



City of Sidney, MT  
Budget and Finance Committee Meeting for RFQ's 2-23-26  
February 23, 2026 5:30 PM  
115 2nd Street SE | Sidney, MT 59270

---

**Committee meetings are open to the public attending in person. If the public does not wish to participate in person, they are also invited to participate via a Zoom meeting or via phone:**

**Meeting ID: 713 080 5898      Passcode: 4332809      Call: 1-346-248-7799**

**1. Call to Order**

Alderwoman Christensen called the special meeting of the Budget and Finance Committee to order at 5:30pm.

**2. Pledge of Allegiance**

All present stated the Pledge of Allegiance.

**3. Committee Members Present**

Alderwoman Christensen, Alderman DiFonzo, Alderman Kauffman

**Others Present:** Mayor Norby, PWD Hintz, Clerk/Treasurer Chamberlin

**4. Visitors**

None.

**5. New Business**

a. RFQ for On-Call Services for Engineering, Planning and Grant Writing Administration Services

The Budget and Finance Committee reviewed the RFQ's for all four submittals. PWD Hintz stated the City has great working relationships with all of the firms except Triple Tree, but they are teamed up with City Planner Sanderson and he recommends them. Clerk/Treasurer Chamberlin stated the purpose of the RFQ was to have one or more Master Service Agreements on the shelf to be ready should the city have a project that need engineered, planning they need assistance with or grant assistance. PWD Hintz recommended offering MSA's to all four of the submitting firms. Alderman Kauffman stated he liked the idea of offering to all four, building the relationship with Triple Tree and Alderwoman Christensen agreed. Alderman DiFonzo asked if they will be okay with doing more than one MSA and Clerk/Treasurer Chamberlin stated that was stated in the

RFQ. She stated by approving the MSA's today there is no financial obligation, rather when an item comes up and budget authority is present the Council will review the provided RFQ's to determine which firm is most qualified and offer them a task order for that item, which will then determine the cost.

Motion was made to recommend approval of offering Master Service Agreements to all four submitting firms.

Motion made by Kauffman, Seconded by DiFonzo.

Voting Yea: Christensen, DiFonzo, Kauffman

Clerk/Treasurer Chamberlin stated usual MSA's are for 5 years and asked for a general consensus of having City Attorney Kalil draft a generic MSA for a term of 5-years for City Council and it was the general consensus of the Budget and Finance Committee to do so.

- b. RFQ-Morrison Maierle
- c. RFQ-Triple Tree/Peaks Planning
- d. RFQ-Interstate Engineering
- e. RFQ-SDI Architects

## 6. Adjournment

at 5:41pm