



**City Commission Meeting Agenda
2 Park Drive South, Great Falls, MT
Commission Chambers, Civic Center
December 17, 2024
7:00 PM**

The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>. The Public may view and listen to the meeting on government access channel City-190, cable channel 190; or online at <https://greatfallsmt.net/livestream>.

Public participation is welcome in the following ways:

- Attend in person.
- Provide public comments in writing by 12:00 PM the day of the meeting: Mail to City Clerk, PO Box 5021, Great Falls, MT 59403, or via email to: commission@greatfallsmt.net. Include the agenda item or agenda item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the City Commission and appropriate City staff for consideration during the agenda item and before final vote on the matter; and, will be so noted in the official record of the meeting.

Meeting Decorum Statement

1. Members of the public shall address their comments to the presiding officer and the Commission as a body and not to any individual member of the Commission or City staff.
2. Speakers shall keep their comments germane to the subject item on the agenda or, during petitions and communications, matters of significant public interest which are within the jurisdiction of the Commission.
3. Be respectful and do not engage in disorderly or boisterous conduct, including but not limited to applause, booing, or making any remarks that are, threatening, profane, abusive, personal, or slanderous that disturbs, disrupts, or otherwise impedes the orderly conduct of our meeting.
4. Signs, placards, banners, or other similar items shall not be permitted in the audience during our City Commission meeting.
5. Remain seated, unless addressing the body at the podium or entering or leaving the meeting. Private or informal conversations may occur outside of the Chambers. Obey any lawful order of the Presiding Officer to enforce the Rules of Decorum.
6. A complete copy of Rule 10 pertaining to the public participation is available on the table in the Commission Chambers and is included with the Meeting posting on the City's Website.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

COMMUNITY INITIATIVES

1. Miscellaneous Reports and announcements from Sheriff Jesse Slaughter.

PETITIONS AND COMMUNICATIONS

(Public comment on any matter that is not on the agenda of the meeting and that is within the jurisdiction of the City Commission. Please keep your remarks to a maximum of 3 minutes. When at the podium, state your name and either your address or whether you are a city resident for the record.)

2. Miscellaneous reports and announcements.

NEIGHBORHOOD COUNCILS

3. Miscellaneous reports and announcements from Neighborhood Councils.
4. Recognition of Neighborhood Council #5 Chair Eric Ray.

BOARDS AND COMMISSIONS

5. Miscellaneous reports and announcements from Boards and Commissions.

CITY MANAGER

6. Miscellaneous reports and announcements from City Manager.

CONSENT AGENDA

The Consent Agenda is made up of routine day-to-day items that require Commission action. Items may be pulled from the Consent Agenda for separate discussion/vote by any Commissioner.

7. Minutes, December 3, 2024, City Commission Meeting.
8. Total Expenditures of \$2,863,748 for the period of November 21, 2024 through December 4, 2024, to include claims over \$25,000, in the amount of \$2,115,631.
9. Contracts List.
10. Approve Amendment No. 1 to the Professional Services Agreement in the amount of \$88,800.00 to Roadway Asset Services, LLC. for the Road Overall Condition Index project.
11. Approve final payment for the Public Works Backup Generator project in the amount of \$8,808.57 to United Electric and \$88.98 to the State Miscellaneous Tax Fund and authorize the City Manager to make the payments.

Action: Approve Consent Agenda as presented or remove items for separate discussion and/or vote by any Commission member. After motion is made, Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

12. Change Order #1: Civic Center Infrastructure Renovations. *Action: Approve or not approve a change order in the amount of \$5,817.40 for AT Klemens for the Civic Center Infrastructure Renovations Project utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the change order documents. (Presented by Sylvia Tarman)*

13. Furniture Order for Police Department Evidence Building Project. *Action: Approve or deny the furniture order for the Police Department Evidence Building in the amount of \$8,590.36, purchased under the State TIPS/Omnia contract. (Presented by Sylvia Tarman)*
14. Annual Comprehensive Financial Report (ACFR) and Audit Report, Fiscal Year 2024. *Action: Accept or deny the Fiscal Year 2024 Annual Comprehensive Financial Report and authorize staff to submit the related reports to other government agencies and financial institutions as necessary. (Presented by Melissa Kinzler)*
15. Construction Contract: Civic Center Elevator Modernization. *Actions:*
- I. Award or not award a contract in the amount of \$123,162.75 to Montana Elevator and Escalator Company for the Civic Center Elevator Modernization Project utilizing SLIPA and TIF funds, and authorize the City Manager to execute the construction contract documents.*
- II. Award or not award a contract in the amount of \$20,134.00 to Liberty Electric Inc. for the Civic Center Elevator Modernization Project utilizing SLIPA and TIF funds, and authorize the City Manager to execute the construction contract documents. (Presented by Sylvia Tarman)*
16. Final ARPA Allocations. *Actions:*
- I. Approve or not approve Change Order #1 in the amount of \$75,000.00 with Wadsworth Builders for the Police Department Evidence Building Project utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the contract documents.*
- II. Approve or not approve Change Order #2 in the amount of \$123,040.91 with Wadsworth Builders for the Civic Center Court Relocation Project utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the contract documents. (Presented by Sylvia Tarman)*

ORDINANCES / RESOLUTIONS

CITY COMMISSION

17. Miscellaneous reports and announcements from the City Commission.
18. Commission Initiatives.
19. Legislative Initiatives.

ADJOURNMENT

(Please exit the chambers as quickly as possible. Chamber doors will be closed 5 minutes after adjournment of the meeting.)

Assistive listening devices are available for the hard of hearing, please arrive a few minutes early for set up, or contact the City Clerk's Office in advance at 455-8451. Wi-Fi is available during the meetings for viewing of the online meeting documents.

Commission meetings are televised on cable channel 190 and streamed live at <https://greatfallsmt.net>. City Commission meetings are re-aired on cable channel 190 the following Wednesday morning at 10 am, and the following Tuesday evening at 7 pm.

JOURNAL OF COMMISSION PROCEEDINGS
December 3, 2024

Regular City Commission Meeting

Mayor Reeves presiding
 Commission Chambers, Room 206

CALL TO ORDER: 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL/STAFF INTRODUCTIONS: City Commission members present: Cory Reeves, Joe McKenney, Rick Tryon, Susan Wilson, and Susan Wolff. Also present were Public Works Director Chris Gaub, Planning and Community Development Director Brock Cherry, Finance Director Melissa Kinzler, ARPA Project Manager Sylvia Tarman, City Attorney and Acting City Manager David Dennis, Fire Chief Jeremy Jones, Police Chief Jeff Newton, and City Clerk Lisa Kunz.

AGENDA APPROVAL: There were no proposed changes to the agenda by the Acting City Manager or City Commission. The Agenda was approved as presented.

CONFLICT DISCLOSURE/EX PARTE COMMUNICATIONS: Commissioner Joe McKenney referred to agenda items 16 and 20 and disclosed that his wife is an ex-employee of TD&H and LPW Architecture. There is no personal gain to him or his wife and he plans to participate in those two items.

MILITARY UPDATES

1. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS FROM MONTANA AIR NATIONAL GUARD (MANG).**

Colonel David Scott Smith, Wing Commander, provided the following updates:

- Their first pilot is attending C-130J aircraft school and is expected to graduate in February. A second pilot is arranging to attend the school.
- Underground tanks will be removed next summer and moved to a new fuel barn.
- Construction on a new landing zone/runway project at the airport will begin in a couple of months.
- 680 acres has been secured for a drop zone outside of Power, MT.
- The \$255 million dollar new hanger project will be ongoing for the next 10 years.
- Four aircraft and 152 people will be deployed in June.

Commissioner Wolff thanked MANG for its flyover at the Bobcat-Griz game.

PETITIONS AND COMMUNICATIONS

2. None.

NEIGHBORHOOD COUNCILS

3. **MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.**

None.

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BOARDS AND COMMISSIONS

4. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

None.

CITY MANAGER

5. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Street and Traffic Manager Eric Boyd reviewed the following slides and announced the winners of the “Name the Snow Plow” contest.



Many Creative Entries!!



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CONSENT AGENDA.

- 6. Minutes, November 6, 2024, City Commission Meeting.
- 7. Total Expenditures of \$5,119,135 for the period of November 7, 2024 through November 20, 2024, to include claims over \$25,000, in the amount of \$4,272,958.
- 8. Contracts List.
- 9. Grants List.
- 10. Reject all Construction Contract bids for the Great Falls Public Library Renovation Entry Vestibule’s Exterior and Interior Doors due to project budget shortfall. **OF 1762.6**

Commissioner Wolff moved, seconded by Commissioner Wilson, that the City Commission approve the Consent Agenda as presented.

Mayor Reeves asked if there were any comments from the public or discussion amongst the Commissioners.

Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

PUBLIC HEARINGS

- 11. **ASPEN VILLAGE APARTMENTS (MULTIFAMILY) AFFORDABLE HOUSING PROPOSAL.**
- 12. **CENTENNIAL VILLAGE APARTMENTS (MULTIFAMILY) AFFORDABLE HOUSING PROPOSAL.**

Mayor Reeves opened the joint public hearing and asked for presentation of the agenda reports.

Kassy Buss, Bjornson Jones Mungas PLLC, reported that Aspen Village Housing Partners, LP, and Centennial Village Housing Partners, LP, are applying for Low-Income Housing Tax Credits (“LIHTCs”) from the Montana Board of Housing to finance the preservation of Aspen Village and Centennial Village Apartments as affordable housing, and are planning to apply for the exemption from real property taxes available to qualifying low-income housing tax credit projects under Mont. Code Ann. § 15-6-221. As a part of the requirements related to such applications, Aspen Village Housing Partners, LP, and Centennial Village Housing Partners, LP, are required to solicit public comment on whether the proposed qualifying low-income rental housing property meets a community housing need. This is the public’s opportunity to comment on the proposals.

Ms. Buss reviewed and discussed the following PowerPoint slides about the proposed projects. The goal of the presentation is to solicit comments from the Commission and public on these proposals to be forwarded with their applications to the Board of Housing that funds these projects.

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<p><i>Aspen Village Apartments</i> and <i>Centennial Village Apartments</i></p> <p>Aspen Village Housing Partners, LP Centennial Village Housing Partners, LP</p> <p>Presented by: Kassy J. Buss of Bjornson Jones Mungas, PLLC Missoula, Montana</p>  <p>BJM BJORNSON JONES MUNGAS PLLC</p>	<p>Aspen Village Apartments 3010 11th Avenue South Great Falls, MT</p>  <p>* Aspen Village Apartments is a 60-unit multifamily housing project that was originally built in 1977. This property currently offers rent-restricted homes to eligible residents meeting income requirements through the U.S. Department of Housing and Urban Development (HUD) Section 8 Project Based Rental Assistance Program, and tenants pay reduced rental rates based on their income. The project consists of three buildings, containing a total of 27 two-bedroom units, 30 three-bedroom units, and 3 four-bedroom units, all on a 2.994-acre lot. The project also offers on-site laundry facilities and a leasing office, picnic areas, a basketball court, and off-street parking available for residents.</p>
<p>Aspen Village Apartments</p> <p>Location: 3010 11th Avenue South Great Falls, MT</p>  <p>AH FOUNDATION FOR AFFORDABLE HOUSING VITUS</p>	<p>Centennial Village Apartments 700 4th Avenue Northwest Great Falls, MT</p>  <p>* Centennial Village Apartments is a 48-unit low-income multifamily housing project that was constructed in 1979. There are 36 two-bedroom units and 12 three-bedroom units in a single building on the property. The project is currently subsidized by HUD's Project Based Rental Assistance Program. Rents at the property are based on the tenant's income, and tenants pay no more than 30% of their income as rent. The project has tenant laundry facilities, a centralized playground and outdoor recreation area, and on-site parking is available.</p>
<p>Centennial Village Apartments</p> <p>Location: 700 4th Avenue Northwest Great Falls, MT</p>  <p>AH FOUNDATION FOR AFFORDABLE HOUSING VITUS</p>	<p>Preservation of Current Housing</p> <p>MONTANA HOUSING</p> <p>REHABILITATION AND UPDATES</p> <p>Affordability restrictions:</p> <ul style="list-style-type: none"> - Seeking an assignment and 20-year renewal of the project based rental assistance contracts to preserve the affordability of the homes for years to come - Rent and income restrictions through Montana Board of Housing Declarations of Restrictive Covenants for Low-Income Housing Credits that will continue to restrict the properties and require the units be rented to income-eligible tenants at reduced rental rates <p>Rehabilitation and Updates:</p> <ul style="list-style-type: none"> - Energy efficient modifications, such as upgrading plumbing fixtures to low-flow flush valves, mechanical repairs and updates, replacement of windows and doors - Safety improvements, including new exterior lighting, installation of CCTV video security system, alarms, hardwired CO and smoke detectors, and other security features - Upgrades to sidewalks, leasing office, laundry area, boating, and roofing - Install new playground systems and benches - Replace appliances and cabinets, upgrade tile, showers, and toilets, install bar in storage and storage - Modifications and improvements to common spaces and dwelling units to improve ADA accessibility <p>MONTANA DEPARTMENT OF COMMERCE</p>
<p>Community Housing Needs</p> <p>Pursuant to the requirements under Montana Code Ann. § 13-6-221, the parties are holding a public hearing to solicit comment on the projects in relation to community housing needs.</p> <p>You are also encouraged to submit comments regarding the need for affordable multi-family rental housing in your area to:</p> <p>Montana Board of Housing, PO Box 200328 Helena, MT 59620-0328 FAX: (406) 841-2841</p> 	<p>Questions?</p> <p>Kassy J. Buss Bjornson Jones Mungas, PLLC 2809 Great Northern Loop, Suite 100 Missoula, MT 59808 (406) 721-8896 kassy@bjornsonlaw.com</p> <p>BJM BJORNSON JONES MUNGAS PLLC</p> <p>30+ AFFORDABLE HOUSING UNITS 127 LOW INCOME HOUSING UNITS 60 HOMEOWNERS</p> <p>AH FOUNDATION FOR AFFORDABLE HOUSING</p> <p>VITUS</p> <p>30K+ 15K+ 30 130+</p>

Mayor Reeves asked if the Commissioners had any questions of Ms. Buss.

Commissioner Wolff inquired if the tenants would be moved temporarily while their units are being updated.

Ms. Buss reported that the rehab plan includes, to the maximum extent possible, performing the work while the tenants are in their units, or move to another available unit temporarily. If they needed to go to hotels, all costs including food would be paid for.

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Commissioner Tryon suggested noticing and soliciting public comment from neighbors of these projects by arranging the public hearings with the appropriate Neighborhood Councils.

Commissioner Wilson inquired if there were similar projects in the works on other properties in Great Falls.

Ms. Buss responded that these are the only two current projects. There is a big need that has been identified in Great Falls. A lot of the rent and income restricted projects are now aging out of those restrictions. She is glad that the people her firm is working with really want to fill that need.

Mayor Reeves asked if there were any comments from the public in favor of the Aspen Village and Centennial Village Apartments affordable housing project proposals.

Jake Clark, Great Falls Development Alliance (GFDA), commented that these preservation projects certainly meet a community need for housing. The preservation of affordable housing, through these subsidy programs, is extremely beneficial to the Great Falls community. The alternative is very scary as these tax credits expire and the properties turn market rate. Often times there is not much investment in those properties, so it is worse off for the neighborhood and residents. What is great about this program and these projects is that, in order to maintain their tax credits, they will have to do extensive renovation. It is a way of improving properties in the neighborhoods they are already in, a way of allowing affordable housing to remain where it already is and where other market factors have adjusted to its presence, rather than trying to find new locations in town for subsidized housing. These preservation projects are essential to keeping housing available, as well as affordable, for a huge subset of our city.

John Hubbard, City resident, inquired what rent amount was considered affordable.

Mayor Reeves asked if there were any comments from the public in opposition to the Aspen Village and Centennial Village Apartments affordable housing project proposals. Hearing none, Mayor Reeves closed the joint public hearing.

OLD BUSINESS

13. DEVELOPMENT AGREEMENT AMENDMENT WITH CONTEXT LLC FOR THE REMODEL OF THE KELLERGEIST PUB THEATER LOCATED AT 111 CENTRAL AVENUE.

Planning and Community Development Director Brock Cherry reported that, on August 1, 2023, the City Commission adopted Resolution 10523, approving an expenditure of \$263,500 of Downtown TIF District Funds to be utilized for the remodel of the Kellergeist Pub Theater by Context LLC. The project includes extensive façade work including window replacement, wall repair, front awning repair, and concrete repair to the landing of the rear door that leads to the alley.

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Further, Context LLC will be improving public safety features including the addition of a fire suppression system throughout the building, creation of ADA compliant bathrooms, installation of indoor and outdoor cameras, outdoor lighting, and replacement of the rear security door. The First Amendment to the Development Agreement does not impact the funding amount or extend the scope of what was previously approved as part of Resolution 10523, but extends the term of the agreement and will necessitate the funds be held for a longer duration for the project.

The project was originally expected to be completed by the end of 2024. Work is currently underway for this project, but due to unforeseen circumstances including construction delays, Context LLC is requesting an amendment to extend the timeline of reimbursement to December 31, 2025.

Commissioner Wolff moved, seconded by Commissioner Wilson, that the City Commission approve the First Amendment to the Development Agreement with Context LLC for the remodel of the Kellergeist Pub Theater project.

Mayor Reeves asked if there were any comments from the public. Hearing none, Mayor Reeves asked if there was any discussion amongst the Commissioners.

Commissioner Tryon commented that it appears the Commission will be setting precedent if the extended timeline is approved.

Director Cherry commented that approval of this request would not be detrimental to the TIF fund. The TIF remains in a satisfactory, healthy state. Staff is comfortable that the project will be able to be completed and reimbursement provided during the extended time.

Commissioner Tryon inquired the nature of the delay.

Director Cherry responded there have been materials, construction and financing delays.

Due to the delays and inflation, Commissioner Tryon commented that the approved amount of \$263,500 would have less value for the project.

Director Cherry agreed, but noted that the applicant is confident that they can utilize the previously awarded amount of funds, and only needs an extension of the term of the agreement.

Commissioner Tryon inquired if there was a limitation on the number of requests for extensions.

Director Cherry responded that, one of the conditions of TIF approval is the feasibility of the project to come to fruition. If this were to happen again, the tone of the staff report would be much more cautious than what he is presenting to the Commission today.

City Attorney David Dennis added that there is no provision in statute that creates a time limitation on the completion of these projects. The duration provision is included in the contract for the City to protect itself. If the project is not completed in a certain amount of time, it allows the City to re-evaluate the applicant's ability to get the project done.

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Applicant Matthias Schalper reported that the nature of the delays include typical construction timing delays of contractors, materials and equipment. The plumbers and electricians are currently working, the fire suppression dedicated line is installed, and concrete was poured today. He is confident construction work will be done this summer, but wants a buffer so he does not have to request another extension.

There being no further discussion, Mayor Reeves called for the vote.

Motion carried 5-0.

14. ELECTRIC CITY WATER PARK SPLASH PAD INSTALLATION, FUNDING AGREEMENT AND CHANGE ORDER. OF 1810.1

ARPA Projects Manager Sylvia Tarman reported that the Electric City Water Park Splash Pad Installation Project includes purchase and installation of a comprehensive splash pad package in the current baby pool area of the Electric City Water Park. The project was identified to be funded with Community Development Block Grant (CDBG) funds and the funding agreement was approved by the City Commission in July 2022 for \$200,000. Park & Recreation staff worked with various splashpad vendors to obtain a satisfactory design and quote. Due to geographical location, it was difficult to find a contractor who could supply a reasonable quote to do the work in Montana that was not totally cost prohibitive. Staff eventually obtained a satisfactory plan and quote from Play Space Designs, identified through Sourcewell, to complete the project.

The City purchased only the splashpad equipment from Playspace Designs, and that purchase was approved by the Commission on May 7, 2024. At that same meeting, the Commission approved a contract for United Materials to complete demolition of the baby pool in the amount of \$28,650. Demolition began in mid-May, and wrapped up in early June. The Commission approved a \$2,500 change order for the demolition at the June 18th meeting.

Per state and federal regulations, City Staff put the installation of the splashpad equipment out for bid in early May 2024, and opened bids on June 7, 2024. Smith River Construction, Inc. provided a bid of \$143,750, and the Commission approved that contract at the June 18, 2024 meeting. At that time, it was also necessary to update the original funding agreement from \$200,000 to \$268,809.50 to accommodate the added expense of all the work so far. The amended agreement was also approved at the June 18, 2024 meeting. Construction began in early September and wrapped up at the end of October 2024. However, a few additional items are needed to complete the project and restore the area around the Splashpad.

Two trees at the fence line along the west side of the Splashpad were disturbed due to heavy machinery having to access the Splashpad area off River Drive. Park & Recreation staff are concerned that these trees will die off and requested that they be removed and the stumps ground as part of the project. The installation contractor has provided a quote to remove the trees, grind the stumps, remove the debris, as well as re-installing the fencing in that area. These items will complete the project and allow successful start-up in the spring.

This change order will be paid for with additional CDBG funds, which requires amending the funding agreement. This will increase the overall project total to \$274,959.50. Staff has reviewed

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the proposal and current CDBG funding levels, and recommends approval of the Change Order and amending the Funding Agreement.

Commissioner Wilson moved, seconded by Commissioner Wolff, that the City Commission approve amending the CDBG Funding Agreement with an additional \$6,150 for a new total of \$274,959.50 with the City of Great Falls – Park and Recreation for the conversion of the baby pool into a splash pad.

Mayor Reeves asked if there were any comments from the public. Hearing none, Mayor Reeves asked if there was discussion amongst the Commissioners.

Mayor Reeves inquired why the damages were not being paid for by the contractor.

ARPA Project Manager Tarman responded that the damages would likely have occurred because of the access off River Drive and the timing of demolition due to a break in the weather.

There being no further discussion, Mayor Reeves called for the vote.

Motion carried 5-0.

Commissioner Wilson moved, seconded by Commissioner Tryon, that the City Commission approve a change order for Smith River Construction, Inc., in the amount of \$6,150 for the Electric City Water Park Splash Pad Installation Project, utilizing Community Development Block Grant funds, and authorize the City Manager to execute the contract documents.

Mayor Reeves asked if there were any comments from the public or further discussion amongst the Commissioners.

Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

15. **SEWAGE LIFT STATION NO. 1 AND SUPPLEMENTAL FORCEMAIN IMPROVEMENTS – ALTERNATIVE PROJECT DELIVERY CONTRACT AWARD – GENERAL CONTRACTOR CONSTRUCTION MANAGER SERVICES. OF 1758.1**
16. **SEWAGE LIFT STATION NO. 1 AND SUPPLEMENTAL FORCEMAIN IMPROVEMENTS. PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1 FOR ENGINEERING CONSTRUCTION PHASE SERVICES. OF 1758.1**

Public Works Director Chris Gaub reported that approval of Items 15 and 16 will enable the City to move forward with repairs to Lift Station No. 1. This project is a high priority for the City's wastewater treatment system because it makes critical repairs to the lift station that pumps around 40% of the City's raw wastewater across the Missouri River to the treatment plant.

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On November 6, 2024, the Commission approved early work agreements for the contractor to procure long lead-time equipment for the construction. These two agenda items will transition the project from the design phase services and early equipment procurement to the construction phase.

For Item 15, staff recommends approval of the GCCM Construction Contract with Prospect Construction at a guaranteed maximum price of \$7,456,692.50 and, for item 16, approval of the amendments to the Professional Services Agreement with TD&H Engineering in the amount of \$687,600 to include inspection and construction services. Approval will allow City staff, TD&H and Prospect Construction to move forward with construction starting next spring. It will also enable staff to use the \$5.8 million dollars in ARPA funding which has a state spending deadline of December 31, 2025.

Final payment and any unforeseen change orders will be brought before the Commission for action. Phase 2 of the project will also be brought before the Commission in the future.

Commissioner Wolff moved, seconded by Commissioner Wilson, that the City Commission award a General Contractor Construction Manager (GCCM) Construction Contract to Prospect Construction, Inc. for Construction Phase Services at a Guaranteed Maximum Price (GMP) of \$7,456,692.00 for the Sewage Lift Station No. 1 and Supplemental Forcemain Improvements Project, and authorize the City Manager to execute the agreement documents.

Mayor Reeves asked if there were any comments from the public or discussion amongst the Commissioners.

Mayor Reeves referred to page 97 of the agenda packet and requested clarification of the struck out language pertaining to builders risk insurance.

Director Gaub responded that builders risk insurance was included in the builder's guaranteed maximum price.

Mayor Reeves called for the vote.

Motion carried 5-0.

Commissioner Wilson moved, seconded by Commissioner McKenney, that the City Commission approve Amendment No. 1 to Professional Services Agreement with TD&H Engineering in the amount of \$687,600.00 for Construction Phase Services for the Sewage Lift Station No. 1 and Supplemental Forcemain Improvements Project, and authorize the City Manager to execute the agreement documents.

Mayor Reeves asked if there were any comments from the public or discussion amongst the Commissioners.

Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

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NEW BUSINESS

17. CONSTRUCTION AGREEMENT: SOUTH GREAT FALLS STORM DRAIN MIDDLE BASIN. OF 1820.0

Public Works Director Chris Gaub reported that this project makes improvements to storm drain infrastructure in the South Great Falls Middle Basin, connecting existing storm drain pipe in 10th Street South near 24th Avenue South with existing pipe in 6th Street South near 30th Avenue South.

The South Great Falls Storm Drainage Master Plan was completed in April 2012. The plan studied existing conditions and recommended storm drain mains, detention ponds, and outfalls for north, middle, and south basins for the South Great Falls area to be utilized as a planning tool. Eight previous projects have been constructed as a result of recommendations from the study. Five projects remain, including this one, which is required to mitigate flooding. The study noted that residents of the area have voiced concerns regarding periodic flooding problems.

Existing flows from 22nd Avenue South are captured by a 30” storm main in 10th Street South, which terminates at the northeast corner of a parcel owned by Great Falls Public Schools. Storm water then flows over land across the school parcel and into a 48” storm main in 6th Street South, which eventually outfalls into the Missouri River. This project will install 36” to 48” storm drain pipe parallel to an existing sanitary sewer main, as well as manholes and inlets as needed to connect the gap in infrastructure. These improvements will capture flows from the school parcel and area to the north and mitigate potential flooding throughout the area.

Commissioner Wolff moved, seconded by Commissioner Tryon, that the City Commission award a construction agreement in the amount of \$1,581,695.80 to United Materials of Great Falls, Inc. for the South Great Falls Storm Drain Middle Basin project, and authorize the City Manager to execute the agreement documents.

Mayor Reeves asked if there were any comments from the public or discussion amongst the Commissioners.

Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

18. AWARD SECURITY CONTRACT: GREAT FALLS POLICE DEPARTMENT (GFPD) EVIDENCE BUILDING EXPANSION PROJECT. OF 1684.3

ARPA Project Manager Sylvia Tarman reported that the GFPD Evidence Building Expansion project was identified as a Tier 1 ARPA project in April of 2022, and it includes construction of an approx. 8,000 sf addition onto the south side of the existing Police Department building. The project went out for bid at the end of 2023, and a construction contract was awarded in February 2024. Construction began in August, and is currently on a winter shutdown.

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City staff have been working with the architect and contractor to evaluate the security and access needs of the new addition. City staff reached out to Alert Security to provide a quote for security controlled doors and cameras, as they provide the security systems in the existing building. This will ensure that the security system of the addition will be able to fully integrate with and operate in the same manner as the existing system.

The project team has reviewed the project requirements and the proposal provided, and are confident that Alert Security's proposal will satisfy the project's needs. Therefore, staff recommends awarding the contract in the amount of \$24,860.00 to Alert Security Professionals for the GFPD Evidence Building Expansion Project utilizing American Rescue Plan Act funds.

Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission award a contract in the amount of \$24,860.00 to Alert Security Professionals for the GFPD Evidence Building Expansion project utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the construction contract documents.

Mayor Reeves asked if there were any comments from the public or discussion amongst the Commissioners.

Commissioner Wilson expressed appreciation for the ARPA funds, projects and administration of those funds.

Commissioner Tryon concurred and noted the funds are one-time ARPA funds.

There being no further discussion, Mayor Reeves called for the vote.

Motion carried 5-0.

19. FURNITURE ORDER FOR CIVIC CENTER COURT RELOCATION PROJECT. OF 1750.1

ARPA Project Manager Sylvia Tarman reported that the Civic Center Court Relocation project was identified as a Tier 1 ARPA project in April 2022, and City staff began working with Cushing Terrell to come up with an adequate design. The project went out for bid in January 2024, and work began in August of this year. City staff have been working with Cushing Terrell and Western Office Equipment for the last few months to work up an adequate furniture plan that would suit the needs of the Court staff. After months of design and product selection, Western has provided an estimate for the order. This estimate also includes a price for receiving, storing, and installing the furniture as well.

Furniture for the Court staff is similar to equipment selected for other office remodels to include desks, chairs, filing cabinets, and small breakroom tables. The court staff is repurposing some of their existing furniture, namely for their main filing systems, but the majority of their desks and personal storage is dated and would not work in the new space. A large part of this furniture order includes furniture for each of the new courtrooms and jury rooms. The project team selected pieces that were mostly wood to match the overall design of the courtroom, as well as complementing the historic nature of the space. Gallery seating was selected to be easy to clean and move around, while

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in keeping with the overall aesthetic. Jury room furniture was selected to look nice, as well as for durability. This higher caliber of furniture was selected to make sure this new space was beautiful and functional for years to come.

City Staff and Cushing Terrell have reviewed Western's proposal, and are confident that it will satisfy the project's needs. Therefore, Staff recommends that the Commission approve the furniture purchase from Western Office Equipment, in the amount of \$273,243.85, utilizing American Rescue Plan Act (ARPA) Funds.

Commissioner Wilson moved, seconded by Commissioner McKenney, that the City Commission approve the furniture order for the Civic Center Court Relocation project in the amount of \$273,243.85, purchased under the State TIPS/Omnia contract.

Mayor Reeves asked if there were any comments from the public or discussion amongst the Commissioners.

Commissioner Wilson inquired if staff asked for a discount. ARPA Project Manager Tarman responded that the City receives a government-pricing discount through the State contract.

Commissioner Tryon expressed appreciation for the contract being awarded locally.

There being no further discussion, Mayor Reeves called for the vote.

Motion carried 5-0.

20. GREAT FALLS POLICE DEPARTMENT SECURE FRONT DESK PROJECT. OF 1835.0

ARPA Project Manager Sylvia Tarman reported that the Montana State Legislature enacted the State-Local Infrastructure Partnership Act, or SLIPA, through House Bill 355. This act authorized a \$20 million allocation to the Montana Department of Commerce (Commerce) to be distributed to local governments via formula grants. The City of Great Falls was allocated \$755,461 of SLIPA funds. The GFPD Secure Front Desk Project was approved by the Commission as part of the list of other SLIPA projects on March 5, 2024. Contracts for the individual projects were approved at the September 3, 2024 Commission meeting. SLIPA funding was approved for \$63,750.00, with a 25% match of \$21,250.00 coming from the GFPD Building Maintenance Fund, for a project total of \$85,000.00.

Since that time, City staff have been working with LPW Architecture to come up with designs and a bid package for the project. The project went out for bid in early November, and the bids were opened on November 20th. The bid included demo of the front desk and adjacent walls, installing bullet resistant paneling and transaction windows, providing one ADA accessible transaction window, and providing new countertops and cabinetry on the inside of the transaction window.

The City received four bids for the project. Guy Tobacco Construction provided the low bid for the project. City staff reviewed the bid documents and are confident their proposal will meet the needs of the project. Therefore, City Staff recommends awarding the contract to Guy Tobacco Construction, in the amount of \$67,042.50, utilizing SLIPA and Police department funds.

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Commissioner Wolff moved, seconded by Commissioner Wilson, that the City Commission award a contract in the amount of \$67,042.50 to Guy Tobacco Construction for the Great Falls Police Department Secure Front Desk project utilizing SLIPA and City funds, and authorize the City Manager to execute the construction contract documents.

Mayor Reeves asked if there were any comments from the public or discussion amongst the Commissioners. Hearing none, Mayor Reeves called for the vote.

Motion carried 5-0.

21. GREAT FALLS ANIMAL SHELTER REMODEL PROJECT. OF 1831.0

ARPA Project Manager Sylvia Tarman reported that the Great Falls Animal Shelter Remodel project, comprised of 3 smaller projects, was approved by the commission as part of the list of other SLIPA projects on March 5, 2024. Contracts for the individual projects were approved at the September 3, 2024 commission meeting. SLIPA funding was approved for \$85,987.50, with a 25% match of \$28,662.50 coming from the Animal Shelter's Help Us Grow (HUG), for a project total of \$114,650.00.

Since that time, City staff have been working with LPW Architecture to come up with designs and a bid package for the project. The project went out for bid in early November, and the bids were opened on November 20th. The City received four bids for the project. The bid was divided up between a Base Bid, and one Additional Alternative (or Ad Alt). The Base bid included replacing the front door, remodeling the kitchenette area, cutting concrete and replacing plumbing lines, and patching and painting the cut areas. The Ad Alt consisted of re-painting the entire floor and walls in the dog kennel area. The painting of the whole dog kennel area was identified as an item in the original grant application, but after discussions with the Animal Shelter Manager, staff identified repairing the pipes as a more critical item to remedy, as frequent backups were becoming a major operational issue. Painting the floors, only to have to go and tear them up again in another year or so did not make sense. Staff discussed this issue with our contact at the Department of Commerce, who agreed it was a better use of funds, and provided a memo describing the change.

Based on the needs and the Animal Shelter having some additional funds available for repairs, City staff recommends awarding the contract based on including both the Base Bid and Ad Alt to A&R Construction, LLC. Staff is confident their proposal will meet the needs of the project. Therefore, staff recommends awarding a contract in the amount of \$129,688.35 to A&R construction, utilizing SLIPA and Animal Shelter department funds.

Commissioner Wilson moved, seconded by Commissioner McKenney, that the City Commission award a contract in the amount of \$129,688.35 to A&R Construction, LLC for the Great Falls Animal Shelter Remodel project utilizing SLIPA and City funds, and authorize the City Manager to execute the construction contract documents.

Mayor Reeves asked if there were any comments from the public or discussion amongst the Commissioners.

Commissioner Wolff appreciates the staff at the Animal Shelter and for being fiscally prudent.

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Commissioner Wilson noted that this project work is desperately needed at the Animal Shelter.

Commissioner Tryon expressed appreciation to ARPA Project Manager Tarman and Grant Administrator Tom Hazen for putting together the funding packages that include grants and administration of same.

There being no further discussion, Mayor Reeves called for the vote.

Motion carried 5-0.

22. MANSFIELD THEATER SEATING – CONSTRUCTION CONTRACT. OF 1833.0

ARPA Project Manager Sylvia Tarman reported that the Mansfield Theater Seating project was approved by the Commission as part of the list of other SLIPA projects on March 5, 2024. Contracts for the individual projects were approved at the September 3, 2024 Commission meeting. The replacement of seats in the Mansfield Theater was identified as a need due to the outdated designs, discomfort, and increasing maintenance costs of the installations. The City of Great Falls applied for and received \$487,500.00 in SLIPA funds. The City also requested and was granted a \$162,500.00 allocation of funding from the Downtown Tax Increment Financing (“TIF”) District. These infusions were meant to cover the entirety of the project.

Since approval of the project, City staff have been working with Nelson Architects to come up with designs and a bid package for the project. The project went out for bid in early November, and the bids were opened on November 20th. The City received four bids for the project. The bid included demolition of the existing seats on the main floor and the balcony, grinding and recoating of the floor, and re-carpeting of both the main floor and the balcony landing areas.

All of the bids came back substantially higher than was estimated. This is generally due to the amount of seating necessary, having a complete demo and reconstruction plan, and inflationary factors from previous estimates. By far, the biggest cost included in the bids is the actual seating supply and installation. The original amount budgeted for this project, what the grant was awarded on, was \$650,000.00. The low bid, provided by Wadsworth Builders, came in at \$995,190.00. Staff reviewed numerous options because of this overage, including cancelling the project all together and releasing our claim on the SLIPA funds for this project, cutting the scope drastically (e.g. only replacing the seats on the main floor), or moving forward with the entire scope and identifying additional funding sources. Historically, funding of this nature is rare and we do not expect to see this level of funding in the foreseeable future. Cutting the scope drastically will have impacts down the road, as it will cause our seating to not match and create an uneven appearance. It will also be more expensive to replace the second set of seats, as we would be paying more for a secondary mobilization and additional shipping and material costs due to inflationary factors. For these reasons, staff recommends moving forward with the entire project at this time.

The difference of \$345,190.00, plus another \$12,000 for the design fees for Nelson Architects, may be provided by remaining COVID recovery funds to cover the rest of the required budget. City staff will work with the contractor and suppliers to identify any areas where the budget might be trimmed back, while keeping the integrity of the project and the theater intact. Events staff will be working on identifying additional funds and looking at fundraising opportunities to secure funding to

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minimize the impacts on the COVID funds. For the above reasons, Staff recommends awarding a contract in the amount of \$995,190.00 to Wadsworth Builders Company for the project, utilizing SLIPA, TIF, and City COVID recovery funds.

Commissioner Tryon moved, seconded by Commissioner Wolff, that the City Commission award a contract in the amount of \$995,190.00 to Wadsworth Builders Company, Inc. for the Mansfield Theater Seating project utilizing SLIPA and City funds, and authorize the City Manager to execute the construction contract documents.

Mayor Reeves asked if there were any comments from the public.

John Hubbard, City resident, commented that the seats seem fine to him and that “the City is wasting money on crap it does not need.”

Mayor Reeves asked if there was any discussion amongst the Commissioners.

Commissioner McKenney requested clarification about the referenced fundraising opportunities for the overage amount.

ARPA Project Manager Tarman responded that she and Project Manager Hazen are working with Events Manager Owen Grubenhoff about fundraising opportunities to reduce the impacts to the other funds. They will be going out to the community to try to get investors.

Commissioner McKenney inquired if there was a timeline as far as getting the funds lined up.

ARPA Project Manager Tarman responded that staff is attempting to coordinate this project with the ceiling repair project to simplify the processes and save money. The seating lead-time is about nine weeks. Over the next three months, they will be hitting the fundraising efforts hard to see where they can come up with the additional funding. She will keep the Commission informed.

In response to Commissioner Tryon, ARPA Project Manager Tarman noted that she does not anticipate having to come back before the Commission for approval of funding. If they do re-evaluate looking at the TIF funds, it will come before the Commission for consideration.

Commissioner Wolff inquired if the Mansfield Theater had a foundation in which people could provide donations and was responded to in the affirmative.

Mayor Reeves received clarification that the chairs are coming from North Dakota and is the same company that provided the new seating at Great Falls High School.

There being no further discussion, Mayor Reeves called for the vote.

Motion carried 4-1 (Commissioner Wilson dissenting).

ORDINANCES / RESOLUTIONS

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CITY COMMISSION

23. COMMISSION INITIATIVES.

None.

24. MISCELLANEOUS REPORTS AND ANNOUNCEMENTS.

Commissioner Wolff expressed appreciation to the department heads for providing the detailed information in the monthly updates.

ADJOURNMENT

There being no further business to come before the Commission, **Commissioner Tryon moved, seconded by Mayor Reeves, to adjourn the regular meeting of December 3, 2024, at 8:13 p.m.**

Motion carried 5-0.

Mayor Reeves

City Clerk Lisa Kunz

Minutes Approved: December 17, 2024



Commission Meeting Date: Dec 17th, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

ITEM: \$25,000 Report
 Invoices and Claims in Excess
 of \$25,000

PRESENTED BY: Finance Director

ACTION REQUESTED: Approval with Consent Agenda

LISTING OF ALL ACCOUNTS PAYABLE CHECKS ISSUED AVAILABLE ONLINE AT
<https://greatfallsmt.net/finance/checkregister>

TOTAL CHECKS ISSUED AND WIRE TRANSFERS MADE ARE NOTED BELOW WITH AN ITEMIZED LISTING OF ALL TRANSACTIONS GREATER THAN \$25,000:

ACCOUNTS PAYABLE CHECKS	11/21/2024 - 12/04/2024	1,994,729.63
MISCELLANEOUS ACCOUNTS PAYABLE WIRES	11/21/2024 - 12/04/2024	808,603.61
	SUB TOTAL: \$	<u>2,803,333.24</u>
MUNICIPAL COURT CHECKS	11/21/2024 - 12/04/2024	60,414.83
	GRAND TOTAL: \$	<u>2,863,748.07</u>

GENERAL FUND

SPECIAL REVENUE FUNDS

COVID RECOVERY		
A T KLEMENS INC	CIVIC CENTER RENO OF 1750.2 PMT 11	131,567.49
LIBRARY FOUNDATION		
CTA ARCHITECTS	PROFESSIONAL SERVICES OCTOBER 2024	36,601.00
STREET DISTRICT		
MTRE INC	3000 TONS OF STREET SANDING SAND	25,647.61
FEDERAL BLOCK GRANTS		
UNITED MATERIALS OF GREAT FALLS	CDBG SIDEWALK CARTER PARK / PMT2	83,678.17

DEBT SERVICE FUNDS

DOWNTOWN TID BONDS		
GF BUSINESS IMPROVEMENT DISTRICT	TIF REIMBURSEMENT DOWTNTOWN TREE	25,000.00

CAPITAL PROJECT FUNDS

ENTERPRISE FUNDS

WATER

DN TANKS LLC	33RD ST H2O STORAGE TANK REHAB PMT 5	749,645.27
PARKING		
STANDARD PARKING CORPORATION	OCTOBER 2024 PARKING SERVICE FEE	30,112.25
CIVIC CENTER EVENTS		
TOR 27 INC	NUTCRACKER SETTLEMENT	47,416.58
INTERNAL SERVICE FUNDS		
<hr/>		
INFORMATION TECHNOLOGY		
ENVIRONMENTAL SYSTEMS RESEARCH	AGREEMENT FEE 10/12/24-10/11/25	56,700.00
LOCALITY MEDIA INC	GFFR SOFTWARE RENEWAL12/1/24-12/1/25	53,691.75
TRUST AND AGENCY FUNDS		
<hr/>		
COURT TRUST MUNICIPAL COURT		
CITY OF GREAT FALLS	FINES & FORFEITURES COLLECTIONS	45,049.33
PAYROLL CLEARING		
STATE TREASURER	MONTANA TAXES	42,355.00
FIREFIGHTER RETIREMENT	FIREFIGHTER RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	63,617.35
STATEWIDE POLICE RESERVE FUND	POLICE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	74,564.07
PUBLIC EMPLOYEE RETIREMENT	PUBLIC EMPLOYEE RETIREMENT EMPLOYEE & EMPLOYER CONTRIBUTIONS	154,269.41
US BANK	FEDERAL TAXES, FICA & MEDICARE	325,413.77
NATIONWIDE RETIREMENT SOLUTIONS	EMPLOYEE CONTRIBUTIONS	46,174.93
LIUNA NATIONAL PENSION FUND	EMPLOYEE & EMPLOYER CONTRIBUTIONS	25,230.65
UTILITY BILLS		
<hr/>		
HIGH PLAINS LANDFILL	LANDFILL CHARGES NOVEMBER 2024	98,896.60
CLAIMS OVER \$25,000 TOTAL:		\$ <u>2,115,631.23</u>

**CITY OF GREAT FALLS, MONTANA
COMMUNICATION TO THE CITY COMMISSION**

DATE: December 17, 2024

ITEM: CONTRACTS LIST
Itemized listing of administratively approved contracts.
(Listed contracts are available for inspection in the City Clerk’s Office.)

PRESENTED BY: Lisa Kunz, City Clerk
ACTION REQUESTED: Ratification of Contracts through the Consent Agenda

MAYOR’ S SIGNATURE: _____

CONTRACTS LIST

	DEPARTMENT	OTHER PARTY (PERSON OR ENTITY)	PERIOD	AMOUNT	PURPOSE
A	Public Works – Water Plant	S&S Machine	12/17/2024- 04/01/2025	\$59,422	Public Works Non-Construction Services Agreement to repair Fairbanks Morse Pump SN 794871, high service pump #5, a circa 1950s pump, which is critical for high flow season starting in the Spring. Agreement includes bearing repairs, inspection/balancing of rotating element, replacement of coupling, re-installation of required components, and final alignment.

<p>B</p>	<p>Great Falls Police Department</p>	<p>U.S. Department of Justice, Bureau of Justice Assistance</p>	<p>10/01/2024 – 09/30/2027</p>	<p>\$34,643 [grant award] GFPD - \$20,785.80 CCSO - \$13,857.20</p>	<p>2024 Byrne Justice Assistance Grant (JAG) Program – Award 15PBJA-24-GG-04970-JAGX and annual Interlocal Agreement with Cascade County Sheriff’s Office for Great Falls Police Department to purchase furniture and equipment to create a multi-media conference room, and Cascade County Sheriff’s Office to purchase Tracer System PJ-7 hardware, marine sonar/electronics, digital camera and tactical shields [CR: 120324.9A]</p>
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Commission Meeting Date: December 17, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Professional Services Agreement Amendment No. 1: Road Overall Condition Index, OF 1819.0

From: Engineering Division

Initiated By: Public Works Department

Presented By: Christoff Gaub, Public Works Director

Action Requested: Consider and approve Professional Services Agreement Amendment No. 1

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission (approve/not approve) Amendment No. 1 to the Professional Services Agreement with Roadway Asset Services, LLC., in the amount of \$88,800.00 for the Road Overall Condition Index project, and authorize the City Manager to execute the agreement documents."

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Approve the Professional Services Agreement (PSA) Amendment No. 1.

Summary:

During the scoping of this project the City requested Roadway Asset Services, LLC. (RAS) include some ADA review options. The cost for these options was greater than the available grant funding at the time. As part of the inventory of the streets RAS also inventoried adjacent structures to the street, including corners and alley aprons. After the award additional funding was made available through Federal Transportation Planning Funds. Approving this amendment will allow RAS to complete the inventory of the corners and alley aprons though out the City.

Background:

Workload Impacts:

The City retained RAS to perform the field survey, review and analyze data, and input data into Cartegraph, Public Works’ asset management software system. The additional work added to the PSA will be completed by RAS and reduce the work load on City staff to complete the ADA inventory and demand scoring required by the Federally mandated Public Right-of-Way ADA Transition Plan.

Purpose:

The proposed amendment will add additional ADA components to the OCI to better comply with the ADA Transition Plan. - City staff time can be focused on larger reaching projects that will include utilizing the information obtained from RAS' completed product.

Project Work Scope:

Described in detail in "Attachment A" of the PSA Amendment:

- Project Management and Status Meetings
- Project Set-up, Administration, Coordination
- Ramp Inventory Mapping
- Ramp Condition Assessment & Attribution
- Ramp Reporting per the Great Falls Style Guide

Conclusion:

This project has been selected and prioritized in accordance with the Public Works Capital Improvements Program. City staff recommends approving Amendment No. 1 to the PSA with RAS, in the amount of \$88,800.00. This amendment will result in a complete inventory of all intersections within the City, the corner style in regards to ADA components and the pedestrian demand for each intersection. This will allow City staff to better forecast budgets and prioritize maintenance and repair requirements while complying with Federal ADA mandates.

Fiscal Impact:

Federal Transportation Planning Funds have been programmed and budgeted for this project.

Alternatives:

The City Commission could vote to deny the Professional Services Agreement Amendment No. 1 and request Staff look for another Consultant to perform the service, or direct Engineering staff to continue to complete this work in-house over many years, without leveraging technology.

Attachments/Exhibits:

Professional Services Agreement – Amendment No. 1
Project Summary Sheet

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT

THIS AMENDMENT is entered into this ___ day of December, 2024 by and between the CITY OF GREAT FALLS, a Municipal Corporation, hereinafter referred to as “OWNER” and ROADWAY ASSET SERVICES. hereinafter referred to as “CONSULTANT” and agrees as follows:

- 1. The OWNER and CONSULTANT entered into a Professional Services Agreement for the project known as ROAD OVERALL CONDITION INDEX (O.F. 1819.0), dated the 8th day of July 2024; and
- 2. The OWNER and CONSULTANT mutually agree to modify the Scope of Services located in Attachment ‘A’ of the Agreement as follows:

SECTION A – BASIC SERVICES OF CONSULTANT

Additional Services that shall be provided under this contract amendment are as follows:

- A. See attached Attachment A for the additional scope of services

SECTION B – COMPENSATION

Compensation to CONSULTANT for Additional Services under this contract amendment shall be as follows:

- A. The OWNER shall compensate the CONSULTANT for additional services included under SECTION A, above on a unit cost basis, plus reimbursable expenses incurred, according to the CONSULTANT’s fee schedule, Section III Attachment A attached to this amendment, with a not to exceed cost of **\$88,800.00**.

3. All other conditions and provisions of the Agreement entered into and approved by the Commission on July 2, 2024 remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment 1 to Professional Services Agreement the day and year first above written.

CITY OF GREAT FALLS

ROADWAY ASSET SERVICES

By: _____
Gregory T. Doyon, City Manager

By: _____
Print Name:
Print Title:
Date:

Attest:

By: _____
Lisa Kunz, City Clerk

(Seal of the City)

*Approved as to Form:

By: _____
David G Dennis, City Attorney

* By law, the City Attorney may only advise or approve contract or legal document language on behalf of the City of Great Falls, and not on behalf of other parties. Review and approval of this document was conducted solely from the legal perspective, and for the benefit, of the City of Great Falls. Other parties should not rely on this approval and should seek review and approval by their own respective counsel.

Attachment A

Scope of Work: Ramp Inventory and Reporting

Section I – Scope of Work Description:

Roadway Asset Services, LLC (RAS) understands that the City of Great Falls desires to conduct an inventory and condition assessment of all City maintained ramps at intersections and alley aprons. This scope of work defines a thorough review of approximately 365 centerline miles of roadway within the City’s public right-of-way. RAS will review imagery on each side of the centerline, representing each side of the right-of-way, which covers approximately 730 linear miles within the City’s boundaries. The RAS team will utilize the HD imagery collected during the fall 2024 pavement condition surveys for this task. RAS will post-process GPS data and imagery to perform the attribute extraction and condition assessment as outlined in this scope of work.

The CONSULTANT (Roadway Asset Services, LLC.) shall provide the following services to the OWNER (City of Great Falls, MT):

- Project Management and Status Meetings
- Project Set-up, Administration, Coordination
- Ramp Inventory Mapping
- Ramp Condition Assessment & Attribution
- Ramp Reporting per the Great Falls Style Guide

Section II – Project Tasks and Deliverables:

Data Dictionary Development

RAS will develop a custom data dictionary for applying attribution to each ramp identified during the inventory process. This data dictionary will be based on the terminology and field requirements per the City of Great Falls Style Guide.

Inventory and Asset Mapping

RAS mobilized one of our RAC vehicles to capture imagery in the right-of-way as a function of the pavement condition assessment. All collected ROW imagery will be provided in appropriate state plane coordinates. Imagery was collected via two directions to ensure comprehensive coverage of 365 centerline miles, resulting in 730 total survey miles. The high-definition panoramic Ladybug camera imagery will be used to inventory the locations of pedestrian curb ramps and alley apron ramps for attribute extraction per the developed Data Dictionary for compliance reporting per the Great Falls Style Guide (see appendix). The images will be collected as a 360-degree right-of-way panorama, including forward, rearward, and downward pavement viewing images. Each image will be electronically tagged with location information for plotting within GIS.

The imagery will be utilized to conduct a photogrammetry extraction of specific attributes per the attached data dictionary. As seen in the image on below, the RAS imagery is comprehensive and allows for the feature extraction of virtually any right of way asset that can be identified in the imagery.



Top: 360° Panoramic Imagery **Bottom:** 5 Individual Processed Views

The attributes/fields identified in the table below represent the attributes included for the Great Falls project. The ramps and alley apron ramps are linked to the adjacent pavement section ID and GIS-hyperlinked imagery. XY locations for each ramp will be plotted to GIS.

Data Dictionary with Attribution

Data Fields and Values

Fields used in the ramp and apron ramp feature class are discussed herein. Inventories will be developed for the entire roadway network. Data attribution will be performed at locations where sidewalks are present and/or where ramps are present. Intersections where sidewalks are present without ramps will only receive a point location with a “no ramp present” designation. All defined attributes for this project will be provided as a data dictionary to the OWNER prior to mobilization.

Examples of asset features included in this scope of work:



Pedestrian Curb Ramps



Ramps located at Alley Aprons

The feature class attributes table will incorporate the following data fields and values are described as follows:

Ramp and Apron Ramp Data Dictionary

Pedestrian Curb Ramps & Alley Aprons on Paths			
Field Name	Data Type	Responses	Definition
RID	Integer	Unique ID	Unique identifier for the asset
Street_Name	Text	Variable	Name of adjacent roadway
X	Double	Calculated	The longitude of the asset in desired coordinate system
Y	Double	Calculated	The latitude of the asset in desired coordinate system
Ramp_Type	Text	Subtype	Confirms lack of ramps when sidewalk is present
		No Ramp	There is no ramp present at the intersection
		Ramp	There is a ramp present at the intersection
		N/A	
Detectable_Warning	Text	Subtype	Determines presence and style of detectable warning feature
		No Ramp	There is no ramp present at the intersection
		Plain Concrete	There is no detectable warning on the ramp
		Line Striked Concrete	The pedestrian ramp has tinning or texturing at the entrance
		Stained/Painted Concrete	Some or all of the pedestrian ramp has been painted
		Colored Concrete	Some or all of the pedestrian ramp is a different color of concrete than the sidewalk
		Truncated Domes	The pedestrian ramp has a truncated dome plate at the entrance
		Other	The ramp is not concrete or has a different type of detectable warning feature
		N/A	Not Available, not rated
Truncated_Dome_Color	Text	Subtype	Determines color of detectable warning feature
		No Ramp	There is no ramp present at the intersection
		Red	The truncated dome plate is red
		Yellow	The truncated dome plate is yellow
		Other	The truncated dome plate is not colored or is a different color
		N/A	Not available, not rated
Obstructions_Present	Text	Subtype	Confirms presence or lack of obstructions preventing or limiting pedestrian travel
		No Ramp	There is no ramp present at the intersection
		Yes	Obstructions were observed on the ramp
		No	Obstructions were not observed on the ramp
		N/A	Not Available, not rated
Condition	Text	Subtype	The visual assessment of the surface condition of the ramp
		No Ramp	There is no ramp present at the intersection
		Good	Ramp appears to be in good condition
		Fair	Ramp appears to be in fair condition
		Poor	Ramp appears to be in poor condition
		N/A	Not Available, not rated
Surface_Type	Text	Subtype	The predominant construction material of the ramp
		No Ramp	There is no ramp present at the intersection
		Concrete	The material used is concrete
		Bricks or Pavers	The ramp is constructed of pavers or brick or a combination of pavers/brick and concrete
		Asphalt	The material used is asphalt
		N/A	Not Available, not rated
Sidewalk_Construction	Text	Subtype	The predominant construction style of the sidewalk adjacent to ramp feature
		No Sidewalk	There is no sidewalk adjacent to the ramp feature
		Blvd Sidewalk	There is landscaping or vegetation on both sides of the sidewalk
		Curb Behind Sidewalk	The sidewalk has curbing on both sides
		Blvd to Curb Behind Sidewalk	There is landscaping or vegetation between the sidewalk and the road and a curb on the other side
		Other	The sidewalk has some other construction style
Curb_Type	Text	Subtype	Determines the curb design and presence
		No Curb	There is no curb at the intersection
		Straight Curb	The curb at the intersection forms a right angle at the edge
		Rollover Curb	The curb at the intersection is rounded at the edge
		Integral Curb	The curb is fused with the adjacent street
		N/A	Not available, not rated
Curb_Cut	Text	Subtype	Determines if the curb has been cut at intersections <i>without</i> ramps
		No Curb Cut	The curb is graded to the street level at the intersection
		Curb Cut	The curb has not been graded to the street level at the intersection
		N/A	Not Available, not rated

- Continued on next page

Pedestrian Curb Ramps & Alley Aprons on Paths			
Field Name	Data Type	Responses	Definition
Ramp_Location	Text	Subtype	Where the ramp is located along a roadway
		Intersection	The ramp is located at an intersection
		Mid block	The ramp is located mid-block
		Island	The ramp is located on a traffic island or pedestrian refuge location
		Median	The ramp is located in a median
		Apron	The ramp is a part of the alley apron
		N/A	Not Available, not rated
Signalized_Intersection	Text	Subtype	Confirms if ramp facilitates crossing through a signalized intersection
		Yes	The ramp serves a signalized intersection
		No	The ramp does not serve a signalized intersection
		N/A	Not Available, not rated
Crosswalk	Text	Subtype	Confirms if ramp is adjacent to a crosswalk
		Yes	The ramp is adjacent to a crosswalk
		No	The ramp is not adjacent to a crosswalk
		N/A	Not Available, not rated

Obstructions Data Dictionary

Obstructions			
Field Name	Data Type	Responses	Definition
OBID	Integer	Unique ID	Unique identifier for the asset
RID	Integer	Unique ID	The RID of the parent ramp point (if located within ramp complex)
Street_Name	Text	Variable	Name of adjacent roadway
Obstruction_Type	Text	Subtype	Type of obstruction reducing width or clearance
		Sign Pole or Post	Any sign support
		Utility Box / Cabinet	Any type of utility such as a control box, cabinet or underground access
		Manhole	Any type of manhole cover protruding above surface of sidewalk
		Light Standard	Any street light standard, davit or pole
		Traffic Signal	Any traffic signal or ped head support, standard, davit or pole
		Power Pole	Any power pole, standard, davit or stay
		Street Furniture	Any bench, chair, bicycle rack, bench garbage receptacle, mailbox, basketball hoop or other fixture
		Bus Stop Shelter	Any type of bus stop shelter or shade structure
		Tree / Vegetation	Any type of tree or planting, including overhanging branches
		Guy Wire / Support	Any type of guy wire, suspension wire or support
		Grating	Any in-ground type of open grate that may trap a wheel - measure the clearance, not the grate
		Fire Hydrant	Any type of fire hydrant assembly
		Fence/Wall	Any type of fencing material
		Other	All other obstructions not listed above
Obstruction_Severity	Text	Subtype	Obstruction severity based on if it is permanent or not
		Y	Obstruction can be moved or remediated
		N	Obstruction is permanent or immovable
		Other	Other
X	Double	Calculated	The longitude of the obstruction in desired coordinate system
Y	Double	Calculated	The latitude of the obstruction in desired coordinate system
FilletSpace	Text	Subtype	Confirms if it may be possible to install a fillet space around permanent obstructions
		Obstructed	There is no room to install a fillet due to obstructions or geometry or unable to obtain clearance
		Potential	There is space available to potentially install a fillet to make clearance possible
		N/A	The obstruction is not permanent or is overhead

Task Deliverables:

- CONSULTANT will deliver a Ramp Inventory with the attributes identified above in a GIS file geodatabase to OWNER.
- CONSULTANT will deliver an image of each ramp asset that will be included as a hyperlink in the geodatabase.
- CONSULTANT will deliver a Demand Score report that complies with the City’s supplied Style Guide. The report will include a summary of the ramp inventory statistics based on City compliance categories

Section III – Fee Schedule

CONSULTANT team members have managed, provided asset digitization, asset attribution, performed QA/QC, and developed asset feature classes on numerous projects. The RAS fee structure for this assignment can be found below with itemized tasks to illustrate the full scope of this project.

City of Great Falls				
Pedestrian Curb Ramps & Alley Apron Inventories				
Task	Description	Units	Unit Cost	Fee
Base Scope of Services				
1	Data Dictionary Development	1	\$500	\$500.00
2	Pedestrian Curb Ramp & Alley Apron Ramp Inventory	730	\$70	\$51,100.00
3	Ramp Obstructions Inventory	730	\$40	\$29,200.00
4	Final Deliverable with Demand Score Report	1	\$8,000	\$8,000.00
Total Fee:				\$88,800.00

Appendix: Style Guide

Appendix

See attached City of Great Falls Style Guide utilized for the development of the Demand Score report.

COMPLIANCE KEY:

Code #	Description
0-20 =	No Ramp
20-40 =	Non Compliant Ramp
40 + =	Compliant Ramp

Handicap Ramp Study Key Code

Code #	Description
0	No Sidewalk - No Curb
1	No Sidewalk - Straight Curb, No Curb Cut
2	No Sidewalk - Rollover Curb, No Curb Cut
3	No Sidewalk - Integral Curb, No Curb Cut
4	
5	Straight Curb - No Curb Cut
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
6	Rollover Curb - No Curb Cut
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
7	Integral Curb - No Curb Cut
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
8	
9	
10	No Sidewalk - Straight Curb, Curb Cut
11	No Sidewalk - Rollover Curb, Curb Cut
12	No Sidewalk - Integral Curb, Curb Cut
13	
14	Straight Curb -Curb Cut Only
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other - No Sidewalk
15	Rollover Curb - No Curb Cut
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other - No Sidewalk
16	Integral Curb - Curb Cut Only
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk

0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other - No Sidewalk
17	
18	
19	
20	Ramp, Plain Concrete, Straight Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
21	Ramp, Plain Concrete, Rollover Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
22	Ramp, Plain Concrete, Integral Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
23	Ramp, With Line Striked Concrete, Straight Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
24	Ramp, With Line Striked Concrete, Rollover Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
25	Ramp, With Line Striked Concrete, Integral Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
26	Ramp, Stained/Painted Concrete, Straight Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
27	Ramp, Stained/Painted Concrete, Rollover Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk

0.4	
0.5	Other
28	Ramp, Stained/Painted Concrete, Integral Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
29	Ramp, Colored Concrete, Straight Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
30	Ramp, Colored Concrete, Rollover Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
31	Ramp, Colored Concrete, Integral Curb
0.1	Blvd Sidewalk
0.2	Curb Behind Sidewalk
0.3	Blvd to Curb Behind Sidewalk
0.4	
0.5	Other
32	Ramps with Truncated Domes but do not meet ADA
33	
34	
34	
36	
37	
38	
39	
40	Ramp, Truncated Domes with 4" Blvd Sidewalk, Straight Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
41	Ramp, Truncated Domes with 4" Blvd Sidewalk, Rollover Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other

42	Ramp, Truncated Domes with 4" Blvd Sidewalk, Integral Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
43	Ramp, Truncated Domes with 4" Curb Behind Sidewalk, Straight Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
44	Ramp, Truncated Domes with 4" Curb Behind Sidewalk, Rollover Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
45	Ramp, Truncated Domes with 4" Curb Behind Sidewalk, Integral Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
46	Ramp, Truncated Domes with 4" Blvd to Curb Behind Sidewalk, Straight Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other

47	Ramp, Truncated Domes with 4" Blvd to Curb Behind Sidewalk, Rollover Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
48	Ramp, Truncated Domes with 4" Blvd to Curb Behind Sidewalk, Integral Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
49	
50	Ramp, Truncated Domes with 6" Reinforced Blvd Sidewalk, Straight Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
51	Ramp, Truncated Domes with 6" Reinforced Blvd Sidewalk, Rollover Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
52	Ramp, Truncated Domes with 6" Reinforced Blvd Sidewalk, Integral Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other

53	Ramp, Truncated Domes with 6" Reinforced Curb Behind Sidewalk, Straight Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
54	Ramp, Truncated Domes with 6" Reinforced Curb Behind Sidewalk, Rollover Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
55	Ramp, Truncated Domes with 6" Reinforced Curb Behind Sidewalk, Integral Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
56	Ramp, Truncated Domes with 6" Reinforced Blvd to Curb Behind Sidewalk, Straight Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
57	Ramp, Truncated Domes with 6" Reinforced Blvd to Curb Behind Sidewalk, Rollover Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other

58	Ramp, Truncated Domes with 6" Reinforced Blvd to Curb Behind Sidewalk, Integral Curb
0.1	Red Plastic Panel
0.2	Yellow Plastic Panel
0.3	Red Concrete Panel
0.4	Yellow Concrete Panel
0.5	Red Cast Iron Panel
0.6	Yellow Cast Iron Panel
0.7	Red Stainless Steel Panel
0.8	Yellow Stainless Steel Panel
0.9	Other
59	
60	

**PROJECT SUMMARY SHEET:
ROAD AND ADA OVERALL CONDITION INDEX, O.F. 1819.0
FY 2024 Capital Improvement Plan
Current as of: November 25, 2024**

Description: This project will be an inventory of pavement, curb and gutter, and trail segment condition. Data will be collected and added to the City’s asset management software.

Justification: Creating a condition index will assist the City in prioritizing pavement and accessibility projects to more effectively utilize local, state, and federal dollars. The data will more accurately define future investment levels required to maintain this infrastructure and assist with building outcome-based scenarios to prioritize investment in a resource constrained environment.

Scope: Data collection on approximately 500 centerline road miles, curb and gutter, ADA ramps, alley aprons, and trail segments in Great Falls. Uploading data to asset management software (Cartegraph).

Added to CIP: 1st half FY2024

CIP Timeline: 4 months behind

Cost:

- CIP programmed cost/FY: \$0.3M/FY25
- Current Working Estimate: \$250,000.00+\$89,000.00
- Awarded Cost: \$249,810.00
- Final Cost: TBD

Funding Source(s): Streets (approx. 0%), Federal funds administered by MDT (approx. 100%)

Planned Execution Method: N/A (Data collection)

Planned Construction CY: N/A (Data collection)

Current Project Stage (Estimated Completion Date): RFP/Scoping (Spring 2024), Data Collection (Summer 2024), Reporting and loading data in asset management system (Winter 2025)

- Design Method: Consultant

Map & Site Pictures: Examples of issues that would be identified in a pavement condition index.



**PROJECT SUMMARY SHEET:
ROAD AND ADA OVERALL CONDITION INDEX, O.F. 1819.0
FY 2024 Capital Improvement Plan
Current as of: November 25, 2024**



**PROJECT SUMMARY SHEET:
ROAD AND ADA OVERALL CONDITION INDEX, O.F. 1819.0
FY 2024 Capital Improvement Plan
Current as of: November 25, 2024**





Commission Meeting Date: December 17, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Construction Final Pay: Public Works Backup Generator & Electrical Upgrades OF 1733.9

From: Engineering Division

Initiated By: Public Works Department

Presented By: Christoff Gaub, Public Works Director

Action Requested: Consider and Approve Final Pay Request

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (approve/not approve) final payment for the Public Works Backup Generator project, totaling \$8,897.55. This includes \$8,808.57 allocated to United Electric and \$88.98 to the State Miscellaneous Tax Fund. I also request authorization for the City Manager to execute these payments.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: City Staff recommends approving final payment request.

Summary: This project involved the procurement and installation of a high-kilowatt diesel generator, a new main electrical panel, and the necessary infrastructure, including a concrete slab and protective bollards. The existing electrical panel, originally installed in 1971, was obsolete, with replacement parts no longer readily available. Upgrading the panel ensured seamless integration with the new generator while maintaining compatibility with the existing electrical system. Additionally, the project included the installation of a transformer and an automatic transfer switch, enabling reliable automatic power transfer to the generator during power outages. The generator does not supply power to the Streets and Sanitation building, which operates on its own power supply. The Public Works Department has a separate project included in the Public Works Master Plan to install a generator for the Streets and Sanitation building.

Background:

Citizen Participation

The construction took place on City of Great Falls property at the Public Works Complex. No citizen participation was required for this project.

Workload Impacts

The design phase, including engineering, planning, and specifications, was completed by Falls Mechanical, Inc. in collaboration with the Engineering Division and with guidance from the Central Garage. The Engineering Division provided construction phase project management and inspection services. The Street Division plans to repave the utility trench once warmer weather returns.

Project Work Scope

Refer to the attached Project Summary Sheet.

Final Payment

This contract was originally awarded on September 5, 2023 in the amount of \$179,257.00. The final project cost is \$177,951.00, which is \$1,306.00 less than the total contract amount.

Conclusion

City staff recommends making final payment. United Electric has completed all work and punch list items in accordance with the plans and contract. The two year warranty period started at the time of substantial completion on September 27, 2024.

Fiscal Impact: This project was prioritized by the Public Works Department Safety Committee and financed through the Public Works Administration account, which is primarily funded by Public Works internal service charges. The primary funding source was vacancy savings from the unfilled Public Works Director position.

Alternatives: The City Commission could vote to reject final pay and instruct City staff to provide the contractor with a written statement detailing the reason for the disapproval. Failure to provide a valid reason for disapproval could potentially result in the City of Great Falls violating the twenty-one-day prompt payment window specified in the agreement.

Attachments/Exhibits:

Final Pay App

Project Summary Sheet

PROJECT FUNDING/EXPENDITURE SUMMARY

OF 1733.9, PW Backup Generators & Electrical Upgrades

FINAL

PREPARED BY THE CITY ENGINEERS OFFICE: RCS

DATE: 12/3/2024

HOLD FOR COMMISSION 12/17/24

PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
CONSULTANT: Falls Mechanical, Inc	Engineer Service 6075.31.511.49310	\$7,500.00	\$15,000.00	\$1,500.00	\$2,875.00		\$26,875.00	\$26,875.00	\$0.00
	DATE	4/25/2023	5/24/2023	9/26/2023	10/3/2024				
		No. 6	No. 7	No. 8	No. 9	No. 10			
	Engineer Service 6075.31.511.49310								
	DATE								
Subtotal =						\$26,875.00	\$26,875.00	\$0.00	
PAYEE	FUND	CLAIM - NUMBER / AMOUNT / DATE					CONTRACT AMOUNT	EXPENDITURES TO DATE	BALANCE
CONTRACTOR: United Electric, LLC	Improvements Const. 6075.31.511.49310	\$77,020.94	\$32,829.57	\$37,601.94	\$3,174.20	\$7,927.71	\$159,644.43	\$158,554.36	\$1,090.07
	5310.31.565.49310	\$8,557.88	\$3,647.73	\$4,177.99	\$352.68	\$880.86			
	Total	\$85,578.82	\$36,477.30	\$41,779.93	\$3,526.88	\$8,808.57			
	DATE	06/18/24	07/25/24	08/25/24	10/17/24	11/27/24			
		No. 6	No. 7	No. 8	No. 9	No. 10			
	Improvements Const. 6075.31.511.49310 5310.31.565.49310								
	Total								
	DATE								
STATE:		NO. 1	NO. 2	NO. 3	NO. 4	NO. 5			
MT DEPT. OF REV. 1%	Improvements Const. 6075.31.511.49310	\$777.99	\$331.60	\$379.82	\$32.06	\$80.08	\$1,612.57	\$1,601.55	\$11.02
	5310.31.565.49310	\$86.44	\$36.85	\$42.20	\$3.56	\$8.90			
	Total	\$864.43	\$368.45	\$422.02	\$35.62	\$88.98			
	DATE	06/18/24	07/25/24	08/25/24	10/17/21	11/27/24			
		No. 6	No. 7	No. 8	No. 9	No. 10			
	Improvements Const. 6075.31.511.49310 5310.31.565.49310								
	Total								
	DATE								
Subtotal =						\$179,257.00	\$177,951.00	\$1,306.00	
MISCELLANEOUS: MISC EXPENDITURES	FUND	Misc	Misc	Misc	Misc	Misc			
	6075.31.511.49310	\$194.54					\$1,743.00	\$194.54	\$1,548.46
	DATE	7/26/2023							
	VENDOR	Tribune							
Subtotal =						\$1,743.00	\$194.54	\$1,548.46	
Total =						\$207,875.00	\$205,020.54	\$2,854.46	

PROJECT #	ACCOUNT NUMBER	FUND DESIGNATION	FUNDING	EXPENDITURES	BALANCE
PW352306					
	6075.31.511.49310	Engineering Services	\$26,875.00	\$26,875.00	\$0.00
	6075.31.511.49310	Improvements - Construction	\$161,257.00	\$160,155.91	\$1,101.09
	5310.31.565.49310	Improvements - Construction	\$18,000.00	\$17,795.09	\$204.91
	6075.31.511.49310	Miscellaneous	\$1,743.00	\$194.54	\$1,548.46
TOTALS			\$207,875.00	\$205,020.54	\$2,854.46

1. Originator RS
 2. Admin Manager DLS
 3. Division Head JEP
 Date Completed 12/3/2024

**PROJECT SUMMARY SHEET:
PUBLIC WORKS BACKUP GENERATOR & ELECTRICAL UPGRADES, O.F. 1733.9
Current as of: December 3, 2024**

Description: The installation of a new generator at the Public Works complex.

Justification: The Public Works Department added redundancy within the electrical system to ensure uninterrupted functionality of the complex during power outages. Additionally, the generator was designed to supply power to the complex's fueling station, one of two fueling stations serving all City vehicles.

Scope: The project entailed providing and installing a high-kilowatt diesel generator, including a concrete slab, protective bollards, an automatic transfer switch, a current transformer, a distribution panel, and all required hardware and accessories.

Added to CIP: N/A

CIP Timeline: N/A

Cost:

- CIP programmed cost/FY: Not within current CIP
- Current Working Estimate: \$200,000
- Awarded Cost: \$179,257
- Final Cost: \$177,951

Funding Source(s): 100% Improvements other than Buildings.

- Funding Match Requirements: N/A

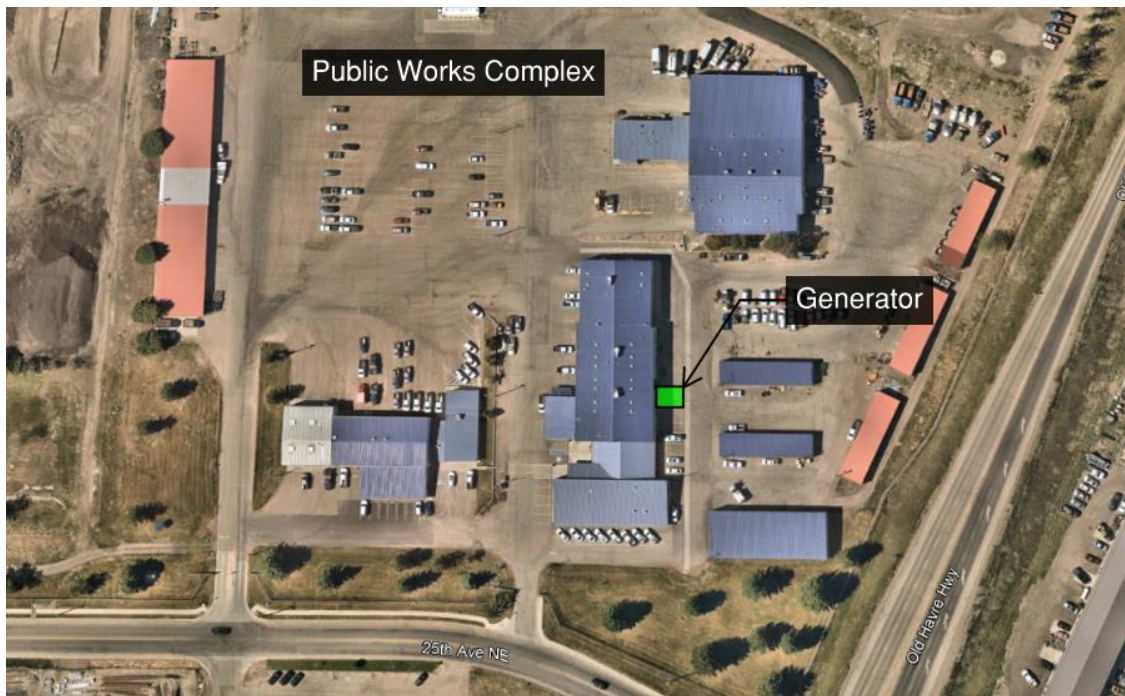
Planned Execution Method: Design-Bid-Build

Planned Construction CY: Fall 2024

Current Project Stage (Estimated Completion Date): Warranty (2026)

- Design Method: Consultant Falls Mechanical Services, LLC
- Contractor: United Electric, LLC

Map & Site Pictures:



**PROJECT SUMMARY SHEET:
PUBLIC WORKS BACKUP GENERATOR & ELECTRICAL UPGRADES, O.F. 1733.9
Current as of: December 3, 2024**





Commission Meeting Date: December 17, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Approve Change Order #1: Civic Center Infrastructure Renovations, O.F. 1750.2

From: Finance Department

Initiated By: Finance Department

Presented By: Sylvia Tarman, ARPA Project Manager

Action Requested: Approve Change Order

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) a change order in the amount of \$5,817.40 for AT Klemens for the Civic Center Infrastructure Renovations Project utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the change order documents.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation:

Approve Change Order #1 for AT Klemens for the Civic Center Infrastructure Renovations Project.

Summary:

The Civic Center Infrastructure Renovations project includes upgrades to the Transformer and Boilers, as well as other electrical upgrades in the building. The project went out for bid in early February 2023, and bids were opened March 15th. Work has been ongoing since April 2024. This change order includes small changes in re-routing some steam and copper lines, and removing concrete pads.

Background:

The Transformer/Boiler upgrades were identified as a Tier 1 ARPA project, along with the HVAC upgrades, in April of 2022. The Boiler Project was originally combined with the HVAC upgrades for a project allocation of \$623,000, while the Boiler project was originally allocated \$125,000. Once the design and investigations had been done, staff combined the Transformer and the Boiler into one project, and the HVAC upgrades into its own project. Once bids came back for both projects, they both sat at approx. \$1.4 million apiece.

The Transformer/Boiler project includes replacing the boilers, moving the transformer outside of the building, and upgrades our electrical service to support these improvements. Most of the involved systems are original to construction of the building, well past their service life, or are out of compliance with modern building codes. The City awarded the design contract to Cushing Terrell in November 2022, and awarded a construction contract to AT Klemens in April 2023 for a total of \$1,407,300.00. Work began on the boilers in April of 2024. Work has progressed steadily, and most of the major components have been installed. To make space for an air handling unit in the boiler room, a few steam and copper lines needed to be re-routed. Also, extra labor was needed to remove the concrete pads under the boiler as they were deeper than expected. These are minor changes to the scope of the project and account for less than 0.005% of the overall project cost. The vast majority of the installation has been completed, and more minor connections and electrical work is all that is left. The biggest piece remaining is doing the electrical cut over when the new transformer is ready to be switched over. This will require a power outage of approx. 3 days, and is likely to happen in January 2025. Staff has had discussions about needing to handle any possible change orders now. Barring any major issues with the cut-over, staff is relatively assured that this should be the only change order for this project.

City Staff and Cushing Terrell have reviewed the bid proposals received, and are confident that this Change Order is necessary and valid, and recommend that the Commission approve the Change Order.

Fiscal Impact

This Change Order will be funded with American Rescue Plan Act (ARPA) Funds, in the amount of \$5,817.40. This will increase the contract total to \$1,413,117.43.

Concurrences:

This action is supported by the staff of the Finance & Facilities Departments.

Attachments/Exhibits:

Change Order #1-AIA Document



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> City of Great Falls - Boiler 2 Park Drive South Great Falls, MT 59401	CONTRACT INFORMATION: Contract For: CITYGFCC_Boiler Date:	CHANGE ORDER INFORMATION: Change Order Number: 01 Date: 12/4/2024
OWNER: <i>(Name and address)</i> City of Great Falls PO Box 5021 Great Falls, MT 59403	ARCHITECT: <i>(Name and address)</i> Cushing Terrell 219 2 nd Street South Great Falls, MT 59405	CONTRACTOR: <i>(Name and address)</i> A.T. Klemens, Inc. 814 12 th Street North Great Falls, MT 59401

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Relocate steam lines and copper lines for air handler placement

Materials \$ 502.40

Labor \$3,840.00

Insulator \$ 595.00

Remove existing boiler concrete pads

Labor \$ 880.00

The original Contract Sum was	\$ 1,407,300.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,407,300.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 5,817.40
The new Contract Sum including this Change Order will be	\$ 1,413,117.40

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Cushing Terrell _____ ARCHITECT <i>(Firm name)</i>	A.T. Klemens _____ CONTRACTOR <i>(Firm name)</i>	City of Great Falls _____ OWNER <i>(Firm name)</i>
_____ SIGNATURE	_____ SIGNATURE	_____ SIGNATURE
Anthony Houtz, AIA _____ PRINTED NAME AND TITLE	Dennis Zaremski, President _____ PRINTED NAME AND TITLE	Greg Doyon, City Manager _____ PRINTED NAME AND TITLE
_____ DATE	_____ DATE	_____ DATE



Commission Meeting Date: December 17, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Furniture Order for Police Department Evidence Building Project, OF 1684.3

From: Sylvia Tarman, ARPA Project Manager

Initiated By: Finance Dept., Police Dept.

Presented By: Sylvia Tarman, ARPA Project Manager

Action Requested: Approve Purchase

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/deny) the furniture order for the Police Department Evidence Building in the amount of \$8,590.36, purchased under the State TIPS/Omnia contract.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends that the City Commission approve the furniture order from Western Office Equipment (WOE) for the Police Department Evidence Building Project, purchased through the State TIPS/Omnia contract, in the amount of \$8,590.36.

Summary: City staff worked with Western Office Equipment to identify and procure furnishings for the new Evidence Building, for installation after the construction process has been completed.

Background: The GFPD Evidence Building Expansion project was identified as a Tier 1 ARPA project in April of 2022. The project went out for bid at the end of 2023, and a construction contract was awarded in February 2024. Construction began in August, and is currently on a winter shutdown. Staff has been working with WOE to provide the select few pieces of furniture needed for the project, and has provided an estimate for the order. This estimate also includes a price for receiving, storing, and installing the furniture as well. This furniture order includes filing drawers for the office area, work stools for the evidence processing areas, and a conference table and chairs for the upstairs meeting space. The Evidence Department staff is re-using the bulk of their existing furniture, and the majority of the evidence storage shelving is included under the construction contract; therefore, this purchase is for the limited amount of furniture they don't have for the new spaces.

The Project team has reviewed the proposal, and are confident that it will satisfy the project's needs and recommend that the Commission approve the purchase.

Conclusion – City staff has reviewed the proposed furniture order and approved all furnishings and finishes. City staff recommends placing the furniture order now, given the ARPA allocation deadline.

Fiscal Impact: This purchase would be funded with American Rescue Plan Act (ARPA) Funds, in the amount of \$8,590.36. This purchase would bring the total project budget to \$4,067,047.86.

Alternatives: The City Commission could vote to decline the furniture order.

Concurrences: Representatives of the Police and Finance Departments have coordinated in development of this proposal.

Attachments/Exhibits:

Product Order Summary with Western Office Equipment assembly & installation quote

TIPS/Omnia contract sheets

PD Evidence Building Budget Summary

Great Falls Police Department
112 1st Street South
Great Falls, MT 59401

Quote for requested products:

Qty	Products/Description	Price	Total
7	Enwork Apex Mobile pedestal Box, file Grade 1 Paint Storm	\$388.00	\$2,716.00
5	All Seating Dove Upholstered Scooter Stool 8" Cylinder, no back Challenger Raven (BLACK), Grade 2 fabric	\$227.48	\$1,137.40
1	Enwork Meeting Table 84" x 42" Zori Y leg frame Grade 1 Paint Storm Laminate Millennium Oak	\$1,209.20	\$1,209.20
6	All Seating Inertia high back task chair Task 2 Arms Seat Slider 2.5 inches Challenger Raven (BLACK), Grade 2 fabric	\$487.96	\$2,927.76
Total for Products			\$7,990.36
All Seating pricing on TIPS contract for municipalities Enwork pricing on OMNIA contract for municipalities			
1	Receive, delivery and Installation Western Office Equipment		\$600.00
Grand Total			\$8,590.36

Leadtime: Enwork 5-7 weeks. All Seating 4-5 weeks.

50% deposit is required at time of ordering

Quote prepared by:
Byron Boyd
Western Office Equipment
12-2-24

Quote approved by:
Printed Name _____
Signature _____
Date _____

NCPA contract

Order Address: Authorized Dealer
c/o Indiana Furniture
Authorized Dealer Address

Contract Title: Furniture

Contract Number: 07-97

Expiration Date: 9/30/2025

Delivery: FOB Destination CONUS, Prepaid & Delivered over \$3,000 (net value, product only), \$300 net freight charge under \$3,000

Payment Terms: Net 30

Price List: May 13, 2024

Delivery Level: Dock Delivered

Discount: 55% off List

Services: Non-Union Not to exceed (Per Man Hour)
\$90.00 – Layout & Design
\$75.00 – Installation
\$75.00 – Reconfiguration
\$90.00 – Project Management

Union Not to exceed (Per Man Hour)
\$90.00 – Layout & Design
\$175.00 – Installation
\$175.00 – Reconfiguration
\$175.00 – Project Management

Storage: \$1.75 – Per Square Foot

Contact: Customer Service: 800-422-5727
sales@indianafurniture.com





Vendor Contract 230301

Valid thru May-31-2028

2024 Price Guide

Member Discounts

Commercial	54.88%
Healthcare	51%

What is TIPS?

TIPS is an acronym for The Interlocal Purchasing System.

Benefits of TIPS

Access to competitively procured contracts with quality vendors

- Savings of time and financial resources necessary to fulfill bid requirements
- Assistance with purchasing process by qualified TIPS staff
- Access to pricing based on a “national” high-profile contract

Entities Served

The Interlocal Purchasing System currently serves entities throughout the country such as state and local governments and non-profit organizations, including but not limited to:

- K-12 school districts
- Charter Schools
- Colleges and Universities (State and Private)
- Cities/Municipalities
- Counties/Parishes

State Agencies

- Emergency Services Districts
- Non-profit organization as defined by the Internal Revenue Service
- Other entities with legislated purchasing/bidding requirements

Process for Ordering

TIPS member will receive a quote from a Krug dealer. The member will create a purchase order clearly identifying the purchase order as a TIPS purchase and including the TIPS vendor contract number

TIPS member will email the completed purchase order to: TIPSPO@tips-usa.com and attach the PO as a PDF. (TIPS will process the purchase order and forward it to Krug and the Member will receive an authorization letter that validates the purchase.

Dealer must include Krug's Contract# 230301 on their quote.

Freight

Quotes to members from dealers shall include a line item for freight regardless of whether or not there are freight fees. No freight fee should be indicated as "included in cost" or \$0.

Invoices/Billing

Krug will invoice participating members directly.

Krug receives payment directly from participating member.

GFPD Evidence Building		
Design	\$488,847.50	Under Contract
Construction	\$3,544,750.00	Under Contract
Security contract	\$24,860.00	Under Contract
Furniture	\$8,590.36	Pending approval
Misc. IT & Appliance purchases	\$7,607.57	Rough estimate

Project Total \$4,074,655.43



Commission Meeting Date: December 17, 2024

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Annual Comprehensive Financial Report (ACFR) and Audit Report, Fiscal Year 2024

From: Melissa Kinzler, Finance Director

Initiated By: State Statutes; Generally Accepted Accounting Practices

Presented By: Melissa Kinzler, Finance Director

Action Requested: Accept the Annual Comprehensive Financial Report and Independent Auditor’s Report

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (accept/deny) the Fiscal Year 2024 Annual Comprehensive Financial Report and authorize staff to submit the related reports to other government agencies and financial institutions as necessary.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation: Staff recommends the City Commission accept the City of Great Falls FY 2024 ACFR and authorize staff to submit the related reports to other government agencies and financial institutions as necessary.

Background: The City’s Audit Committee met on December 5, 2024 and approved the Fiscal Year 2024 City of Great Falls ACFR. The City’s Audit Committee is comprised of one City Commissioner, the Mayor, two citizens, the City Manager, and the Finance Director. Members of the Audit Committee received a copy of the Draft FY 2024 ACFR and the Draft Independent Auditor’s report. There were no current year audit findings and no prior year audit findings.

The FY 2024 ACFR will be submitted to the Government Finance Officers Association’s (GFOA) Certificate of Achievement Program for review. The prior year’s ACFR was submitted and subsequently awarded the Certificate of Achievement for Excellence in Financial Reporting. The City has received this certification every year since FY 1994. It is anticipated the FY 2024 ACFR will meet requirements to receive the certification as well, since all comments and recommendations made by GFOA for improvement of presentation were implemented in the FY 2024 ACFR.

This is the third and final year of a three-year audit contract with Pinion, LLC formerly known as Anderson ZurMuehlen & Co., P.C. Anderson ZurMuehlen & Co., P.C. changed their name as of January 1, 2023.

After an RFP process in April of 2022, Anderson ZurMuehlen was awarded the audit contract for Fiscal Years 2022, 2023, and 2024 at the May 3, 2022 City Commission meeting. This is the ninth year Pinion has audited the City of Great Falls. The audit contract is between Pinion, LLC, the City of Great Falls, and the Montana Department of Administration, Local Government Services Bureau. The City will be requesting proposals for audit services for Fiscal Year 2025 and beyond.

Alternatives: If the ACFR is not ratified, the City will withdraw the required reports and will not meet the deadlines, as required by state statute and bond covenants.

Concurrences: The City's Audit Committee recommends approval of the FY 2024 ACFR and the authorization of staff to submit the reports to other governmental and financial agencies as required.

Attachments/Exhibits:

The ACFR document is a 200+ page bound document and is available in the Finance Department, Civic Center Room 104 or in the City's Website at <https://greatfallsmt.net/finance/2024-annual-comprehensive-financial-report-acfr>.



Commission Meeting Date: December 17, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Award Construction Contract: Civic Center Elevator Modernization, OF # 1832.0

From: Finance Department

Initiated By: Finance Department

Presented By: Sylvia Tarman, Project Manager

Action Requested: Consider Bids and Approve Contract

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (award/not award) a contract in the amount of \$123,162.75 to Montana Elevator and Escalator Company for the Civic Center Elevator Modernization Project utilizing SLIPA and TIF funds, and authorize the City Manager to execute the construction contract documents.”

And

“I move that the City Commission (award/not award) a contract in the amount of \$20,134.00 to Liberty Electric Inc. for the Civic Center Elevator Modernization Project utilizing SLIPA and TIF funds, and authorize the City Manager to execute the construction contract documents.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation:

Approve construction contract award to Montana Elevator and Escalator Company and Liberty Electric Inc. for the Civic Center Elevator Modernization Project.

Summary:

The Montana State Legislature enacted the State-Local Infrastructure Partnership Act of 2023 (“SLIPA”) through House Bill 355. This act authorized a \$20 million allocation to the Montana Department of Commerce (Commerce) to be distributed to local governments via formula. The City of Great Falls has been allocated \$755,461. The Mansfield Theater Seating Project was approved by the commission as part of the list of other SLIPA projects on March 5, 2024. Contracts for the individual projects were approved at the September 3rd, 2024 commission meeting. The modernization of the Civic Center Elevator has been a priority project for a number of years, and was originally identified to be completed with ARPA funds. However, other project budgets came in higher than expected so the elevator project was delayed. The

City of Great Falls applied for and received \$90,000.00 from the State of Montana State and Local Infrastructure Partnership Act (“SLIPA”). The City also requested and was granted a \$30,000.00 allocation of funding from the Downtown Tax Increment Fund (“TIF”). These infusions were meant to cover the entirety of the project.

Since approval of the project, City staff have been working with Cushing Terrell to come up with designs and a bid package for the project. The project went out for bid in early November, and the bids were opened on December 4th. The bid was broken up into two packages. The main package included the elevator modernization of the elevator itself, including replacing the power unit, replacing hoistway and traveler cabling, and replacing the elevator controls package. An Additional Alternative (ad alt) was also included for replacing the door operators and gate switch. The secondary package was for completing the necessary electrical work, including replacing the pit lights and outlets, relocating light switches and conduit, and installing fire alarms and programming. The intent was to get bids from elevator companies on the main package and Ad Alt, and get bids from electricians on the secondary packages. This approach was taken because elevator companies typically will not subcontract to other companies, and it would be less expensive to contract directly with an electrician.

Unfortunately, the City only received one bid on the main package, and no bids on the secondary package. Fortunately, the bid received came in at a reasonable price. Montana Elevator provided a price of \$104,994.75 for the Base bid, and \$18,168.00 for the Ad Alt. Both Montana Elevator and Cushing have strongly advised completing the Ad Alt at the same time as the base work. The existing door controllers are dated and operating on old technology. If we do not update them with the new control system, there is no guarantee they will talk well with the new technology or may fail in short order. Per Cushing “Because the controls renovation directly impacts the operation of the doors, and because the door operator is one of the most heavily used mechanical items in the elevator assembly, we strongly recommend replacement of the door operators at the same time as the controls and pump unit.”

As the City did not receive a bid on the electrical package, staff decided to reach out directly to a local contractor to obtain a quote for the work outlined in the electrical package. The City requested a bid from Liberty Electric Inc., as they have done extensive work within the Civic Center and are familiar with our systems in their current state. Liberty provided an adequate and fair quote for the required work, which came in at \$20,134.00. Staff is confident that Liberty understands the requirements of the project and can deliver within the project timeframe.

Staff contracted Cushing Terrell to provide the design, bid package, and construction support for this project at a total of \$18,000.00. Staff also recommends moving forward with the base bid, Ad Alt, and electrical package. This brings the overall project total to \$161,296.75.

Fiscal Impact

This project is being awarded with State-Local Infrastructure Partnership Act (SLIPA) Funds in the amount of \$90,000.00. The 25% match funds are being provided by the Downtown TIF in the amount of \$30,000. Staff contracted Cushing Terrell to provide the design, bid package, and construction support for this project at a total of \$18,000.00. Staff also recommends moving forward with the base bid, Ad Alt, and electrical package. This brings the overall project total to \$161,296.75. City staff requested an unallocated contingency of approx. \$60,000.00 from the TIF at the time of application. Staff is proposing to use this unallocated contingency to cover the overage on this project, in the amount of \$41,296.75. As a result, this project will be funded solely with SLIPA and TIF funds, no City funding will be required to support this project.

Alternatives:

The City Commission could vote to deny award of the construction contract, however SLIPA Funds must be obligated by Dec. 31st, 2024. This would affectively cancel the project and return the SLIPA Funds back to the State.

Concurrences:

This action is supported by the staff of the Finance & Facilities Departments.

Attachments/Exhibits:

Bid Tab & Recommendation from Cushing Terrell

Liberty Electric Quote

SLIPA Budget Recap



MEMORANDUM

Date: December 4, 2024
 To: Great Falls City Commission
 Cc: Ms. Sylvia Tarman ▪ City of Great Falls
 From: Anthony Houtz
 RE: Civic Center – Elevator Modernization

Members of the Commission :

Below you will find the bid results for the scope of work for replacing the elevator pump unit and the controls for the elevator.



**City of Great Falls Civic Center
 Elevator Modernization O.F. #1832.0**
 Bid Tabulations: Wednesday, December 4, 2024 at 2:00pm.

Contractor	Contractor #	Addendums Acknowledged (1)	Bid Bond	Base Bid \$	Contingency in Addition to Base bid	Electrical Package	Alternate #1 Door Operator Replacement	1% GRT and Permit
Montana Elevator & Escalator Company	ELV-ULC-LIC-000440	x	x	\$ 99,995.00	\$ 4,999.75	by others	\$ 18,168.00	x

The Base Bid is set up to include the pump unit and the overall controls for the elevator, while the alternate bid includes replacement of the door operator. Because the controls renovation directly impacts the operation of the doors, and because the door operator is one of the most heavily used mechanical items in the elevator assembly, we strongly recommend replacement of the door operators at the same time as the controls and pump unit if at all possible.

If you have further question or comment regarding the bid results, please contact our office.

Thank you,



Anthony Houtz
 Project Manager | Architect | Associate Principal
 406.452.3321 | cushingterrell.com

cushingterrell.com



- MISSOULA
- GREAT FALLS
- BOZEMAN

LibertyElectricInc.com | 800.823.8232

Thursday, December 5, 2024

RE:

Please accept our price for Division **26 & 28 for** Civic Center Elevator in Great Falls, Montana.

Total **\$ 20,134.00**

Note: BID BASED ON DOCUMENTS AND PICTURES PROVIDED DATED 11.8.24 Proj # CITYGF24ELV

In accordance with the specifications and plans for Division **26 & 28 for the Civic Center Elevator Replacement in Great Falls MT** Liberty Electric will furnish the material and labor for the electrical installation work with the following clarifications and exceptions:

Electrical Base

- Provide & Install new elevator pit light utilizing existing circuit as shown on drawings.
- Provide & Install new outlet utilizing existing circuit as shown on drawings.
- Provide Labor and Material to relocate existing car light switch to above ladder as shown on drawings.
- Provide & Install new Shunt Trip car disconnect as shown on drawings utilizing existing circuit.
- Provide Labor and material to remove existing elevator light switch and extend conduit to new car light disconnect.
- Provide & Install fire alarm devices, programming and testing as called out on drawings.
- Permits Included

- Excludes bid & performance bonding, (we have a performance bond rate of 1%).
- Excludes Overtime, Off Shift, or Holiday work hours.
- Excludes 1% MT Gross Receipts.

Price is good for 30 days.

Acknowledgement of addendum 1 dated 11.22.24

We are a small business entity.

Work is quoted for normal work hours Monday-Friday

Working figured for phased continues work until completion of project.

If you should have any questions, please call.

J.R. Biederman
Estimator
406-761-6388
JR.Biederman@libertyelectricinc.com

PHONE **406.721.4177** **800 . 823 . 8232** **406.532.1156** FAX

9660 SUMMIT DRIVE • MISSOULA, MT 59808 • leinc@LibertyElectricInc.com

Project	Contractor	Total Project Budget (including Design & Construction)	SLIPA Contribution	Matching Funds	Match Source
PD Front Desk	Guy Tobacco	\$79,542.50	\$59,656.88	\$19,885.62	GFPD Building Maint.
Animal Shelter Remodel	A&R Construction	\$141,238.35	\$85,987.50	\$55,250.86	H.U.G.
Elevator	Montana Elevator	\$161,296.75	\$90,000.00	\$71,296.75	TIF
Mansfield Seating	Wadsworth	\$1,007,190.00	\$487,500.00	\$519,690.00	TIF (Covid, fundraising)
Visitor's Center Parking Lot	Public Works	\$40,000.00	\$28,223.50	\$11,776.50	Parks Special Revenue



Commission Meeting Date: December 17, 2024
CITY OF GREAT FALLS
COMMISSION AGENDA REPORT

Item: Final ARPA Allocations

From: Finance Department

Initiated By: Finance Department

Presented By: Sylvia Tarman, ARPA Project Manager

Action Requested: Approve Change Order #1 for PD Evidence Building (OF 1529.6) and Approve Change Order #2 for City Court Relocation (OF 1750.3)

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (approve/not approve) Change Order #1 in the amount of \$75,000.00 with Wadsworth Builders for the Police Department Evidence Building Project utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the contract documents.”

And

“I move that the City Commission (approve/not approve) Change Order #2 in the amount of \$123,040.91 with Wadsworth Builders for the Civic Center Court Relocation Project utilizing American Rescue Plan Act funds, and authorize the City Manager to execute the contract documents.”

2. Mayor requests a second to the motion, public comment, Commission discussion, and calls for the vote.

Staff Recommendation:

Approve Change Order #1 to Wadsworth Builders for the Police Department Evidence Building Project. And approve Change Order #2 for the Civic Center Court Relocation Project.

Summary:

Staff is recommending allocating the final remaining ARPA funds as construction contingency funds to the two largest ongoing projects, the City Court Relocation and the PD Evidence Building.

Background:

The PD Evidence Building and the Civic Center Court Relocation Project were identified as Tier 1 ARPA projects in April 2022. These projects have been through design, bid, award, and various stages of construction since winter of 2023. Both project budgets were adjusted once the design and bid stages were complete. The PD Evidence Building project was originally budgeted at \$1.5 million, but was updated to \$4.5 million. The Court Relocation project was originally budgeted at \$1.3 million, but was updated to \$3.5 million. Both projects were awarded to Wadsworth Builders for construction in early 2024.

Per the Treasury Departments guidelines, all ARPA funds must be allocated by Dec. 31st 2024 and construction must be complete by December 31st, 2026. It is in the City's best interest to allocate the remaining ARPA funds as construction contingency, as any change orders or other project expenses will not be allowed using ARPA funds after the 2024 deadline and any un-allocated funds must be returned to the Treasury Dept.

After accounting for all known expenses, the remaining ARPA funds comes to \$198,040.91. Staff is recommending that \$75,000.00 be change ordered into the PD Evidence building project as construction contingency. This project is already partly underway and has some existing contingency in it, but this additional infusion will help support the remainder of construction when it resumes in March of 2025. Staff is recommending that we put \$123,040.91 worth of contingency in the Court Relocation Project, as there are a few more items that haven't been ordered for the main part of the project (ie. metal detectors). Staff has also been working with Wadsworth to come up with plans and an estimate to convert the existing courtroom space in the basement into a meeting room, to replace the lost meeting space from the Missouri Room, which will be part of this project. While a few details are still being finalized, the current estimate for that work is approximately \$86,000.00.

Fiscal Impact

This project is being awarded American Rescue Plan Act (ARPA) Funds. Change Order #1 for the PD Evidence Building includes \$75,000.00 in additional contingency funds, bringing the contract total for Wadsworth to \$3,619,750.00. Change Order #2 for the Court Relocation Project includes \$123,040.91 in additional contingency funds, bringing the contract total for Wadsworth to \$2,521,215.91

Alternatives:

The City Commission could vote to deny the Change Orders, which will result in the remaining ARPA funding to be returned to the Treasury Dept.

Concurrences:

This action is supported by the staff of the Finance Dept.

Attachments/Exhibits:

ARPA Summary

Change Order #1 for PD evidence Building

Change Order #2 for City Court Relocation

Original ARPA Balance \$ 19,472,737.00

<u>Project</u>	<u>Eligibility Category</u>	<u>Current Budget Estimate</u>
Airport Low Cost Airfare Initiative Grant Support	CovidResponse/Neg Impact	\$ 150,000.00
Community Grants	CovidResponse/Neg Impact	\$ 2,884,557.00
IT Network Security	CovidResponse/Neg Impact	\$ 140,269.60
Fire Station Doors	Government Services	\$ 397,894.24
Fire Truck Refurbishment	Government Services	\$ 1,299,337.00
HR Office Remodel	Government Services	\$ 839,821.68
Library Internet Expansion	CovidResponse/Neg Impact	\$ 15,000.00
Parking Garage Security Improvements	CovidResponse/Neg Impact	\$ 52,875.73
Miscellaneous Fire Department Equipment	Government Services	\$ 88,410.00
Park & Rec Admin Building ADA Restroom	Government Services	\$ 65,313.00
Animal Shelter Cattery	Government Services	\$ 35,339.72
Court/PCD Installation/Remodel	CovidResponse/Neg Impact	\$ 3,229,625.75
Fire Station Infrastructure	CovidResponse/Neg Impact	\$ 3,080,818.62
PD Evidence Building/PD Front Entrance	Government Services	\$ 4,074,655.43
Civic Center HVAC	CovidResponse/Neg Impact	\$ 1,412,638.22
Civic Center Transformer/Boiler	Government Services	\$ 1,413,117.40
Project Manager Salary (2022-2026)	Administration	\$ 95,022.70
		\$ 19,274,696.09

Remaining ARPA Balance \$ 198,040.91

Change Order

No. 1

Date of Issuance: December 17, 2024

Effective Date: December 17, 2024

Project: PD EVIDENCE BUILDING	Owner: CITY OF GREAT FALLS	Owner's Contract No.: OF 1684.3
Contractor: WADSWORTH BUILDERS, INC.		Date of Contract: MARCH 15,2024
Contractor:		Engineer's Project No.:

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

Description: Additional contingency funds to approve changing designs in real time, in order to facilitate construction moving forward without major timeline delays.

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 3,544,750.00

[Increase] [Decrease] from previously approved Change

Orders No. _____ to No. _____:

\$ _____

Contract Price prior to this Change Order:

\$ 3,544,750.00

[Increase] [Decrease] of this Change Order:

\$ 75,000.00

Contract Price incorporating this Change Order:

\$ 3,619,750.00

CHANGE IN CONTRACT TIMES:

Original Contract Times:

Working days 270 Calendar days

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

[Increase] [Decrease] from previously approved Change Orders

No. _____ to No. _____:

Substantial completion (days): _____

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): N/A _____

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

RECOMMENDED:

By: _____
Engineer (Authorized Signature)

Date: _____

Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: 
Contractor (Authorized Signature)

Date: 12-6-2024

Date: _____

Change Order

Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directives must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, an Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

Change Order

No. 2

Date of Issuance: December 17, 2024

Effective Date: December 17, 2024

Project: CITY COURT RELOCATION	Owner: CITY OF GREAT FALLS	Owner's Contract No.: OF 1750.3
Contractor: WADSWORTH BUILDERS, INC.		Date of Contract: APRIL 15, 2024
Contractor:		Engineer's Project No.:

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

Description: Additional contingency funds to approve changing designs in real time, in order to facilitate construction moving forward without major timeline delays.

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 2,198,175.00

[Increase] [Decrease] from previously approved Change

Orders No. 1 to No. 1:

\$ 200,000.00

Contract Price prior to this Change Order:

\$ 2,398,175.00

[Increase] [Decrease] of this Change Order:

\$ 123,040.91

Contract Price incorporating this Change Order:

\$ 2,521,215.91

CHANGE IN CONTRACT TIMES:

Original Contract Times:

Working days 270 Calendar days

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase] [Decrease] from previously approved Change Orders

No. to No.:

Substantial completion (days):

Ready for final payment (days):

Contract Times prior to this Change Order:

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): N/A

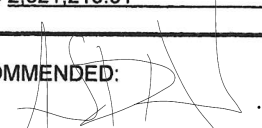
Ready for final payment (days or date):

Contract Times with all approved Change Orders:

Substantial completion (days or date):

Ready for final payment (days or date):

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: 12-11-2024

Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: 
Contractor (Authorized Signature)

Date: 12-11-2024

Date: _____

Change Order

Instructions

A. GENERAL INFORMATION

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