



PUBLIC WORKS COMMITTEE AGENDA

April 23, 2024 – 5PM | Council Chambers, City Hall.

- 1. Call meeting to order**
- 2. Approval of Minutes**
 - a. Regular Meeting: March 26, 2024
- 3. Public Comment - Limit to three minutes per person**
- 4. Old Business**
 - a. None
- 5. New Business**
 - a. Public Works Report – Trent
 - b. 2024 Street Maintenance Project Recommendation to Award – Trent
 - c. Pay Application #1 for Wastewater Improvements Project – Trent
 - d. Wastewater Improvements Phase #2 Task Order for Grant Writing and Administration – Jordan
- 6. Staff Comments**
- 7. Announcement of the next meeting:**
 - a. Regular Meeting: May 28, 2024, at 5 PM
- 8. Adjournment**

Public Works Committee

Garbage | Sewer | Streets | Trees | Wastewater | Water | City Parks

Members

Gordon Pierson (Chair) | John Molendyke | John Henderson

PUBLIC WORKS COMMITTEE MINUTES

March 26, 2024, at 5PM | Council Chambers, City Hall.

Members Present: Gordon Pierson, John Molendyke, John Henderson
Members Absent: None
Mayor: None
CAO: Jordan Green
Council Member: None
Staff: Trent Freeman,
Consultants: None
Guests: See Sign in Sheet

1. Call Meeting to Order

Chairman Pierson called the meeting to order at 5:00PM

2. Approval of Minutes

a. Regular Meeting: February 27, 2024

Member Molendyke motioned to approve as presented. Member Henderson seconded the motion. 3 Ayes, 0 Nos. Motion passed.

3. Public Comment - Limit to Three Minutes Per Person

a. None

4. Old Business

a. Beeson Right-of-Way Abandonment Request - Jordan
Same staff report that was presented to City Council on March 4th along with the associated documents are in the packet. There was discussion about the proposed abandonment, the size of the proposed abandonment, and potential access to the south of town from that road in the future. Discussed whether or not we wanted to shorten the abandonment, as the residents garage hangs over about a foot of the proposed

abandonment area or do we want to look at the potential impacts of the area keeping it the same size the abandonment is to be now.

Chairman Pierson motioned to change the abandonment from 30x120 feet to 15x120 feet and recommend this to Finance. Member Henderson seconded the motion. 3 Ayes, 0 Nos. Motion passed.

5. New Business

a. XYLEM Contract – Trent

In the packet is a 5 year contract for XLEM Water Solutions to inspect and service the pumps at the lift station near AOK Campground. The contract price would be \$1,468.00 per year for a total cost of \$7,340.00 over the course of 5 years. The contract will save the City approximately \$300.00 per year or a total savings of \$1,500 over the course of 5 years. The lift station is currently serviced and inspected by Xylem once a year with Trent scheduling yearly. If approved this will need to go to Finance and Council.

Member Molendyke motioned to approve the Xylem Contract as presented and recommend this to Finance and City Council. Member Henderson seconded the motion. 3 Ayes, 0 Nos. Motion passed.

b. Department of Public Works Update – Trent

Received summary of ongoing and completed projects. Report accepted as presented.

6. Committee Comments or Concerns:

a. None

7. Announcement of the next meeting

a. Regular Meeting: April 23, 2024, at 5PM

8. Adjournment

a. Meeting adjourned at 5:27PM.

Prepared by Cyndi Thompson, City Clerk

Gordon Pierson, Chairman

Date

Public Works Committee

Garbage | Sewer | Streets | Trees | Wastewater | Water | City Parks

Members

Gordon Pierson (Chair) | John Molendyke | John Henderson

CITY OF DEER LODGE

Public Works Report March 2024

PROJECT SUMMARIES

Street Maintenance

- 2024 Street Maintenance Project Pre-Bid was held. Two contractors showed up
- Cold patching potholes
- Sanding Street as needed

Sewer Utility

- Annual Sewer Maintenance
- Jetting problem sewers
- Inflow and Infiltration project is approximately 42 percent complete and is on winter shut down. Here is a project summary of what has been completed and what is remaining. Three new sewer manholes have been installed. Two on Montana Avenue and one on Second Street. The sewer main line has been replaced from Rainbow Ave. to the south in the alley and a new sewer main has been installed from the new manhole in Rainbow, west to the Metro and a manhole abandoned at West St. The existing sewer was collapsed near the manhole at West St. and the manhole had no bottom and was infiltrating with a lot of groundwater into the sewer system. On the slip lining portion of the project, the 8" sewer main on Montana Ave. is complete. The 12" sewer main along Taylor Creek is complete. The 6" sewer main along Taylor Creek, Rainbow Ave., and Montana will be completed this spring. Also remaining for the project which construction will occur next spring is the storm water tank and piping to separate the Rialto Theatre's ground water pumping into the sewer main and the lining of the Lift Station
- Working with Morrison-Maierle for the Individual Permit Variance at the Wastewater Treatment Plant and the extension of the Administrative Order of Consent for the permit. A grant for this has been submitted and denied
- Attending monthly meetings with all stakeholders for the Inflow and Infiltration project

Parks and Rec

- Reviewing Beast Mowed Parks maintenance contract

Water

- The first phase of the new Public Water Supply Well is nearly complete. The stainless steel slotted screen has been installed and O'Keefe has completed the well development. The 72 hour pump test has been completed and the well can potentially produce above 1000 gallons per minute. Waiting for water quality test results on the new well. Next steps will be the design for the well house and the tie-in into the distribution system. Anticipated completion 2025

- A survey will be sent out to random residents by 120 water for the new lead/copper rule to identify the type of water service pipe material in their home.
- Sanitary Survey was completed by the DEQ for the Water System. No violations found but there were some recommendations

Solid Waste

- Seeking quotes for new garbage truck

Mosquito Abatement

- Nothing to report

INTEREST ITEMS FOR CITY COUNCIL

- With nearly 42 percent of the Inflow and Infiltration completed, it is my estimation that influent flows to the Wastewater Treatment Plant have decreased approximately 40,000 to 50,000 gallons per day which equates to approximately 150 single family residential homes
- Walk through meeting of City Hall with the Mechanical Engineers for the City Hall renovations
- Thad attended a course put on by the Midwest Assistance Program (MAP) to assist with Waste Water Treatment Plant optimization
- Meeting with the Board of Investments regarding the workforce housing units
- City Hall Boiler site glass had to be replaced. The site glass broke and was leaking water in the basement of City Hall. I shut down the boiler until the repair could be made to prevent flooding and boiler malfunction
- Met with MDT for potential IJA funding opportunities
- Met with Lin Hicks for material needs on the Beaumont Addition Subdivision
- Met with Sarah Jones from Deluxe Engineering and Construction regarding the infrastructure rough draft plan set
- Jordan held my annual employee evaluation

COVID-19 RESPONSE

Currently the Public Works Crew is moving forward on anticipated projects while working safely, practicing enhanced hygiene, and using personal protective equipment as directed.

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



Montana's Undiscovered Treasure

300 MAIN STREET
DEER LODGE MT 59722-1057
406.846.2238

City Council
Curt Fjelstad
Kirk Hayes
John Henderson
Robert Kersch
Rian King-Chavez
Gregory Larkins
John Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY:

TO:

Agenda Item Name: 2024 Street Maintenance Project

For Meeting on: 04/23/2024 **Staff Member/Committee Referring:** Trent Freeman

Description of the item:

Recommendation of Award to Helena Sand and Gravel for the 2024 Street Maintenance Project which consists of Rainbow Avenue Reconstruct and Mill and Overlay on Pennsylvania Ave., Park St., and Pavilion Lane in the amount of \$469,512.00

Attachments:

Recommendation of Award Letter from Stahly Engineering

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

N/A

Recommended Motion/Action:

Motion to Accept Recommendation of Award plus a ten percent contingency for potential Change Orders for a total amount of \$516,500.00 and forward to Finance and Council for Approval



April 10, 2024

Mr. Jordan Green
Chief Administrative Officer
City of Deer Lodge
300 Main Street
Deer Lodge, MT 59722

RE: Recommendation of Award – 2024 Street Maintenance Project

Dear Jordan:

Construction bids for the 2024 Street Maintenance project were received and opened on April 2, 2024. Two bids were received and are within the requirements stated in the Bid Documents. We have reviewed the results, and no errors were found that affected the bids. Helena Sand & Gravel was the low bidder at \$469,512.00.

Stahly Engineering recommends that the City of Deer Lodge award the construction contract to Helena Sand & Gravel for the 2024 Street Maintenance for a contract price of \$469,512.00.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kurt Thomson", is written over a horizontal line.

Kurt Thomson, PE
Project Manager

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
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Montana's Undiscovered Treasure

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Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY:

TO:

Agenda Item Name: 2022 Wastewater System Improvements Pay Application 1

For Meeting on: 04/23/2024 **Staff Member/Committee Referring:** Trent Freeman

Description of the item:

Pay application #1 with associated Change Orders submitted by MJD Contracting for the Sewer Inflow and Infiltration Project in the amount of \$404,772.39.

Attachments:

Pay Application #1 with associated Change Orders

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

N/A

Recommended Motion/Action:

Motion to Accept Pay Application #1 with associated Change Orders and forward to Finance and Council for Approval

ITEM	DESCRIPTION	QTY	UNITS	ORIGINAL CONTRACT		CHANGE ORDER		CURRENT CONTRACT		IN PLACE PAY EST.	AMOUNT THIS PAYEST.	IN PLACE TOTAL PROJECT	AMOUNT TOTAL PROJECT
				UNIT PRICE	TOTAL PRICE	QTY	AMOUNT	QTY	AMOUNT				
1	General Requirements	1	LS	\$ 120,000.00	\$ 120,000.00			1	\$ 120,000.00	0.5	\$ 60,000.00	0.5	\$ 60,000.00
2	Traffic Control	1	LS	\$ 30,000.00	\$ 30,000.00			1	\$ 30,000.00	0.5	\$ 15,000.00	0.5	\$ 15,000.00
3	Testing	1	LS	\$ 12,000.00	\$ 12,000.00			1	\$ 12,000.00	0.5	\$ 6,000.00	0.5	\$ 6,000.00
4	Erosion & Sedimentation Control	1	LS	\$ 8,000.00	\$ 8,000.00			1	\$ 8,000.00	0.5	\$ 4,000.00	0.5	\$ 4,000.00
5	CIPP 6"	1464	LF	\$ 100.00	\$ 146,400.00	93	\$ 9,300.00	1557	\$ 155,700.00	0	\$ -	0	\$ -
5A	6" Adjustment to Allied		LF	\$ 20.00	\$ 20.00	1557	\$ 31,140.00	1557	\$ 31,140.00	0	\$ -	0	\$ -
6	CIPP 8"	1180	LF	\$ 40.00	\$ 47,200.00	1196	\$ 47,840.00	1196	\$ 47,840.00	1196	\$ 47,840.00	1196	\$ 47,840.00
6A	8" Adjustment to Allied		LF	\$ 40.00	\$ 40.00	1196	\$ 47,840.00	1196	\$ 47,840.00	1196	\$ 47,840.00	1196	\$ 47,840.00
7	CIPP 12"	167	LF	\$ 210.00	\$ 35,070.00	-6	\$ (1,260.00)	161	\$ 33,810.00	161	\$ 33,810.00	161	\$ 33,810.00
7A	12" Adjustment to Allied		LF	\$ 150.00	\$ 150.00	161	\$ 24,150.00	161	\$ 24,150.00	161	\$ 24,150.00	161	\$ 24,150.00
8	9' Dia. Standard Manhole Construction	217	EA	\$ 200.00	\$ 43,400.00	713	\$ 142,500.00	930	\$ 186,000.00	663	\$ 132,600.00	663	\$ 132,600.00
9	9' Dia. Standard Manhole Construction	3	EA	\$ 6,500.00	\$ 19,500.00	3	\$ 19,500.00	6	\$ 39,000.00	6	\$ 39,000.00	6	\$ 39,000.00
9A	Extra Manhole Depth	5	VF	\$ 200.00	\$ 1,000.00		\$ -	5	\$ 1,000.00	5	\$ 1,000.00	5	\$ 1,000.00
10	Asphalt Removal & Replacement	1000	SY	\$ 110.00	\$ 110,000.00		\$ -	1000	\$ 110,000.00	0	\$ -	0	\$ -
11	Open-Cut Spot Repair	24	EA	\$ 3,800.00	\$ 91,200.00	-14	\$ (46,200.00)	10	\$ 38,000.00	0	\$ -	0	\$ -
12	Westwell Coating	1	LS	\$ 85,000.00	\$ 85,000.00		\$ -	1	\$ 85,000.00	0	\$ -	0	\$ -
13	Stormwater Force Main	645	LF	\$ 75.00	\$ 48,375.00	255	\$ 19,125.00	900	\$ 67,500.00	0	\$ -	0	\$ -
14	Inlet-Pass Pumping (MID viewed as IS only, Bypass for pipe in pipe)	1	LS	\$ 47,500.00	\$ 47,500.00		\$ -	1	\$ 47,500.00	0	\$ -	0	\$ -
15	Ballast Tank and Pump		LS	\$ 55,000.00	\$ 55,000.00	1	\$ 55,000.00	1	\$ 55,000.00	0	\$ -	0	\$ -
16	Watermain Adjustment		LS	\$ 3,500.00	\$ 3,500.00	1	\$ 3,500.00	1	\$ 3,500.00	1	\$ 3,500.00	1	\$ 3,500.00
	Total				\$ 879,845.00		\$ 273,775.00		\$ 1,153,620.00		\$ 430,380.00		\$ 430,380.00

MATERIAL STORAGE \$ 50.00
 TOTAL WORK & MATERIAL STORAGE \$ 430,380.00
 5% RETAINAGE \$ 21,519.00
 TOTAL LESS RETAINAGE \$ 408,861.00
 PREVIOUS PAYMENTS
 SUBTOTAL \$ 408,861.00
 STATE 1% TAX \$ 4,088.61
 PAYMENT DUE \$ 404,772.39
 REMAINING PLUS RETAINAGE \$ 744,759.00

See all four Work Change Directives and the following description to cover all items for the change order.

1. Price increase/decrease for Allied to perform work when subcontractor previously identified was no longer available to perform the slip lining.
2. Increase in lineal footage of 8-inch sewer main replacement as identified on TV reports of collapsed pipes on Rainbow Ave and slip line of 12" lines. Rainbow Ave – 380lf, Montana Ave with new manhole 26lf, Montana Ave MH SE26-SE27 267LF, 40lf of 12" on Taylor (added to 8" bid item). For a total of 713lf additional pipe to install. The Rainbow Ave section was an emergency replacement due to pipes being broken.
3. Two manholes as identified on the walkthrough to provide access to slip line pipe. These two manholes were at the east and west end of Montana ave. One manhole on Second St/Rainbow Ave and half manhole for the connection to the Metro manhole and half manhole at the bank, then the two planned manholes for the alley main construction south of Rainbow Street, for a total of 6 manholes.
4. 6" CCIP – an increase of 93lf
5. 8" CCIP – an increase of 16lf
6. 12" CCIP – a deduction of 6lf
7. Water lowering due to conflict with sewer alignment, station 41+50 +/- . Lump sum fee of \$3,500.00, shown as bid item number 16.
8. Due to the increased scope of work, and delays for the emergency sewer main installation on Rainbow Ave, 21 contract days are requested.

All items for the change order are in the quantities of the original bid items. No additional fees were requested for the issue of the oil spill and time delays associated with having to excavate and test the soils for contamination.

CHANGE ORDER NO.:1

Owner: City of Deer Lodge
 Engineer: Stahly Engineering
 Contractor: MJD Contracting, LLC
 Project: 2022 Wastewater System Improvements
 Date Issued: 03-18-2024
 Effective Date of Change Order: 12-31-2023

Owner's Project No.:
 Engineer's Project No.: 2506-03Q21
 Contractor's Project No.: 23012

The Contract is modified as follows upon execution of this Change Order:

Description: This change order incorporates the preliminary work change directives 1-4. See full description on the following attachments.

Attachments: WCD's 1-4, Change order descriptions

Change in Contract Price	Change in Contract Times [State Contract Times as either a specific date or a number of days]
Original Contract Price: <u>\$879,845.00</u>	Original Contract Times: Substantial Completion: <u>60</u> Ready for Final Payment: <u>75</u>
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. <u>NA</u> <u>\$0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. <u>NA</u> Substantial Completion: <u> </u> Ready for Final Payment: <u> </u>
Contract Price prior to this Change Order: <u>\$879,845.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>60</u> Ready for Final Payment: <u>75</u>
[Increase] [Decrease] this Change Order: <u>\$273,775.00</u>	[Increase] [Decrease] this Change Order: Substantial Completion: <u>21</u> Ready for Final Payment: <u> </u>
Contract Price incorporating this Change Order: <u>\$1,153,620.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>81</u> Ready for Final Payment: <u>96</u>

Recommended by Engineer (if required)

By: 

Title: Project Manager

Date: 4/4/2024

Accepted by Contractor

By: _____

Title: _____

Date: _____

Authorized by Owner

By: _____

Title: _____

Date: _____

Approved by Funding Agency (if applicable)

By: _____

Title: _____

Date: _____

WORK CHANGE DIRECTIVE NO.: 1

Owner: City of Deer Lodge
Engineer: Stahly Engineering
Contractor: MJD Contracting
Project: Deer Lodge Collection System Upgrades
Date Issued: 10-17-2023

Owner's Project No.:
Engineer's Project No.: 2506-0QP21
Contractor's Project No.:

Effective Date of Work Change Directive: 10-17-2023

Contractor is directed to proceed promptly with the following change(s): Description: Installation of sewer manhole in two locations on Montana Ave. This is required to gain access to ends of the lines for slip lining.

Attachments:

Identified at preconstruction walkthrough

Purpose for the Work Change Directive:

To gain access to ends of sewer mains that need to be slip lined.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

Notes to User—Check one or both of the following

X Non-agreement on pricing of proposed change. X Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$13,000.00 [increase] [decrease] [not yet estimated].

Contract Time: 0 days [increase] [decrease] [not yet estimated].

Basis of estimated change in Contract Price: unit price used as estimate

Lump Sum x Unit Price Cost of the Work Other

Recommended by Engineer

Authorized by Owner

By:

Title:

Date: 10-17-2023

EJCDC® C-940, Work Change Directive.

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WORK CHANGE DIRECTIVE NO.: 2

Owner: City of Deer Lodge
Engineer: Stahly Engineering
Contractor: MJD Contracting
Project: Deer Lodge Collection System Upgrades
Date Issued: 11-20-2023

Owner's Project No.:
Engineer's Project No.: 2506-0QP21
Contractor's Project No.:

Effective Date of Work Change Directive: 11-20-2023

Contractor is directed to proceed promptly with the following change(s): Description: Installation of water lowering of 6" water main in Rainbow Ave. Line is at the same elevation as the new sewer main. This is required to meet DEQ requirements. All inclusive of materials, pipe, rebar, exploratory excavation, concrete thrust blocks and all incidentals associated with this work.

Attachments:

None

Purpose for the Work Change Directive:

To maintain clearance per DEQ requirements.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

Notes to User—Check one or both of the following

Non-agreement on pricing of proposed change. Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$10,000.00 [increase] [decrease] [not yet estimated].

Contract Time: 0 days [increase] [decrease] [not yet estimated].

Basis of estimated change in Contract Price: unit price used as estimate

Lump Sum Unit Price Cost of the Work Other

Recommended by Engineer

Authorized by Owner

By:

Title:

Date: 11-20-2023

WORK CHANGE DIRECTIVE NO.: 3

Owner: City of Deer Lodge
Engineer: Stahly Engineering
Contractor: MJD Contracting
Project: Deer Lodge Collection System Upgrades
Date Issued: 11-20-2023

Owner's Project No.:
Engineer's Project No.: 2506-0QP21
Contractor's Project No.:

Effective Date of Work Change Directive: 11-20-2023

Contractor is directed to proceed promptly with the following change(s): Description: Core new connection into existing sewer manhole on West/Rainbow Street, connect sewer services into new main as discovered, install new sewer manhole at 2nd street/Rainbow and continue to install new sewer main to manhole to NW016 installed for Deer Lodge collection system project. Install approximately 400lf of 6" CCIP from manhole NW016 North. These items were discovered once manhole NW016 was installed for the Rainbow Ave sewer man replacement. This is required to meet DEQ requirements. All inclusive of materials, pipe, rebar, exploratory excavation, concrete thrust blocks and all incidentals associated with this work.

Attachments:
None

Purpose for the Work Change Directive:

These items were discovered once the manhole NW016 was installed for our Rainbow Ave sewer man replacement. Due to the amount of groundwater coming into the new manhole NW016 from the two locations, the lines were TV'd to identify why. It was discovered that the lines were collapsed in locations allowing groundwater in and potential of sewage to be released into the groundwater. With breaks as observed from the TV'd sections these lines needed to be replaced as soon as possible.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

Notes to User—Check one or both of the following

Non-agreement on pricing of proposed change. Necessity to proceed for schedule or other reasons. Estimated

Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$85,000.00 [increase] [decrease] [not yet estimated].

Contract Time: 5 days [increase] [decrease] [not yet estimated].

Basis of estimated change in Contract Price: unit price used as estimate

Lump Sum Unit Price Cost of the Work Other

Recommended by Engineer

Authorized by Owner

By:

Title:

Date: 11-20-2023

EICDC® C-940, Work Change Directive.

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WORK CHANGE DIRECTIVE NO.: 4

Owner: City of Deer Lodge
Engineer: Stahly Engineering
Contractor: MJD Contracting
Project: Deer Lodge Collection System Upgrades
Date Issued: 11-30-2023

Owner's Project No.:
Engineer's Project No.: 2506-0QP21
Contractor's Project No.:

Effective Date of Work Change Directive: 11-30-2023

Contractor is directed to proceed promptly with the following change(s): Description: All work, testing, delays to contractor associated with the discovery of an abandoned sewer main that leaked oil into the sewer trench, delaying the installation of sewer main at the intersection of West St. and Rainbow Ave. Due to this emergency spill oil was pumped into the existing sewer main so it would not overflow the sewer trench and go overland to adjacent properties causing additional cleanup and remediation. This includes all time associated to mitigate the source and cause, all paperwork required to meet DEQ requirements.

Attachments:
None

Purpose for the Work Change Directive:
Emergency oil spill cleanup.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

Notes to User—Check one or both of the following

Non-agreement on pricing of proposed change. Necessity to proceed for schedule or other reasons. Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$25,000.00 [increase] [decrease] [not yet estimated].

Contract Time: 5 days [increase] [decrease] [not yet estimated].

Basis of estimated change in Contract Price: unit price used as estimate

Lump Sum Unit Price Cost of the Work Other

Recommended by Engineer

Authorized by Owner

By:

Title:

Date: 11-30-2023

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
Curt Fjelstad
Kirk Hayes
John Henderson
Robert Kersch
Rian King-Chavez
Gregory Larkins
John Molendyke
Gordon Pierson

CITY COUNCIL/COMMITTEE AGENDA ITEM INFORMATION

THIS AGENDA ITEM REFERRED BY: STAFF MEMBER **TO:** PUBLIC WORKS

Agenda Item Name: WW Improvements Phase 2 Task Order

For Meeting on: 04/23/2024 **Staff Member/Committee Referring:** Jordan Green

Description of the item:

This scope of work will review the existing PER for the City's Wastewater System to identify the scope of a Phase 2 Inflow and Infiltration reduction project. It also includes grant writing to the MCEP and RRGL programs to fund the project. Amount of the grant asks will be discussed at the next Finance and City Council meeting. Total task order cost for grant prep is \$16,500.

Attachments:

Task Order from Stahly Engineering

Previous Committee Engagement:

(discussion, outcomes, recommendations, public comment)

None

Recommended Motion/Action:

Approve the Task Order and recommend to the Finance Committee and City Council.



3530 Centennial Drive, Helena, MT 59601 | phone: 406-442-8594
851 Bridger Drive, Suite 1, Bozeman, MT 59715 | phone: 406-522-8594
2223 Montana Avenue, Suite 201, Billings, MT 59101 | phone: 406-601-4055
1001 12th Street, Cody, WY 82414 | phone: 307-509-5541

www.seaeng.com

4/8/2024

City of Deer Lodge
Attn: Jordan Green, City Administrative Officer
Via: email

Subject: Task order to provide professional services related to City of Deer Lodge Wastewater Collection System Improvements

Dear Jordan and members of the Council:

This letter and associated attachment are intended as a Scope of Work for Stahly Engineering & Associates, Inc. to complete engineering and grant writing services for Phase 2 of the Wastewater Collection System Improvements for the City of Deer Lodge. Your approval of this Scope of Work is required per our term agreement dated January 3, 2017, and extended November 3, 2023. That agreement states that any projects assigned to our firm exceeding \$10,000 require a detailed Scope of Work and review and approval by the City Council.

The attached Exhibit A identifies the activities associated with each task anticipated for the services we will provide. The City of Deer Lodge will reimburse Stahly Engineering for services based on time and materials spent on the project and will be subject to all other conditions of the existing term contract.

Please review this Scope of Work and provide comment if necessary. If agreeable to the council, please sign the Notice to Proceed below and return the original to our office. Thank you for the opportunity to provide services to the City of Deer Lodge.

Sincerely,

Stahly Engineering & Associates, Inc.

Kurt Thomson, P.E.
Project Engineer

Robie Culver
Grants Department Manager

NOTICE TO PROCEED

Stahly Engineering & Associates is hereby granted a notice to proceed for the engineering and grant writing services for Phase 2 of the Wastewater Collection System Improvements for the City of Deer Lodge:

Owner: City of Deer Lodge

Authorized Signature: _____

Title: _____

Date: _____

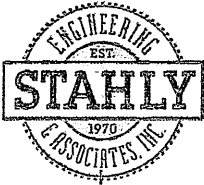


Exhibit A

2024 City of Deer Lodge Wastewater Collection System Technical Memo to Supplement Preliminary Engineering Report and Project Grant Applications

Scope of Work

This Scope of Work is to review the existing City of Deer Lodge Wastewater System Preliminary Engineering Report (PER) and provide a technical engineering memo for Phase 2 of the collection system improvements to address Infiltration and Inflow (I&I) into the system. It also provides grant writing and optional administration services to the City of Deer Lodge in support of the wastewater collection.

Phase 1 – PER Review and Technical Memo (\$2,500)

The following activities will comprise the scope of work:

1. Review existing wastewater PER and work with Deer Lodge Public Works Director to prioritize segments of the wastewater collection system to be included in the Phase 2 project.
2. Prepare technical memo as a supplement to the PER:
 - a. Description of project area selection and justification for defining the project (i.e. public health and safety, condition of collection lines, effect on existing wastewater treatment plant, etc.).
 - b. Updated cost estimates.

Phase 2 – Grant writing - Montana Coal Endowment Program (MCEP) Grant, Renewable Resource Grant and Loan (RRGL) Program Grant, Uniform Application, and SRF Priority List Survey (\$14,000)

1. Assist engineer, City of Deer Lodge with determining funding strategy to include in final PER.
2. Draft Uniform Application in cooperation with the engineer.
 - a. Gather required documentation from City to include with application:
 - i. Signature page complete.
 - b. Submit with funding applications.
3. Prepare MCEP funding grant application for amount to be determined based on the wastewater rate anticipated in relationship to the target rate to include:
 - a. MCEP Eligibility Screening Checklist
 - b. Gather required documentation from City to include with application:
 - i. Letter of support and commitment of matching funds.
 - c. Participate in gathering information, attending in-house and public meetings, and responding to/writing Statutory Priorities:
 - i. Urgent and serious health or safety problems.
 - ii. Financial need.
 - iii. Appropriate design and solution.
 - iv. Long-term planning and management.
 - v. Funding strategy.
 - vi. Long-term job/business expansion.
 - vii. Community support.

- d. Provide deliverables to meet 2024 deadline:
 - i. Draft and final application to the City.
 - ii. Electronic submission of application to the Montana Department of Commerce.
- 4. Prepare RRGL funding grant application to include:
 - a. Gather required documentation from City to include with application:
 - i. Authorizing statement.
 - ii. \$250,000 application fee.
 - b. Participate in gathering information, attending in-house and public meetings and responding to/writing response to eligibility criteria:
 - i. Renewable resource benefit.
 - ii. Public or citizen benefits.
 - iii. Technical/financial feasibility and project management.
 - c. Provide deliverable to meet May 16, 2024 deadline:
 - i. Draft and final application to the City.
 - ii. Electronic submission of application to the Montana Department of Commerce.
- 5. SRF Priority List Survey
 - a. Assist engineer in submitting the SRF Priority List Survey so that the project is positioned for loan funding as needed.

Phase 3 – OPTIONAL Grant administration (Scope and fee to be determined is grants are successful)

Once construction grants are awarded this contract may be amended to include grant administration of the awarded grants. Grant administration will include assisting with meeting start up conditions and providing reporting and recordkeeping required to satisfy the funding agency requirement throughout the duration of the grant award.

Anticipated Schedule

May 1, 2024	Complete Technical Memo
May 15, 2024	Submit SRF Survey
May 15, 2024	RRGL and Uniform Applications Submitted
May 30, 2024	MCEP and Uniform Applications Submitted

Summary of Costs

Phase 1 – PER Review and Technical Memo	\$ 2,500
Phase 2 – MCEP, RRGL, Uniform Applications, SRF Survey	\$14,000
Phase 3 - MCEP and RRGL Grant Administration	<u>\$ TBD</u>
TOTAL CONTRACT AMOUNT	\$16,500

If assistance to acquire additional grants or loans is required, this task order will be amended with an updated Scope of Work and cost. The cost of the project will be positively affected by that continued spirit of cooperation and assistance in getting information in a timely manner to successfully complete the project within budget.