

**AMENDMENT NO: 8  
TO AGREEMENT  
BETWEEN  
OWNER AND ENGINEER**

This Amendment No: 8 is made and entered into this 6th day of July, 2015 to the Agreement between CDM Smith Inc. (CDM Smith) ("ENGINEER") and City of Minot ("OWNER") dated September 19, 2011, ("the Agreement").

WHEREAS, ENGINEER and OWNER entered into the Agreement for the Disaster Management Consulting Services, and

WHEREAS, the parties desire to amend the Agreement so as to amend the scope of work, time periods of performance and payment, and/or responsibilities of OWNER; and

WHEREAS, the Agreement provides that any amendments shall be valid only when expressed in writing and signed by the parties.

NOW THEREFORE, in consideration of the mutual understandings and Agreements contained herein, the parties agree to amend the Agreement as follows:

1. The Basic Services of ENGINEER as described in the Agreement are amended and supplemented as follows:

Refer to Scope of Services provided in Attachment #1 to this amendment.

2. The responsibilities of OWNER as described in the Agreement are amended and supplemented as follows:

Responsibilities of the Owner are as outlined in the original contract or as amended in Attachment #1 to this Amendment.

3. The time periods for the performance of ENGINEER's services as set forth in the Agreement are amended and supplemented as follows:

The contract end date remains December 30, 2015.

4. The payment for services rendered by ENGINEER shall be as set forth below:

The current contract amount is \$2,852,212 and is hereby increased by \$325,159 to a new not to exceed contract limit of \$3,177,371, as summarized in Attachment #2 to this amendment.

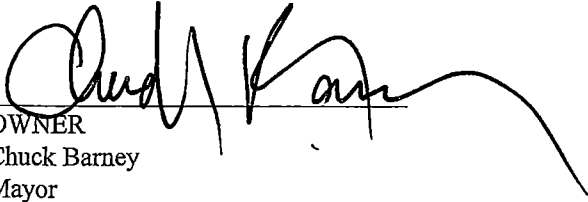
5. Except as herein modified, all terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this amendment on the date indicated above for the purpose herein expressed.

  
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ENGINEER

Steven L. Wolsfeld, P.E.  
Vice President

DATE: July 6, 2015

A handwritten signature in black ink, appearing to read "Chuck Barney", written over a horizontal line. The signature is fluid and cursive, with a long, sweeping tail that extends to the right.

OWNER  
Chuck Barney  
Mayor

DATE: July 6, 2015

## **Attachment #1 to Amendment #8**

### **City of Minot**

#### **National Disaster Resilience Competition**

##### **Phase II Application Scope of Services**

**CDM Smith**

**July 6, 2015**

**Task I      Establish a framework for the Phase II public involvement process that will include participation by the Vulnerable Populations Committee, Community Advisory Committee and sub-committees, City Leadership Team, and the public.**

1. Define how the broader community will be involved in this process in the future, the role that stakeholders and leaders will play in evaluation of projects and programs, and how groups including the Vulnerable Populations Committee, the Community Advisory Committee, and others will effectively collaborate throughout the application and implementation process.
2. Facilitate four CAC meetings, 4 VPC meetings, one public meeting, and one public hearing to secure the public's input and feedback for the Phase I projects and programs. Participate in up to 2 meetings with Ward County and Souris River Basin. Develop materials and presentations for these meetings, ensure advance meeting notices are transmitted, update membership matrices, maintain participation documentation, ensure meeting minutes are prepared, and consult with City in advance of meetings to review agenda's and materials.
3. Work with the City's PIO to support ongoing public education and information activities for the NDRC Phase II application, and document these efforts for the Phase II application.
4. Monitor public participation and develop the Phase II Consultation Summary for application. Prepare updated documentation of public education and involvement activities for application submittal.

**Task II      Establish a framework for the development and completion of the Phase II application, incorporating input from the public involvement process outlined in Task 1.**

1. In consultation with the City, develop an application framework that meets all HUD application requirements and regulations.
2. In consultation with the City, and building on the vision and framework developed in the Phase I NDRC application, identify and develop specific disaster recovery and resilience projects and programs that – to the greatest extent possible – enable the City and the broader region to achieve the goals of the NDRC competition and improve long-term community resilience.
  - a. Strengthen the local and regional capacity to maintain public outreach and engagement activities throughout the implementation of the grant.
  - b. Address threats and community development needs, especially for vulnerable and low and moderate income populations.
  - c. Address the primary themes outlined in the Phase I application: resilient hazard protection system, affordable housing, more resilient transportation, a diverse and resilient economy, and help for those who need it.
  - d. Identify a framework for collaborative, cross-disciplinary engagement to optimize and enhance resilience in projects and programs developed for this application.

**Task III      Complete Phase II NDRC Application**

**Prepare application package in consultation with the City for City’s review and submission to HUD via grants.gov website.**

1. **Factor 1: Capacity and Past Experience of Applicant** – Demonstrate City and partner experience related to organizational and management structure for administering NDRC grant, and define the implementation strategy for projects and programs included in application.
  - a. Incorporate examples of past experience in grants management (federal and state grant programs are applicable). Address

specifics related to involvement of the CAC, Minot AFB, MSU, Ward County, and other communities and define how those groups would work together to achieve desired results.

- b. Address perceived issues outlined in capacity section of HUD comments.

## **2. Factor 2: Need/Extent of the Problem**

- a. Building on Phase I application, expand discussion of unmet recovery needs and characteristics of the city. Include socioeconomic data, comprehensive extent of unmet needs, and why these needs have not been addressed to date.
- b. Provide a clear picture of available public and private resources and disaster recovery needs.
- c. Include an overview of the broader recovery area in Ward County and the Souris Basin to describe how these areas are linked to needs in Minot.
- d. Include maps of impacted areas and GIS mapping of socioeconomic characteristics of the city.
- e. Fully document the low and moderate income population in city prior to the flood and post-recovery (ACS data); address cost burden for housing.
- f. Prepare Phase II Benefit-Cost Analysis utilizing range of benefits and estimated flood recovery costs. The BCA will address requirements in the BCA attachment in NOFA Appendix.
- g. Incorporate general estimate of resilient alternatives costs and total investment needed to generate cost-effective benefits.
- h. Analyze and refine the most appropriate recovery approach and actions to achieve unmet recovery and revitalization needs and community development objectives.

- 3. Factor 3 Soundness of Approach:** Identify programs and projects that correspond to framing developed in Phase I that will, to the greatest

extent possible, increase community resilience to current and future disasters and shocks in the most impacted and distressed areas and in the broader region.

- a. Clearly define goals and outcomes for proposed projects.
- b. Determine how projects will increase the level of protection and result in improvements in the city's resilience.
- c. Identify how projects or programs will decrease risks to vulnerable populations.
- d. Develop performance metrics that will be monitored and reports to be completed for each proposed project.
- e. Describe NDRC projects and programs and any alternatives considered, and describe how each addresses unmet needs.
- f. Assess project and program feasibility and effectiveness in protecting the city and region from threats and hazards, and determine the useful life of projects.
- g. Clarify connections between measures, needs, risks, and objectives defined in Phase I submittal and information needed to track and evaluate outcomes.
- h. Fully describe NDRC projects and programs, and how each meets a national objective and will address current or future risks.
- i. Outline how these projects and programs could be a model for other communities. Show how each project or program is feasible, can be implemented, and will deliver benefits including those included in national objectives. Show how projects or programs will improve resilience.
- j. Estimate required resources, including operating costs to maintain the project over the identified useful life of the project, and the sources of resources needed.

#### **4. Factor 4: Leverage**

Work with the City to identify additional leverage opportunities, and provide background information and project or program ideas that funders could potentially support. Assist the City and stakeholders in

securing “firmly committed” documentation to support leverage resources. Ensure the proper leverage document is secured in a timely manner for application submittal.

- a. Assist the City in securing funds from private organizations and non-profit institutions.
- b. Document leverage sources for annual commitment from the City of Minot.
- c. Clarify uses of leverage recognized in Phase I application, including funding from Minot Area Community Foundation, State of North Dakota, and Ward County and the Souris River Board.

#### **5. Factor 5: Regional Coordination and Long-term Commitment**

- a. Demonstrate the City’s and region’s commitment to future resilience, and identify performance on key measures included in Phase I application.
- b. Define geographic area to be served by resilience improvements or protections and how these actions will result in enhanced resilience.
- c. Identify lessons learned in developing proposal; these will be incorporated in approach to resilience and recovery in the future.
- d. Clarify standards that have been or will be increased to improve future resilience in the city.
- e. Discuss plan updates or alignments of existing plans to respond to resilience actions.

#### **Task 4 Schedules, Waivers, and Budgets**

In consultation with the City, develop a program schedule for completing proposed activities. Develop reasonable budgets for NDRC activities that show projected sources of funding, and estimate costs for each project and program activity. Provide information that documents projects’ and programs’ compliance with other planning documents such as FEMA Local Mitigation Plan or regional sustainability plan.

Work with the City to submit application and required supporting documentation to grants.gov prior to the October 27, 2015 deadline or other deadline established by HUD. Ensure that the application is received and validated.

