remodeling or alteration made to the building for which the exemption is being claimed (attach additional sheets if necessary). FULL 2ND FLOOR REMODEL & LIVING ROOM REMODEL-STARTED BY PREVIOUS OWNER

7. Building Permit No. 159020 8. Year Built 1949

9. Date of Commencement of making the improvement JANUARY 2018

10. Estimated market value of property before improvement \$ 110,700

11. Cost of making the improvement (all labor, material and overhead) \$ 5,000.00

12. Estimated market value of property after improvement \$ _____

Applicant's Certification and Signature

13. I certify that the above information is correct to the best of my knowledge and I apply for this exemption.
 Applicant's Signature Paula Henry Date 1-18-2019

Assessor's Determination

14. The local assessor finds that the improvements in this application has has not met the qualifications for exemption for the following reason(s): 5 YEARS FOR QUALIFYING WORK
 Assessor's Signature [Signature] Date 1/28/19

Action of Governing Body

15. Action taken on this application by local governing board of the county or city: Denied Approved
 Approval subject to the following conditions: _____

 Chairman of Governing Body _____ Date _____



GAMING SITE AUTHORIZATION
OFFICE OF ATTORNEY GENERAL
 SFN 17996 (02/2018)

4

G - _____ (____) _____
 Site License Number
 (Attorney General Use Only)

Full, Legal Name of Gaming Organization **Prairie Public Broadcasting, Inc**

The above organization is hereby authorized to conduct games of chance under the license granted by the Attorney General of the State of North Dakota at the following location

Name of Location Bison Turf			
Street 1211 N University Dr	City Fargo	ZIP Code 58102	County Cass
Beginning Date(s) Authorized 2/15/19	Ending Date(s) Authorized 6/30/19		Number of twenty-one tables if zero, enter "0": 0
Specific location where games of chance will be conducted and played at the site (required) Entire facility, excluding restrooms			
If conducting Raffle or Poker activity provide date(s) or month(s) of event(s) if known			

RESTRICTIONS (City/County Use Only)

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
---	---------------------------------

ACTIVITY TO BE CONDUCTED Please check all applicable games to be conducted at site (required)

<input type="checkbox"/> Bingo	<input type="checkbox"/> Club Special	<input type="checkbox"/> Sports Pools
<input type="checkbox"/> ELECTRONIC Quick Shot Bingo	<input type="checkbox"/> Tip Board	<input type="checkbox"/> Twenty-One
<input type="checkbox"/> Raffles	<input type="checkbox"/> Seal Board	<input type="checkbox"/> Poker
<input type="checkbox"/> ELECTRONIC 50/50 Raffle	<input type="checkbox"/> Punchboard	<input type="checkbox"/> Calcuttas
<input type="checkbox"/> Pull Tab Jar	<input type="checkbox"/> Prize Board	<input type="checkbox"/> Paddlewheels with Tickets
<input type="checkbox"/> Pull Tab Dispensing Device	<input type="checkbox"/> Prize Board Dispensing Device	<input type="checkbox"/> Paddlewheel Table
<input checked="" type="checkbox"/> ELECTRONIC Pull Tab Device		

APPROVALS

Attorney General	Date
Signature of City/County Official	Date
PRINT Name and official position of person signing on behalf of city/county above Steven Sprague/City Auditor	2/11/19

INSTRUCTIONS:

1. City/County-Retain a copy of the Site Authorization for your files.
2. City/County-Return the original Site Authorization form to the Organization.
3. Organizations - Send the original, signed, Site Authorization to the Office of Attorney General with any other applicable licensing forms for final approval.

RETURN ALL DOCUMENTS TO:

Office of Attorney General
 Licensing Section
 600 E Boulevard Ave, Dept. 125
 Bismarck, ND 58505-0040
 Telephone: 701-328-2329 OR 800-326-9240



APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT

OFFICE OF ATTORNEY GENERAL
SFN 9338 (08/2016)

\$25.00
1-2319

5a

Application for: Local Permit * Charity Local Permit (one event per year)

Name of Non-profit Organization NDSU Men's Lacrosse Team	Date(s) of Activity to	For a raffle, provide drawing date(s): 3/22/2019	
Person Responsible for the Gaming Operation and Disbursement of Net Income Noah Urham	Title President	Business Phone Number 952-374-8570	
Business Address C/O NDSU Student Government PO box 6050	City Fargo	State ND	Zip Code 58108-6050
Mailing Address (if different) dept 2837	City Fargo	State ND	Zip Code 58102
Name of Site Where Game(s) will be Conducted Random sales Dakota Field NDSU	Site Address NDSU		
City Fargo	State ND	Zip Code 58108	County CASS
Check the Game(s) to be Conducted: *Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit. <input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *			

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
Raffle	Ballard's fishing trip	\$ 2,850			
Raffle	Scheel's gift card	\$ 150			
Raffle	Scheel's gift card	\$ 50			
Total:					(Limit \$12,000 per year) \$ 3,050

Intended uses of gaming proceeds: Raise a portion of the funds needed to support the NDSU Men's lacrosse team for the season.

Does the organization presently have a state gaming license? No Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," indicate the total value of all prizes previously awarded: \$ _____. This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official Noah Urham	Date 1/10/19	Title President	Business Phone Number 952-374-8570
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APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT

OFFICE OF ATTORNEY GENERAL
SFN 9338 (08/2016)

25.00
1/31/19

56

Application for: Local Permit Charity Local Permit (one event per year)

Name of Non-profit Organization Dakota Se Chapter Of Pheasants Forever, Inc.		Date(s) of Activity 2/28/2019 to 3/3/2019		For a raffle, provide drawing date(s): 03/03/2019	
Person Responsible for the Gaming Operation and Disbursement of Net Income Tim Richard		Title President		Business Phone Number (701) 232-8957	
Business Address 10 Roberts St		City Fargo		State ND	Zip Code 58102-0000
Mailing Address (if different)		City		State	Zip Code
Name of Site Where Game(s) will be Conducted FargoDome		Site Address 1800 N. University Dr.			
City Fargo		State ND	Zip Code 58102-0000	County Cass	
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit. <input type="checkbox"/> Bingo <input type="checkbox"/> Raffle <input checked="" type="checkbox"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *					

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize
Raffle Board	Gun	\$500.00

Game Type	Description of Prize	Retail Value of Prize

Total: (Limit \$12,000 per year)
\$ 500.00

Intended uses of gaming proceeds: Wildlife habitat projects and to support youth hunting and shooting teams

Does the organization presently have a state gaming license? No Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," indicate the total value of all prizes previously awarded: \$ 11,500.00 . This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official 	Date 1-31-19	Title Pres	Business Phone Number 701-232-8957
--	-----------------	---------------	---------------------------------------



APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT
OFFICE OF ATTORNEY GENERAL
SFN 9338 (08/2016)

25.00
1/31/19

50

Application for: Local Permit Charity Local Permit (one event per year)

Name of Non-profit Organization NDSU Climbing Club		Date(s) of Activity 2/1/19 to 3/8/19	For a raffle, provide drawing date(s): 3/8/19	
Person Responsible for the Gaming Operation and Disbursement of Net Income Tristan Inrke		Title President	Business Phone Number 217-379-7604	
Business Address NDSU Climbing Club PO Box 6050 Dept. 2837		City Fargo	State ND	Zip Code 58108
Mailing Address (if different)		City	State	Zip Code
Name of Site Where Game(s) will be Conducted North Dakota State University		Site Address 1340 Administration Ave.		
City Fargo		State ND	Zip Code 58105	County Cass
Check the Game(s) to be Conducted: *Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit.				
<input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker* <input type="checkbox"/> Twenty-one* <input type="checkbox"/> Paddlewheels*				

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize
Raffle (tickets)	Target giftcard	\$100
Raffle (tickets)	Deek's Pizza giftcard	\$ 5-15
Raffle (tickets)	Sandy's Donuts giftcard	\$ 5-15
Raffle (tickets)	Head & Horn's giftcard	\$ 5-15

Game Type	Description of Prize	Retail Value of Prize

Total: (Limit \$12,000 per year) \$ **145.00**

Intended uses of gaming proceeds: Cover expenses of club members' climbing competition fees and travel.

Does the organization presently have a state gaming license? No Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," indicate the total value of all prizes previously awarded: \$ _____. This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official 	Date 1/30/19	Title Club President	Business Phone Number 217-379-7604
--	------------------------	--------------------------------	--



APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT
 OFFICE OF ATTORNEY GENERAL
 SFN 9338 (08/2016)

5d

\$25.00
 CC 8304
 2-1-19

Application for: Local Permit * Charity Local Permit (one event per year)

Name of Non-profit Organization Red River VW Club		Date(s) of Activity	For a raffle, provide drawing date(s): 7/27/19	
Person Responsible for the Gaming Operation and Disbursement of Net Income Randy Harwood		Title VP	Business Phone Number 701 361 2378	
Business Address 2801 Lilac Ln N		City Fargo	State ND	Zip Code 58102
Mailing Address (if different)		City	State	Zip Code
Name of Site Where Game(s) will be Conducted FM Visitor & Convention Center		Site Address 2001 44th St S		
City Fargo		State ND	Zip Code 58103	County Cass
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit. <input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *				

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
Raffle	VW Beetle	1800 ⁰⁰			
Raffle	Welder	800 ⁰⁰			
Raffle	Cash	400 ⁰⁰			
Total:					(Limit \$12,000 per year) \$ 3000⁰⁰

Intended uses of gaming proceeds: Local charity & club show enhancements

Does the organization presently have a state gaming license? No Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," indicate the total value of all prizes previously awarded: \$ _____. This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official 	Date 2/1/19	Title VP/Acting Pres	Business Phone Number 701 361 2378
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APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT
OFFICE OF ATTORNEY GENERAL
 SFN 9338 (08/2016)

50

525.00
 OC 8549
 2-1-19

Application for: Local Permit * Charity Local Permit (one event per year)

Name of Non-profit Organization Charism		Date(s) of Activity 2/14/2019 to 2/14/2019		For a raffle, provide drawing date(s): 2/14/2019	
Person Responsible for the Gaming Operation and Disbursement of Net Income James Nagbe		Title		Business Phone Number (701) 356-0260	
Business Address 2601 12th Ave. S.		City Fargo		State ND	Zip Code 58103-2313
Mailing Address (if different)		City		State	Zip Code
Name of Site Where Game(s) will be Conducted Avalon Event Center		Site Address 2525 9th Ave. S.			
City Fargo		State ND	Zip Code 58103-2316	County Cass	
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit. <input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *					

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
Raffle	Rhombus Bundle	\$85.00			
Raffle	GiftCard Golf Ad	\$50.00			
Raffle	GiftCard Boiler	\$50.00			
Raffle	GiftCard Clubhou	\$250.00			
Raffle	giftcard taproom	\$70.00			
					(Limit \$12,000 per year) Total: \$ 505

Intended uses of gaming proceeds: Gaming proceeds will be donated to Community Homes and Resources In Service to Many d/b/a CHARISM

Does the organization presently have a state gaming license? No Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," indicate the total value of all prizes previously awarded: \$ _____. This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official 	Date 02/01/2019	Title	Business Phone Number (701) 356-0260
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APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT
OFFICE OF ATTORNEY GENERAL
SFN 9338 (08/2016)

5f

25.00
2/1/19
4490

Application for: [X] Local Permit * [] Charity Local Permit (one event per year)

Form with fields: Name of Non-profit Organization (Fargo Marshhead Derby Girls), Date(s) of Activity (3/9/19 to 3/9/19), Person Responsible (Katie Kalabza), Business Address (3302 Interstate Blvd), Mailing Address (PO Box 10644), Name of Site (Fargo Civic Center), City (Fargo), State (ND), Zip Code (58103), County (Cass). Includes checkboxes for game types: Bingo, Raffle, Raffle Board, Calendar Raffle, Sports Pool, Poker, Twenty-one, Paddlewheels.

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Table with 3 columns: Game Type, Description of Prize, Retail Value of Prize. Row 1: 50/50 raffle, cash, \$300.

Table with 3 columns: Game Type, Description of Prize, Retail Value of Prize. (Empty rows)

Total: (Limit \$12,000 per year) \$ 300.00

Intended uses of gaming proceeds: Charity
Does the organization presently have a state gaming license? [X] No [] Yes
Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? [X] No [] Yes
Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? [X] No [] Yes

Signature of Organization's Top Executive Official: Katie Kalabza
Date: 2/1/19
Title: Treasurer
Business Phone Number: 701-730-1422

59



APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT
 OFFICE OF ATTORNEY GENERAL
 SFN 9338 (08/2016)

Application for: Local Permit * Charity Local Permit (one event per year)

Name of Non-profit Organization Red River Valley Figure Skating Club		Date(s) of Activity 3/10/2019 to 3/10/2019		For a raffle, provide drawing date(s): 3/10/19	
Person Responsible for the Gaming Operation and Disbursement of Net Income Heather Soleim		Title Raffle Chair		Business Phone Number (701) 388-3847	
Business Address 5894 Silverleaf Dr		City Fargo		State ND	Zip Code 58104-0000
Mailing Address (if different)		City		State	Zip Code
Name of Site Where Game(s) will be Conducted Southwest Youth Arena		Site Address 4404 23rd Ave Sw			
City Fargo		State ND	Zip Code 58103-0000	County Cass	
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit. <input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *					

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
Total:					(Limit \$12,000 per year) \$

Intended uses of gaming proceeds: expenses for ice show

Does the organization presently have a state gaming license? No Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," indicate the total value of all prizes previously awarded: \$ _____. This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official <i>[Signature]</i>	Date 2/5/19	Title Raffle Chair	Business Phone Number 701-388-3847
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Business	Item	Quantity	Value	Total Value
Lexli	Skincare Gift Basket	1	300.00	300.00
Anonymous	Beats	1	239.00	239.00
Skari Family Dentistry	Choice of Whitening Trays or Professional Sonic Care Toothbrush	1	200.00	200.00
Shannon Brown & Joan Quam	doTerra Gift Basket	1	200.00	200.00
Fargo Parks	Family Pool Pass	1	160.00	160.00
Chalcee Schuck Photography	Mini Session	1	150.00	150.00
Homewood Suites	One night stay	1	149.00	149.00
Don's Car Wash	Book of 10 Car Washes	10	100.00	1,000.00
Botlink	Drone	1	100.00	100.00
Jennifer Finley	Norwex Gift Basket	1	100.00	100.00
Courts Plus	Free Month Pass	1	80.00	80.00
Valan Products	Plaque	1	60.00	60.00
Play It Again Sports	Figure Skater Accessory Kit (\$30) - Gift Card (\$25)	1	55.00	55.00
Coca Cola	6 Redhawks Ticket Vouchers	1	54.00	54.00
Oster Law Firm	West Acres Gift Card	1	50.00	50.00
Texas Roadhouse	Gift Basket	1	50.00	50.00
Mexican Village	Gift Card	1	30.00	30.00
Zentner	Glass Bowl	1	30.00	30.00
Schumacher	Oil Change Certificate	2	29.95	59.90
SouthTown PourHouse	Gift Card	1	25.00	25.00
Scheels	Gift Card	2	25.00	50.00
Vic's	Gift Card	2	25.00	50.00
Buffalo Wild Wings	Gift Basket	1	25.00	25.00
Fargo Parks	Prairiewood Golf Certificates	2	15.50	31.00
Old Chicago	Gift Card	2	10.00	20.00

REPORT OF ACTION



CONSULTANT SELECTION COMMITTEE

PUBLIC INFORMATION COORDINATOR SERVICES

Date of Hearing: February 5, 2019

<u>Routing</u>	<u>Date</u>
City Commission	<u>2/11/2019</u>
Consultant File	<u> </u>
Project File	<u> X</u>
Petitioners	<u> </u>
Selection Committee	<u> X</u>

Proposals Received for:

<u>Project</u>	<u>Location</u>
MS-19-B0	Public Information Coordinator Services – Citywide for 2019 Construction Season

The City solicited proposals for Public Information Coordinator (PIC) services. The selected consultant will manage specific aspects of public information coordination services pertaining to projects and studies within Fargo, as well as the Downtown Street Fair. Projects may be added or deleted based on funding availability, needs and funding requirements. The projects and studies are as follows:

- 1) Finishing up the existing street reconstruction project on 19th Avenue N from 45th Street to 57th Street.
- 2) Finishing up the existing street reconstruction project on Roberts Street, between 2nd Avenue N and 4th Avenue N.
- 3) A new street reconstruction project on 52nd Avenue S, between 45th Street and Sheyenne Street.
- 4) Assistance with the following planning studies (press releases, social media, attending public input meetings, follow up with attendees, etc.):
 - N University Drive – 32nd Ave N to 40th Ave N - Environmental Document (for 2020 construction project)
 - 64th Avenue S – 25th St to 45th St including an I-29 overpass - Environmental Document (for 2020 construction project)
 - Main Avenue – Broadway to University Drive – Planning study completed; Final Design and Public Information Meetings needed.
- 5) A new citywide asphalt seal coat project.
- 6) The Downtown Street Fair.

Note: There are two (2) larger street reconstruction projects that are already under contract for PIC Services through the NDDOT and they are as follows: 10th Street from 4th Avenue N to 12th Avenue N, and Main Avenue from the Red River to Broadway.

The budget for this project was estimated at \$60,000.

A Proposal was received from the following consultant:

Flint Communications, Inc.

The Selection Committee evaluated proposals based on the criteria outlined within the RFP:

<u>Criteria</u>	<u>Points</u>
1. Understanding of the Project	10
2. Creativity	20
3. Management Plan for the Project	20
4. Experience and Qualifications	25
5. Cost Proposal	25
	100

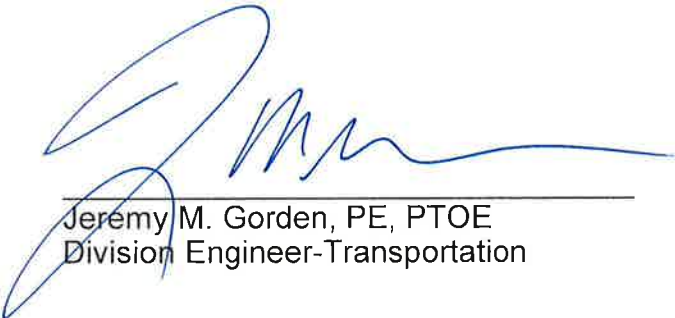
The Selection Committee consisted of:
Brenda Derrig, City Engineer
Tom Knakmuhs, Assistant City Engineer
Jeremy Gorden, Division Engineer – Transportation
Ron Solberg, Civil Engineer II – Transportation

Following review of the proposals, the Selection Committee ranked the firms for selection of the preferred consultants. The Committee then tabulated Committee member proposal rankings. Based on the tabulated ranking, the Committee selected the following as the preferred consultant for the project:

Flint Communications, Inc. Contract Cost \$58,500

RECOMMENDED MOTION:

Concur with consultant selection and recommend contract award for consulting services to Flint Communications, Inc.



Jeremy M. Gorden, PE, PTOE
Division Engineer-Transportation

Attachment

C: Flint Communications, Inc.



FEBRUARY 5, 2019

City of Fargo
Public Information
Coordinator (PIC)
Services

PROJECT NO. MS - 19 - B0

Introduction

Flint Communications, Inc., is the legally registered corporation for Flint Group. There is an established office location in Fargo, where this project work will be managed and implemented. Flint Group is majority owned by Roger Reiersen, CEO. All staff members participate in ownership through an employee stock ownership plan. Eide Bailly, LLP, serves as our accounting firm: 4310 17th Avenue South, Fargo, ND 58103; 701.239.8500.

STATEMENT OF RESPONSIBLE AGENT

We have thoroughly reviewed your RFP for City of Fargo Public Information Coordinator (PIC) Services (MS-19-B0) and will gladly comply with all provisions set forth in the RFP. The designated timeline to begin work on February 26 is fully compatible with our work schedule. The Flint Group team is ready to begin work immediately. This proposal is respectfully submitted by the senior vice president, who is authorized to legally bind Flint Group to the terms and conditions described herein.

CONFLICTS OF INTEREST

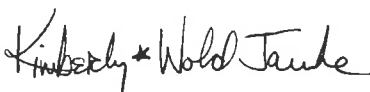
We are aware of no conflicts of interest within this potential partnership and submit this proposal with the intention of fulfilling all elements as stated in the RFP.

SUBCONTRACTORS

Flint Group can complete all the deliverables in-house and will not need to use subcontractors for this project.

CONTRACT TERMS & CONDITIONS

We understand and will comply with all the contract terms and conditions set forth in the RFP. We are open to contract negotiations after final evaluation and will respond in a timely manner. We have no objections to signing a nondisclosure agreement (all Flint staff signs this agreement upon hiring) or to the agreement for professional services or the City of Fargo instructions to offerers of professional services or issues with the compliance to North Dakota open records laws.



Kimberly* Wold Janke
SVP of Client Services, Flint Group

CONTACT INFORMATION

COMPANY NAME

Flint Communications
(DBA Flint Group)

CONTACT FOR PROPOSAL

Melissa Reichert
melissa.reichert@flint-group.com

cc: Amy Acquard
amy.acquard@flint-group.com

PHYSICAL AND MAILING ADDRESS

101 10th Street North
Fargo, ND 58102

PHONE

701-499-2150 or 800-747-4851

FAX

701-234-9680

FEDERAL TAX ID

45-0216764

INCORPORATED

1946

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- 6 Creativity
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- 11 Experience and Qualifications
- 13 Key Personnel
- 15 Cost Proposal



Understanding the Project

The Flint Group public engagement team is fully immersed in nuances of the transportation industry. The value Flint provides is proven by:

- Managing NDDOT Fargo District's integrated communication plan
- Content producers for three Metro COG planning studies
- Getting our boots dirty at contractor meetings
- Explaining complex engineering decision at community events
- Our team has served as the Engineering Department's PIC since the role was first created in 2016
- We worked on three of the listed project's continuing improvements this year (10th St, 19th Ave and Roberts)

We understand:

- The goal to keep the public informed about the status and potential impacts of construction projects in the Fargo area
- The amount of pressure and responsibility placed on City of Fargo engineers as well as the contractors chosen for each project
- Our most important role and goal as PIC is to manage the exchange of timely public information so that engineers can focus on all other challenges associated with each project

We're well versed on hard-reach audiences and frequently asked questions on transportation projects.

OUR APPROACH

We have good working relationships and understand the FargoStreets voice.

Our goal has been to change the conversation from reactive to proactive for FargoStreets. We believe our 2016 – 2018 work and Work Zone Wally have been effective toward that goal – and has demonstrated the value of infrastructure improvements to the greater Fargo area. To keep up the momentum, the PIC team will:

- **Use tools most helpful to each media outlet.** We tailor what information is specifically shared with each media outlet based on their preferences. We make it easy for them to do their job.
- **Understand how to interact with a very honest and observant group.** From being the first line of communication for years, we can predict and prepare content to be proactive in response.
- **Understand the City of Fargo work flow.** Our team has the news release formatting and distribution down. We know that if a timely update will be going out later in the day, we need to get it on the radar of the communication department in advance.
- **Build working relationships with project engineers and contractors.** We've worked with Rick Larson, Aaron Edgar, KPH, and Master on various projects. We use contractor meetings as working sessions to get materials edited.
- **Understand FargoStreets.com management and posting process.** There is a detailed process and specific VPN access is needed to make content timely, and we have it memorized.





We are full-service. Our full-service public engagement services will all be used to carry out our PIC work.

- Communication Planning and Audits: Strategies, Tactics, Key Messages, Target Audience Identification
- Brand Development: Logos, Internal and External Brand Launches
- Content Marketing: Social Media, Content Strategy, Content Creation, Email
- Community Engagement: Open Houses, Pop-up and Community Events
- Crisis Communication: Scenario Planning, Internal and External Messaging
- Public Relations: Press Releases, Fact Sheets, Media Relations, News Conferences, Ground Breakings, Ribbon Cuttings
- Subscriptions and Tools: Media Monitoring Software, Media Databases, Social Media Listening Software, Local News Subscriptions
- Research: Focus Groups, Bulletin Board Discussions, Surveys
- Website Design, Hosting, User Experience, App Development
- Creative Services: Brochures, Maps, Graphics, Print and Online Ads
- Media Services: Planning, Rate Negotiation, SEO,
- Audio/Visual: Photography (Drone), Radio, Podcasts, Commercials, Social Videos, Motion and Animated Graphics
- Account Services: Monthly Progress Reports, Invoices

PERTINENT ISSUES & POTENTIAL PROBLEMS

Today's mix of communication channels makes it quicker to share public alerts, but you need the right tools to keep the public engaged. The 2019 construction season in Fargo will not be a one-size-fits-all approach. Each project will need a different set of communication tools based on the preferences of the target audience and stakeholders in the corridor, and there are opportunities to increase engagement in each work zone. We've taken time as a team to think through potential challenges and how the right toolbox items will help us overcome the barriers.

19th Avenue North CONSTRUCTION FATIGUE

There is frustration among businesses and area commuters that project work is continuing into another construction season out on 19th Avenue.

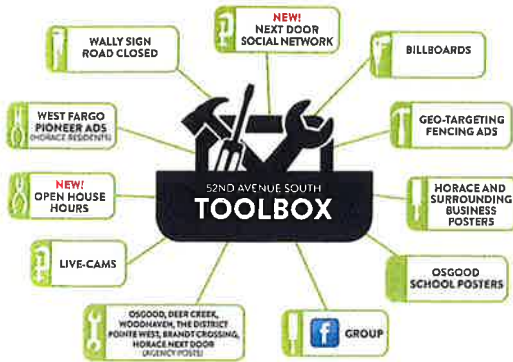
Toolbox item: Ahead of winter suspension ending, direct correspondence should occur through multiple touch points:

- Reites Acres/Madison/Unicorn Park neighborhood Nextdoor Posts
- FargoStreets email to business list with FAQ on the last phase
- Launch 19th Avenue N Facebook Group to keep project updates organized for this audience. Groups are a great source of immediate feedback, and if you build a niche group from the beginning, the feedback you receive will be extremely valuable for updates moving forward.

52nd Avenue South POTENTIAL COMMUNICATION GAP ALERT

The adjacent City of West Fargo work zone (Segment Three of Sheyenne Street reconstruction project) will impact a similar community of drivers south of 52nd Avenue N.





- **Toolbox item:** Maintain close communication with Segment Three project team and help drivers fully understand what to expect on their alternative routes.
- **Toolbox item:** Geo-fencing with an online display ad or in-app ad will help us cast a wider net surrounding the 52nd Avenue corridor. This type of paid media service targets anyone who is traveling or has traveled through the perimeters we establish. Geo-fencing around 52nd Avenue could garner 62,500 impressions each month.
- **Toolbox item:** Temporary truck wraps on ROW, pop-up information stands at Casey's or in-business posters following the alternative routes will help commuters make decisions on their routes.

Roberts Street North TOUGH, HARD-TO-REACH AUDIENCE, AND TRIED BUSINESSES

One of the project's target audiences is the driver who only frequents downtown to visit the Fargo Theater, the post office or federal building, or visits downtown from out of the area. Construction fatigue also is a potential challenge for the business owner audience experiencing their third construction season on this block and reduced street parking.



- **Toolbox item:** Launch Roberts Street Facebook page and invite area businesses to join for updates. This will drive focused attention for the information these business owners need to share with their patrons. We can hold Q&A sessions and create exclusive content for them to easily share.
- **Toolbox item:** Equip the business community with their own toolbox including website and parking information and a map during active construction.
- **Toolbox item:** Smaller guerrilla tactic would be use of Wally with the center sign directing traffic to available parking blocks in advance of the project.
- **Toolbox item:** Sponsored social posts specific to larger events downtown using event-based hashtags will increase awareness of current access.

Citywide Seal Coat Project RESIDENTS FORGOT ABOUT THE PO MEMO

While most of the information the resident would need to know about the citywide seal coat project was delivered to them, these letters typically don't get revisited. Sharing a reminder through direct marketing tactics can help the resident feel informed and not surprised the project is starting.

Toolbox item: Yard signs, postcards, and Nextdoor posts in Longfellow, Madison Unicorn Park, Downtown, West Acres, Jefferson/Carl Ben, Lincoln, Brunsdale, River Drive, Rose Creek, Bennett, Maple Valley, Woodhaven, Brandt Crossing and Centennial neighborhoods are budget friendly and offer timely information for the short-term impacts.

Planning Studies DECLINING PUBLIC PARTICIPATION

Planning studies present an incredible way for the community to get involved in shaping the future of livability in their neighborhoods; however, traditional means of public participation most of the time miss the mark on getting the entire target audience engaged.

Toolbox item: Make it easy to engage. We'd leverage an interactive online engagement tool to allow residents to be engaged on their own time as option during all phases of public participation.





Downtown Fargo Street Fair Transportation Options and Event-Related Road Closures

Area Residents and visitors have multiple transportation choices to reach the July 19-21 event!

From Wednesday, July 18, at 3 a.m., Broadway between 1st Avenue North to 7th Avenue North - Moorhead and 10th Avenue N between Broadway and 2nd Avenue North will close to traffic on the City of Fargo property to host the 2018 Downtown Fargo Street Fair.

During the event, the following Broadway and 10th Avenue N intersections will remain open to cross streets or sidewalks traffic:

- 2nd Avenue North
- 3rd Avenue North
- 4th Avenue North - location of a scheduled pedestrian crossing
- 7th Avenue North
- 10th Avenue North - location of a scheduled pedestrian crossing

Broadway and 10th Avenue N will remain side Streetway opening after the three-day event concludes.

The City is thanking residents by partnering with major organizations such as the Downtown Corner Job Partnership, Fargo Parking and MOBIL to provide transportation and parking options for the popular summer celebration.



Downtown Street Fair

MULTI-YEAR PROJECTS AFFECT ACCESS TO DOWNTOWN EVENTS

Slated projects involving the two adjacent downtown areas will blend together from a communication stand point. The Downtown Street Fair map should zoom out enough to be informative on the best routes to avoid all downtown area zones. Peak hour parking is already perceived as a negative experience for residents and area visitors.

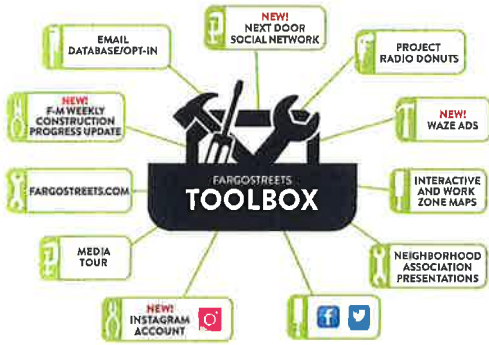
- **Toolbox item:** Along with releasing a timely Downtown Fargo Street Fair access map, a weekly access map showcasing travel into and out of Fargo area would benefit the area driver. Tactics to distribute the map could include influencer outreach, social ads, FargoStreets and Moorhead Business Association email blasts, FargoStreets project page and ongoing media relations.
- **Toolbox item:** Leveraging this existing community event with FargoStreets' booth and interactive station would offer an opportunity to answer timely questions or set the stage with stakeholders for future projects. Grassroots efforts bring you the public who traditionally don't get involved in planning efforts. And Work Zone Wally needs a new friend!

FargoStreets

STEADY CONSTRUCTION IMPROVEMENT PLANS INVOLVING MAJOR ARTERIAL ROADS

With a steady CIP planned, maintaining consistent and proactive communication is now a community expectation of your department. Communication preferences continue to evolve, in speed, complexity and options. This PIC contract demonstrates your commitment to ensuring effective communication is front and center.

- **Toolbox item:** 72 percent of teenagers use Instagram, only second to Snapchat, every day for their content. This demographic is our next set of drivers on area roadways. We can start education on "why and how" engineering decisions are made to get them vested in these types of conversations early. Scenes from behind work zones offers the unique perspectives that an Instagram audience likes.
- **Toolbox item:** There are many ways a neighbor can help us. There are over 50 Fargo neighborhoods actively using the private social network Nextdoor. Using the City of Fargo's account, or creating one for the engineering department, would keep residents up to date. Nextdoor offers online display ads that could create 64,700 impressions/month.



NORTH DAKOTA DEPARTMENT OF TRANSPORTATION, PROJECT BASIS

Earned and Paid Media Support | 2011 - Current

Creativity

Included are overviews of three campaigns that showcase Flint Group's ability to creatively and effectively communicate to hard-to-reach populations. The examples we've shared are all rooted in education and information. Please refer to the enclosed DVD/USB drive for websites developed, brochures, advertisements, media clips, social media and much more.

NDDOT COMMUNICATIONS DEPARTMENT

On a project-by-project basis, Flint assists the NDDOT communications department in Bismarck with research projects, statewide specialized media buys and campaign creative, and Fargo-based media relations support. The department leverages Flint Group's in-depth knowledge of the local media channels and relationships to help the NDDOT earn positive news coverage and better awareness with hard-to-reach audiences in the Fargo market.

Website: dot.nd.gov/UAS



NORTH DAKOTA STATE UNIVERSITY (NDSU) ADMISSIONS

Paid Media | 2018



INTEGRATED PILOT PROGRAM (IPP) MISSION 2, DRONE FLIGHTS OVER PEOPLE

Marketing Challenges and Objectives

In September, Flint Group partnered with the NDDOT Communication Team and Information Technology Division to support the Integrated Pilot Program (IPP) mission of flight over people on Saturday, September 29, in Fargo. Flint's public relations team provided communication planning consultation and facilitated two events with NDDOT staff.

Campaign Highlights

To achieve the NDDOT's goal to understand how to expand the use of unmanned technology to support infrastructure planning, Flint Group communication suggestions included:

Media Event – Press conferences not related to breaking news can be challenging to garner attendance these days. We made this a logistics event and slated the start time to occur right after secured live morning news programs.

Sponsored Social Media Ads – With a limited budget for this campaign, social media was an efficient medium that allowed for a geo-targeted buy and survey distribution. The campaign reach was above average due to the Bison fan targeting.

Influencer Outreach – Flint directly reached out to Bison fan-based social media groups and associations to encourage shares of the event information, like #1 NDSU Bison Fan.

Snapchat Filter – The filter was a very affordable and direct line of communication to the college audience involved in tailgating activities at the Fargo Dome. The filter started at the time of the over people flights saying, "HORNS UP, LOOK UP!"

NDSU Spectrum Ad – The North Dakota State University student-run newspaper featured a half-page ad to inform college students about the flights over people.

MARKETING CHALLENGES AND OBJECTIVES

NDSU wanted to increase its enrollment in part through recruiting more potential students to visit the NDSU campus. NDSU's Admissions target audiences are teenagers, especially high school sophomores, juniors and seniors, in addition to these students' parents.

Solution

In order to target the teenagers, we created social media content and a placement plan. The plan included more social media than before with geo-targeting and different messages to see what resonated with students.

Campaign Highlights

On Facebook, most of the potential student clicks came from Wisconsin (more than 36,000 clicks), Minnesota (31,620 clicks) and Nebraska (more than 8,000 clicks).

On Facebook, most of the parent clicks came from adults ages 35-54 (29,366). Most of the clicks came from Minnesota (11,103), then Nebraska and South Dakota had about 5,500 clicks each.

Snapchat was an effective, cost-efficient way to reach potential students, and the campaign had strong impressions, views and completions.

The "Hands-On" pre-roll video had a very strong view rate of 59.21 percent. Paid search had a great CTR of 2.99 percent. Again, the campaign reached people who were specifically searching for NDSU as a potential choice for their school.

Our client is very happy with the results of this enhanced paid social media content and placement, and NDSU is continuing to use paid social media in its 2019 admissions strategies and plans.



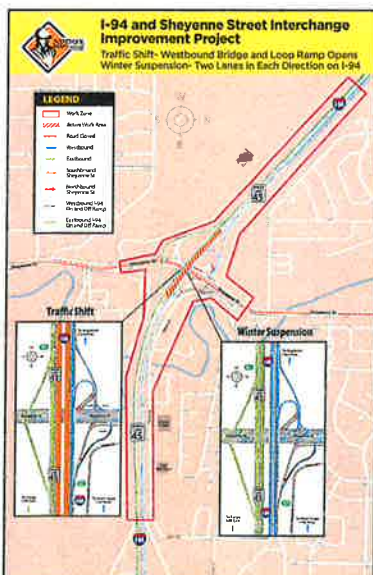
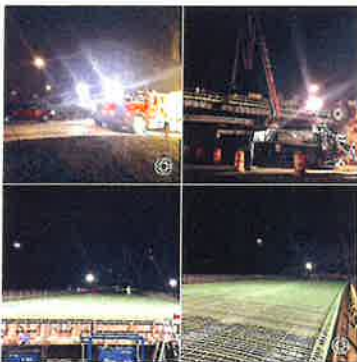
NORTH DAKOTA DEPARTMENT OF TRANSPORTATION – FARGO DISTRICT PIC

**Integrated Communications
2011 – 2019**

Website: NDDOTFargo.com

NDDOT Fargo District is at City of West Fargo – Government.
Published by Melissa Belsky Ruckert 14 hrs West Fargo

It's Thursday night lights in West Fargo.
Here's the game stats:
 —Paving train started at 8:15pm
 —170 yards out with 550 yards left complete (as of 8:30pm)
 —Paving a 336 long, 50 ft wide bridge deck
 —Rebar placed every 6.5 inches
 —55 truck loads are running concrete from local area, in a 7 truck rotation
 —Each truck can "bench" 20 tons (2 tons/yard)
 Go team, go!



MARKETING CHALLENGES AND OBJECTIVES

The Flint Group public relations team has served as the NDDOT Fargo District PIC since June 2011. Our responsibilities have been to inform the public about the status of work and access changes associated with large reconstruction or preventative maintenance projects in Cass County. Our goal as PIC has been to keep the NDDOT easily accessible to the traveling public through the channels where they prefer to stay updated.

Solutions

To accomplish this goal, each season we create a comprehensive communication plan including paid, earned, shared and owned tactics. Our strategies are specific to the needs of the audiences affected or benefiting from the current season of projects.

Motorists don't pay attention to projects until the construction affects them directly. We've found success in developing project ambassadors that can get ahead of project misconceptions or potential issues.

We've humanized the communication process across all the NDDOT channels. How would you explain the project update to your 12-year-old niece or nephew? Grandma? We think about the tone. Reduce the "engineer speak." We share why it matters.

The "right toolbox for the right project" is our team's motto.

Community-based events – Over the last few years, with an increasingly hard-to-reach audience, we've integrated community relations to help get ahead of project misconceptions and explain complex engineering decisions where the community is already gathering.

Valuable tools and emerging technologies – We've added media monitoring to our public relations toolkit to track and log TV and online mentions, and review news coverage for tone and points of interest of the outlet. This last year, we added Spotify as paid media strategy.

Increased visual content marketing – Audiences process images 60,000 times faster than text. Time-lapse videos tend to be high performers. Our social content and email updates regularly boast project progress photos or video and work zone access maps.

Re-evaluate your tools – Every two years we do a perception survey to understand where motorists are finding project updates. In our last survey, television news ranked most important (68 percent); followed by radio news (39 percent).

Results

NDDOT uses social channels as an extension of the story that we won't otherwise get to tell.

- **Reached: 5,748 people**
- **Engagements: 240 reactions, 38 comments and 23 shares**
- **Interactions: 1,647 post clicks (looked through pictures)**

The NDDOT received overwhelmingly positive feedback, with messages from the audience like "Way to go DOT," "Pump pump pump it up" – a fan even asked how they can get a job with the NDDOT Fargo District.



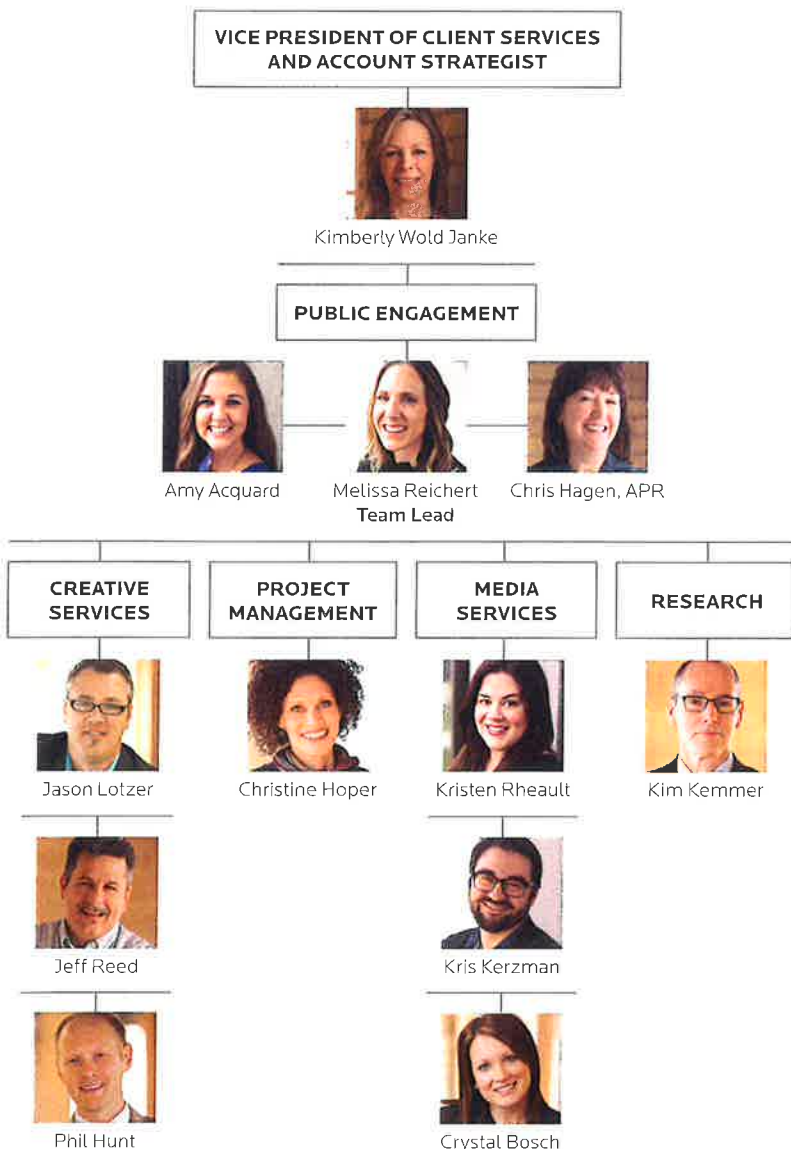
Management Plan

Since most of the responsibilities for PIC Services is carrying out public relations strategies and developing a community-focused communication plan for each project, the Flint Group public engagement team will lead the team.

Melissa Reichert and Amy Acquard will ultimately be held accountable for the successful delivery of each task. All communication plans will be approved by the SVP, Kimberly Wold Janke. All paid media plans will be approved by Crystal Bosch. All creative will be approved by Jason Lotzer. The team structure and management structure has proven to be the most effective use of the city and/or state's budget for the City of Fargo Engineering Department, NDDOT Fargo District and other PIC service contracts over the last decade.



ORGANIZATION CHART



REFERENCES

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION; FARGO DISTRICT

Government agency devoted to transportation

Bob Walton

District Engineer
701.239.8903
bwalton@nd.gov

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION – STATEWIDE; BISMARCK, ND

Government agency devoted to transportation

Peggy Anderson

Communication Director
701.328.4322
peganderson@nd.gov

APEX ENGINEERING GROUP; FARGO, ND

Engineering professionals in water resources, civil, municipal, transportation and more.

Dain L. Miller, PE (ND, MN)

Vice President/COC-Principal
701.373.7982
dain.miller@apexenggroup.com



Scope of Work

We've outlined team members assigned to carry out anticipated PIC deliverables. Various specialists at Flint may be pulled in to support the PIC contract as tactics require their expertise.

TASK	DELIVERABLES	RESPONSIBILITY
ACCOUNT MANAGEMENT	Maintain written documentation of work performed and provide it on a monthly basis with invoice	Melissa Reichert
COMMUNICATION PLANNING	Draft, manage and implement comprehensive PIC project and study communication plan	Chris Hagen, Melissa Reichert, Amy Acquard, Jason Lotzer, Jeff Reed, Kris Kerzman, Kristen Rheault
CREATIVE SERVICES	Develop PSAs and/or other ads (includes broadcast, digital and social media ads) Develop overview and phase work zone maps for each PIC road construction project Develop downtown access map for 2019 Downtown Fargo Street Fair Develop visual assets for public information/input meeting for study projects (maps, brochures, wayfinding signage, legal notices, flyers, etc.)	Jason Lotzer, Jeff Reed
CRISIS COMMUNICATION	Advise engineering department and Gregg Schildberger in the case of unexpected area situations, discussions on social media platforms and/or email inquiries regarding project questions	Chris Hagen, Melissa Reichert, Amy Acquard
DEPT/CONTRACTOR MEETINGS	Attend weekly engineering department and project contractor meetings to capture updates or share public concern updates	Melissa Reichert, Amy Acquard
COMMUNITY ENGAGEMENT	Plan and facilitate public meetings or conduct face-to-face communication with businesses, residents and influencers along project corridors Maintain an ongoing dialogue with key stakeholders for each project	Melissa Reichert, Amy Acquard
PUBLIC RELATIONS	Write press releases and pitch project updates to the media for PIC projects, Downtown Fargo Street Fair and studies Craft key messages, talking points and media resources for all interviews, news conferences, public information meetings, ground breakings and ribbon cuttings events Collaborate with MATBUS, planning and Fargo parking departments on 2019 Downtown Fargo Street Fair	Melissa Reichert, Amy Acquard
MEDIA RELATIONS	Direct appropriate media queries to engineering department Facilitate all media interviews, news conferences, public information meetings and ribbon cuttings Maintain and continually update media, community and influencer distribution lists	Melissa Reichert, Amy Acquard
MEDIA MONITORING	Create and share media monitoring summary after proactive outreach of project updates, public information meetings or other triggers	Melissa Reichert, Amy Acquard
MEDIA SERVICES	Place (at NET rates) and manage PSAs or advertisements schedule across all mediums	Kristen Rheault
RESEARCH	Manage and implement public awareness research and any additional research-based studies throughout the project or study	Kim Kemmer
SOCIAL MEDIA (FargoStreets Facebook and Twitter)	Plan and implement social media content for project updates (including capturing and editing photos and video) Community manager Monitor and share influencer content (i.e., adjacent road project updates for NDDOT and City of Moorhead, City of West Fargo; and public awareness items) Work with engineering department/contractors to craft response to fan interactions across FargoStreets social media outposts	Melissa Reichert, Amy Acquard, Kris Kerzman
WEBSITE MANAGEMENT (FargoStreets.com)	Request VPN website access via IT Help Desk and post press releases, project details, maps/graphics, resources for businesses (adhering to city staff "How To" guide)	Amy Acquard, Christine Hoper



Experience and Qualifications

Flint Group is a marketing and communications agency offering full-service public relations, creative, media, branding and interactive development services. The headquarters for Flint Group is Fargo, ND, where the original business unit, Flint Communications, was founded in 1946. The Flint Group public engagement team is fully immersed in the nuances of the transportation industry. We understand how to engage hard-to-reach audiences affected by transportation related issues and projects. The work of the Public Information Coordinator (PIC) requires intense planning. Whether the goal is to persuade, reassure, maintain a friendly rapport or take a complex community topic and make the purpose easy to understand, our public engagement team has been executing successful PIC projects for decades.

CITY OF FARGO ENGINEERING DEPARTMENT, PIC SERVICES | JUNE 2016 – DEC. 2018

Highlights

- Flint was awarded the first PIC role within the City of Fargo Engineering Department, which was a dedicated role created after the success of the 2016 PIC efforts on the 13th Avenue reconstruction project.
- Flint reviewed communication touch points to help shape a consistent message, from PO memos to project releases.
- Have you met Work Zone Wally? Work Zone Wally was created to humanize road construction and infrastructure improvement happening with the City of Fargo Engineering Department as part of Flint's community engagement strategy. This 9-foot construction cone creature has been integrated at all public touch points and he is now used on signage, social and direct marketing efforts.

Projects

- Broadway North, 19th Avenue – 12th Avenue N
- 4th Street South, Main Avenue – 5th Avenue N, 2017, and 2nd Street N – 13th Avenue S (2018)
- 19th Avenue North, I-29 – 57th Street N (2017 – 2019)
- 2nd Avenue North, Broadway N – 7th Street N (2017)
- 25th Street and 13th Avenue S intersection and CPR (2017 – 2018)
- Roberts Street and Alley, 2nd Avenue N – 4th Avenue N (2017 – 2019)
- Great Northern Drive, 25th Street N – 18th Street N (2018)
- 12th Avenue North Bridge (2018)
- Downtown Street Fair and misc. short-term road improvement projects (2016 – 2018)

EXAMPLES OF RELEVANT EXPERIENCE

13TH AVENUE ROAD RECONSTRUCTION AND INFRASTRUCTURE IMPROVEMENT PROJECTS, PIC SERVICES | 2016 & 2017 – 2018

Highlights

- Flint and Apex were awarded the project Engineering Services and PIC Services contract for two consecutive years.
- Creative and messaging took a collaborate approach using city staff from both communities to share more about the full project zone.
- Audience specific tactics: Business toolkit, pop-up business kiosks (Family Fare, Lowe's and FMWF CVB), Spotify radio ads, improvement district postcards, business email database management and ongoing public meetings.

Projects

- 38th Street SW to 45th Street S, Fargo (Jan. – Nov. 2016)
- 45th Street S in Fargo – 12th Street E in West Fargo (Oct. 2017 – Nov. 2018)

32ND AVENUE AND I-29 INTERCHANGE IMPROVEMENT PROJECT, PIC SERVICES | 2017

Highlights

- Flint took a collaborative approach on the radio creative and created a friendly banter between City of Fargo and NDDOT. TV news asked to use the audio in their reporting due to the message.
- Construction crews received an anonymous, and very grateful, "THANK YOU" note toward the end of the project for all their hard work during the project.
- Audience specific tactics: Aerial drone views (collaborated with Cass County Electric), ongoing public meetings, EMS services, hospital and school community relations, and business email database management.

Projects

- 32nd Street S to 43rd Street S, including the I-29 bridge widening (Jan. – Nov. 2017)

NDDOT FARGO DISTRICT AND NDDOT, INTEGRATED COMMUNICATIONS AND PIC SERVICES | 2011 – 2019

Highlights

- Through multiple contract periods, Flint has helped keep the NDDOT easily accessible by creating the right toolbox for ways drivers want to stay updated for each project.
- Flint conducts a perception survey every two years. The study measures satisfaction, preferred communication channels and awareness of area projects. The majority rated the effort of the NDDOT as "somewhat to very favorable" to notify drivers about projects.
- Crafted and distributed over 300 metro-area project updates occurring in the communities of Fargo, West Fargo, Argusville, Hillsboro and Kindred.
- Audience tactics: Business email database management, radio donut spots, what to expect drive videos and media tours.

Projects

- West Fargo Main Avenue Reconstruction, second and final phase (2012, 2015 – 2016)
- I-29 and I-94 Tri-level CPR and walking bridge preventative maintenance (2013)
- 25th Street South Reconstruction (2014)
- I-29 Northbound and Southbound Reconstruction, Argusville to N of Gardner (2015 – 2016)
- Main Avenue Bridge Rehabilitation (2018)
- I-94 and Sheyenne Street Interchange Reconstruction (2018 – 2019)
- I-94 and South University Drive Interchange Reconstruction (2018 – 2019)
- 10th Street N, 4th Avenue N – 12th Avenue N, Reconstruction (2018 – 2019)
- Misc. interstate and county highway CPR, slope control and traffic signal maintenance projects (2011 – 2018)

Additionally, Flint supports NDDOT Central Office with media, communication and research services on a project basis including work zone safety campaigns, brand ambassador training sessions, and snow and ice control focus groups.

METRO COG AND CITY OF MOORHEAD, 12TH AVENUE CORRIDOR STUDY, PUBLIC PARTICIPATION PLAN AND INPUT | APR. 2018 – CURRENT

Flint and Apex Engineering partnered to help Metro COG engage in direct conversation with daily users of the 12th Avenue Corridor beginning at the west end at River Drive and extending east to the intersection with Main Avenue in Moorhead. Flint is leading the public engagement strategy for the study, including two traditional public meetings to engage a traditionally hard-to-reach audience.

Highlights

- Leveraged the city's e-news system to distribute news and survey information

- Crafted rider alerts and Facebook content for MATBUS
- Shared the meeting flyer mailed to area residences with employers along the corridor and at Moorhead Business Association breakfasts
- Worked with colleges to share news and emails with students, faculty and staff
- Collaborated with MCAM (community access TV) to develop/air a meeting specific PSA

METRO COG, 2045 LONG-RANGE TRANSPORTATION PLAN, PUBLIC PARTICIPATION PLAN AND INPUT | DEC. 2017 – CURRENT

Flint is serving as the subcontractor to HDR Engineering to lead an in-depth public participation plan across the cities and counties Metro COG serves. The 2045 LRTP is called Metro Grow and marries untraditional public outreach with a series of traditional public and online meetings to greater showcase how the community can shape planning efforts for all modes of transportation in the future. Flint developed the plan branding and creative, then planned and facilitated a grassroots approach to public outreach.

Highlights

- Leveraged key community events across the summer and fall in downtown Fargo, West Fargo, Moorhead, Dilworth and Horace to spark better conversation
- Developing concepts for an unmanned kiosk to be placed at high traffic community space
- Audience specific tactics: Pop-up booth and kid active station, branded study, dedicated sponsored social content plan and event pages on Facebook

METRO COG AND CITY OF WEST FARGO, 13TH AVENUE CORRIDOR STUDY, PUBLIC PARTICIPATION PLAN AND INPUT | AUG. 2017 – CURRENT

Flint is leading public engagement for the 13th Avenue Corridor Study project, as the subcontractor to HDR Engineering. This study is evaluating the current use and future needs for 13th Avenue between 17th Street E and Main Avenue in West Fargo. Along with the study review committee for Metro COG, Flint guided a public participation plan that took a grassroots approach.

Highlights

- Leveraged established community events to engage community members in participating, especially WestFest, offering the opportunity to gain VIP seating for the community parade
- Captured approximately 250 completed surveys at two community events and through the online survey form
- Supported one traditional public input meeting to showcase the developed alternatives at City Hall and reached out to key West Fargo civic groups to share details in December 2018
- Audience specific tactics: Mobile event cart and series of door hang tags



Key Personnel

We tailor our teams to best fit the client. We have hand-picked the right group of specialists for this rewarding project. The bios that follow describe why these individuals were selected for the PIC team and the hours they'll support the City of Fargo each month.

MELISSA REICHERT

Account Director and Strategist – Public Engagement

Melissa compares public relations and community engagement to a puzzle where the timing of putting the pieces together is as important as understanding the complete picture. Her greatest sense of accomplishment comes from seeing the puzzle pieces come together to support the client's needs.

As the strategist guiding a full-service agency team, Melissa builds comprehensive and strategic communication plans for large, complex transportation or public projects. The team builds the right public engagement toolbox to deliver an array of public relation tactics or innovative community engagement techniques to help engineer public support. Her industry expertise helps clients navigate the extensive media landscape, new and emerging media, challenging organization scenarios and event planning.

Despite time pressures, Melissa keeps a positive attitude while drawing on her 13 years of experience working across government, health care, transportation, energy, finance, higher education, retail and tourism industries. Mel's responsibilities will support key personnel with: *Account Management, Communication Planning, Crisis Communications, Dept/Contractor Meetings, Community Engagement, Media Relations, Public Relations and Social Media.*

Estimated hours for this project: 20-25/week

KRISTEN RHEAULT

Media Planner

As a media planner, Kristen is involved with campaigns from strategy to execution. She works with a variety of clients including the NDDOT Fargo District. Kristen plans media strategies, schedules and recommends the best mediums for audiences. She also negotiates media buys with vendors to ensure media schedules run correctly to achieve the most impact. Kristen's duties will include: *Media Services.*

Estimated hours for this project: 1-3/month

AMY ACQUARD

Public Relations Specialist

Amy Acquard joined Flint Group as a public relations intern in 2015, which allowed her to obtain hands-on experience in the ever-evolving public relations discipline and to provide support for public relations clients in a variety of industries. She accepted a full-time position as public relations coordinator with Flint Group in 2016 and quickly became an integral part of the agency's collaborative PR and transportation teams. In 2017, she was promoted to the role of public relations specialist because of her increased knowledge of the region's media climate; her ability to monitor and quickly analyze media coverage helps the team to react and adapt with messages as needed in real time.

Through boots-on-the-ground experience, Amy has developed expertise in public event planning and plays a key role in successfully implementing Flint's numerous public information coordinator services for complex transportation projects. Her responsibilities will support key personnel with: *Communication Planning, Crisis Communications, Dept/Contractor Meetings, Community Engagement, Media Relations, Public Relations, Social Media and Website Management.*

Estimated hours for this project: 15-20/week

JEFF REED

Illustrator

Jeff Reed has been an art director, designer and illustrator for 30 years in the advertising industry. Over his 17 years with Flint, Jeff has worked with clients in food service, manufacturing, health care, banking, agriculture and construction. He specializes in bringing visual solutions to complex projects, ensuring they tell a story. He passionately works on various pro bono clients like Cullen Children's Foundation, Special Olympics of North Dakota, HOPE Inc. and fundraising. Jeff's responsibilities will include: *Creative Services.*

Estimated hours for this project: 5-10/week

CHRISTINE HOPER

Project Manager

Christine has been a project manager with Flint Group since 2013 and has been working in project management for marketing initiatives since 1994. She oversees individual client projects from conception to completion. She manages all aspects of client interaction, from creating clearly defined project plans and measurable objectives to staying on budget and within timelines. Christine's responsibilities will include: *Website Management*.

Estimated hours for this project: 1-3/month

KRIS KERZMAN

Social Media Specialist

Kris Kerzman grew up in Garrison, North Dakota, where his professional life began in his father's greenhouse. He helped customers find the best geraniums, took money and gave change, watered plants when it was hot and read a lot of comic books when it rained.

Kris' infatuation with news, information and the written word began about the same time and persists to this day at Flint Group, where he helps our clients find the concepts, messages and approaches that make them look their best. After more than a decade of experience in social media marketing, content marketing and public relations, Kris understands how words, videos and images (along with the platforms that carry them) interact to build a confident online brand presence. Kris' responsibilities will include: *Social Media*.

Estimated hours for this project: 1-3/month

JASON LOTZER

Creative Director/Interactive Graphic Designer

As creative director and interactive graphic designer at Flint, Jason helps position brands in the marketplace through sound creative strategies and effectual execution. With more than 19 years of industry expertise, he provides leadership in all aspects of creative communications, from print and web design and branding to motion graphics, user experience, and TV directing and editing. Jason currently is the lead interactive designer and producer/editor of PSAs for the NDDOT Fargo District. Jason has been responsible for numerous PIC deliverables for close to 16 years. His responsibilities for the City of Fargo will include: *Creative Services*.

Estimated hours for this project: 2-5/month

PHIL HUNT

Copywriter

Always conscious of our communications-saturated environment, Phil believes that good writing pulls you in. Every headline or sentence should get the reader to do one thing: read on. He brings enthusiasm to every project and applies a strong marketing background to each client's brand. Phil gets your message across simply, uniquely – so your audience doesn't have to work to get to the point. Phil usually explains his role like this: "I get to work on ideas. I get to explain them. I get to come up with them. And I get to use words to do them justice." The term "dream job" is also likely to come up, because he gets to write, and that is something writers are compelled to do. His duties will include: *Creative Services*.

Estimated hours for this project: 2/month

Chris Hagen, Kimberly Wold Janke, Crystal Bosch and Kim Kemmer are strategic planning team members and their expertise will be utilized as needed. The organization chart of the complete team can be seen as a diagram in required enclosures on page 14.

NOTE: "Estimated hours for this project" refers to the approximate amount of time that we expect will be devoted to the PIC contract during active construction season.



Cost Proposal

Project: MS-19-B0 | **Type:** Public Information Coordinator (PIC) Services
 This proposal is based on an hourly basis, not to exceed lump sum amount unless otherwise noted.

2019 PROJECT WORK	SLATED BUDGET
Account Management (Monthly Reports, Tracking Labor and Services)	\$3,000
Public Relations (Pre-construction Planning, Dept/Contractor Meetings, Community Engagement, Media Relations and Monitoring, Social Media, Crisis Communication, Website Management)	\$40,000
Creative Services (Graphics, Maps, Handouts, Copywriting, Production)	\$8,000
Media Services (Planning and Implementation)	\$1,500
Paid Media (at NET Radio, Digital, Billboards, Social Ads)	\$6,000
TOTAL (not to exceed \$60,000)	\$58,500

RATES

	(\$)		
Account Coordination	115	Discovery	110
Account Management	130	Graphic Design/Art Direction	135
Art Direction	135	List Management	100
Art Production	115	PR Direction	125
Automated Marketing		PR Implementation	130
Execution	120	PR Strategy	150
Concept	150	Production Coordination	100
Copywriting	135	Production Management	100
Creative Direction	135	Project Management	130
Crisis Management Strategy	175	Proofing	105
		SEM Implementation	120
		SEM Strategy	150
		Social Media	
		Implementation	120
		Social Media Strategy	150
		Strategic Planning	150
		User Experience	150
		Web Development	135



LET'S GET WORKING!

In short, we translate engineer speak and we get excited doing it. We hope we can continue to shape your knowledge into easy-to-consume information to help the public understand your smart planning and benefits associated with each infrastructure development.

Our camera charged. Our construction vests and safety boots are ready to go!



①

February 6, 2019

Honorable Board of
City Commissioners
City of Fargo
225 North Fourth Street
Fargo, ND 58102

Re: Contract Engineering Technician I

Dear Commissioners:

During the MidContinent Fargo buildout project, the City Commission approved three Engineering Technician I contracts to assist with the management. The 2019 approved budget retained two of the three contract positions to assist with the Small Cell/WiFi permitting along with the increase of infrastructure locating and fiber installation.

Recommended Motion:

Approve contract for Peggy Amsbaugh and Dana Johnson.

Respectfully Submitted,



Brenda E. Derrig, P.E.
City Engineer

BED/
Attachment

C: Kevin Gorder

AGREEMENT

Engineering Technician I

THIS AGREEMENT made and entered into effective the 1st day of January, 2019, by and between Peggy Amsbaugh (hereinafter referred to as Amsbaugh) and the CITY OF FARGO, a municipal corporation, whose address is 225 Fourth Street North, Fargo, North Dakota 58102 (hereinafter referred to as "City").

WITNESSETH:

WHEREAS, the City desires to fill the position of Engineering Technician I within the City of Fargo Engineering Department as a contracted employee; and,

WHEREAS, the City desires to appoint Amsbaugh to perform the duties and services of Engineering Technician I and for purposes of the City's budgeting process, to recognize a contract employment relationship for a period beginning January 1, 2019 and ending December 31, 2019, but which is still an "at-will" employment relationship, terminable by either party with or without cause; and,

WHEREAS, Amsbaugh has agreed to accept such appointment to perform the duties and services of Engineering Technician I on a contract employee basis according to the terms of this agreement; and,

WHEREAS, the parties wish to commit their agreement to writing.

NOW, THEREFORE, the parties hereto do hereby agree as follows:

1. City agrees to appoint Amsbaugh for the purpose of performing the duties and services of Engineering Technician I as described in Exhibit A attached hereto.
2. Term. The term of this agreement shall be for the period beginning January 1, 2019 and ending December 31, 2019, but may be terminated by either party at any time,

upon written notice to the other party. This relationship is an "At-will" relationship and may be terminated by either party at any time with or without cause.

3. Compensation. City agrees to compensate Amsbaugh in the amount of \$23.64 per hour for any and all duties and services performed as Engineering Technician I during the year 2019. To the extent this agreement is still in effect, beginning in years 2019 and thereafter, Amsbaugh's compensation shall be adjusted annually, at the time of her step increase date, as well as adjusted in an amount equal to the Cost of Living Adjustment the City of Fargo approves for its employees.

4. In addition to the terms of compensation listed above, the City shall pay the employer's share of the following:

- (a) Social Security (FICA)
- (b) Workers Compensation
- (c) Unemployment Insurance
- (d) Federal Withholding (income tax)
- (e) State Income Tax
- (f) Medicare

5. Amsbaugh will be full-time and will be eligible to enroll in Health Insurance, Dental Insurance, Vision Insurance, Life Insurance and Flexible Spending and will be covered under the City's long-term disability and North Dakota Public Employee Retirement System (NDPERS). In addition, Amsbaugh will accrue annual and sick leave.

6. During the term of this agreement, Amsbaugh agrees to comply with all employee policies of the City of Fargo and the Engineering Department, including all safety rules and procedures.

7. The parties hereto understand and agree that Amsbaugh shall not be part of the Civil Service of the City of Fargo, but is a contracted employee, as permitted under Fargo Municipal Code section 7.0102(D).

DATED the day and year first above written.

THE CITY OF FARGO, NORTH DAKOTA

By: _____
Timothy J. Mahoney, Mayor

ATTEST:

Steven Sprague, City Auditor

Engineering

By: B. E. D.
Brenda E. Derrig, City Engineer

Peggy Amsbaugh
Peggy Amsbaugh
Contracted Employee

AGREEMENT

Engineering Technician I

THIS AGREEMENT made and entered into effective the 1st day of January, 2019, by and between Dana Johnson (hereinafter referred to as Johnson) and the CITY OF FARGO, a municipal corporation, whose address is 225 Fourth Street North, Fargo, North Dakota 58102 (hereinafter referred to as "City").

WITNESSETH:

WHEREAS, the City desires to fill the position of Engineering Technician I within the City of Fargo Engineering Department as a contracted employee; and,

WHEREAS, the City desires to appoint Johnson to perform the duties and services of Engineering Technician I and for purposes of the City's budgeting process, to recognize a contract employment relationship for a period beginning January 1, 2019 and ending December 31, 2019, but which is still an "at-will" employment relationship, terminable by either party with or without cause,; and,

WHEREAS, Johnson has agreed to accept such appointment to perform the duties and services of Engineering Technician I on a contract employee basis according to the terms of this agreement; and,

WHEREAS, the parties wish to commit their agreement to writing.

NOW, THEREFORE, the parties hereto do hereby agree as follows:

1. City agrees to appoint Johnson for the purpose of performing the duties and services of Engineering Technician I as described in Exhibit A attached hereto.
2. Term. The term of this agreement shall be for the period beginning January 1, 2019 and ending December 31, 2019, but may be terminated by either party at any time,

upon written notice to the other party. This relationship is an "At-will" relationship and may be terminated by either party at any time with or without cause.

3. Compensation. City agrees to compensate Johnson in the amount of \$24.99 per hour for any and all duties and services performed as Engineering Technician I during the year 2019. To the extent this agreement is still in effect, beginning in years 2019 and thereafter, Johnson's compensation shall be adjusted annually, at the time of his step increase date, as well as adjusted in an amount equal to the Cost of Living Adjustment the City of Fargo approves for its employees.

4. In addition to the terms of compensation listed above, the City shall pay the employer's share of the following:

- (a) Social Security (FICA)
- (b) Workers Compensation
- (c) Unemployment Insurance
- (d) Federal Withholding (income tax)
- (e) State Income Tax
- (f) Medicare

5. Johnson will be full-time and will be eligible to enroll in Health Insurance, Dental Insurance, Vision Insurance, Life Insurance and Flexible Spending and will be covered under the City's long-term disability and North Dakota Public Employee Retirement System (NDPERS). In addition, Johnson will accrue annual and sick leave.

6. During the term of this agreement, Johnson agrees to comply with all employee policies of the City of Fargo and the Engineering Department, including all safety rules and procedures.

7. The parties hereto understand and agree that Johnson shall not be part of the Civil Service of the City of Fargo, but is a contracted employee, as permitted under Fargo Municipal Code section 7.0102(D).

DATED the day and year first above written.

THE CITY OF FARGO, NORTH DAKOTA

By: _____
Timothy J. Mahoney, Mayor

ATTEST:

Steven Sprague, City Auditor

Engineering

By: B.E.D.
Breanda E. Derrig, City Engineer

[Signature]
Dana Johnson
Contracted Employee



February 6, 2019

Honorable Board of City
Commissioners
City of Fargo
Fargo, North Dakota

Re: Project No. MS-19-A0

Dear City Commission:

Each year there are times when the Engineering Department needs assistance from professional consultants to aid in the development of capital improvement projects. This assistance is typically needed because we have either fully obligated our internal resources or we are in need of specialized technical assistance. Under the normal process for selecting consultants with a Request for Proposals, it takes approximately 8 weeks from inception to contract approval. We have found that a Master Service Agreement (MSA) provides us with a pool of qualified professional consultants and allows us to be more responsive to scopes of work that are smaller or time sensitive. In our previous three year MSA (2016 through 2018), we issued 52 Task Orders to 13 different consultants with a total value of \$2,864,821.

To meet our ongoing need, we advertised and received proposals from professional engineering land surveying, and land management consultants, at the direction of the Public Works Project Evaluation Committee.

From the proposals we received, we are looking to build a pool of no more than six qualified professional consultants in each engineering category and enter into a 3 year Master Services Agreement with each consultant. The pool is determined by the consultant's qualifications in each category. We considered the following three items in the selection of the pool:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the categories they wish to be selected for.
2. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm.
3. Past record of performance on contracts, including quality of work, timeliness, and cost control.

The following are examples of projects that we expect to use the consultants for:

Engineering:

1. Civil Engineering (New Development) – Planning and design of utilities and paving for new development. Planning of utilities for an entire development that will be designed and constructed in phases.
2. Civil Engineering (Replacement & Reconstruction) – Typically City staff led, but may use consultant for assistance with specialized technical tasks.
3. Civil Engineering (Water Resources) – Storm water master plan, InfoSWMM modeling, funding applications, and lift station design.
4. Civil Engineering (Structural Design) – Lift station and/or gate well design.

5. Transportation Engineering – Intersection control evaluation studies, peer design reviews, traffic impact studies, funding applications, traffic data collection, traffic signal design, and street light design.
6. Geotechnical Engineering – Soil investigation analysis for lift stations, pond locations, and design support.
7. Construction Engineering and Staking – Project Management, including onsite construction inspection and surveying.
8. Electrical Engineering – Lift station control systems.
9. Asbestos Testing – Collect, analyze, and provide written reports regarding the potential presence of regulated asbestos containing materials in structures slated for demolition.

Land Surveying:

1. Topographic Surveys – Preliminary surveys for new development or reconstruction projects.
2. Legal Descriptions – Prepare legal descriptions for acquisitions.
3. Plat Preparation – Prepare plat including the associated field work necessary to prepare the plat.

Land Management Services

1. Appraisals – Complete appraisals for full and partial property acquisitions and permanent and temporary easements. The appraiser must be certified in North Dakota (Certified – General) and must provide a demonstrated ability to provide appraisal services in full compliance with the Uniform Relocation and Real Properties Acquisitions Policies Act (aka The Uniform Act) and applicable North Dakota statutes.
2. Relocation Assistance – Serve the role as the relocation counselor on behalf of the City to manage relocation assistance of individual property acquisitions that qualify for relocation assistance under the Uniform Act. All relocation assistance shall follow the statutory requirements within the State of North Dakota.

When the necessity for a consultant arises, we will send out a scoping document to the appropriate consultants requesting a not-to-exceed quote and availability status. Staff will review the quotes and based on cost and availability will recommend a consultant for award.

The following consultants are being recommended by the Selection Committee, listed in alphabetical order:

Category	Recommended Consultants					
New Development & Master Planning	Apex	Houston	KLJ	MBN	Moore	Stantec
Replacement & Reconstruction	Apex	Bolton & Menk	Houston	KLJ	Moore	
Water Resources	AE2S	Apex	Houston	KLJ	Moore	
Structural Design	AE2S	Houston	KLJ	SRF	Stantec	
Transportation Engineering	Bolton & Menk	Houston	KLJ	SRF	Stantec	WSB
Geotechnical Engineering	Braun	Terracon	Wenck	WSB		

Category	Recommended Consultants					
Construction Engineering & Staking	Apex	Bolton Menk &	Houston	KLJ	Moore	Stantec
Electrical Engineering (Lift Station Control Panel)	AE2S	Apex	HDR	KLJ	Stantec	
Asbestos	Braun	KLJ	Terracon	Wenck		
Topographic Surveys	Apex	Bolton Menk &	Houston	KLJ	ONE/Mead & Hunt	
Legal Descriptions	Apex	Bolton Menk &	Houston	Lowry	Moore	ONE/Mead & Hunt
Plat Prep	Bolton Menk &	Houston	Lowry	Moore	ONE/Mead & Hunt	
Appraisals	GEB Appraisals	Integra Realty Resources	Jorge Pagan	RM Roefs	Ulteig	
Relocation Assistance	HDR	SRF	Ulteig	WSB		

Please see enclosed Selection Committee Report of Action.

Sincerely,



Tom Knakmuhs, PE
Assistant City Engineer

REPORT OF ACTION

CONSULTANT SELECTION COMMITTEE

CONSULTING ENGINEERING SERVICES

Project No. MS-19-A0 Date of Hearing: 2/6/2019

<u>Routing</u>	<u>Date</u>
City Commission	<u>2/11/2019</u>
Project File	<u>X</u>
Selection Committee	<u>X</u>

Proposals Received for:

Project: MS-19-A0 Location: City Wide

Proposals were received from the following Consultants:

1. Engineering:
 - a. Civil Engineering (New Development/Master Planning)
 - b. Civil Engineering (Replacement & Reconstruction)
 - c. Civil Engineering (Water Resources)
 - d. Civil Engineering (Structural Design)
 - e. Transportation Engineering
 - f. Geotechnical Engineering (Excludes construction materials testing)
 - g. Construction Engineering and Staking (Project Management, including onsite construction inspection and surveying.)
 - h. Electrical Engineering (Lift Station Control Panel)
 - i. Asbestos Testing
2. Land Surveying:
 - a. Topographic Surveys
 - b. Legal Descriptions
 - c. Plat Preparation
3. Land Management Services
 - a. Appraisals
 - b. Relocation Assistance

Consultant	1a	1b	1c	1d	1e	1f	1g	1h	1i	2a	2b	2c	3a	3b
AE2S	X	X	X	X			X	X		X	X	X		
Apex Engineering Group	X	X	X		X		X	X		X	X	X		
Bolton & Menk, Inc	X	X	X	X	X		X			X	X	X		
Braun Intertec Corporation						X			X					
GEB Appraisals													X	
HDR	X		X	X	X			X						X
Houston Engineering, Inc	X	X	X	X	X		X			X	X	X		

Consultant	1a	1b	1c	1d	1e	1f	1g	1h	1i	2a	2b	2c	3a	3b
Integra Realty Resources													X	
Interstate Engineering, Inc	X	X	X	X	X		X			X	X	X		
Jorge L. Pagan													X	
KLJ	X	X	X	X	X		X	X	X	X	X	X		
Lightowler Johnson Associated, Inc	X		X	X			X			X	X	X		
Lowry Engineering	X						X			X	X	X		
MBN Engineering, Inc	X													
Moore Engineering, Inc	X	X	X		X		X			X	X	X		
Obermiller Nelson/Mead & Hunt	X						X			X	X	X		
RM Roefs & Associates, Inc.													X	
SRF Consulting Group, Inc	X	X	X	X	X		X			X	X	X		
Stantec	X	X	X	X	X		X	X		X	X	X		
Terracon Consultants, Inc						X			X					
Ulteig	X	X					X						X	X
Wenck Associates, Inc	X	X	X		X	X	X		X	X	X	X		
WSB	X	X	X	X	X	X	X			X	X	X		X

The Selection Committee evaluated proposals based on the criteria outlined within the RFP:

<u>Criteria</u>	<u>Points</u>
1. Specialized experience or technical expertise	30
2. Capacity of the organization to perform the work	30
3. Past record of performance on contracts	40

Following review of the proposals, the Selection Committee ranked the firms for selection of the preferred Consultants.

The Committee then tabulated Committee member proposal rankings. Based on the tabulated ranking, the Committee selected the following as the preferred Consultants for each project:

Category	Recommended Consultants					
New Development & Master Planning	Apex	Houston	KLJ	MBN	Moore	Stantec
Replacement & Reconstruction	Apex	Bolton & Menk	Houston	KLJ	Moore	
Water Resources	AE2S	Apex	Houston	KLJ	Moore	
Structural Design	AE2S	Houston	KLJ	SRF	Stantec	
Transportation Engineering	Bolton & Menk	Houston	KLJ	SRF	Stantec	WSB
Geotechnical Engineering	Braun	Terracon	Wenck	WSB		

Category	Recommended Consultants					
Construction Engineering & Staking	Apex	Bolton & Menk	Houston	KLJ	Moore	Stantec
Electrical Engineering (Lift Station Control Panel)	AE2S	Apex	HDR	KLJ	Stantec	
Asbestos	Braun	KLJ	Terracon	Wenck		
Topographic Surveys	Apex	Bolton & Menk	Houston	KLJ	ONE/Mead & Hunt	
Legal Descriptions	Apex	Bolton & Menk	Houston	Lowry	Moore	ONE/Mead & Hunt
Plat Prep	Bolton & Menk	Houston	Lowry	Moore	ONE/Mead & Hunt	
Appraisals	GEB Appraisals	Integra Realty Resources	Jorge Pagan	RM Roefs	Ulteig	
Relocation Assistance	HDR	SRF	Ulteig	WSB		


RECOMMENDED MOTION:

Concur with the Consultant Selection Committee's recommendation for the selection of Consultants for the Master Services Agreement.

COMMITTEE

	Present	Yes	No	Unanimous
				<input checked="" type="checkbox"/>
Brenda Derrig, City Engineer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tom Knakmuhs, Assistant City Engineer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jeremy Gorden, Division Engineer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kevin Gorder, Division Engineer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jody Bertrand, Division Engineer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Shawn Bullinger, Land Acquisition Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Brent Wacha, Survey Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rob Hasey, Civil Engineer I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ATTEST:


 Tom Knakmuhs, PE
 Assistant City Engineer

C: Ryan Grubb, PE
Matt Kinsella, PE
Barry L. Glienke, PE
Ezra Ballinger, PE
Gary Bock
Brian King, PE
Jerry Bents, PE
Damon DeVillers, PE
Dan Mueller, MAI, MRICS
Jorge L. Pagan
Scott Middaugh, PE
Nathan Anderson, PLS
Jon Lowry, PE
Tony Eukel, PE
Tracy Eslinger, PE
Steve Schilke, PE
Gary Ness, PLS
Rose Hoefs
Jacob Nordick, PE
Joel Paulsen, PE
Jonathan B. Ellingson, PG
Thomas Reisdorf, PE
Randy Hanson
Andy Brotzler, PE

AE2S
APEX Engineering Group
Bolton & Menk, Inc
Braun Intertec Corporation
GEB Appraisals
HDR Engineering, Inc
Houston Engineering, Inc
Interstate Engineering, Inc
Integra Realty Resources
Jorge L. Pagan
KLJ
Lightowler Johnson Associated, Inc
Lowry Engineering
MBN Engineering, Inc
Moore Engineering, Inc
Obermiller Nelson/Mead & Hunt
Obermiller Nelson/Mead & Hunt
RM Hoefs & Associates, Inc.
SRF Consulting Services, Inc.
Stantec Consulting Services, Inc.
Terracon Consultants, Inc
Ulteig
Wenck Associates, Inc
WSB

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Type: MSA RFP

Location: City Wide

Date of Hearing: 11/26/2018

<u>Routing</u>	<u>Date</u>
City Commission	<u>12/3/2018</u>
PWPEC File	<u>X</u>
Project File	<u>Tom Knakmuhs</u>

Three years ago the Engineering Department solicited Consultants to participate in a Master Services Agreement (MSA) to provide services to the City in the following categories:

1. Engineering:
 - a. Civil Engineering (New Development/Master Planning)
 - b. Civil Engineering (Replacement & Reconstruction)
 - c. Civil Engineering (Water Resources)
 - d. Civil Engineering (Structural Design)
 - e. Transportation Engineering
 - f. Geotechnical Engineering (Excludes construction materials testing)
 - g. Construction Engineering and Staking (Project Management, including onsite construction inspection and surveying.)
 - h. Electrical Engineering (Lift Station Control Panel)
 - i. Asbestos Testing
2. Land Surveying:
 - a. Topographic Surveys
 - b. Legal Descriptions
 - c. Plat Preparation
3. Land Management Services
 - a. Appraisals
 - b. Relocation Assistance

The MSA is a valuable tool that saves time and provides necessary resources for projects that are smaller or time sensitive. It also meets the City's purchasing requirements for the use of qualified consultants within specialized areas.

19 Consultant firms were selected covering the various categories and 52 task orders were executed totaling \$2,864,821 in work.

Staff is recommending approval to seek Consultants for an additional three year term in the categories listed above.

On a motion by Tim Mahoney, seconded by Kent Costin, the Committee voted to recommend approval to assemble, advertise and receive proposals from professional Consultants for a three year Master Services Agreement.

RECOMMENDED MOTION

Concur with PWPEC recommendation and authorize Engineering to assemble, advertise, and receive proposals from professional consultants for a three year Master Services Agreement.

PWPEC ROA
11/26/2018 -- Page 2

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: _____


Developer meets City policy for payment of delinquent specials
Agreement for payment of specials required of developer
Letter of Credit required (per policy approved 5-28-13)

Yes	No
	N/A
	N/A
	N/A

COMMITTEE

	Present	Yes	No	Unanimous
				<input checked="" type="checkbox"/>
Tim Mahoney, Mayor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Nicole Crutchfield, Director of Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Steve Dirksen, Fire Chief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bruce Grubb, Enterprise Director/Interim City Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ben Dow, Director of Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steve Sprague, City Auditor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Brenda Derrig, City Engineer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kent Costin, Finance Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ATTEST:


Brenda E. Derrig, P.E.
City Engineer



Memorandum

To: PWPEC
From: Tom Knakmuhs, Assistant City Engineer
Date: 11/26/2018
Re: Request to advertise for Master Service Agreements with Professional Consultants

Each year there are times when the Engineering Department needs assistance from professional consultants to aid in the development of capital improvement projects. This assistance is typically needed because we have either fully obligated our internal resources or we are in need of specialized technical assistance.

Under the normal process for selecting consultants with a Request for Proposals, it takes approximately 8 weeks from inception to contract approval. We have found that a Master Service Agreement (MSA) provides us with a pool of qualified professional consultants and allows us to be more responsive to scopes of work that are smaller or time sensitive. In our current three year MSA (2016 through 2018), we have issued 52 Task Orders to 13 different consultants with a total value of \$2,864,821.

The selection of a consultant through the proposed MSA (2019 through 2021) would remain unchanged from our current practice, which is to send out a scoping document to consultants requesting a not-to-exceed quote and availability status. These quotes are then reviewed by staff and recommendation of award is based on cost and consultant availability. The task order approval policy would also remain unchanged, which requires:

- City Engineer approval \$15,000 or less
- PWPEC approval \$15,001 to \$150,000
- PWPEC and City Commission approval over \$150,000

I believe the use of the Master Service Agreement for professional services is a good tool for the City of Fargo Engineering Department and I encourage the Committee to support another three year MSA.

Recommended Motion:

Direct staff to assemble, advertise, and receive proposals from professional consultants for the consideration of a three year Master Service Agreement ending in December 2021.

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

9

Project No. SN-17-A1

Type: Final Balancing Change Order #2

Location: Citywide

Date of Hearing: 2/4/2019

<u>Routing</u>	<u>Date</u>
City Commission	<u>2/11/2019</u>
PWPEC File	<u>X</u>
Project File	<u>Brandon Beaudry</u>

The Committee reviewed the accompanying correspondence from Project Manager, Brandon Beaudry, related to Final Balancing Change Order #2 in the amount of \$10,054.50, bringing the total contract amount to \$328,864.50. The Final Balancing Change Order is for additional new sidewalk as well as reconstruction sidewalk that will be assessed to the property owners.

Staff is recommending approval of Final Balancing Change Order #2.

On a motion by Steve Dirksen, seconded by Kent Costin, the Committee voted to recommend approval of Final Balancing Change Order #2 in the amount of \$10,054.50.

RECOMMENDED MOTION

Approve Final Balancing Change Order #2 in the amount of \$10,054.50 to Master Construction.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: Sales Tax & Special Assessments

	<u>Yes</u>	<u>No</u>
Developer meets City policy for payment of delinquent specials	<u>N/A</u>	<u> </u>
Agreement for payment of specials required of developer	<u>N/A</u>	<u> </u>
Letter of Credit required (per policy approved 5-28-13)	<u>N/A</u>	<u> </u>

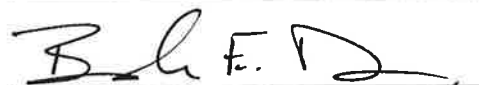
COMMITTEE

- Tim Mahoney, Mayor
- Nicole Crutchfield, Director of Planning
- Steve Dirksen, Fire Chief
- Bruce Grubb, City Administrator
- Ben Dow, Director of Operations
- Steve Sprague, City Auditor
- Brenda Derrig, City Engineer
- Kent Costin, Finance Director

<u>Present</u>	<u>Yes</u>	<u>No</u>	<u>Unanimous</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
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<u> </u>	<u> </u>	<u> </u>	<u> </u>

ATTEST:

C: Kristi Olson


 Brenda E. Derrig, P.E.
 City Engineer

Memorandum

To: Members of PWPEC

From: Brandon Beaudry, Project Inspector

Date: January 18, 2019

Re: Final Balancing Change Order #2 – Project No. SN-17-A1
New Construction of City Order Sidewalk

Attached is a final balancing change order in the amount of \$10,054.50 for Project No. SN-17-A1. The original contract bid price for this project was \$280,540.00 and this FBCO will bring the project final amount to \$328,864.50 (a 17.2% increase). The majority of the FBCO is for additional new sidewalk as well as reconstruction sidewalk that will be assessed to the property owners.

Recommended Motion:

Approve final balancing change order #2 in the amount of \$10,054.50 to Master Construction.

Attachment

C: Kristy Schmidt
Tom Knakmuhs



CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT

Project No SN-17-A1 Change Order No 2
 Project Name New & Reconstruction of City Order Sidewalks
 Date Entered 1/16/2019 For Master Construction Co Inc

This change is made under the terms of or is supplemental to your present contract, if and when approved, you are ordered to perform the work in accordance with the additions, changes, or alterations hereinafter described.

EXPLANATION OF CHANGE:

This change order reconciles the estimated quantities used in the contract with the final quantities as measured in the field.

Section	Line No	Item Description	Unit	Orig Cont Qty	Prev C/O Qty	Prev Cont Qty	Curr C/O Qty	Tot Cont Qty	Unit Price (\$)	C/O Ext Price (\$)
Phase 1 Downtown Sidewalk	2	Rem & Repl Sidewalk 6" Thick Reinf Conc	SY	50.00	0.00	50.00	-7.00	43.00	70.00	-490.00
	4	F&I Det Warn Panels Cast Iron	SF	56.00	0.00	56.00	28.00	84.00	45.00	1,260.00
	5	Casting to Grade - w/Conc	EA	1.00	0.00	1.00	-1.00	0.00	500.00	-500.00
Phase 1 Downtown Sidewalk Sub Total (\$)										
				262.00	0.00	262.00	42.00	304.00	65.00	2,730.00
Phase 1 Reconstruction Sidewalk	9	Rem & Repl Sidewalk 6" Thick Reinf Conc	SY	262.00	0.00	262.00	42.00	304.00	65.00	2,730.00
	11	Rem & Repl Curb & Gutter	LF	606.00	0.00	606.00	65.00	671.00	40.00	2,600.00
	12	Remove Sidewalk 4" Thick Conc	SY	40.00	0.00	40.00	23.00	63.00	12.00	276.00
	13	F&I Sidewalk 4" Thick Reinf Conc	SY	5.00	0.00	5.00	51.00	56.00	50.00	2,550.00
	15	F&I Det Warn Panels Cast Iron	SF	556.00	0.00	556.00	136.00	692.00	45.00	6,120.00
	17	GV Box to Grade - w/Conc	EA	1.00	0.00	1.00	-1.00	0.00	350.00	-350.00
	19	Topsoil - Import Special	CY	20.00	0.00	20.00	-1.00	19.00	20.00	-20.00
20	Mulching Type 1 - Hydro	SY	455.00	0.00	455.00	367.50	822.50	4.50	1,653.75	
21	Seeding Type B	SY	455.00	0.00	455.00	367.50	822.50	4.50	1,653.75	
Phase 1 Reconstruction Sidewalk Sub Total (\$)										
				2,875.00	0.00	2,875.00	-202.50	2,672.50	38.00	-7,695.00
Phase 2 New Construction Sidewalk	24	F&I Sidewalk 4" Thick Reinf Conc	SY	2,875.00	0.00	2,875.00	-202.50	2,672.50	38.00	-7,695.00
	25	F&I Sidewalk 6" Thick Reinf Conc	SY	25.00	0.00	25.00	-2.00	23.00	48.00	-96.00
	26	F&I Det Warn Panels Cast Iron	SF	72.00	0.00	72.00	-24.00	48.00	45.00	-1,080.00
27	Rem & Repl Sidewalk 6" Thick Reinf Conc	SY	7.00	0.00	7.00	-7.00	0.00	65.00	-455.00	



**CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT**

Phase 2 New Construction Sidewalk	28	29	30	31	LF	58.00	0.00	58.00	-8.00	50.00	40.00	-320.00
Rem & Repl Curb & Gutter					LF	58.00	0.00	58.00	-8.00	50.00	40.00	-320.00
Remove Tree					EA	2.00	0.00	2.00	-2.00	0.00	300.00	-600.00
Mulching Type 1 - Hydro					SY	1,950.00	0.00	1,950.00	313.00	2,263.00	4.50	1,408.50
Seeding Type B					SY	1,950.00	0.00	1,950.00	313.00	2,263.00	4.50	1,408.50
Phase 2 New Construction Sidewalk Sub Total (\$)												
												-7,429.00
Summary												
Source Of Funding												
Net Amount Change Order # 2 (\$)												10,054.50
Previous Change Orders (\$)												38,270.00
Original Contract Amount (\$)												280,540.00
Total Contract Amount (\$)												328,864.50

I hereby accept this order both as to work to be performed and prices on which payment shall be based.

CONTRACT TIME

Current Substantial Completion Date	07/13/2018	Current Final Completion Date	Additional Days Substantial Completion	0.00	Additional Days Final Completion	0.00	New Substantial Completion Date	07/13/2018	New Final Completion Date

Description

APPROVED

For Contractor

Title

[Signature]

CFO

APPROVED DATE
Department Head

[Signature]
2/6/19

Mayor

Attest

COVER SHEET
CITY OF FARGO PROJECTS

(10)

This sheet must be completed and turned in with all City of Fargo projects. NO items will be accepted by either the City Commission Office or the City Auditor's Office without this cover sheet attached and properly filled out.

Exact, full name of Project as it will appear in the Contract:

Street Rehabilitation & Incidentals

Project No. PR-19-A

Call For Bids	<u>February 11</u>	<u>2019</u>
Advertise	<u>February 18, 25 & March 4</u>	<u>2019</u>
Bid Opening Date	<u>March 20</u>	<u>2019</u>
Substantial Completion Date	<u>June 8</u>	<u>2019</u>
Completion Date	<u>July 8</u>	<u>2019</u>

N/A PWPEC Report (Attach Copy) **Part of 2019 CIP**

X Engineer's Report (Attach Copy)

X Direct City Auditor to Advertise for Bids

X Bid Quantities (Attach Copy for Auditor's Office Only)

N/A Notice to Property Owners (Dan Eberhardt)

Project Engineer Jason Hoogland

Phone No. 241-1545

The items listed above are for use on all City projects. The additional items listed below are to be checked only when all or part of a project is to be special assessed:

N/A Create District (Attach Copy of Legal Description)

N/A Order Plans & Specifications

N/A Approve Plans & Specifications

N/A Adopt Resolution of Necessity

N/A Approve Escrow Agreement (Attach Copy for Commission Office Only)

N/A Assessment Map (Attach Copy for Auditor's Office Only)

ENGINEER'S REPORT
STREET REHABILITATION & INCIDENTALS
PROJECT NO. PR-19-A

Nature & Scope

This project is for routine joint sealing on various roadways throughout the City.

Purpose

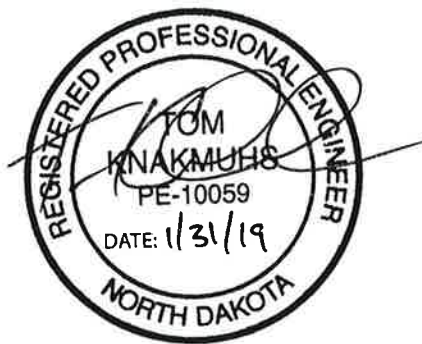
To seal the joints which have opened up in the roadways due to freeze/thaw conditions. This has proven to be a very cost effective process. Sealing the joints at this time, prior to roadway deterioration, helps preserve the ride as well as extend the life of the streets.


Feasibility

The total construction cost is estimated to be \$75,000. It will be paid for by Street Rehabilitation funds. The cost breakdown is as follows:

<u>Estimated Construction Cost:</u>	\$ 75,000
Engineering Fees (6%):	\$ 4,500
Legal Fees (3%):	\$ 2,250
Interest Fees (4%):	<u>\$ 3,000</u>
Total Cost (Street Rehabilitation):	\$ 84,750

We believe this project to be cost effective.




Tom Knakmuhs, P.E.
Assistant City Engineer



February 11, 2019

Honorable Board of City Commissioners
City Hall
225 4th St N
Fargo, ND 58102

Commissioners:

One RFP was received January 18, 2019, for potential ash tree injection services. These services will be utilized on certain ash street trees if and when justified due to an Emerald Ash Borer threat.

<u>Contractor</u>	<u>Low rate (\$ per inch)</u>	<u>med rate</u>	<u>med/high rate</u>	<u>high</u>
Paul Bunyan Nurseries	8.00	9.25	12.50	16.00

Estimated cost for this service, if utilized in 2019, is approximately \$50,000 (up to 500 trees treated). Funding, which would come out of other contract service expense accounts (tree and stump removal, brush chipping, pruning, other services), has been included in the 2019 annual forestry budget.

Recommended motion:

Based on completeness of proposal, overall cost, experience, prior work history, references, capacity to perform including staffing levels and equipment, and the preferred usage of a medium dosage rate per the specifications, move to approve injection services agreement for 2019 (RFP19008), with up to four (4) additional years of negotiated extension, to Paul Bunyan Nurseries.

Your approval of this request is appreciated.

Sincerely,

Scott Liudahl
City Forester

Cc: Ben Dow
Bruce Grubb
Kent Costin

commission2019treeinjection.doc

Tree Injection Services - 2019

I. Agreement

This agreement is between the City of Fargo (City) and Paul Bunyan Nurseries (Contractor) to provide tree injection services for the City. This agreement shall commence upon signing by both parties and expire on December 31, 2019. The terms of this agreement may be extended, if accepted and signed by the Contractor and City, for four (4) additional one (1) year extensions, provided the negotiated extension is signed by parties on or before January 1st of the contract year.

II. Scope of Services Summary

Work shall include all labor, materials, equipment, supplies and services required for tree injection in accordance with forestry department specifications. Contractor must comply with all State, Federal and Local laws, regulations and ordinances applicable to the operation of Contractor's equipment.

III. Responsibility of the City

City shall oversee the execution of this agreement and disbursing of funds.

IV. Contractor's Compensation and Method of Payment

Partial billing is acceptable at any time. City will compensate Contractor per proposal price.

V. Termination of the Agreement

This contract may be terminable at will by either party after giving ten (10) days written notice to the other party.

VI. Assignability

This agreement will not be assigned or transferred by Contractor to another party without the prior written consent of the City.

VII. Hold Harmless and Insurance

Contractor agrees to indemnify and hold City harmless from any and all claims, demands or causes of action resulting from the provision of services as described in this contract. Contractor's employees must be covered by North Dakota's Workers Compensation. Contractor shall carry appropriate liability insurance coverage, including but not limited to Public Liability Insurance in the amount of \$1,000,000 per person, \$500,000 per accident, and property damage in the amount of \$300,000 per accident. Contractor shall provide City a Certificate of Insurance naming the City of Fargo as an additional insured, and such insurance must be maintained during the term of this Agreement and any extension agreed to thereafter.

VIII. Contractor Records

Contractor shall maintain accurate and updated records of all reimbursable services provided to City under the terms of this agreement, and shall record the date such services are provided. Such records shall conform to generally recognized accounting principles. The City, or its authorized representatives, shall have access to any records of Contractor pertinent to the agreement.

IX. Monitoring and Evaluation

City may monitor and evaluate Contractor progress and performance to assure that the terms of this agreement are being satisfactorily met. Contractor shall cooperate with City relating to such monitoring and evaluation.

X. Independence of Recipient

Contractor is not the agent or employee of City. Contractor is solely responsible for its acts and the acts of its agents, employees and subcontractors.

XI. Conflict of Interest

Contractor agrees that it does not have any undisclosed influence or relationship with City staff regarding the award or performance of this contract.

XII. Entire Agreement

This agreement constitutes the entire agreement between the parties.

XIII. Law

This Agreement shall be construed under and in accordance with the laws of the State of North Dakota.

XIV. Time of the Essence

Time is of the essence of all provisions of this Agreement except as may be otherwise specifically stated herein.

XV. Third Parties

There are no third-party beneficiaries of this Agreement and except by way of assignment, no third party may acquire any rights or incur any liabilities hereunder.

XVI. Headings

The subject headings of the paragraphs of this agreement are included for purposes of convenience only, and shall not affect the construction or interpretation of any of its provisions.

IN WITNESS WHEREOF, the undersigned enter into this agreement.

Date: 01-17-2019

CONTRACTOR

Steven Kiemele

By: **STEVEN KIEMELE**

Its: **CFO / Treasurer**

Date: _____

CITY OF FARGO, North Dakota, a North
Dakota Municipal Corporation

Timothy J. Mahoney, Mayor

ATTEST:

Steve Sprague, City Auditor

(12)

MEMORANDUM

TO: BOARD OF CITY COMMISSIONERS

FROM: NICOLE CRUTCHFIELD, PLANNING DIRECTOR *NC*

DATE: FEBRUARY 7, 2019

SUBJECT: CONTRACT FOR KARA GLOE

Kara Gloe has requested to resign from her full time Assistant Planner position to pursue a contract half-time position with the City of Fargo. The Planning Department is seeking support to enter into a contract with Kara to hire her as a temporary part time position of Assistant Planner. Her work would be to support the planning staff within the Community Development Division.

Attached is the proposed contract that includes an Exhibit listing the duties and services of an Assistant Planner. The contract would allow a maximum of 20 hours per week. If approved, the contract would begin February 25, 2019 upon execution and terminate July 1, 2019.

Recommendation: Approve the contract and scope of services to hire Kara Gloe as a contract employee.

EXHIBIT



Job Class: Assistant Planner (Community Development)
Department: Planning and Development
Supervisor: Community Development Administrator
FLSA Status: Exempt
Grade: 12
Revision Date: March 2013
Prepared by: Trusight

Job Summary:

Under general supervision by the Community Development Administrator, the Assistant Planner assists in the planning and implementation of department projects and programs by collecting data, completing research, and providing project administration. The Assistant Planner performs analytical work through the collection and interpretation of data used to prepare plans, reports, maps, tables and charts.

Scope of Responsibility:

The incumbent may be assigned to specific areas such as community development administration program administration, or planning.

Essential Duties and Responsibilities:

- 1 Responsible for collecting and interpreting data and information used to prepare plans and reports.
 - 1.1 Creates and writes staff reports on planning projects, studies, and proposals;
 - 1.2 Prepares maps, photos, tables, and charts reflecting conditions and trends for planning reports and presentations
 - 1.3 Performs analysis of ideas, proposals and applications to identify compliance with current ordinances, policies, and practices;
 - 1.3.1 Identifies likely positive or negative outcomes; based on analysis, identifies environmental, economic, or legal impact and ways that positive impact can be reinforced and negative impact mitigated;
 - 1.3.2 Seeks to identify solutions that will produce positive outcomes for the City and its citizens;
 - 1.3.3 Supports senior planning staff in negotiating positive outcomes.
- 2 Provides project/program management of approved community development and housing projects and programs for compliance with established rules, timeliness, project specifications, and documentation requirements.
 - 2.1 Receives, reviews and authorizes or denies applications for community development programs; verifies information, determines eligibility based upon established program guidelines, processes notifications to eligible applicants and completes necessary paperwork.
 - 2.2 Facilitates general neighborhood revitalization by fostering partnerships, and promoting a diverse, quality housing stock.\
 - 2.3 Encourages the maintenance and development of affordable housing in the community.
 - 2.4 Promotes principles of historic preservation and its value.
 - 2.5 Promotes acceptance and respect for diversity in the community.
 - 2.6 Works with community partners to enhance the quality of life in Fargo by cooperatively planning to improve organizational capacity, collaboration, the physical environment, and the economic health of the City.

- 3 Communicates effectively, professionally, and courteously and maintains working relationships with others in carrying out job functions.
 - 3.1 Regularly interacts with the public to exchange basic fact information pertaining to department policies, procedures and protocols; refers to others as appropriate and follows up to ensure inquiries are resolved satisfactorily;
 - 3.2 Communicates with others in the work unit to provide information relating to work assignments and progress of work or to convey information about conditions or work-related needs.
- 4 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
 - 4.1 Knows and follows department and City rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
 - 4.2 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
 - 4.3 When potentially unsafe conditions are observed, makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.
- 5 Performs other duties and activities as assigned.

Minimum Qualifications:

The job requires graduation from an accredited college or university with a bachelor's degree in Urban Planning, or Public Administration; at least one (1) year of municipal planning or community development experience or internship, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A valid driver's license or evidence of equivalent mobility is also required.

Knowledge, skills and ability include:

- Knowledge of project management tools and techniques;
- Knowledge of software for word processing and data management.
- Knowledge of land development codes and the ability to understand the codes;
- Ability to prepare PowerPoint presentations.
-
- Knowledge of the principles and practices of urban planning;
- Knowledge of public administration; Knowledge of federal, state and local regulations pertinent to urban planning and development;
- Knowledge of basic bookkeeping;
- Skill in organization and statistics;
- Skill in developing and interpreting data;
- Skill in interpreting federal and state regulations;
- Skill in performing mathematical computations such as algebraic functions;
- Skill in communication and interpersonal skills as applies to interaction with coworkers, supervisors, the general public and others, sufficient to exchange or convey information, resolve disputes and receive work direction.

Physical Demands & Working Conditions:

This job is performed in a normal office environment, with a majority of time spent collecting and interpreting data for computer-generated reports and speaking to others on a telephone. Activities the incumbent must perform include fingering, grasping, talking, hearing/listening, seeing/observing and using repetitive motions.

This job is rated for Sedentary Work, meaning that walking and standing are required only occasionally and the job involves sitting most of the time. The incumbent must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.

AGREEMENT

Assistant Planner Services

THIS AGREEMENT made and entered into effective the 11th day of February 2019, by and between Kara Gloe, (hereinafter referred to as “Gloe”) and the CITY OF FARGO, a municipal corporation, whose address is 225 Fourth Street North, Fargo, North Dakota 58102 (hereinafter referred to as “City”).

WITNESSETH:

WHEREAS, the City desires to temporary fill a part-time position of Assistant Planner within the City of Fargo Planning and Development Department as a contracted employee; and,

WHEREAS, the City desires to appoint Gloe to perform the duties and services of Assistant Planner and for purposes of the City’s budgeting process, to recognize a contract employment relationship for a period beginning February 25, 2019 and ending July 1, 2019, for a maximum of 20 hours per week, but which is still an “at-will” employment relationship, terminable by either party with or without cause,; and,

WHEREAS, Gloe has agreed to accept such appointment to perform the duties and services of Assistant Planner on a contract employee basis according to the terms of this agreement; and,

WHEREAS, the parties wish to commit their agreement to writing.

NOW, THEREFORE, the parties hereto do hereby agree as follows:

1. City agrees to appoint Gloe for the purpose of performing the duties and services of Assistant Planner as described in Exhibit A attached hereto.

2. Term. The term of this agreement shall be for the period beginning February 25, 2019, extending through July 1, 2019, with a maximum of 20 hours per week, but may be terminated by either party at any time, upon written notice to the other party. This relationship is an "At-will" relationship and may be terminated by either party at any time with or without cause.

3. Compensation. City agrees to compensate Gloe in the amount of \$26.82 per hour for any and all duties and services performed as Assistant Planner during the year 2019. If the City Commission awards a 2019 Cost of Living Adjustment (COLA), Gloe is eligible to receive a COLA adjustment.

4. In addition to the terms of compensation listed above, the City shall pay the employer's share of the following:

- (a) Social Security (FICA)
- (b) Workers Compensation
- (c) Unemployment Insurance
- (d) Federal Withholding (income tax)
- (e) State Income Tax
- (f) Medicare

5. Gloe will be considered a part-time contract employee and will be eligible to enroll in the City's benefit program, equivalent to a part-time benefitted employee (P2). Gloe will be a mandatory participant in the North Dakota Public Employee Retirement System (NDPERS) and eligible to participate in a deferred compensation 457 plan. In addition, Gloe will accrue annual and sick leave according to City of Fargo Leave policies.

6. During the term of this agreement, Gloe agrees to comply with all employee policies of the City of Fargo and the Planning and Development Department, including all safety rules and procedures.

7. The parties hereto understand and agree that Gloe shall not be part of the Civil Service of the City of Fargo, but is a contracted employee, as permitted under Fargo Municipal Code section 7.0102(D).

DATED the day and year first above written.

THE CITY OF FARGO, NORTH DAKOTA

By: _____
Timothy J Mahoney, Mayor

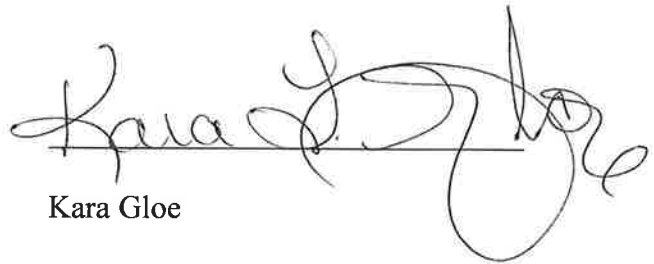
ATTEST:

Steven Sprague, City Auditor

Planning and Development Department

By: _____

Nicole B. Crutchfield, Planning Director


Kara Gloe

13

City of Fargo Staff Report			
Title:	Rocking Horse East Fourth Addition	Date:	12/20/2018
		Update:	2/6/2019
Location:	5518 51 st Avenue South	Staff Contact:	Maegin Elshaug
Legal Description:	Lot 4, Block 2, Rocking Horse East Second Addition		
Owner(s)/Applicant:	Tyler Brandt/Vets 52 LLC	Engineer:	Bolton & Menk
Entitlements Requested:	Minor Subdivision (Replat of Lot 4, Block 2, Rocking Horse East Second Addition)		
Status:	City Commission Public Hearing: February 11, 2019		

Existing	Proposed
Land Use: Office, Warehouse and Industrial Service	Land Use: No change
Zoning: GC, General Commercial	Zoning: No change
Uses Allowed: GC Allows colleges, community service, daycare centers of unlimited size, detention facilities, health care facilities, parks and open space, religious institutions, safety services, adult entertainment centers, offices, off-premise advertising, commercial parking, outdoor recreation and entertainment, retail sales and service, self-storage, vehicle repair, limited vehicle service, aviation, surface transportation, and major entertainment events.	Uses Allowed: No change
Maximum Lot Coverage Allowed: 85% of lot	Maximum Lot Coverage Allowed: No change

Proposal:
<p>The applicant is requesting a minor subdivision, entitled Rocking Horse East Fourth Addition, which is a replat of Lot 4, Block 2, Rocking Horse East Second Addition. The subject property is located at 5518 51st Avenue South and is comprised of approximately 4.07 acres. The proposed subdivision will create two lots and one block. Lot two will take access from 51st Avenue South through an ingress/egress easement.</p> <p>This project was reviewed by the City's Planning and Development, Engineering, Public Works, and Fire Departments ("staff"), whose comments are included in this report.</p> <p>Surrounding Land Uses and Zoning Districts:</p> <ul style="list-style-type: none"> • North: Across 51st Avenue South is GC, General Commercial, with warehouses, offices, and vacant land; • East: GC, General Commercial, with vacant land; • South: Across 52nd Avenue South is GC, General Commercial, with office and warehouse. • West: GC, General Commercial, with vacant land. <p><i>Continued on page 2.</i></p>

Area Plans:

The subject property is located within the bounds of the 2003 Southwest Future Land Use Plan which designates this area as suitable for Commercial land uses.

Schools and Parks:

Schools: The subject property is located within the West Fargo School District and is served by Independence Elementary, Liberty Middle, and Sheyenne High Schools.

Neighborhood: The subject property is located in the Osgood neighborhood.

Parks: Veterans Park (4951 53rd Street South) is located approximately 350 feet north of the subject property and provides the amenities of a playground and of recreational trails. Rocking Horse Park (4848 Rocking Horse Circle South) is located approximately 550 feet northwest of the subject property and provides amenities of an exercise trail, wildlife pond, playground equipment, and open space.

Pedestrian / Bicycle: Off-road bike facilities are located along Veterans Boulevard, which are a component of the metro area bikeway system.

Staff Analysis:

Minor Subdivision

The LDC stipulates that the following criteria is met before a minor plat can be approved:

- Section 20-0907.B.3 of the LDC stipulates that the Planning Commission recommend approval or denial of the application, based on whether it complies with the adopted Area Plan, the standards of Article 20-06 and all other applicable requirements of the Land Development Code. Section 20-0907.B.4 of the LDC further stipulates that a Minor Subdivision Plat shall not be approved unless it is located in a zoning district that allows the proposed development and complies with the adopted Area Plan, the standards of Article 20-06 and all other applicable requirements of the Land Development Code.**
 The subdivision is intended to replat the subject property into two lots to accommodate future development. In accordance with Section 20-0901.F of the LDC, notices of the proposed plat have been sent out to property owners within 300 feet of the subject property. To date, staff has not received any inquiries. Staff has reviewed this request and finds that this application complies with standards of Article 20-06 and all applicable requirements of the Land Development Code. **(Criteria Satisfied)**
- Section 20-907.C.4.f of the LDC stipulates that in taking action on a Final Plat, the Board of City Commissioners shall specify the terms for securing installation of public improvements to serve the subdivision.**
 While this section of the LDC specifically addresses only major subdivision plats, staff believes it is important to note that any improvements associated with the project (both existing and proposed) are subject to special assessments. Special assessments associated with the costs of the public infrastructure

improvements are proposed to be spread by the front footage basis and storm sewer by the square footage basis as is typical with the City of Fargo assessment principles. (Criteria Satisfied)
Staff Recommendation:
Suggested Motion: "To accept the findings and recommendations of the Planning Commission and staff and hereby move to approve the proposed subdivision plat Rocking Horse East Fourth Addition as outlined within the staff report, as the proposal complies with the standards of Article 20-06, and all other applicable requirements of the Land Development Code".
Planning Commission Recommendation: January 3, 2019
On January 3, with a 9-0 vote with two Commissioners absent, the Planning Commission moved to accept the findings and recommendations of staff and recommended approval to the City Commission of the proposed subdivision plat Rocking Horse East Fourth Addition as outlined within the staff report, as the proposal complies with the standards of Article 20-06, and all other applicable requirements of the Land Development Code.
Attachments:
<ol style="list-style-type: none">1. Zoning Map2. Location Map3. Preliminary Plat

Plat (Minor)

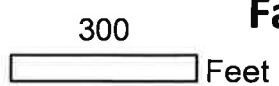
Rocking Horse East 4th Addition

5518 51st Avenue South



Legend

AG	LC	MHP	SR-2
DM	NC	NO	SR-1
CC	NO	PA	SR-1-5
GO	MR-1	UMI	SR-2-5
	MR-2		SR-3
	MR-3		City Limits



Fargo Planning Commission
January 3, 2019



Plat (Minor)

Rocking Horse East 4th Addition

5518 51st Avenue South

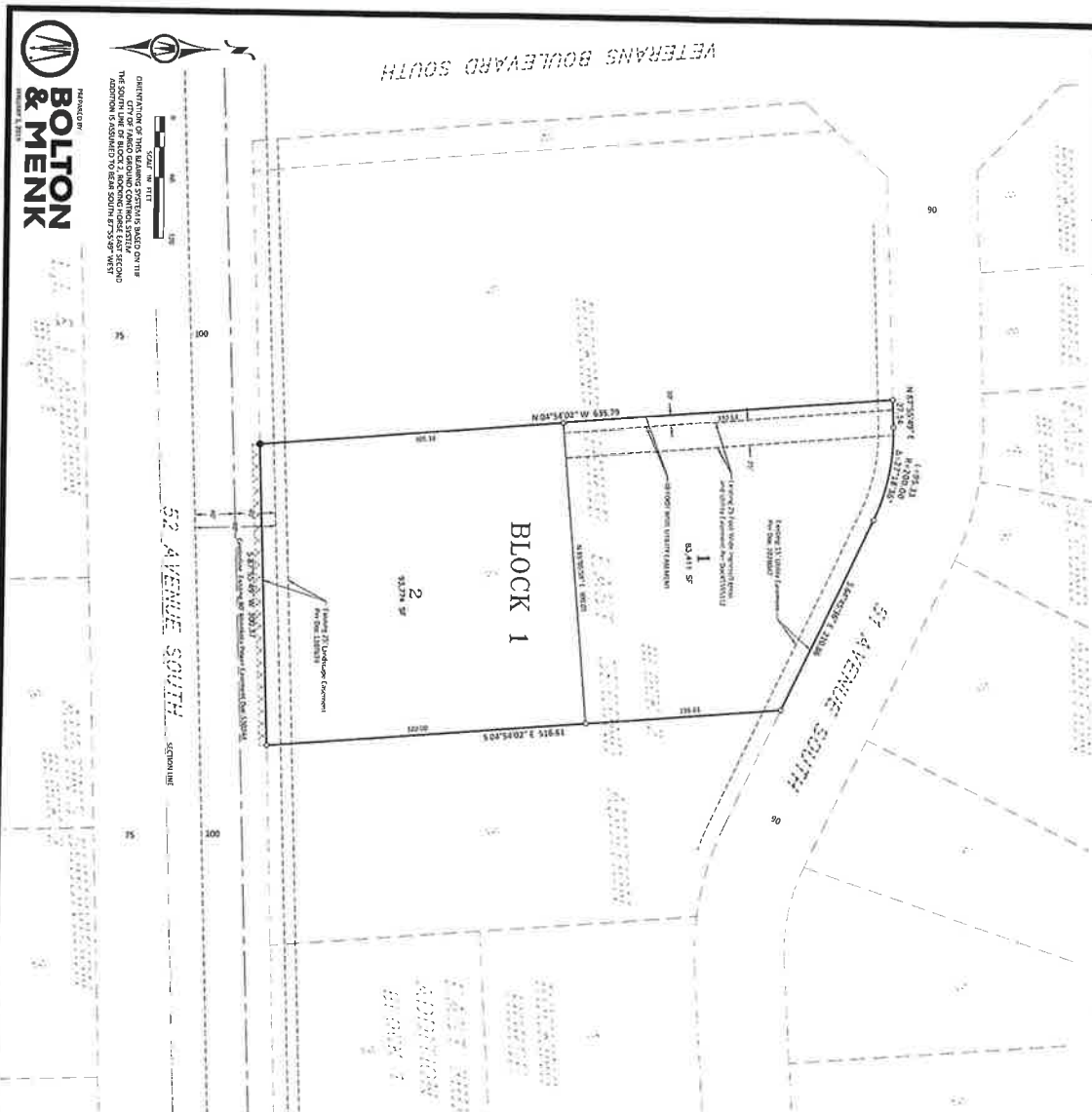


LEGEND

- 0 50' x 100' LOT CORNER POINTS
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 AVENUE SOUTH

ROCKING HORSE EAST FOURTH ADDITION

A REPLAT OF LOT 4, BLOCK 2 OF ROCKING HORSE EAST SECOND ADDITION TO THE CITY OF FARGO, CASS COUNTY, NORTH DAKOTA (A MINOR SUBDIVISION)



OWNER'S DESCRIPTION AND DEGRADATION

OWNER: LOT 1
 WEST CONCRETE PRODUCTS COMPANY, INC.
 1000 10th Street SW
 Fargo, ND 58103
 State of North Dakota
 County of Cass

OWNER'S CERTIFICATE AND ACKNOWLEDGEMENT

I, **Michael J. Schmitt**, President of West Concrete Products Company, Inc., do hereby certify that the above described property is the property of West Concrete Products Company, Inc., and that the replat of the same is correct and true to the best of my knowledge and belief, and that the same has been duly recorded in the public records of the County of Cass, North Dakota.

CITY OF FARGO ENGINEERING DEPARTMENT APPROVAL

Michael J. Schmitt
 President
 West Concrete Products Company, Inc.
 State of North Dakota
 County of Cass

FARGO CITY COMMISSION APPROVAL

Stacy S. Schmitt
 Mayor
 City of Fargo
 State of North Dakota
 County of Cass

REPLAT APPROVAL

Michael J. Schmitt
 President
 West Concrete Products Company, Inc.
 State of North Dakota
 County of Cass

BOLTON & MENK
 REGISTERED PROFESSIONAL SURVEYORS
 1000 10th Street SW
 Fargo, ND 58103
 State of North Dakota
 County of Cass

Michael J. Schmitt
 President
 West Concrete Products Company, Inc.
 State of North Dakota
 County of Cass

Stacy S. Schmitt
 Mayor
 City of Fargo
 State of North Dakota
 County of Cass

Michael J. Schmitt
 President
 West Concrete Products Company, Inc.
 State of North Dakota
 County of Cass

FARGO POLICE DEPARTMENT

222 Fourth Street North, Fargo, North Dakota 58102

David E. Todd, Chief of Police

(14)

February 4, 2019

Board of City Commissioners
City Hall
Fargo, ND 58102

RE: Acceptance of Grant from Fargo Force Hockey Organization

Dear Commissioners:

On January 19th, 2019, the Fargo Force Hockey Organization and Cross Insulation in conjunction with one of their regularly scheduled season games, hosted a Hometown Heroes evening at the Scheels Arena in support of local public safety agencies. This annual event is an opportunity to apply for funds raised on that evening to be applied toward public safety initiatives or equipment the agency may need.

The Fargo Police Department submitted an application to ask for funding regarding medical kits for each of our squad cars. These medical kits are for use on individual medical calls and/or mass casualty events. The committee overseeing the Hometown Heroes Night, awarded the Fargo Police Department application with \$7,500 to go toward purchasing the medical kits, which will outfit more than half of our squad car fleet.

We are grateful and appreciative toward the Fargo Force Hockey Organization and Cross Insulation for hosting this annual event and for awarding \$7,500 toward equipping our squad cars with medical kits.

Recommended Motion:

Allow the Fargo Police Department to accept the grant award of \$7,500 to equip Fargo Police Department squad cars with medical kits.

Please contact me if you have any questions or concerns.

Sincerely,



Chief David E. Todd

ADMINISTRATION
Phone: 701-241-1427
Fax: 701-297-7789

INVESTIGATIONS
Phone: 701-241-1405
Fax 701-241-1407

RECORDS
Phone: 701-241-1420
Fax: 701-241-8272

NON EMERGENCY
Phone: 701-235-4493

David Todd

From: Christopher Helmick
Sent: Tuesday, January 29, 2019 2:00 PM
To: David Todd
Cc: Joseph Anderson
Subject: Hometown Heroes Background for City Commission
Attachments: Fargo Force email.pdf; Med Kit Quote Form (Fargo Force purchase).pdf; Hometown Heroes application and Galls quote.pdf

Chief Todd:

As requested, here is some background on the Hometown Heroes program that is operated by the Fargo Force foundation. Each year, the Fargo Force hosts a "Hometown Heroes" night during one of their games. During the event, a portion of each ticket sold, as well as money from other fund-raising methods, is donated to local first responder agencies to help purchase equipment.

Prior to the game, the Hometown Heroes committee solicits equipment proposals from agencies from Cass and Clay County. Each agency can request up to \$7500 for consideration. After the deadline, those proposals are reviewed by the committee, and the committee determines the priority for distributing the funds to the agencies. The number of agencies that receive funds is determined by how much money is raised during the event.

In December, the Fargo PD submitted a proposal for \$7500 to purchase tactical medical kits for our squad cars. Each kit would consist of 4 tourniquets, 4 rolls of gauze, 4 dressing bandages, a roll of medical tape and a "go bag" for carrying the items. The intent of these kits is to provide immediate care to members of the public during a mass casualty incident or other medical emergency. Each kit costs 231.08, and the \$7500 would allow us to purchase 32 kits.

The review committee accepted our proposal and designated FPD as the #4 on the priority list. The event was held on 1/19/19, and approximately \$44,000 was raised. Therefore, enough money was raised for Fargo PD to receive the full requested amount of \$7500.

To complete this process, the Fargo PD will order 32 kits from Galls, and the invoice will be turned over to the Fargo Force. In return, the Fargo Force foundation will submit a check directly to Galls to complete the purchase. The purchase must be completed by the end of February 2019.

3 competitive quotes were gathered in accordance with the City of Fargo Purchasing Policy. A COF Purchase Quote Form is attached as well as the quote from Galls. The other quotes can be provided if needed. Also attached is the original application to the Fargo Force and an email from Whitney Baumgartner notifying us that our request was accepted.

We would ask that the Fargo City Commission approve acceptance of the funds from the Fargo Force so that we can purchase 32 med kits for the squad cars.

Also, for internal department consideration, is whether or not to make a separate purchase to equip the remaining squad cars and detective vehicles with kits. If we receive the 32 kits from the Fargo Force, we would have 54 vehicles remaining. Plus, the officers who submitted the original proposal recommended having 7 kits for schools, 2 for the airport, 4 at each station and 5 extra. The total cost to equip all of the remaining vehicles and these locations would be \$16,637.76.

If you have any questions or need additional information, please let me know. Thank you!

Lt. Chris Helmick
Criminal Investigations Unit Commander
Fargo Police Dept.
222 4 St N
Fargo, ND 58102
701-476-4095



Christopher Helmick

From: Whitney Baumgartner <WhitneyB@fargoforce.com>
Sent: Thursday, January 03, 2019 4:46 PM
To: 'Whitney Baumgartner'
Subject: Fargo Force 2019 Hometown Heroes Fund Selections
Attachments: Booth Registration.pdf

Importance: High

CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe.

Hello everyone!

The votes have been tallied and the results in order of top organization to receive funds are below. The Hometown Heroes committee that voted is comprised of local first responder employees, the owners of the company who sponsors Hometown Heroes night, and myself. We will be releasing the top 10 organizations to the public on Monday, along with the amounts requested and the items requested for. This we hope will just help to promote the night and get people out that night to help raise the funds!

Don't forget, \$1 of every reserved seat ticket goes back into the fund bucket as well as all proceeds from the sponsorships we have received for this night, the raffle boards to be sold night of (we have a rifle this year for a prize!), silent auction items and the jersey auction at the end. So many ways people can come out and help to support the night and hopefully help to support you!

Organization	Amount Requested	What the money is for
Clay County Sheriff's Office	\$ 6,469.87	16 Vortex Rifle Optics, 35 Tourniquets with pouches, 5 com helmets
Dilworth Police Department	\$ 3,330.00	2 AED's
Hawley Fire Department	\$ 2,350.00	3 mustang water rescue suits and life jackets. Currently do water rescue equipment.
Fargo Police Department	\$ 7,500.00	Tactical medical kits
Sabin Fire Department	\$ 6,698.00	Air bag lifting kit and portable scene lighting
Fargo Fire Department	\$ 4,180.28	12 Axes and 12 Halligens for each Fargo Fire Dept. engine a
Moorhead Fire Department	\$ 7,090.88	Side imaging sonar, fire prevention and educational materi
Dilworth Fire Department	\$ 5,724.10	14" rescue saw, sensit gold gas monitor, 16" smoke ejector
Mapleton Volunteer Fire Department	\$ 5,914.00	2 AED kits
Cass County Sheriff's Office	\$ 4,031.00	Pulsar thermal imaging device.
Glyndon Fire and Rescue	\$ 7,500.00	Custom UTV skid unit and utility trailer.
Barnesville Ambulance	\$ 4,559.20	CPR Manikins and supplies.
F-M Ambulance	\$ 1,255.00	Manikin used to train EMS personnel on advanced airway p

West Fargo Police Department	\$ 7,500.00	K9 for tracking, narcotics searches, etc.(if selected for \$7,500 amount to the company and they would wait until they have funds for the K9)
Valley Water Rescue	\$ 7,318.00	To improve drone units readiness by reducing charging time and adding more batteries. A portable light set for remote
CHI Friendship	\$ 7,180.00	Four AED's for CHI Friendship to use in their group homes with disabilities.
Moorhead Police Athletics and Activities League	\$ 3,570.00	500 law enforcement themed children's books for 2nd grade elementary schools.
Essentia Health Fargo Foundation	\$ 4,720.06	Expansion of neonatal care unit to 14 private rooms.

Last year, we raised just under \$32,000 and were able to give back to the top 7 organizations. This year, we are hoping to raise even more and give back to as many of you as possible!! Here are ways that you can help:

1. Promote the game to your friends, family, and coworkers. \$1 of every single game ticket sold that night will be donated into the pot.
2. Let me know if you have anyone interested in a corporate sponsorship. The sponsorships help to cover the cost of the custom jerseys and helmets that are worn during the game. The sponsor receives one of the custom helmets following the game! Once all the costs of items are covered, the remaining sponsorship amount gets donated into the pot!
3. We also are doing a goal-a-thon this year. Sponsors can commit to \$25, \$50 or \$100 per Force goal scored (minimum commitment of one goal scored if we get shut out) and all of these funds go back in the pot too.
4. Help to promote for people to buy a square on the raffle boards or put a bid on a silent auction item in the upper lobby.
5. Help to promote the jersey auction that will be post game.

We are so excited for the game this year and we hope you are too!

If you haven't filled out a registration form for a booth yet, the information is attached again. We would love to have you all there so our fans can visit with each table and know where their money is potentially going! They will be first come, first serve after that. We want to try to make sure all of you have a booth!

If you have any questions about anything, don't hesitate to ask.

Thanks!

Whitney Baumgartner
Vice President of Business Operations

FARGO FORCE
 5225 31st Avenue South
 Fargo, ND 58104
 P: 701.356.7645
 F: 701.356.7655
whitneyb@fargoforce.com
www.fargoforce.com

	<h1>Purchasing Quote Form</h1>
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This form is required for every purchase between \$10,001 and \$50,000 per item. It applies to purchases made by credit card and/or by purchase order.

Purchase Date: 2/12/19 Requisition No. or Pcard No. (last 4 digits only): _____

Purchaser Name or Purchasing Card Name: Lt. Chris Helmick

What is being purchased?
32 tactical medical kits for squad cars

Is this an Emergency Purchase No (Yes/ No) If yes, no quotes are needed. Please indicate the Total Purchase Price, describe the urgent situation in the comment section and have the Department Head sign the signature line below.

Vendor #1 Name and Quote: Galls - 231.20 per kit

Vendor #2 Name and Quote: Rescue Essentials - 210.06 per kit

Vendor #3 Name and Quote: Tactical Medical Solutions - 250.78 per kit

Vendor Selected: Galls

Quantity Purchased: 32 Total Purchase Price \$: 7398.40

If equipment over \$10,000 per unit was purchased, please complete the Fixed Asset Addition Form.

Comments:
Galls chosen because we have existing account with them and because the items they sell fit more in line with our needs.

Department Head Signature (for Emergency Purchase) _____

Auditors Office:

Documentation complete _____ (Yes/ No) Verified by _____ Date: _____



HOMETOWN HEROES FUNDS REQUEST FORM

CONTACT INFORMATION FOR PERSON REQUESTING:

Name: Chris Helmick

Title/Position: Lieutenant

Phone: 701-476-4095 Mobile Phone: 701-799-6956

Email: chelmick@fargond.gov

INFORMATION OF ORGANIZATION YOU'RE REQUESTING FUNDS FOR:

Name: Fargo Police Dept.

Location (must be within Cass or Clay Counties):
Fargo, ND

Amount of Funds Requested (\$7,500 maximum*): \$ 7500

What will the money be used for?

We will use the money to create tactical medical kits for our squad cars. These kits will consist of a bag containing a tourniquet, dressings and gauze.

Who will it be directly benefiting?

These kits would be used to treat injured officers or members of the public in the event of an active shooter or other medical emergency.

The Fargo Force will purchase the item/equipment/training directly for the organization requesting due to our non-profit rules. Please include a quote (make sure quotes stay valid through the end of February 2019) or information on how to purchase when submitting the fund request form. The item must be purchased by us directly, but can be ordered by the organization requesting. Payment will be made via check in February.

The deadline to send in this request form is December 21, 2018.

*The Fargo Force Hometown Heroes committee will review all requests and select the benefactor(s) by the end of December. The organization will then be notified that they will be receiving their funds requested if the amount raised at the game covers their full request. If the amount raised during the game exceeds the chosen organization's requested amount, other organizations will be selected to also receive funds. ***Changes to amounts of funds allocated over the max amount can be voted on by the committee.** Last year's event raised just under \$32,000 in total. For any questions, contact Whitney at whitneyb@fargoforce.com.*

Please email or mail the completed form to:
 Fargo Force Hometown Heroes
 Attn: Whitney Baumgartner
 5225 31st Ave. South
 Fargo, ND 58104
 (e) whitneyb@fargoforce.com

would pay 67115 \$7900 if selected for as many kits as they could get



The Authority in Public Safety Equipment and Apparel



Because Duty Calls.

Price Quote

Galls, LLC
 1340 Russell Cave Road
 Lexington, KY 40505
 800-876-4242 phone
 877-914-2557 fax

Attention: **Jordan Michaels & Anise Lean**
 Account Number **0**
 Name **Fargo Police Dept.**
 Street Address
 City & State

Quote Date

5/24/2018

All hemming & standard emblem application will be done at no charge.

Item #	Description	Qty	Retail	Your Price	Ext. Total
1	FA044 Dynares Cloth Surgical Tape (6 Pack)	12	\$15.99	\$12.50	\$150.00
2	FA242 4 North American Rescue Trauma Dressing - Size 4	272	\$10.99	\$9.00	\$2,448.00
3	FA243 North American Rescue S-Rolled Gauze	272	\$7.99	\$6.00	\$1,632.00
4	FA108BLK Tactical Medical Solutions SOE-TT-W Tourniquet 1.5"	272	\$45.99	\$29.75	\$8,092.00
5	TE635 BLK 5.11 Tactical Push Pack	68	\$59.99	\$50.00	\$3,400.00
				Subtotal	\$15,722.00
				Shipping	\$0.00
				TAX	\$0.00
				Total	\$15,722.00

Galls is required to collect tax on all shipments to all states. Please add applicable state and local tax percentages. Tax exempt customers, state laws require us to have a signed tax exemption or resale certificate on file at our office. If you would like your tax exempt document on file with us please fax this information, including your Galls account # to (859) 268-5941.

Prices are valid for 30 days from the date of the quote. Terms are Net 30 days from date on each invoice.

Thank you for the opportunity to earn your business. Galls payment

February 1, 2019

The Honorable Board of City Commissioners
City of Fargo
225 N 4th St
Fargo, North Dakota 58102

RE: RFP for Water Main Materials, Miscellaneous Materials, Fire Hydrants/Parts, and Miscellaneous Street Materials

Commissioners:

On January 28, 2019, proposals were received for Water Main Materials, Miscellaneous Materials, Fire Hydrants and Fire Hydrant Parts, and Miscellaneous Street Materials. Totals for each section are calculated by individual unit costs. The totals for each section are added to calculate the total price.

The results are as follows:

<u>DSG Waterworks</u>	<u>Ferguson Waterworks</u>	<u>Core and Main</u>
Section 1: \$5,332.91	Section 1: \$6,594.64	Section 1: \$5,342.37
Section 2: \$19,204.56	Section 2: \$20,882.70	Section 2: \$20,396.38
Section 3: \$17,914.36	Section 3: \$19,676.08	Section 3: \$18,687.28
Section 4: \$2,387.86	Section 4: \$2,806.30	Section 4: \$2,717.03
Total Price: \$44,829.69	Total Price: \$49,959.72	Total Price: \$47,143.06

RECOMMENDATION: This office recommends the award of the Water Main Materials, Miscellaneous Materials, Fire Hydrants/Parts, and Miscellaneous Street Materials RFP to DSG Waterworks as lowest and best proposals. (RFP 19009)

Sincerely,



Matthew Andvik
Public Works

Section I - Repair Sleeves

Bidder: DSG

No.	Item Description	Unit		Unit Price		Stock		3 Day		Core and Main	
		EA	EA			Item	Avail	Item	Avail	Item	Avail
1	4x8	EA	EA	\$43.35	\$43.35	Y	N	Y	Y	N	N
2	4x10	EA	EA	\$57.60	\$57.60	Y	N	N	N	N	N
3	4x12	EA	EA	\$60.05	\$60.05	Y	N	Y	Y	Y	Y
4	4x16	EA	EA	\$77.54	\$77.54	Y	N	Y	Y	Y	Y
5	4x20	EA	EA	\$106.45	\$106.45	Y	N	Y	Y	Y	Y
6	4x24	EA	EA	\$115.93	\$115.93	Y	N	Y	Y	Y	Y
7	4x30	EA	EA	\$142.43	\$142.43	Y	N	Y	Y	Y	Y
8	6x8	EA	EA	\$48.56	\$48.56	Y	N	Y	Y	N	N
9	6x10	EA	EA	\$65.68	\$65.68	Y	N	Y	Y	N	N
10	6x12	EA	EA	\$69.33	\$69.33	Y	N	Y	Y	N	N
11	6x16	EA	EA	\$90.88	\$90.88	Y	N	Y	Y	Y	Y
12	6x20	EA	EA	\$123.21	\$123.21	Y	N	Y	Y	Y	Y
13	6x24	EA	EA	\$141.94	\$141.94	Y	N	Y	Y	Y	Y
14	6x30	EA	EA	\$169.76	\$169.76	Y	N	Y	Y	Y	Y
15	6x36	EA	EA	\$182.84	\$182.84	N	N	Y	Y	Y	Y
16	8x8	EA	EA	\$58.31	\$58.31	Y	N	Y	Y	N	N
17	8x10	EA	EA	\$75.64	\$75.64	Y	N	Y	Y	N	N
18	8x12	EA	EA	\$107.18	\$107.18	Y	N	Y	Y	Y	Y
19	8x16	EA	EA	\$115.97	\$115.97	Y	N	Y	Y	Y	Y
20	8x20	EA	EA	\$140.63	\$140.63	Y	N	Y	Y	Y	Y
21	8x24	EA	EA	\$153.04	\$153.04	Y	N	Y	Y	Y	Y
22	8x30	EA	EA	\$213.03	\$213.03	Y	N	Y	Y	Y	Y
23	8x36	EA	EA	\$255.76	\$255.76	N	N	Y	Y	Y	Y
24	10x8	EA	EA	\$64.12	\$64.12	Y	N	Y	Y	N	N
25	10x10	EA	EA	\$85.68	\$85.68	Y	N	Y	Y	N	N
26	10x12	EA	EA	\$99.48	\$99.48	Y	N	Y	Y	Y	Y
27	10x16	EA	EA	\$132.67	\$132.67	Y	N	Y	Y	Y	Y
28	10x20	EA	EA	\$154.44	\$154.44	Y	N	Y	Y	Y	Y
29	10x24	EA	EA	\$192.13	\$192.13	Y	N	Y	Y	Y	Y
30	10x30	EA	EA	\$240.16	\$240.16	N	N	Y	Y	Y	Y
31	10x36	EA	EA	\$288.18	\$288.18	N	N	Y	Y	Y	Y
32	12x8	EA	EA	\$68.46	\$68.46	Y	N	Y	Y	Y	Y
33	12x10	EA	EA	\$90.85	\$90.85	Y	N	Y	Y	Y	Y
34	12x12	EA	EA	\$102.67	\$102.67	Y	N	Y	Y	Y	Y
35	12x16	EA	EA	\$136.82	\$136.82	Y	N	Y	Y	Y	Y
36	12x20	EA	EA	\$179.78	\$179.78	Y	N	Y	Y	Y	Y
37	12x24	EA	EA	\$193.61	\$193.61	Y	N	Y	Y	Y	Y
38	12x30	EA	EA	\$300.79	\$300.79	N	N	Y	Y	N	N
39	12x36	EA	EA	\$350.31	\$350.31	N	N	Y	Y	N	N
40	Add for 3/4" to 1" Taps	EA	EA	\$8.89	\$8.89	Y	N	Y	Y	Y	Y
41	Add for 1-1/4" to 2" Taps	EA	EA	\$18.76	\$18.76	Y	N	Y	Y	Y	Y
Grand Total					\$5,322.91					\$6,594.64	\$5,342.37

Ferguson Waterworks

Core and Main

No.	Item Description	Unit	Unit Price		Stock		3 Day		Core and Main		
			Unit Price	Item	Item	Avail	Unit Price	Item		Avail	
1	3/4" Ball Valve Curb Stop	EA	\$78.96	N	Y	\$73.60	Y	Y	\$67.69	N	N
2	3/4" AY McDonald Ball Valve Curb Stop	EA	\$62.19	Y	N	\$74.92	Y	Y	\$67.60	Y	N
3	1" Ball Valve Curb Stop	EA	\$106.55	N	N	\$99.33	Y	Y	\$91.22	N	N
4	1" AY McDonald Ball Valve Curb Stop	EA	\$83.93	Y	N	\$101.11	Y	Y	\$91.35	Y	N
5	1-1/2" Ball Valve Curb Stop	EA	\$197.21	Y	N	\$219.37	Y	Y	\$214.36	Y	Y
6	2" Ball Valve Curb Stop	EA	\$319.05	Y	N	\$333.33	Y	Y	\$346.81	Y	Y
7	3/4" Compression Ball Valve Curb Stop	EA	\$61.46	Y	N	\$72.72	Y	Y	\$66.81	Y	Y
8	1" Compression Ball Valve Curb Stop	EA	\$89.78	Y	N	\$106.24	Y	Y	\$97.59	Y	Y
9	1-1/2" Compression Ball Valve Curb Stop	EA	\$197.21	Y	N	\$227.39	Y	Y	\$226.46	Y	Y
10	2" Compression Ball Valve Curb Stop	EA	\$290.53	Y	N	\$267.83	Y	Y	\$315.79	Y	Y
11	3/4" Corporation Valve	EA	\$39.87	Y	N	\$47.20	Y	Y	\$43.35	Y	Y
12	1" Corporation Valve	EA	\$51.18	Y	N	\$60.59	Y	Y	\$55.64	Y	Y
13	1" Corporation Valve cts straight taper	EA	\$54.05	Y	N	\$63.99	Y	Y	\$58.75	Y	Y
14	3/4"x1" Corporation Valve	EA	\$49.24	Y	N	\$58.29	N	N	\$53.53	N	N
15	1-1/4" Corporation Valve	EA	\$115.75	Y	N	\$121.40	N	N	\$125.82	Y	Y
16	1-1/2" Corporation Valve	EA	\$121.17	Y	N	\$127.16	Y	Y	\$131.71	Y	Y
17	2" Corporation Valve	EA	\$211.65	Y	N	\$222.13	Y	Y	\$230.07	Y	Y
18	1-1/2" Compression Corporation Valve	EA	\$121.17	Y	N	\$143.39	Y	Y	\$131.71	Y	Y
19	2" Compression Corporation Valve	EA	\$200.41	Y	N	\$237.17	Y	Y	\$217.84	Y	Y
20	3/4" Straight Three Part Union	EA	\$14.31	Y	N	\$16.96	Y	Y	\$15.55	Y	Y
21	3/4" Straight Three Part Union CTS	EA	\$15.52	Y	N	\$18.69	N	N	\$16.86	Y	Y
22	3/4"x1" Straight Three Part Union	EA	\$21.20	Y	N	\$25.08	Y	Y	\$23.05	Y	Y
23	3/4" Eighth Bend Three Part Union	EA	\$20.28	Y	N	\$18.03	Y	Y	\$24.46	N	N
24	3/4" Quarter Bend Three Part Union	EA	\$15.25	Y	N	\$18.03	N	N	\$16.59	Y	Y
25	3/4" Eighth Bend Coupling	EA	\$20.28	Y	N	\$18.73	N	N	\$17.17	Y	Y
26	3/4" Quarter Bend Coupling	EA	\$22.48	Y	N	\$18.73	N	N	\$24.44	Y	Y
27	1" Straight Three Part Union	EA	\$25.06	Y	N	\$29.64	Y	Y	\$27.24	Y	Y
28	1" Straight Three Part Union CTS	EA	\$17.75	Y	N	\$21.00	Y	Y	\$19.30	Y	Y
29	1" Eighth Bend Three Part Union	EA	\$27.64	Y	N	\$30.08	Y	Y	\$48.92	N	N
30	1" Quarter Bend Three Part Union	EA	\$25.40	Y	N	\$30.08	Y	Y	\$27.61	Y	Y
31	1" Eight Bend Coupling, swivel nut/flared end	EA	\$27.64	Y	N	\$31.77	Y	Y	\$30.05	Y	Y
32	1" Quarter Bend Coupling	EA	\$31.74	Y	N	\$31.77	Y	Y	\$34.50	Y	Y
33	1-1/2" Straight Three Part Union, Both ends CTS	EA	\$59.37	Y	N	\$70.29	Y	Y	\$64.54	Y	Y
34	1-1/2" Straight Three Part Union, copper flare both	EA	\$75.22	Y	N	\$89.03	Y	Y	\$81.77	Y	Y
35	2" Straight 3-Part Union, Both ends CTS	EA	\$80.18	Y	N	\$94.87	Y	Y	\$87.16	Y	Y
36	2" Straight 3-Part Union, copper flar nut both	EA	\$122.74	Y	N	\$145.24	Y	Y	\$133.42	Y	Y
37	3/4"x1" Straight Coupling	EA	\$17.16	Y	N	\$20.29	Y	Y	\$18.65	Y	Y
38	1"x3/4" Straight Coupling	EA	\$16.98	Y	N	\$20.10	Y	Y	\$18.46	Y	Y
39	1" Eight Bend Coupling, copper flare x copper flare	EA	\$27.64	Y	N	\$31.77	N	N	\$30.05	Y	Y
40	3/4" Solid Copper Disc	EA	\$1.28	Y	N	\$1.41	Y	Y	\$1.39	Y	Y
41	1" Solid Copper Disc	EA	\$1.70	Y	N	\$1.84	Y	Y	\$1.71	Y	Y
42	3/4" Service Tee	EA	\$26.87	Y	N	\$31.79	N	N	\$29.21	Y	Y
43	1" Service Tee	EA	\$45.07	Y	N	\$53.38	Y	Y	\$49.00	Y	Y

DSG

Ferguson Waterworks

Core and Main

No.	Item Description	Unit	Unit Price		Stock Item	3 Day Avail		Unit Price	Stock Item	3 Day Avail	
			Unit Price	Unit Price		Avail	Avail			Unit Price	Unit Price
44	1-1/2" 8' Bury Stop Box	EA	\$64.65	\$54.18	Y	N	Y	\$45.79	Y	Y	Y
45	1-1/2" 7' Bury Stop Box	EA	\$59.54	\$49.06	Y	N	N	\$56.98	N	N	N
46	1-1/2" Stop Box Bushing	EA	\$4.20	\$4.74	Y	N	Y	\$3.68	Y	Y	Y
47	3/4" Type K Cu	LF	\$2.57	\$2.73	Y	N	Y	\$3.13	Y	Y	Y
48	1" Type K Cu	LF	\$3.35	\$3.55	Y	N	Y	\$4.40	Y	Y	Y
49	2" Type K Cu	LF	\$8.31	\$8.81	Y	N	Y	\$9.91	Y	Y	Y
50	1" Muncipex Water service line	LF	\$1.41	\$1.47	Y	N	Y	\$1.60	Y	Y	Y
51	1" CTS Stiffeners (municipex)	EA	\$1.38	\$1.50	Y	N	Y	\$1.46	Y	Y	Y
52	#10 Blue .45 Tracerwire 500ft roll	LF	\$0.20	\$0.17	Y	N	Y	\$0.18	Y	Y	Y
53	4" C900 PVC	LF	\$2.05	\$1.95	Y	N	Y	\$2.12	Y	Y	Y
54	6" C900 PVC	LF	\$4.06	\$3.85	Y	N	Y	\$4.20	Y	Y	Y
55	8" C900 PVC	LF	\$7.05	\$6.67	Y	N	Y	\$7.28	Y	Y	Y
56	10" C900 PVC	LF	\$10.57	\$10.00	Y	N	Y	\$10.91	Y	Y	Y
57	12" C900 PVC	LF	\$14.93	\$15.16	Y	N	Y	\$15.41	Y	Y	Y
58	4" SDR 35 PVC Sewer	LF	\$0.84	\$0.80	Y	N	Y	\$0.87	Y	Y	Y
59	6" SDR 35 PVC Sewer	LF	\$1.83	\$1.73	Y	N	Y	\$1.88	Y	Y	Y
60	8" SDR 35 PVC Sewer	LF	\$3.27	\$3.10	Y	N	Y	\$3.38	Y	Y	Y
61	4" Flexible Sewer Coupling	EA	\$4.41	\$3.96	Y	N	Y	\$26.27	Y	Y	Y
62	6" Flexible Sewer Coupling	EA	\$9.42	\$8.62	Y	N	Y	\$45.39	Y	Y	Y
63	4" Non-Flexible Sewer Coupling	EA	\$8.29	\$13.59	Y	N	Y	\$9.11	Y	Y	Y
64	6" Non-Flexible Sewer Coupling	EA	\$16.57	\$22.25	Y	N	Y	\$18.20	Y	Y	Y
65	4" Gate Valve MJ	EA	\$452.86	\$467.64	Y	N	Y	\$494.51	Y	Y	Y
66	6" Gate Valve MJ	EA	\$578.20	\$597.06	Y	N	Y	\$631.37	Y	Y	Y
67	8" Gate Valve MJ	EA	\$920.17	\$950.18	Y	N	Y	\$1,005.93	Y	Y	Y
68	10" Gate Valve MJ	EA	\$1,434.41	\$1,481.19	Y	N	Y	\$1,566.31	Y	Y	Y
69	12" Gate Valve MJ	EA	\$1,815.06	\$1,874.25	Y	N	Y	\$1,981.97	Y	Y	Y
70	4" Gate Valve Alpha	EA	\$526.55	\$543.72	Y	N	Y	\$574.97	Y	Y	Y
71	6" Gate Valve Alpha	EA	\$672.94	\$694.89	Y	N	Y	\$719.87	Y	Y	Y
72	8" Gate Valve Alpha	EA	\$1,035.96	\$1,069.74	Y	N	Y	\$1,131.22	Y	Y	Y
73	10" Gate Valve Alpha	EA	\$1,613.36	\$1,665.97	Y	N	Y	\$1,761.71	Y	N	Y
74	12" Gate Valve Alpha	EA	\$2,036.12	\$2,102.52	Y	N	Y	\$2,223.34	Y	Y	Y
75	4" MJ Gasket	EA	\$3.23	\$1.68	Y	N	Y	\$2.05	Y	Y	Y
76	6" MJ Gasket	EA	\$3.23	\$1.97	Y	N	Y	\$2.74	Y	Y	Y
77	8" MJ Gasket	EA	\$3.64	\$2.41	Y	N	Y	\$2.98	Y	Y	Y
78	10" MJ Gasket	EA	\$4.86	\$3.40	Y	N	Y	\$3.54	Y	Y	Y
79	12" MJ Gasket	EA	\$6.07	\$3.92	Y	N	Y	\$5.69	Y	Y	Y
80	Gate Valve Box (2 piece w/ lid & insert)	EA	\$130.85	\$152.98	Y	N	Y	\$113.00	Y	Y	Y
81	Gate Valve Box (Top Section)	EA	\$30.43	\$34.64	Y	N	Y	\$40.90	Y	Y	Y
82	Gate Valve Box (Lid Only) (Tyler Only)	EA	\$13.71	\$13.41	Y	N	Y	\$12.02	Y	Y	Y
83	Right Height Valve Box Adapters	EA	\$28.79	\$28.48	Y	N	Y	\$32.79	Y	Y	Y
84	Gate valve Box Rubber adapter	EA	\$28.42	\$29.35	Y	N	Y	\$31.91	Y	Y	Y
85	#69 screw in EXT	EA	\$20.63	\$48.41	Y	N	Y	\$53.96	Y	Y	Y
86	1" Gate Valve Box Riser	EA	\$9.17	\$6.25	Y	N	Y	\$4.62	Y	Y	Y
87	1 1/2" Gate Valve Box Riser	EA	\$10.25	\$7.07	Y	N	Y	\$6.93	Y	Y	Y

Section II	No.	Item Description	Supplier:			DSG			Ferguson Waterworks			Core and Main		
			Unit	Unit Price	Stock Item	3 Day Avail	Unit Price	Stock Item	3 Day Avail	Unit Price	Stock Item	3 Day Avail		
-		Miscellaneous Material												
	88	2" Gate Valve Box Riser	EA	\$11.33	Y	N	\$10.41	Y	Y	\$8.16	Y	Y		
	89	3" Gate Valve Box Riser	EA	\$12.41	Y	N	\$13.70	Y	Y	\$11.42	Y	Y		
	90	3/4"s/3/4" Lead/Copper Coupling(Flared)	EA	\$23.84	Y	N	\$28.23	Y	Y	\$25.93	Y	Y		
	91	3/4"xs3/4" Lead/Copper Coupling(Flared)	EA	\$28.18	Y	N	\$33.36	Y	Y	\$30.64	Y	Y		
	92	3/4"xs1" Lead/Copper Coupling(Flared)	EA	\$40.29	Y	N	\$47.67	Y	Y	\$43.80	Y	Y		
	93	1"xs1" Lead/Copper Coupling(Flared)	EA	\$35.43	Y	N	\$41.93	Y	Y	\$48.72	Y	Y		
	94	5/8"xs3/4" Lead/Copper Coupling(Flared)	EA	\$22.33	Y	N	\$26.41	Y	Y	\$24.28	Y	Y		
	95	3/4"xs3/4" Lead/Copper Coupling (Flared)	EA	\$33.22	Y	N	\$39.34	Y	Y	\$36.11	Y	Y		
	96	1 1/2" Curb Box Lid with Cast Iron Plug	EA	\$7.77	Y	N	\$10.73	Y	Y	\$8.04	N	N		
	97	1 1/2" Cast Iron Curb Box Plug	EA	\$1.93	Y	N	\$2.11	Y	Y	\$1.99	Y	Y		
	98	4" Hymax	EA	\$146.43	Y	N	\$164.15	Y	Y	\$149.70	Y	Y		
	99	6" Hymax	EA	\$193.94	Y	N	\$209.11	Y	Y	\$198.25	Y	Y		
	100	8" Hymax	EA	\$218.96	Y	N	\$236.09	Y	Y	\$223.83	Y	Y		
	101	10" Hymax	EA	\$281.67	Y	N	\$303.70	Y	Y	\$287.95	Y	Y		
	102	12" Hymax	EA	\$332.46	Y	N	\$363.86	Y	Y	\$339.87	Y	Y		
	103	4" Romac Macro	EA	\$167.54	Y	N	\$178.46	Y	Y	\$194.19	Y	Y		
	104	6" Romac Macro	EA	\$221.09	Y	N	\$234.80	Y	Y	\$256.27	Y	Y		
	105	8" Romac Macro	EA	\$250.38	Y	N	\$266.60	Y	Y	\$290.20	Y	Y		
	106	10" Romac Macro	EA	\$323.86	Y	N	\$345.00	Y	Y	\$375.39	Y	Y		
	107	12" Romac Macro	EA	\$381.17	Y	N	\$389.34	Y	Y	\$441.79	Y	Y		
	108	4" Romac Alpha Coupling	EA	\$204.20	Y	N	\$217.14	Y	Y	\$236.69	Y	Y		
	109	6" Romac Alpha Coupling	EA	\$264.91	Y	N	\$282.20	Y	Y	\$307.05	Y	Y		
	110	8" Romac Alpha Coupling	EA	\$300.78	Y	N	\$320.16	Y	Y	\$348.62	Y	Y		
	111	10" Romac Alpha Coupling	EA	\$389.08	Y	N	\$414.48	Y	Y	\$450.97	Y	Y		
	112	12" Romac Alpha Coupling	EA	\$458.07	Y	N	\$458.41	Y	Y	\$530.94	Y	Y		
	113	1 1/2 Curb Box Top with TW screw	EA	\$10.95	Y	N	\$15.38	Y	Y	\$19.74	N	N		
	114	Muller Curb box adapter H-10344	EA	\$24.41	Y	N	\$27.69	Y	Y	\$31.62	N	Y		

Grand Total \$20,396.38

Grand Total \$20,882.70

Grand Total \$19,204.56

Section III - Part 1 - Fire Hydrants & Fire Hydrant Parts

Supplier: DSG

Core and Main

No.	Item Description	Unit	Unit Price	Stock		3 Day Avail		Unit Price	Stock		3 Day Avail	
				Item	Item	Item	Item		Item	Item	Item	Item
1	5" Hydrant, 70" Depth Alpha(Pacer)	EA	\$2,759.79	Y		N	N	\$2,879.79	N	N	N	N
2	5" Hydrant, 76" Depth Alpha (Pacer)	EA	\$2,814.33	Y		N	N	\$2,936.96	N	N	N	N
3	5" Hydrant, 80" Depth Alpha(Pacer)	EA	\$2,868.17	Y		N	N	\$2,992.87	Y			
4	5" Hydrant, 86" Depth Alpha (Pacer)	EA	\$2,922.71	Y		N	N	\$3,049.79	Y			
5	5" Hydrant, 90" Depth Alpha (Pacer)	EA	\$2,976.54	Y		N	N	\$3,105.96	N	N	N	N
6	O-Ring (3)	EA	\$5.88	Y		N	N	\$6.14	Y			
7	Drain Plunger (7)	EA	\$28.65	Y		N	N	\$29.90	Y			
8	Lower Operating Nut (17A)	EA	\$60.96	Y		N	N	\$63.61	Y			
9	Upper Operating Nut (17B)	EA	\$80.78	Y		N	N	\$84.30	Y			
10	Crossarm-Bronze, (30)	EA	\$101.34	Y		N	N	\$105.75	Y			
11	Valve Seat w/#3 and #77 (31)	EA	\$337.08	Y		N	N	\$351.74	Y			
12	Upper Valve Washer-Piloted (34)	EA	\$39.66	Y		N	N	\$41.39	Y			
13	Main Valve-Urethane (35)	EA	\$58.75	Y		N	N	\$61.31	Y			
14	Lower Valve Washer-Standard (36)	EA	\$78.58	Y		N	N	\$82.00	Y			
15	Lower Valve Washer-Epoxy (36)	EA	\$78.58	Y		N	N	\$82.00	Y			
16	Support with #59 (56)	EA	\$182.86	Y		N	N	\$189.60	Y			
17	Standpipe Flange (63)	EA	\$85.19	Y		N	N	\$88.90	Y			
18	Flange Lock Ring (64)	EA	\$22.03	Y		N	N	\$22.99	Y			
19	Coupling Sleeve Half (67)	EA	\$25.71	Y		N	N	\$26.83	Y			
20	Coupling Sleeve Half-Bronze (67)	EA	\$39.66	Y		N	N	\$41.39	N	Y	Y	Y
21	Upper Rod Assembly w/Stud & Nuts (71)	EA	\$142.47	Y		N	N	\$148.67	N	Y	Y	Y
22	Support Gasket (84)	EA	\$8.81	Y		N	N	\$9.20	Y			
23	Coupling Nut (87)	EA	\$3.68	Y		N	N	\$3.84	Y			
24	Coupling Stud (88)	EA	\$8.08	Y		N	N	\$8.44	Y			
25	Upper Standpipe Gasket-Lipped (92)	EA	\$8.81	Y		N	N	\$9.20	Y			
26	Valve Seat Insert-Bronze (97)	EA	\$248.22	Y		N	N	\$259.02	Y			
27	Breakable Flange (113)	EA	\$47.74	Y		N	N	\$49.82	Y			
28	Conversion Flange	EA	\$74.18	Y		N	N	\$75.20	Y			

Section III - Part 2 - Fire Hydrants & Fire Hydrant Parts

Supplier: DSG

Core and Main

No.	Item Description	Unit	Unit Price	Stock		3 Day Avail		Unit Price	Stock		3 Day Avail	
				Item	Item	Item	Item		Item	Item	Item	Item
1	Operating Nut (62-1)	EA	\$232.80	Y		N	N	\$242.93	Y			
2	Housing O-Ring (62-2-2)	EA	\$8.08	Y		N	N	\$8.44	Y			
3	Housing Cover Gasket (62-13)	EA	\$8.08	Y		N	N	\$8.44	Y			
4	Housing Gasket (62-14)	EA	\$8.08	Y		N	N	\$8.44	Y			
5	Snap Ring (62-29-14)	EA	\$22.03	Y		N	N	\$24.99	Y			
6	Breakable Flange (62-29-15)	EA	\$63.16	Y		N	N	\$65.91	Y			
7	Traffic Model Rod Coupling (62-29-30)	EA	\$57.28	Y		N	N	\$59.78	Y			
8	Rod Coupling Pin & Clip Pins (62-29-31)	EA	\$8.08	Y		N	N	\$8.44	Y			
9	Spring (62-30-03)	EA	\$85.19	Y		N	N	\$88.90	Y			

Section III - Part 2 - Fire Hydrants & Fire Hydrant Parts

Supplier:

DSG

Ferguson Waterworks

Core and Main

No.	Item Description	Unit	Unit Price	Stock Item	3 Day Avail	Unit Price	Stock Item	3 Day Avail
10	Spring Plate (62-62-04)	EA	\$8.81	Y	N	\$9.78	Y	Y
11	Spring Plate Pin (62-30-07)	EA	\$8.81	Y	N	\$9.78	Y	Y
12	Upper Rod (62-30-11)	EA	\$202.69	Y	N	\$225.00	N	N
13	Lower Rod Stem (62-30-12)	EA	\$274.66	N	N	\$304.35	N	N
14	Drain Lever (62-31)	EA	\$167.44	Y	N	\$185.87	Y	Y
15	Hydrant Seat w/O-Ring (62-35-OR) Drain Lever	EA	\$359.11	Y	N	\$398.65	Y	Y
16	Seat O-Ring (Outside) (62-36-2)	EA	\$21.30	Y	N	\$23.65	Y	Y
17	Seat O-Ring (Inside) (62-36-3)	EA	\$14.69	Y	N	\$16.30	Y	Y
18	Barrel Gasket (62-38-1)	EA	\$8.08	Y	N	\$8.98	Y	Y
19	Valve Top (62-40)	EA	\$57.28	Y	N	\$63.59	Y	Y
20	Hydrant Valve (62-41)	EA	\$88.13	Y	N	\$97.83	Y	Y
21	Valve Bottom (62-42)	EA	\$101.34	Y	N	\$112.50	Y	Y
Grand Total			\$17,914.36			\$19,676.08		

\$18,687.28

Section IV - Miscellaneous Street Materials

Supplier:

DSG

Ferguson Waterworks

Core and Main

No.	Item Description	Unit	Unit Price	Stock Item	3 Day Avail	Unit Price	Stock Item	3 Day Avail
1	26" Round Manhole Frame 4"	EA	\$129.79	Y	N	\$155.33	Y	Y
2	26" Round Manhole Frame 7"	EA	\$137.23	Y	N	\$152.37	Y	Y
3	26" Round Floating Manhole Frame(S-L asphalt)	EA	\$424.47	Y	Y	\$654.07	Y	Y
4	26" Round Floating Manhole Frame(S-L concrete)	EA	\$693.62	Y	N	\$671.01	Y	Y
5	26" Round Floating manhole lid sanitary	EA	\$114.89	Y	N	\$139.62	Y	Y
6	26" round Storm Sewer Lid	EA	\$109.57	Y	N	\$123.77	Y	Y
7	26" Round Storm Sewer Beehive Grate 6"	EA	\$172.34	Y	N	\$186.64	Y	Y
8	26" Round Radial Flat Grate Lid	EA	\$102.13	Y	N	\$137.85	Y	Y
9	26" Self-Sealing Sanitary Sewer Lid	EA	\$114.89	Y	N	\$139.62	Y	Y
10	2'x2' Inlet Frame	EA	\$236.17	Y	N	\$186.65	Y	Y
11	2'x2' Inlet Grate	EA	\$84.04	Y	N	\$180.12	Y	Y
12	24" Round MH Adj Ring HDPE (24"x1-1/4)	EA	\$13.14	Y	N	\$17.47	Y	Y
13	24" Round MH Adj Ring HDPE (24"x1-1/2)	EA	\$13.14	Y	N	\$18.67	Y	Y
14	24" Slope Round MH Adj Ring HDPE (24"x3/4-1-1/1)	EA	\$21.22	Y	N	\$17.47	Y	Y
15	24"x36" Slope MH Adj Ring HDPE(24"x1-1/4to2-3/4)	EA	\$21.22	Y	N	\$25.64	Y	Y
Grand Total			\$2,387.86			\$2,806.30		

\$2,717.03

Low Price (Section 1): DSG \$5,322.91
Low Price (Section 2): DSG \$19,204.56
Low Price (Section 3): DSG \$17,914.36
Low Price (Section 4): DSG \$2,387.86

Total Price: DSG \$44,829.69

\$47,143.06



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PUBLIC WORKS/OPERATIONS

Fleet Management, Forestry, Streets & Sewers, Watermeters, Watermains & Hydrants 402 23rd STREET NORTH FARGO, NORTH DAKOTA 58102 PHONE: (701) 241-1453 FAX: (701) 241-8100

February 6, 2019

The Honorable Board of City Commissioners City of Fargo 225 North Fourth Street Fargo, ND 58102

RE: RFP for Crawler Dozer RFP19016

Commissioners:

On February 1st, 2019, proposals were received and read for one (1) Crawler Dozer. Three proposals were submitted from three separate vendors.

The results were as follows:

Table with 4 columns: Firm, 4yr Lease Payment, Maintenance Service Rate, Total Operational Cost. Rows include General Equipment, Butler Machinery Co., and RDO Equipment.

The review committee, consisting of Terry Ludlum, Paul Hanson and Tanner Smedshammer evaluated the proposals and determined that two of the proposals, General Equipment and Butler Machinery, met specifications based on a 10,000-hour life cycle. Specifications, Lease rates, Warranty, Maintenance Service Rates and Dealer Buy Back were all factors the review committee looked into to make the decision. The recommendation is to award General Equipment. Funding for this project has been included in the 2019 Solid Waste budget.

SUGGESTED MOTION:

Approve the recommendation to lease purchase one (1) Crawler Dozer from General Equipment for the total amount of \$627,608.00 with a 4 year annual lease payment of \$156,902.00.

Respectfully Submitted,

Handwritten signature of Tanner Smedshammer

Tanner Smedshammer Fleet Management Specialist

2019 LANDFILL DOZER - SOLID WASTE

6-Feb-19

RFP19016

Four (4) Year Lease with warranty 5th year Dealer Buy Back

	BUTLER MACHINERY	GENERAL EQUIPMENT	RDO
First Year (2019)	\$167,974.00	\$156,902.00	\$145,076.45
2nd year (2020)	\$167,974.00	\$156,902.00	\$145,076.45
3rd year (2021)	\$167,974.00	\$156,902.00	\$145,076.45
4th year (2022)	\$167,974.00	\$156,902.00	\$145,076.45
Dealer Buy Back (2023)	\$220,000.00	\$180,000.00	\$91,740.00
2019 Dozer including Warranty	\$888,970.00	\$779,300.00	\$628,505.00
Maintenance Service Rate	\$7.60	\$4.65	\$6.50
Estimated Hours (4 Years) 10,000	\$76,000.00	\$46,500.00	\$65,000.00
4 year Total Operation cost 10,000 hours	\$747,896.00	\$674,108.00	\$645,305.80
 Specification met	 YES	 YES	 NO
<u>Trade-In</u>			
UNIT 889-2009 CATERPILLAR D7R	\$70,000.00	\$40,000.00	\$43,000.00

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REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Improvement District No. BR-17-C1 Type: Change Order #4

Location: 4th St S from Main to 2nd St, Main Ave Date of Hearing: 2/4/2019
From 2nd to 4th St

Routing Date
City Commission 2/11/2019
PWPEC File X
Project File Rick Larson

The Committee reviewed the accompanying correspondence from Project Manager, Rick Larson, for Change Order #4 in the amount of \$45,607.22, bringing the total contract amount to \$2,275,725.26.

Staff is recommending approval of Change Order #4.

On a motion by Steve Dirksen, seconded by Kent Costin, the Committee voted to recommend approval of Change Order #4.

RECOMMENDED MOTION

Approve Change Order #4 in the amount of \$45,607.22 to Master Construction.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: Infrastructure Sales Tax Funds

Developer meets City policy for payment of delinquent specials
Agreement for payment of specials required of developer
Letter of Credit required (per policy approved 5-28-13)

Yes No
N/A
N/A
N/A

COMMITTEE

- Tim Mahoney, Mayor
Nicole Crutchfield, Director of Planning
Steve Dirksen, Fire Chief
Bruce Grubb, City Administrator
Ben Dow, Director of Operations
Steve Sprague, City Auditor
Brenda Derrig, City Engineer
Kent Costin, Finance Director

Table with 4 columns: Present, Yes, No, Unanimous. Rows for each committee member with checkboxes.

ATTEST:

Brenda E. Derrig, P.E.
Division Engineer

C: Kristi Olson

Memorandum

To: Members of PWPEC
From: Rick Larson, Project Manager
Date: January 29, 2019
Re: Improvement District #BR-17-C1 – Change Order #4

Background:

Improvement District #BR-17-C1 is for water main replacement, sanitary sewer force main installation, street reconstruction and incidentals on 4th St from Main Ave to 2nd St S and Main Ave from 2nd St to 4th St.

Change order #4 is for additional items added during construction on 4th Street.

Master Construction is the prime contractor for Improvement District #BR-7-C1.

Green Thermoplastic Markings:

Traffic Engineering requested the addition of the green thermoplastic markings to better identify the bike lanes within the project limits. The total cost to install these markings is \$23,977.34.

Additional signage:

Throughout the course of the project additional temporary signage was installed to direct the traveling public around the construction site to various local businesses. The cost for the temporary signage is \$2,200.00.

Temporary Street Lighting:

Due to a manufacturer's delay for the new street light poles, delivery was pushed back beyond the project substantial completion date and temporary street lighting was installed until the new poles arrived. The cost for the temporary street lighting is \$10,456.88.

Remove concrete bases with utilities running thru them:

During the existing street light and signal light removals it was discovered that 3 existing bases contained at least 1 private communications cable that had been poured into these concrete bases. Special care had to be taken to remove these cables from the concrete bases taking much more time and resources. The cost for the removal work is \$3,151.50.

Reset utility hand holes:

With the regrading of the new sidewalk it was discovered that 4 existing City owned fiberglass hand holes required to be dug up and reset to the new final sidewalk grade. The cost to reset these hand holes is \$2,838.00.

Repair landscaping:

There were multiple areas within the project that required landscaping repairs due to pavement reconfigurations throughout the project. Materials and labor for this work to repair landscape rock in several areas & reset a block retaining wall for a total \$2,983.50.

The total Change Order #4 amount is \$45,607.22 with previously approved change orders of \$40,555.14 and an original contract amount of \$2,189,562.90, this will make the new contract amount \$2,275,725.26 for an increase of 2.04% of the current contract amount.

Recommended Motion:

Approve the described additional items increasing the contract amount to \$2,275,725.26.

Attachment

C: Thomas Knakmuhs

Improvement District No BR-17-C1 **Change Order No** 4
Project Name Water Main Replacement, Force Main Construction, Street Reconstruction & Incidentals
Date Entered 5/1/2018 **For** Master Construction Co Inc

This change is made under the terms of or is supplemental to your present contract, if and when approved, you are ordered to perform the work in accordance with the additions, changes, or alterations hereinafter described.

EXPLANATION OF CHANGE: Change Order #4

655.7 SF of green thermoplastic markings for bike lanes - NorthStar
 44 temp business & other signs - NorthStar
 Temporary street lighting due to manufacturer product delays - MEI
 Remove concrete street light and signal bases with private utilities poured into them - MEI
 Regraded 4 existing City 3'x4' hand holes - MEI
 Landscaping rock & reset block retaining wall - S&S

Section	Line No	Item Description	Unit	Orig Cont Qty	Prev C/O Qty	Prev Cont Qty	Curr C/O Qty	Tot Cont Qty	Unit Price (\$)	C/O Ext Price (\$)
Street Lighting	166	Extra - StreetLights	LS	0.00	0.00	0.00	1.00	1.00	10,456.88	10,456.88
Signing	168	Extra - Signing/Striping	LS	0.00	0.00	0.00	1.00	1.00	2,200.00	2,200.00
Pavement Marking	169	Extra - Signing/Striping	LS	0.00	0.00	0.00	1.00	1.00	23,977.34	23,977.34
Traffic Signals	170	Extra - TrafficControl/Signals	LS	0.00	0.00	0.00	1.00	1.00	3,151.50	3,151.50
	171	Extra - TrafficControl/Signals	LS	0.00	0.00	0.00	1.00	1.00	2,838.00	2,838.00
Paving	172	Extra - Paving	LS	0.00	0.00	0.00	1.00	1.00	2,983.50	2,983.50
Street Lighting Sub Total (\$) 10,456.88 Signing Sub Total (\$) 2,200.00 Pavement Marking Sub Total (\$) 23,977.34 Traffic Signals Sub Total (\$) 5,989.50 Paving Sub Total (\$) 2,983.50										

Summary

Source Of Funding Sales Tax Funds - Infrastructure - 420, Special Assessments

Net Amount Change Order # 4 (\$)

Previous Change Orders (\$) 45,607.22
40,555.14

Original Contract Amount (\$) 2,189,562.90

Total Contract Amount (\$) 2,275,725.26

I hereby accept this order both as to work to be performed and prices on which payment shall be based.

CONTRACT TIME

Current Substantial Completion Date	Current Final Completion Date	Additional Days Substantial Completion	Additional Days Final Completion	New Substantial Completion Date	New Final Completion Date
10/14/2017		0.00	0.00	10/14/2017	

Description

APPROVED

For Contractor


Title



APPROVED DATE

Department Head

Mayor



2/6/19

Attest



1572 45th St NW
 Fargo ND, 58102
 701-237-4950

INVOICE TO:

City of Fargo
 200 3rd St. N
 Fargo, ND 58102

CONTACT:

BR-17-C1 (NORTHSTAR SAFETY GREEN THERMO MARKING)

Labor/ Equipment

DESCRIPTION OF WORK:

Line Item	EQUIPMENT DESCRIPTION (Make, Model)	Rental Rate Per Hour w/	HOURS	TOTAL
1				\$0.00
2				\$0.00
3				\$0.00

\$0.00

Materials

Line Item	SUBCONTRACTOR DESCRIPTION	SUB COST	QUANTITY	TOTAL
1	NORTHSTAR SAFETY	\$34.10	655.7	\$22,359.37

Total Cost= \$22,359.37

MARKUP INCLUDING 10% ON FIRST \$10,000 AND 5% ON REMAINDER= \$1,617.97

Total with Markup= \$23,977.34

Total Amount \$23,977.34

To(OWNER): MASTER CONSTRUCTION CO-ND
 1572 45TH ST NW
 FARGO, ND 58102

Project: MASTER CONSTRUCTION CO-ND
 BR-17-C1
 4TH ST AND 2ND AVE S
 FARGO, ND

Application No: 3
 Invoice No: 1091-PTR
 Invoice Date: 12/20/2018
 Terms: COD
 Due Date: 12/20/2018
 Perlod To: 12/31/2018
 Project No:
 Contract Date:

From: NORTHSTAR SAFETY, INC
 794 WEST MAIN AVE
 WEST FARGO, ND 58078
 (701) 282-2110

Via(Architect/
 Engineer)

For:

<u>No.</u>	<u>Description</u>	<u>Total Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Completed Units</u>	<u>Current Value</u>	<u>Prior Value</u>	<u>Due This Request</u>
31.112	<u>PERMANENT PAINT</u> F&I METHACRYLATE 24" WIDE	416 LF	48.40	20,134.40 <u>20,134.40</u>	0	0.00 <u>0.00</u>	0.00 <u>0.00</u>	0.00 <u>0.00</u>
	<u>EPOXY</u>							
35.030	EPOXY PVMT MKG-MESS	100 SF	11.30	1,130.00	165	1,864.50	1,864.50	0.00
35.035	EPOXY PVMT MKG-4" LN	1,600 LF	2.65	4,240.00	1,556	4,123.40	4,123.40	0.00
35.045	EPOXY PVMT MKG-8" LN	577 LF	5.30	3,058.10	581	3,079.30	3,079.30	0.00
35.046	EPOXY PVMT MKG-16"LN	56 LF	13.40	750.40	134	1,795.60	1,795.60	0.00
35.050	EPOXY PVMT MKG-24"LN	106 LF	14.10	1,494.60	426	6,006.60	6,006.60	0.00
35.051	EPOXY PVMT MKG-6"LN	106 LF	5.40	572.40 <u>11,245.50</u>	0	0.00 <u>16,869.40</u>	0.00 <u>16,869.40</u>	0.00 <u>0.00</u>
	<u>TAPE</u>							
37.055	GRVD PLSTC MKING-MESSAGE	538 SF	33.40	17,969.20	256	8,550.40	8,550.40	0.00
37.056	GR PLASTIC MKING-8"	647 LF	9.80	6,340.60	679	6,654.20	6,654.20	0.00
37.057	GR PLASTIC MKING-16"	135 LF	19.80	2,673.00	110	2,178.00	2,178.00	0.00
37.058	GRVD PLSTC MKING 6"	709 LF	7.30	5,175.70	0	0.00	0.00	0.00
37.059	GRVD PLSTC MKING-4"	1,954 LF	4.95	9,672.30	2,193	10,855.35	10,855.35	0.00
37.208	GRVD PLSTC MKING-7"	1,101 LF	9.55	10,514.55	1,064	10,161.20	10,161.20	0.00
37.209	GRVD PLSTC MKING-24"	400 LF	30.00	12,000.00 <u>64,345.35</u>	480	14,400.00 <u>52,799.15</u>	14,400.00 <u>52,799.15</u>	0.00 <u>0.00</u>
37.CO	GREEN MMA	588 SF	34.10	20,050.80 <u>115,776.05</u>	655.7	22,359.37 <u>92,027.92</u>	22,359.37 <u>92,027.92</u>	0.00 <u>0.00</u>



1572 45th St NW
 Fargo ND, 58102
 701-237-4950

INVOICE TO:

City of Fargo
 200 3rd St. N
 Fargo, ND 58102

CONTACT:

BR-17-C1 (NORTHSTAR SAFETY ADDITIONAL SIGNS)

Labor/ Equipment

DESCRIPTION OF WORK:

Line Item	EQUIPMENT DESCRIPTION (Make, Model)	Rental Rate Per Hour w/	HOURS	TOTAL
1				\$0.00
2				\$0.00
3				\$0.00

\$0.00

Materials

Line Item	SUBCONTRACTOR DESCRIPTION	SUB COST	QUANTITY	TOTAL
0	NORTHSTAR SAFETY SPECIAL SIGNS	\$50.00	28	\$1,400.00
1	NORTHSTAR SAFETY SKID MOUNTED	\$18.75	32	\$600.00

Total Cost= \$2,000.00

MARKUP INCLUDING 10% ON FIRST \$10,000 AND 5% ON REMAINDER= \$200.00

Total with Markup= \$2,200.00

Total Amount \$2,200.00

To(OWNER): MASTER CONSTRUCTION CO-ND
 1572 45TH ST NW
 FARGO, ND 58102

Project: MASTER CONSTRUCTION CO-ND
 BR-17-C1
 4TH ST AND 2ND AVE S
 FARGO, ND

Application No: 9
 Invoice No: 1091C06
 Invoice Date: 1/28/2019

Page 2

From: NORTHSTAR SAFETY, INC
 794 WEST MAIN AVE
 WEST FARGO, ND 58078
 (701) 282-2110

Via(Architect/
 Engineer):

Terms: Net 30
 Due Date: 2/27/2019
 Period To: 1/31/2019
 Project No:
 Contract Date:

For:

No.	Description	Total Quantity	Unit Cost	Total Cost	Completed Units	Current Value	Prior Value	Due This Request
<u>TRAFFIC CONTROL</u>								
10.055	TRAFFIC CONTROL - TYPE 1	0.6 LS	8,200.00	4,920.00	0.6	4,920.00	4,920.00	0.00
10.056	TRAFFIC CONTROL - TYPE 1	0.4 LS	8,200.00	3,280.00	0.4	3,280.00	3,280.00	0.00
10.110	F&I SIGN ASSEMBLY	3 EA	35.00	105.00	10	350.00	350.00	0.00
10.111	F&I SIGN ASSEM & ANCHOR	8 EA	75.00	600.00	10	750.00	750.00	0.00
10.112	F&I ENGINEERING GRADE	16.5 SF	16.00	264.00	12.3	196.80	196.80	0.00
10.113	F&I HIGH INTENSITY PRISMATIC	24 SF	18.00	432.00	28.9	520.20	520.20	0.00
10.114	F&I DIAMOND GRADE CUBED	25 SF	21.00	525.00	27.7	581.70	581.70	0.00
				<u>10,126.00</u>		<u>10,598.70</u>	<u>10,598.70</u>	<u>0.00</u>
10.CO 1	MAST ARM SIGNAGE-MHD ELEC	1 LS	2,175.00	2,175.00	1	2,175.00	2,175.00	0.00
10.CO2	SURFACE MOUNT BASES	6 EA	150.00	900.00	6	900.00	900.00	0.00
10.CO3	<u>SPECIAL SIGNS</u>	28 EA	50.00	1,400.00	<u>28</u>	<u>1,400.00</u>	1,400.00	0.00
10.CO4	<u>SKID MOUNTED DEVICES</u>	32 EA	37.50	1,200.00	<u>16</u>	<u>600.00</u>	1,200.00	-600.00
10.CO 1A	MAST ARM SIGNAGE	1 LS	540.00	540.00	1	540.00	540.00	0.00
10.CO 5	2018 TRAFFIC CONTROL	1 LS	1,600.00	1,600.00	1	1,600.00	1,600.00	0.00
10.CO 6	MASTER SKID MOUNTED SIGN-16	16 EA	37.50	600.00	16	600.00	0.00	600.00
				<u>18,541.00</u>		<u>18,413.70</u>	<u>18,413.70</u>	<u>0.00</u>



1572 45th St NW
 Fargo ND, 58102
 701-237-4950

INVOICE TO:

City of Fargo
 200 3rd St. N
 Fargo, ND 58102

CONTACT:

BR-17-C1 (MOORHEAD ELECTRIC - TEMP LIGHTING)

Labor/ Equipment

DESCRIPTION OF WORK:

Line Item	EQUIPMENT DESCRIPTION (Make, Model)	Rental Rate Per Hour w/	HOURS	TOTAL
1				\$0.00
2				\$0.00
3				\$0.00

\$0.00

Materials

Line Item	SUBCONTRACTOR DESCRIPTION	SUB COST	QUANTITY	TOTAL
1	MOORHEAD ELEC - TEMP LIGHTING	\$9,506.25	1	\$9,506.25

Total Cost= \$9,506.25

MARKUP INCLUDING 10% ON FIRST \$10,000 AND 5% ON REMAINDER= \$950.63

Total with Markup= \$10,456.88

Total Amount \$10,456.88



1/22/2018

Moorhead Electric
3451 University Dr S
Fargo, ND 58104

City of Fargo Improvement District BR-17-C1
Water Main Replacement, Force Main Const, Street Reconstruction & Incidentals

Extra Work Order
No: 3

Description: Temporary lighting along 4th St, re-purposing 1st Ave lights, temp feed street lights

- 1) Install 4 City provided poles and lights along the west side of 4th St S
- 2) Street Lighting along 1st Ave S: remove two street lights outside of contract, remove five concrete sidewalk panels, remove two street light bases and dispose, bore new pipe on south side along 1st Ave, pour two new street light bases, pull in #6 USE between lights on south side, street light standards and fixtures from COF for along 1st Ave and tap for 208v, stand City supplied poles and fixtures, pour back sidewalk panels, switch back HPS fixtures to 240v
- 3) Run span for temporary from existing feedpoint to combo signal standard in SE corner to run 208v until Xcel placed new transformer
- 4) SE corner of Main Ave & 4th St has a light on combo signal that was tapped for 120v and switched back

Material:

Bore 1.5" innerduct x 195 feet @ \$8.50/ft = \$1,657.50
#6 USE x (195ft x 3 runs) @ 0.75/ft = \$438.75
Base disposals= \$250.00
F&I Concrete base = \$250.00
Sidewalk removal, disposal, pour = \$550.00

Labor:

84 hrs x \$60/hr = \$5,040.00
(Labor for bore is included in \$8.50/ft price)

Equipment:

Line Truck = 8 hrs x \$60/hr = \$480.00
Skidsteer = 4 hrs x \$45/hr = \$180.00
Bucket Truck = 12 hrs x \$55/hr = \$660.00
Bore Machine = included in bore price
Vactron = included in bore price

Material, Labor, Equipment Total:
\$9,506.25





1572 45th St NW
 Fargo ND, 58102
 701-237-4950

INVOICE TO:

City of Fargo
 200 3rd St. N
 Fargo, ND 58102

CONTACT:

BR-17-C1 (MOORHEAD ELECTRIC - LIGHT BASE
 REMOVAL W/ CENTURY LINK CABLE)

Labor/ Equipment

DESCRIPTION OF WORK:

Line Item	EQUIPMENT DESCRIPTION (Make, Model)	Rental Rate Per Hour w/	HOURS	TOTAL
1				\$0.00
2				\$0.00
3				\$0.00

\$0.00

Materials

Line Item	SUBCONTRACTOR DESCRIPTION	SUB COST	QUANTITY	TOTAL
1	MOORHEAD ELEC - BASE REMOVAL	\$2,865.00	1	\$2,865.00

Total Cost= \$2,865.00

MARKUP INCLUDING 10% ON FIRST \$10,000 AND 5% ON REMAINDER= \$286.50

Total with Markup= \$3,151.50

Total Amount \$3,151.50



Moorhead Electric
3451 University Dr S
Fargo, ND 58104

City of Fargo Improvement District BR-17-C1
Water Main Replacement, Force Main Const, Street Reconstruction & Incidentals

Extra Work Order
No: 1

Description:

Existing utility running through concrete structures needing to be removed per plans.
Hammer drill concrete base and preserve and maintain existing utility.
-2 signal bases
-1 street light base

Material:

N/A

Labor:

41 hrs x \$60/hr = \$2,460.00

Equipment:

Ditch Witch Vactron

-3 hrs x \$45/hr = \$135

Bobcat Mini-x

-6 hrs x \$45/hr = \$270

Material, Labor, Equipment Total:

\$2,865.00





1572 45th St NW
 Fargo ND, 58102
 701-237-4950

INVOICE TO:

City of Fargo
 200 3rd St. N
 Fargo, ND 58102

CONTACT:

BR-17-C1 (MOORHEAD ELECTRIC - REGRADE HANDHOLES)

Labor/ Equipment

DESCRIPTION OF WORK:

Line Item	EQUIPMENT DESCRIPTION (Make, Model)	Rental Rate Per Hour w/	HOURS	TOTAL
1				\$0.00
2				\$0.00
3				\$0.00

\$0.00

Materials

Line Item	SUBCONTRACTOR DESCRIPTION	SUB COST	QUANTITY	TOTAL
1	MOORHEAD ELEC - BASE REMOVAL	\$2,580.00	1	\$2,580.00

Total Cost= \$2,580.00

MARKUP INCLUDING 10% ON FIRST \$10,000 AND 5% ON REMAINDER= \$258.00

Total with Markup= \$2,838.00

Total Amount \$2,838.00



Moorhead Electric
3451 University Dr S
Fargo, ND 58104

City of Fargo Improvement District BR-17-C1
Water Main Replacement, Force Main Const, Street Reconstruction & Incidentals

Extra Work Order
No: 2

Description:
Raise Handholes in sidewalks
-2 City of Fargo handholes
-1 DCN handholes
-1 duct bank handhole

Material:
N/A

Labor:
37 hrs x \$60/hr = \$2,220.00

Equipment:
Bobcat Mini-x
-8 hrs x \$45/hr = \$360.00

Material, Labor, Equipment Total:
\$2,580.00





1572 45th St NW
 Fargo ND, 58102
 701-237-4950

INVOICE TO:

City of Fargo
 200 3rd St. N
 Fargo, ND 58102

CONTACT:

DESCRIPTION OF WORK:

BR-17-C1 (S&S - Landscaping 4th St)

Labor/ Equipment

Line Item	EQUIPMENT DESCRIPTION (Make, Model)	Rental Rate Per Hour w/	HOURS	TOTAL
1				\$0.00
2				\$0.00
3				\$0.00

\$0.00

Materials

Line Item	SUBCONTRACTOR DESCRIPTION	SUB COST	QUANTITY	TOTAL
1	Repairing Landscape Areas on 4th Street	\$2,712.27	1	\$2,712.27

Total Cost= \$2,712.27

MARKUP INCLUDING 10% ON FIRST \$10,000 AND 5% ON REMAINDER= \$271.23

Total with Markup= \$2,983.50

Total Amount \$2,983.50

Voice: (701) 235-1515
 Fax: (701) 239-6936

To
 Master Construction
 1572 45th St NW
 Fargo, ND 58102

Extra work on BR-17-B1 repairing landscaped areas along 4th street as directed by Jason and Rick Larson

Item	Quantity	Description	Unit Price	Extended Price
LNDS CP SERV	12.00	LANDSCAPE SERVICE LABOR, 8-31-17, Repair Retaining wall at YMCA, fix block, backfill and add rock behind wall and SW Corner.	35.00	420.00 *
LNDS CP SERV	3.00	LANDSCAPE SERVICE LABOR, 9-12-17, backfill behind wall and add rock behind wall and SW Corner.	35.00	105.00 *
	1	Concrete Adhesive	9.00	9.00
1000300	2.0CY	ROCK WASH ROCK 1.25"-1.5"	68.00	136.00
903100	15EA	STAPLE SOD 6" 1000 IN A BOX	0.150	2.25
901200	20LF	FABRIC WEED 4' PROFESSIONAL GRADE 3.5 OZ GRAY. SOLD BY LF	0.65	13.00
LNDS CP SERV	9.00	LANDSCAPE SERVICE LABOR, 9-28-17, backfill and add rock behind wall along sidewalk.	35.00	315.00 *
1000300	4.0CY	ROCK WASH ROCK 1.25"-1.5"	68.00	272.00
903100	100EA	STAPLE SOD 6" 1000 IN A BOX	0.150	15.00
901200	70LF	FABRIC WEED 4' PROFESSIONAL GRADE 3.5 OZ GRAY. SOLD BY LF	0.65	45.50
LNDS CP SERV	15.00	LANDSCAPE SERVICE LABOR, 10-19-17, Repair Rock at Wells Fargo and the Professional Building	35.00	525.00 *
1000300	1.0CY	ROCK WASH ROCK 1.25"-1.5"	68.00	68.00
901200	5LF	FABRIC WEED 4' PROFESSIONAL GRADE 3.5 OZ GRAY. SOLD BY LF	0.65	3.25
903100	10EA	STAPLE SOD 6" 1000 IN A BOX	0.150	1.50
IRRSERV	11.50HR	Labor-Irrigation Service - minimum service call fee 1 hr	45.00	517.50 *
103-090	3EA	HUNTER SPRINKLER ROTOR PGP	22.79	68.37
103-082	4EA	HUNTER SPRINKLER PRO SPRAY 4" POP-UP	3.75	15.00
103-104	4	Hunter Nozzle - MP2000-90-270	11.00	44.00
114-016	4EA	CLAMPS STAINLESS STEEL-#16	1.29	5.16
115-010	72FT	PIPE POLY 1	0.61	43.92
115-001	12FT	PIPE SWING - FUNNY PIPE 1/2x100'	0.49	5.88
1406-010	1EA	INSERT 90 ELBOW (IxI) 1	2.99	2.99
1429-010	2EA	INSERT COUPLING (IxI) 1	1.49	2.98
1429-129	2EA	INSERT COUPLING REDUCING (IXSPIRAL) 1x3/8 SWING	2.34	4.68
1400-060	4EA	BLAZING- CLAMPLESS INSERT SADDLE 1" X SWING	3.35	13.40

Item Quantity Description

* means item is non-taxable

<u>Unit</u>	<u>Extended</u>
<u>Price</u>	<u>Price</u>
	2,654.38
Tax	57.89
	<u><u>2,712.27</u></u>

19

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Improvement District No. NR-18-A1 Type: Change Order #2 & Time Extension

Location: Lift Station #21 & #54 Date of Hearing: 2/4/2019

Routing	Date
City Commission	2/11/2019
PWPEC File	X
Project File	Rob Hasey

The Committee reviewed the accompanying correspondence from Project Manager, Rob Hasey, regarding Change Order #2 & time extension requested by CC Steel. A 17-day time extension has been requested due to additional work items being added to the project.

Staff is recommending approval of Change Order #2, in the amount of \$5,480.26, and a 17-day time extension adjusting the Substantial Completion Date to March 18, 2019.

On a motion by Steve Dirksen, seconded by Kent Costin, the Committee voted to recommend approval of Change Order #2 & time extension as described above.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and approve Change Order #2 in the amount of \$5,480.26, bringing the total contract amount to \$440,765.26 and a 17-day time extension to the Substantial Completion Date.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: Special Assessments & Storm Utility Fund 524

Developer meets City policy for payment of delinquent specials Agreement for payment of specials required of developer Letter of Credit required (per policy approved 5-28-13)

Yes	No
N/A	
N/A	
N/A	

COMMITTEE

- Tim Mahoney, Mayor
- Nicole Crutchfield, Director of Planning
- Steve Dirksen, Fire Chief
- Bruce Grubb, City Administrator
- Ben Dow, Director of Operations
- Steve Sprague, City Auditor
- Brenda Derrig, City Engineer
- Kent Costin, Finance Director

Present	Yes	No	Unanimous
			<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ATTEST:

C: Kristi Olson

Brenda E. Derrig, P.E. City Engineer

Memorandum

To: PWPEC
From: Rob Hasey, Civil Engineer I, Storm Sewer Utility
Cc: Jody Bertrand, Division Engineer
Date: 02/04/2019
Re: Improvement District #NR-18-A1 – Change Order #2 & Time Extension

Background:

Improvement District #NR-18-A1 is for replacing pumps, installing catwalks, sluice gates and other miscellaneous improvements at storm sewer lift stations #21 and #54.

The new control panel at storm sewer lift #21 needs to be moved to a new location within the lift station building. JDP Electric, the prime contractor's electrical subcontractor notified us that clearance between the control panel and a pump motor would be in violation if the new panel was installed where the old control panel is currently located. There is room on the north side of the lift station to relocate the new control panel and comply with electrical clearance codes but doing so will require rerouting power lines to supply the panel with power and also run new power lines to the pump motors.

Subcontractor material costs: \$3,000.46	General Contractor bond 1%: \$51.70
Subcontractor labor: \$2,169.60	General Contractor O/P (5%): \$258.50

Total change order #2: \$5,480.26

17 Calendar days will also be added to the contract substantial completion date to account for change order approval timeframe (PWPEC & Commission) and 5 days for installation. The time extension will only apply to the installation of the control panel.

Source of funding: 50% Special Assessments, 50% Storm Utility Fund 524

Recommended Motion:

Approve Change Order #2 as shown:

Original Contract Amount	Previous Change Orders	Change Order #2	New Contract Amount
\$424,725.00	\$10,560.00	\$5,480.26	\$440,765.26

Original Completion Dates	Revised Previously	Revised This Memo
Substantial – March 1 st , 2019	-	Substantial – March 18 th , 2019

Improvement District No	NR-18-A1	Change Order No	2
Project Name	Storm Sewer Lift Station Modifications & Incidentals		
Date Entered	1/24/2019	For	CC Steel, LLC

This change is made under the terms of or is supplemental to your present contract, if and when approved, you are ordered to perform the work in accordance with the additions, changes, or alterations hereinafter described.

EXPLANATION OF CHANGE: Control panel modifications at storm sewer lift station #21

Relocate control panel to north side of building to be in compliance with electrical clearance codes

Section	Line No	Item Description	Unit	Orig Cont Qty	Prev C/O Qty	Prev Cont Qty	Curr C/O Qty	Tot Cont Qty	Unit Price (\$)	C/O Ext Price (\$)
Site #1 (STS LS #21)	25	* Relocate lift station control panel to north side of building	LS	0.00	0.00	0.00	1.00	1.00	5,480.26	5,480.26
* NC Items										
Site #1 (STS LS #21) Sub Total (\$)									5,480.26	5,480.26
Grand Total (\$)									5,480.26	5,480.26

Summary

Source Of Funding

Special Assessments, Utility Funds - Stormwater - 524

Net Amount Change Order # 2 (\$)

5,480.26

Previous Change Orders (\$)

10,560.00

Original Contract Amount (\$)

424,725.00

Total Contract Amount (\$)

440,765.26



I hereby accept this order both as to work to be performed and prices on which payment shall be based.

CONTRACT TIME

Current Substantial Completion Date	Current Final Completion Date	Additional Days Substantial Completion	Additional Days Final Completion	New Substantial Completion Date	New Final Completion Date
03/01/2019		17.00	0.00	03/18/2019	
Description					
APPROVED			APPROVED DATE		



CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT

For Contractor			Department Head
Title	CC Steel, LLC by Kevin M. Trio, CEO	Mayor	2/6/19
	1/24/2019	Attest	

1/23/2019
JOB: Fargo NR-18-A1



Change Order 2 - Itemization and Detail

Description:

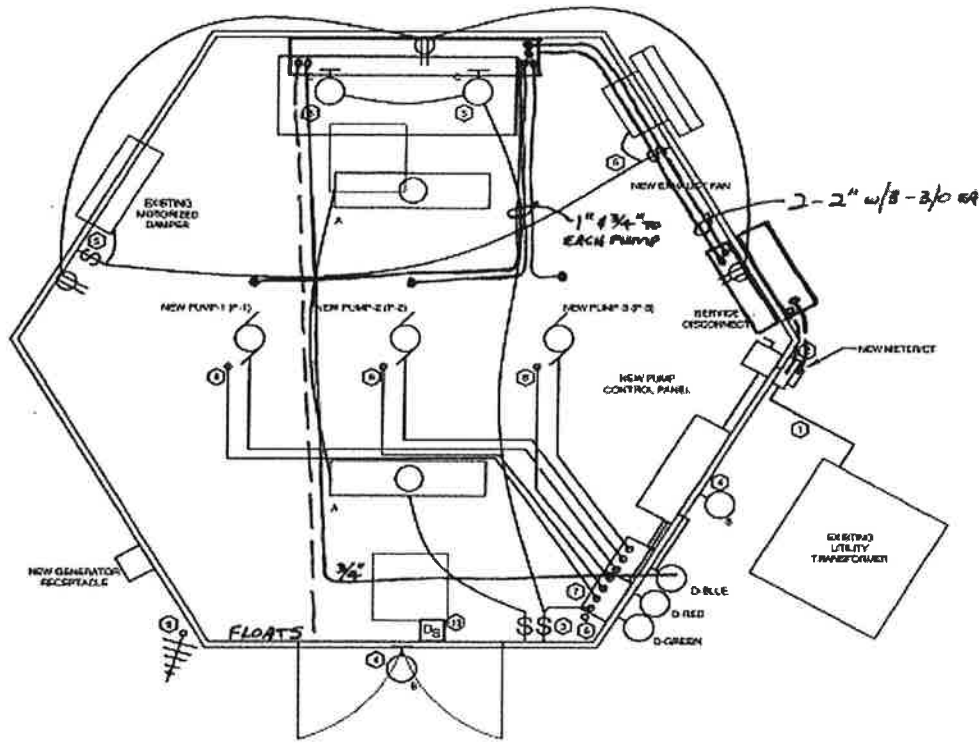
Added cost to move the electrical electrical equipment at Fargo LS21 at NDSU to comply with electrical code clearances and fitting items into limited space.

JDP Electric - material changes to electrical per attached	3,000.46	
JDP Electric - labor changes to electrical per attached	<u>2,169.60</u>	
<i>Subtotal</i>		\$5,170.06
General Contractor bonding 1%		\$51.70
General Contractor overhead and profit margin per contract 5%		<u>\$258.50</u>
<i>Change Order Total</i>		<u><u>\$5,480.26</u></u>

SEE ATTACHED PAGES 2-3 JDP Electric red-lined layout and cost itemization

Submitted by:

Mike Cebulla
CC Steel, LLC
612-964-6351
mike@ccsteel.com



1 ELECTRICAL PLAN VIEW
NO SCALE

PLAN NOTE

1. PER NFPA 921 TABLE 4.2.2 WET WELL IS CLASSIFIED CLASS 1 DIV 2. LIFT STATION VAULT IS UNCLASSIFIED (WITH 6 AIR CHANGES PER HOUR).

DETAIL NOTE

- 1 PROVIDE NEW CONDUIT AND FEEDER FROM UTILITY TRANSFORMER.
- 2 CONTRACTOR MAY UTILIZE EXISTING WALL PENETRATIONS FOR SERVICE FEEDER CONDUIT. PATCH UNUSED OPENINGS.
- 3 PROVIDE CONDUIT AND CONDUITORS DOWN TO NEW WET WELL LIGHT. PROVIDE FLOOR PENETRATION AS NECESSARY. COORDINATE LOCATION WITH OTHER ENGINEER PRIOR TO INSTALLATION. SEAL TO MAINTAIN AIR TIGHT SEPARATION BETWEEN WET WELL AND VAULT PER THE SPECIFICATIONS.
- 4 PROVIDE NEW BUILDING MOUNT LED FLOOD LIGHT. UTILIZE EXISTING PENETRATION WHERE POSSIBLE. PATCH UNUSED OPENINGS.
- 5 PROVIDE DISCONNECT SWITCHES, NEW DAMPER MOTOR AND EXHAUST FAN, SURFACE MOUNT SWITCH ADJACENT TO EXISTING FAN, INTERLOCK DAMPER END OF TRAVEL SWITCH WITH EXHAUST FAN ENABLE. HANDLE FAULT SWITCH ON CONTROL PANEL. NEW EXHAUST FAN EQUAL TO OR EXCEEDS OME SERVICE (W/ CONSTANT VOLUME SPEED).
- 6 PROVIDE FLOOR PENETRATION FOR LEVEL TRANSDUCER AND FLOATS. SEAL TO MAINTAIN AIR TIGHT SEPARATION BETWEEN WET WELL AND VAULT FOR THE SPECIFICATIONS.
- 7 EXTEND CONDUIT OR FEEDERS IN WET WELL TO NEW JUNCTION BOX MOUNTED ON WALL. PROVIDE A JUNCTION BOX FOR 480V, 120V AND LOW VOLTAGE CONDUCTORS. SEAL CONDUIT TO MAINTAIN AIR TIGHT SEPARATION BETWEEN WET WELL AND VAULT PER THE SPECIFICATIONS.
- 8 PROVIDE NEW WET CONDUIT FROM PUMP SOL ENOD VALVE TO CONTROL PANEL. CONDUIT TO BE ROUTED THROUGH WET WELL SEPARATION FLOOR PENETRATION WITH ENGINEER PRIOR TO INSTALLATION. SEAL CONDUIT TO MAINTAIN AIR TIGHT SEPARATION BETWEEN WET WELL AND VAULT PER THE SPECIFICATIONS.
- 9 INSTALL NEW ANTENNA ON 3" RISER. MOUNTED SECURELY TO BUILDING WALL WITH UNISTRUT. EXTEND UP ALONG ROOF LINE WITH WEATHERHEAD. INSTALL ANTENNA CABLE WITH DAMP LOOP AND WEATHERPROOF SEALING TAPE OR COAX CONNECTOR. PROVIDE IR AND COP PER BONDING JUMPER BETWEEN THE ANTENNA AND BUILDING STRUCTURE GROUND. USE UL LISTED BONDING CLAMPS.
- 10 PROVIDE ALL NECESSARY HARDWARE TO INSTALL NEW DOOR POSITION SWITCH IN VAULT EXISTING DOOR.



REVISIONS		
3	2	1

SEAL

This document was originally issued and sealed by
KYLE KOTERBA
 Registration Number
 PE-10958
 on 4-11-18 and the original document is stored in the Engineering Dept. at City Hall.

Lift Station Electrical Plan	
Storm Sewer Lift Station Modifications and Incidents	
Improvement District NR-18-A1	
DESIGN BY: IK	CHECKED BY: IK
DRAWN BY: EK	DATE: APRIL 2018
CITY OF FARGO	
SECTION NO. 30	SHEET NO. 1



813 28th St. SW
Fargo, ND 58106-7097
(701) 232-1991

ESTIMATE SHEET

PAGE NO. _____ OF _____ PAGES

JOB NAME <i>Fargo St. Lift Sta. # 21</i>	BASE/ALT. NO. <i>None elec. equipment</i>	ESTIMATE NO.
LOCATION <i>NDSU</i>	ARCHITECT	DATE <i>1-17-19</i>
ESTIMATOR	CHECKED BY	DIG DATE

DESCRIPTION	MATERIAL			LABOR	
	QUANTITY	PRICE	EXTENSION	UNIT	EXTENSION
<i>3/4" Roberg conduit (alarm lines)</i>	<i>25'</i>	<i>4.02</i>	<i>100.50</i>	<i>10%</i>	<i>3-</i>
<i>1" (pumps)</i>	<i>50'</i>	<i>5.20</i>	<i>260-</i>	<i>14%</i>	<i>7-</i>
<i>2" (panel feeds)</i>	<i>26'</i>	<i>10.44</i>	<i>271.44</i>	<i>21%</i>	<i>5.5</i>
<i>3/4" hubs (#10)</i>	<i>3</i>	<i>32.71</i>	<i>78.23</i>	<i>3</i>	<i>1.7</i>
<i>1" }</i>	<i>3</i>	<i>41.63</i>	<i>124.89</i>	<i>3</i>	<i>1.7</i>
<i>2" }</i>	<i>4</i>	<i>77.80</i>	<i>311.20</i>	<i>3</i>	<i>2-</i>
<i>1" 90° Sweep</i>	<i>9</i>	<i>17.67</i>	<i>159.21</i>	<i>3</i>	<i>2.7</i>
<i>2" ✓</i>	<i>4</i>	<i>37.27</i>	<i>149.08</i>	<i>3</i>	<i>1.7</i>
<i>1" Conduit</i>	<i>18</i>	<i>11.21</i>	<i>201.78</i>	<i>3</i>	<i>3.5</i>
<i>2" ✓</i>	<i>8</i>	<i>16.01</i>	<i>128.08</i>	<i>3</i>	<i>2.4</i>
<i>1" SS Strap</i>	<i>9</i>	<i>4.20</i>	<i>31.80</i>	<i>3</i>	<i>1.5</i>
<i>2" ✓</i>	<i>6</i>	<i>6.30</i>	<i>37.80</i>	<i>3</i>	<i>1.5</i>
<i>SS Unistrut</i>	<i>10'</i>	<i>5.40</i>	<i>54-</i>	<i>12%</i>	<i>1.7</i>
<i>7mm rod, anchors, brace, plate</i>	<i>Lot</i>		<i>5-</i>		<i>1-</i>
<i>#14 THHN cu</i>	<i>125'</i>	<i>0.66</i>	<i>82.5</i>	<i>7%</i>	<i>3</i>
<i>#12 }</i>	<i>100'</i>	<i>11</i>	<i>1100</i>	<i>8%</i>	<i>3</i>
<i>#8 }</i>	<i>10'</i>	<i>25</i>	<i>1750</i>	<i>10%</i>	<i>2</i>
<i>#4 }</i>	<i>60'</i>	<i>61</i>	<i>3660</i>	<i>14%</i>	<i>3</i>
<i>3/0 (feed)</i>	<i>162'</i>	<i>2.20</i>	<i>356.40</i>	<i>20%</i>	<i>3.7</i>
<i>3/0 (UG service)</i>	<i>24'</i>	<i>2.20</i>	<i>52.80</i>	<i>20%</i>	<i>3</i>
			<i>2427.06</i>	<i>PM</i>	<i>4-</i>
	<i>S. Tax</i>		<i>182.03</i>		<i>4.5%</i>
			<i>2609.09</i>		<i>@ 48.00</i>
	<i>OH 15%</i>		<i>391.37</i>		<i>2169.60</i>
			<i>3000.46</i>		
				<i>5170.06</i>	
TOTALS THIS PAGE →					

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

20

Improvement District No. BN-18-F2 Type: Change Order #1 & Time Extension

Location: Madelyn's Meadow Date of Hearing: 2/4/2019

<u>Routing</u>	<u>Date</u>
City Commission	<u>2/11/2019</u>
PWPEC File	<u>X</u>
Project File	<u>Jason Leonard</u>

The Committee reviewed the accompanying correspondence from Project Manager, Jason Leonard, regarding Change Order #1 & time extension requested by Northern Improvement Co. An 8-day time extension has been requested due to additional work items being added to the project.

Staff is recommending approval of Change Order #1, in the amount of \$108,725.46, and an 8-day time extension adjusting the Substantial Completion Date to July 23, 2019 and the Final Completion Date to August 22, 2019.

On a motion by Steve Dirksen, seconded by Kent Costin, the Committee voted to recommend approval of Change Order #1 & time extension as described above.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and approve Change Order #1 in the amount of \$108,725.46, bringing the total contract amount to \$1,937,223.84 and an 8-day time extension to the Substantial and Final Completion dates.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project: CRWUD & Special Assessments

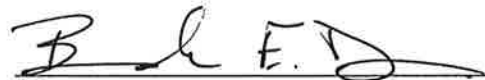
	<u>Yes</u>	<u>No</u>
Developer meets City policy for payment of delinquent specials	<u>N/A</u>	<u> </u>
Agreement for payment of specials required of developer	<u>N/A</u>	<u> </u>
Letter of Credit required (per policy approved 5-28-13)	<u>N/A</u>	<u> </u>

COMMITTEE

	<u>Present</u>	<u>Yes</u>	<u>No</u>	<u>Unanimous</u>
				<u> <input checked="" type="checkbox"/> </u>
Tim Mahoney, Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nicole Crutchfield, Director of Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steve Dirksen, Fire Chief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bruce Grubb, City Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ben Dow, Director of Operations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Steve Sprague, City Auditor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brenda Derrig, City Engineer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kent Costin, Finance Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ATTEST:

C: Kristi Olson


 Brenda E. Derrig, P.E.
 City Engineer

Memorandum

To: PWPEC
 From: Jason Leonard, Project Engineer
 Date: January 31, 2019
 Re: Improvement District No. BN-18-F2 –Change Order #1 & Time Extension

Background:

Improvement District No. BN-18-F2 is for the new construction of underground utilities, asphalt pavement, street lights and incidentals on 72nd Avenue South, 73rd Avenue South, 26th Street South, 30th Street South and Madelyn Way South.

Northern Improvement Company is the Contractor for this project.

When connecting to the existing sanitary sewer on 73rd Avenue South, near the intersection of 25th Street South, it was discovered that the sanitary sewer stub was actually at a higher elevation than shown in the plans. After analyzing the future service area of the sanitary stub on 73rd Avenue South, it was determined by Engineering Staff that the existing sanitary sewer line needed to be lowered to design elevations. In order to make the connection to the existing sanitary sewer manhole on 25th Street North the Contractor had to remove existing concrete pavement, bore a section of pipe, modify the existing sanitary sewer manhole, additional gravel back fill for the excavation site and replace the concrete return off of 25th Street South. All costs associated with this change was \$108,725.46.

In addition, Northern Improvement has asked for an additional 8 days to be added to the Substantial and Final Completion Dates. After review, Engineering Staff concurs with this requested time extension.

Recommended Motion:

Approve Change Order #1 in the amount of \$108,725.46 and adjust the Substantial and Final Completion Dates as shown in the table below to Northern Improvement Company for the revised connection to the existing sanitary sewer manhole.

Completion Dates	Original Contract	Revised This Memo
Substantial	7/15/2019	7/23/2019
Final	8/14/2019	8/22/2019

JTL\KLO
 Attachments



**CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT**

Improvement District No	BN-18-F2	Change Order No	1
Project Name	Sanitary Sewer, Water Main, Storm Sewer, Concrete Curb & Gutter, Asphalt Pavement, Site Grading, Str		
Date Entered	1/10/2019	For	Northern Improvement Co

This change is made under the terms of or is supplemental to your present contract, if and when approved, you are ordered to perform the work in accordance with the additions, changes, or alterations hereinafter described.

EXPLANATION OF CHANGE: Change Order # 1

When connecting to the existing sanitary sewer on 73rd Avenue South near the intersection of 25th Street South it was discovered that the sanitary sewer stub was actually at a higher elevation than shown in the plans. After analyzing the future service area of the sanitary stub on 73rd Avenue South, it was determined by engineering staff that the existing sanitary sewer line needed to be lowered to design elevations. In order to make the connection to the existing sanitary sewer manhole on 25th Street North the Contractor had to remove existing concrete pavement, bore a section of pipe, modify the existing sanitary sewer manhole, additional gravel back fill for the excavation site and replace the concrete return off of 25th Street South. All costs associated with this change was \$108,725.46.

Section	Line No	Item Description	Unit	Orig Cont Qty	Prev C/O Qty	Prev Cont Qty	Curr C/O Qty	Tot Cont Qty	Unit Price (\$)	C/O Ext Price (\$)
Sanitary Sewer	15	F&I Pipe SDR 26 - 12" Dia PVC	LF	771.00	0.00	771.00	16.00	787.00	41.25	660.00
	99	Modify Manhole	EA	0.00	0.00	0.00	1.00	1.00	11,500.00	11,500.00
	100	Bore Pipe SDR 26 - 12" Dia PVC	LF	0.00	0.00	0.00	57.00	57.00	250.00	14,250.00
	102	F&I Force Main 3" Dia	LF	0.00	0.00	0.00	21.00	21.00	50.00	1,050.00
	103	Remove Pipe All Sizes All Types	LF	0.00	0.00	0.00	50.00	50.00	20.00	1,000.00
Paving	104	Fill - Haul	CY	0.00	0.00	0.00	2,293.65	2,293.65	10.66	24,450.31
	105	Extra - SanitarySewer	LS	0.00	0.00	0.00	1.00	1.00	21,273.58	21,273.58
Sanitary Sewer Sub Total (\$)									74,183.89	
Paving	60	Remove Pavement All Thicknesses All Types	SY	11.00	0.00	11.00	176.22	187.22	30.00	5,286.60
	66	Subgrade Preparation	SY	9,501.00	0.00	9,501.00	245.02	9,746.02	1.20	294.02
	67	F&I Woven Geotextile	SY	9,501.00	0.00	9,501.00	204.22	9,705.22	1.35	275.70
	69	F&I Edge Drain 4" Dia PVC	LF	4,573.00	0.00	4,573.00	102.00	4,675.00	6.50	663.00
	71	F&I Curb & Gutter Standard (Type I)	LF	128.00	0.00	128.00	102.00	230.00	24.00	2,448.00
	72	Remove Curb & Gutter	LF	135.00	0.00	135.00	102.00	237.00	7.00	714.00
	97	F&I Class 5 Agg - 12" Thick	SY	0.00	0.00	0.00	204.22	204.22	22.50	4,594.95



CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT

Paving	98	F&I Pavement 10" Thick Doweled Conc	SY	0.00	0.00	0.00	176.22	176.22	115.00	20,265.30
Paving Sub Total (\$)										
34,541.57										
Summary										
Source Of Funding										
Special Assessments										
Net Amount Change Order # 1 (\$)										
108,725.46										
Previous Change Orders (\$)										
0.00										
Original Contract Amount (\$)										
1,828,498.38										
Total Contract Amount (\$)										
1,937,223.84										

I hereby accept this order both as to work to be performed and prices on which payment shall be based.

CONTRACT TIME

Description	Current Substantial Completion Date	Current Final Completion Date	Additional Days Substantial Completion	Additional Days Final Completion	New Substantial Completion Date	New Final Completion Date
Additional Days associated with this work : 1 Day to saw and remove existing concrete 1 Day to excavate for pipe installation 1 Day to bore pipe 1 Day to connect pipe to existing structure and backfill 1 Day to set up return for concrete pavement 1 Day to pour the concrete return Additional 6 working days = 8 Calendar Days	07/15/2019	08/14/2019	8.00	8.00	07/23/2019	08/22/2019

APPROVED

APPROVED DATE

For Contractor

Title
PROJECT MANAGER

Northwestern Improvement Company

Department Head

Mayor

Attest

2/6/19

Home Office
Fargo, North Dakota
4000-12th Avenue North
58102-2910
PO Box 2846
58108-2846
Phone 701-277-1225
Fax 701-277-1516

Office
Bismarck, North Dakota
PO Box 1254
58502-1254
Phone 701-223-6695
Fax 701-224-0937

Office
Dickinson, North Dakota
PO Box 1035
58602-1035
Phone 701-225-5197
Fax 701-225-0207

Northern

IMPROVEMENT COMPANY

Thomas M^CCormick, President/CEO
Steve M^CCormick, Executive Vice-President

January 30, 2019

Jason Leonard
City of Fargo Engineering Department
225 4th Street North
Fargo, ND 58102

RE: Improvement District BN-18-F2

Dear Jason:

Northern Improvement Company is requesting compensation for the additional work necessary at the intersection of 73rd Ave and 25th Street. It was discovered that the existing sanitary sewer stub was at a higher elevation than shown in the plans, and it was determined by the engineering staff that the existing sanitary line needed to be lowered. To make the connection at the existing manhole, we had to remove the existing pavement, bore a section of pipe, modify the existing sanitary manhole, add gravel backfill for the excavation and replace the concrete curb & gutter and PCC pavement street return off 25th Street.

We request that Northern Improvement is paid \$108,725.46 and 8 days be added to the substantial completion date for the additional work performed at the direction of the project engineer.

Sincerely,



Scott Pederson
Project Manager

www.nicnd.com

Highway - Heavy - Municipal Contractor

We are an Equal Opportunity Employer





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 Fax 701-277-1516

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 Fax 701-224-0937

OFFICE AT
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 58602-1035
 P.O. Box 1035
 Phone 701-225-5197
 Fax 701-225-0207

NORTHERN IMPROVEMENT COMPANY

Thomas McCormick, President/CEO
Steve McCormick, Executive Vice-President

DATE: 12/13/2018

TO: City of Fargo Engineering Department
 Jason Leonard

RE: Imp Dist BN-18-F2; Extra Work 11/15/18
 Work Order 1

Northern Improvement Company is requesting that additional compensation be paid base on the following:

Description	Qty.	Unit	Unit Price	Price
<u>Includes:</u>				
Foreman & Pickup	3.5	HR	\$90.00	\$315.00
Concrete Finisher	3.5	HR	\$65.00	\$227.50
Saw Truck w/Wet Saw	3.5	HR	\$120.00	\$420.00
Cat 287 Skidsteer	1.0	HR	\$125.00	\$125.00

Lump Sum Total: \$1,087.50

Respectfully Submitted,
 NORTHERN IMPROVEMENT COMPANY

Scott J. Pederson
 Estimator/Project Manager



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 Phone 701-225-5197
 Fax 701-225-0207

IMPROVEMENT COMPANY

Thomas McCormick, President/CEO
Steve McCormick, Executive Vice-President

DATE: 12/13/2018

TO: City of Fargo Engineering Department
 Jason Leonard

RE: Imp Dist BN-18-F2; Extra Work 11/16/18
 Work Order 2

Northern Improvement Company is requesting that additional compensation be paid base on the following:

Description	Qty.	Unit	Unit Price	Price
<u>Includes:</u>				
Foreman & Pickup	4.0	HR	\$90.00	\$360.00
Cat 336 Excavator	4.0	HR	\$200.00	\$800.00
Hydrahammer	2.0	HR	\$135.00	\$270.00
Cat 287 Skidsteer	2.0	HR	\$125.00	\$250.00
Side Dump Semi	4.0	HR	\$125.00	\$500.00
Tandem Dump Truck	2.0	HR	\$115.00	\$230.00

Lump Sum Total: \$2,410.00

Respectfully Submitted,
 NORTHERN IMPROVEMENT COMPANY

Scott J. Pederson
 Estimator/Project Manager



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NORTHERN IMPROVEMENT COMPANY

Thomas McCormick, President/CEO
Steve McCormick, Executive Vice-President

DATE: 12/13/2018

TO: City of Fargo Engineering Department
 Jason Leonard

RE: Imp Dist BN-18-F2; Extra Work 11/19/18
 Work Order 3

Northern Improvement Company is requesting that additional compensation be paid base on the following:

Description	Qty.	Unit	Unit Price	Price
<u>Includes:</u>				
Volvo Off Road Truck w/Driver	2.0	HR	\$185.00	\$370.00
Volvo Off Road Truck w/Driver	8.0	HR	\$185.00	\$1,480.00
Volvo Off Road Truck w/Driver	2.0	HR	\$185.00	\$370.00
Superintendent & Pickup	2.0	HR	\$110.00	\$220.00

Lump Sum Total: \$2,440.00

Respectfully Submitted,
 NORTHERN IMPROVEMENT COMPANY

Scott J. Pederson
 Estimator/Project Manager



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NORTHERN IMPROVEMENT COMPANY

Thomas McCormick, President/CEO
 Steve McCormick, Executive Vice-President

DATE: 12/13/2018

TO: City of Fargo Engineering Department
 Jason Leonard

RE: Imp Dist BN-18-F2; Extra Work 11/20/18
 Work Order 4

Northern Improvement Company is requesting that additional compensation be paid base on the following:

Description	Qty.	Unit	Unit Price	Price
<u>Includes:</u>				
Volvo Off Road Truck w/Driver	2.0	HR	\$185.00	\$370.00
Volvo Off Road Truck w/Driver	3.0	HR	\$185.00	\$555.00
Superintendent & Pickup	1.0	HR	\$110.00	\$110.00

Lump Sum Total: \$1,035.00

Respectfully Submitted,
 NORTHERN IMPROVEMENT COMPANY

Scott J. Pederson
 Estimator/Project Manager



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 Phone 701-224-6695
 Fax 701-224-0937

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 P.O. Box 1035
 Phone 701-225-5197
 Fax 701-225-0207

NORTHERN IMPROVEMENT COMPANY

Thomas McCormick, President/CEO
Steve McCormick, Executive Vice-President

DATE: 12/13/2018

TO: City of Fargo Engineering Department
 Jason Leonard

RE: Imp Dist BN-18-F2; Extra Work 11/21/18
 Work Order 5

Northern Improvement Company is requesting that additional compensation be paid base on the following:

Description	Qty.	Unit	Unit Price	Price
<u>Includes:</u>				
Superintendent & Pickup	2.0	HR	\$110.00	\$220.00
Class 3 Aggregate Base	239.79	TON	\$8.92	\$2,138.93
			25% O & P	\$534.73

Lump Sum Total: \$2,893.66

Respectfully Submitted,
 NORTHERN IMPROVEMENT COMPANY

Scott J. Pederson
 Estimator/Project Manager



INVOICE

Invoice No: 495072
 Invoice Date: 11/21/2018
 Page No: 1

REMIT TO:

Strata Corporation - PO Box 13500 - Grand Forks, ND 58208
 (701) 746-7491 - billing@stratacorporation.com

DIVISIONS:

Aggregate
 Ready-Mixed Concrete
 Construction

BILL TO:	SHIP TO:
NORTHERN IMPROVEMENT CO ATTN: ACCOUNTS PAYABLE PO BOX 2846 FARGO ND 58108	25TH ST AND 73RD AVE S

CUSTOMER NO.	PLANT	ORDER NO.	PROJECT NO.	CUSTOMER P.O.	JOB NO.
58772	143	3023		SCOTT	

TICKET DATE	TICKET NUMBER	PRODUCT CODE	PRODUCT DESCRIPTION	QUANTITY	U/M	PRICE	AMOUNT
11/21/18	14302499	258	NDDOT CLASS 3	23.98	tn	8.30	199.03
11/21/18	14302500	258	NDDOT CLASS 3	25.16	tn	8.30	208.83
11/21/18	14302502	258	NDDOT CLASS 3	23.27	tn	8.30	193.14
11/21/18	14302503	258	NDDOT CLASS 3	24.88	tn	8.30	206.50
11/21/18	14302505	258	NDDOT CLASS 3	24.22	tn	8.30	201.03
11/21/18	14302506	258	NDDOT CLASS 3	25.28	tn	8.30	209.66
11/21/18	14302507	258	NDDOT CLASS 3	23.09	tn	8.30	191.65
11/21/18	14302508	258	NDDOT CLASS 3	23.45	tn	8.30	194.64
11/21/18	14302509	258	NDDOT CLASS 3	23.23	tn	8.30	192.81
11/21/18	14302510	258	NDDOT CLASS 3	23.25	tn	8.30	192.98

216.70

QUANTITY SOLD: 239.79
 TAX AUTH PAID: (400) ND 5.00% FARGO 2.00% CASS CNTY .50%
 TERMS: NET 30 DAYS

SUB TOTAL: 1,990.27
 SALES TAX: 149.27
INVOICE TOTAL: 2,139.54

All invoices shall be due and payable from the date of the invoice. A Late Payment Charge of one and one-half percent (1.5%) per month, which is an ANNUAL PERCENTAGE RATE OF EIGHTEEN PERCENT (18%), will be charged on all amounts not paid within thirty (30) days from the date of the invoice. A \$30.00 service charge will be charged to Customer on all Returned Checks. The Purchaser's payment and other obligations are stated in Strata's Terms and Conditions document, SCR-100/5-11, governing the Agreement between the parties and incorporated herein by this reference.



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 Phone 701-226-5107
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NORTHERN IMPROVEMENT COMPANY

Thomas McCormick, President/CEO
Steve McCormick, Executive Vice-President

DATE: 12/13/2018

TO: City of Fargo Engineering Department
 Jason Leonard

RE: Imp Dist BN-18-F2; Extra Work 11/26/18
 Work Order 6

Northern Improvement Company is requesting that additional compensation be paid base on the following:

Description	Qty.	Unit	Unit Price	Price
<u>Includes:</u>				
Foreman & Pickup	2.0	HR	\$90.00	\$180.00
Laborer	2.0	HR	\$45.00	\$90.00
Transport Truck	1.0	HR	\$160.00	\$160.00
Class 3 Aggregate Base	236.78	TON	\$8.92 25% O & P	\$2,112.08 \$528.02

Lump Sum Total: \$3,070.10

Respectfully Submitted,
 NORTHERN IMPROVEMENT COMPANY

Scott J. Pederson
 Estimator/Project Manager



INVOICE

Invoice No: 495177
 Invoice Date: 11/26/2018
 Page No: 1

REMIT TO:

Strata Corporation - PO Box 13500 - Grand Forks, ND 58208
 (701) 746-7491 - billing@stratacorporation.com

DIVISIONS: Aggregate
 Ready-Mixed Concrete
 Construction

BILL TO:

**NORTHERN IMPROVEMENT CO
 ATTN: ACCOUNTS PAYABLE
 PO BOX 2846
 FARGO ND 58108**

SHIP TO:

25TH ST AND 73RD AVE S

CUSTOMER NO.	PLANT	ORDER NO.	PROJECT NO.	CUSTOMER P.O.	JOB NO.
--------------	-------	-----------	-------------	---------------	---------

58772 143 3023 SCOTT

TICKET DATE	TICKET NUMBER	PRODUCT CODE	PRODUCT DESCRIPTION	QUANTITY	U/M	PRICE	AMOUNT
11/26/18	14302520	258	NDDOT CLASS 3	24.67	tn	8.30	204.76
11/26/18	14302521	258	NDDOT CLASS 3	23.66	tn	8.30	196.38
11/26/18	14302522	258	NDDOT CLASS 3	22.92	tn	8.30	190.24
11/26/18	14302524	258	NDDOT CLASS 3	24.24	tn	8.30	201.19
11/26/18	14302526	258	NDDOT CLASS 3	23.48	tn	8.30	194.88
11/26/18	14302527	258	NDDOT CLASS 3	23.35	tn	8.30	193.81
11/26/18	14302528	258	NDDOT CLASS 3	23.86	tn	8.30	198.04
11/26/18	14302531	258	NDDOT CLASS 3	23.44	tn	8.30	194.55
11/26/18	14302532	258	NDDOT CLASS 3	23.55	tn	8.30	195.47
11/26/18	14302533	258	NDDOT CLASS 3	23.61	tn	8.30	195.96

QUANTITY SOLD: 236.78
 TAX AUTH PAID: (400) ND 5.00% FARGO 2.00% CASS CNTY .50%
 TERMS: NET 30 DAYS

SUB TOTAL: 1,965.28
 SALES TAX: 147.40
INVOICE TOTAL: 2,112.68

All invoices shall be due and payable from the date of the invoice. A Late Payment Charge of one and one-half percent (1.5%) per month, which is an ANNUAL PERCENTAGE RATE OF EIGHTEEN PERCENT (18%), will be charged on all amounts not paid within thirty (30) days from the date of the invoice. A \$30.00 service charge will be charged to Customer on all Returned Checks. The Purchaser's payment and other obligations are stated in Strata's Terms and Conditions document, SCR-100/5-11, governing the Agreement between the parties and incorporated herein by this reference.



HOME OFFICE
 FARGO, NORTH DAKOTA
 4000 12th Avenue N.W.
 58108-2848
 P.O. Box 2846
 Phone 701-277-1225
 Fax 701-277-1518

OFFICE AT
 BISMARCK, NORTH DAKOTA
 58502-1254
 P.O. Box 1254
 Phone 701-223-6695
 Fax 701-224-0937

OFFICE AT
 DICKINSON, NORTH DAKOTA
 58602-1035
 P.O. Box 1035
 Phone 701-225-5197
 Fax 701-225-0207

NORTHERN IMPROVEMENT COMPANY

Thomas McCormick, President/CEO
Steve McCormick, Executive Vice-President

DATE: 12/13/2018

TO: City of Fargo Engineering Department
 Jason Leonard

RE: Imp Dist BN-18-F2; Extra Work 11/27/18
 Work Order 7

Northern Improvement Company is requesting that additional compensation be paid base on the following:

Description	Qty.	Unit	Unit Price	Price
<u>Includes:</u>				
Foreman & Pickup	11.25	HR	\$90.00	\$1,012.50
Sheepsfoot Roller	8.5	HR	\$135.00	\$1,147.50
Cat 287 Skidsteer	5.0	HR	\$125.00	\$625.00
Cat 938 Loader	5.5	HR	\$145.00	\$797.50
Class 3 Aggregate Base	834.09	TON	\$8.92	\$7,440.08
			25% O & P	\$1,860.02

Lump Sum Total: \$12,882.60

Respectfully Submitted,
 NORTHERN IMPROVEMENT COMPANY

Scott J. Pederson
 Estimator/Project Manager



INVOICE

Invoice No: 496687
 Invoice Date: 11/27/2018
 Page No: 1

REMIT TO:

Strata Corporation - PO Box 13500 - Grand Forks, ND 58208
 (701) 746-7491 - billing@stratacorporation.com

DIVISIONS:

Aggregate
 Ready-Mixed Concrete
 Construction

BILL TO:

**NORTHERN IMPROVEMENT CO
 ATTN: ACCOUNTS PAYABLE
 PO BOX 2846
 FARGO ND 58108**



SHIP TO:

25TH ST AND 73RD AVE S

CUSTOMER NO.	PLANT	ORDER NO.	PROJECT NO.	CUSTOMER P.O.	JOB NO.
--------------	-------	-----------	-------------	---------------	---------

58772 143 DM3023 SCOTT

TICKET DATE	TICKET NUMBER	PRODUCT CODE	PRODUCT DESCRIPTION	QUANTITY	U/M	PRICE	AMOUNT
11/27/18	14302534	258	NDDOT CLASS 3	25.23	tn	8.30	209.41
11/27/18	14302535	258	NDDOT CLASS 3	25.30	tn	8.30	209.99
11/27/18	14302536	258	NDDOT CLASS 3	25.06	tn	8.30	208.00
11/27/18	14302537	258	NDDOT CLASS 3	25.19	tn	8.30	209.08
11/27/18	14302538	258	NDDOT CLASS 3	24.32	tn	8.30	201.86
11/27/18	14302544	258	NDDOT CLASS 3	25.88	tn	8.30	214.80
11/27/18	14302546	258	NDDOT CLASS 3	25.11	tn	8.30	208.41
11/27/18	14302548	258	NDDOT CLASS 3	23.91	tn	8.30	198.45
11/27/18	14302553	258	NDDOT CLASS 3	23.25	tn	8.30	192.98
11/27/18	14302554	258	NDDOT CLASS 3	23.71	tn	8.30	196.79
11/27/18	14302555	258	NDDOT CLASS 3	24.03	tn	8.30	199.45
11/27/18	14302556	258	NDDOT CLASS 3	23.77	tn	8.30	197.29
11/27/18	14302558	258	NDDOT CLASS 3	26.03	tn	8.30	216.05
11/27/18	14302561	258	NDDOT CLASS 3	24.58	tn	8.30	204.01
11/27/18	14302562	258	NDDOT CLASS 3	23.62	tn	8.30	196.05
11/27/18	14302564	258	NDDOT CLASS 3	24.52	tn	8.30	203.52
11/27/18	14302565	258	NDDOT CLASS 3	24.21	tn	8.30	200.94
11/27/18	14302566	258	NDDOT CLASS 3	23.91	tn	8.30	198.45
11/27/18	14302567	258	NDDOT CLASS 3	23.84	tn	8.30	197.87
11/27/18	14302568	258	NDDOT CLASS 3	25.24	tn	8.30	209.49
11/27/18	14302569	258	NDDOT CLASS 3	24.85	tn	8.30	206.26
11/27/18	14302571	258	NDDOT CLASS 3	24.37	tn	8.30	202.27
11/27/18	14302572	258	NDDOT CLASS 3	25.17	tn	8.30	208.91
11/27/18	14302573	258	NDDOT CLASS 3	24.04	tn	8.30	199.53
11/27/18	14302574	258	NDDOT CLASS 3	24.84	tn	8.30	206.17
11/27/18	14302575	258	NDDOT CLASS 3	24.21	tn	8.30	200.94
11/27/18	14302576	258	NDDOT CLASS 3	25.10	tn	8.30	208.33
11/27/18	14302577	258	NDDOT CLASS 3	24.66	tn	8.30	204.68
11/27/18	14302578	258	NDDOT CLASS 3	24.48	tn	8.30	203.18
11/27/18	14302579	258	NDDOT CLASS 3	24.24	tn	8.30	201.19
11/27/18	14302580	258	NDDOT CLASS 3	23.91	tn	8.30	198.45
11/27/18	14302581	258	NDDOT CLASS 3	24.35	tn	8.30	202.11
11/27/18	14302583	258	NDDOT CLASS 3	25.41	tn	8.30	210.90
11/27/18	14302584	258	NDDOT CLASS 3	23.75	tn	8.30	197.13

QUANTITY SOLD: 834.09
 TAX AUTH PAID: (400) ND 5.00% FARGO 2.00% CASS CNTY .50%
 TERMS: NET 30 DAYS

SUB TOTAL: 6,922.94
 SALES TAX: 519.22
INVOICE TOTAL: 7,442.16

All invoices shall be due and payable from the date of the invoice. A Late Payment Charge of one and one-half percent (1.5%) per month, which is an ANNUAL PERCENTAGE RATE OF EIGHTEEN PERCENT (18%), will be charged on all amounts not paid within thirty (30) days from the date of the invoice. A \$30.00 service charge will be charged to Customer on all Returned Checks. The Purchaser's payment and other obligations are stated in Strata's Terms and Conditions document, SCR-100/5-11, governing the Agreement between the parties and incorporated herein by this reference.



HOME OFFICE
FARGO, NORTH DAKOTA
4000 12th Avenue N.W
58105-2846
P.O. Box 2846
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Fax 701-277-1518

OFFICE AT
BISMARCK, NORTH DAKOTA
58502-1254
P.O. Box 1254
Phone 701-223-6695
Fax 701-224-0937

OFFICE AT
DICKINSON, NORTH DAKOTA
58602-1035
P.O. Box 1035
Phone 701-225-5197
Fax 701-225-0207

NORTHERN IMPROVEMENT COMPANY

**Thomas McCormick, President/CEO
Steve McCormick, Executive Vice-President**

DATE: 12/13/2018

TO: City of Fargo Engineering Department
Jason Leonard

RE: Imp Dist BN-18-F2; Extra Work 11/28/18
Work Order 8

Northern Improvement Company is requesting that additional compensation be paid base on the following:

Description	Qty.	Unit	Unit Price	Price
<u>Includes:</u>				
Foreman & Pickup	2.5	HR	\$90.00	\$225.00
Transport Truck	3.0	HR	\$160.00	\$480.00

Lump Sum Total: \$705.00

Respectfully Submitted,
NORTHERN IMPROVEMENT COMPANY

Scott J. Pederson
Estimator/Project Manager



HOME OFFICE
 FARGO, NORTH DAKOTA
 4000 12th Avenue N W
 58108-2846
 P.O. Box 2846
 Phone 701-277-1225
 Fax 701-277-1516

OFFICE AT
 BISMARCK, NORTH DAKOTA
 58502-1254
 P.O. Box 1254
 Phone 701-223-6695
 Fax 701-224-0937

OFFICE AT
 DICKINSON, NORTH DAKOTA
 58602-1035
 P.O. Box 1035
 Phone 701-225-5197
 Fax 701-225-0207

NORTHERN IMPROVEMENT COMPANY

Thomas McCormick, President/CEO
Steve McCormick, Executive Vice-President

DATE: 1/7/2019

TO: City of Fargo Engineering Department
 Jason Leonard

RE: Imp Dist BN-18-F2; Extra Work 11/20/18
 Work Order 9

Northern Improvement Company is requesting that additional compensation be paid base on the following:

Description	Qty.	Unit	Unit Price	Price
<u>Includes:</u>				
Superintendent & Pickup	2.0	HR	\$110.00	\$220.00
Class 3 Aggregate Base	242.80	TON	\$8.92 25% O & P	\$2,165.78 \$541.44

Lump Sum Total: \$2,927.22

Respectfully Submitted,
 NORTHERN IMPROVEMENT COMPANY

Scott J. Pederson
 Estimator/Project Manager



PO Box 739 - West Fargo, ND 58078 - 701.361.1919

Extra Work 1

Nov. 19-21, Sanitary Connection Change

PROJECT: Fargo BN-18-F2

LOCATION: 25th St S & 73rd Ave S

Date 12/6/2018

Item #	Description	Qty	Unit	Price	Extended Price
Equipment					
1	CAT 349F Excavator	35.50	hr	225.00 370.00	13,135.00
2	CAT 336F Excavator	17.25	hr	160.00 266.00	4,398.75
3	Loader	33.00	hr	90.00 120.00	3,960.00
4	CAT D6 Dozer	17.25	hr	135.00	2,328.75
5	Job Van w/ incidental Supplies and Material	36.00	hr	45.00	1,575.00
6	8x16 Box, 4x16 Box, Bore Front Plates	1.00	lsum	3000 1,916.00	1,916.00 3000
Equipment Total					27,343.50 19,046.25
Labor					
1	Foreman w/ pickup	35.50	hr	65.00	2,307.50
2	Operator	34.50	hr	55.00	1,897.50
3	Operator	33.00	hr	56.00	1,848.00
4	Pipe Layer	10.50	hr	50.00	525.00
5	Pipe Layer	10.50	hr	50.00	525.00
6	Laborer	3.00	hr	45.00	135.00
7	Laborer	10.50	hr	45.00	472.50
Sub-Total					7,710.50
25% O&P					1,927.63
Labor Total					9,638.13
Material					
1	Core & Main	1.00	lsum	1,013.00	1,013.00
2	Sand Bags & Plastic	1.00	lsum	50.00	50.00
3	Rock Material	1.00	lsum	602.17	602.17
4	Hancock	1.00	lsum	601.88	601.88
5	MISC PARTS + Sanitary Sewer Supplies	1	lsum	Sub-Total	2,267.05
				25% O&P	566.76
				Material Total	3,833.81
Subcontractor					
1	Bolt Boring	1.00	lsum	2,394.00	2,394.00
Sub-Total					2,394.00
10% Subcontractor O&P					239.40
Subcontractor Total					2,633.40
Totals					
Equipment Total					27,343.50 19,046.25
Labor Total					9,638.13
Material Total					2,833.81
Subcontractor Total					2,633.40
Extra Work Total					\$ 42,448.84 35,151.59



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Job No. 18 129
10-101
\$ 77.70
\$
\$
By: _____ Date: 12-3-18

Invoice # J837163
Invoice Date 11/21/18
Account # 239343
Sales Rep FARGO HOUSE
Phone # 701-219-7480
Branch #251 Fargo, ND
Total Amount Due \$77.70

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

FOX UNDERGROUND INC
PO BOX 739
WEST FARGO ND 58078 0739

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Shipped To:
73RD AVE & 26TH ST S
MADDELYN WAY
FARGO, ND

CUSTOMER JOB- 18-129 18-129 BN-18-F2

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
11/21/18	11/21/18	18-129	18-129 BN-18-F2	18-129		CORE & MAIN LP	J837163

Product Code	Description	Quantity		Price	UM	Extended Price
		Ordered	Shipped B/O			
2712CH	12 PVC SDR35 SWR CAP HUB SOLVENT WELD (GLUE) BID SEQ# 160	1	1	72.28000	EA	72.28

Exterior - Drop plug - 77.70
 Interior - Drop plug - 80.59
 3" pipe f 90 Bend - 30.39
 Repair 3" Line - 60.42
 12" pipe - 763.90

RECEIVED
NOV 26 2018
BY: _____

Freight	Delivery	Handling	Restock	Misc	Subtotal:	72.28
					Other:	.00
					Tax:	5.42
Invoice Total:						\$77.70

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Job No. 18-129	
10-101	\$ 85.36
By:	Date: 12-3-18

Invoice # J825309
 Invoice Date 11/20/18
 Account # 239343
 Sales Rep FARGO HOUSE
 Phone # 701-219-7480
 Branch #251 Fargo, ND
 Total Amount Due \$85.36

Remit To:
 CORE & MAIN LP
 PO BOX 28330
 ST LOUIS, MO 63146

FOX UNDERGROUND INC
 PO BOX 739
 WEST FARGO ND 58078 0739

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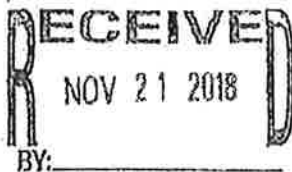
Shipped To:
 73RD AVE & 26TH ST SOUTH
 AARON 541-788-8829
 FARGO, ND

CUSTOMER JOB- 18-129 18-129 BN-18-F2

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
11/19/18	11/19/18	REPAIR	18-129 BN-18-F2	18-129		CORE & MAIN LP	J825309

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
2903021SGR	3 PVC CL200 REPAIR CPLG GXG HARCO	2	2		20.92000 EA	41.84	
0303021	3 PVC SDR21 PR200 PIPE (G)	20	20		1.16000 FT	23.20	
65188SL	188 SNAP-LOCK WORM GEAR CLAMP	2	2		7.18000 EA	14.36	



56.20
60.42

Freight	Delivery	Handling	Restock	Misc	Subtotal:	79.40
					Other:	.00
					Tax:	5.96
Invoice Total:						\$85.36

Terms: NET 30
 Ordered By: AARON

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
 To review these terms and conditions, please visit: <http://tandc.corsandmain.com/>



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Job No. 18-129	
10-101	\$ 30.39
	\$
	\$
By:	Date 12-3-18

Invoice # J830379
 Invoice Date 11/21/18
 Account # 239343
 Sales Rep FARGO HOUSE
 Phone # 701-219-7480
 Branch #251 Fargo, ND
 Total Amount Due \$30.39

Remit To:
 CORE & MAIN LP
 PO BOX 28330
 ST LOUIS, MO 63146

FOX UNDERGROUND INC
 PO BOX 739
 WEST FARGO ND 58078 0739

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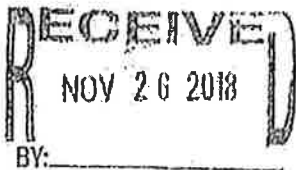
Shipped To:
 73RD AVE & 26TH ST SOUTH
 CONTACT GUY 701-361-1919
 FARGO, ND

CUSTOMER JOB- 18-129 18-129 BN-18-F2

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
11/20/18	11/20/18	EXTRA	18-129 BN-18-F2	18-129		CORE & MAIN LP	J830379

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
0303021	3 PVC SDR21 PR200 PIPE (G)	20	20		1.16000 FT	23.20	
29030809HH	3 PVC S80 90 HXH 806-030	1	1		5.07000 EA	5.07	



Freight	Delivery	Handling	Restock	Misc	Subtotal:	28.27
					Other:	.00
					Tax:	2.12
Invoice Total:						\$30.39

Terms: NET 30
 Ordered By: AARON

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
 To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Job No. 18-129	
10-101	\$ 80.59
	\$
	\$
By:	Date: 12-3-18

Invoice # J836371
 Invoice Date 11/21/18
 Account # 239343
 Sales Rep FARGO HOUSE
 Phone # 701-219-7480
 Branch #251 Fargo, ND
 Total Amount Due \$80.59

Remit To:
 CORE & MAIN LP
 PO BOX 28330
 ST LOUIS, MO 63146

FOX UNDERGROUND INC
 PO BOX 739
 WEST FARGO ND 58078 0739

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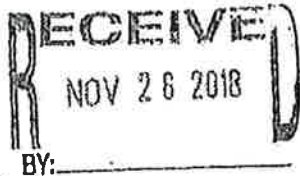
Shipped To:
 73RD AVE & 26TH ST S
 MADDELYN WAY
 FARGO, ND

CUSTOMER JOB- 18-129 18-129 BN-18-F2

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered 11/21/18 Date Shipped 11/21/18 Customer PO # 18-129 Job Name 18-129 BN-18-F2 Job # 18-129 Bill of Lading Shipped Via CORE & MAIN LP Invoice# J836371

Product Code	Description	Quantity		Price	UM	Extended Price
		Ordered	Shipped			
2712PS	12 PVC SDR35 SWR SPIGOT PLUG	1	1	74.97000	EA	74.97



Freight	Delivery	Handling	Restock	Misc	Subtotal:	74.97
					Other:	.00
					Tax:	5.62
					Invoice Total:	\$80.59

Terms: NET 30
 Ordered By: AARON

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
 To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>



INVOICE

30 Craig Park Court
St. Louis, MO 63146

Invoice # J801533
Invoice Date 11/14/18
Account # 239343
Sales Rep FARGO HOUSE
Phone # 701-219-7480
Branch #251 Fargo, ND
Total Amount Due \$27,973.88

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

FOX UNDERGROUND INC
PO BOX 739
WEST FARGO ND 58078 0739

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Shipped To:
73RD AVE & 26TH ST S
MADDELYN WAY
GUY 701-361-1919
FARGO, ND

CUSTOMER JOB- 18-129 18-129 BN-18-F2

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
11/13/18	11/13/18	18-129	18-129 BN-18-F2	18-129		CORE & MAIN LP	J801533

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
2708CH	8 PVC SDR35 SWR CAP HUB SW SOLVENT WELD (GLUE) FROM RSVD ORD J589065 BID SEQ# 140	2	2		18.43000	EA	36.86
34122614	12 PVC SDR26 HW SWR PIPE (G) 14' FROM RSVD ORD J589065 BID SEQ# 150	784	68		10.45000	FT	8,192.80
2712CH	12 PVC SDR35 SWR CAP HUB SOLVENT WELD (GLUE) FROM RSVD ORD J589065 BID SEQ# 160	2	2		72.28000	EA	144.56

710.60

710.60

tax

763.90

RECEIVED
NOV 15 2018
BY: _____

Freight	Delivery	Handling	Restock	Misc	Subtotal:	26,582.27
					Other:	.00
					Tax:	1,391.61
Invoice Total:						\$27,973.88

Terms: NET 30
Ordered By: GUY

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>



Moorhead Yard
 7063 28th Ave So
 Glyndon MN 56547
 Phone: (320) 392-5207
 Fax: (320) 392-5155

INVOICE: 1522114

Invoice Date: 11/27/2018
 Page: 1

BILL TO:
 146107
 Fox Underground, Inc.
 PO Box 739
 W Fargo ND 58078-0739

www.HancockConcrete.com

SHIP TO:
 218174
 MADELYN'S MEADOWS
 1ST ADDITION
 FARGO ND

Load Num. 119829	Terms Net 30 Days	Ship Date 11/27/2018	Entered By Alec Gausman	Truck Driver Kenny
---------------------	----------------------	-------------------------	----------------------------	-----------------------

Project Structure	Order # Line #	Item Description	Quantity Units	Alt Qty Units	Alt Unit Price	Ext. Price
18-3767 16M BOOT	456253 2.00	84-00225 BOOT,MH,16"HOLE,PSX,DD,16M, (1) 232,PIPE,OD,12.05"-13.30"	1.00 EA	1.00 EA	\$118.3700 EA	\$118.37
18-3767 48" MH	456264 2.00	M048R-4.00S-STK MH,48",RISER,4.00FT,STEPS,STK	1.00 EA	4.00 FT	\$110.3800 FT	\$441.52

- Replace Top Section of MH
- Replace Boot From Removal of Set Drop Cube

RECEIVED
 NOV 30 2018
 BY: _____

Job No. 18-129	
10-115	\$ 401.88
	\$
	\$
By: SS	Date: 12-3-18

The materials itemized in this shipment are certified to be in compliance with the applicable North Dakota Department of Transportation Specifications and the Project Plans.

Authorized Signature and Date

Please provide your Invoice Number or Account Number on your payment. Finance Charges may be applied after 30 days. Thank you. Remit To: Hancock Concrete Products LLC 17 Allantic Ave. Hancock, MN 56244	Sales Amount	USD \$559.89
	Sales Tax	\$41.99
	Total	USD \$601.88

BOLT BORING INC
PO BOX 187
WEST FARGO, ND 58078
(701) 367-8007



INVOICE NUMBER
10411

B	FOX UNDERGROUND INC	J	25TH ST S, FARGO
I	PO BOX 739	O	
L	WEST FARGO, ND 58078-0739	B	
L		N	
T		O	
O			

INVOICE DATE	INVOICE NUMBER	CUSTOMER NUMBER	TERMS	PO NUMBER
11/21/2018	10411	FOX001	Net 30	

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
PVC	57	FT 12" PVC	42.00	2,394.00

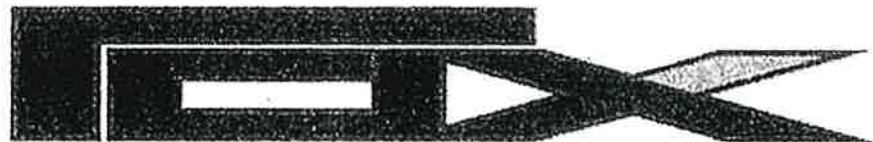
TOTAL AMOUNT 2,394.00

MADDIES BORG

Job No.	18-129
30-152	\$ 2,394.00
	\$
	\$
By: <i>MS</i>	Date: 11-3-18

RECEIVED
NOV 27 2018
BY:

THANK YOU FOR YOUR BUSINESS!!



UNDERGROUND

PO Box 739 - West Fargo, ND 58078 - 701.361.1919

Extra Work 2

Nov. 26, Sanitary Connection Change

PROJECT: Fargo BN-18-F2

LOCATION: 25th St S & 73rd Ave S

Date 12/6/2018

Item #	Description	Qty	Unit	Price	Extended Price
Equipment					
1	CAT 349F Excavator	1.00	hr	225.00 370.00	370.00 225.00
2	CAT 336F Excavator	6.00	hr	160.00 255.00	1,530.00 960.00
3	Loader	8.50	hr	90.00 120.00	1,020.00 765.00
4	Loader	4.00	hr	90.00 120.00	480.00 360.00
5	CAT 420F Backhoe Loader	4.00	hr	70.00 125.00	500.00 210.00
6	Packer for Cat 420F	4.00	hr	25.00	100.00
7	Kubota Skid Loader	2.00	hr	70.00 80.00	160.00 140.00
8	Job Van w/ Incidental Supplies and Material	4.00	hr	45.00	180.00
				Equipment Total	4,340.00 2660
Labor					
1	Foreman w/ pickup	1.00	hr	65.00	65.00
2	Operator	6.00	hr	55.00	330.00
3	Operator	8.50	hr	55.00	467.50
4	Operator	4.00	hr	55.00	220.00
5	Operator	8.50	hr	55.00	467.50
6	Operator	4.00	hr	55.00	220.00
7	Pipe Layer	6.50	hr	50.00	325.00
8	Laborer	6.00	hr	45.00	270.00
9	Laborer	6.00	hr	45.00	270.00
				Sub-Total	2,635.00
				25% O&P	658.75
				Labor Total	3,293.75
Material					
1	MISC PARTS + Sanding sewer supplies			Sub-Total	1000 -00
				25% O&P	-
				Material Total	-
Subcontractor					
				Sub-Total	-
				10% Subcontractor O&P	-
				Subcontractor Total	-
Totals					
				Equipment Total	4,340.00 2660
				Labor Total	3,293.75
				Material Total	1000 -00
				Subcontractor Total	-
				Change Request Total	\$ 7,633.75

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REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Improvement District No. PR-18-C1 Type: Negative Final Balancing Change Order #4

Location: 25th St S from 2nd Ave S to 12th Ave S Date of Hearing: 2/4/2019

<u>Routing</u>	<u>Date</u>
City Commission	<u>2/11/2019</u>
PWPEC File	<u>X</u>
Project File	<u>Jeremy Engquist</u>

The Committee reviewed the accompanying Final Balancing Change Order from Project Manager, Jeremy Engquist, regarding Negative Final Balancing Change Order #4, in the amount of \$-143,972.65 bringing the total contract amount to \$1,136,366.47.

Staff is recommending approval of Negative Final Balancing Change Order #4, in the amount of \$-143,972.65.

On a motion by Steve Dirksen, seconded by Kent Costin, the Committee voted to recommend approval of Negative Final Balancing Change Order #4.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and approve Negative Final Balancing Change Order #4 in the amount of \$-143,972.65 to Opp Construction, bringing the total contract amount to \$1,136,366.47.

PROJECT FINANCING INFORMATION:

Recommended source of funding for project:

Sales Tax & Special Assessments

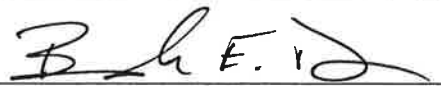
Developer meets City policy for payment of delinquent specials Agreement for payment of specials required of developer Letter of Credit required (per policy approved 5-28-13)

<u>Yes</u>	<u>No</u>
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>
<u>N/A</u>	<u>N/A</u>

COMMITTEE

<u>Present</u>	<u>Yes</u>	<u>No</u>	<u>Unanimous</u>
			<u><input checked="" type="checkbox"/></u>
<u><input type="checkbox"/></u>	<u><input type="checkbox"/></u>	<u><input type="checkbox"/></u>	
<u><input type="checkbox"/></u>	<u><input type="checkbox"/></u>	<u><input type="checkbox"/></u>	
<u><input checked="" type="checkbox"/></u>	<u><input checked="" type="checkbox"/></u>	<u><input type="checkbox"/></u>	
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<u><input checked="" type="checkbox"/></u>	<u><input checked="" type="checkbox"/></u>	<u><input type="checkbox"/></u>	
<u><input checked="" type="checkbox"/></u>	<u><input checked="" type="checkbox"/></u>	<u><input type="checkbox"/></u>	

Tim Mahoney, Mayor
 Nicole Crutchfield, Director of Planning
 Steve Dirksen, Fire Chief
 Bruce Grubb, City Administrator
 Ben Dow, Director of Operations
 Steve Sprague, City Auditor
 Brenda Derrig, City Engineer
 Kent Costin, Finance Director


 Brenda E. Derrig, P.E.
 City Engineer

ATTEST:

C: Kristi Olson



CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT

Improvement District No	PR-18-C1	Change Order No	4
Project Name	Concrete Pavement Rehabilitation and Incidentals		
Date Entered	1/31/2019	For	Opp Construction LLC

This change is made under the terms of or is supplemental to your present contract, if and when approved, you are ordered to perform the work in accordance with the additions, changes, or alterations hereinafter described.

EXPLANATION OF CHANGE: Final Balancing Change Order

This change order reconciles the estimated quantities used in the contract with the final quantities as measured in the field.

Section	Line No	Item Description	Unit	Orig Cont Qty	Prev C/O Qty	Prev Cont Qty	Curr C/O Qty	Tot Cont Qty	Unit Price (\$)	C/O Ext Price (\$)
Paving	1	Temp Fence - Safety	LF	600.00	0.00	600.00	-500.00	100.00	2.20	-1,100.00
	3	Rem & Repl Curb & Gutter	LF	2,086.00	240.00	2,326.00	-349.00	1,977.00	36.00	-12,564.00
	4	Repair Pavement - Partial Depth Conc	SF	500.00	0.00	500.00	-238.00	262.00	44.25	-10,531.50
	5	Rem & Repl Pavement 10.5" Thick Doweled Conc	SY	4,360.00	350.00	4,710.00	-257.00	4,453.00	107.50	-27,627.50
	6	F&I Sidewalk Curb	LF	115.00	0.00	115.00	26.00	141.00	17.00	442.00
	7	F&I Sidewalk 4" Thick Reinf Conc	SY	750.00	0.00	750.00	-113.00	637.00	42.00	-4,746.00
	8	F&I Sidewalk 6" Thick Reinf Conc	SY	300.00	0.00	300.00	-9.00	291.00	48.15	-433.35
	9	Remove Sidewalk All Thicknesses All Types	SY	950.00	0.00	950.00	23.00	973.00	10.35	238.05
	10	F&I Impressioned 6" Thick Reinf Conc	SY	180.00	40.00	220.00	-14.00	206.00	85.00	-1,190.00
	11	F&I Det Warn Panels Cast Iron	SF	400.00	0.00	400.00	-101.00	299.00	42.00	-4,242.00
	12	F&I Casting - Inlet	EA	8.00	0.00	8.00	-1.00	7.00	1,775.00	-1,775.00
	13	F&I Casting - Std Manhole	EA	4.00	0.00	4.00	-3.00	1.00	700.00	-2,100.00
	14	F&I Casting - Floating Manhole	EA	8.00	0.00	8.00	-4.00	4.00	1,300.00	-5,200.00
	15	Casting to Grade - w/Conc	EA	36.00	0.00	36.00	-2.00	34.00	565.00	-1,130.00
	17	Repair Pavement - Patch Asph	SY	20.00	0.00	20.00	-3.60	16.40	155.00	-558.00
	18	Mill / Grind Conc Pmnt	SY	1,600.00	0.00	1,600.00	-1,345.00	255.00	13.00	-17,485.00
	19	Mulching Type 1 - Hydro	SY	900.00	0.00	900.00	-427.00	473.00	3.50	-1,494.50
	20	Seeding Type B	SY	900.00	0.00	900.00	-427.00	473.00	9.00	-3,843.00



**CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT**

Paving	21	Inlet Protection - Existing Inlet	EA	18.00	0.00	18.00	-2.00	16.00	345.00	-690.00
	22	Construction Signing	SF	50.00	0.00	50.00	-8.00	42.00	16.50	-132.00
	23	Flagging	MHR	900.00	0.00	900.00	-133.25	766.75	41.00	-5,463.25
	25	Relocate Sign Assembly	EA	10.00	0.00	10.00	-4.00	6.00	135.00	-540.00
	26	F&I Rock Mulch	TON	15.00	0.00	15.00	-13.00	2.00	75.00	-975.00
	73	* Extra Traffic Control - Buckled Pavement (KFGO)	LS	0.00	0.00	0.00	1.00	1.00	629.15	629.15
								Paving Sub Total (\$)		-102,510.90
Traffic Signals	27	Remove Pull Box PVC	EA	2.00	0.00	2.00	-1.00	1.00	220.00	-220.00
	32	F&I Detection In-Ground Loop	EA	21.00	0.00	21.00	-8.00	13.00	2,200.00	-17,600.00
	33	F&I Ped Push Button & Sign	EA	8.00	0.00	8.00	-8.00	0.00	1,100.00	-8,800.00
	55	F&I Luminaire Extension	EA	2.00	0.00	2.00	-2.00	0.00	1,650.00	-3,300.00
	72	* Upgrade Mast Arm Signs	LS	0.00	0.00	0.00	1.00	1.00	726.00	726.00
	74	* Installed Conc Working Pad for Cabinet	LS	0.00	0.00	0.00	1.00	1.00	528.00	528.00
								Traffic Signals Sub Total (\$)		-28,666.00
Pavement Markings	56	F&I Grooved Plastic Film 4" Wide	LF	600.00	0.00	600.00	936.00	1,536.00	6.05	5,662.80
	58	F&I Grooved Plastic Film 8" Wide	LF	1,600.00	0.00	1,600.00	-1,068.00	532.00	11.00	-11,748.00
	60	F&I Grooved Contrast Film 7" Wide	LF	800.00	0.00	800.00	-240.00	560.00	11.00	-2,640.00
	62	Obliterate Pavement Markings	SF	1,800.00	0.00	1,800.00	-1,636.00	164.00	8.80	-14,396.80
								Pavement Markings Sub Total (\$)		-23,122.00
Street Lighting	63	Remove Base	EA	4.00	0.00	4.00	-1.00	3.00	440.00	-440.00
	68	F&I Conductor #6 USE Cu	LF	450.00	0.00	450.00	2,235.00	2,685.00	2.75	6,146.25
	75	* Bore 2" Interduct - Street Lighting	LF	0.00	0.00	0.00	600.00	600.00	7.70	4,620.00
								Street Lighting Sub Total (\$)		10,326.25
								Grand Total (\$)		-143,972.65

* NC Items

Summary
Source Of Funding
Net Amount Change Order # 4 (\$)

-143,972.65

Previous Change Orders (\$) 81,970.02

Original Contract Amount (\$) 1,198,369.10

Total Contract Amount (\$) 1,136,366.47

I hereby accept this order both as to work to be performed and prices on which payment shall be based.

CONTRACT TIME

Current Substantial Completion Date	Current Final Completion Date	Additional Days Substantial Completion	Additional Days Final Completion	New Substantial Completion Date	New Final Completion Date
09/01/2018	10/01/2018	0.00	0.00	09/01/2018	10/01/2018

Description

APPROVED

APPROVED DATE

For Contractor

Jane Strum

Title

Sr. Project Manager

Department Head

[Signature]

Mayor

2/6/19

Attest

REPORT OF ACTION

PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Improvement District No. BR-17-A1 Type: Negative Final Balancing Change Order #3

Location: Broadway N from 19 Ave to 15 Ave Date of Hearing: 2/4/2019

<u>Routing</u>	<u>Date</u>
City Commission	<u>2/11/2019</u>
PWPEC File	<u>X</u>
Project File	<u>Aaron Edgar</u>

The Committee reviewed the accompanying correspondence from Project Manager, Aaron Edgar, regarding Negative Final Balancing Change Order #3, in the amount of \$-102,103.74 bringing the total contract amount to \$2,786,700.67.

Staff is recommending approval of Negative Final Balancing Change Order #3, in the amount of \$-102,103.74.

On a motion by Steve Dirksen, seconded by Kent Costin, the Committee voted to recommend approval of Negative Final Balancing Change Order #3.

RECOMMENDED MOTION

Concur with the recommendations of PWPEC and approve Negative Final Balancing Change Order #3 in the amount of \$-102,103.74 to Master Construction, bringing the total contract amount to \$2,786,700.67.

PROJECT FINANCING INFORMATION:

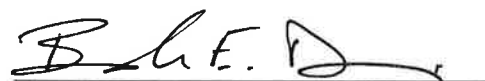
Recommended source of funding for project: Utility Funds, Federal Funds, State Funds, Sales Tax & Special Assessments

	<u>Yes</u> <u>No</u>
Developer meets City policy for payment of delinquent specials	<u>N/A</u>
Agreement for payment of specials required of developer	<u>N/A</u>
Letter of Credit required (per policy approved 5-28-13)	<u>N/A</u>

COMMITTEE

	<u>Present</u> <u>Yes</u> <u>No</u> <u>Unanimous</u>
	<u> </u> <u> </u> <u> </u> <u> </u>
Tim Mahoney, Mayor	<u> </u> <u> </u> <u> </u> <u> </u>
Nicole Crutchfield, Director of Planning	<u> </u> <u> </u> <u> </u> <u> </u>
Steve Dirksen, Fire Chief	<u> </u> <u> </u> <u> </u> <u> </u>
Bruce Grubb, City Administrator	<u> </u> <u> </u> <u> </u> <u> </u>
Ben Dow, Director of Operations	<u> </u> <u> </u> <u> </u> <u> </u>
Steve Sprague, City Auditor	<u> </u> <u> </u> <u> </u> <u> </u>
Brenda Derrig, City Engineer	<u> </u> <u> </u> <u> </u> <u> </u>
Kent Costin, Finance Director	<u> </u> <u> </u> <u> </u> <u> </u>

ATTEST:


 Brenda E. Derrig, P.E.
 City Engineer

C: Kristi Olson

Memorandum

To: Members of PWPEC
From: Aaron Edgar, Project Manager
Date: January 23, 2019
Re: Final Balancing Change Order #3 – Improvement District #BR-17-A1
Force Main Construction, Sanitary Sewer Rehabilitation, Street Reconstruction & Incidentals

Background:

Attached is Final Balancing Change Order #3, for \$-102,103.74. The Contractor met the requirements of the contract and it has been accepted by the City. This FBCO reconciles the estimated quantities used in the contract with the final quantities as measured in the field.

Original Contract:	\$ 2,846,155.75
CO #1:	\$ 28,423.66
CO #2:	\$ 14,225.00
FBCO #3:	\$ -102,103.74
Total Contract:	\$ 2,786,700.67
Incentive:	\$ 25,000.00
Total Due (Includes Incentive)	\$ 2,811,700.67

Recommended Motion:

Approve the Final Balancing Change Order #3 in the amount of \$-102,103.74 to Master Construction.

ADE/klo
Attachment
C: Tom Knakmuhs



CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT

Improvement District No BR-17-A1 Change Order No 3
 Project Name Force Main Construction, Sanitary Sewer Rehabilitation, Street Reconstruction & Incidentals
 Date Entered 1/22/2019 For Master Construction Co Inc

This change is made under the terms of or is supplemental to your present contract, if and when approved, you are ordered to perform the work in accordance with the additions, changes, or alterations hereinafter described.

EXPLANATION OF CHANGE: Final Balancing Change Order.

This change order reconciles the estimated quantities used in the contract with the final quantities as measured in the field.

Section	Line No	Item Description	Unit	Orig Cont Qty	Prev C/O Qty	Prev Cont Qty	Curr C/O Qty	Tot Cont Qty	Unit Price (\$)	C/O Ext Price (\$)
HMGP Eligible	3	F&I Pipe w/GB DR 25 - 30" Dia PVC	LF	2,540.00	0.00	2,540.00	-38.00	2,502.00	190.00	-7,220.00
	7	F&I Insulation 4" Thick	SY	500.00	0.00	500.00	-225.00	275.00	20.00	-4,500.00
	8	F&I Pipe w/GB C900 DR 18 - 10" Dia PVC	LF	40.00	0.00	40.00	-40.00	0.00	110.00	-4,400.00
	9	F&I Fittings Ductile Iron	LB	860.00	0.00	860.00	240.00	1,100.00	4.00	960.00
	10	F&I Pipe w/GB SDR 26 - 12" Dia PVC	LF	20.00	0.00	20.00	8.00	28.00	100.00	800.00
	11	Transfer Water Svc	EA	23.00	0.00	23.00	-16.00	7.00	1,000.00	-16,000.00
	12	F&I Pipe w/GB 1" Dia Copper	LF	1,200.00	0.00	1,200.00	-876.00	324.00	34.00	-29,784.00
	13	F&I CS & Box 1" Dia	EA	23.00	0.00	23.00	-18.00	5.00	450.00	-8,100.00
									HMGP Eligible Sub Total (\$)	-68,244.00
Sanitary Sewer	26	F&I Manhole Liner 4' Dia	LF	152.50	0.00	152.50	12.00	164.50	200.00	2,400.00
	27	F&I Manhole Liner 6' Dia	LF	14.90	0.00	14.90	0.10	15.00	290.00	29.00
	28	F&I Pipe Liner 10" Dia 6 mm CIPP	LF	1,093.00	0.00	1,093.00	-49.00	1,044.00	30.00	-1,470.00
	29	F&I Pipe Liner 12" Dia 7.5 mm CIPP	LF	223.00	0.00	223.00	64.00	287.00	34.00	2,176.00
	30	F&I Pipe Liner 15" Dia 9 mm CIPP	LF	306.00	0.00	306.00	331.00	637.00	47.00	15,557.00
	31	F&I Pipe Liner 18" Dia 10.5 mm CIPP	LF	1,591.00	0.00	1,591.00	-310.00	1,281.00	54.00	-16,740.00
	33	F&I 1-1/4" Trench Found Rock 4" thru 12" Dia	LF	50.00	0.00	50.00	-30.00	20.00	10.00	-300.00
									Sanitary Sewer Sub Total (\$)	1,652.00



CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT

Item #	Description	Unit	810.00	0.00	810.00	-184.00	626.00	10.00	-1,840.00
34	Remove Pipe All Sizes All Types	LF	810.00	0.00	810.00	-184.00	626.00	10.00	-1,840.00
42	F&I Pipe w/GB 12" Dia Reinf Conc	LF	510.00	0.00	510.00	-4.00	506.00	67.00	-268.00
43	F&I Pipe w/GB 15" Dia Reinf Conc	LF	330.00	0.00	330.00	-210.00	120.00	78.00	-16,380.00
44	F&I Pipe w/GB 42" Dia Reinf Conc	LF	16.00	0.00	16.00	-16.00	0.00	200.00	-3,200.00
Storm Sewer Sub Total (\$)									
			5,400.00	0.00	5,400.00	-95.00	5,305.00	7.00	-665.00
46	Remove Pavement All Thicknesses All Types	SY	1,200.00	0.00	1,200.00	-24.00	1,176.00	7.00	-168.00
47	Remove Driveway All Thicknesses All Types	SY	1,900.00	0.00	1,900.00	289.00	2,189.00	6.00	1,734.00
48	Remove Sidewalk All Thicknesses All Types	SY	3,000.00	0.00	3,000.00	-262.00	2,738.00	7.00	-1,834.00
49	Remove Curb & Gutter	LF	6,650.00	0.00	6,650.00	-149.00	6,501.00	3.00	-447.00
50	Subgrade Preparation	SY	6,650.00	0.00	6,650.00	-149.00	6,501.00	1.50	-223.50
51	F&I Woven Geotextile	SY	6,650.00	0.00	6,650.00	-149.00	6,501.00	9.00	-1,341.00
52	F&I Class 5 Agg - 8" Thick	SY	3,000.00	0.00	3,000.00	-262.00	2,738.00	6.00	-1,572.00
53	F&I Edge Drain 4" Dia PVC	LF	3,000.00	0.00	3,000.00	-262.00	2,738.00	16.00	-4,192.00
54	F&I Curb & Gutter Standard (Type II)	LF	8.00	0.00	8.00	-8.00	0.00	200.00	-1,600.00
55	Repair Pavement - Patch Asph	SY	5,350.00	0.00	5,350.00	-95.00	5,255.00	63.00	-5,985.00
56	F&I Pavement 9" Thick Doweled Conc	SY	2.00	0.00	2.00	1.00	3.00	500.00	500.00
57	F&I Flat MH Cover 8" Thick Reinf Conc	EA	1,900.00	0.00	1,900.00	289.00	2,189.00	37.00	10,693.00
60	F&I Sidewalk 4" Thick Reinf Conc	SY	300.00	0.00	300.00	-84.00	216.00	43.00	-3,612.00
61	F&I Sidewalk 6" Thick Reinf Conc	SY	240.00	0.00	240.00	-12.00	228.00	42.00	-504.00
62	F&I Det Warn Panels Cast Iron	SF	1,400.00	0.00	1,400.00	-216.00	1,184.00	42.00	-9,072.00
63	F&I Driveway 6" Thick Reinf Conc	SY	11,100.00	0.00	11,100.00	-460.00	10,640.00	0.35	-161.00
71	Mulching Type 1 - Hydro	SY	11,100.00	0.00	11,100.00	-460.00	10,640.00	0.35	-161.00
72	Seeding Type B	SY	11,100.00	0.00	11,100.00	-460.00	10,640.00	0.10	-46.00
73	Weed Control Type B	SY							
Paving Sub Total (\$)									
			1.00	0.00	1.00	3.00	4.00	53.00	159.00
74	Remove Street Light	EA	1.00	0.00	1.00	3.00	4.00	370.00	1,110.00
75	Remove Base	EA							
Street Lighting Sub Total (\$)									



**CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT**

78	F&I Base 6' Deep Reinf Conc	EA	17.00	0.00	17.00	3.00	20.00	380.00	1,140.00
79	F&I Innerduct 1.5" Dia	LF	3,623.00	0.00	3,623.00	175.00	3,798.00	5.60	980.00
80	F&I Conductor #6 USE Cu	LF	11,208.00	0.00	11,208.00	145.00	11,353.00	1.20	174.00
Street Lighting Sub Total (\$)									
83	F&I Sign Assembly	EA	8.00	0.00	8.00	6.00	14.00	39.25	235.50
84	F&I Sign Assembly & Anchor	EA	22.00	0.00	22.00	-6.00	16.00	79.00	-474.00
85	F&I Engineering Grade	SF	51.00	0.00	51.00	-9.00	42.00	15.50	-139.50
86	F&I High Intensity Prismatic	SF	36.00	0.00	36.00	-11.00	25.00	17.00	-187.00
87	F&I Diamond Grade Cubed	SF	58.00	0.00	58.00	1.00	59.00	21.00	21.00
Signing Sub Total (\$)									
88	F&I Grooved Plastic Film 4" Wide	LF	772.00	0.00	772.00	49.00	821.00	4.40	215.60
89	F&I Grooved Plastic Film 8" Wide	LF	75.00	0.00	75.00	61.00	136.00	8.50	518.50
90	F&I Grooved Plastic Film 16" Wide	LF	155.00	0.00	155.00	-38.00	117.00	15.75	-588.50
91	F&I Grooved Plastic Film 24" Wide	LF	258.00	0.00	258.00	36.00	294.00	41.00	1,476.00
92	F&I Grooved Plastic Film Message	SF	32.00	0.00	32.00	16.00	48.00	30.00	480.00
93	F&I Grooved Plastic Film 6" Wide	LF	80.00	0.00	80.00	-13.00	67.00	6.25	-81.25
94	F&I Grooved Contrast Film 7" Wide	LF	3,055.00	0.00	3,055.00	-643.00	2,412.00	6.00	-3,858.00
Pavement Markings Sub Total (\$)									
99	F&I Pull Box PVC	EA	18.00	0.00	18.00	1.00	19.00	1,000.00	1,000.00
102	F&I Ped Push Button Post	EA	8.00	0.00	8.00	1.00	9.00	470.00	470.00
115	F&I Signal Cable Loop Lead-in	LF	1,918.00	0.00	1,918.00	120.00	2,038.00	1.40	168.00
123	F&I Detection In-Ground Loop	EA	18.00	0.00	18.00	1.00	19.00	1,100.00	1,100.00
144	* Extra - Fiber Line	LS	0.00	0.00	0.00	1.00	1.00	923.41	923.41
Traffic Signals Sub Total (\$)									
									Grand Total (\$)
									-102,103.74
* NC Items									
Summary									
Source Of Funding									
Net Amount Change Order # 3 (\$)									



CITY OF FARGO
ENGINEERING DEPARTMENT
CHANGE ORDER REPORT

Previous Change Orders (\$)	42,648.66
Original Contract Amount (\$)	2,846,155.75
Total Contract Amount (\$)	2,786,700.67

I hereby accept this order both as to work to be performed and prices on which payment shall be based.

CONTRACT TIME

Current Substantial Completion Date	Current Final Completion Date	Additional Days Substantial Completion	Additional Days Final Completion	New Substantial Completion Date	New Final Completion Date
10/14/2017		0.00	0.00	10/14/2017	

Description

APPROVED

For Contractor

Title


CFO

APPROVED DATE

Department Head

Mayor

Attest


2/6/19

COVER SHEET
CITY OF FARGO PROJECTS

(23)

This sheet must be completed and turned in with all City of Fargo projects. NO items will be accepted by either the City Commission Office or the City Auditor's Office without this cover sheet attached and properly filled out.

Exact, full name of Improvement District as it will appear in the Contract:

SEAL COAT & INCIDENTALS

Improvement District No. PR-19-E

Call For Bids February 11, 2019

Advertise Dates February 18 & 25, 2019

Bid Opening Date March 20, 2019

Substantial Completion Date August 2, 2019

Final Completion Date September 2, 2019

N/A PWPEC Report (Attach Copy) **PART OF 2019 CIP**

X Engineer's Report (Attach Copy)

X Direct City Auditor to Advertise for Bids

X Bid Quantities (Attach Copy for Auditor's Office Only)

X Notice to Property Owners (Dan Eberhardt)

Project Engineer Jason Hoogland

Phone No. 241-1545

The items listed above are for use on all City projects. The additional items listed below are to be checked only when all or part of a project is to be special assessed:

X Create District (Attach Copy of Legal Description)

X Order Plans & Specifications

X Approve Plans & Specifications

X Adopt Resolution of Necessity

N/A Approve Escrow Agreement (Attach Copy for Commission Office Only)

X Assessment Map (Attach Copy for Auditor's Office Only)

ENGINEER'S REPORT
SEAL COAT & INCIDENTALS
IMPROVEMENT DISTRICT NO. PR-19-E

Nature & Scope

This project involves installing a seal coat on the asphalt surfaced streets in several sections of the City as follows:

Section 1:

- On 36th Avenue North from University Drive North to Broadway North.
- On 37th Avenue North from 10th Street North to Broadway North.
- On 10th Street North (including cul-de-sacs) from 37th Avenue North to 40th Avenue North.

Section 2:

- On 25th Avenue North from Broadway North to 8th Street North.
- On 21st Avenue North from University Drive North to 16th Street North.
- On 20th Avenue North from 16th Street North to the east 548'.
- On 16th Street North from 19th Avenue North to 23rd Avenue North.

Section 3:

- On 4th Avenue North from University Drive North to 16th Street North.
- On 14th Street North from 3rd Avenue North to 5th Avenue North.

Section 4:

- On 7th Street South from 1st Avenue South to 5th Avenue South.
- On 6th Avenue South from 14th Street South to 17th Street South.
- On 7th Avenue South from University Drive South to 17th Street South.
- On 8th Avenue South from University Drive South to 17th Street South.
- On 9th Avenue South from University Drive South to 17th Street South.
- On 10th Avenue South from University Drive South to 17th Street South.
- On 11th Avenue South from University Drive South to 17th Street South.
- On 12th Avenue South from University Drive South to 17th Street South.
- On 13 ½ Street South from 12th Avenue South to 13th Avenue South.
- On 14th Street South from 5th Avenue South to 13th Avenue South.
- On 15th Street South from 5th Avenue South to 13th Avenue South.
- On 16th Street South from 5th Avenue South to 10th Avenue South.
- On 16 ½ Street South from 11th Avenue South to 13th Avenue South.

Section 5:

- On 38th Street South south of 13th Avenue South.
- On 15th Avenue South from 42nd Street South to 45th Street South.
- On 17th Avenue South from 38th Street South to 45th Street South.
- On 43rd Street South from 15th Avenue South to 17th Avenue South.
- On 44th Street South from 15th Avenue South to 17th Avenue South.

Section 6:

- On 22nd Avenue South from 5th Street South to 6th Street South.
- On 23rd Avenue South from 5th Street South to 6th Street South.
- On 6th Street South from 22nd Avenue South to 24th Avenue South.

Section 7:

- On 22nd Avenue South from 15th Street South to 16th Street South.
- On Oak Manor Avenue South from University Drive South to 15th Street South.
- On 23rd Avenue South from 15th Street South to 16th Street South.
- On 23rd Avenue South from 18th Street South to 25th Street South.
- On 24th Avenue South from 15th Street South to 16th Street South.
- On 24th Avenue South from 22nd Street South to 25th Street South.
- On 25th Avenue South from 18th Street South to 25th Street South.
- On 25 ½ Avenue South from 18th Street South to 25th Street South.
- On 26th Avenue South from 18th Street South to 25th Street South.
- On 26 ½ Court South from 18th Street South to 26 ½ Avenue South.
- On 26 ½ Avenue South from 18th Street South to 25th Street South.
- On 27th Avenue South from University Drive South to 25th Street South.
- On 28th Avenue South from 15th Street South to 23rd Street South.
- On 28 ½ Avenue South from 15th Street South to 17th Street South.
- On 29th Avenue South from 15th Street South to 23rd Street South.
- On 30th Avenue South from University Drive South to 25th Street South.
- On 30 ½ Avenue South from 22nd Street South to 25th Street South.
- On 31st Avenue South from 15th Street South to 22nd Street South.
- On 32nd Avenue South frontage road from University Drive South to 15th Street South.
- On 14th Street South from 25th Avenue South to 15th Street South.
- On 15th Street South from 21st Avenue South to 32nd Avenue South.
- On Arrowhead Road South from 25th Avenue South to 27th Avenue South.
- On Viking Circle South.
- On Columbus Circle South.
- On American Way South.
- On Atlantic Drive South.
- On Pacific Drive South.
- On 16th Street South from 21st Avenue South to 25th Avenue South.
- On 17th Street South from 28th Avenue South to 32nd Avenue South.
- On 18th Street South from 25th Street South to 32nd Avenue South.
- On 22nd Street South from 18th Street South to 32nd Avenue South.
- On 23rd Street South from 28th Avenue South to 29th Avenue South.
- On 23rd Street South from 30 ½ Avenue South to 32nd Avenue South.
- On Gold Drive South.
- On cul-de-sac off of 18th Street South.

Section 8:

- On 32nd Avenue South from University Drive South to dead-end east of University Drive South.
- On Harwood Drive South from University Drive South to the end of cul-de-sac east of Hackberry Drive South.
- On 11th Street South from 32nd Avenue South to Harwood Drive South.
- On River Drive South from 11th Street South to 40th Avenue South.

Section 9:

- On 48th Avenue South from University Drive South to end of cul-de-sac east of 12th Street South.
- On 49th Avenue South east of 12th Street South.
- On 12th Street South from 48th Avenue South to 49th Avenue South.

Section 10:

- On 61st Avenue South from 14th Street South to 16th Street South.
- On 62nd Avenue South from University Drive South to ½ way between 16th Street South and 18th Street South.
- On 14th Street South from 58th Avenue South to 62nd Avenue South.
- On Martins Way South from 61st Avenue South to 16th Street South.
- On 16th Street South from 61st Avenue South to 62nd Avenue South.

Section 11:

- On Rose Creek Parkway South west of 25th Street South.
- On Douglas Drive South.

Section 12:

- On Autumn Drive South from Maple Valley Drive South to 60th Avenue South.
- On 58th Court South.
- On 60th Avenue South from 36th Street South to Maple Valley Drive South.
- On Maple Valley Drive South from 35th Avenue South to Autumn Drive South.
- On 62nd Avenue South from Maple Valley Drive South east to the end of cul-de-sac.
- On 35th Street South from 60th Avenue South to Maple Valley Drive South.
- On 36th Street South from 1075' north of 60th Avenue South to 274' south of 60th Avenue South.

Section 13:

- On 45 Avenue South from Woodhaven Drive South to 44th Street South.
- On 46th Avenue South from Woodhaven Drive South to 44th Street South.
- On 47th Avenue South from Woodhaven Street South to 44th Street South.
- On 49th Avenue South from 42nd Street South to 45th Street South.
- On Woodhaven Street South from 47th Avenue South to 49th Avenue South.
- On Woodhaven Drive South from 44th Avenue South to 49th Avenue South.
- On 43rd Street South from 47th Avenue South to 49th Avenue South.
- On 44th Street South from Woodhaven Drive South to 49th Avenue South.
- On Arbor Court from 47th Avenue South to 44th Street South.

Section 14:

- On 34th Avenue South from 47th Street South to 50th Street South.
- On Chelsea Lane South from 47th Street South to 50th Street South.
- On 35th Avenue South from 47th Street South to 50th Street South.
- On Spencer Lane South from 47th Street South to 50th Street South.
- On 36th Avenue South from 45th Street South to 47th Street South.
- On 47th Street South from 33rd Avenue South to 36th Avenue South.
- On 49th Street South from 33rd Avenue South to 150' south of Spencer Lane South.
- On 50th Street South from 34th Avenue south to Spencer Lane South.

Purpose

Installation of a seal coat at this time will extend the life of these roadways considerably.

Feasibility

The total construction cost is estimated to be \$1,129,085.00. It will be paid by Street Rehabilitation Funds and Special Assessments. The cost breakdown is as follows:

Sections 11, 12 & 14:

Estimated Construction Cost:	\$ 140,281.00
Plus Engineering Fees (11%):	\$ 15,431.00
Plus Administration Fees (6%):	\$ 8,417.00
Plus Legal/Misc Fees (3%):	\$ 4,208.00
Plus Interest (4%):	\$ 5,611.00
Assessed Cost:	\$ 173,948.00

Sections 1 – 10, & 13:

Estimated Construction Cost:	\$ 988,804.00
Plus Engineering Fees (6%):	\$ 59,328.00
Plus Legal/Misc Fees (3%):	\$ 29,664.00
Plus Interest (4%):	\$ 39,552.00
City Cost (Street Rehabilitation Funds):	\$ 1,117,348.00


Total:

Estimated Construction Cost:	\$ 1,129,085.00
Plus Engineering Fees (6.62%):	\$ 74,759.00
Plus Administration Fees on Assessed Sections (0.75%):	\$ 8,417.00
Plus Legal/Misc. Fees (3%):	\$ 33,873.00
Plus Interest (4%):	\$ 45,163.00
Total Cost:	\$ 1,291,297.00

Assessed Cost (13.47%):	\$ 173,948.00
City Cost (Street Rehabilitation Funds) (86.53%):	\$ 1,117,348.00

We believe this to be cost effective.




 Tom A Knakmuhs, P.E.
 Assistant City Engineer

**CITY OF FARGO
ENGINEERING DEPARTMENT**

LOCATION & COMPRISING

SEAL COAT & INCIDENTALS

IMPROVEMENT DISTRICT NO. PR-19-E

LOCATION (Section 11):

On Douglas Drive South.
On Rose Creek Parkway South from 25th Street South to Drain #53.

LOCATION (Section 12):

On 58th Court South.
On 35th Street South from Maple Valley Drive South to 60th Avenue South.
On Maple Valley Drive South from Autumn Drive South to 35th Street South.
On Autumn Drive South from 60th Avenue South to 40' south of Maple Valley Drive South.
On 60th Avenue South from 36th Street South to Maple Valley Drive South.
On 62nd Avenue South east of Maple Valley Drive South.
On 36th Street South from 1075' north of 60th Avenue South to 274' south of 60th Avenue South.

LOCATION (Section 14):

On 34th Avenue South from 47th Street South to 50th Street South.
On Chelsea Lane South from 47th Street South to 50th Street South.
On 35th Avenue South from 47th Street South to 50th Street South.
On Spencer Lane South from 47th Street South to 50th Street South.
On 36th Avenue South from 45th Street South to 47th Street South.
On 47th Street South from 33rd Avenue South to 36th Avenue South.
On 49th Street South from 33rd Avenue South to 150' south of Spencer Lane South.
On 50 Street South from 34th Avenue South to Spencer Lane South.

COMPRISING (Section 11):

Lots 1 through 14, Block 2.
Lots 1 through 7, Block 3.
All in Coulee's Crossing Addition.

Lots 1 through 6, Block 1, Coulee's Crossing 3rd Addition.

Lots 10 through 13, Block 1, Coulee's Crossing Court Addition.

COMPRISING (Section 12):

Lots 23 through 71, Block 1.
Lots 1 through 10, Block 2.
Lots 1 through 22, Block 3.
Lots 1 through 19, Block 4.
Lots 1 through 40, Block 5.
Lots 1 through 21, Block 6.
Lots 23 through 36, Block 6.
Lots 2 through 48, Block 8.
All in Maple Valley Addition.

COMPRISING (Section 14):

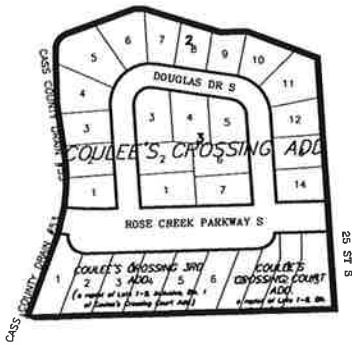
Lots 1 through 12, Block 6.
Lots 1 through 24, Block 7.
Lots 1 through 24, Block 8.
Lots 1 through 24, Block 9.
Lots 1 through 12, Block 10.
Lots 1 through 14, Block 11.
Lots 1 through 14, Block 12.
Lots 1 through 12, Block 13.
Lots 1 through 27, Block 14.
All in Brandt Crossing 1st Addition.

Lots 1, 2, 3, 7, 8, 9, 10, and 11, Block 1, Brandt Crossing 2nd Addition.

Lots 1 through 17, Block 1, Brandt Crossing 3rd Addition.

Lots 1 and 2, Block 1, Sincebaugh 2nd Addition.

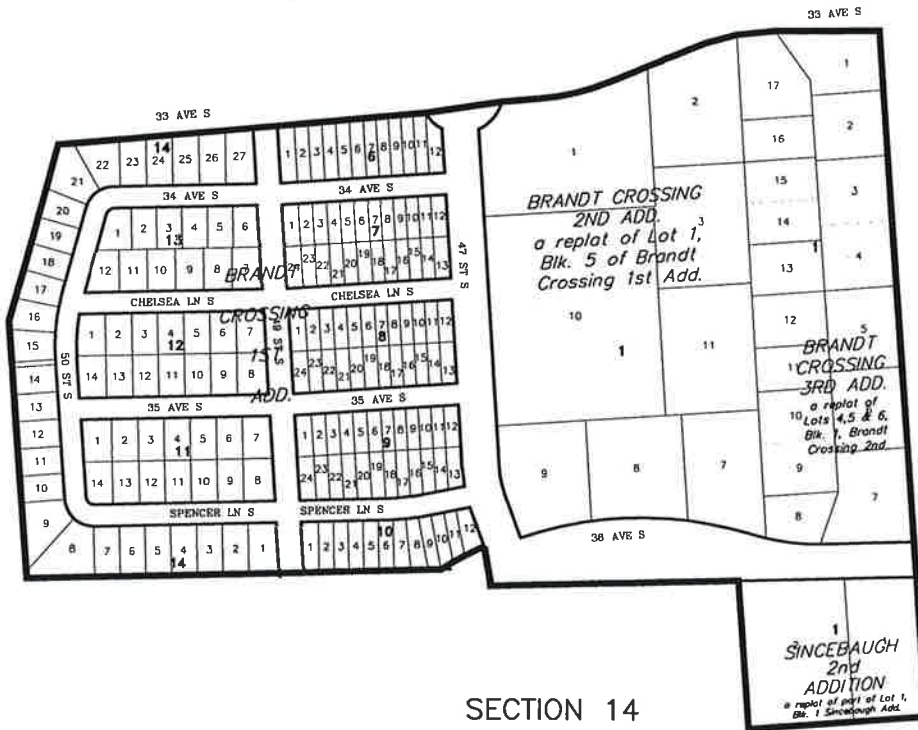
All of the foregoing is located in the City of Fargo, Cass County, North Dakota.



SECTION 11



SECTION 12



SECTION 14

CITY OF FARGO
ENGINEERING DEPARTMENT

LOCATION & ASSESSMENT AREA

SEAL COAT
& INCIDENTALS

IMPROVEMENT DISTRICT NO. PR-19-E