



FINANCE COMMITTEE AGENDA

February 6, 2023 – 4:00 pm | Council Chambers, City Hall

1. **Call meeting to order.**
2. **Approval of Minutes.**
 - a. Regular Meeting: January 3, 2023
3. **Public Comment** - Limit to three minutes per person.
4. **New Business.**
 - a. Beast-mowed Lawn Care Park Maintenance – Trent
 - b. Police Server Cloud Transition – Chief Smith and Jordan
 - c. Transportation Alternatives Application and Stahly Task Order/Reimbursement – Jordan
 - d. Review and Sign January Claims – Stan/Jordan
5. **Continued Business**
 - a. None
6. **Committee Comments or Concerns:**
7. **Announcement of next meeting.**
 - a. Regular Meeting: March 6, 2023, at 4:00PM
8. **Adjournment.**

Finance Committee

Members

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson

CITY OF DEER LODGE

FINANCE COMMITTEE MEETING MINUTES

January 3, 2023 – 4:00pm | Council Chambers, City Hall

Members Present:	Dick Bauman, Joseph Callahan
Members Absent:	Gordon Pierson
Mayor:	Jim Jess
CAO:	Jordan Green
Staff:	Stan Glovan, Peter Elverum, Trent Freeman
Guests:	See sign in sheet

1. Call Meeting to Order:

a. Chairperson Bauman called the meeting to order at 4:00PM.

2. Approval of Minutes:

a. Regular Meeting: December 5, 2023
Deferred till next meeting due to members present to approve.

3. Public Comment:

a. None

4. New Business:

a. Parade License Fees – Jordan

Title 5, section G, Parade License, we currently do not charge for a parade license. Public Works takes care of the barricades for closing the streets.

Member Callahan motioned to remove Parade License Fee from Title 5 and brought back to Council Operations. Chairperson Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

b. Marijuana Business License Fees – Jordan

Under Title 5: Business Licenses and Regulations. Brought forth from Council Operations to review any additional license Fees for a Marijuana Business License.

Member Callahan motioned to update Title 5: Marijuana Business License, Medical & Adult Dispensaries to fees of \$275 for License and \$275 for Supplementary License Zoning Permit. Chairperson Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

- c. MJD Final Pay Application for Drying Beds – Trent
All punch list items have been completed for the Landfill Drying Bed project. Requesting final payment of \$11,045.92 which was the retainage we withheld till the punch list items were completed.

Member Callahan motioned to approve final pay application of \$11,045.92. Chairperson Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

- d. Radar Speed Signs – Jordan
This is a recommendation from the Public Health & Safety Committee for the purchase of 2 radar speed signs on either end of town on Main Street. Quote from Radarsign reflects two signs with Installation at \$8,290.00. Public Health & Safety Committee also suggested looking at the requirements MDT may have for the signs on the State Highway (Main Street). MDT Guidelines are in the packet from Radarsign. City Staff will need to submit an Encroachment Permit application and all supporting documents to MDT district office.

Member Callahan motioned to approve the purchase of Two Radar Signs at \$8,290.00 and a recommendation to Council. Chairperson Bauman seconded the motion. 2 Ayes, 0 Nos, 1 Absent. Motion passed.

- e. Review and Sign December Claims – Stan/Jordan
Claims reviewed and signed by committee with recommendation to Council.

5. Continued Business:

- a. None

6. Committee Comments or Concerns:

- a. None

7. Announcement of Next Meeting:

- a. Regular Meeting: Monday, February 6, 2023

8. Adjournment:

The meeting was adjourned at 4:35pm.

Prepared by: Cyndi Thompson, City Clerk

Dick Bauman, Chairperson

Date

Finance Committee Members

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson



2925 Stockyard Rd., Suite A, Missoula, MT 59808
 t. 406-721-8876 f. 406-721-0810

QUOTE

Number UNIQ8372
Date Jan 19, 2023
Expires Mar 18, 2023

Sold To	Ship To	Your Sales Rep
Deer Lodge Police Department George Smith 300 Main Street Deer Lodge, MT 59722	Deer Lodge Police Department George Smith 300 Main Street Deer Lodge, MT 59722	Owen Goble (406) 550 1282 oweng@univisioncomputers.com

Phone 406-846-9585
Fax

Phone 406-846-9585
Fax

Here is the quote you requested.

Qty	Description	Unit Price	Ext. Price
	uniCLOUD Hosting		\$120.00

- 1 uniCLOUD Virtual Server Hosting - DC01
 Tier 2 Virtual Windows Server
 (4) RAM, GB
 (2) vCPU Cores
 Virtual Disk, 100GB, STD
 High Availability, Declined
 Backup, Daily, 2 Week Retention

- 1 uniCLOUD Virtual Router Hosting -
 Tier 2 Virtual Router
 (2) RAM, GB
 (2) vCPU Cores
 Virtual Disk, 20GB, STD
 High Availability, Declined
 Backup, Daily, 2 Week Retention
 Static IP Address

- 1 uniCLOUD Internet Bandwidth, Per MB

NOTE: uniCLOUD service billing starts when the environment is provisioned which may be prior to your go live date.

Velocity Complete Remote - Managed Services			
1	Servers	\$99.00	\$99.00
1	Network Location	\$50.00	\$50.00
	Monthly Recurring Total		\$149.00



Founded in 1989, over 3 Decades as Western Montana's Premier Full Service IT Provider



Qty	Description	Unit Price	Ext. Price
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Professional Services

Professional Services:	\$150.00	\$2,400.00
<ul style="list-style-type: none"> -Setup virtual PFSense router -Setup one site-to-site VPN into office -Setup virtual Domain Controller in UniCLOUD <ul style="list-style-type: none"> - Install Domain Controller, DNS, DHCP roles - Configured Domain Controller, DNS, DHCP roles - Migrate FSMO roles to new DC - Reconfigure DNS on DHCP for new DC - Reconfigure DNS on all other Servers & Static Devices - Decommission Old DCs - Conduct Metadata, DNS, ADSI cleanup of old DCs -Sharepoint <ul style="list-style-type: none"> - Configure Sharepoint environment - Setup file structure with client contact - Copy designated Company Shared Network Folders to Sharepoint - Configure Server GPOs for Sharepoint Auto Deployment - Configure Sharepoint Security settings based on client collaboration - Create tutorial for Users 		

NOTE: This is a fixed price quote. Any changes to the scope of work may result in additional charges

*There is an Old SWIFT installation on this server that is understood to no longer be in use, we will backup the data and store it on the External HDD, just in case there is ever a need for that data, but the current SWIFT system that is in use is over at PSCO.

Total	One Time Services	\$2,400.00
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Customer Authorization

Please contact me if I can be of further assistance.

Monthly Recurring Fee:	\$269.00
Hardware & Services Purchases Subtotal:	\$2,669.00

This Quote, and all services provided pursuant to this Quote, are governed under the terms of the Master Services Agreement ("MSA"). If applicable, this Quote is further defined by statements of work ("SOW"), which provide additional terms, conditions, and descriptions of the services provided. By accepting this Quote, you accept all of the terms of the MSA and any applicable SOWs. The MSA and SOWs are located at <https://legal.univisioncomputers.com>. If you cannot access the MSA or SOWs, or you do not agree with the terms of the MSA or SOWs (if applicable), then you should not sign this Quote and you should contact us for more information.

Accepted By: _____ Date: _____

Unless otherwise addressed in this proposal above, the following payment terms and conditions apply.

All orders are subject to shipping charges where Univision is unable to negotiate free shipping arrangements with our vendors. Where applicable those shipping charges will be added to your invoice.
 A 3% convenience fee will be applied to credit card payments exceeding \$2,000.00.

Pre-payment requirements.

For customers without established credit terms, 100% pre-payment is required upon placing an order.

For customers with established credit terms, pre-payment of 50% is required on all orders above \$5,000.00. The customer will be invoiced remaining outstanding balances once product arrives and/or work begins.



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Deer Lodge PD Cloud Server

	Current	Proposed
Cloud Hosting		\$ 120.00
Management/Security	\$ 145.00	\$ 149.00
Back up	\$ 60.00	\$ -
MONTHLY TOTAL	\$ 205.00	\$ 269.00

Transportation Alternatives Grant Program

- Project Description: continue the sidewalk on the west side of Main Street from the Cottonwood Creek Bridge to Grant-Kohr's Ranch, at which point it will turn into a multi-use path and extend as far north along Main Street as finances will allow.
- In packet is a task order from Stahly for \$9,000 to write the grant. It is a federal grant and requires a high level of technical knowledge to apply for – I can't do it myself.
- As a municipality of less than 5,000 citizens, we get a \$5,000 reimbursement from MDT for the application.
- Stahly's total task order is \$9,000 for the application, so we will be responsible for \$4,000 after the reimbursement.
- We will hold a public hearing in early March to discuss the project. Stahly will provide several cost estimates for different lengths of sidewalk and path. At that time, the City Council can decide the scope of the project applied for and decide match amounts.
- Match is 13.42% of total cost in cash, no in-kind match allowed.
- We may also be responsible for a 10.71% indirect cost to MDT as MDT will be the one to administer the grant, since it is on MDT right-of-way.
- HOWEVER, previous Transportation Alternatives grants that the City has applied for (ADA accessibility in downtown) had MDT cover most of the cost of the match. We will be reaching out to them to see if they are interested in that for this project as well. This MAY drastically reduce our match requirement to be near negligible (I've heard that the last project was a couple thousand dollars match for a \$2 million grant). We plan to receive feedback from MDT by our March public hearing.
- Grants can be awarded through the program up to \$3 million.

I am requesting approval from the Finance Committee and City Council on the Stahly Task Order for a total of \$9,000, of which \$5,000 will be reimbursed to the City by MDT. This Task Order will be for Stahly to complete the application and provide the City with cost estimates on the project for future match consideration. Thank you.

- Jordan Green, CAO

SCOPE OF SERVICES/TASK ORDER (PER ON-CALL ENGINEERING SERVICES CONTRACT)

CITY OF DEER LODGE
TA GRANT APPLICATION

SCOPE OF PROJECT AND PROJECT OUTLINE

The scope of this project is to prepare and submit a Transportation Alternatives (TA) Grant Application to the Montana Department of Transportation (MDT) for the sidewalk / trail along Main Street.

As an entity with a population less than 5,000, the City of Deer Lodge is eligible to receive a \$5,000 reimbursement for submitting a TA Application.

Stahly Engineering and Associates will be responsible for providing the following engineering services for this project:

- Develop cost estimates using the MDT estimating tools to include construction, preliminary engineering, mobilization, contingency, construction engineering, and indirect costs (IDC).
- Coordination with Deer Lodge personnel to complete the TA Grant Application, which includes determination of project eligibility, project statement that describes the project and discusses its benefit to the community, and analysis of project risks.
- Assistance with public involvement, limiting attendance at any public meetings to one meeting.
- Research and coordination with MDT consisting of: project independence, project ownership and maintenance, and right-of-way and utility impacts.

Stahly Engineering will provide the following deliverables:

- Hard copy of the application for the City of Deer Lodge.
- Electronic copy of the application for submittal to MDT.
- Upload of the document to MDT via the State of Montana File Transfer Service.

Stahly Engineering will assist with administration of the application reimbursement from MDT.

FEES FOR PROFESSIONAL SERVICES

The fee for the described engineering and surveying scope of services is estimated at \$9,000 and is broken down as follows:

Project Cost Estimating	\$2,500
Grant Application and Reimbursement Application	\$5,500
Public Involvement	\$ 500
Grant Application Submittal	\$ 500
<hr/>	
Project Total	\$9,000
MDT Reimbursement	- \$5,000
Deer Lodge Out of Pocket Expense	\$4,000

Task Order Accepted

Approved by Project Manager

City of Deer Lodge

Kurt Thomson, P.E.



Montana Transportation Alternatives (TA) Program

2023 APPLICATION REIMBURSEMENT

MDT will provide a \$5,000 reimbursement for a complete application that is submitted prior to the deadline (exclusions apply). Below are the guidelines:

- The reimbursement is only available to:
 - Applicants with a population of less than 5,000 based on the 2010 Census
 - Applicants that are outside of an Urban Area listed here: [MDT Urban Maps | Montana Department of Transportation \(MDT\) \(mt.gov\)](#)
 - Applicants who are Tribal governments
- Applications must be submitted in good faith with a reasonable level of quality. If the application is of poor quality or incomplete, MDT will not reimburse costs.
- Applicants can only request reimbursement for one (1) application. Applicants can submit multiple applications to the TA program for consideration, but they can only receive reimbursement for one single application (not multiple).
- All costs must be Federal Acquisition Regulation (FAR) compliant. Unallowable costs will not be reimbursed. U.S. General Services Administration (GSA) rates must be followed for any direct expense costs incurred.
- If the applicant spent less than \$5,000 on the application (for example, a local government hired an engineering firm and the total cost for the application was \$3,500), the applicant can only apply for the total cost and not the full \$5,000.
- A valid invoice (from a consultant) must be included in the reimbursement request. If costs are incurred directly by the local government, the reimbursement request must include detailed information supporting the charges. The following information must be included in all reimbursement requests:
 - Date range of services
 - Description of services provided
 - Breakdown of costs – labor hours (and overhead, direct costs, and profit, if applicable)
 - Profit is only allowable for consultant costs, not local government costs
 - Lump sum invoice/reimbursement requests will not be allowed, for example, a single line item for \$5,000. It will be required to show employee names, labor hours, labor rates, etc.
- The beginning of the date range of service must not be before the Federal-aid programming of the funding for which this reimbursement is paid from. This date is Nov. 23, 2022. No charges before this date are allowable.
- Reimbursement request must be in a PDF format and emailed to dhollen@mt.gov no later than June 30, 2023. The reimbursement request must include a cover letter with the requested reimbursement amount, invoice attachments or other information relevant to the reimbursement request.

Montana Transportation Alternatives (TA) Program

2023 Frequently Asked Questions

There are two different applications. Which one do I use?

If you are applying for a Pavement Preservation project and the original project that constructed the facility used federal funds or the facility is State maintained, then you should use the Pavement Preservation Project application. All other eligible projects should be applied for using the Capital Improvement Application. Stand-alone Americans with Disabilities Act (ADA) upgrade projects should be applied for using the Capital Improvement Project application. ADA upgrades that are necessary in conjunction with a Pavement Preservation project are allowed within the Pavement Preservation Project application.

Where do I find a list of eligible activities (projects) that I can apply for?

A list can be found [here](#). See page 2.

Where do I find a list of eligible entities (project sponsors) that are eligible to apply?

A list can be found [here](#). See page 2.

What entities are eligible for the \$5,000 reimbursement for applying?

Information on the 2023 Application Reimbursement can be found [here](#).

The project that I'm applying for is in Billings, Great Falls, or Missoula. How do I apply for a TA Project?

You'll need to apply within those 3 specific MPO's Call for Application process. Here are the links to the websites for the TA Programs for the 3 MPOs:

[Billings Transportation Alternatives webpage](#)

[Great Falls Transportation Alternatives webpage](#)

[Missoula Transportation Alternatives webpage](#)

What are the maximum amounts that can be applied for?

The maximum amount of TA funding request for a Capital Improvement Project is \$3,000,000. The maximum amount of TA funding request for a Pavement Preservation Project is \$600,000. Total costs may exceed these amounts with match (if required) or if an additional local contribution is added.

How much total TA funding is available with the 2023 Call for Applications?

Approximately \$30 million is available in total. Below is the breakdown for the population categories and application types:

2023 Montana Transportation Alternatives Program Funding	
Capital Improvement (less than 5,000 pop. and All Areas)	\$10,223,776
Capital Improvement (5,000 - 50,000 pop.)	\$3,653,047
Pavement Preservation (less than 5,000 pop. and All Areas)	\$1,135,975
Pavement Preservation (5,000 - 50,000 pop.)	\$405,894
50,000 – 200,000 pop. Metropolitan Planning Organization Areas (MPOs)*	\$14,581,307
TOTAL	\$30,000,000

*MPO Funding Distribution	
Billings MPO	\$6,388,406
Great Falls MPO	\$3,629,543
Missoula MPO	\$4,563,358
TOTAL	\$14,581,307

How do I determine if my project will qualify for State match?

For a project to qualify for State match, it first needs to be “on-system” (on an MDT route). Second, the project needs to be either a Pavement Preservation project or an ADA upgrade project. *These are the only two types of projects that will qualify for State match.* All other projects will require a local match unless the project is within the boundaries of a Reservation. Projects within the boundaries of a Reservation do not need a match as they qualify for 100% Federal TA share.

Where can I find a link to maps that show on-system (MDT) routes?

<https://www.mdt.mt.gov/publications/maps.shtml>

Maps that may be most helpful on the webpage linked above are:

- Highway Maps
- City, County & Urban Maps

What is the matching funds ratio?

For projects that require match (which are all projects outside of the boundaries of a Reservation) a 13.42% match is required. The Federal TA Share amount is 86.58%. The matching ratios are the same for both State and local match. So, if a project qualified for State match, then it would be 86.58% Federal TA funds and 13.42% State matching funds. For a project requiring Local match, then it would be 86.58% Federal TA funds and 13.42% Local matching funds.

Is a soft or in-kind match allowed?

No. If a match is required, it must be cash.

Our organization has been awarded grant funding. Can we use that money for match?

Yes, as long as the grant is not Federal funds. Federal funds cannot be used to match other Federal Funds. Transportation Alternatives funds are Federal Funds from the Federal Highway Administration.

How do I determine the project Construction (CN) phase cost?

We recommend that the Project Sponsor work with an Engineer who has experience designing, estimating costs, and construction of the type of project you are applying for. Cost estimating based on actual recent past project costs of similar project types is the best way to determine a construction cost estimate.

How do I determine the costs for Preliminary Engineering (PE), Construction Engineering (CE), Right-of-Way (RW), and Incidental Construction (IC) phases?

Guidelines are given in each TA Application (Capital Improvement Project and Pavement Preservation Project) as to estimates for these phases. To summarize, a good starting point is 35% for PE and 25% for CE, based on the total Construction (CN) costs. Ensure that the CN cost includes allowances for the MDT Indirect Cost Rate (IDC), contingency, and inflation. The IDC for state fiscal year 2023 is 10.71% and 20-30% contingency is a good starting point.

RW and IC phases will depend highly on the types of activities and the amount of work anticipated. Some projects will not require these phases (if there is no right-of-way or utility involvement). If your project will have a RW or IC phase, it is recommended to have an Engineer and/or Right-of-Way specialist estimate the costs for RW and an Engineer and/or Utility specialist estimate the costs for the IC Phase. The Project Sponsor can also contact the MDT TA Engineer to discuss estimated costs for these phases. The MDT TA Engineer can put the Project Sponsor in contact with experts at MDT who can help with high level estimates for the RW and IC phases.

What is the MDT Indirect Cost Rate (IDC)?

MDT is required by MCA Section 17-1-10-6 to identify and recover its indirect costs. These costs are in addition to direct project costs. The 13.42% match is also subject to the indirect cost rate. The current indirect cost rate is 10.71% for state fiscal year 2023. This rate may change yearly.

What is a contingency amount for a cost estimate?

A contingency is an amount in addition to a base cost estimate to account for potential unexpected or unknown costs that can occur. A contingency of 20-30% is a good starting point and is dependent on multiple factors such as project type and complexity.

What happens if my project application gets selected for funding?

First, MDT will prepare a Funding & Maintenance Agreement that will be signed by the Project Sponsor and MDT. The agreement deals primarily with funding (local match, if required) and the project maintenance. Additionally, the Program Manager will discuss options for project development with the

Program Sponsor. Typically, MDT will lead the design either through a competitively selected consultant or through MDT in-house design. Once the project is designed (9-24 months on average), MDT will advertise the project for bids, award the construction contract, and then administer the construction contract through completion. Another option for project delivery is the Project Sponsor can request to be certified by MDT through the Local Agency Guidelines (LAG) process to be certified to deliver a federally funded transportation project. More information on this process can be found here: [MDT LAG MANUAL \(mt.gov\)](#)

Does the Local Project Sponsor get to stay involved through the design and construction?

Yes, it is critical that the Project Sponsor be thoroughly involved and engaged throughout project development. MDT includes the Project Sponsor through every step of the process including scoping and design review meetings, cost estimate development and updates, design decisions, public involvement, bidding, and construction updates. The Project Sponsor will have regular communication with the MDT Project Manager.

Do I need to have the plans for the project ready for construction at the time the application is submitted?

No. Consider the application as the initial nomination of the project. If your application is awarded funding, the project will continue to be refined through a detailed design process including surveying, engineering, and design. *However*, the more “homework” you can do and effort you can put into the application, the better. This is especially true for the Risk Analysis section. Applications that reduce risks by limiting/mitigating unknowns will receive higher scores than applications that do not. Additionally, we would like to hear the vision for your project which you can describe in the Project Description section (as well as elsewhere, where appropriate, in the application).

Once a project is selected, when are the matching funds (if required) due to MDT?

Typically, the match for the Preliminary Engineering (PE) phase will be billed shortly after the Funding & Maintenance Agreement is signed. For the 2023 Call for Applications, we estimate this to occur in late 2023/early 2024. The match for the Construction (CN) phase will be due approximately 2 months before the project’s bid opening. This can be approximately 9-24 months after project development begins. Once the project is scoped and a project schedule is developed, we will then be able to provide a more accurate estimate on the timing of the construction phase.

How does the scoring process work and how does MDT select which applications are awarded?

The TA Scoring Committee consists of 7 MDT employees from various Divisions and Bureaus that specialize in bicycle/pedestrian facilities and design, Americans with Disabilities Act (ADA) compliance, planning, safety, maintenance, and engineering. Each application is independently reviewed and scored by each member of the committee. The committee then meets to discuss each application for a consensus scoring meeting to determine final score. The committee also consults with each MDT District office for input. Please see the Application Scoring Procedure here for more information: https://www.mdt.mt.gov/other/webdata/external/cdb/transportation_alternatives/2021/Application_Scoring_Procedure.pdf

What are the requirements for distributing the funding?

Funding will be allocated to improvements in areas consistent with the Infrastructure Investment and Jobs Act (IIJA) according to the funding limits listed earlier in this document. MDT will strive to ensure fair geographic distribution of projects and balance between urban and rural areas (i.e. not all projects in one region of the state).

I am applying for a Capital Improvement project. Am I responsible for the maintenance?

Yes. The Project Sponsor will be required to assume responsibility for the maintenance of the facility. In the application describe how you plan to maintain the facility. (For example, does the Project Sponsor have the equipment, personnel, and budget necessary to perform the maintenance? If awarded, what is your plan to maintain the project in the future?)

What if there is a local ordinance in place that says the maintenance falls on the adjacent landowners?

Even if there is a local ordinance in place that places maintenance responsibilities of sidewalk facilities on the adjacent landowners, the Project Sponsor will ultimately be responsible for ensuring the facility is maintained and will be required to sign the Funding & Maintenance Agreement.

I am applying for a Pavement Preservation project and MDT is currently maintaining the facility. Am I responsible for the maintenance?

No. MDT will continue to maintain the facility. However, we advise the Project Sponsor to work with the MDT Maintenance Chief of the respective Maintenance Area and to receive their concurrence in writing, which should then be included in the application. MDT Maintenance contacts can be found here:

[https://www.mdt.mt.gov/other/webdata/external/cdb/transportation_alternatives/MDT_TA_CONTACT S.pdf](https://www.mdt.mt.gov/other/webdata/external/cdb/transportation_alternatives/MDT_TA_CONTACT_S.pdf)

What if my project overruns during the design development or during construction?

For the Preliminary Engineering (PE), Construction Engineering (CE), Right-of-Way (RW), and Incidental Construction (IC) phases, overrunning the budget proposed in the application will result in additional match (if required) at the same ratio (86.58% Federal TA Share and 13.42% match) that was described in the application. Overruns to the Construction (CN) phase will be capped at 10-30% the amount shown in the table below:

Construction (CN) Application Estimate	Allowable Overrun Percentage
Under \$50,000	30%
\$50,000 - \$199,999	25%
\$200,000 - \$499,999	20%
\$500,000 - \$2,000,000	15%
Over \$2,000,000	10%

Up to the cap plus the allowable overrun amount, the same ratio that was described in the application will be used (for example, 86.58% Federal TA Share and 13.42% match). Beyond this cap plus the allowable overrun amount, the Project Sponsor will be responsible for 100% of the costs.

Can the Local Project Sponsor have input in the award of a bid?

Yes. If a project is bid and bids are received that are lower than the Engineer’s Estimate and are responsive, then the low bid will be awarded. If bids are received that are above the Engineer’s Estimate, then the following table is used to award a bid (awarding the bid will also be discussed with the Project Sponsor):

MDT GUIDELINES FOR AWARDING CONSTRUCTION CONTRACTS

LOWEST RESPONSIVE BID	ALLOWABLE OVERRUN %
UNDER \$50,000	30%
\$50,000 - \$200,000	25%
\$200,000 - \$500,000	20%
\$500,000 - \$2,000,000	15%
OVER \$2,000,000	10%

MDT and the local agency are committed to awarding projects being bid based on the table above.

If the bid comes in above the allowable overrun percentage in Table 1, MDT may still award the project if both parties are agreeable to the bid, if MDT can justify the bid, and if the Project Sponsor agrees to the providing the 13.42% local match (if applicable).

If both parties do not agree to fund the overrun, the State will recommend the Transportation Commission not award the project. The State will work with the Project Sponsor to identify scope changes to bring the project into a fundable level and re-advertise for letting. If scope changes cannot be agreed to by both parties, then the project may either be re-advertised and both parties agree to fully fund the project or the project may be withdrawn and the Project Sponsor agrees to reimburse the State for all TA funds expended to date.

What is the minimum width of a shared-use path?

The minimum width of a shared-use path is 8 feet and is allowable, however, 10 feet is usually preferred. Eight feet is allowable for less dense, rural environments where path use will be lighter.

What is the minimum width of a sidewalk?

The minimum width of a sidewalk is 5 feet; however, 6 feet is preferred. In some urban areas, particularly downtowns, sidewalks can be up to 10 feet wide or more.

What is the minimum recommended offset for a shared-use path if adjacent to a roadway?

The minimum offset is 5 feet from the edge of the road (not the edge of the shoulder stripe) to the edge of the path. However, 10 feet (or more) is generally preferred and recommended as a greater offset is more comfortable for path users.

Can I apply for a path with a crushed limestone surface?

No. To achieve a surface that is Americans with Disabilities Act (ADA) compliant, a firm, stable, and slip resistance path surface must be used. This is typically achieved with asphalt or concrete pavement. A path with asphalt or concrete surfacing also allows for a facility that is easier to maintain, especially in the winter. Additional information on accessibility and maintenance can be found here: https://safety.fhwa.dot.gov/ped_bike/tools_solve/fhwasa13037/chap4.cfm

Does MDT have any resources regarding Pavement Preservation treatments or a condition report for existing on-system shared-use paths?

Yes. MDT's Shared Use Paths Inventory and Detailed Maintenance Plan can be found here:

<https://www.mdt.mt.gov/other/webdata/external/maint/SUP-Maintenance-Plan.pdf>**Can I ask questions to MDT during the Call for Applications?**

Yes. Contact Dave Holien, TA Program Manager, with any questions or for guidance on the application. Dave can be reached at 406-444-6118 or dholien@mt.gov.

Can I apply for more than one application?

Yes. Project Sponsors may submit multiple applications.