



# FINANCE COMMITTEE AGENDA

October 2, 2023 – 4:00 pm | Council Chambers, City Hall

1. **Call meeting to order.**
  2. **Approval of Minutes.**
    - a. Deferred until next meeting
  3. **Public Comment** - *Limit to three minutes per person.*
  4. **New Business.**
    - a. Task Order 4 – Morrison & Maierle Ongoing WWTP Services – Trent
    - b. Review and Sign September Claims – Stan/Jordan
  5. **Continued Business**
    - a. Budget Review: General Fund – Jordan
  6. **Committee Comments or Concerns:**
  7. **Announcement of next meeting.**
    - a. Regular Meeting: Monday, November 6, 2023, at 4:00PM
  8. **Adjournment.**
- 

## Finance Committee

### Members

Dick Bauman (Chair) | Joseph Callahan | Gordon Pierson

**Mayor**  
James Jess  
**Chief Administrative Officer**  
Jordan Green  
**City Attorney**  
Peter Elverum  
**City Clerk**  
Cyndi Thompson  
**Compliance Officer**  
Kody Ryan  
**Public Works Superintendent**  
Trent Freeman  
**Treasurer**  
Stanley Glovan  
**City Services Coordinator**  
Gena Micu



**City Council**  
Dick Bauman  
Joseph Callahan  
Curt Fjelstad  
Jackie Greenwood  
John Henderson  
Robert Kersch  
John J. Molendyke  
Gordon Pierson

## CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

**THIS AGENDA ITEM REFERRED BY:** COMMITTEE



**TO:** FINANCE



**Agenda Item Name:** Task Order 4, Morrison & Maierle Ongoing WWTP Services

**For Meeting on:** 10/02/2023

**Staff Member/Committee Referring:** Public Works Committee

### **Description of the item:**

Morrison & Maierle, as the engineering firm that designed the Wastewater Treatment Plant, provides the City with ongoing professional services when the operators need assistance. The City has continually budgeted \$5,000 annually for services provided by this task order. If the services are not needed, the funding rolls over.

### **Attachments:**

Task Order 4 from Morrison & Maierle

### **Previous Committee Engagement:**

**(discussion, outcomes, recommendations, public comment)**

Item was brought to the September 26, 2023 Public Works Committee and was recommended to Finance and City Council for approval.

### **Recommended Motion/Action:**

Recommend to City Council approval of Task Order 4 for continued professional services at the Wastewater Treatment Plant.



**TASK ORDER NO. 4 TO STANDARD MASTER AGREEMENT  
BETWEEN MORRISON-MAIERLE, INC. AND CLIENT**

Project Number: 0347.034.02

Project Name: Services Associated with the WWTP

**1. Background Information:**

- a. Effective date of MORRISON-MAIERLE, INC. and CLIENT MASTER AGREEMENT: May 6, 2019
- b. CLIENT: City of Deer Lodge, Montana
- c. CONSULTANT: Morrison-Maierle, Inc.
- d. Project: Services Associated with the Wastewater Treatment Plant

**2. Task Order Information**

2.1 CONSULTANT shall perform the following Services:

Provide support to the City for engineering services associated with the Wastewater Treatment Plant as requested in writing by Mayor or City Administrator.

2.2 The Budget for the Task Order services shall be:

\$10,000 and subject to the attached rate schedule. Consultant reserves the right to update the rate schedule annually starting in January 2024.

The method of payment for this task order shall be:

- HOURLY RATE - Hourly rates as specified in the Special Provisions or attachments hereto, plus an amount equal to CONSULTANT's actual reimbursable expenses related to the project times a factor of 1.05. The total compensation for services identified herein is estimated to be not to exceed \$10,000.
- LUMP SUM - A lump sum fee of \$ .

2.3 The schedule for the Task Order services is as follows:

For a term of two (2) years from the effective date of this Task Order, with the option of an additional two (2) year term as approved by the CLIENT.

2.4 The responsibilities of CLIENT for this Task Order are as follows:

CLIENT shall have those responsibilities set forth in Section 2 of the Master Agreement, subject to the following:



- Provide written direction and any necessary CLIENT information to the CONSULTANT for the proposed services.

CLIENT and CONSULTANT hereby agree to modify the above-referenced Agreement as set forth in this Task Order. All provisions of the Agreement not modified by this or previous Task Orders remain in effect.

The Effective Date of this Task Order is September 18, 2019.

**CLIENT:**

**CONSULTANT:**

City of Deer Lodge, Montana

Morrison-Maierle, Inc.

Signed: \_\_\_\_\_

Signed: *Jeffrey M. Ashley*

By: \_\_\_\_\_

By: Jeffrey M. Ashley

Title: \_\_\_\_\_

Title: Vice President

Contact Information and Address for giving notices: Contact Information and Address for giving notices:

Jordan Green, City Administrator

Rika Lashley, Project Manager

300 Main Street

1 Engineering Place

Deer Lodge, MT 59722-1057

Helena, MT 59602

Email: jgreene@cityofdeerlodgemt.gov

Email: rlashley@m-m.net

Phone: 406-846-2238

Phone: 406-495-3448

Address for Invoices (if different)

\_\_\_\_\_

\_\_\_\_\_

Standard Billing Rate Schedule  
Effective Thru  
December 31, 2023

		Standard Rate	Overhead Rate
<b>Engineer</b>	Supervising Engineer V	273.00	273.00
	Supervising Engineer IV	267.00	267.00
	Supervising Engineer III	245.00	245.00
	Supervising Engineer II	234.00	234.00
	Supervising Engineer I	222.00	222.00
	Senior Engineer II	206.00	206.00
	Senior Engineer I	188.00	188.00
	Design Engineer II	177.00	177.00
	Design Engineer I	164.00	164.00
	Engineer Intern II	142.00	142.00
Engineer Intern I	125.00	125.00	
<b>Planner</b>	Supervising Senior Planner	225.00	225.00
	Senior Planner	186.00	186.00
	Planner III	151.00	151.00
	Planner II	138.00	138.00
	Planner I	121.00	121.00
<b>Scientist</b>	Supervising Environmental Scientist	234.00	234.00
	Environmental Scientist III	186.00	186.00
	Environmental Scientist II	142.00	142.00
	Environmental Scientist I	121.00	121.00
	Environmental Technician	106.00	106.00
	Supervising Geologist	252.00	252.00
	Senior Geologist	222.00	222.00
	Geologist III	192.00	192.00
	Geologist II	164.00	164.00
	Geologist I	140.00	140.00
<b>Designer and Technician</b>	Senior Communications Designer	228.00	228.00
	Communications Designer	125.00	125.00
	CAD Designer III	156.00	156.00
	CAD Designer II	143.00	143.00
	CAD Designer I	133.00	133.00
	CAD Tech III	130.00	130.00
	CAD Tech II	111.00	111.00
	CAD Tech I	98.00	98.00
	Senior Engineering Designer	183.00	183.00
	Engineering Designer	125.00	125.00
<b>Resident Project Representative</b>	Senior Resident Project Representative	175.00	175.00
	Resident Project Representative III	166.00	166.00
	Resident Project Representative II	147.00	147.00
	Resident Project Representative I	126.00	126.00
<b>Administrative</b>	Administrative Manager	126.00	126.00
	Administrative Coordinator III	116.00	116.00
	Administrative Coordinator II	110.00	110.00
	Administrative Coordinator I	90.00	90.00
	Project Coordinator III	113.00	113.00
	Project Coordinator II	102.00	102.00
	Project Coordinator I	92.00	92.00
	Technical Intern	85.00	85.00
	Senior Communication Specialist	128.00	128.00
	Graphic Designer	106.00	106.00
	Health & Safety Administrator	140.00	140.00
<b>Survey</b>	Senior Survey Manager	226.00	226.00
	Survey Manager	176.00	176.00
	Land Surveyor IV	169.00	169.00
	Land Surveyor III	158.00	158.00
	Land Surveyor II	148.00	148.00
	Land Surveyor I	134.00	134.00
	Remote Sensing Specialist II	149.00	149.00
	Remote Sensing Specialist I	139.00	139.00
	Survey Technician IV	129.00	129.00
	Survey Technician III	114.00	114.00
	Survey Technician II	98.00	98.00
Survey Technician I	80.00	80.00	
<b>Expert Witness</b>	Recommended rate for expert witness services (depositions and/or time in court) is charged at an hourly rate of 150-200% of the standard billing rate.		

### EQUIPMENT RATES

Company Vehicle: highway miles - Pickups	\$.862/mile
highway miles - Medium SUV	\$.754/mile
highway miles - Small SUV	\$.622/mile
highway miles - Sedan	\$.690/mile
on-site	\$.690/mile plus \$5.00/hour
mileage	
Private Vehicle	\$.655/mile
ATV	\$50.00/day
UTV	\$100.00/day
Survey-Grade GNSS (1 Receiver)	\$120.00/day
Survey-Grade GNSS (2 Receivers)	\$30.00/hour, \$240.00/day
Resource-Grade (GIS) GNSS Receivers	\$65.00/day
Hovermap LiDAR Scanner	\$50.00/hour, \$400.00/day
Robotic Total Station	\$30.00/hour, \$240.00/day
Total Station	\$80.00/day
Trimble SX10 Scanning Total Station	\$40.00/hour, \$300.00/day
Trimble SX12 Scanning Total Station	\$40.00/hour, \$300.00/day
FARO Focus 3D Laser Scanner	\$50.00/hour, \$400.00/day
Hydrolite - TM Echosounder Kit	\$100.00/day
Raft-Hydro-Bathy Surveys	\$100.00/day
sUAS Survey Drone	\$400.00/day
Nuclear Density Meter	\$10.00/hour, \$35.00/day
Airflow Balancing Hood	\$75.00/day
Core Drill	\$10.00/hole
Digital Level	\$50.00/day
Hammer Drill	\$30.00/day

### HYDROLOGICAL EQUIPMENT

Conductivity Meter	\$15.00/day
Disposable Bailers	\$10.00/each
Dissolved Oxygen Meter	\$20.00/day
PH Meter	\$15.00/day
PH/Temp/Conductivity Meter	\$25.00/day
Water Sample Fee	\$10.00/each
In Situ Level Troll 700	\$63.00/day, \$250.00/week
AquaCalc Pro	\$60.00/day, \$120.00/week
Marsh McBirney 2000 Flowmeter	\$60.00/day, \$120.00/week
Global Water FP 111 Flowmeter	\$25.00/day, \$75.00/week
Submersible Pump (Redi Flo 2)	\$155.00/day
Water Level Meter, 300 Ft.	\$25.00/day, \$50.00/week
Water Level Meter, 500 Ft.	\$35.00/day, \$75.00/week
Oil/Water Interface Well Probe	\$40.00/day, \$120.00/week
Hach Flo-Dar (logger & sensor)	\$400.00/week, \$1,000.00/month
Rain Gauge Sensor	\$15.00/week, \$60.00/month

### PRINTING EXPENSES

Black & White Copies	\$.10/8.5X11, \$.13/8.5x14, \$.20/11x17
Color Copies	\$.20/8.5X11, \$.20/8.5x14, \$.40/11x17
Binding	\$.25/each
Lamination	\$1.00/each
Oversize Print Black & White	\$5.00/each
Oversize Print Color	\$6.00/each
Print & Basic Mount	\$12.00/each
Print & Machine Mount	\$20.00/each
Print, Machine & Laminate White Board	\$32.00/each

### MISCELLANEOUS EXPENSE

Lodging	Current Rates
Meals	\$54.00/day

Materials and other direct costs will be invoiced at current rates plus minimum 10% markup. The following are included as direct costs: approved employee meals, lodging, transportation, premium delivery services (UPS, Federal Express, etc.),

Standard Billing Rate Schedule  
Rates Effective Thru  
December 31, 2023

testing and survey supplies, premiums for special insurance, performance bonds, and consultants. Cost of professional liability insurance is included in the hourly rates of personnel.