



**Special City Commission Meeting Agenda
Civic Center, 2 Park Drive South, Great Falls, MT
City Commission Chambers
April 30, 2019
5:30 PM**

CALL TO ORDER

ROLL CALL / STAFF INTRODUCTIONS

AGENDA APPROVAL

CONFLICT DISCLOSURE / EX PARTE COMMUNICATIONS

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 address for the record.)

OLD BUSINESS

1. Consideration of Motion to Rescind prior postponement until September 3 of the decision to (award/not award) a contract to Detailed Construction in the amount of \$462,000 for the Great Falls Animal Shelter Cattery Addition. **(OF 1673)**

ADJOURNMENT

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

Commission meetings are televised on cable channel 190. If a video recording is available it will be posted on the City's website at <https://greatfallsmt.net> after the meeting.



Agenda #: 1
Special Commission Meeting Date: April 30, 2019

**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Consideration of Motion to Rescind prior postponement until September 3 of the decision to (award/not award) a contract to Detailed Construction in the amount of \$462,000 for the Great Falls Animal Shelter Cattery Addition. **OF 1673**

From: Sara R. Sexe, City Attorney

Initiated By: Sara R. Sexe, City Attorney

Presented By: Sara R. Sexe, City Attorney

Action Requested: Rescind the Commission’s previous action to postpone the decision until September 3, 2019, on whether to award or not award a contract to Detailed Construction in the amount of \$462,000 for the Great Falls Animal Shelter Cattery Addition.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission (rescind/not rescind) the Commission’s April 2, 2019, adoption of postponing action on the decision to award or not award a contract to Detailed Construction in the amount of \$462,000 for the Great Falls Animal Shelter Cattery Addition until September 3, 2019.”

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 rescind its April 2, 2019 action on Agenda Item 19, thereby annulling the motion to postpone action on a contract to Detailed Construction in the amount of \$462,000 for the Great Falls Animal Shelter Cattery Addition until September 3, 2019.

Background: At the April 2, 2019 City Commission meeting, the Commission postponed the decision to award or not award a contract to Detailed Construction in the amount of \$462,000 for the Great Falls Animal Shelter Cattery Addition until September 3, which was Item No. 19 on April 2, 2019 Agenda. The Item No. 19 Agenda Report and supporting documentation are incorporated in this Agenda Report by this reference. A postponement until September effectively rejects the bid; under the terms of the Invitation to Bid and Instructions to Bidders, the contract is to be awarded within 60 days of the bid opening of March 20, 2019. Because of the factual circumstances here, it is advised that the City Commission rescind its decision to postpone the determination on the bid award until September 3,

2019. This will allow the item to be considered at the May 7, 2019 Commission meeting which is before the sixty day time period expires.

Attachments/Exhibits: April 2, 2019 Agenda Report for Agenda Item 19 and supporting documents.



Item: Great Falls Animal Shelter Improvements – Cattery Addition OF 1673
From: Lynn Formell, Animal Shelter Operations Manager
Initiated By: Great Falls Animal Shelter
Presented By: Chuck Anderson, Deputy City Manager
Action Requested: Accept Bid from Detailed Construction and Award Construction Contract

Suggested Motion:

1. Commissioner moves:

“I move the City Commission (award/not award) a contract to Detailed Construction in the amount of \$462,000 for the Great Falls Animal Shelter Cattery Addition 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:

Accept bid from Detailed Construction and authorize the City Manager to execute the construction contract documents.

Summary:

An invitation to bid was sent out in early March for construction of the Cattery Addition, a component of the original Animal Shelter Master Facility Plan. This invitation to bid was revised from the May 2018 invitation to bid, which came in over budget. Three Bids were received from Geranios Enterprises, Detailed Construction, and Dick Anderson Construction. After review of the bids, Detailed Construction was the lowest bidder, with a bid amount of \$462,000, which is within the allocated budget. This effort has been in the planning and fund-raising stages for six-years, with continual updates to and approvals received from the City Commission.

Background:

In 2012, the Animal Shelter staff began working with Nelson Architects to develop a Master Plan for the shelter. The plan identified current, desired, and future space needs for the facility and options for achieving those needs. The plan focused on additions to the existing building, including a cattery addition, canine area expansion, interior office and reception area remodeling, exterior façade renovation, site work, and landscaping, and provided cost estimates. The plan was developed due to the increasing Animal Shelter usage and how to best reduce animal stay time in the facility by increasing animal capacity space.

The City Commission approved the professional services agreement with Nelson Architects for architectural/engineering services in May 2013, and in October 2013 approved the Master Plan facility and funding recommendations provided by staff. Additionally, at the April 2017 Commission Retreat, the Animal Shelter was given approval to pursue dollar-for-dollar grant matches from the American Society for the Prevention of Cruelty to Animals (ASPCA); of which we have received confirmation of our projects worthiness.

Over the last six-years, the Animal Shelter staff have worked tirelessly, hosting more than 50 adoption and major fundraising events, such as; Murder Mysteries, Pet-A-Palooza, Fall Fantasy Dog Shows, and Silent Auctions. Through the combined efforts of the staff and our generous community partners, the Animal Shelter has raised \$463,185.56 to fund this project.

The proposed Cattery Addition is part of a phased-approach to expand the current facility and to provide new and/or improved services. For example, with this addition, the Animal Shelter will be able to receive and install a new Hydro-Incinerator, which was approved as part of the City's 2017 budget.

The Hydro-Incinerator is a state-of-the-art device that uses water to mimic the natural decomposition process, introducing a more environmentally friendly alternative to the current cremation process. Once installed, it's estimated to save at least \$30,000 per year in operating costs, as the incinerator usage cost will be reduced from \$1.25-\$1.50 per pound for cremation to .5-.10 cents per pound. Additionally, having this new incinerator will relieve the Animal Shelter from the \$2,300 annual repair and maintenance costs of the current incinerator.

It is important to note that the Animal Shelter is the only facility in our region (Bozeman is next closest) that provides any animal cremation service, and the service is used by numerous local/county veterinarians and private citizens. Additionally, this service to the community results in an annual revenue stream in excess of \$40,000 for the shelter.

The Hydro-Incinerator is being purchased separately through Bio-Response Solutions Inc., and will be installed during this construction project. The City has already paid the required \$26,000 deposit (of the \$84,000 total cost) for the build of the machine, which is complete, and Bio-Response is awaiting final payment for installation.

Fiscal Impact:

Project funding is being accomplished entirely by private donations, and there is not any City funding being used for the Cattery Addition, only for the purchase of the Hydro-Incinerator. Furthermore, this bid is \$98,000 less than the next closest bid, and any re-bid will most likely incur costs that would exceed the available budget. Finally, if the project is not approved, staff may have to return the more than 1,100 donation commitments made by individuals and estates.

Alternatives:

The City Commission could vote to deny award of the bid, and direct staff to re-bid the project at a later date. The commission could also postpone the award of the contract for a period not to exceed sixty days from the bid opening date of March 20, 2019, which would be May 19, 2019. Conversely, the Commission could approve the incinerator replacement portion of the project in order to provide this vital service to the community. The associated construction costs to accomplish this is approximately \$130,000.

Concurrences:

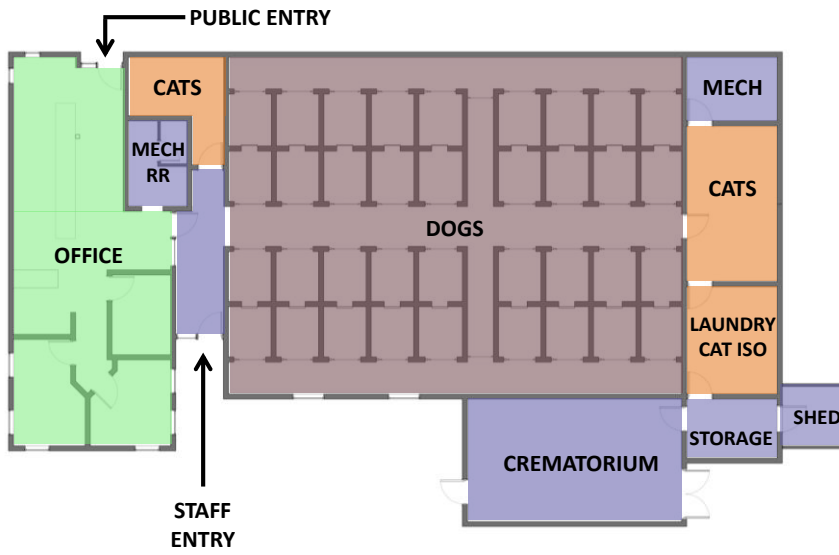
City Manager Office, Planning & Community Development, Public Works Environmental and Engineering Divisions, and the Fire Marshall's office have reviewed and approved the plans and specifications for this project.

Attachments/Exhibits:

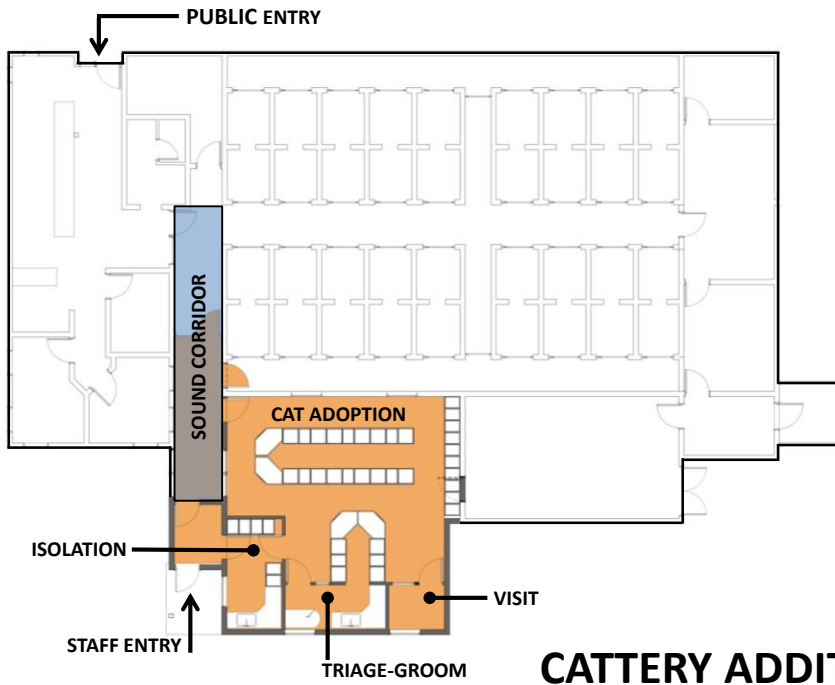
Master Plan Slides

Bid Tab

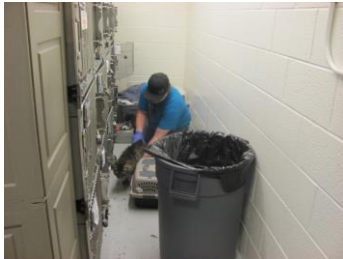
Concurrence Letter from Nelson Architects of Low Bid



EXISTING FACILITY



CATTERY ADDITION



General Cat Room

Cat Condos



Cat Capacity

- Current Cat Capacity – 59
 - General – 36
 - Triage – 10
 - Isolation – 13

- New Cattery Capacity – 76
 - General – 52
 - Triage – 12
 - Isolation – 12

Project: GF Animal Shelter - Cattery Addition

Bid Date: March 20, 2019

Addenda: Addendum #1

BID ANALYSIS

Contractor	Acknowl. Addenda 1	Bid Security Provided	Cert. of Non-Segregated Facilities	Cert. of Compliance Insur. Req.	Base Bid Amount	ABI #1 Interior Construction	ABI #2 Final Interior Finishes	Total ABI Amount	Total Bid Amount incl. ABI's	Total Accepted Bid Amount w/ ABI's
Geranios Enterprises	Yes	Yes	Yes	Yes	\$ 333,556.00	\$ 121,986.00	\$ 53,587.00	\$ 175,573.00	\$ 509,129.00	
Detailed Construction	Yes	Yes	Yes	Yes	\$ 235,000.00	\$ 75,000.00	\$ 152,000.00	\$ 227,000.00	\$ 462,000.00	\$ 462,000.00
Dick Anderson Construction	Yes	Yes	Yes	Yes	\$ 325,756.00	\$ 115,579.00	\$ 247,209.00	\$ 362,788.00	\$ 688,544.00	
								\$ -	\$ -	
								\$ -	\$ -	
								\$ -	\$ -	
								\$ -	\$ -	
								\$ -	\$ -	
Average Actual Bid					\$ 298,104.00	\$ 104,188.33	\$ 150,932.00	\$ 255,120.33	\$ 553,224.33	
Estimated Cost					\$ 400,000.00	\$ 70,000.00	\$ 160,000.00	\$ 230,000.00	\$ 630,000.00	

The above is a summary of the submitted bid proposals for your convenience. Nelson Architects recommends that you carefully review each proposal before making any final decisions. Final selection is the responsibility of the Owner.



March 20, 2019

Lynn Formell
City of Great Falls
Animal Shelter
PO Box 5021
Great Falls, MT 59403

**RE: City of Great falls Animal Shelter – Cattery Addition, O.F. 1673
Letter of Low Bid Award Concurrence**

Dear Lynn:

I have reviewed the three bid documents submitted at today's bid opening. I am in receipt of bids from Geranios Enterprises, Detailed Construction and Dick Anderson Construction. No other bids were submitted. I have reviewed the documents and found no discrepancies in the bid numbers presented by each contractor. Detailed Construction is the lowest responsive bidder and I concur with the City's direction to move forward with awarding them the construction contract for this project. Please see the Bid Tabulation document for detailed number breakdowns.

If you have any questions, I can be reached by phone at 727-3286.

Sincerely,

Ryan Smith, AIA, LEED AP
Principal Architect
Nelson Architects

Enclosure: Bid Tabulation

cc: File
Project # 19-011

Dream • Design • Build