



## Engineering Memorandum

April 11, 2024

RE: April 16<sup>th</sup> Commission Meeting

### **202216 – BALER BUILDING EXPANSION – TASK ORDER AMENDMENT TO KLJ ENGINEERING LLC**

For your consideration is a task order amendment with KLJ Engineering LLC to perform grant writing services for the Baler Building Expansion project to apply for the Environmental and Climate Justice Community Exchange Grant Application for an hourly not to exceed amount as specified for this task in the contract of **\$29,982.00**. This grant includes the following attributes: 100% grant requiring no local government match, the project must be greater than \$10 million and not to exceed \$20 million, the project must be bid ready by 2025, and the project must be located within or provide benefit to one or more Environmental Protection Agency designated disadvantaged tracts. Being this project is a regional facility, the projects benefits many tracts within the region. A total of four tracts exist within the City of Dickinson.

The task order amendment cost breakdown is shown in Table 1 of this memo. The current task order was approved by the City Commission on November 7, 2023 for \$78,150.00 and included the various projects which are shown in Table 2 of this memo. The differences between Table 1 and Table 2 shows the cost reductions for Tasks 1 and 2 due to the work being completed more efficiently than originally anticipated. Therefore, the task order amendment cost increase has been reduced to \$18,826.00. The City Attorney has reviewed this task order, and has no comments. The project engineering scope of work was included in the approved 2024 Capital Improvement Project budget utilizing Cash-On-Hand. The current task order includes grant writing services for the Baler Building Expansion for an Environmental Protection Agency Solid Waste Infrastructure and Recycling grant which staff recommends we continue to move forward with as a backup plan to funding the project.

Included in the scope of work are the following tasks: prepare the Environmental and Climate Justice Community Exchange Grant Application and supporting documents to Grants.gov website prior to the due date of Thursday November 21, 2024.





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Table 1: Task Order Amendment Cost Breakdown by Project

<b>Dickinson Grant Support</b>	
Task 1 - Patterson Lake Improvements - Project #202200	\$28,500
Task 2 - Public Training Safety Facility - Project # 202408	\$12,896
Task 3 - Baler/Recycling Center Building Expansion - Project #202216	\$5,610
Task 4 - Support NDDOT Urban and Regional Project Solicitation/Flex Fund	\$8,848
Task 5 - Misc. Support Services	\$10,600
Task 6 - EPA Community Change Grant - Project #202216	\$29,982
<b>Total</b>	<b>\$96,436</b>

The City Engineering and Public Works staff recommends approval.



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Table 2: Current Task Order Cost Breakdown by Project

<b>Dickinson Grant Support</b>	
Task 1 - Patterson Lake Improvements - Project #202200	\$36,348
Task 2 - Public Training Safety Facility - Project # 202408	\$16,744
Task 3 - Baler/Recycling Center Building Expansion - Project #202216	\$5,610
Task 4 - Support NDDOT Urban and Regional Project Solicitation/Flex Fund	\$8,848
Task 5 - Misc. Support Services	\$10,600
<b>Total</b>	<b>\$78,150</b>

The city engineering staff recommends approval.