



**Stevensville Town Council Meeting
Agenda for
MONDAY, NOVEMBER 08, 2021
7:00 PM
NVPL, 208 Main Street**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Comments (Public comment from citizens on items that are not on the agenda)
4. Approval of Minutes
 - a. [October 28, 2021 Meeting Minutes](#)
5. Approval of Bi-Weekly Claims
 - a. [Claims #17114-#17137](#)
6. Administrative Reports
 - a. [Airport](#)
 - b. [Community Development](#)
 - c. [Finance](#)
 - d. [Fire Department](#)
 - e. [Parks Department](#)
 - f. [Police Department](#)
 - g. [Public Works](#)
7. Guests
8. Correspondence
9. Public Hearings
10. Unfinished Business
11. New Business
 - a. Discussion/Decision: Consent to the Mayor's Appointment of Robert P. Rohbock as Volunteer Firefighter Engineer
 - b. Discussion/Decision: Consent to the Mayor's Appointment of Landon P. Henderson as Firefighter Cadet
 - c. Discussion/Decision: Stop Signs Installed on Buck Street at North and South Sides of West 3rd Street and West 4th Street, Replacing Yield Signs
 - d. Discussion/Decision: Selection of a firm to do a Transportation Master Plan for the Town of Stevensville
 - e. Discussion/Decision: Contract with Central Square/Zuercher for the Police Department Reporting System
 - f. Discussion/Decision: CARES Officer Agreement between the Town of Stevensville and Stevensville Public Schools
 - g. Discussion/Decision: HDR Contract Amendment for Water Tank Condition Assessment
12. Executive Report
13. Town Council Comments
14. Board Reports
15. Adjournment

Welcome to Stevensville Town Council Chambers

We consider it a privilege to present, and listen to, diverse views.

It is essential that we treat each other with respect.

We expect that participants will:

- ✓ Engage in active listening
- ✓ Make concise statements
- ✓ Observe any applicable time limit

We further expect that participants will refrain from disrespectful displays:

- ✗ Profanity
- ✗ Personal Attacks
- ✗ Signs
- ✗ Heckling and applause

Guidelines for Public Comment

Public Comment ensures an opportunity for citizens to meaningfully participate in the decisions of its elected officials. It is one of several ways your voice is heard by your local government. During public comment we ask that all participants respect the right of others to make their comment uninterrupted. The council's goal is to receive as much comment as time reasonably allows. All public comment should be directed to the chair (Mayor or designee). Comment made to the audience or individual council members may be ruled out of order. Public comment must remain on topic, and free from abusive language or unsupported allegations.

During any council meeting you have two opportunities to comment:

1. During the public comment period near the beginning of a meeting.
2. Before any decision-making vote of the council on an agenda item.

Comment made outside of these times may not be allowed.

Citizens wishing to speak during any public comment period should come forward to the podium and state their name and address for the record. Comment may be time limited, as determined by the chair, to allow as many people as possible to comment. Comment prior to a decision-making vote must remain on the motion before the council.

Thank you for observing these guidelines.

File Attachments for Item:

- a. October 28, 2021 Meeting Minutes

Stevensville Town Council Meeting Minutes
for THURSDAY, OCTOBER 28, 2021, 7:00 PM

CONDENSED MINUTES

1. Call to Order and Roll Call

Mayor Dewey called the meeting to order. Councilmembers Allen, Devlin, Ludington, and Wander were all present.

2. Pledge of Allegiance

3. Public Comments (Public comment from citizens on items that are not on the agenda)

NONE

4. Approval of Minutes

a. 10/14/2021 Meeting Minutes

Mayor Dewey: introduced approval of 10/14/2021 meeting minutes. Council discussion?

Councilmember Ludington: Page 3 chief motley report the last sentence it says we are trying to be very fiscally responsible with our dollars in the fire department and we appreciate it says everyone, but I am pretty sure it means everything.

Councilmember Devlin: I think that he meant every one dollar.

Councilmember Ludington: did he say every one dollar, so it is two separate words.

Councilmember Ludington: make a motion to approve the minutes as corrected.

Councilmember Wandler: 2nd

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Wandler to approve the meeting minutes. Council discussion? Public comment? Hearing none, we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: motion passes.

5. Approval of Bi-Weekly Claims

a. Claims #17085-#17113

Mayor Dewey: introduced claims #17085-#17113.

Councilmember Ludington: #17100 Western Building Center, Milwaukee chain saw. We got a new chain saw.

Mayor Dewey: I believe that the fire department replaced one of their gas chain saws with an electric version.

Councilmember Ludington: for the fire department?

Mayor Dewey: one is coded to fire suppression the other item was for public works.

Councilmember Allen: make a motion, #17085-#17113.

Councilmember Ludington: 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Wandler. Council discussion? Public comment?

PUBLIC COMMENT

Stacie Barker: 104 Winslett. What is Taz Properties claim number 17107 for \$300? What is that for?

Mayor Dewey: it is our office lease at the airport. Any further public comment? Hearing none, we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: motion passes.

6. Administrative Reports

NONE

7. Guests

NONE

8. Correspondence

NONE

9. Public Hearings

NONE

10. Unfinished Business

NONE

11. New Business

a. Discussion/Decision: 2021 Revised Preliminary Engineering Report

Mayor Dewey: introduced new business item a. Craig from HDR is here to give the PER update to the council via a power point.

Craig HDR: there is really not a lot that has changed. I came back in June and presented the draft. We got your approval to file a grant for ARPA funds, we were not successful in that proposal. Craig gave his presentation to the council. Grant application due to the state by January 14, 2022.

Councilmember Ludington: I think that we need to try and approve something tonight. That this is the direction that we want to go of course there is going to be some hurdles on where to put a new tank, the disruption of replacing water mains. In my history I have had some experience in replacing water mains in town and it is a big hole. I think that it is important for the town. We need to try and clean up along these leaks. We need to try to prepare ourselves as the town grows.

Mayor Dewey: one thing that we can touch on really quick is that what the costs include is installing a meter pit at the curb stop of every home and every parcel on that road. A lot of those properties their meter is in their crawl space which is bypassing the leakage. All of that water is unmetered. We feel that a large portion of the water that we are leaking is in those areas. With that, does the council have any other input on the direction that we move in. Grant funding is next.

Councilmember Ludington: I think that it is important that we paid attention to the public on fixing the leaks. I think that it is important to us to fix those leaks. It's not a significant amount of time when you have to replace on the main, the work on 3rd Street went pretty fast.

Councilmember Devlin: I don't think we have a justified reason to not move forward. We have already been here just a couple of changes.

Mayor Dewey: with that I will entertain a motion from the council to approve the changes to the PER so that we can proceed with DEQ.

Councilmember Ludington: so moved.

Councilmember Devlin: 2nd.

Mayor Dewey: it has been moved by Mr. Ludington and 2nd by Ms. Devlin

PUBLIC COMMENT

Leanna Rodabaugh: I am confused of what a meter pit is?

Mayor Dewey: the meter pit is individual to the property, a small manhole where you meter is located.

Mayor Dewey: any further public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: motion passes.

b. Discussion/Decision: American Rescue Plan Act Infrastructure Funding Round 2 Priorities

Mayor Dewey: introduced new business item b. I will hand this back over to you Craig.

Craig HDR: gave his presentation provided in a power point. As you remember there are 3 buckets of funds. We are here to talk about the grant funding. We were not successful on the first round. We will move forward with a revised PER. No fire flow improvements. Gave a recap of the funds available. We are not asking you to figure this out right now. Once we do a condition assessment on the tank. We will come back to you. We could include designs in our contract amendment.

Mayor Dewey: a couple of clarification for the public, SCADA is a computer system that we can monitor from the sewer plant. With that and everything that was presented, we are looking to see if our priorities with the leak repairs on Mission align with the plan.

Councilmember Ludington: first of all, I will start off by saying thank you to Craig and HDR. That being said I have no reason to second guess what HDR is saying. What is Pine and Mission Street going to look like during these upgrades, there is probably going to be some additional costs. I think we need to be thinking on a good spot to put a new tank. I will make a motion to go forth.

Councilmember Devlin: 2nd.

Mayor Dewey: It has been moved by Mr. Ludington and 2nd by Ms. Devlin that we proceed with ARPA funding. To clarify how does the town council feel about proceeding with contract amendments. Going ahead with the assessment is vital. Regardless of if we get ARPA or not we are going to have to replace those mains.

Councilmember Ludington: I see a bunch of date ranges on this funding application. Probably between Thanksgiving and Christmas they are going to look through some that they already have, I think we can add some design to this, but we are headed into that time of year. If you think that it is worth a shot Craig.

Craig: I think that we will score some more points if we say that we under design phase. I don't think that I can get the design done in time, but we can say that we are working on the design.

Mayor Dewey: the interesting subject on this like the airport the reason that we were able to meet those dollars with the FAA is because design was done and just needed funding to get done. I am not hearing objection to that so I will pull together the documentation needed to the next meeting. Any further council discussion? Any public comment? Hearing no public comment, we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: motion passes unanimously.

c. Discussion/Decision: Main Street Program Grant Contract Amendment

Mayor Dewey: introduced new business item c. The town was awarded Montana Main Street funding about 2 years ago, \$10,000. The pandemic hit and priorities got blurred and the department of commerce would like to get it spent. They wanted to see Stevensville use this money. The growth policy was one of the things that we talked about. With the emphasis on the growth policy that was last done in 2016. With that the planning board felt that there was some merit to further discuss a main street program and its role in the community so this ties in with that contract amendment. We will put out an RFP.

Councilmember Devlin: I remember when the main street had its last meeting they talked about this grant. The downtown businesses would still have the possibility that there would be a go through to speak for them. I would make a motion to move forward.

Councilmember Allen: 2nd.

Mayor Dewey: it has been moved by Ms. Devlin and 2nd by Ms. Allen. Council discussion?

Councilmember Ludington: I think that planning and zoning board has had a really busy year I think that this is something we can try to get somebody in to help us. I think that we need to look at this on moving the town forward.

Mayor Dewey: any further council discussion? Public comment? Hearing none we will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: motion passes.

d. Discussion/Decision: Selection of a broker/firm to enter into a Professional Services Contract with the Town to supply real estate services

Mayor Dewey: introduced new business item d. Because it is public property, we have to make sure that it goes through a fair process. In order to go through this process, we went forward with RFP's three firms responded. Those three firms were Eickert Realty, Engel & Volker's, and Exit Realty.

Councilmember Ludington: are we in the process of getting an appraisal?

Mayor Dewey: not yet we wanted a realtor on board first.

Councilmember Allen: I guess that is where I am stuck, it looks like the commission rates are all similar. There is a stark difference between Exit Realty and Eickert Realty. I would like more information on those numbers.

Mayor Dewey: you have two of the three here and if they are willing to speak to the philosophy into the numbers, we can entertain that.

Kim Lendman: Exit Realty. We came up with this comparison based on a current market analysis and is included in the proposal. There may have been variables that were not included. The price per acre is a computer analysis that comes up with a price per acre.

Heidi Stahl: Engel & Volker's. I spent a lot of time looking at comparative properties my proposal is actual I had a drone fly over it and it is a high and dry property. I looked at acreage that were high and dry.

Kim Lendman: when you look at 5 or 6 acres to put it into perspective, I just had 1 ½ acre listed at \$165,000.

Councilmember Allen: the good news it is a profit no matter what from \$23.00.

Councilmember Wandler: is there anything on the first option to give.

Mayor Dewey: we did a search of the annex building and every file that we have. Past practice was when a clerk left, we moved a file cabinet to the annex building and got a new file cabinet for the new clerk, we do not do that anymore. So, trying to find the Willoughby file as they call it made it easier, we went to the appropriate cabinet. We did find a dead in the safe and we looked at idoc at the title and there are no conditions at this time that there are any restrictions.

Councilmember Ludington: I guess at this time I am interested in the town not having property that they are not going to use. It is an opportunity for us to say we have a piece of property that we don't need to use any more. I think we see what the market can bare.

Mayor Dewey: it was well noted in the last meeting that we are not taking care of this property. I don't think that it is a good reputation for the town to have that we are not a good steward of the land that we own.

Councilmember Wandler: I have talked to people; the gravel is not usable because there is too much clay.

Mayor Dewey: we have better gravel at the airport. There was a concern that we would lose a gravel source, there are reasons that we source our gravel through Ravalli County.

Councilmember Ludington: what I have discovered at this particular time the town was working on water and sewer and they needed bedding material they had an opportunity through somebody that knew somebody that knew that there was a spot that the town might be able to get a hold of that would have material for the water and sewer lines. Since that time, we have not really done any of this type of work ourselves. I have been in this town since 2009 and I did not know that we had it.

Mayor Dewey: we are not sure that we have a key to the gate, it is locked. The decision before you this evening is who you want to facilitate the sale of that property on the town behalf.

Councilmember Allen: I will make a motion to go with Kim Lendman to provide real-estate services to the town and enter into a professional services contract.

Councilmember Ludington: 2nd.

Mayor Dewey: it has been moved by Ms. Allen and 2nd by Mr. Ludington. Any further council comments? Public comment?

Heidi Stahl: I just wanted to make sure that everybody had an opportunity to go through the comps. Not always is the highest price the most realistic price.

Mayor Dewey: the proposals were included in your packet so if you had a chance to look at those over the past seven days. I will take this opportunity to speak to the caliber of proposals that the town has received in the past RFQ's these three proposals blew me away these were not what I expected. Any further council discussion? Public comment? Hearing none,

(Member of the audience spoke out and stated that there is already a motion on the floor)

Mayor Dewey: I know that and that is why I am asking for public comment. We will call for the vote, Ms. Berthoud.

Councilmember Allen: aye.

Councilmember Devlin: aye.

Councilmember Ludington: aye.

Councilmember Wandler: aye.

Mayor Dewey: motion passes.

12. Executive Report

Mayor Dewey: I will be very brief, the only thing that I want to cover other than our 5th Friday meeting tomorrow, the other thing that I will ask folks is that there is an election coming up and all registered voters received their ballots in the mail. As of last night, we were at 39% turn out which is pretty decent.

13. Town Council Comments

Councilmember Ludington: I will mirror what the mayor said, there is no place local to drop off your ballot. You have to take it if you don't mail it on time.

14. Board Reports

Councilmember Ludington: The P&Z Board has been working hard. We are more or less ready to present to the council a draft of zoning division regulations all 122 pages of it, and I expect you to read it. Because I have read it several times. At that time, I will have some highlights for the council that we have paid particular attention to. look forward to that at the next meeting. The other thing that we talked about at the meeting was a transportation plan, it was put together by two engineering firms they went together and that hardly ever happens. That last one is from 2006 and was done by a member of the public works department and an engineer and they probably spent, I don't know 4 hours driving around looking at it and mapping out things, so it is not very inclusive. Don't really have an idea of what it is going to cost but I think that it is desperately needed.

Mayor Dewey: before you leave, please sign the claims sheet, either see Jenelle or Wendi.

15. Adjournment

APPROVE:

ATTEST:

Brandon E. Dewey, Mayor

Jenelle S. Berthoud, Town Clerk

File Attachments for Item:

a. Claims #17114-#17137

11/04/21
16:08:28

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 11/21

Page: 1 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17114		1832 Garden City Paint & Glass	31.65					
	33663	10/15/21 9x12 canvas drop cloth	31.65			1000 420460	220	101000
		*** Claim from another period (10/21) ****						
17115		1735 Secure Warrant	650.00					
		Annual Subscription FY 21-22						
	158	07/01/21 Annual Subscription	650.00*			1000 420100	330	101000
		*** Claim from another period (10/21) ****						
17116		1691 Montana Law Enforcement	438.00					
		Mac Sosa LEQ						
	20773	10/28/21 PD-Lodging	75.00			2810 420100	376	101000
	20773	10/28/21 PD-Meals	63.00			2810 420100	377	101000
	20773	10/28/21 PD Registration	300.00			2810 420100	380	101000
		*** Claim from another period (10/21) ****						
17117		1702 DE Lage Landen Finance Services,	55.02					
	74201992	10/23/21 Printer lease	27.51			1000 410360	320	101000
	74201992	10/23/21 Printer lease	27.51			1000 420410	320	101000
17118	E	59 BITTER ROOT DISPOSAL	507.25					
	3845359	11/01/21 Court solid waste	5.07			1000 410360	340	101000
	3845359	11/01/21 H2O Dept TH facility	30.43*			5210 430510	340	101000
	3845359	11/01/21 Sewer Dept TH facility	30.44*			5310 430610	340	101000
	3845359	11/01/21 PD solid waste	15.22			1000 420100	340	101000
	3845359	11/01/21 TH solid waste	15.22			1000 411201	340	101000
	3845359	11/01/21 BD solid waste	5.07			2394 420531	340	101000
	3845359	11/01/21 Street solid waste	152.18			1000 430200	340	101000
	3845359	11/01/21 Sewer plant solid waste	152.17*			5310 430640	340	101000
	3845521	11/01/21 Parks	101.45			1000 460430	340	101000
17119		1667 Owens Law Firm, PLLC	1,538.00					
	3266	11/01/21 Town Legal Services	530.00			1000 411100	352	101000
	3267	11/01/21 Prosecuting Atty Services	1,008.00			1000 410364	352	101000
		*** Claim from another period (10/21) ****						
17120		85 CENTURYLINK	195.82					
		October 10/22/21 WWTP Internet #0185	68.99*			5310 430640	340	101000
		October 10/22/21 H2O Plant Phone #7132	60.93*			5210 430540	340	101000
		October 10/22/21 MBF Reservoir #9934	65.90*			5210 430530	340	101000
		*** Claim from another period (10/21) ****						
17121		1179 MT State Volunteer Firefighters	55.00					
		01/01/22 2022 Annual Dues	55.00			1000 420410	330	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
17122		1045 4G PLUMBING & HEATING	90.00					
	1453	10/11/21 Heater repair WW plant	90.00			5310 430640	360	101000
		*** Claim from another period (10/21) ****						
17123		53 SUPER 1 FOODS	88.73					
	1656178	09/14/21 Propane asph torch streets	69.98			1000 430200	230	101000
	2510179	10/23/21 Water for testing	18.75			5210 430540	230	101000
		*** Claim from another period (10/21) ****						
17124		178 Ravalli County Treasurer	13.98					
	21-22	10/25/21 George May Property Tax 21-22	13.98*			5210 430510	350	101000
17125		1827 Pintler Billing Services	56.20					
	110121	11/01/21 Billing for October 21	56.20			2230 420730	350	101000
		*** Claim from another period (10/21) ****						
17126		1659 CHS Mountain West CO-OP	65.25					
	October 21	10/31/21 PW fuel	62.26			1000 430100	231	101000
	October 21	10/31/21 Washer fluid	2.99			1000 430100	232	101000
		*** Claim from another period (10/21) ****						
17127	E	852 CENEX FLEETCARD	2,248.20					
	222588CL	10/31/21 Admin - Fuel	0.00			1000 410550	231	101000
	222588CL	10/31/21 PD - Fuel	709.71			1000 420100	231	101000
	222588CL	10/31/21 FD - Fuel	549.58			1000 420460	231	101000
	222588CL	10/31/21 PW - Fuel	943.57			1000 430100	231	101000
	222588CL	10/31/21 Amulance - Fuel	17.89			2230 420730	231	101000
	222588CL	10/31/21 Airport - Fuel	27.45			5610 430300	231	101000
		*** Claim from another period (10/21) ****						
17128		1711 Office Solutions & Service	17.70					
	INV99474	10/31/21 Copies, Color & BW	8.85			1000 410360	320	101000
	INV99474	10/31/21 Copies, Color & BW	8.85			1000 420410	320	101000
17130		386 MONTANA RAIL LINK, INC.	66.00					
		Annual fee 12/1/21 to 11/30/22						
	814468	11/01/21 U/G Water Pipeline Xing	66.00*			5210 430550	340	101000
		*** Claim from another period (10/21) ****						
17131		1787 Valli Information Systems, Inc.	490.08					
		October 21 Water & Sewer Billing						
	78726	10/22/21 October 2021 Water Billing	245.04			5210 430510	320	101000
	78726	10/22/21 October 2021 Sewer Billing	245.04			5310 430610	320	101000
		*** Claim from another period (10/21) ****						
17132		230 Verizon Wireless	4,775.89					
	9890903899	10/18/21 Cell Phone - Mayor	46.61			1000 410200	340	101000
	9890903899	10/18/21 Cell Phone/int - PD	221.52			1000 420100	340	101000
	9890903899	10/18/21 Cell Phone - BD	-71.19			2394 420531	340	101000
	9890903899	10/18/21 Cell Phone - H2O	41.03			5210 430510	345	101000
	9890903899	10/18/21 Cell Phone - Sewer	41.02			5310 430610	345	101000

11/04/21
16:08:28

TOWN OF STEVENSVILLE
Claim Approval List
For the Accounting Period: 11/21

Page: 3 of 5
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	9890903899	10/18/21	Cell Phone - Airport	4,466.84*		5610 430300	340	101000
	9890903899	10/18/21	Mobile Internet-FD	20.04		1000 420410	340	101000
	9890903899	10/18/21	Mobile Internet Ambulance	10.02*		2230 420730	340	101000
			*** Claim from another period (10/21) ****					
17133		34	STEVENSVILLE HARDWARE AND RENTAL	73.91				
	A524064	10/01/21	Key tage streets	6.60		1000 430200	220	101000
	A526228	10/19/21	Cartridge filter ww plant	16.49		5310 430630	230	101000
	D198192	10/20/21	1x1/2 wall ss veh maint	6.99		1000 430100	232	101000
	C481558	10/27/21	Pressure gague tape WWTP	20.27		5310 430630	230	101000
	D198270	10/27/21	Nipple coupling WWTP	23.56		5310 430630	230	101000
17134		1833	Internal Revenue Service	1,294.48				
	LTR1382C	11/04/21	Penalty & Interest 4th qtr 2	1,294.48		1000 410550	140	101000
			*** Claim from another period (10/21) ****					
17135		1626	Yoder Gravel	30.00				
	12785	10/31/21	Fine sand WWTP	30.00		5310 430640	230	101000
			*** Claim from another period (10/21) ****					
17137		29	STEVENSVILLE NAPA AUTO PARTS	128.66				
	649648	10/13/21	8" diag cut pliers	24.99		1000 420460	220	101000
	647704	10/01/21	Brake Hone Stones	6.29		1000 430100	232	101000
	647760	10/01/21	Lab Turn Roto	27.00		1000 430100	232	101000
	649419	10/12/21	Radiator Cap	-1.80		5210 430540	230	101000
	650994	10/21/21	Champ Eng Spark plug	2.14		1000 430100	232	101000
	650955	10/21/21	Clean R Carb 16oz	3.49		1000 430100	232	101000
	649764	10/14/21	Pwr Srv 80 oz oil	13.79		1000 430100	232	101000
	649413	10/12/21	Radiator Cap	7.19		5210 430540	230	101000
	648281	10/05/21	Dex cool antifreeze	15.08		1000 430100	232	101000
	648255	10/05/21	Thermostat OE Temp	6.50		1000 430100	232	101000
	647685	10/01/21	Brake Cylinder Hone	23.99		1000 430100	232	101000
		# of Claims	22	Total:	12,909.82			
		Total Electronic Claims	2,755.45	Total Non-Electronic Claims	10154.37			

TOWN OF STEVENSVILLE
Fund Summary for Claims
For the Accounting Period: 11/21

Fund/Account	Amount
1000 GENERAL	
101000 Cash - Operating	\$6,694.11
2230 AMBULANCE	
101000 Cash - Operating	\$84.11
2394 BUILDING CODE ENFORCEMENT	
101000 Cash - Operating	\$-66.12
2810 POLICE TRAINING & PENSION	
101000 Cash - Operating	\$438.00
5210 WATER	
101000 Cash - Operating	\$547.45
5310 SEWER	
101000 Cash - Operating	\$717.98
5610 AIRPORT	
101000 Cash - Operating	\$4,494.29
Total:	\$12,909.82

11/04/21
16:08:29

TOWN OF STEVENSVILLE
Claim Approval Signature Page
For the Accounting Period: 11 / 21

Page: 5 of 5
Report ID: AP100A

ORDERED that the Town Treasurer draw a check/warrant on the Town of Stevensville.

Council

Council

Council

Council

Mayor

Date Approved _____

File Attachments for Item:

a. Airport

TOWN OF STEVENSVILLE AIRPORT ACTIVITY REPORT

11/4/21

MONTHLY REPORT:

This month the airports AWOS (pilots weather information system) will undergo scheduled routine maintenance. Since repair work was performed in July there have been no issues.

Pavlik electric will be coming to perform repairs to the airfield beacon that is currently not functioning properly. We did troubleshoot the system and have reason enough to schedule Pavlik. A NOTAM (notice to airmen) has been issued to advise users of the outage. While they are on the field, they will also be releasing broken contacts to two runway lights that are out. The airport has those replacements, and we will install them at the same time the lights are off. Outages will not affect tenants however we will close the runway down for about 30 minutes.

Snow removal training and routine equipment maintenance will be performed this month in preparation for winter. I anticipate there to be 4 total volunteers along with myself qualifying to operate the equipment.

Engineering is working to align both electric and concrete work for our new automated gate to be completed prior to winter. The hope was to have the new gate fully installed by the end of the year but with both material and construction scheduling delayed, there is a possibility that we may not see any work begun until spring.

October, we had 3 complaints of low flying aircraft over nearby residential areas. While the complaints were heard and resources were given to help address the issue of low flying aircraft, it was also explained that neither the airport nor the town have any jurisdiction over low flying aircraft, regardless of where they came from. While not always the case, there are times that the FAA will grant approval for aircraft to operate at low altitudes.

Citizens are encouraged to contact the FAA's FISDO (Flight Standards District Office) at 406 449 5270 to report these incidents when they occur. These are usually rare incidents and it's important that citizens contact the FAA to inquire if these were either approved actions and if they were not, to provide information to the FAA for them to investigate.

File Attachments for Item:

b. Community Development

MONTHLY REPORT

Building Department

October 2021

<u>Permits Issued</u>	<u>Fees Collected</u>
<u>Building</u> (2 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$100.00
4. Demo	\$0
<u>Electrical</u> (2 permits)	
1. NSFR	\$200.00
2. New Commercial Building	\$564.00
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Mechanical</u> (1 permits)	
1. NSFR	\$225.00
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
<u>Plumbing</u> (0 permits)	
1. NSFR	\$0
2. New Commercial Building	\$0
3. Renovation/Remodel	\$0
4. Demo	\$0
Total permits issued: 5	Total fees collected: \$1,089.00
<u>Activities</u>	
1. Inspections and consultations.	
2. Active clearing or archiving old and expired permits, depending on age of activity.	
3. Implement uniform strategies to increase records retention and accessibility thereof.	
<u>Items of Interest</u>	
1. Continued exploration of best ways to universally digitize records and day to day functions to be accessible across pertinent staff for greater efficiency.	

Prepared by Tim Netzley, Building Official

File Attachments for Item:

d. Fire Department



STEVENSVILLE FIRE DEPARTMENT

206 BUCK STREET

Activity Report – October 2021

Calls for the Month of October: 59

Calls for Stevensville Town: 16

Calls for Stevensville Rural: 40

Mutual Aid: 3

Medical Response: 47

Fire Calls: 8

Motor Vehicle Crash: 4

Total Calls: 59

Calls for the Year to Date: 649

Calls for Stevensville Town: 225

Calls for Stevensville Rural: 410

Mutual Aid: 14

Missed call: 1

Medical Response: 519

Fire Calls: 88

Motor Vehicle Crash: 42

Total Calls: 649

File Attachments for Item:

f. Police Department

**TOWN OF STEVENSVILLE
POLICE DEPARTMENT ACTIVITY REPORT**

October 2021

MONTHLY REPORT: October 2021 - Police Activity Report

Officer did not engage in any arrests for the month of October. However, County Deputies made an arrest for criminal trespass and burglary to vehicles in connection with incidents on 7th St. There were two citations along with several warnings given. The statistical information provided offers a comparison to the previous year's statistics in over all calls for service, along with investigative items.

As with the previous month, Vacation Checks and Extra patrols/Area Checks are being documented and are a separate number from the calls for service.

We are currently processing two officers for hire and we anticipate another vacancy in the near future.

PROACTIVE POLICING, CALLS FOR SERVICE, and Investigations:

PERSONNEL WORKLOAD	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21	10/21	11/21	12/21	Total
PATROL													
Arrests	2	3	2	2	4	2	3	2	0	0			20
Traffic Citations	0	0	10	8	24	15	12	1	1	2			73
Traffic Warnings	0	0	37	38	26	37	38	13	13	13			228
Calls for Service 2020	61	59	63	76	58	95	72	103	83	50			670
Calls for Service	55	48	64	47	68	49	55	41	47	47			474
INVESTIGATIONS													
Robbery/Homicide 2020	0	1	0			1							
Robbery/Homicide	0	0	0	0	0	0	0	0	0	0			0
Assault 2020	1	2	0	0	1	1	0	2	5	1			13
Assault	0	0	0	1	1	1	2	1	1	1			8
Sex Crime 2020	0	1	1			2							
Sex Crime	0	0	0	0	0	0	0	0	0	0			0
Burglary/Theft 2020	10	7	6	1	5	1	4	4	3	1			42
Burglary/Theft	2	2	1	1	1	2	1	2	4	0			14
Crim Mischief 2020	0	0	1	4	0	2	0	4	1	1			13
Crim Mischief	1	0	0	0	0	0	3	1	0	0			5
Fraud 2020	0	0	3	2	0	1	1	0	2	0			9
Fraud	2	0	2	0	0	0	1	0	1	1			7
Suspicious Incident 2020	3	2	6	14	5	13	9	12	9	6			79
Suspicious Incident	0	0	3	3	1	6	3	1	7	6			30
Disturbance 2020	0	2	1	3	1	2	4	3	4	4			24
Disturbance	2	2	6	5	2	2	10	5	3	1			38
Found Property 2020	0	0	1	0	0	2	1	2	0	0			6
Found Property	0	0	1	0	1	2	1	1	0	0			7
Traffic Hazard 2020	0	0	0	0	0	2	1	1	4	0			8
Traffic Hazard	2	0	1	0	0	2	3	0	1	0			9
Traffic Accidents 2020	3	1	0	1	2	0	0	0	4	2			13
Traffic Accident	0	0	0	0	2	1	3	4	2	1			13
Vacation Checks 2020	0	0	0			0							
Vacation Checks	0	0	0	0	0	4	10	2	1	2			19
Extra Patrols 2020	0	0	0	0	0	0	3	1	2	1			7
Extra Patrols Current	0	7	12	13	29	116	295	115	104	158			849
SPD AGENCY ASSISTS													
Ravalli County S.O	5	0	2	7	0	11	4	4	4	3			40

File Attachments for Item:

g. Public Works

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000277	CORRECTIVE	Closed	Utility locate at Steve I hardware, new fence construction, use locator for water line and mark	Town of Stevensville	Cody Anderson	Steve Kruse
000273	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville, Wastewater / Town of Stevensville		Steve Kruse
000272	CORRECTIVE	Closed	Street sweep grids NE27 SE27 SW25	Streets	Ian Murray	Steve Kruse
000271	CORRECTIVE	Closed	Seed grit washer with sand from dump truck for Huber tech testing		Glenn Bies, Ian Murray, Steve Kruse	Steve Kruse
000266	CORRECTIVE	Closed	Skidsteer to wellfield to receive chlorine and ortho delivery Wed	11-Well Field / Water / Town of Stevensville	Glenn Bies, Steve Kruse	Steve Kruse
000262	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000260	CORRECTIVE	Closed	Replace non functioning curb stop at 408 Spring, upgrading to meter pit, homeowner supplying pit and all fittings , also need to remove crawlspace old meter once installed	Water / Town of Stevensville	Dustin Tribby, Steve Kruse	Steve Kruse
000259	CORRECTIVE	Closed	Locate and meter pit location at 408 Spring St	Water / Town of Stevensville	Dustin Tribby, Steve Kruse	Steve Kruse
000258	CORRECTIVE	Closed	Early morning street sweep on Park across from school first rainy day	Streets	Ian Murray	Steve Kruse
000256	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville, Wastewater / Town of Stevensville	Ian Murray	Steve Kruse
000255	CORRECTIVE	Closed	Investigate water leak 290 Birch Lane	Water / Town of Stevensville	Steve Kruse	Steve Kruse
000251	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000249	CORRECTIVE	Closed	Maintenance of ADA ramps and sidewalks at	Town of Stevensville	Steve Kruse	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			Creekside			
000248	CORRECTIVE	Closed	Install new meter at 311 Mission	Town of Stevensville	Cody Anderson, Steve Kruse	Steve Kruse
000246	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000245	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville	Ian Murray	Steve Kruse
000243	CORRECTIVE	Closed	Preventative jetting of St Marys section of SS system		Cody Anderson	Steve Kruse
000242	CORRECTIVE	Closed	Test	Town of Stevensville	Glenn Bies	Steve Kruse
000241	CORRECTIVE	Closed	Prep John Deere backhoe for tranfer to airport/ tires/fluids/hydro	99-Mobile / Mobile / Town of Stevensville	Cody Anderson, Ian Murray, Steve Kruse	Steve Kruse
000240	SCHEDULED	Closed	Backhoe Status fluids/tires/air filter/filters/clean exterior and interior		Glenn Bies, Ian Murray	Steve Kruse
000239	SCHEDULED	Closed	Remove boards at Union Ditch Headworks	Town of Stevensville	Ian Murray, Steve Kruse	Steve Kruse
000238	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000237	CORRECTIVE	Closed	Maintenance jetting of old Aquatic center section of SS	43-Manholes / Wastewater / Town of Stevensville	Cody Anderson	Steve Kruse
000236	CORRECTIVE	Closed	Wlnterize hydraulic couplings on winter equipment, to keep from icing and moisture ziploc's/sealant tape?	99-Mobile / Mobile / Town of Stevensville	Ian Murray	Steve Kruse
000235	CORRECTIVE	Closed	Clean and locate equipment in Truck Shop to facilitate snow removal operations	41-Truck Shop (Warm Storage Bldg) / Wastewater / Town of Stevensville	Cody Anderson, Dustin Tribby, Ian Murray, Steve Kruse	Steve Kruse
000232	CORRECTIVE	Closed	Replace radiator cap well house generatator		Ian Murray	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000224	CORRECTIVE	Closed	Service Snowblower	99-Mobile / Mobile / Town of Stevensville	Ian Murray	Steve Kruse
000222	CORRECTIVE	Closed	273 Barbara and 110 Pine St utility locates	Water / Town of Stevensville, Wastewater / Town of Stevensville	Cody Anderson, Dustin Tribby	Steve Kruse
000220	CORRECTIVE	Closed	Troubleshoot water usage/noise at 210 St Marys	Water / Town of Stevensville	Cody Anderson, Dustin Tribby	Steve Kruse
000219	CORRECTIVE	Closed	Pump ortho and CL2 at wellhouse		Cody Anderson, Dustin Tribby, Ian Murray, Steve Kruse	Steve Kruse
000218	CORRECTIVE	Closed	Clean radiator on generator at WWTP, use air tank or shop vac to get fins clean, this was written up on generator inspection		Dustin Tribby, Ian Murray	Steve Kruse
000212	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
000209	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville, Wastewater / Town of Stevensville		Steve Kruse
000207	SCHEDULED	Closed	Backhoe Status		Ian Murray	Steve Kruse
000206	SCHEDULED	Closed	Inspect skidsteer			Steve Kruse
000205	SCHEDULED	Closed	Inspect Mini Excavator			Steve Kruse
000198	SCHEDULED	Closed	Ditch Maintenance	Town of Stevensville	Cody Anderson, Dustin Tribby, Ian Murray, Steve Kruse	Steve Kruse
000196	CORRECTIVE	Closed	Service Dodge P/U front wheel bearings		Ian Murray	Steve Kruse
000195	CORRECTIVE	Closed	Instal AB1/Align/Tension Belts/Test		Cody Anderson, Dustin Tribby, Ian Murray, Steve Kruse	Kurt Vause
000193	CORRECTIVE	Closed	Monthly Meter Readings	Town of Stevensville	Cody Anderson	Steve Kruse
000192	SCHEDULED	Closed	Wednesday Manhole Inspection and degreasing and bio treatment	Town of Stevensville, Wastewater / Town of Stevensville	Ian Murray	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
000188	CORRECTIVE	Closed	Street Sweep Grids NE 27 and SE 27	Town of Stevensville	Ian Murray	Steve Kruse
000187	SCHEDULED	Closed	Backup the SCADA Computer	Town of Stevensville, Water / Town of Stevensville		Steve Kruse
000186	SCHEDULED	Closed	Backhoe Status		Ian Murray	Steve Kruse
000185	SCHEDULED	Closed	Inspect skidsteer			Steve Kruse
000184	SCHEDULED	Closed	Inspect Mini Excavator			Steve Kruse
000181	CORRECTIVE	Closed	Maintenance on Vac Trailer	Town of Stevensville, Mobile / Town of Stevensville, 99-Mobile / Mobile / Town of Stevensville	Ian Murray	Steve Kruse
000178	CORRECTIVE	Closed	tDeploy stage to Lewis and Clark park for special event take down on Monday	Town of Stevensville	Dustin Tribby	Steve Kruse
000171	CORRECTIVE	Closed	Vac trailer to SFD hall to clean out catch basin/drain inside rural bay	Town of Stevensville, Wastewater / Town of Stevensville	Cody Anderson, Dustin Tribby, Glenn Bies, Ian Murray, Steve Kruse	Steve Kruse
000170	CORRECTIVE	Closed	Realtor Meter Read 134 Church St	Town of Stevensville, Water / Town of Stevensville	Steve Kruse	Steve Kruse
000169	CORRECTIVE	Closed	Data log 244 Willow Way, excessive water usage. Replaced meter to further troubleshoot, still excessive water use with all systems isolate, revommend plumber	Water / Town of Stevensville	Steve Kruse	Steve Kruse
000167	CORRECTIVE	Closed	Troubleshoot drain/smell at SFD fire hall, manhole inspect	Town of Stevensville	Steve Kruse	Steve Kruse
000163	SCHEDULED	Closed	Ditch Maintenance	Town of Stevensville	Cody Anderson, Dustin Tribby, Ian Murray, Steve Kruse	Steve Kruse
000160	CORRECTIVE	Closed	Maintenance on Big Plow Truck/Sander/Jet	Town of Stevensville, 99-Mobile / Mobile / Town	Ian Murray	Steve Kruse

WO Number	Type	Status	Description	Locations	Assigned To	Requester
			Truck/Vac Trailer	of Stevensville		
000152	SCHEDULED	Closed	Backhoe Status		Ian Murray	Steve Kruse
000151	SCHEDULED	Closed	Inspect skidsteer			Steve Kruse
000150	SCHEDULED	Closed	Inspect Mini Excavator			Steve Kruse
000148	SCHEDULED	Closed	Monday Check all trash can sites for weekend use	Town of Stevensville		Steve Kruse
000144	SCHEDULED	Closed	Garbage removal and bag replacement	Town of Stevensville	Ian Murray	Steve Kruse
000143	CORRECTIVE	Closed	Data Log meter M Burnt Fk	Town of Stevensville	Steve Kruse	Steve Kruse
000140	CORRECTIVE	In Progress	Assist with Father Ravalli play structure	Town of Stevensville	Cody Anderson, Dustin Tribby, Ian Murray, Steve Kruse	Steve Kruse
000135	CORRECTIVE	Closed	Locate curb valve at 3rd and pine	Town of Stevensville		Dustin Tribby
000133	CORRECTIVE	Closed	weed eat around buildings in plant and digesters	Wastewater / Town of Stevensville	Ian Murray	Dustin Tribby
000108	CORRECTIVE	Closed	Fix CL17 sensor at reservoir	Town of Stevensville, 06-Reservoir 1 / Water / Town of Stevensville, 07-Surface Water Filter Plant / Water / Town of Stevensville	Dustin Tribby	Steve Kruse
000104	CORRECTIVE	Closed	No outlet signs at 3 different intersections	Town of Stevensville	Cody Anderson, Dustin Tribby, Ian Murray, Steve Kruse	Steve Kruse
000102	CORRECTIVE	Closed	Identify Storm basin needing cleaning and call Vac Truck Company	Town of Stevensville, Wastewater / Town of Stevensville	Cody Anderson, Dustin Tribby	Steve Kruse
000101	CORRECTIVE	Closed	Rehab Catch Basin at 304 Pine	Town of Stevensville, Water / Town of Stevensville	Cody Anderson, Dustin Tribby, Ian Murray	Steve Kruse

TOWN OF STEVENSVILLE PUBLIC WORKS ACTIVITY REPORT October 2021

UTILITIES REPORT

Water Production

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Produced</i>	15,216,000	23,205,000

- 💧 Monthly, weekly and Annual reports to the state
- 💧 Monthly Meter Readings
- 💧 Unread Meters: 103
- 💧 Satisfied Permit reporting and testing requirements

Waste Water Treatment

	<i>This Month</i>	<i>Last Month</i>
<i>Gallons Treated</i>	3,462,422	4,135,329

- 💧 State Reports and EPA, weekly monthly and Annual samples taken and reported
 - Sludge transitioned to drying beds, prepping to go back to polymer pressing with cold weather
- 💧 Satisfied Permit reporting and testing requirements
 -

OTHER

- 💧 Preemptive Sanitary Sewer Jetting in all Grids
- 💧 1 storm water catch basin excavated and reconditioned
- 💧 Seasonal shutdown of ditch and headworks for Riverside
- 💧 8 Trouble Calls, 2 after hours
- 💧 Readied and serviced all snow removal equipment
- 💧 Street Sweeping utilizing grid maps developed by Qware
- 💧 Special Event Support
- 💧 6 3rd party contractor locates
- 💧 Winterized all summer maintenance equipment
- 💧 Ongoing meter replacements
- 💧 Bioreactor blower failure at WWTP, unit rebuilt and reinstalled
- 💧 Worked with manufacturer and suppliers to troubleshoot why blowers are failing, progress made with VFD adjustments, motor speeds and air pressure
- 💧 Vehicle Maintenance, wheel bearings on PU
- 💧 Replaced missing road signs

File Attachments for Item:

a. Discussion/Decision: Consent to the Mayor's Appointment of Robert P. Rohbock as Volunteer Firefighter Engineer



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon Dewey
Second Person Submitting the Agenda Item:	Chief Jeff Motley
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/8/2021
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Robert P. Rohbock as Volunteer Firefighter Engineer
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/8/2021
Notes:	



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
November 8, 2021**

Agenda Item: Discussion/Decision: Consent to the Mayor's Appointment of Robert P. Rohbock as Volunteer Firefighter Engineer

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to consent to the mayor's appointment of new volunteer firefighter engineer.

Background:

Fire Chief Jeff Motley has recommended the appointment of Robert P. Rohbock to the Stevensville Fire Department as a volunteer firefighter engineer.

Mr. Rohbock has successfully completed all necessary steps of the hiring process for volunteers.

Mayor Dewey agrees with Chief Motley's recommendation and recommends the Town Council consent to his appointment.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not consent to the appointment.

MOTION

I move to: Consent to the Mayor's appointment of Robert P. Rohbock as Volunteer Firefighter Engineer.



Stevensville Fire Department

206 Buck Street
Stevensville, MT 59870

November 2, 2021

Fire Chief Jeff Motley has recommended the appointment of Robert P. Rohbock as a volunteer Firefighter Engineer and Landon P. Henderson as a Firefighter Cadet to the Town of Stevensville Fire Department.

Mr. Rohbock and Mr. Henderson have successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeff Motley".

Jeff Motley, Chief
Stevensville Fire Department

File Attachments for Item:

b. Discussion/Decision: Consent to the Mayor's Appointment of Landon P. Henderson as Firefighter Cadet



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon Dewey
Second Person Submitting the Agenda Item:	Chief Jeff Motley
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/8/2021
Agenda Topic:	Discussion/Decision: Consent to the Mayor's Appointment of Landon P. Henderson as Firefighter Cadet
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/8/2021
Notes:	



Stevensville Fire Department

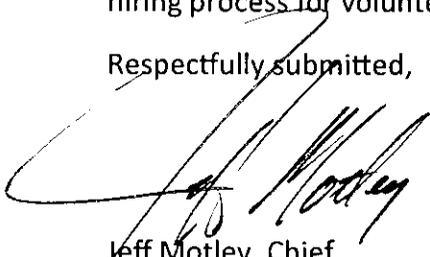
206 Buck Street
Stevensville, MT 59870

November 2, 2021

Fire Chief Jeff Motley has recommended the appointment of Robert P. Rohbock as a volunteer Firefighter Engineer and Landon P. Henderson as a Firefighter Cadet to the Town of Stevensville Fire Department.

Mr. Rohbock and Mr. Henderson have successfully completed all necessary steps of the hiring process for volunteers.

Respectfully submitted,



Jeff Motley, Chief
Stevensville Fire Department



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
November 8, 2021**

Agenda Item: Discussion/Decision: Consent to the Mayor's Appointment of Landon P. Henderson as Firefighter Cadet

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to consent to the mayor's appointment of new firefighter cadet.

Background:

Fire Chief Jeff Motley has recommended the appointment of Landon P. Henderson to the Stevensville Fire Department as a Firefighter Cadet.

Mr. Henderson has successfully completed all necessary steps of the hiring process for volunteers.

Mayor Dewey agrees with Chief Motley's recommendation and recommends the Town Council consent to his appointment.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Do not consent to the appointment.

MOTION

I move to: Consent to the Mayor's appointment of Landon P. Henderson as Firefighter Cadet.

File Attachments for Item:

c. Discussion/Decision: Stop Signs Installed on Buck Street at North and South Sides of West 3rd Street and West 4th Street, Replacing Yield Signs



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Wayne Dreese
Second Person Submitting the Agenda Item:	Dorothy Dreese
Submitter Title:	Citizen
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/8/2021
Agenda Topic:	Discussion/Decision: Stop Signs Installed on Buck Street at North and South Sides of West 3 rd Street and West 4 th Street, Replacing Yield Signs
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/8/2021
Notes:	



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
November 8, 2021**

Agenda Item: Discussion/Decision: Stop Signs Installed on Buck Street at North and South Sides of West 3rd Street and West 4th Street, Replacing Yield Signs

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to approve installation of stop signs to replace the yield signs at the intersections of Buck Street and West 3rd and 4th Streets.

Background:

Town Clerk, Jenelle Berthoud received this agenda item from Mr. Dreese. Mr. Dreese has asked the town council to consider the installation of stop signs to replace the yield signs at the intersections of Buck Street and West 3rd and 4th Streets to reduce the number of near accidents that happen on a daily basis.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): deny installation of stop signs to replace yield signs.

MOTION

I move to: Approve the installation of stop signs at the north and south corners of Buck Street and West 3rd Street and at the north and south corners of Buck Street and West 4th Street.

File Attachments for Item:

d. Discussion/Decision: Selection of a firm to do a Transportation Master Plan for the Town of Stevensville



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/8/2021
Agenda Topic:	Discussion/Decision: Selection of a firm to do a Transportation Master Plan for the Town of Stevensville
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/8/2021
Notes:	



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
November 8, 2021**

Agenda Item: Discussion/Decision: Selection of a firm to do a Transportation Master Plan Update for the Town of Stevensville

Other Council Meetings

Exhibits

A. Statement of Qualifications

This agenda item provides Council with the ability to select a firm to do a Transportation Master Plan update.

Background:

The Town of Stevensville solicited Statements of Qualifications from qualified consultants to provide services for a Transportation Master Plan Update.

At the October 27, 2021, Planning and Zoning Board Meeting the board reviewed the Statement of Qualifications from Robert Peccia and Associates (RPA) in association with HDR, Inc. The board voted to recommend to the council to explore a Transportation Master Plan Update.

Board/Commission Recommendation: **Applicable** - **Not Applicable**

Alternative(s): Do not select a firm.

MOTION

I move to: select a firm to conduct a Transportation Master Plan Update.



Response to Request for Qualifications

Professional Services for Transportation Master Plan

Project No. 2021-PZ-002

OCTOBER 22, 2021



Prepared for:
Town of Stevensville
Community Development Department
206 Buck Street
Stevensville, MT 59870



Prepared by:
Robert Peccia and Associates - Helena, MT
in association with **HDR, Inc. - Missoula, MT**
Point of Contact: **Scott Randall, PE, PTOE**
Transportation Planning & Operations Group Manager
(406) 447-5005 - srandall@rpa-hln.com

An aerial photograph of a mountainous region. The top half of the image shows a range of mountains with significant snow cover on their peaks and upper slopes. Below the mountains, a dense forest of evergreen trees covers the lower slopes. In the foreground, a valley opens up, showing a small town or village with residential buildings, streets, and parking lots. Several sports fields, including baseball and softball diamonds, are visible in the lower part of the valley. The overall scene is a mix of natural beauty and human development.

PART II-A: SOQ FORMS

**PART II
RFQ DOCUMENTS**

**PART II - A
SOQ FORM**

In response to the Request for Qualifications, the undersigned respondent hereby proposes to furnish labor, material, travel, professional services, permits, supervision, equipment and equipment rental and all related expenses, and to perform all work necessary and required to complete the following project in strict accordance with the terms of this Request for Qualifications and the final contract for the prices specified by the respondent for:

**PROJECT # 2021-PZ-002
TRANSPORTATION MASTER PLAN UPDATE**

Respondent certifies that he/she has examined and is fully familiar with all of the provision of the Request for Qualifications and any addendum thereto; that he/she is submitting a SOQ in strict accordance with the Instructions to Respondents; and that he/she has carefully reviewed the accuracy of all attachments to this SOQ.

Respondent certifies that he/she has examined the SOQ documents thoroughly, studied and carefully correlated respondent’s observations with the SOQ documents and all other matters which can in any way affect the work or the cost thereof.

Respondent agrees that this SOQ constitutes a firm offer to the Town which cannot be withdrawn by the respondent for sixty (60) calendar days from the date of actual opening of SOQs. If awarded the contract, respondent agrees to execute and deliver to the Town within seven (7) calendar days after receipt of Town’s Conditional Notice of Award, the applicable Contract form, insurance certificates and bonds (if required).

Attached is the Respondent’s Experience Statement (Part II-B) which has been completed by respondent and made a part of this SOQ.

Respondent also acknowledges receipt of the following addendum to the RFQ which addendum have been considered by respondent in submitting this SOQ (if none, state “NONE”):

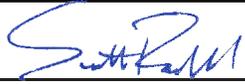
Addendum No. 1 None

Addendum No. 2 None

RESPONDENT'S BUSINESS NAME (type or print)

Robert Peccia and Associates

By:



(signature in ink)

Date:

October 22, 2021

Name:

Scott Randall, PE

Title:

Transportation Planning and Operations Group Manager

RESPONDENT'S BUSINESS ADDRESS/PHONE/FAX/E-MAIL

PO Box 5653

3147 Saddle Drive

Helena, MT 59604

406-447-5000

(PH)

406-447-5036

(FAX)

srandall@rpa-hln.com

(EMAIL)

RESPONDENT'S BUSINESS NAME (type or print)

HDR Engineering

By: 
(signature in ink)

Date: October 22, 2021

Name: Craig Caprara, PE, VP

Title: Water Business Group Manager/Missoula Office Manager

RESPONDENT'S BUSINESS ADDRESS/PHONE/FAX/E-MAIL

700 SW Higgins, Suite 200

Missoula, MT 59803

406.532.2205 (PH)

406.532.2241 (FAX)

Craig.Caprara@hdrinc.com (EMAIL)

An aerial photograph of a town nestled at the base of a large mountain range. The mountains in the background are covered in patches of snow, while the lower slopes and the town below are green with trees and fields. The town features a grid of streets, residential houses, and several sports fields, including what appears to be a baseball field and a soccer field. The overall scene is a mix of natural beauty and human development.

PART II-B: RESPONDENT'S EXPERIENCE STATEMENTS

PART II – B
RESPONDENT'S EXPERIENCE STATEMENT

The respondent submits as a part of its SOQ, the following information as to its experience and qualifications:

- a. The respondent has been engaged in this business under its present name for 42 years.
- b. Experience in work of a nature similar in type and magnitude to that set forth in the RFQ extends over a period of 42 years.
- c. The respondent has satisfactorily completed all contracts awarded to it, except as follows: (name any and all exceptions and reasons therefore)

N/A

- d. List all work completed within the last ten (10) years of similar type and magnitude as set forth in this RFQ. Please include a sheet with all contact information and details of the project on a separate sheet.

OWNER	YEAR	TYPE OF WORK	CONTRACT AMOUNT
See attached sheet.			
<hr/>			

I certify that the above information is true and correct to the best of my knowledge.

Signed this 22nd day of October, 2021 at Helena, MT
(date) (month) (year) (city, state)

NAME OF RESPONDENT: Scott Randall, PE
Transportation Planning and Operations Group Manager
(title)

Owner	Project Name	Year	Type of Work	Contract Amount	Contact	Phone	Email Address	Address
Gallatin County	Greater Triangle Area Transportation Plan	2021	Long Range Transportation Plan	\$150,285.00	Levi Ewan	406-582-3250	levi.ewan@gallatin.mt.gov	311 West Main Street Bozeman, MT 59718
City of Helena	City of Helena Multimodal Traffic Study	2021	Traffic and Safety Study	\$225,863.00	Mark Young	406-447-8099	myoung@helenemt.gov	316 N Park Ave Helena, MT 59623
FHWA-WFL	Yaquina Head Traffic Study	2021	Traffic and Safety Study	\$243,319.04	Carrie Warren	360-619-7658	carrie.warren@dot.gov	610 East Fifth Street Vancouver, WA 98661-3801
FHWA-WFL	Going-to-the-Sun Road User Safety Study	2021	Traffic and Safety Study	\$104,495.86	Mike Traffalis	360-619-7787	michael.traffalis@dot.gov	611 East Fifth Street Vancouver, WA 98661-3801
MDT	Montana ADA Transition Plan	2021	Statewide Plan	\$94,907.00	Ben Murphy	406-444-7294	bemurphy@mt.gov	PO Box 201001 Helena, MT 59620-1001
MDT	Butte District Speed Studies - Ennis-North, Ennis-West, Virginia City	2021	Speed Study	\$46,186.00	David Relph	406-444-7658	drelph@mt.gov	PO Box 201001 Helena, MT 59620-1001
MDT	Downtown Whitefish Highway Feasibility Study	2021	Traffic and Safety Study	\$617,781.00	Ben Schendel	406-444-6248	beschendel@mt.gov	PO Box 201001 Helena, MT 59620-1001
MDT	US 93-Ninepipe Feasibility Study	2021	Traffic and Safety Study	\$446,574.00	Katie Potts	406-444-9238	kpotts@mt.gov	PO Box 201001 Helena, MT 59620-1001
MDT	US 191 Corridor Study - Four Corners to Beaver Creek	2020	Corridor Planning Study	\$216,735.00	Carol Strizich	406-444-9240	cstrizich@mt.gov	PO Box 201001 Helena, MT 59620-1001
Missoula MPO	Missoula Area Community Transportation Safety Plan	2019	Traffic and Safety Study	\$104,715.00	David Gray	406-552-6669	grayd@ci.missoula.mt.us	435 Ryman Street Missoula, MT 59802
MDT	Montana Pedestrian and Bicycle Plan	2019	Statewide Plan	\$218,727.00	Sheila Ludlow	406-444-9193	sludlow@mt.gov	PO Box 201001 Helena, MT 59620-1001
FHWA-WFL	Roosevelt Drive Upgrade Study	2019	Corridor Planning Study	\$122,522.00	Seth English-Young	360-619-7803	seth.english-young@dot.gov	610 East Fifth Street Vancouver, WA 98661-3801
FHWA-WFL	Shields River Road Planning Project	2019	Corridor Planning Study	\$128,118.00	Seth English-Young	360-619-7803	seth.english-young@dot.gov	610 East Fifth Street Vancouver, WA 98661-3801
FHWA-WFL	Mountain Loop Highway Feasibility Study	2019	Corridor Planning Study	\$395,443.00	Mike Traffalis	360-619-7787	michael.traffalis@dot.gov	611 East Fifth Street Vancouver, WA 98661-3801
Great Falls	Great Falls Long Range Transportation Plan	2018	Long Range Transportation Plan	\$95,860.00	Andrew Finch	406-455-8434	afinch@greatfallsmt.net	#2 Park Drive South, Room 112 Great Falls, MT 59403
City of Belgrade	Belgrade Long Range Transportation Plan	2018	Long Range Transportation Plan	\$180,620.00	Jason Karp	406-388-3763	jkarp@cityofbelgrade.net	91 East Central Ave Belgrade, MT 59714
City of Bozeman	Bozeman Transportation Master Plan	2017	Long Range Transportation Plan	\$321,220.00	Craig Woolard (formally employed at City of Bozeman as Public Works Director)	406-994-7402	craig.woolard@montana.edu	City of Bozeman 121 N Rouse Ave, Bozeman, MT 59715
Montana State University	MSU Transportation Master Plan	2017	Long Range Transportation Plan	\$124,154.00	Candace Mastel (formally employed at MSU as Campus Planner/Project Manager)	406-582-2978	cmastel@bozeman.net	Montana State University PO Box 172760 Bozeman, MT 59717-2760
MDT	Belgrade to Bozeman Frontage Road Corridor Study	2017	Corridor Planning Study	\$190,818.00	Carol Strizich	406-444-9240	cstrizich@mt.gov	PO Box 201001 Helena, MT 59620-1001
MDT	Downtown Kalispell Courthouse Couplet	2017	Traffic and Safety Study	\$119,355.00	Donny Pfeifer	406-523-5830	dpfeifer@mt.gov	PO Box 201001 Helena, MT 59620-1001
MDT	River Drive North Corridor Study - 15th Street North to 38th Street North	2016	Corridor Planning Study	\$162,552.00	Carol Strizich	406-444-9240	cstrizich@mt.gov	PO Box 201001 Helena, MT 59620-1001

Owner	Project Name	Year	Type of Work	Contract Amount	Contact	Phone	Email Address	Address
MDT	I-15 Corridor Study - Gore Hill to Emerson Junction	2015	Corridor Planning Study	\$179,846.00	Carol Strizich	406-444-9240	cstrizich@mt.gov	PO Box 201001 Helena, MT 59620-1001
MDT	East Missoula (MT 200) Road Safety Audit	2015	Road Safety Audit	\$38,916.00	Vicki Crnich	406-444-7693	vcrnich@mt.gov	PO Box 201001 Helena, MT 59620-1001
MDT	US 93 Road Safety Audit - Evaro to Polson	2015	Road Safety Audit	\$18,795.00	Sheila Ludlow	406-444-9193	sludlow@mt.gov	PO Box 201001 Helena, MT 59620-1001
City of Helena	Greater Helena Area Transportation Plan	2014	Long Range Transportation Plan	\$264,392.00	Dave Knoepke	406-447-8099	dknoepke@helenamt.gov	316 N Park Ave Helena, MT 59623
City of Laurel	City of Laurel Long Range Transportation Plan	2014	Long Range Transportation Plan	\$80,000.00	Kurt Markegard	406-628-4796	kmarkegard@laurel.mt.gov	PO Box 10 Laurel, MT 59044
MDT	Paradise Valley Corridor Study - US 89 Gardiner to Livingston	2014	Corridor Planning Study	\$180,032.00	Carol Strizich	406-444-9240	cstrizich@mt.gov	PO Box 201001 Helena, MT 59620-1001
MDT	Maclay Bridge Planning Study	2013	Corridor Planning Study	\$195,853.00	Sheila Ludlow	406-444-9193	sludlow@mt.gov	PO Box 201001 Helena, MT 59620-1001
MDT	Brooks Street Corridor Safety Audit	2012	Road Safety Audit	\$23,258.00	Carol Strizich	406-444-9240	cstrizich@mt.gov	PO Box 201001 Helena, MT 59620-1001

PART II – B
RESPONDENT'S EXPERIENCE STATEMENT

The respondent submits as a part of its SOQ, the following information as to its experience and qualifications:

a. The respondent has been engaged in this business under its present name for 104 years.

b. Experience in work of a nature similar in type and magnitude to that set forth in the RFQ extends over a period of 104/26* years.

*Entire company/local Missoula office

c. The respondent has satisfactorily completed all contracts awarded to it, except as follows: (name any and all exceptions and reasons therefore)

NA

d. List all work completed within the last ten (10) years of similar type and magnitude as set forth in this RFQ. Please include a sheet with all contact information and details of the project on a separate sheet.

OWNER	YEAR	TYPE OF WORK	CONTRACT AMOUNT
(see attached sheet; note it's for local Montana staff only)			

I certify that the above information is true and correct to the best of my knowledge.

Signed this 18th day of October, 2021 at Missoula, MT
(date) (month) (year) (city, state)

NAME OF RESPONDENT: Craig Caprara, PE, VP
Water Business Group Manager/Missoula Office Manager
(title)

Owner	Project Name	Year	Type of Work	Contract Amount	Contact	Phone	Email Address	Address
MDT	US 93 S Corridor Safety	Ongoing	Data Collection, Reporting	\$62,460.00	Tricia Burke	406-444-9420	pburke@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Public Involvement Services for Timber Bridge Structures	Ongoing	Public Engagement	\$994,687.00	Stephanie Brandenberger	406-444-6260	stbrandenberger@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Rosebud Interchange - East	Ongoing	Data Collection	\$25,850.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Salmon Lake	Ongoing	Data Collection, Public Engagement	\$3,154,450.00	Jacqueline Smith	406-523-5830	jasmith@mt.gov	PO Box 7039 Missoula, MT 59807-7039
MDT	Smith Creek 1M W Forsyth	Ongoing	Data Collection, Public Engagement	\$650,954.00	J.R. Taylor	406-444-7636	jertaylor@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	US 93 North - Wildlife Fencing	Ongoing	Data Collection	\$162,805.00	Joe Weigand	406-444-9205	joweigand@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	West of Missoula - NW	Ongoing	Data Collection, Public Engagement	\$1,468,496.00	Fred Bente	406-444-7634	fbente@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Whitefish Stage Road	Ongoing	Data Collection	\$1,993,560.00	Kelly Williams	406-444-7964	kwilliams@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Divide West Public Involvement Services	Ongoing	Public Engagement	\$59,808.00	Jacob Brotzler	406-657-0266	jbrotzler@mt.gov	PO Box 20437 Billings, MT 59104-0437
MDT	190 Bear Gulch Rd Interchange Study	Ongoing	Data Collection, Public Engagement	\$369,853.00	Mark Studt	406-444-9191	mstudt@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	27th Street RR Crossing - BLGS	Ongoing	Feasibility Study, Public Engagement	\$843,725.00	Kelly Williams	406-444-7964	kwilliams@mt.gov	PO Box 201001 Helena MT 59620-1001
Missoula Redevelopment Agency	Front Street/Main Street Two-way Conversion and Kiwanis Neighborhood Access and Circulation Design	Ongoing	Data Collection, Reporting	\$428,215.00	Ellen Buchanan	406-552-6160	buchanane@ci.missoula.mt.us	140 West Pine Street Missoula, MT 59802
Dave Levenson	Lower Meadows Subdivision Traffic Impact Study	Ongoing	Traffic Impact Study	\$11,900.00	Dave Levenson	415-250-7329	davelevenson11@gmail.com	524 San Anselmo Avenue #123 San Anselmo CA 94969
Town of Stevensville	3rd & 5th Street Improvements	2021	Data Collection, Design, CM	\$61,942.00	Steve Kruse	406.777.5271	steve@townofstevensville.com	206 Buck Street Stevensville, MT 59870
City of Polson	Street Condition Assessment	2021	Data Collection, Reporting	\$44,967.00	Ed Meece	406.883.8207	citymanager@cityofpolson.com	106 1st Street East Polson, MT 59860
Brandon Grosvenor	Seeley Lake RV Park Traffic Impact Analysis	2021	Traffic Impact Analysis	\$14,000.00	Brandon Grosvenor	406-396-1020	lazyacresrvt@outlook.com	906 Gladis Drive Missoula, MT 59804
MDT	Deer Lodge - South Resurfacing	2020	Data Collection	\$15,189.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Warm Springs - SW Resurfacing	2020	Data Collection	\$15,217.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	US 93 S Safety Improvements	2019	Data Collection, Reporting	\$54,354.00	Tricia Burke	406-444-9420	pburke@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Zimmerman Trail Design	2019	Data Collection, Public Engagement	\$778,535.00	Wade Salyard	406-444-0451	wsalyards@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Acton Northwest	2018	Data Collection	\$11,284.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001

Owner	Project Name	Year	Type of Work	Contract Amount	Contact	Phone	Email Address	Address
MDT	East of Miles City - East	2018	Data Collection	\$13,100.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Culbertson East Signing & Striping	2018	Data Collection	\$14,012.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Wisdom West	2018	Data Collection	\$16,899.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	East Holly Street - Sidney	2017	Data Collection	\$10,709.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Richey Southeast	2017	Data Collection	\$13,726.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Beartooth Highway Signing/Striping	2017	Data Collection	\$17,792.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Beartooth Highway Signage	2015	Data Collection	\$17,792.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Vida N&S Signage	2015	Data Collection	\$14,405.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Clark Canyon Reservoir-Barretts Signing	2015	Data Collection	\$9,738.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	Red Rock-Clark Canyon	2015	Data Collection	\$9,594.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001
MDT	N of White Sulphur Springs N & White Sulphur Springs E Signing & Striping	2014	Data Collection	\$17,789.00	Ivan Ulberg	406-444-6217	iulberg@mt.gov	PO Box 201001 Helena MT 59620-1001

An aerial photograph of a town nestled at the base of a large mountain range. The mountains in the background are covered in patches of snow, while the lower slopes and the town below are green with trees and fields. The town features a grid of streets, residential areas, and several sports fields, including what appears to be a baseball field and a soccer field. The overall scene is a mix of natural beauty and human development.

PART II-C: PAST PERFORMANCE QUESTIONNAIRES

QUESTIONNAIRES SUBMITTED BY:

RPA REFERENCE #1



GREATER TRIANGLE AREA TRANSPORTATION PLAN

Client Name: Gallatin County

Contact Person: Levi Ewan

Phone Number: (406) 582-3250

Email: levi.ewan@gallatin.mt.gov

RPA REFERENCE #2



BELGRADE LONG RANGE TRANSPORTATION PLAN

Client Name: City of Belgrade

Contact Person: Jason Karp

Phone Number: (406) 388-3763

Email: jkarp@cityofbelgrade.net

RPA REFERENCE #3



TRANSPORTATION PLANNING ASSISTANCE TERM CONTRACT

Client Name: Montana Department of Transportation

Contact Person: Katie Potts

Phone Number: (406) 444-9238

Email: kpotts@mt.gov

HDR REFERENCE #1



3RD AND 5TH STREET IMPROVEMENTS

Client Name: Town of Stevensville

Contact Person: Steve Kruse

Phone Number: (406) 777-5271

Email: steve@townofstevensville.com

HDR REFERENCE #2



POLSON STREET CONDITION ASSESSMENT

Client Name: City of Polson

Contact Person: Ed Meece

Phone Number: (406) 883-8207

Email: citymanager@cityofpolson.com

HDR REFERENCE #3



US 93 LOLO TO FLORENCE SAFETY ANALYSIS

Client Name: Montana Department of Transportation

Contact Person: Tricia Burke

Phone Number: (406) 444-9420

Email: pburke@mt.gov





October 22, 2021

Brandon Dewey, Mayor
Town of Stevensville
206 Buck Street
Stevensville, MT 59870

Subject: Response to Request for Qualifications - Project No. 2021-PZ-002
Professional Services for Transportation Master Plan

Dear Members of the Selection Committee:

RPA and HDR are excited to submit our response to the recent RFQ for the *Town of Stevensville Transportation Master Plan*. Our team has the necessary skills and experience to develop this plan in a thorough, cost effective, and professional manner. We have assembled a highly qualified team that is uniquely suited to respond quickly, efficiently, and effectively. We are confident that our team can provide you with a sound transportation plan that is practical, cost effective, implementable, functional, and sustainable.

Our team will be led by Scott Randall, PE, PTOE, who brings extensive experience managing similar long range transportation planning projects across the northwest. Scott will primarily be supported by RPA employees with considerable experience working on transportation plans, multimodal studies, and traffic and safety analyses. The RPA team is further strengthened by HDR employees Riley Lubbers, Lisa Gray, and Craig Caprara, whose local presence, strong relationships within the community, and public involvement expertise will help us successfully address the transportation needs of the Town of Stevensville. Together, our team offers the community the following:

- **EXTREMELY QUALIFIED TEAM:** Our core group has been working together for multiple years on similar projects across Montana. RPA's project management team and highly qualified transportation planners and engineers are complemented by HDR's local presence and public involvement expertise. Our team has recent and on-going experience working on public works infrastructure projects and we are excited about teaming on this transportation plan.
- **PROVEN TRACK RECORD ON SIMILAR PROJECTS:** Our key professionals have worked on the development of several similar long range transportation plans for other Montana communities including Gallatin County (In Progress), Great Falls (2018, 2014, 2003), Belgrade (2017), Bozeman (2016, 2007, 2001), Helena (2015, 2004), City of Laurel (2014), Whitefish (2010), Flathead County (2010, 2007), and Kalispell (2006). These plans identify a range of improvements to accommodate multimodal users, improve safety, and reduce congestion.
- **EXCELLENT PUBLIC AND STAKEHOLDER INVOLVEMENT PROGRAM:** With every planning process we complete, public and stakeholder involvement are crucial pieces to the development process. HDR brings a strong history of working with the local community to develop and implement meaningful projects. Our team has successfully employed innovative community engagement techniques to reach a wide range of audiences.

Thank you for your consideration of our proposal. Our team looks forward to working with the planning team on this important plan!

Sincerely,

ROBERT PECCIA & ASSOCIATES, INC.

Scott Randall, PE, PTOE

Traffic and Transportation Group Manager
P: 406-447-5005 E: srandall@rpa-hln.com
3147 Saddle Drive, Helena, MT 59604



OUR TEAM

Robert Peccia and Associates (RPA) first opened its doors in Helena, Montana, in 1978. The respected 100-percent employee-owned small business firm now employs over 60 professionals across offices in Helena, Bozeman, and Kalispell. RPA is well known and highly regarded across the region for our innovative and detail-oriented work. We strive not only to anticipate trends in transportation, but also to develop safe, innovative, and practical solutions to transportation-related problems. Our company was built on providing excellent engineering services with many of our key staff having more than 15 years of experience in the industry.

Since opening their Missoula office in 1995, **HDR** has been vested in completing projects throughout Montana, especially throughout the Bitterroot Valley, and recently completed transportation projects in Stevensville, Hamilton, Missoula, and Missoula County. HDR has a local presence and small-town work ethic, constantly seeking opportunities to help improve local communities. HDR's 250 Montana-based employees, located in Missoula, Billings, Bozeman, Butte, and Helena, are supported by over 10,000 employees in 225 locations worldwide.

For the *Town of Stevensville Transportation Master Plan*, we have carefully assembled a team that leverages the technical strengths and transportation planning experience of RPA and the local knowledge and strong working relationships of HDR to best meet the needs of the project. RPA will serve as the prime consultant and will lead the project management, multimodal planning, and capital improvement efforts. Our technical expertise and long history of delivering similar projects will prove valuable to this project. Our robust qualifications will be further enhanced by HDR whose understanding of the local environment, rapport with key stakeholders, and ability to connect with the community of Stevensville will bolster our team's public involvement efforts to deliver a plan that fully encapsulates the vision of the Town.

KEY PERSONNEL

We have carefully assembled a team with specific experience and expertise to meet the needs of this project. Our approach is to utilize a small core team, which is supported by technical and area experts. All key staff members of the RPA-HDR team have the time, availability, and experience to successfully complete the project. While each of the proposed team members has an existing workload, there are no current or anticipated commitments that would prevent them from fulfilling their role on this plan within the proposed time frame. The following highlights our key personnel, their qualifications, key experience, anticipated roles, and availability. Resumes with detailed information for key personnel can be found in **Appendix A**.

35%
AVAILABLE

20%
TIME TO
COMPLETE



Scott Randall, PE, PTOE

MT #18127, PTOE #3237
Helena, MT

Experience: 18 years
Role: Project Manager

Scott has spent the past 18 years in the transportation industry. Scott's career has been focused on identifying the right solutions to complex challenges. His unique blend of experience in transportation design, planning, traffic engineering, and public involvement helps ensure that all aspects of project development are thoughtfully considered and appropriately addressed. Scott and his staff use a tailored approach to identify context-sensitive recommendations that are feasible to implement. His broad experience and attention to detail ensure that quality projects free of errors are delivered.

RELEVANT EXPERIENCE (ROLE)*

- 11 Long Range Transportation Plans (PM, TP, TE)
- 8 Corridor Studies (PM, TE)
- 4 Road Safety Audits (PM, TE)
- Montana Pedestrian and Bicycle Plan (PM)
- Missoula Community Transportation Safety Plan (PM)

ROLE AND RESPONSIBILITIES

- Serve as project manager and main point of contact
- Provide public involvement and meeting facilitation
- Provide technical expertise and QA/QC

30%
AVAILABLE

15%
TIME TO
COMPLETE



Sarah Nicolai, PE, PTP

MT #32812, PTP #655
Helena, MT

Experience: 16 years
Role: Senior Planner/Public Involvement

Sarah brings over 16 years of experience in transportation planning, public/stakeholder involvement, and environmental resource investigation and documentation. Sarah's experience as both a professional engineer and a professional planner enables her to understand and navigate project challenges and lead multi-discipline teams to achieve project goals. Her diverse background will ensure that all voices are heard and that public concerns and goals are appropriately identified and addressed.

RELEVANT EXPERIENCE (ROLE)*

- TranPlanMT - Statewide Transportation Plan (PM)
- Chippewa Cree Tribe Long Range Transportation Plan (TP)
- 8 Corridor Studies, including US 93 Missoula to Florence Corridor Study (PM, TP)
- Montana ADA Inventory and Transition Plan (PM)
- Billings Community Transportation Safety Plan (PM)

ROLE AND RESPONSIBILITIES

- Develop transportation goals and objectives in coordination with Town of Stevensville
- Provide public involvement support
- Ensure analysis and recommendations are sensitive to all transportation modes

40%
AVAILABLE

30%
TIME TO
COMPLETE



Kerry Pedersen, PE

MT #722323
Bozeman, MT

Experience: 6 years
Role: Transportation Planner

Kerry is a professional transportation engineer/planner with 6 years of experience involving the development of transportation plans, corridor studies, feasibility studies, traffic engineering studies, and environmental documentation. Kerry's background as a Western Transportation Institute Research Assistant provides her with the skills to meticulously analyze traffic and safety data in support of improvement identification. She also specializes in development of maps, graphics, and narratives to communicate this technical information to non-technical audiences.

RELEVANT EXPERIENCE (ROLE)*

- Greater Triangle Area Transportation Plan (TP)
- Belgrade Long Range Transportation Plan (TP)
- Great Falls Transportation Plan (TP)
- Montana Pedestrian and Bicycle Plan (TP)
- US 191 Corridor Study (TP)
- Missoula Community Transportation Plan (TP)

ROLE AND RESPONSIBILITIES

- Evaluate transportation and safety conditions
- Perform data analysis and review
- Ensure alignment with relevant planning documents
- Report preparation

***Project Team Role Legend:** Field Data Collection (DC); Project Manager (PM); Public Involvement (PI); Roadway Engineer (PE); Transportation Engineer (TE); Transportation Planner (TP); Quality Assurance/Quality Control (QC)

40%
AVAILABLE

25%
TIME TO
COMPLETE

RPA



Shane Forsythe, PE

MT #49469

Helena, MT

Experience: 7 years

Role: Active Transportation /
Traffic Engineering

Shane has spent the past 7 years with RPA contributing both technical knowledge and firsthand experience in bicycle and pedestrian planning and design. He combines his experience as an avid cyclist with the technical skills gained while completing a master's degree in transportation engineering to plan for and design well thought out active transportation systems. While he recognizes the importance of cars as a primary mode of transportation, he strives to improve the opportunity for mode choice by making the interactions of non-motorized and motorized users safer and more desirable for vulnerable users.

RELEVANT EXPERIENCE (ROLE)*

- Bozeman Transportation Master Plan (TE)
- Belgrade Long Range Transportation Plan (TE)
- Greater Helena Area Transportation Plan (TE)
- Great Falls Long Range Transportation Plan (TE)
- Montana Bicycle and Pedestrian Plan (TE)

ROLE AND RESPONSIBILITIES

- Provide technical support for evaluating transportation considerations
- Active transportation route planning and needs assessment
- Assist in identification of transportation improvements
- Collect and analyze traffic data

15%
AVAILABLE

5%
TIME TO
COMPLETE

HR



Craig Caprara, PE

MT #10147

Missoula, MT

Experience: 36 years

Role: Local Liaison

Craig is a professional civil engineer with 36 years of experience in the planning, design, and construction of public works facilities. His experience includes project management, design, and construction administration of a wide range of multi-million dollar advanced wastewater treatment plant projects; water system conveyance, pumping, treatment, and storage projects; sewer system conveyance and pumping projects; and water, sewer, and storm drainage utility planning.

RELEVANT EXPERIENCE (ROLE)*

- Stevensville, Phase IV Water System Improvements (QC)
- Stevensville, Wye Annexation Study (PM)
- Stevensville, WWTP Phase 2 Improvements (PM)
- Stevensville, School Campus Site Improvements (QC)
- Stevensville, Water Rights Need Assessment (PM)

ROLE AND RESPONSIBILITIES

- Provide public involvement and stakeholder engagement support
- Assist with identification of issues and needs for planning area

45%
AVAILABLE

35%
TIME TO
COMPLETE

HR



Lisa Gray

Billings, MT

Experience: 25 years

Role: Public Engagement

Lisa provides over 25 years of experience in the communications field. Her areas of expertise include stakeholder and tribal engagement, media and communications training, NEPA, socioeconomic analysis, workforce and business development, and strategic community investments. She has demonstrated experience in the design and implementation of complex stakeholder engagement and training programs and is highly skilled at presenting key messaging, facilitating community meetings, and reaching stakeholder consensus.

RELEVANT EXPERIENCE (ROLE)*

- MDT, Salmon Lake (PI)
- MDT, Cougar Cr – 7M N of W Yellowstone (PI)
- MDT, Divide West Public Involvement Services (PI)
- MDT, Main St – Winnett (PI)
- MDT, Public Involvement Services for Timber Bridge Structures (PI)

ROLE AND RESPONSIBILITIES

- Coordinate and facilitate public involvement activities
- Assist with socioeconomic analysis and identifying community goals

***Project Team Role Legend:** Field Data Collection (DC); Project Manager (PM); Public Involvement (PI); Roadway Engineer (PE); Transportation Engineer (TE); Transportation Planner (TP); Quality Assurance/Quality Control (QC)

45%
AVAILABLE

20%
TIME TO
COMPLETE



Riley Lubbers, PE

MT #72244 | Missoula, MT

Experience: 11 years

Role: Field Data Collection /
Local Liaison

Riley is a collaborative team member who brings consistency across HDR's transportation design projects. His hands-on knowledge of municipal and MDT design development process and expectations have provided constructible solutions across Montana. His comprehensive experience includes ADA design, roadway and trail geometrics, traffic signal, street lighting and signing/stripping design.

RELEVANT EXPERIENCE (ROLE)*

- Town of Stevensville, 3rd/5th Street Improvements (PM, DC)
- Polson Road Condition Assessment (DC)
- Billings Midland Road Improvements (RE)
- MDT, Warm Springs - SW Resurfacing (PM, DC)
- MDT, Wisdom West (PM, DC)

ROLE AND RESPONSIBILITIES

- Assist with data collection effort
- Assist in identification of transportation improvements with attention to design standards and maintenance needs

ADDITIONAL STAFFING NEEDS

Good data is the basis for a complete analysis of transportation conditions. Our team proposes a thorough field review and traffic data collection efforts. This data is needed to understand general transportation activity, traffic patterns, mode choice, and maintenance needs. Besides the key project team members listed, additional support staff will be used to complete field review and data collection efforts as shown below.



Teichrow Hochhalter, EI, *Field Data Collection*, Missoula, MT [HDR]

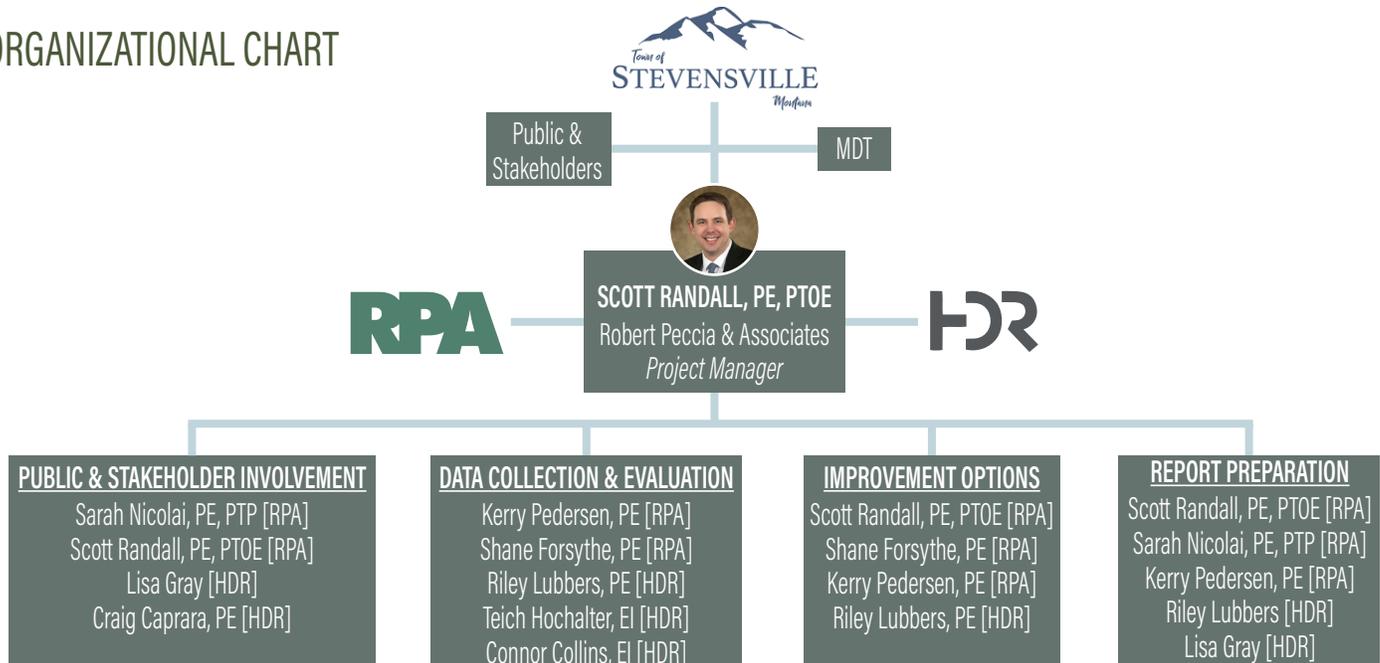
With eight years of experience, Teich has a wide range of expertise in construction inspection, power distribution design, traffic signal design, and roadway lighting analysis and design. Teich provided field data collection for Stevensville's recent 3rd/5th Street Improvements Project and HDR's *Hwy 93 Corridor Safety Study*.



Connor Collins, EI, *Field Data Collection*, Missoula, MT [HDR]

Connor has experience ranging from field data collection, construction inspection, and survey to roadway and site civil design for multiple DOT's and municipalities. His roadway design experience includes urban and rural facilities, signing and striping, construction traffic control, and ADA facilities. Connor recently provided field data collection and on-site construction oversight for Stevensville's 3rd/5th Street Improvements Project.

ORGANIZATIONAL CHART





PROJECT APPROACH AND UNDERSTANDING

Our team understands how crucial proper transportation planning is to accommodating existing and future concerns. We believe that this update of the *Transportation Master Plan* will require creativity and balance. The prior plan was completed 15 years ago; changed conditions and renewed priorities necessitate an update. As new development occurs and the Town's population continues to increase, coordinated infrastructure improvements and upgrades will be essential for maintaining sustainable growth. Stevensville has recently completed its *2021/2023 Strategic Plan* which establishes a renewed focus on mobility, livability, accessibility, equity, and innovation for continued prosperity and enhanced quality of life for its citizens. The Town also continues to place more emphasis on accommodations for all travel modes, not just vehicles, and the anticipation of emerging technologies. This transportation plan update is intended to facilitate community goals and improve the transportation infrastructure and services within the planning area.

DATA COLLECTION NEEDS

Collecting data in a timely fashion and the ability to field-verify information is critical to a successful planning process. RPA has collected traffic data across the state in support of numerous transportation planning efforts using specialized Miovision cameras. Our data collection staff are highly skilled and efficient. HDR's staff is experienced in GIS and other data collection tools and all members of their data collection team are located in the Bitterroot Valley. This allows them to collect information in a timely manner and they will be available for quick site visits to capture anything additional if needed.

WORKPLAN

The scope of this project would be accomplished through a series of distinct work tasks, each one building on the work completed previously. The following work tasks are based on our team's expertise in transportation planning and on what has been known to work well on past transportation planning projects. These tasks are preliminary and if selected for the project would need to be revisited prior to a contract's development and execution.



RPA owns four Miovision cameras that can be used to collect traffic counts.

TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

DELIVERABLES:

- Scope, Schedule, and Cost Estimate
- Planning Team Meeting Materials
- Monthly Invoices and Progress Reports – 8

This task includes overall project management aspects associated with managing this plan. Included is the effort required to develop monthly progress reports and invoices. General management and coordination duties include correspondence with the public and the Town of Stevensville; informal meetings in addition to regularly scheduled meetings; internal project management duties to monitor scope, schedule and budget; and project setup and closeout activities. This task also includes time to prepare for and facilitate planning team meetings throughout the planning duration to review deliverables and discuss progress. It is anticipated that up to five (5) planning team meetings would be held during the planning process either in person or via remote accommodations depending on COVID-19 restrictions at the time.

TASK 2: PUBLIC AND STAKEHOLDER INVOLVEMENT

DELIVERABLES:

- Website and Social Media Content
- Wikimap Commenting Platform
- Public Survey
- Various Meeting Materials as Needed
- Public Comment Matrix

This task includes time to prepare for, facilitate, and travel for all meetings and outreach events as needed. For this plan, we propose the following engagement strategies designed to reach the most people possible and elicit meaningful participation:

ELECTRONIC MEDIA: Our team will develop content for a plan website to be incorporated into the Town's existing website. The website will serve as the main platform to provide information and solicit feedback during the planning process. Leveraging the Town's existing website will help us reach an expanded audience and support Town branding. We will also provide updates and announcements to promote engagement opportunities to post to the Town's social media channels.

WIKIMAP: We will develop a project Wikimap which will be used as an interactive commenting platform for users to provide feedback on the needs within the study area. Visitors to the platform will be able to leave notes, draw features, and identify areas of concern just as if they were present at an in-person event.

SURVEY: We will develop an online survey to supplement the Wikimap. The survey will be easy to distribute and accessible to a broad audience including less technologically inclined individuals.

STAKEHOLDER OUTREACH: A key component for this plan will be to reach out to stakeholders early in the process to open dialogue, build trust, and understand their needs. We will develop a list of key stakeholders and interested parties including agencies, business owners, special interest groups, and key officials. Updates will be sent to these stakeholders at key milestones during the planning process. Our team will also facilitate up to two (2) stakeholder outreach meetings to more directly discuss and collaborate with key groups including Bike Walk Bitterroot and the Stevensville School District.

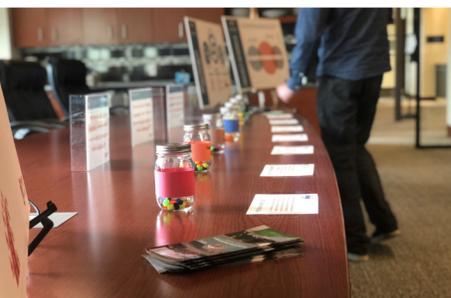
PUBLIC OPEN HOUSES: Our team will host two public open houses during the planning process. The first open house will be conducted near the beginning of the process to engage the community in identifying areas of concern and opportunities for improvement. Our team will host a second open house during the public review period to share the recommendations and solicit feedback on improvements. The meetings will be conducted in person if local health guidelines allow. Otherwise, the outreach will be conducted virtually with online engagement tools and/or virtual presentations.

PUBLIC COMMENTS: We will encourage input from community members throughout the planning process by making our project manager available for comments and general inquiries. After releasing the draft *Transportation Master Plan*, we will offer a formal 30-day public review period. Comments made during this period will be compiled into a public comment matrix and considered in the final plan.

PUBLIC HEARING: Our team will make a formal presentation to the Town Council as part of the approval/adoption process.



The wikimap platform was well received during development of *Bozeman Transportation Master Plan*. In total, over 550 unique comments and more than 930 likes or dislikes were received.



TASK 3: EXISTING AND PROJECTED CONDITIONS

DELIVERABLES:

- Traffic Data and Operational Analysis
- Existing and Projected Conditions Technical Memorandum

Also included in our data collection efforts will be high-level evaluation and analyses of several existing conditions and transportation considerations including the following:

- Socioeconomic conditions and land use information
- Existing non-motorized facilities (including identification of gaps in the network)
- Mobility and access to schools
- Freight and goods movement network



This task includes a review of the 2006 study area boundary and a recommendation of any possible changes. It is important that the study area include all outlying land that is expected to develop during the 20-year planning horizon while also including areas where transportation issues are expected to impact or influence the regional community growth.

This task also involves collecting, reviewing, and developing data that relates to the transportation planning process. We will acquire and evaluate information and data that is already available and will collect or develop any additional information required to develop the plan. Existing local documents such as the *Stevensville Street Master Plan*, *Stevensville Growth Policy*, *Stevensville Strategic Plan*, *Stevensville Capital Improvements Plan*, *Bitterroot Valley Natural Resource Use Policy*, and any relevant subdivision plans or traffic impact studies will be reviewed for existing information, future forecasts, and recommended improvements. We will compile and review existing traffic data that is available through the Town of Stevensville, Ravalli County, and MDT. We will conduct an analysis of the existing traffic conditions in the project study area based on existing and historic traffic volume counts, combined with new traffic count data that will be collected as part of this task.

RPA will collect turning movement data at up to eight (8) major intersections over a 24-hour period (to be determined in conjunction with the planning team). The counts will provide peak-hour turning movement volumes and roadway daily traffic on each leg of the intersections. In addition, we will utilize any recent turning movement counts collected by MDT and others to supplement our data. At the same time, we will also collect information at each intersection relating to truck traffic, bicycle traffic, and pedestrian use. Other information such as signal timing, phasing and land use, and special intersection geometrics would also be collected at each intersection. This information is essential in the evaluation of intersection and corridor operations.

During data collection efforts, we will also conduct a field review to observe and document additional information pertaining to transportation conditions, including driver behaviors, vehicle queuing, parking utilization, roadway lighting and signing, pavement condition, nonmotorized activity, and other site-specific information. HDR's local engineers can help provide existing condition evaluations and collect data quickly. We will also be available to meet with key stakeholders and Town Representatives to discuss current challenges that could help determine additional characteristics or existing conditions that should be documented in the plan.

Historic crash data for the past five years will be obtained from MDT and analyzed by the planning team. This information will be used to identify locations that have a high crash frequency or high crash severity. We will assess crash data at major intersections and at a system-wide level. The crash analysis will result in a listing of major transportation safety considerations, the underlying contributing factors, and the actions and policies that might be appropriate for addressing the factors.

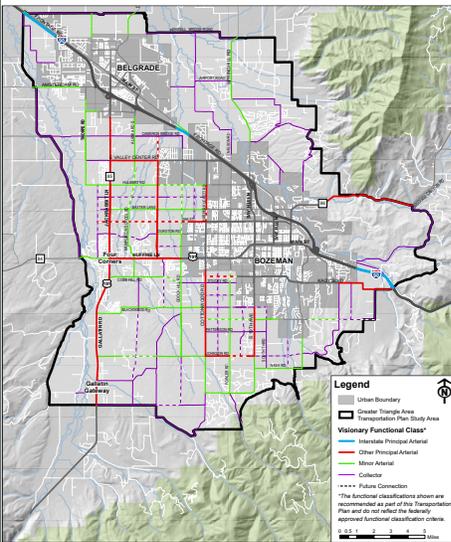
An analysis of the projected transportation system will be performed to estimate how traffic patterns and characteristics may change from the existing conditions over the planning horizon. Future conditions will be assessed using housing and employment forecasts, projected development, and anticipated traffic growth. This effort will help the planning team identify areas of the transportation system where growth and congestion may occur due to anticipated development and identify which roads need additional investment to accommodate future growth.

A summary of the collected data and associated traffic and safety analyses will be summarized in an Existing and Projected Conditions Technical Memorandum. This memorandum will help the planning team identify potential areas of concern to address with recommendations developed in the next task.

TASK 4: TRANSPORTATION MASTER PLAN

DELIVERABLES:

- Visionary Major Street Network
- Visionary Non-motorized Network
- Planning Level Cost Estimates
- Draft and Final Transportation Master Plan



This task includes development of recommendations and improvement projects for the transportation system as well as preparation of the *Transportation Master Plan*. The plan will include the results of all aspects of the planning process, address all of the issues identified during the process, and list recommended improvement projects and programs.

Recommendations will include smaller, less expensive needs such as intersection improvements, pavement markings, signing, traffic calming, and other roadway features that complement the basic street system, along with long-term major infrastructure modifications such as full roadway reconstruction or new roads and connections. Roadway maintenance and pavement preservation methods will be analyzed to determine if opportunity exists to enhance current techniques. Roadway maintenance activities such as surface treatments, striping, and signing will be examined. A visionary major street network will be created to help plan for long-term roadway needs and guide development and land-use changes.

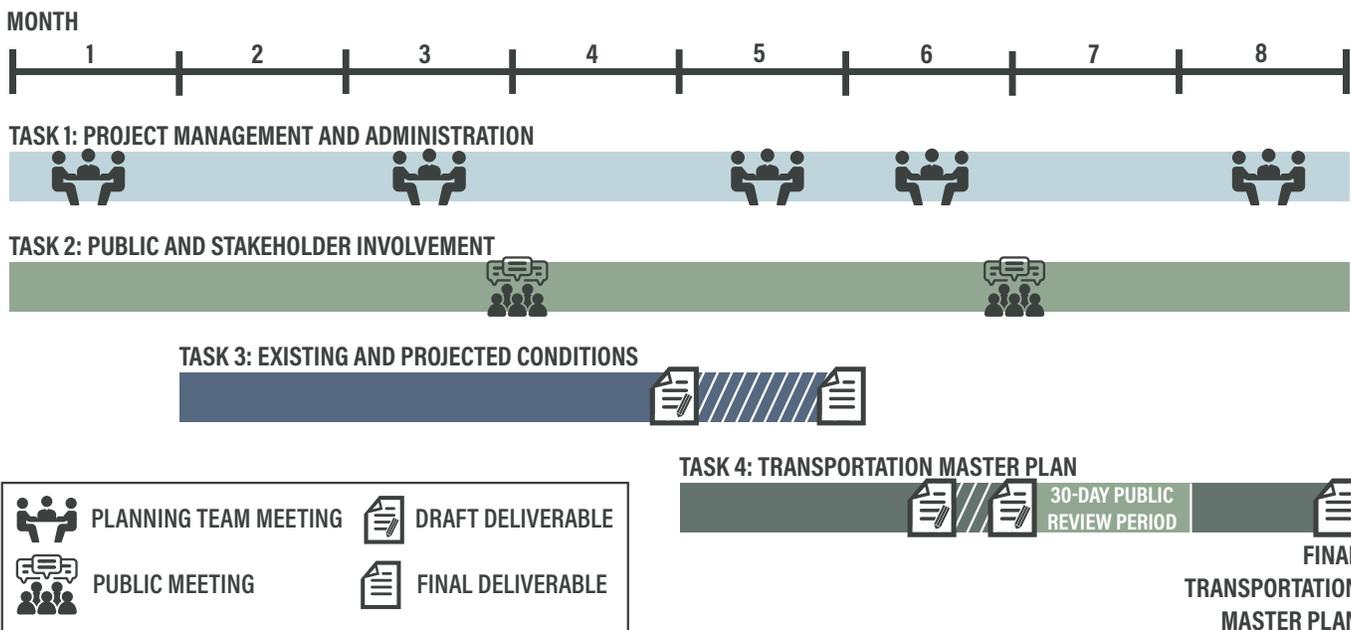
Transportation network recommendations will be complemented by applicable bicycle/pedestrian improvements. The recommendations will be used to help guide development of a full, connected multimodal network. A visionary non-motorized network will be developed to help establish infrastructure needs and plan for future investments.

All recommendations will be evaluated in terms of financial feasibility. This task will involve a review of federal, state, and local funding sources including criteria utilized in distributing funds, anticipated funding available over time, matching requirements, and restrictions on the use of program funds. Engineering and construction cost estimates will be developed based on current construction costs from similar projects recently bid in the area.

This task will culminate in development of the *Transportation Master Plan*. The plan will rely upon quality graphics to present all previously completed efforts in a concise and easy to understand format. A draft *Transportation Master Plan* will be made available for public review and comment prior to finalizing and the adoption process.

SCHEDULE

The following shows completion of the proposed tasks over an 8-month timeframe. We anticipate developing a draft report within 6 months after notice to proceed is issued. This allows two months for public review and the adoption process.





RELATED EXPERIENCE

Our key staff have dedicated their careers to developing transportation plans, corridor studies, traffic engineering studies, and roadway designs and providing public involvement services for state, municipal, and federal clients.

RPA has completed an extensive list of transportation planning and engineering analyses, corridor studies, traffic and transit studies, parking studies, urban transportation planning projects, traffic safety evaluations, and roadway designs across the Northwest. Our work on these projects typically includes collecting traffic data, compiling and reviewing crash data, conducting field traffic studies, observing traffic operations, evaluating roadway conditions, identifying probable causes of operational and safety problems, evaluating the availability and effectiveness of various modes of transportation, developing recommended improvements, assessing costs and possible funding sources for transportation system improvements, and engaging the local community throughout.

HDR's team supplements RPA's planning expertise with broad experience in engineering design, construction, and inspection services. Their comprehensive experience includes ADA design, roadway and trail geometrics, traffic signal, street lighting, and signing/stripping design. Their work is often paired with community engagement activities including facilitating public meetings, informing and educating the public, proactively seeking community input, and reaching consensus among stakeholders.

For the *Town of Stevensville Transportation Master Plan*, our team will apply our combined local knowledge and broad experience to develop a high-quality plan that is specific to the community and transportation users. Contact information for similar projects completed by our team is included in the attached Experience Statements.

COMMUNITY LONG RANGE TRANSPORTATION PLANS

Our team has a long history of completing transportation plans throughout Montana. These projects required comprehensive analysis of existing traffic conditions, working closely local and state jurisdictions to plan and evaluate future land use, finding solutions that meet the needs of all roadway users, developing conceptual designs for recommended improvements, and estimating costs for proposed construction projects. Because of the far-reaching effects of these transportation plans, our efforts always include extensive public outreach and coordination with local and state officials. We work with these groups to identify problems, solicit ideas, define potential projects, and address concerns as part of our analysis and service to the client.

Most recently, RPA has been working on the *Greater Triangle Area Transportation Plan* for Gallatin County. This plan includes the areas between Four Corners, Belgrade, and Bozeman where recent suburban development has occurred and is anticipated to occur in the future. In preparing recommendations, RPA focused on strengthened corridor connections and alternate routes in high density development areas; investment in existing infrastructure through preservation and maintenance; improved multimodal accommodations and connectivity; and both site-level and systemic safety improvements. The intent of the plan is to integrate with and expand upon the past transportation planning efforts of Bozeman and Belgrade to prepare the suburban area for the potential future incorporation into a Metropolitan Planning Organization with these cities.

RPA has completed the numerous long range transportation plans for Montana clients including:

- Gallatin County (2021)
- City of Belgrade (2018)
- City of Bozeman (2017)
- Montana State University (2017)
- Great Falls Area (2018, 2014, 2003)
- Greater Helena Area (2014, 2004)
- City of Laurel (2014)
- Flathead County (2010, 2007)
- Whitefish (2010)
- Greater Bozeman Area (2007, 2001)

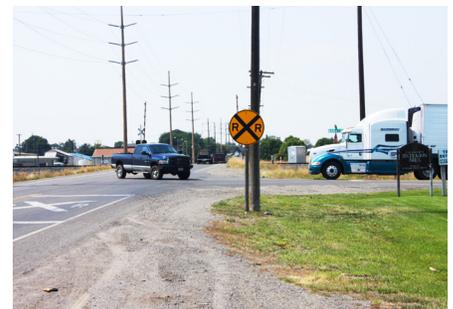
RPA has completed the following statewide multimodal planning studies.

- Montana ADA Transition Plan Update
- Montana Pedestrian and Bicycle Plan
- MDT Smart Transportation and Land Use Planning Research Project
- Montana Safe Routes to School Guidebook
- Montana Bicycle Safety Study
- MDT Major Collector Study
- MDT Speed Zone Studies

MULTIMODAL PLANNING STUDIES

RPA has completed a variety of statewide multimodal planning studies in recent years. These plans have focused on developing changes to policy and guidelines aimed at improving multimodal accommodations across Montana. Each study required comprehensive analysis of existing conditions, working closely with local and state jurisdictions, identifying goals and objectives, and developing solutions to improve multimodal transportation by meeting the needs of all users.

In addition to developing statewide multimodal studies, RPA also has extensive experience completing multimodal plans for recreation areas and public lands. We recently developed the *Silos Recreation Area Master Plan*, which focused on identifying infrastructure improvements based on community and stakeholder feedback at the recreation area on Canyon Ferry Reservoir in Broadwater County, MT. We are also currently working on the *Yaquina Head Traffic Study* in Newport, OR, and the *Going-to-the-Sun Road User Safety Study* in Glacier National Park. These studies are focused on identifying improvements to safely accommodate increasing traffic volumes and non-motorized activity in the Yaquina Head Outstanding Natural Area and Glacier National Park, respectively.





TRANSPORTATION PLANNING AND ANALYSIS

RPA has completed multiple corridor planning studies throughout Montana in coordination with local agencies, MDT, and FHWA. The corridor studies required RPA to develop mapping, collect and analyze data, identify and evaluate a full range of transportation and design options, work closely with a multitude of stakeholders and agencies, and conduct extensive public outreach. Our emphasis for corridor planning services is to identify and bring decision makers together with key stakeholders to make sound transportation decisions. We solicit public input and convey project findings through a variety of outreach efforts like project-specific websites, newsletters, mailings, interactive mapping, community meetings, and visioning workshops. We have conducted the following corridor studies over the past few years:

- **US 191 Corridor Study**, Gallatin County, MT (2020)
- **Roosevelt Drive Upgrade Study**, Butte-Silver Bow, MT (2019)
- **Shields River Road Planning Project**, Park County, MT (2019)
- **Mountain Loop Highway Feasibility Study**, Snohomish County, WA (2019)
- **Belgrade to Bozeman Frontage Road**, Gallatin County, MT (2017)
- **River Drive North - 15th St N. to 38th St N.**, Great Falls, MT (2016)
- **I-15 - Gore Hill to Emerson Junction**, Great Falls, MT (2015)
- **Paradise Valley - US 89 Gardiner to Livingston**, Park County, MT (2014)
- **Maclay Bridge**, Missoula County, MT (2013)
- **S-332, Tongue River Road**, Custer and Rosebud County, MT (2012)
- **MT-1 West of Anaconda to Georgetown Lake**, Deer Lodge County, MT (2011)
- **Whitefish Urban Corridor Study of US 93**, Whitefish, MT (2010)

TRAFFIC AND SAFETY ENGINEERING

RPA has extensive experience performing engineering studies directed at traffic operations, safety, design, and planning of traffic control systems. These projects require technical acumen and attention to detail. Services provided on these projects include existing operational performance analysis; identification of problem areas; crash data analysis; future operations assessment; alternatives analysis; and recommendations for improvements. We have completed the following traffic and safety engineering projects over the past few years:

- **US 93-Ninepipe Feasibility Study**, Lake County (Ongoing)
- **Downtown Whitefish Highway Study**, Whitefish (Ongoing)
- **City of Helena Multimodal Traffic Study**, Helena (2021)
- **Missoula Area Community Transportation Safety Plan**, Missoula MPO (2019)
- **Custer Avenue Traffic Engineering Study**, Helena (2019)
- **Gore Hill Interchange Traffic Engineering and Design**, Great Falls (2019)
- **Kalispell Courthouse Couplet Traffic Engineering Study**, Kalispell (2017)
- **Bozeman Valley West Corridors (Cottonwood, Durston, Baxter)**, Bozeman (2015)
- **MT 200 Road Safety Audit**, East Missoula (2015)
- **US Highway 93 Road Safety Audit**, Flathead Indian Reservation (2015)
- **Lincoln Interchange Traffic Engineering and Design**, Helena (2014)
- **US Highway 212 Road Safety Audit**, Northern Cheyenne Reservation (2013)
- **Brooks Street Road Safety Audit**, Missoula (2012)
- **College Street - 19th to Main Traffic Engineering and Design**, Bozeman (2011)

PUBLIC AND STAKEHOLDER INVOLVEMENT

With every plan we develop, public and stakeholder involvement is crucial to the development process. Implementing a tailored public engagement plan is critical to help build consensus and to ensure barriers to development are identified early in the process. RPA and our subconsultant HDR are recognized leaders in public engagement and agency coordination. RPA brings a strong history of working with local communities and agencies across the state to develop and execute meaningful public involvement plans. As a local firm, HDR has extensive experience working with the Stevensville community. HDR's communication specialists understand how to plan and facilitate effective public meetings and are adept at managing the public comment process in support of a defensible and transparent decision-making process. Together, the RPA-HDR team will provide a comprehensive and innovative public and stakeholder involvement strategy focused on gaining meaningful input from a diverse cross section of individuals and groups.

Although the COVID-19 pandemic has unquestionably burdened our society as a whole, a silver-lining from this experience may be how it has prompted change in the way the world does business. While difficult to truly replicate the intangible value of in-person engagement, we have seen a greater willingness of community members to utilize virtual and online engagement tools enabling a broader audience through more flexibly timed opportunities. This has allowed for the ability to cost-effectively increase our outreach scale and focus on multiple engagement methods to engage in ways that are convenient to the public.

As part of the *Greater Triangle Area Transportation Plan*, RPA developed content for a month-long public meeting to gather community feedback and identify areas of concern. Due to health and safety concerns, a virtual open house format was utilized. The open house employed several online interactive engagement tools housed on the plan website to promote participation. The tools included a public opinion survey, interactive Wikimap, Mentimeter poll, photo log, informational sheets highlighting key information, and a short video explaining the planning process. The open house was well received by the public and stakeholders and helped us focus our efforts on the most important transportation needs of the community.

LOCAL KNOWLEDGE AND EXPERIENCE

HDR's past and ongoing experience on local engineering and design projects gives the team first-hand knowledge of the community and political environment by leveraging existing relationships with the public and key stakeholders. HDR's local experience includes a wide range of projects such as traffic and safety studies, street improvements, public involvement, water and wastewater infrastructure upgrades, and general site improvements. Recent projects in Stevensville include the following.



3RD AND 5TH STREET IMPROVEMENTS: HDR designed street improvements and provided construction engineering services along East 3rd Street from Main Street to Park Avenue, including sidewalk replacement and ditch grading from Pine Street to Spring Street. Improvements to West 3rd Street included new sidewalk and necessary pavement resurfacing from Main Street to Park Avenue. 5th Street improvements included conversion of angled parking to parallel parking near the intersection of Park Avenue, replacing existing sidewalk, and adding new ADA compliant pedestrian crossings to the school.



STEVENSVILLE PARK AVENUE MAIN EXTENSION: HDR is providing engineering, bidding, and construction services for 1,300 linear feet of 8-inch gravity sewer main extension, which includes the installation of sanitary services to the property line for existing homes along the new gravity sewer main route, the installation of 60 linear feet of sanitary service for the connection of the proposed Stevensville Community Center, and a new water main tap and service for an existing community well system.



POLSON STREET CONDITION ASSESSMENT: HDR developed a street management program by establishing a rating system, assessing the existing street conditions, and working with the City to establish a road inventory and prioritized work plan. The expert GIS team at HDR created a rating system template and project specific GIS gallery that field crews were able to efficiently use to document existing conditions and upload data, notes, and pictures in real time. Field work included assessing existing roadway surfacing, drainage patterns, ADA compliance, and identifying areas for supplemental geotechnical investigation. The maintenance plan included road treatments based on assessed conditions, preliminary construction plans, and a prioritized list of future improvements.



APPENDIX A

STAFF RESUMES

RESUME

Scott P. Randall, PE, PTOE

Transportation Planning and Operations Group Manager

Education

Bachelor of Science, Civil Engineering with emphasis in Transportation and Structures, 2007, Montana State University (MSU), Bozeman, MT

Registration

Professional Engineer, Montana No. 18127

Certification

Professional Traffic Operations Engineer (PTOE), No. 3237

Affiliations

American Council of Engineering Companies (ACEC)

Institute of Transportation Engineers (ITE) – Montana Section Vice President

Transportation Research Board (TRB)

Montana Association of Planners (MAP)

Montana Association of Geographic Information Professionals (MAGIP)

Continuing

Education/Training

Design and Modal Considerations for Roundabouts (TRB)

Safety Management Data Analytics (TRB)

North American Roundabout Training Workshop (GHD)

Accommodating Large Trucks and Oversize Loads at Roundabouts (TRB)

Safe Routes to Schools (Institute of Transportation Engineers)

Improving Intersection Safety and Efficiency (University of Wisconsin)

Complete Streets (American Planning Association)

Designing and Implementing Roundabouts (University of Wisconsin)

On-Site Circulation Design (American Society of Civil Engineers)

Modern Roundabouts (National Highway Institute)

Spatial Analysis (Idaho State University)

Geoprocessing CAD Data with ArcGIS (ESRI)

GIS for Managers (ESRI)

Specialties

- Project Management
- Traffic Engineering
- Transportation Planning
- Public Facilitation
- Traffic Modeling, Analysis, and Simulation
- Transportation Safety

Experience

Mr. Randall has spent the past 18 years in the transportation field, 14 of which have been with RPA. He began his career as a transportation planner at MDT, then started with RPA as a traffic engineer in 2007, and is now leading RPA's Transportation Planning and Operations Group. Scott is a certified Professional Traffic Operations Engineer (PTOE) and provides traffic engineering, transportation planning, and project management expertise on projects throughout the northwest. His work includes traffic studies, safety projects, transportation plans, traffic simulation, corridor studies, safety audits, urban planning, and various other transportation-related projects. Scott has managed, or been a key team member, on the following recent and ongoing projects:

TRANSPORTATION PLANNING

- **Greater Triangle Area Transportation Plan**, Gallatin County, MT
- **US 93-Ninepipe Feasibility Study**, Lake County, MT
- **US 191 Corridor Planning Study**, Gallatin County, MT
- **I-15 Gore Hill to Emerson Junction Corridor Planning Study**, Great Falls, MT
- **Maclay Bridge Planning Study**, Missoula, MT
- **Paradise Valley Corridor Planning Study**, Park County, MT
- **MT-1 Corridor Planning Study**, Deer Lodge County, MT
- **Missoula Area Community Transportation Safety Plan (2018)**, Missoula, MT
- **Montana Pedestrian and Bicycle Plan**, Montana
- **Belgrade Transportation Plan Update (2017)**, Belgrade, MT
- **Belgrade to Bozeman Frontage Road Corridor Study**, Gallatin County, MT
- **River Drive Corridor Study**, Great Falls, MT
- **Bozeman Transportation Master Plan**, Bozeman, MT
- **MSU Comprehensive Parking and Transportation Plan**, Bozeman, MT
- **Greater Helena Area Long Range Transportation Plan – 2014**, Helena, MT

TRAFFIC ENGINEERING

- **Downtown Whitefish Highway Study**, Whitefish, MT
- **Batavia Intersection Improvements**, Kalispell, MT
- **Gore Hill Interchange**, Great Falls, MT
- **Dern/Spring Reconstruct**, Kalispell, MT
- **Custer Avenue Traffic Engineering Study**, Helena, MT
- **Courthouse Couplet**, Kalispell, MT
- **Durston and Cottonwood Roads**, Bozeman, MT
- **East Missoula (MT 200) Road Safety Audit**, East Missoula, MT
- **Sidney Roundabout**, Sidney, MT
- **US Highway 93 Safety Audit**, Flathead Indian Reservation, MT
- **Lincoln – Montana Interchange**, Helena, MT
- **Lame Deer Roundabout**, Lame Deer, MT
- **Highway 212 Corridor Safety Audit**, Northern Cheyenne Indian Reservation, MT
- **Rocker Interchange**, Rocker, MT
- **Brooks Street Corridor Safety Audit**, Missoula, MT
- **FHWA Oregon Project Identification Reports (PIRs)**, Various, OR
- **FHWA Road Improvements Impact Study**, Various, MT

Mr. Randall is skilled in Vissim, Vistro, SIDRA, Synchro, TransCAD, HCS, Sketchup, ArcGIS, MicroStation, AutoCAD, and Microsoft Office software.

RESUME

Sarah W. Nicolai, PE, PTP

Transportation Planning and Operations Group Assistant Manager

Education

Bachelor of Arts, Civil Engineering, 2009,
Carroll College, Helena, MT

Bachelor of Arts, Liberal Arts, 2000,
Carleton College, Northfield, MN

Years of Experience

15 Total; 11 Years of PM Experience

Registration

Professional Engineer,
Montana No. 32812
Washington No. 55278

Certification

Professional Transportation Planner,
No. 655

Continuing

Education/Training

Using Data Visualization to Humanize
Large Datasets, APWA

Best Practices for Bike Facilities, APWA

Asset Management for Facilities, APWA

Planning and Funding Transportation,
APWA

Local Road Safety Plans, ITE

Setting Speed Limits, ITE

ADA Transition Planning, ITE

Public Outreach, ITE

Affiliations

Institute of Transportation Engineers (ITE,
Board Member)

Montana Association of Planners (MAP)

Helena Engineers Club

City of Helena/Lewis and Clark County
Planning (Former Board Member)

Volunteer

Exploration Works Girls' STEM Roundup

Specialties

- Alternatives Analysis and Problem-Solving
- Written/Spoken Communication, Public Speaking, Technical Writing
- Transportation Planning
- Environmental Planning and Permitting
- Public/Stakeholder Outreach

Experience

Sarah is a seasoned project manager with 16 years of experience serving federal, state, and local agencies across the northwest. Sarah is skilled in managing multi-discipline teams to identify transportation design concepts; consider the environmental effects of project decisions; perform alternatives analysis and screening; facilitate public, stakeholder, and resource agency involvement; and develop environmental compliance documentation. Sarah's strong communication, organization, and problem-solving skills enable her to successfully address project needs while delivering high-quality services within schedule and budget constraints. Sarah has provided professional transportation planning services for the following MDT projects since joining RPA:

- **Greater Triangle Area Transportation Plan**, Gallatin County, MT
- **ADA Inventory and Transition Plan**, Statewide, MT
- **US 93-Ninepipe Feasibility Study**, Lake County, MT
- **Yaquina Head Outstanding Natural Area Traffic Study**, Newport, OR
- **Going-to-the-Sun Road User Safety Study**, Glacier National Park, MT
- **Whitefish Urban Study**, Whitefish, MT
- **Silos Recreation Area Master Plan**, Broadwater County, MT
- **Batavia Intersection Improvements**, Kalispell, MT
- **US 191 Corridor Study**, Four Corners to Big Sky, MT
- **Gore Hill Interchange**, Great Falls, MT

Additionally, Sarah served as project manager (*) or as a key contributor on the following MDT projects while under previous employment:

- **Battlefield Rest Area**, Crow Agency, MT
- **Billings Area Interstate 90 Corridor Planning Study**, Billings, MT*
- **Bonner I-90 Bridge Study**, Bonner, MT*
- **Boulder South – Environmental Assessment**, Boulder, MT
- **Bozeman Storm Water Pollution Prevention Plans (SWPPs)**, Bozeman, MT*
- **Bridger Canyon Corridor Planning Study**, Bozeman, MT*
- **Community Transportation Safety Plan**, Billings, MT*
- **Environmental Term Contract Documentation**, Various Locations, MT
- **Fairview Corridor Planning Study**, Fairview, MT*
- **Gold Creek Safety Rest Area Study**, Gold Creek, MT*
- **Grayling Creek Environmental Assessment**, Near West Yellowstone, MT
- **Greycliff Rest Area Rehabilitation**, Big Timber, MT
- **Interstate 94 Rest Area Corridor Study**, I-94, MT*
- **Livingston Railroad Grade Separation**, Livingston, MT
- **Missoula Bridges Planning Study**, Missoula, MT*
- **Montana Rest Area Plan Update**, Statewide, MT*
- **MT 16/MT 200 Corridor Planning Study**, Glendive to Fairview, MT*
- **NCDP 56(55) Billings Bypass**, Billings, MT
- **Old Highway 312 Study**, Huntley and Worden, MT*
- **Rouse Avenue Reconstruction**, Bozeman, MT
- **Russell Street/South 3rd Street Environmental Impact Statement**, Missoula, MT
- **Sidney Bypass Study**, Sidney, MT
- **Sidney to Fairview Montana Highway 200 Reconstruction**, Sidney, MT
- **TranPlanMT**, Statewide, MT*
- **US 2 – Badrock Canyon Corridor Planning Study**, Hungry Horse, MT*
- **US 2 Rest Area Siting Study**, Troy to Culbertson, MT*
- **US 93 Corridor Study**, Missoula to Florence, MT*

RESUME

Kerry Pedersen, PE

Transportation Engineer/Planner

Education

Bachelor of Science, Civil Engineering,
Honors Degree, 2017, Montana State
University

Registrations

Professional Engineer
Montana No. 72223

Continuing Education/Training

Project Management Bootcamp, PSMJ,
2021

Planning and Delivering Presentations,
MDT, 2019

Wildlife and Roads, MDT, 2019

Tools of the Trade Conference on
Transportation Planning for Small and
Medium Sized Communities, TRB, 2018

Preconstruction Conference, Multiple
Sessions, MDT, 2018

Affiliations

Chi Epsilon Honor Society

Institute of Transportation Engineers (ITE)

American Society of Civil Engineers
(ASCE)

Awards

Provost Scholar at Montana State
University

Women in Transportation Initiative (WITI)
Recognition

Volunteer

Engineers Without Borders – Project
Manager in Western Kenya

Expand Your Horizons – Group Leader for
Middle School Girls STEM fields

Science Matters – Teacher in After School
Programs

Specialties

- Transportation Planning
- Traffic Data Collection and Analysis
- Transportation Safety
- Traffic Modeling, Analysis, and Simulation
- Travel Demand Forecasting

Experience

Ms. Pedersen is a team member in Robert Peccia and Associates' (RPA) Traffic and Transportation Group in the Bozeman office. She is a graduate of Montana State University with a Bachelor of Science degree in Civil Engineering as well as a separate Honors Degree.

During her academic career, Ms. Pedersen served as a Student Research Assistant at the Western Transportation Institute in Bozeman, Montana. She assisted with long-term projects involving traffic data collection and analysis, and her research included how to effectively incorporate livability principles into a travel demand forecasting model. Ms. Pedersen adapted urban travel demand forecasting methods for use in small urban and rural area planning efforts.

At RPA, Ms. Pedersen assists with transportation engineering and planning projects that include transportation plans, traffic studies, urban planning, safety projects, traffic simulation, corridor studies, safety audits, and various other transportation-related projects. She has been a transportation planner for the following projects.

- **Greater Triangle Area Transportation Plan:** Coordinated transportation planning of the "triangle area" of Gallatin County, between Bozeman, Belgrade, and Four Corners.
- **Great Falls Long Range Transportation Plan:** Update to the previous long range transportation plan for federal compliancy. Great Falls, MT.
- **Belgrade Long Range Transportation Plan:** Long range transportation plan update with a focus on non-motorized transportation. Belgrade, MT.
- **Going-to-the-Sun Road User Safety Study:** Analysis of bicycle policy within Glacier National Park and development of safety improvements for non-motorized users.
- **Yaquina Head Traffic Study:** Traffic circulation and multimodal safety improvement identification within the 100-acre Outstanding Natural Area in Newport, OR.
- **ADA Transition Plan:** Update to MDT's ADA Transition Plan and inventory and scoring processes aimed at removing accessibility barriers across the state.
- **Whitefish Urban Study:** Evaluation of improvement options for US 93 through the City of Whitefish, MT.
- **US 191 Corridor Planning Study:** Evaluation of existing conditions and improvement options for 37-mile corridor between Four Corners and Big Sky in Gallatin County, MT
- **City of Helena Traffic Study:** Study of five-point intersections in Helena, MT and investigation into conversion of Last Chance Gulch from a one-way to two-way street.
- **Montana Statewide Pedestrian and Bicycle Plan:** MDT's effort to address non-motorized transportation policy and planning across the state. Statewide, MT.
- **Missoula Community Transportation Safety Plan:** Community wide safety plan for the Missoula Metropolitan Planning Organization to address crash trends over the past five years.
- **Gore Hill Interchange:** Evaluation of interchange improvement options to address traffic and safety needs. This MDT project is located immediately south of Great Falls on Interstate 15, Great Falls, MT.
- **Montana Department of Transportation (MDT) Traffic & Safety Engineering Term Contract,** Task Orders as Assigned, Statewide, MT.

Ms. Pedersen is skilled in ArcGIS Pro, ArcGIS, Adobe Indesign/Illustrator/Photoshop, PTV Vistro/Vissim, Microstation, TransCAD, AutoCAD, MATLAB and Microsoft Office software.

Rev 10/2021)

RESUME

Shane Forsythe, PE

Traffic Engineer

Education

Master of Science, Civil Engineering with Honors, 2014, Montana State University

Bachelor of Science, Civil Engineering, 2012, Montana State University

Registration

Professional Engineer (PE): 2017
Montana No. 49469

Affiliations

Institute of Transportation Engineers (ITE); Former President of ITE Student Chapter

Awards

Ronald E. McNair Scholar, 2012,
Montana State University

Specialties

- Traffic Data Collection
- Transportation Planning
- Traffic Modeling, Analysis, and Simulation
- Transportation Safety
- Travel Demand Forecasting

Experience

Mr. Forsythe joined Robert Peccia and Associates (RPA) upon graduation from Montana State University's Master of Science program for Civil Engineering. During his academic career, Mr. Forsythe served as a Graduate Research Assistant at the Western Transportation Institute in Bozeman, Montana. He assisted with long-term projects involving traffic data collection and analysis. As an undergraduate McNair Scholar, he had the opportunity to conduct research on the increasing traffic volumes traveling through the small communities along US Highway 93 between Lolo and Hamilton, Montana.

At RPA, Forsythe has assisted with engineering and planning that includes the following traffic studies, safety projects, transportation plans, traffic simulation, corridor studies, safety audits, urban planning, and various other transportation-related projects. Below is a listing of his relevant project experience.

- **Downtown Whitefish Highway Study:** Detailed multimodal traffic simulation modeling and alternatives analysis for US 93 and associated roadways through downtown Whitefish.
- **Belgrade Long Range Transportation Plan – 2017:** Long range transportation plan update with focus on mobility for all transportation modes. Belgrade, MT.
- **Bozeman Transportation Plan – 2017:** Long range transportation plan update for Bozeman with a focus on non-motorized transportation. Bozeman, MT.
- **Montana State University Transportation Plan:** Transportation plan for Montana State University campus in Bozeman, MT. The plan focused on vehicular and pedestrian traffic flows in and around campus.
- **Greater Helena Area Long Range Transportation Plan – 2014:** Long range transportation plan for the greater Helena area with a focus on non-motorized transportation. Helena, MT.
- **Going-to-the-Sun Road User Safety Study:** Development of conceptual renderings of safety improvements for non-motorized users. Glacier National Park, MT.
- **Yaquina Head Traffic Study:** Traffic circulation and multimodal safety improvement identification within the 100-acre Outstanding Natural Area in Newport, OR.
- **Montana Statewide Pedestrian and Bicycle Plan:** Statewide policy plan with a focus on non-motorized users.
- **Belgrade to Bozeman Frontage Road Corridor Planning Study:** Bozeman, MT
- **Interstate 15 Corridor Planning Study:** Detailed corridor study identifying possible issues and concerns with the I-15 corridor through Great Falls, MT
- **US Highway 93 Safety Audit:** A safety analysis of a 53-mile corridor of US 93 to determine potential safety issues and recommendations. Also, includes a safety analysis of before and after highway reconstruction.
- **East Missoula Safety Audit:** A safety analysis of Main Street to determine potential safety issues and recommendations. East Missoula, MT.
- **Mountain Loop Road:** Detailed assessment of existing geometric conditions, traffic operations, and other traffic issues on Mountain Loop Road near Darrington, WA.
- **Custer Avenue:** Detailed traffic simulation and alternatives analysis for the Custer Avenue corridor in Helena, MT
- **Gore Hill Reconstruction:** Alternatives analysis and traffic simulation for the Gore Hill interchange near Great Falls, MT.
- **Lincoln Interchange:** Traffic simulation and public outreach. Helena, MT

Mr. Forsythe is skilled in Synchro, SimTraffic, SIDRA, Vissim, Vistro, TransCAD, HCS, ArcGIS, AutoCAD, and Microsoft Office software.



Riley Lubbers, PE

Field Data Collection/Local Liaison

EDUCATION

Bachelor of Civil Engineering, Civil Engineering, Rose-Hulman Institute of Technology, 2010

REGISTRATIONS

Professional Engineer - Civil, MT, No. PEL-PE-LIC-72244

Riley is a collaborative team member who brings consistency across our transportation design projects. His hands-on knowledge of municipal and MDT design development process and expectations have provided constructible solutions across Montana. His comprehensive experience includes ADA design, roadway and trail geometrics, traffic signal, street lighting and signing/stripping design.

Town of Stevensville, 3rd/5th Street Improvements

HDR designed street improvements and provided construction engineering services along East 3rd Street from Main Street to Park Avenue, including sidewalk replacement and ditch grading on the north side of East 3rd Street from Pine St. to Spring St. Improvements to West 3rd Street included new sidewalk and necessary pavement resurfacing on the north side of West 3rd Street from Main Street to Park Avenue. 5th Street improvements included conversion of angled parking to parallel parking along 5th Street near the intersection of Park Avenue, replacing existing sidewalk, and adding new ADA compliant pedestrian crossings to the school.

City of Polson, Road Condition Assessment

HDR developed a street management program by establishing a rating system, assessing the existing street conditions, and working with the City to establish the simple structure for a road inventory and a prioritized work plan. Field data collection played an integral role in assessing the existing streets. The expert GIS team at HDR created a rating system template and project specific GIS gallery that field crews were able to efficiently use to document existing conditions and upload data, notes, and pictures in real time. Field work included assessing existing roadway surfacing, drainage patterns, ADA compliancy, and identifying areas where supplemental geotechnical investigations were needed. The road maintenance plan included road treatments based on the assessed road conditions, preliminary construction per block, and a prioritized list for

consideration when planning future capital improvement plans.

City of Billings, Midland Road Improvements

HDR provided engineering services for one mile of roadway upgrades in a light industrial district of Billings upgrading a minor arterial roadway. The updates included: widening the existing roadway, a multi-use path, sidewalk, irrigated boulevard, 36 new driveway approaches, replacement and upgrade of street lighting and signals, new storm drain system meeting MS4 requirements, and an abandonment of existing sanitary sewer.

Montana Department of Transportation, Warm Springs - SW Resurfacing

HDR provided signing, striping, and delineation upgrades for nearly seven miles of secondary highway to improve safety. HDR designed traffic plans and utilized GIS sign inventories shared with MDT for added documentation of existing conditions. The project included a field data collection, sign inventory, traffic plans, project specifications and construction cost estimate.

Montana Department of Transportation, Wisdom West

HDR designed project pavement markings and signing and delineation upgrades for over 18 miles of roadway in Beaverhead County in support of MDT's Wisdom-West project. The project included field data collection, a sign inventory, signing and striping plans, and cost estimates.



Lisa Gray

Public Engagement

Lisa provides over 25 years of experience in the communications field. Her areas of expertise include stakeholder and tribal engagement, media and communications training, NEPA, socioeconomic analysis, workforce and business development, and strategic community investments. She has demonstrated experience in the design and implementation of complex stakeholder engagement and training programs and is highly skilled at presenting key messaging, facilitating community meetings, and reaching stakeholder consensus.

EDUCATION

Master of Science, Natural Resources, Washington State University (WSU), 1998

Bachelor of Science, Sociology, Oregon State University, 1987

Montana Department of Transportation, Salmon Lake

HDR is designing reconstruction of four miles of roadway, including public involvement. The Public Involvement Plan is an extension of the technical work and offers the public clear and concise opportunities to participate at specific points in the project. Due to COVID-19 restrictions the first public meetings were successfully held online, with follow up in-person meetings. Other tools and techniques included a project website, branding, and attendance at local farmer’s markets and festivals.

Montana Department of Transportation, Cougar Cr – 7M N of W Yellowstone

HDR is designing a bridge replacement for the existing structure on US Highway 287/191 over Cougar Creek. The project public involvement services include an engagement strategy that coordinates local, state and federal agencies, and Tribes. In addition to local stakeholders, park visitors from outside the area will need to be informed about construction delays, detours, and alternative routes. Creative branding and outreach strategies were important to the client.

Montana Department of Transportation, Divide West Public Involvement Services

HDR provided public involvement services for MDT’s Divide West project include Informing and educating the public; building relationships; proactively seeking public input during project planning and development; and minimizing confusion and conflict resulting in enhanced public/client

satisfaction. HDR used this project as an opportunity to educate the public about transportation and safety issues such as use of rumble strips, snow fences, and MDT’s Vision Zero initiative. The target audience included folks in and around Lewistown, in addition to local government officials, business owners, and other stakeholders impacted by the project

Montana Department of Transportation, Main St - Winnett

HDR is designing the reconstruction/resurfacing of Main Street through the Town of Winnett. Improvements along the project will include new curb and gutter, sidewalk, and stormwater drainage for that portion of town. The project included coordination with MDT staff and developing a Public Involvement Plan to engage the community, local government, and stakeholders.

Montana Department of Transportation, Public Involvement Services for Timber Bridge Structures

HDR is providing a public involvement and communication plan for the statewide bridge load posting program and timber bridges. The plan provides for early notice of stakeholder concerns and issues that may impact the project, promotes coordination and development of responses, and is foundational to consistent, project-driven messaging. Public education, engagement, and communications is a critical component of the multi-year program and will remain a focal point moving forward throughout each project phase.



Craig Caprara, PE

Local Liaison

Craig is a professional civil engineer with 36 years of experience in the planning, design, and construction of public works facilities. His experience includes project management, design, and construction administration of a wide range of multi-million dollar advanced wastewater treatment plant projects; water system conveyance, pumping, treatment, and storage projects; sewer system conveyance and pumping projects; and water, sewer, and storm drainage utility planning. In addition, Craig has assisted numerous clients with evaluation of discharge permit and TMDL requirements and impacts.

EDUCATION

Bachelor of Science,
Construction Engineering,
Montana State University,
Bozeman, 1984

REGISTRATIONS

Professional Engineer,
MT, No. 10147

Town of Stevensville, Phase IV Water System Improvements

HDR is assisting the Town in planning and scheduling their Phase IV Water System Improvements. The project includes: evaluating the Town's water rights and providing a schedule for updating and completing the Town's water rights; evaluating and quantifying system leakage and providing a prioritized plan for addressing leaks; evaluating the status of the Town's water utility and this project's impacts to rates and cash flow; updating the Capital Improvement Plan; evaluating options for rehabilitating Well No. 2; performing a pump test on Wells No. 1, 3, and 4 to evaluate pump condition; and evaluating potential grant and loan programs and providing a summary of requirement and schedule of tasks to complete to maximize grant competitiveness.

Town of Stevensville, Wye Annexation Study

HDR developed an annexation study to assist the Town in determining water and sewer infrastructure needs associated with annexing commercial properties at the Stevensville Wye (intersection of US Highway 93 and State Highway 269). Project included development of water demand and wastewater flow estimates; water system, wastewater facility, and stormwater analyses, and provided a report detailing existing conditions, expected flow, required infrastructure to serve the development, and impact on existing utility services.

Town of Stevensville, WWTP Phase 2 Improvements

HDR designed upgrades to Stevensville's WWTP to meet the requirements of its MPDES discharge permit. The improvements were extensive and due to funding constraints required a phased approach over the next 10 years. These improvements will: provide redundancy for critical treatment plant components to reduce the chance for discharging substandard treated effluent to the Bitterroot River; provide system upgrades to reduce the risk of plant upsets health and safety concerns and excessive maintenance requirements at the WWTP; and provide enhanced treatment systems to reduce nutrient loading and pathogens to the Bitterroot River. The Phase 2 Improvements include: upgrading the secondary treatment process to meet the nitrate limit and providing a new headworks facility with screenings and grit removal.

Town of Stevensville, School Campus Site Improvements

HDR assisted the Town in reviewing the school's campus site improvements based on the Town's Development Code and providing review comments.

Town of Stevensville, Water Rights Need Assessment

HDR utilized population projections and per capita water demand factors, developed as part of HDR's Water System PER, to establishing planning year 2072 water rights needs for the Town's drinking water system.



Teich Hochhalter, EI

Field Data Collection

With eight years of experience, Teichrow has a wide range of expertise in construction inspection, power distribution design, low voltage design, traffic signal design, and roadway lighting analysis and design. He is proficient in the use of CADD applications such as AutoCAD and MicroStation as well as lighting design software such as AGI32 and Visual 2020.

EDUCATION

Bachelor of Engineering,
General Engineering,
Montana Tech of The
University of Montana,
2012

Town of Stevensville, 3rd/5th Street Improvements

HDR designed street improvements along East 3rd Street from Main Street to Park Avenue, including sidewalk replacement and ditch grading on the north side of East 3rd Street from Pine St. to Spring St. Improvements to West 3rd Street included new sidewalk, curb and gutter, street lighting, and necessary pavement resurfacing on the north side of West 3rd Street from Buck Street to Main Street. 5th Street improvements included conversion of angled parking to parallel parking along 5th Street near the intersection of Park Avenue, replacing existing sidewalk, and adding a new pedestrian crossing to the school sidewalk.

MDT, US 93 S Corridor Safety

HDR conducted a follow-up safety analysis and provided recommendations for US Highway 93 south between Florence and Lolo. The Preliminary Safety Report identified and compared roadway typical section alternatives, focused on comparing the overall safety (crash reduction) expected from short-term improvements while taking into consideration intersection tie-ins and future improvement options. HDR performed all field data collection and utilized GPS enabled tablets to upload geographic locations and pictures of existing conditions to a project specific GIS gallery which was shared with staff across multiple office locations as well as the client. HDR analyzed traffic volumes (existing and forecasted), existing traffic control features (pavement width, striping and signing, and traffic signs/signals), and crash data (contributing factors, currently identified crash countermeasures). HDR developed a decision matrix and

evaluation criteria for MDT approval, including 10 criteria for rating alternatives. Rating criteria included estimated crash reduction, maintenance cost, construction cost, accommodating existing pavement width, eligibility for safety funds, unintended consequences, maintaining public and private access, operational considerations, and transitions at intersections. Construction cost estimates were prepared for three preferred alternatives.

Heggen Subdivision Traffic Impact Analysis

HDR conducted field data collection, completed a traffic impact analysis, and prepared a design report in support of a planned 5-lot subdivision. HDR analyzed impacts to all transportation facilities, including the intersection of Fairview Lane and Eight Mile Creek Road.

Missoula Redevelopment Agency, Front Street/Main Street Two-way Conversion and Kiwanis Neighborhood Access and Circulation Design

HDR is providing engineering, design, land surveying, land use planning, and public information gathering and communication services resulting in final design drawings for conversion of Front and Main Street in downtown Missoula from one-way to two-way streets and providing improved access and circulation in the Kiwanis neighborhood. Design is based on HDR's 2015 Front Street/Main Street Two-Way Conversion Feasibility Study's preferred alternative. Work included an updated traffic study to include existing traffic count and projected traffic for design year 2042, street lighting design, and utility and drainage design.



Connor Collins, EI

Field Data Collection

Connor has experience ranging from construction inspection, field data collection, and survey to roadway and site civil design for multiple DOT's and municipalities. His roadway design experience includes urban and rural facilities, signing and striping, construction traffic control, and ADA facilities. Connor also has experience with large earthwork projects, water/wastewater facilities, electrical/lighting layouts, right-of-way plan preparation, and LiDAR data collection/manipulation and surface creation. He has experience using many design programs such as Civil3D, Revit, Inventor, InfraWorks, ReCap, Microstation, GIS, and GEOPAK.

EDUCATION

Bachelor of Science,
Civil Engineering, Carroll
College, 2017

Town of Stevensville, 3rd/5th Street Improvements

HDR designed street improvements and provided construction engineering services along East 3rd Street from Main Street to Park Avenue, including sidewalk replacement and ditch grading on the north side of East 3rd Street from Pine St. to Spring St. Improvements to West 3rd Street included new sidewalk and necessary pavement resurfacing on the north side of West 3rd Street from Main Street to Park Avenue. 5th Street improvements included conversion of angled parking to parallel parking along 5th Street near the intersection of Park Avenue, replacing existing sidewalk, and adding new ADA compliant pedestrian crossings to the school.

Seeley Lake RV Park Traffic Impact Analysis

HDR conducted field data collection and prepared a traffic impact analysis, and design report for a 100-unit RV park. Three intersections were evaluated and average daily and peak hour traffic volumes were analyzed.

South Dakota Dept of Transportation, US14-US14B Corridor Bypass Study

HDR prepared a corridor study which includes developing existing traffic volumes, traffic forecasts, preliminary analysis of existing conditions and future No-Build conditions. HDR also reviewed corridor crash history to identify crash trends and safety needs at several locations along the corridor.

City of Billings, Midland Road Improvements

HDR provided engineering services for one mile of roadway upgrades in a light industrial district of Billings upgrading a minor arterial roadway. The updates included: widening the existing roadway, a multi-use path, sidewalk, irrigated boulevard, 36 new driveway approaches, replacement and upgrade of street lighting and signals, new storm drain system meeting MS4 requirements, and an abandonment of existing sanitary sewer.

City of Billings, Monad & 19th/20th St W Intersection

HDR performed an alternatives analysis with traffic analysis to determine a preferred alternative for reconstruction of Monad Road between 19th Street West and 20th Street West. The existing intersections are offset with unique traffic patterns requiring innovative alternatives to find solutions to handle future traffic volumes. HDR developed five different build alternatives including R-Cut, single/multi-lane/turbo roundabouts, displaced left turn configurations, and signalized intersections. The alternative solutions were analyzed with Synchro to determine fatal flaws with future volumes, and further analyzed with VISSIM to develop micro-simulation models and visualizations to determine the preferred alternative.



Robert Peccia & Associates

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HDR, Inc.

OMAHA, NE - HEADQUARTERS

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Omaha, NE 68106

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700 SW Higgins Avenue

Suite 200

Missoula, MT 59803

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File Attachments for Item:

e. Discussion/Decision: Contract with Central Square/Zuercher for the Police Department Reporting System



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Chief Mac Sosa
Second Person Submitting the Agenda Item:	
Submitter Title:	Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/8/2021
Agenda Topic:	Discussion/Decision: Contract with Central Square/Zuercher for the Police Department Reporting System
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/8/2021
Notes:	



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
November 8, 2021**

Agenda Item: Discussion/Decision: Contract with Central Square/Zuercher for the Police Department Reporting System

Other Council Meetings

Exhibits

- A. Central Square Quote
- B. Grant Funding from Montana Board of Crime Control

This agenda item provides Council with the ability to approve the contract with Central Square.

Background:

The Stevensville Police Department (SPD) is currently using a reporting system called Ally formerly known as NOVA. The current system will no longer meet the Montana Board of Crime Control's (MBCC) specifications for reporting. To meet current FBI technical specifications for reporting SPD will need to upgrade their system to Zuercher.

MBCC received grant funds from a 2020 National Criminal History Improvement Grant to modify records management systems to meet the current specifications. SPD is currently using an "end of life vendor" and is in need of this upgrade to Zuercher. With the funding assistance provided by the grant SPD can enter into a contract with Central Square to upgrade the current system.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Deny approval of the contract with Central Square.

MOTION

I move to: approve the contract with Central Square to provide the police department with an updated reporting system.

Quote #: Q-59555

Primary Quoted Solution: PSJ Pro

Quote expires on: October 12, 2021

Quote prepared for:

Mac Sosa

Stevensville Police Department

PO Box 30

Stevensville, MT 59870

4067773011

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

RMS

PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
Administration PS Pro Core (Agency Site License) License Fee	1	245.01	245.01
Personnel PS Pro Advanced (Agency Site License) License Fee	1	2,121.05	2,121.05
Personnel PS Pro Core (Agency Site License) License Fee	1	0.00	0.00
Records PS Pro Advanced (Agency Site License) License Fee	1	700.02	700.02
Records PS Pro Core (Agency Site License) License Fee	1	2,100.05	2,100.05
Software Total			5,166.13 USD

MOBILE

PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
Field Ops Subscription (for Pro Mobile users) Annual Subscription Fee	2	120.00	240.00
Mobile PS Pro Records License Fee	6	950.02	5,700.14
Software Total			5,940.14 USD

SOFTWARE SUMMARY

Software Total 11,106.27 USD

WHAT SERVICES ARE INCLUDED?

SERVICES

DESCRIPTION	TOTAL
PS Pro Configuration and BPR	6,550.00
PS Pro Go-Live Support	10,550.00
PS Pro Project Management Services	3,128.61
PS Pro Training Services	4,950.00
Services Subtotal	25,178.61 USD
Discount	- 18,255.00 USD
Services Total	6,923.61 USD

SERVICES SUMMARY

Services Subtotal	25,178.61 USD
Services Discount	- 18,255.00 USD
Services Total	6,923.61 USD

QUOTE SUMMARY

Software Subtotal	11,106.27 USD
--------------------------	---------------

Services Subtotal	25,178.61 USD
--------------------------	---------------

Quote Subtotal	36,284.88 USD
-----------------------	---------------

Discount - 18,255.00 USD

Quote Total 18,029.88 USD

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	1,630.17
FIRST YEAR SUBSCRIPTION TOTAL	240.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance. Renewal invoices will include this total plus any applicable uplift amount as outlined in the relevant purchase agreement.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PAYMENT TERMS

License Fees & Annual Subscriptions

- 100% Due Upon Contract Execution

Contract Startup

- 100% Due Upon Contract Execution

Hardware & Third-Party Software

- 100% Due Upon Contract Execution

Services

- Fixed Fee: 100% Due Upon Completion
- Time & Material: Due as Incurred
- Services Bundle: Fixed Fee, 100% Due Upon Execution

Third-Party Services

- Fixed Fee: 50% Due Upon Contract Execution; 50% Due Upon Completion

Travel & Living Expenses

- Due as Incurred

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [] No []

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____



Montana Board of Crime Control

5 S Last Chance Gulch
PO Box 201408
Helena MT 59620
Phone (406)444-3604
Fax (406)444-4722

November 4, 2021

Mac Sosa, Chief of Police
Stevensville Police Department
102 Main St - Ste D
Stevensville, Mt 59870
406-777-3011

Regarding: Central Square Records Management System Conversion from NOVA

The MTIBRS XML IEPD is now available. You can download the documents by going to [this webpage](#). Please bookmark this page for future reference. Your law enforcement customers have been copied on this email.

As records management vendors and customers were informed December 11, 2020, Montana agencies will be required to submit MTIBRS data through XML by December of 2021. This date has been extended to September 30, 2022. The good news is the XML exchange will make data submission easier, more accurate and the NIBRS/MTIBRS requirements will be almost invisible to your customers. To assist with this, we have grant funds to be passed through to local law enforcement agencies to assist in paying for this conversion. These grant funds along with agency annual records management system maintenance fees will fund this transition.

To verify the new specifications have been met, the Statistical Analysis Center (SAC) Staff will schedule a Zoom/Teams meeting with your agency. Together we will go through the verification checklist (attached). During this meeting, we will capture the screenshots and files necessary to document requirements. When all criteria have been verified, MBCC will send each of your law enforcement agency **\$18,029.88** to reimburse Stevensville Police Department for the modifications.

Central Square Specific Requirements for Montana XML Conversion

- Verify age range for victims issues are resolved.
- For MTIBRS purposes, treat suspect and offender the same. Send all suspects to the repository as an offender with all the same requirements as the offender fields. Remove any additional steps to verify the suspect is the offender or arrestee.
- Fix the tape and year of submission issue that is causing entire submissions to error out.
- Insure for your Montana customers that any NIBRS offense (including group B DUI citations) is being submitted and requires the arrest information.

Notes for law enforcement agencies using Central Square records management systems:

- Please do not reimburse vendors until we have verified together the modifications are met.
- Note that your agency will need to provide an **in-kind \$1,803 match** for your agency personnel as a grant requirement. Please provide a timesheet, and documentation of the expenses showing the implementation time spent on migrating these changes to MBCC when requesting reimbursement. It is likely the time used for Stevensville PD and MBCC staff will spend verifying these changes to be made will cover the match requirements. If not, please track agency staff time spent to convert to Central Square such as setting up your statute table, and specification meetings with Central Square.

Thank you for working with us to take this next step towards improving our crime data reporting.



Kathy Wilkins

Statistical Analysis Center Director

Montana Board of Crime Control

Office: 406-444-4298 | Email: kwilkins@mt.gov

5 S. Last Chance Gulch | PO Box 201408 | Helena, MT 59620

File Attachments for Item:

f. Discussion/Decision: CARES Officer Agreement between the Town of Stevensville and Stevensville Public Schools



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Chief Sosa
Second Person Submitting the Agenda Item:	
Submitter Title:	Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/8/2021
Agenda Topic:	Discussion/Decision: CARES Officer Agreement between the Town of Stevensville and Stevensville Public Schools
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/8/2021
Notes:	



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
November 8, 2021**

Agenda Item: Discussion/Decision: Discussion/Decision: CARES Officer Agreement between the Town of Stevensville and Stevensville Public Schools

Other Council Meetings

Exhibits

A. CARES Officer Agreement

This agenda item provides Council with the ability to approve the CARES Officer Agreement to be presented to the Stevensville School Board for adoption.

Background:

Chief Sosa has drafted a CARES Officer Agreement for the council to review. The CARES officer was established to provide law enforcement services to the Stevensville Schools and collaboration with the Parks and Rec Department during the summer months.

Upon the council's approval the agreement will be provided to the town's attorney and the final step would be adoption by the Stevensville School Board.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Deny approval of the CARES Officer Agreement between the Town of Stevensville and Stevensville Public Schools.

MOTION

I move to: approve the CARES Officer Agreement between the Town of Stevensville and Stevensville Public Schools.

AGREEMENT

THIS AGREEMENT made and entered into this 1st day of November 2021, by and between the TOWN OF STEVENSVILLE, a self-governing municipal corporation organized and existing under its Charter and the laws of the State of Montana, hereinafter referred to as “TOWN”, and STEVENSVILLE PUBLIC SCHOOLS, hereinafter referred to as “SCHOOL”.

WHEREAS: The TOWN and SCHOOL face the challenge of keeping pace with a growing, ever-changing community. In particular, the increase in emergency calls at or around area schools have increased over the past decade and continue to challenge police resources. Serious crime by or involving young people, drug and alcohol abuse, campus violence, and potential for gang activity necessitate a strong working relationship between the TOWN and SCHOOL. It is necessary to enforce district policy, serious behavior infractions, criminal law, crime prevention, attendance requirements, and to develop strategies that will contribute to student and staff safety and progress toward the SCHOOL's Long Range Strategic Plan.

WHEREAS: Results of this complex and changing environment include increased budget constraints, and the need to reevaluate the role of the police agency in the community, especially in the schools. An intergovernmental cooperation arrangement between the TOWN and SCHOOL is deemed an efficient and desirable means for effectively addressing juvenile-related crime and other problems. The CARES OFFICER is instrumental in providing a safe environment conducive to the learning process. Students, staff, and our community have a heightened perception of safety due to the work of the CARES OFFICER. Building relationships with students, faculty, staff, administrators, and parents is important to the quality of the trust generated by the CARES OFFICER on and off the campus. Positive relationships yield great results in the solvability of criminal acts, the prevention of crime, successful drug interventions, drug interdictions and the ability to effectively address non-criminal student needs.

WHEREAS: The School Resource Officer (“CARES OFFICER”) program in SCHOOL utilizes a triad concept of school-based policing. The triad concept

divides the CARES OFFICERs responsibilities into three areas: law enforcement, informal counselor/mentor, and guest speaker:

- Law Enforcement Function – Functioning effectively in the school environment including understanding human brain development, de-escalation techniques, cultural awareness, and working with students with special needs.
- Mentoring Students – Designed to provide tools to be a positive role model for youth including informal counseling techniques.
- Guest Speaking – Instructional techniques as well as clasCARES Officerom management tools to provide law enforcement-related education to students; and,

WHEREAS: The parties to this Agreement believe it is in their best interests to come to an Agreement creating and utilizing the position of "School Resource Officer" (CARES OFFICER) as a means to enforce the compulsory attendance provisions of M.C.A. 20-5-101. Et. Seq., and to meet the demand for investigation, detection, and prevention of juvenile criminal activity of Stevensville Public Schools and other property within the TOWN limits of Stevensville.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL AGREEMENTS AND COVENANTS CONTAINED HEREIN, IT IS HEREBY AGREED AS FOLLOWS:

1. The TOWN and SCHOOL shall mutually agree on the number of CARES OFFICERs to be hired. The number of primary CARES OFFICERs will be evaluated on an annual basis and allocated appropriately based on enrollment, service needs, funding availability, and expectations. The assignment of other trained CARES OFFICERs on a part-time basis shall be at the mutual agreement of both the TOWN and SCHOOL.

2. The TOWN shall designate trained and qualified law enforcement officers(s) as CARES OFFICER, assigned to assist other school officials in their effort to maintain a proper educational environment for the students. In doing so, the CARES OFFICERs will, among other duties, assist in enforcing compulsory attendance and disciplinary policies, and participate in the

investigation of criminal activities involving juveniles, particularly when involving students or related to school district properties. The TOWN shall maintain supervisory authority over the CARES OFFICER(s). It is acknowledged and agreed by the parties that all CARES OFFICER(s) will remain employee(s) of the TOWN.

3. CARES OFFICERs shall abide by SCHOOL policies, provide a presence and education to students and staff that help prevent crime; conduct investigations of criminal acts that occur in the schools that involve students or staff; make arrests when necessary; assist clasCARES Officerom teachers by being a resource on law enforcement specific and related topics; develop and deliver a variety of lesson plans and community presentations related to law enforcement topics such as search and seizure, Miranda, and law enforcement as a career. In addition, CARES OFFICERs will provide specialized lesson plans on topics such as Bullying, Stalking, Sexual Assault and Sexual Predation by Drug, Internet Safety, Rights Vs. Responsibilities of a Citizen, Effects of Alcohol and Commonly Abused Drugs, etc.

The CARES OFFICERs shall abide by all applicable legal requirements for law enforcement officers concerning interviews or searches should it become necessary to conduct formal law enforcement investigations involving students or staff on property or at functions under the jurisdiction or supervision of the SCHOOL. The CARES OFFICER's will not be involved in searches conducted by school personnel. School personnel may request CARES OFFICERs to search in certain limited circumstances including when a criminal act is involved or in the event of exigent circumstances, such as imminent safety concerns. The CARES OFFICER will follow all applicable laws when conducting searches.

4. The SCHOOL shall be responsible for cost sharing of actual wage and benefit amounts earned by the primary CARES OFFICER(s) in the performance of their duties in accordance with TOWN payroll standards. The SCHOOL shall pay one-half (1/2) of the actual annual wage and benefit amounts in each fiscal year. The TOWN will continue to act as fiscal agent for the officer(s). The TOWN will provide the equipment and resources necessary for CARES OFFICERs to perform their duties. The SCHOOL and TOWN will equally share costs for new computer(s), as needed. Each

CARES OFFICER shall carry a cell phone issued by the TOWN. The SCHOOL will annually pay the TOWN one-half of the total annual cost of cell phone service for each CARES OFFICER.

5. The TOWN will provide proper and adequate training for the CARES OFFICERS.

6. The TOWN will ensure, to the extent reasonable, that the assigned CARES OFFICER is available for duty on school grounds when school is in session by encouraging the CARES OFFICER(s) to take vacation only when school is not in session. The SCHOOL recognizes the CARES OFFICER(s) work schedule is specified by contract.

7. The SCHOOL shall recognize the lawful authority of the CARES OFFICER and cooperate in their efforts to enforce the law. The CARES OFFICER(s) act as part of the School's Administrative Team, as determined by the SCHOOL. In the event of conflict between these dual roles or responsibilities, the SCHOOL recognizes an CARES OFFICER is first and foremost a law enforcement officer.

8. The SCHOOL shall provide a primary office for each CARES OFFICER and allow access to and use of office-related equipment by the CARES OFFICER as needed, at no cost to the TOWN. As necessary, the SCHOOL will provide an additional office(s) as determined mutually between the TOWN and SCHOOL.

9. The CARES OFFICERS may request assistance from school support staff to assist in clerical related tasks that are not in conflict with the Confidential Criminal Justice Information System. This assistance will be provided at no cost to the TOWN.

10. The SCHOOL acknowledges and agrees that the CARES OFFICER is/are subject to call out by the TOWN on short notice for major emergencies and required as part of their duties to appear in conferences, at court hearings and at other related functions.

11. The SCHOOL shall create a line of communication designating a member of each individual school's administration as the primary point of contact for the CARES OFFICER to share information and discuss areas of concern. The SCHOOL recognizes circumstances may arise in which an CARES OFFICER may not be able to share information pertaining to a criminal investigation.

12. The CARES OFFICER(s) shall assist the SCHOOL in the development review of law enforcement and safety-related policies and procedures, including related training or drills as deemed necessary.

13. The SCHOOL and the CARES OFFICER(s) shall jointly participate in threat assessment meetings to determine the level of threat an identified student poses and to assist in the creation of a safety plan for that student.

14. The SCHOOL and the CARES OFFICER(s) shall jointly participate in Interdisciplinary Team meetings.

15. The SCHOOL and the CARES OFFICER(s) shall jointly participate in other meetings as appropriate for safety and prevention activities of the SCHOOL.

16. Complaints related to CARES OFFICER performance will be handled in accordance with Stevensville Police Department Citizen Inquiries/Complaint policy.

Termination/Extension:

The term of this Agreement shall be from August 1, 2021 to June 30, 2025. The Agreement may be extended or revoked by mutual consent of the parties in writing. Either party may terminate this agreement, without cause, upon furnishing the other sixty (60) days written notice thereof. This Agreement will be reviewed at least annually, and revisions may occur by

mutual consent of the parties in writing. Every five years, this Agreement must be reauthorized by the TOWN Council.

IN WITNESS WHEREOF, the parties hereto have signed and executed the foregoing Agreement the day and year first above written.

STEVENSVILLE PUBLIC SCHOOLS

TOWN OF STEVENSVILLE

By: _____

Robert Moore
Superintendent

By: _____

Brandon E. Dewey
Mayor

ATTEST:

Samantha Mewes, Assistant Clerk

ATTEST:

Jenelle Berthoud, Town Clerk

File Attachments for Item:

g. Discussion/Decision: HDR Contract Amendment for Water Tank Condition Assessment



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brandon Dewey
Second Person Submitting the Agenda Item:	
Submitter Title:	Mayor
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	11/8/2021
Agenda Topic:	Discussion/Decision: HDR Contract Amendment for Water Tank Condition Assessment
Backup Documents Attached?	Yes
If no, why not?	
Approved/Disapproved?	Approved
If Approved, Meeting Date for Consideration:	11/8/2021
Notes:	HDR will provide the contract amendment at the meeting for councils review.



**TOWN COUNCIL
Agenda Communication**

**Regular Meeting
November 8, 2021**

Agenda Item: Discussion/Decision: HDR Contract Amendment for Water Tank Condition Assessment

Other Council Meetings

Exhibits

This agenda item provides Council with the ability to approve the amended contract from HDR for the purposes of a water tank condition assessment.

Background:

At the October 28, 2021, town council meeting Craig Caprara with HDR presented the American Rescue Plan Act Infrastructure funding round 2 priorities for the Town of Stevensville. During his presentation Mr. Caprara made recommendations for the round 2 funding and to proceed with a conditional assessment of the water tank.

The council voted unanimously in favor to go forth with amending the contract to include water tank condition assessment.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Deny approval of the amended HDR contract for a water tank condition assessment.

MOTION

I move to: approve the amended HDR contract for water tank condition assessment.

AMENDMENT TO AGREEMENT
FOR
ENGINEERING SERVICES

WHEREAS:

HDR ENGINEERING, INC. ("HDR") entered into an Agreement on July 29, 2020 to perform engineering services for the Town of Stevensville (Town) Water System Preliminary Engineering Report ("Project").

As described in the Request for Qualifications for Professional Engineering services dated February 19, 2020, the Town may, at its option, retain the services of the selected applicant, in this case HDR, for grant writing and administration, design and/or construction services. As such, the Town desires to amend this Agreement in order for HDR to perform services beyond those previously authorized;

HDR is willing to amend the agreement and perform the additional engineering services.

NOW, THEREFORE, HDR and The Town of Stevensville do hereby agree:

The Agreement and the terms and conditions therein shall remain unchanged other than those sections and exhibits listed below;

Section I. Scope of Services.

HDR will provide Services for the Project, which consist of the Scope of Services as outlined on the attached Exhibit A.

Section IV. Compensation.

Compensation for HDR's services under this Agreement for the Scope of Services described in Exhibit A shall be on the basis of Direct Labor Costs times a factor of 3.20 for the services of HDR's personnel engaged on the Project, plus Reimbursable Expenses, estimated to be \$252,694.00 as described in the attached Exhibit C.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year written below:

HDR ENGINEERING, INC. ("HDR")

Town of Stevensville ("Owner")

By: _____

By: _____

Name: Jared Harris

Name: Brandon E. Dewey

Title: Area Manager

Title: Mayor

Date: _____

Date: _____

Exhibit A

Town of Stevensville, Montana Water System Improvements Project Final Design and Construction Services Scope of Services

Project Summary:

The project scope is organized into five separate work tasks. The work tasks include:

TASKS	
100	Project Management
200	Preliminary Design
300	Final Design
400	Bidding Services (Future Task)
500	Services During Construction (Future Task)

This project involves the design and associated services during construction for the water system improvements and additional studies recommended in the Water System Preliminary Engineering Report. Work also includes assisting the Town of Stevensville (Town) with an ARPA Minimum Allocation and Competitive Grant Application for the recommended water system improvements. Recommended improvements include: Inspection and condition assessment of the existing water tank; rehabilitation of the existing water tank; siting evaluation for a new water tank; construction of a new water tank; distribution system pipe and service line replacements; and upgrade of water system telemetry.

Task 100. Project Management

Objective:

Manage the professional services contract to provide completion of the project. Prepare and implement a project management plan to meet the Town's project needs.

Subtasks:

101 Coordination Meetings/Workshops. Conduct a project kickoff meeting with key Town staff to establish project goals and objectives, review the project decision process, define anticipated work products, identify information needed to perform the work, refine the schedule, and establish points of contact and project communication. Conduct periodic meetings (usually monthly) with the Town to review project progress, schedule and budget. Identify information needs and make decisions regarding any changes in the scope of the project.

- 102 Management Plan.** Develop a project management plan that includes: 1) project objectives and priorities; 2) roles of the Town and HDR throughout the project; 3) contract work plan, including scope, schedule, budget, resource assignments, and coordination requirements; 4) quality assurance and quality control plan; 5) management tools and techniques; 6) reporting requirements; and 7) administrative procedures such as invoicing, communication protocol, and formats.
- 103 Progress Reports.** Provide periodic progress reports (with each monthly invoice) in letter format. The progress reports will summarize the work progress and budget expenditures to-date and identify any information requirements or decisions that need to be made.
- 104 Funding Administration.** HDR will assist the Town with development of an ARPA grant application; HDR will assist the Town in meeting the requirements of the ARPA funding program utilized for this project, including buy American requirements and reporting (if required), civil rights requirements, and labor standards. HDR will assist with project start-up and project implementation as required; maintain accurate project files; prepare documentation and reports incidental to funding administration; attend up to five funding agency calls as required to provide project status updates and coordination.

Deliverables:

- a. Management Plan
- b. Meeting agendas/minutes
- c. Monthly invoices and project reports
- d. ARPA grant application
- e. Funding agency documentation and reports

Task 200. Preliminary Design

Objective:

HDR will perform the following preliminary design tasks: Observation and condition assessment of the existing water tank and evaluation of alternatives for rehabilitation of the existing structure; siting study for construction of a new water tank and evaluation of alternatives for tank design based on the selected site; alternatives evaluation of water system telemetry upgrade. Work will include development of a Basis of Design Report and preliminary estimates of probable construction cost.

Subtasks:

- 201 Existing Tank Observation, Condition Assessment and Rehabilitation Evaluation.** HDR will perform an initial inspection of the interior of the existing water tank to evaluate the condition of the structural concrete, metal components, and interior coatings/surfaces. The Town will provide a ladder and ventilation for

safe access. A condition assessment report will be completed and submitted to the Town for review. Recommendations for additional forensic analysis, if any, will be included in the assessment. If additional forensic analysis is required, an amendment for additional services will be executed for the work. Alternatives for rehabilitation of the existing tank will include plastic liner, cement-based coating, epoxy coating, and polyurethane coating. The goal of the rehabilitation will be to provide a leak free condition.

202 Water Tank Siting Study and Alternatives Evaluation. An evaluation of potential sites for a new water tank will be conducted. Alternatives will include properties adjacent to or in the vicinity of the existing tank, and properties on the north side of Town. Evaluation of alternatives will include adequate size of property, property ownership, suitable elevation and hydraulics, proximity to existing system. Once a suitable site is selected, the Town will negotiate procurement of the property. HDR will evaluate alternative tank design for the selected site. Alternatives may include an at grade or partially buried concrete or steel tank, or an elevated steel or composite (concrete/steel) tank.

203 Water System Telemetry Alternatives Evaluation. The Town desires to upgrade the water and sewer system telemetry to operate on the same platform as the Wastewater Treatment Plant and migrate away from the proprietary Microcomm system currently in place. HDR will meet with Town staff to confirm the critical elements for the project and gather data on the existing system.

HDR will establish HMI and PLC software standards and develop a plan for upgrading the system. The plan will include recommendations for new software and hardware including but not limited to PLCs, radio networking, remote monitoring and auto dialer call out hardware/software. The plan will include a system schematic identifying new and existing facilities and a preliminary estimate of probable construction cost.

204 Basis of Design Report. HDR will prepare a basis of design report meeting the requirement of the Montana Department of Environmental Quality (MDEQ) Circular-1, including alternatives evaluated, site conditions, design criteria, and description of controls. The report will include schematic and layout drawings for the selected alternatives, and a description of major equipment items and systems to be utilized on the planned improvements.

Task 300. Final Design

Objective:

Prepare project construction documents for the recommended projects. Prepare technical documents necessary for project implementation. It is anticipated that four design/bid packages will be developed which include:

1. Rehabilitation of the existing water tank. (Future Task)
2. Design of a new water tank.(Future Task)

3. Design of water main and service line replacement. (Phase 1 projects including Pine Street, Mission Street and South Street).
4. Water System Telemetry Improvements.

Subtasks:

301 Existing Water Tank Rehabilitation (Future Task). Prepare detailed plans and specifications for the recommended improvements to the existing water tank. All drawings will be prepared in digital format in AutoCAD. All specifications will be prepared using the HDR Master Specification format and Montana Public Works Standard Specifications as modified by the Town of Stevensville standards.

The estimated probable construction cost for the project will be provided at 60% and 100% design points.

302 New Water Tank Design (Future Task). Prepare detailed plans and specifications for the recommended facilities. All drawings will be prepared in digital format in AutoCAD. All specifications will be prepared using the HDR Master Specification format and Montana Public Works Standard Specifications as modified by the Town of Stevensville standards.

The estimated probable construction cost for the project will be provided at 60% and 100% design points.

303 Water Main and Service Line Replacement. Prepare detailed plans and specifications for the design of water main and service line replacements for the Phase 1 projects identified in the Water System PER including Pine Street from East 1st Street to East 5th Street and Mission Street from West 2nd Street to South Avenue and South Avenue from Charlos Street to Buck Street. A preliminary sheet list is included as Appendix A. All drawings will be prepared in digital format in AutoCAD. All specifications will be prepared using the HDR Master Specification format and Montana Public Works Standard Specifications as modified by the Town of Stevensville standards.

The estimated probable construction cost for the project will be provided at 60% and 100% design points.

304 Water System Telemetry Improvements. Prepare detailed plans and specifications for the design of water system telemetry improvements. All drawings will be prepared in digital format in AutoCAD. All specifications will be prepared using the HDR Master Specification format and Montana Public Works Standard Specifications as modified by the Town of Stevensville standards. A preliminary sheet list is included in Appendix A.

The estimated probable construction cost for the project will be provided at 60% and 100% design points.

- 305 Design Reviews.** Conduct formal design reviews at the 60% and 95% design points. Present the design and seek input and comments from Town staff. Prepare a memorandum which summarizes all comments and provides the design team's response to the comments.
- 306 Permit/Regulatory Approval Assistance.** HDR will provide technical criteria, written descriptions and design data for use in obtaining approvals of government authorities that have jurisdiction to approve the design of the project.

As part of this task, HDR will coordinate the project and project deliverables with MDEQ including analyzing the hydraulic model for the water system improvements to produce MDEQ required documentation regarding hydrant flows and pressures before and after implementation of the project. Any variances required will be requested. If required, HDR will submit plans and specifications to the local building department for review and approval. HDR will respond to comments and incorporate revisions as needed to acquire project approval.

The Town will pay for all review fees required by public agencies.

- 307 Design Documents.** Provide final plans and specifications for final MDEQ and Town review and permitting. Assist the Town in coordination of document printing and distribution. It is assumed that all design drawings will be provided to the Town in half-size format.
- 308 Submittals and Document Finalization.** Submit final documents to the Town and Review Agencies. Address review comments and produce final documents for final project execution.

Deliverables:

- a. Design documents for review at 60% and 95% design points
- b. Design review memoranda
- c. Bid ready plans and specifications
- d. Estimate of probable construction cost at 60% and 100% design points.

Task 400. Bidding Services (Future Task)

Objective:

Provide bid period services assisting the Town in administering the advertisement of and obtaining bids for the project. It is anticipated that three design/bid packages will be developed which include:

1. Rehabilitation of the existing tank.
2. Construction of a new Tank.
3. Water Main and Service Line Improvements.
4. Water System Telemetry Improvements.

Subtasks:

- 401 Bid Advertisement and Bid Documents.** HDR will assist the Town in advertising for and obtaining bids for materials, equipment and services to be performed by a contractor for the construction contract. HDR will provide the bid advertisement and the Town will arrange for and pay for advertisements.
- 402 Addenda and Bid Assistance.** HDR shall receive and respond to contractor questions during the bid phase of the contract. HDR will assemble addenda as appropriate to interpret, clarify or expand the Contract Documents and provide the addenda to the Town for distribution. It is assumed that two addenda will be required for each project.
- 403 Pre-Bid Conference.** HDR will prepare an agenda and conduct a pre-bid conference to be attended by the Town, interested bidders and HDRs project manager. The meeting will include a presentation given by the HDR project manager and a tour of the work site. Pre-bid conference attendees will be documented as well as questions raised and answers provided during the pre-bid conference.
- 404 Bid Opening, Tabulation, and Contract Award.** Prepare a bid tabulation sheet and assist the Town in evaluating bids and awarding the construction contracts.

Deliverables:

- a. Addenda as required
- b. Pre-bid conference agenda, presentation, and minutes
- c. Bid tabulation and recommendation for award

Task 500. Construction Services (Future Task)

Objective:

Assist the Town in administering the construction of the project. Provide construction engineering and observation throughout the construction period and assist the Town with project closeout.

Subtasks:

- 501 Construction Administration/Observation.** During construction, provide general field observation of construction and contract administration. Provide review and comment on shop drawings, equipment diagrams, material data, material samples, test results and other data the contractor submits. Review monthly progress payment requests, submit payment recommendations and prepare change orders. Conduct monthly construction meetings and conduct final inspection of project. Provide certification of construction completion in accordance with Montana DEQ requirements.

HDR will provide general field observation of construction for the existing water tank rehabilitation, construction of the new tank, and construction of the water main and service line improvements in order to provide certification of

construction completion in accordance with MDEQ requirements. It is assumed that all three projects will occur concurrently between October 2022 and October of 2023.

- 502 Project Closeout/Certification.** Provide the Town with a list of observed construction deficiencies for the construction. Provide inspection of the correction of these deficiencies, review final payment applications and make recommendation to the Town for final payments. Complete contract closeout paperwork and provide written one-year certification of project completion as required by the Montana Department of Environmental Quality.
- 503 As Recorded Drawings.** HDR will coordinate the preparation of final record drawings, which conform, to construction records. HDR will furnish the Construction Contractor with a half size copy of the project drawings for recording construction information. Progress payment processing will be predicated upon the status of the Contractor's record drawings. HDR will submit to the Town the final approved product. HDR will provide the Town with geotechnical testing reports and record drawings on 11 IN x 17 IN reproducible sheets as well as one set of record drawings in in PDF format and the AutoCAD files. These drawings will be based on construction records from the Contractor, resident project representative, and Town.

Deliverables:

- a. Daily field reports
- b. Response to contractor's questions
- c. Shop drawing review
- d. Review and recommendation on change orders
- e. Project closeout certification
- f. Geotechnical testing reports
- g. As-recorded drawings

APPENDIX A
PRELIMINARY SHEET LIST

Water Main Replacement (Pine, Mission, and South Streets)

Drawing No.	Description
G-1	Title, Location and Vicinity Map, Drawing Index
G-2	Standard Symbols, Abbreviations and Notes
C-1	Construction Staging Plan
C-2	Survey Control Plan
C-3	Plan and Profile 1
C-4	Plan and Profile 2
C-5	Plan and Profile 3
C-6	Plan and Profile 4
C-7	Plan and Profile 5
C-8	Plan and Profile 6
C-9	Plan and Profile 7
C-10	Standard Details 1
C-11	Standard Details 2
C-12	Standard Details 3

Telemetry System Improvements

Drawing No.	Description
E1	Title, Location and Vicinity Map, Drawing Index
E2	Electrical Legend
E3	Well 1 Telemetry Panel Layout
E4	Well 1 Telemetry Panel Wiring Diagram
E5	Well 1 Power and Control Plan Drawing
E6	Well Field PS Telemetry Panel Layout
E7	Well Field PS Telemetry Panel Wiring Diagram
E8	Booster Station Telemetry Panel Layout
E9	Booster Station Telemetry Panel Wiring Diagram
E10	Booster Station Power and Control Plan Drawing
E11	Existing Reservoir Telemetry Panel Layout
E12	Existing Reservoir Telemetry Panel Wiring Diagram
E13	New Reservoir Telemetry Panel Layout
E14	New Reservoir Telemetry Panel Wiring Diagram
E15	New Reservoir Power and Control Plan Drawing
E16	Lift Station 1 Telemetry Panel Layout
E17	Lift Station 1 Telemetry Panel Wiring Diagram

E18	Lift Station 1 Power and Control Plan Drawing
E19	Master Telemetry Panel Layout
E20	Master Telemetry Panel Wiring Diagram
E21	Master Telemetry Panel Power and Control Plan Drawing
E22	Telemetry Network Block Diagram

Task	Task Description	Status	HDR																	Other Direct Costs		Total Budget	Task Fraction of Total															
			PJM32	PJM15	QCR10	EWR10	CCI01	CCI02	SUR01	ADM10	PJM01	ADM02	EIN30	EIN20	EST10	EST20	EST30	TEC04	TEC02	CPR10	TOTAL HOURS			LABOR COSTS	% of Hrs to Escalate	% Esc.	LABOR INCL. ESCALATION	SUBCONTRACTOR	EXPENSES	TOTAL COST								
Task 1	100 - Project Management																																					
101	Coordination Meetings/Workshops		16	40		16														16	128	\$ 22,943	50%	\$ 401.51	\$ 23,345	\$ -	\$ 500	\$ 23,845						9%				
102	Management Plan			2							4										6	\$ 674	0%	\$ -	\$ 674	\$ -	\$ -	\$ 674							0%			
103	Progress Reports			16						16											32	\$ 4,108	85%	\$ 122.21	\$ 4,230	\$ -	\$ -	\$ 4,230							2%			
104	Funding Administration		8	16		24				40											88	\$ 11,877	85%	\$ 353.34	\$ 12,230	\$ -	\$ -	\$ 12,230							5%			
	Subtotal (including optional)		24	74	0	40	0	0	0	40	16	4	24	16	0	0	0	0	0	16	254	\$ 39,602		\$ 877	\$ 40,479	\$ -	\$ 500	\$ 40,979							16%			
Task 2	Preliminary Design																																					
201	Existing Tank Condition Assessment and Rehab Evaluation		4	8	2		2	30			4			16	8	2	32	40	16		164	\$ 22,188	25%	\$ 194.14	\$ 22,382	\$ -	\$ 2,500	\$ 24,882							10%			
202	Water Tank Siting Study and Alternatives Evaluation		16	40		80	8	24													168	\$ 22,141	0%	\$ -	\$ 22,141	\$ -	\$ 50	\$ 22,191							9%			
203	Water System Telemetry Alternatives Evaluation		4	8		2	16					40	16								86	\$ 16,236	0%	\$ -	\$ 16,236	\$ -	\$ 50	\$ 16,286							6%			
204	Basis of Design Report		4	16	2	24	2	4			8	8	4								72	\$ 10,422	50%	\$ 182.39	\$ 10,605	\$ -	\$ -	\$ 10,605							4%			
	Subtotal (including optional)		28	72	4	104	14	74	0	0	0	12	48	20	16	8	2	32	40	16	490	\$ 70,987		\$ 377	\$ 71,363	\$ -	\$ 2,600	\$ 73,963							29%			
Task 3	Final Design																																					
301	Existing Water Tank Rehabilitation (Future Task)																				No Hours!	\$ -	100%	\$ -	\$ -	\$ -	\$ -	\$ -							0%			
302	New Water Tank Design (Future Task)																				No Hours!	\$ -	100%	\$ -	\$ -	\$ -	\$ -	\$ -								0%		
303	Water Main and Service Line Replacement		8	24		16	228	40												184	500	\$ 48,760	100%	\$ 1,706.59	\$ 50,466	\$ -	\$ 600	\$ 51,066							20%			
304	Water System Telemetry Improvements		8	4		40	162					80	142								436	\$ 63,663	100%	\$ 2,228.21	\$ 65,891	\$ -	\$ 200	\$ 66,091							26%			
305	Design Reviews		8	16								16	16								72	\$ 13,047	100%	\$ 456.64	\$ 13,503	\$ -	\$ -	\$ 13,503							5%			
306	Permit/Regulatory Approval Assistance			4																8	12	\$ 1,515	100%	\$ 53.04	\$ 1,568	\$ -	\$ 250	\$ 1,818							1%			
307	Design Documents		4	4		2	8													16	34	\$ 4,199	0%	\$ -	\$ 4,199	\$ -	\$ -	\$ 4,199							2%			
308	Submittals and Document Finalization			2			4													4	10	\$ 1,073	0%	\$ -	\$ 1,073	\$ -	\$ -	\$ 1,073							0%			
309	X																				No Hours!	\$ -	100%	\$ -	\$ -	\$ -	\$ -	\$ -							0%			
	Subtotal (including optional)		28	54	0	0	58	402	40	0	0	0	96	158	0	0	0	0	0	228	1064	\$ 132,257		\$ 4,444	\$ 136,701	\$ -	\$ 1,050	\$ 137,751							55%			
Task 4	Bidding Services (Future Task)																																					
401	Bid Advertisement and Bid Documents																				No Hours!	\$ -	100%	\$ -	\$ -	\$ -	\$ -	\$ -								0%		
402	Addenda and Bid Assistance																				No Hours!	\$ -	100%	\$ -	\$ -	\$ -	\$ -	\$ -								0%		
403	Pre-Bid Conference																				No Hours!	\$ -	100%	\$ -	\$ -	\$ -	\$ -	\$ -								0%		
404	Bid Opening, Tabulation, and Contract Award																				No Hours!	\$ -	100%	\$ -	\$ -	\$ -	\$ -	\$ -								0%		
	Subtotal (including optional)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -							0%			
Task 5	Construction Services (Future Task)																																					
501	Construction Administration/Observation																				No Hours!	\$ -	100%	\$ -	\$ -	\$ -	\$ -	\$ -								0%		
502	Project Closeout/Certification																				No Hours!	\$ -	100%	\$ -	\$ -	\$ -	\$ -	\$ -								0%		
503	As Recorded Drawings																				No Hours!	\$ -	100%	\$ -	\$ -	\$ -	\$ -	\$ -								0%		
	Subtotal (including optional)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -							0%			
			80	200	4	144	72	476	40	40	16	16	168	194	16	8	2	32	40	260	1808	\$ 242,846		\$ 5,698	\$ 248,544	\$ -	\$ 4,150	\$ 252,694										