

ADMINISTRATIVE MEETING

May 18, 2016

4:00 p.m. to 6:00 p.m.

Room 326

AGENDA

1. **Call to order, introductions, opening comments**
2. **May 4, 2016 Administrative Meeting summary**
3. **Commission comments, questions**
 - Upcoming appointments
4. **City Manager's Report**
 - Commission Priorities worksheet
 - Online Forms
5. **Department discussions**
 - Public Works**
 - a) Long-term Wastewater Utility Projects with Major Budget Impacts
 - **Consensus Direction to Manager:**
 - b) Transfer Station Strategic Plan Scope of Service
 - **Consensus Direction to Manager:**
6. **Committee discussions**
 - a) Audit Committee, City-County Board of Health, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns
 - Mayor Jim Smith
 - b) Mayor Pro-Tem, Audit Committee, Helena Chamber of Commerce Liaison, Information Technology Committee, Transportation Coordinating Committee
 - Commissioner Dan Ellison
 - c) ADA Compliance Committee, Audit Committee, City-County Parks Board , Civic Center Board
 - Commissioner Rob Farris-Olsen
 - d) Board of Adjustment, City-County Administration Building (CCAB), Non-Motorized Travel Advisory Board, Transportation Coordinating Committee
 - Commissioner Andres Haladay
 - e) Business Improvement District/Helena Parking Commission ,Montana Business Assistance Connection, Public Art Committee
 - Commissioner Ed Noonan
 - f) Helena Citizens Council
7. **Review of agenda for May 23, 2016 Commission meeting**
8. **Public comment**
9. **Commission discussion and direction to City Manager**
10. **Adjourn**

City of Helena, Montana

ADA NOTICE

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Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Elroy Golemon, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490

TTY Relay Service 1-800-253-4091 or 711

citycommunitydevelopment@helenamt.gov

316 North Park, Avenue, Room 440, Helena, MT 59623

City of Helena, Montana

FY 2017 Commission Priorities Worksheet - 38 Total

	Jim	Dan	Andres	Rob	Ed	AVG
1 HATS - ADA Bus Stops/ 2nd Route	17	7	9	10	2	9
2 Finalize Urban Funds Transportation Project(s)	10	5	7	6	20	9.6
3 Water, Waste Water, Storm Water Infrastructure - Long-term Funding Strategy	2	1	11	13	22	9.8
4 Zoning Overhaul for Downtown	22	17	3	3	5	10
5 Street Infrastructure - Long-term Funding Strategy	3	3	14	12	21	10.6
6 Redesign of Cruse ROW	16	10	4	4	19	10.6
7 Revise/Update Downtown Parking Regulations & Rates	29	16	5	7	13	14
8 Urban Growth Area Infrastructure Development/Funding and Annexation	14	2	16	16	25	14.6
9 Water, Waste Water, Storm Water Permitting	1	4	19	19	31	14.8
10 Urban Trail Management Plan	11	28	17	14	6	15.2
11 Roundabout at Mini-Malfunction Junction	6	31	2	1	37	15.4
12 Sidewalk Corridors	23	23	6	8	18	15.6
13 Roundabout at Malfunction Junction	7	38	8	11	16	16
14 ADA Transition Plan Funding Strategy	13	14	13	15	26	16.2
15 HHA - Redevelopment of Stewart Homes	4	33	21	23	3	16.8
16 Community Recreation Needs Assessment	12	29	20	18	12	18.2
17 Convert LCG to 2-way	32	32	1	2	27	18.8
18 Security for City/County Building (Other City Facilities)	5	11	30	38	11	19
19 Energy Reduction/Conservation, Alternative Energy Usage	24	21	12	12	29	19.6
20 Grade Separation at Montana and Railroad	9	36	10	9	36	20
21 Fire Department Funding	26	25	18	21	15	21
22 Increase Community Use of Civic Center (especially main theater)	33	24	22	22	4	21
23 Custer Avenue Improvements	8	6	37	37	17	21
24 Park Codes Review and Revision (Title 7, Chapter 12)	19	27	27	25	10	21.6
25 Sale of City-Owned Land - Downtown	15	30	15	36	14	22
26 Walking Mall Management Policy	20	35	28	27	7	23.4
27 Restructure Parking/BID Commission Governance	34	15	29	32	8	23.6
28 Business License Procedures & Related Ordinance	35	19	32	26	9	24.2
29 Water Ordinances	30	22	21	20	28	24.2
30 Extend Urban Forest & Landfill Monitoring District Boundaries	36	26	25	17	23	25.4
31 Investigate Perception of "Roadblocks" vs "Advocacy" for Development	25	37	34	30	1	25.4
32 Establish Public Transportation Advisory Committee	21	13	33	28	33	25.6
33 Revise Sign Ordinance	27	12	36	24	31	26
34 Animal Control Ordinance Revision	31	9	26	35	34	27
35 Community Decay/Public Nuisance Ordinance Revision	28	18	23	34	32	27
36 City Investment Policy (last updated in 1991)	37	20	24	33	24	27.6
37 Update Distracted Driving Ordinance (increased or compound fines)	38	8	35	29	29	27.8
38 Private Drive Standards (Engineering Standards)	18	34	31	31	35	29.8

Items In Progress or Otherwise Accounted For

- Upper 10 Mile Watershed
Mitigation and water rights will be top priority as opportunities/issues come up
- Zoning Ordinance
In progress w/ Zoning Commission though Sign Ordinance may require more immediate action
- Central Computer Systems Progress Report (semi-annual)
"Track-it Software and Citizen Suggestion"
- Open Lands Fuel Mitigation Projects (presentations as opportunities arise)
- Golf Course Business Plan (in progress with Golf Advisory Board)
- Railroad Quiet Zone

Noise Permit Application (Non-Event Related, e.g. Construction, Other Noise)

Use this form to request a noise permit related to construction or other non-event-related expected noise. Please read Helena's City Code 5-7-3 for more information.

<u>Districts</u>	<u>LIMITATIONS</u> <u>6:00 A.M. TO</u> <u>next 11:00 P.M.</u>	<u>LIMITATIONS</u> <u>11:00 P.M. TO</u> <u>next 6:00 A.M.</u>
Residential	55 dB(A)	50 dB(A)
Commercial	60 dB(A)	55 dB(A)
Industrial	80 dB(A)	75 dB(A)

To enter the time, click inside the box for the hour and inside the box for minute, then click the OK button.

Start Date and Time of Expected Noise *



End Date and Time of Expected Noise *



Expected Noise Description *

I.e. Noise is construction related, including pile-driving, back-up signals of trucks, loud construction-related noise for brief periods of time between 8am & 6pm.

Name *

First Name *

Last Name *

Location of Expected Noise *

Street Address *

City *

State *

Zip *



City of Helena
Streets & Traffic Division
406-447-1566

Service Requested:

Pot Hole

Traffic/Street Sign

Traffic Signal

Other

Do you wish to be notified of action taken on this request? Yes No

Please provide the nearest address and description of location:

Name: *

E Mail Address: *

Phone Number: xxx-xxx-xxxx *

*All requests for service must be filled out completely. Personal information provided will be used only for the purpose of resolving the above reported issue.

Click on the paper clip icon at the bottom of the screen to add a picture to this request.

Thank you for taking time to provide this information! We appreciate your efforts and look forward to serving you!

Signature Here

CLICK TO SIGN

12.8.02 7:51 PM

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MAY 12 2009
HELENA, MT
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MEMORANDUM

TO: Randall Camp, Public Works Director
FROM: Phil Hauck, Assistant Public Works Director 
DATE: May 12, 2016
SUBJECT: Long-Term Wastewater Utility Projects/Rate Strategy

The City Commission will be reviewing the preliminary FY17 budget request for the Wastewater Fund May 16, 2016. The purpose for the May 18, 2016 administrative meeting will be to discuss those prioritized projects that exceed the current funding capabilities of the Wastewater fund for fiscal years 2018-2022. Included in this discussion will be a preliminary look at a long-term rate strategy to accomplish these future challenges.

Staff will be available to discuss the recommended projects and the preliminary rate analysis. This discussion will hopefully aid both the staff and Commission as we move toward rate discussions this fall.

Attachments: Project List
Preliminary Rate Analysis
Residential Impact of Rate Increases
Utility Rate Survey
2% MHI Rate Guidance Worksheet

Wastewater Fund
 Not Budgeted/Unfunded Capital Projects - Over \$200,000
 Preliminary 5-Year Plan
 5/3/2016

Priority	PROJECT DESCRIPTION	Estimated Cost	FY2018	FY2019	FY2020	FY2021	FY2022
1	Mountain View Meadow Sewer Upsizing	\$1,500,000	1,500,000				
2	Eco-Park (Pilot Project)	1,000,000	1,000,000				
3	Northside Lift Station Abandonment	375,500	375,500				
4	Airport Gravity Main	1,850,000		1,850,000			
5	Fort Harrison Gravity Main	775,000		775,000			
6	Boulder/Lyndale/Lewis Upsizing Mains	425,000		425,000			
7	Pipe Lining Projects (89 Segments)	1,250,000	250,000	250,000	250,000	250,000	250,000
8	Pipe Replacement Projects (15 Segments)	1,000,000	200,000	200,000	200,000	200,000	200,000
9	Eco-Park Construction	20,000,000			10,000,000	10,000,000	
10	Custer Trunk Line Upsizing Mains (McHugh to Sanders)	1,200,000	1,200,000				
11	East Country Club Upsizing Mains	275,000					275,000
12	Secondary Digester #2 Rehab/Cover	1,275,000					1,275,000
13	Grit Removal System	250,000					250,000
14	Harris Street Upsizing	2,395,000					2,395,000
15		-					
16		-					
17		-					
18		-					
19		-					
20		-					
		\$33,570,500	\$4,525,500	\$3,500,000	\$10,450,000	\$10,450,000	\$4,645,000

Potential Unfunded Projects:
 If Eco-Park concept is not permitted, a new treatment plant may be necessary (Estimated Cost \$60-\$100 million).

Wastewater Utility Fund
Preliminary Rate Analysis
5/3/2016

	5-Year Total	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Net Funding Generated for Capital (CCIP - No Rate Increase)	5,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Less Vehicles	(79,125)	0	0	0	0	0	0	(51,730)	(27,395)
Net Funding Available for Infrastructure	4,920,875	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	948,270	972,605	972,605
Unfunded Capital	28,649,625	3,525,500	2,500,000	2,500,000	9,450,000	9,450,000	9,501,730	3,672,395	3,672,395
Debt Service Reserve	974,087	119,867	85,000	85,000	321,300	321,300	323,059	124,861	124,861
Total Borrowed	29,623,712	3,645,367	2,585,000	2,585,000	9,771,300	9,771,300	9,824,789	3,797,256	3,797,256
Debt Service Payment	1,012,975	124,652	88,393	88,393	334,127	334,127	335,956	129,846	129,846
Current Wastewater Revenue	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000
Increase Required to Fund Debt Service Payment	22.51%	2.77%	1.96%	1.96%	7.43%	7.43%	7.47%	2.89%	2.89%
Five Year Average O&M Rate Increase	15.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Total Rate Increases Needed	37.51%	5.77%	4.96%	4.96%	10.43%	10.43%	10.47%	5.89%	5.89%

Residential Impact of Rate Increases

Total Increase

Wastewater:					
Computed Preliminary Rate Increases	FY18	FY19	FY20	FY21	FY22
	5.77%	4.96%	10.43%	10.47%	5.89%

Current Rates

Residential Base/Month	\$ 6.71	\$ 7.10	\$ 7.45	\$ 8.23	\$ 9.09	\$ 9.62
Residential Usage Rate	\$ 2.74	\$ 2.90	\$ 3.04	\$ 3.36	\$ 3.71	\$ 3.93
Total Residential Monthly Rate	\$ 9.45	\$ 10.00	\$ 10.49	\$ 11.59	\$ 12.80	\$ 13.55

Average Monthly Charge (7 units)	\$ 25.89	\$ 27.38	\$ 28.74	\$ 31.74	\$ 35.06	\$ 37.13
Monthly Increase	\$ 1.49	\$ 1.36	\$ 1.36	\$ 3.00	\$ 3.32	\$ 2.07
Annual Increase	\$ 17.93	\$ 16.30	\$ 16.30	\$ 35.97	\$ 39.88	\$ 24.78

\$ 11.24
\$ 134.86

Water Rate Comparisons

As of July 1, 2016

Based on 11HCF (748 gallons per HCF)

Rank	City	Meter Size	Average HCF	Monthly Base Fee	Monthly Usage Fee/HCF	Monthly Flat Rate	Average Monthly Charge
1	Missoula*	3/4 Inch	11	\$24.63	\$2.00	\$0.00	\$46.66
2	Bozeman**	3/4 Inch	11	\$15.02	\$2.62	\$0.00	\$43.84
3	Butte	3/4 Inch	11	\$0.00	\$0.00	\$0.00	\$42.90
4	Helena	3/4 Inch	11	\$2.62	\$2.97	\$0.00	\$35.29
5	Billings**	3/4 Inch	11	\$8.00	\$2.29	\$0.00	\$33.19
6	Kalispell**	3/4 Inch	11	\$8.30	\$1.82	\$0.00	\$28.32
7	Great Falls**	3/4 Inch	11	\$6.25	\$1.80	\$0.00	\$26.05
Monthly Average				\$9.26	\$1.93	\$0.00	\$36.61

* Privately owned and operated.

** In some cases the usage fees have been converted to an average based on a usage of 11 HCF.

Wastewater Rate Comparisons

As of July 1, 2016

Based on 7HCF (748 gallons per HCF)

Rank	City	Meter Size	Average HCF	Monthly Base Fee	Monthly Usage Fee/HCF	Monthly Flat Rate	Average Monthly Charge
1	Bozeman	3/4 Inch	7	\$18.09	\$2.99	\$0.00	\$39.02
2	Kalispell**	3/4 Inch	7	\$8.44	\$3.58	\$0.00	\$33.50
3	Billings	3/4 Inch	7	\$6.45	\$3.10	\$0.00	\$28.15
4	Butte	3/4 Inch	7	\$0.00	\$0.00	\$27.75	\$27.75
5	Great Falls*	3/4 Inch	7	\$8.17	\$2.58	\$0.00	\$26.23
6	Helena	3/4 Inch	7	\$6.71	\$2.74	\$0.00	\$25.89
7	Missoula	3/4 Inch	7	\$6.57	\$0.00	\$13.23	\$19.80
Monthly Average				\$7.78	\$3.00	\$20.49	\$28.62

* Privately operated

** In some cases the usage fees have been converted to an average based on a usage of 7 HCF.

Combined Water/Wastewater Rate Comparisons

As of July 1, 2016

Rank	City	Meter Size	Monthly Water Fee	Monthly Wastewater Fee	Average Monthly Charge
1	Bozeman	3/4 Inch	\$43.84	\$39.02	\$82.86
2	Butte	3/4 Inch	\$42.90	\$27.75	\$70.65
3	Missoula	3/4 Inch	\$46.66	\$19.80	\$66.46
4	Kalispell	3/4 Inch	\$28.32	\$33.50	\$61.82
5	Billings	3/4 Inch	\$33.19	\$28.15	\$61.34
6	Helena	3/4 Inch	\$35.29	\$25.89	\$61.18
7	Great Falls	3/4 Inch	\$26.05	\$26.23	\$52.28
Monthly Average			\$36.61	\$28.62	\$65.23

Water Minimum Monthly Service Charge Comparison

As of July 1, 2016

Rank	City	3/4" Meter	1" Meter	1 1/2" Meter	2" Meter	3" Meter	4" Meter	6" Meter	8" Meter
1	Butte	\$38.37	\$50.58	\$55.44	\$72.30	\$142.82	\$214.96	\$352.55	\$520.42
2	Missoula	\$24.63	\$39.29	\$75.93	\$119.91	\$222.52	\$369.10	\$735.55	\$1,175.30
3	Bozeman	\$15.02	\$19.90	\$31.29	\$45.51	\$78.67	\$126.18	\$235.16	\$371.81
4	Kalispell	\$8.30	\$8.88	\$10.18	\$11.25	\$21.60	\$27.38	\$27.38	\$27.38*
5	Billings	\$8.00	\$9.01	\$10.45	\$14.41	\$43.58	\$54.35	\$79.55	\$108.37
6	Great Falls	\$6.25	\$6.66	\$12.08	\$15.30	\$40.80	\$59.04	\$118.99	\$179.12
7	Helena	\$2.62	\$4.22	\$4.22	\$4.22	\$4.22	\$4.22	\$4.22	\$4.22**
Monthly Average		\$17.20	\$23.09	\$33.27	\$47.15	\$92.37	\$142.54	\$258.90	\$397.77

* Kalispell doesn't list rates for 6" and 8" meters

** The City of Helena charges \$2.62 for Residential and \$4.22 for Commercial

EPA Rate Guidance
Wastewater Rates at 2% of Median Household Income

2010 Census MHI	\$ 50,311.00
Monthly Wastewater Bill at 2% MHI	\$ 83.85
Yearly Wastewater Bill at 2% MHI	\$ 1,006.22
Current Monthly Average Wastewater Bill	\$ 25.89
Current Yearly Average Wastewater Bill	\$ 310.68
Percent Rate Increase Needed to Meet EPA Target	223.88%

MEMORANDUM:

DATE: May 12, 2016

TO: Ron Alles, City Manager

FROM: Randall Camp, Public Works Director
Pete Anderson, Solid Waste Superintendent

SUBJECT: Transfer Station Improvements and Upgrades

Staff requested and received an Engineering Services Proposal from Great West Engineering to recommend improvements at the Transfer Station. Staff is seeking guidance from the Commission regarding making improvements/upgrades to the Transfer Station due to 23 years of wear and tear on a 7 day a week operation. The cost of the study is projected at \$42,903. The study would look at the following items:

- Z-WALL

Staff is considering adding a Z-wall to the Transfer Station for increased diversion of C&D (Construction & Demolition), metal waste, and possibly other materials. This would provide a savings to the City as far as paying tipping fees at the landfill. The FY17 proposed cost for Class IV Waste is \$23.00/ton vs. the proposed cost for Class II Waste at \$30.00/ton.

- MAINTENANCE BUILDING

Staff would like to tear down the existing loader shed located at the direct east end of the Transfer Station push pit. The existing building is in very rough condition. Staff would like to build a replacement building further east to provide storage for the push pit loader as well as Freon recovery and additional equipment storage.

Re-locating the building would provide additional ground level unloading for transfer station customers. The pit extension would have to be covered and enclosed on 2 sides and gated at the east end.

- ADDITIONAL RECYCLING DROP OFF

The consultant could evaluate adding a recycling drop-off point that would not require the public to cross the scale (much like our current remote sites). This could eliminate traffic and be more convenient for customers that are crossing the scale for recycling only.

City of Helena, Montana

- TRANSFER STATION EMPLOYEE LOCKER ROOM & RESTROOM FACILITY

Staff would like to remodel existing employee facilities at the Transfer Station tipping floor area to create a more sanitary environment for employees to eat their lunch, change clothes, shower, etc. The existing employee area shows extensive wear and tear over 23 years of use and is very limited in size.

None of these improvements have been included in the FY17 budget. The cost for the consultant contract could be accomplished with savings from the FY16 budget. The advantage of having a consultant contract would be the public involvement process. The downside of having a consultant study these projects is the cost and the delay in implementation.

HELENA
PO Box 4817 ▪ 2501 Belt View Drive
Helena, MT 59604
406.449.8627 ▪ Fax 406.449.8631



April 8, 2016

Mr. Kevin Harrington
Senior Engineering Technician
City of Helena Engineering Department
316 N. Park Ave
Helena, MT 59623

**RE: Engineering Services Proposal
Transfer Station Improvements
Conceptual Plan and Planning Level Cost Estimate**

Dear Kevin:

Per your request, we have prepared this engineering services proposal to help the City evaluate alternatives, develop a conceptual plan and prepare a planning-level cost estimate for improvements at the Transfer Station. Proposed improvements include the construction of a new solid waste convenience site for recycling, a Z-wall for metals, removing the existing building that houses the loader, and constructing a new maintenance building to house the loader and other vehicles.

Background

The City recycles common household wastes such as plastic, cardboard, paper, glass, aluminum, tin, used oil, antifreeze, and car batteries at the City of Helena Transfer Station. The current policy for recycling at the transfer station requires valid permit holders to cross the scale and get inbound and outbound weights. If the whole load is recycling the City does not deduct the weight of recycling from the permit's allowance. Recycling in mixed loads is not deducted from the allowance if the permit holder makes two trips through the scale.

The City is interested in constructing a convenience site for recycling to the west of the scale on the south side of the transfer station building to eliminate the requirement for recyclers to cross the scale and weigh recyclables. The City is also interested in evaluating construction of a Z-wall on the northeast side of the transfer station for disposal of construction/demolition waste and scrap metal. Finally, the City is interested in constructing a new building to house equipment and perform maintenance activities.

BILLINGS
115 N Broadway
Suite 500
Billings, MT 59101
406.652.5000
Fax 406.248.1363



The purpose of this planning effort is to evaluate alternatives, develop conceptual plan for the facility improvements and prepare a planning level construction cost estimate for the City's use.

Scope of Services

Site Visit

Great West Engineering will be initiating our services by conducting a site visit with the City officials to discuss the proposed facility design features and alternatives for the location of the recycling facility, utility relocation, utilities required to operate the facility, traffic control, potential relocation of the scale facility, relocation of the used oil building, new maintenance building and four bay Z-wall.

Alternatives Evaluation

The recycling facility will accommodate customers that are recycling plastic, cardboard, paper, glass, aluminum, tin, used oil, antifreeze, and car batteries. Great West will evaluate alternatives for the recycling facility layout that adequately accommodate the containers and traffic. Great West will evaluate whether the new recycling facility will be open to the public only during the transfer station hours or open after hours as well. The new facility will likely need a camera security system to eliminate illegal dumping of household wastes.

Great West will also evaluate alternatives for the proposed Z-wall facility and alternatives for scale facility relocation, if necessary.

Traffic Study

Transfer trailer trucks, transfer station users and recycling area users all use the same main access road into the facility. Near the proposed access to the new recycling area there are significant opportunities for traffic conflicts between the transfer station users entering and exiting the scale, transfer trailers leaving the tunnel and recycling area users. Redirecting recyclers to recycling area will reduce the number of vehicles in the queue of the scale facility.

Great West will not conduct independent traffic counts, but will review and analyze traffic data provided by the City. A site visit will be conducted by our traffic engineer to review known utility locations and other items that may affect design. The task will look at traffic movement and turning requirements, land availability and limitations in the development of a conceptual plan. The conceptual plan will consider efficient traffic patterns for both the users and transfer trailer haul trucks.



Great West will provide recommendations for needed infrastructure improvements to adequately accommodate traffic for the relocation of the recycling center.

Maintenance Building

The City would like to tear down the existing loader building located directly east of the transfer station to allow more space for customers to unload large loads of construction and demolition wastes at the pit level. Great West will evaluate potential locations and size for a new maintenance building.

Meetings

The City and Great West Engineering will set up a meeting with Cretex about the possibility and schedule for Cretex moving its operations to the Cretex property near East Helena. If Cretex moved its operations, the City would propose to use a portion of the east end of the property for either the recycling facility or loader building.

Great West will conduct up to three (3) progress meetings with the City Engineering Department, and four (4) meetings with the Joint City/County Commissioner and the Scratch Gravel board.

Deliverables

The draft alternatives analysis, conceptual plan and cost estimate will be presented and discussed with the City personnel at one of the scheduled meetings with City staff. Based on City review and comment, Great West will prepare a final conceptual layout plan for the proposed project. Based on the final conceptual plan, Great West will prepare a letter report which describes the alternatives evaluated, the basis for the preferred alternative and details of the proposed project including an opinion of cost.

Schedule and Compensation

Great West will complete the draft report within 60 days of receipt of a signed contract. Great West will complete the final report within 30 days after receiving all comments from the City Engineering Department, City Commissioners, and Scratch Gravel joint commission. Great West proposes conducting this work on an hourly rate basis not to exceed \$43,000. Great West will utilize existing topographical information, site aerial photography, and as-constructed drawings for the facility to conduct this work. No field survey work is included in the scope of work. Advancement to detailed construction plans and the creation of specifications is not included in this estimate. The costs are broken down in Table 1.



City of Helena Transfer Station Improvements Engineering Services Cost Estimate	
Portion of Work	Cost
Alternatives Evaluation	
Site Visit	\$1,908.00
Recycling Facility	\$12,380.00
Z-Wall	\$1,312.00
Maintenance Building	\$2,452.00
Traffic Study	\$12,408.00
Report	\$7,567.00
Meetings (7)	\$4,876.00
Total	\$42,903.00

If this proposal is acceptable, we will work with you to complete a contract for the work. We appreciate you considering Great West Engineering for these engineering services and look forward to working with you on this important project for the City. If you have any questions, please contact me at my office.

Sincerely,

Great West Engineering, Inc.

A handwritten signature in cursive script that reads "Stephanie M. Beckert".

Stephanie M. Beckert, PE
Project Manager