



## Engineering Memorandum

January 29, 2025

RE: February 4th Commission Meeting

### **DICKINSON DRAINAGEWAY PROJECT TASK ORDER AWARD TO APEX ENGINEERING GROUP, INC.**

For your consideration is a task order with Apex Engineering Group, Inc., in collaboration with Houston Engineering, Inc., to perform engineering services for the City of Dickinson's **Project Number 202410, Dickinson Drainageway Project**, for an **hourly, not-to-exceed fee of \$6,700.00**, as specified in the task order.

This task order is based on a proposal received through an RFP, where two proposals were submitted. **Apex Engineering Group, Inc. received the highest combined score** based on their proposal and interview. Given the current project needs, we plan to **combine two City projects—the Northwest Regional Pond and the Dickinson Drainageway—into one project**. If it becomes necessary to separate them in the future, we will reassess and take appropriate action.

The **scope of work** included in this task order involves:

- Preparing and assisting the City of Dickinson with a **cost-share application submittal** to the **North Dakota Department of Water Resources (NDDWR)**.
- Developing a scope of work for the NDDWR application based on both **City of Dickinson and NDDWR requirements**.

The anticipated benefits of this project include:

- **Reducing the frequency and intensity of flooding** within the watershed.
- **Potentially removing multiple properties from the newly adopted FEMA Flood Insurance Rate Map**, which could eliminate the need for flood insurance.

This project is included in the **2025-2027 DWR Water Development Plan**, which increases the likelihood of securing cost-share funding. The **Flood Control cost-share maximum is 60% from NDDWR and 40% from the City of Dickinson**. Based on current estimates, the anticipated cost-share application for the **combined projects is \$510,000**, with the **City's portion estimated at \$340,000**, for a **total study cost of \$850,000**. The study is an **eligible cost-share item**, and the **City's portion was included in the 2025 Capital Improvement Plan**, funded by **Gross Production Tax (GPT)**.

Anticipating a **cost-share award from NDDWR in April 2025**, Apex Engineering Group, Inc., in collaboration with Houston Engineering, Inc., will prepare a **task order amendment** to include the full scope of work related to the project.

**The City Engineering staff recommends approval.**

