

**SUMMARY OF ADMINISTRATIVE MEETING**  
**April 1, 2015– 4:00 p.m.**  
**Room 326, City-County Building**

**1. Call to order, introductions, opening comments** – Mayor Smith called the meeting to order. Commissioners Elsaesser, Ellison, Haque-Hausrath and Haladay were present. Staff present was: City Manager Ron Alles; Executive Assistant Sarah Elkins; City Attorney Thomas Jodoin; Deputy City Attorney Iryna O’Connor; Police Chief Troy McGee; Public Works Director Randall Camp; Assistant Public Works Director Phil Hauck; City Engineer Ryan Leland; HATS Superintendent Steve Larson; Utility Maintenance Supervisor Kevin Hart; Community Development Sharon Haugen; Community Facilities Director Gery Carpenter; Parks & Recreation Director Amy Teegarden; Parks Superintendent Craig Marr; HCC Coordinator Judy Garrity and Deputy City Clerk Robyn Brown.

Others in attendance included: HCC Representative Dick Sloan; Capital Transit Coalition Representative Jessica Peterson; and IR Reporter Al Knauber.

**2. March 18, 2015** - The March 18, 2015 Administrative Meeting Summary will be placed on the April 15<sup>th</sup> agenda.

**3. Commission comments, questions –**

Commissioner Ellison referred to an email he had sent listing numerous questions he has related to the organization, procedure, finance and ethical aspects of the Transportation Advisory Committee (TAC). City Manager Alles acknowledged staff is researching his questions and will provide answers to the Commission as soon as possible. A copy of Commissioner Ellison’s email is included in the Administrative Meeting packet as part of the official record.

Commissioner Haladay reported he was able to attend the testimony on House Bill 519 (HB 519); it seemed like it was a good hearing, there were way more opponents than in the house, including the City of Helena, the Montana Stockgrowers Association, senior water rights holders, Trout Unlimited and the Montana League of Cities and Towns. It was a pretty diverse group of opponents and he commented he was glad the City was able to lend its voice to it. Manager Alles commented on the bill and stated he senses the Governor’s Office may not let it pass unless there are certain amendments made to it. He stated the City will continue to monitor and oppose the bill.

Commissioner Elsaesser referred to a bill being proposed that would set an automatic termination date for most Special Districts and indicated the City should oppose the bill. Manager Alles agreed and indicated he would start weighing in on the bill if there is Commission consensus.

Commissioner Elsaesser distributed a proposed outline for allocating telecom settlement funds for the FY2016 Comprehensive Capital Improvement Program (CCIP). A copy of this document is included in the Administrative Meeting packet as part of the official record.

**Upcoming appointments** – Mayor Smith stated he would be recommending the following appointments at the April 6, 2015 City Commission Meeting:

Non-Motorized Transportation Advisory Council (NMTAC)

Appointment of David Warner to a 1<sup>st</sup> term on NMTAC. Term will begin upon appointment and expire March 31, 2018.

Helena Zoning Commission

Appointment of Rebecca Harbage to an unexpired term on the Zoning Commission. Term will begin upon appointment and expire September 30, 2016.

**4. City Manager’s Report**  
**Legislative Update** – no report given.

Manager Alles announced his intent to use contingency funds for the following projects:

- ADA Study Transition Plan - \$8,000 (cost is more than what was budgeted)

- Community Services Program - \$3,500 (held in contingency for use if needed- the County has requested the funds)
- TIF District Study – approximately \$5,000 (match funding for grants related to the study)

Discussion was held on the scope of the ADA study and the process for applying for grant funding for the creation of the TIF District.

Manager Alles also reported the Forest Service would like to know if the City is interested in a direct sale of their property on Cedar Street. The property lies west of the Helena Regional Airport and east of the Interstate. He noted he asked the Public Works Department to gauge their interest in the property and would like the Commission to do the same.

## 5. **Department Discussions** **Public Works**

**Tenmile Transmission Main Scope of Services** – Manager Alles introduced the project and stressed the importance of it being completed. City Engineer Leland reported the treated water from the Tenmile Treatment Plant currently is conveyed into town through three pipes that go through the RV Ranch's Fields. Two of these pipes were installed in 1910 and the other one was installed in the 1950's. The pipes have deteriorated significantly in the past 100 years and are in need of replacement. The pipes also have been damaged from gravel operations on the RV Ranch. If the largest steel pipe that was installed in 1950's collapses the other pipes could only convey a million gallons a day of water into town.

The 2011 Water Facility Plan listed the replacement of the transmission as a two phase project. The plan estimated the cost of the replacement to be approximately \$4.5 million for both phases. However, that estimate is significantly higher now. Staff and Great West Engineering have estimated phase one of the project to be around \$5 million and the second phase an additional \$4 million.

City Staff advertised for a request for proposal (RFP) and received 11 proposals and staff selected 3 firms for interviews. Great West Engineering was selected by the interview committee and a draft scope of work was negotiated for the design and project management of the transmission main. The estimated cost for the design and project management of the project is \$432,900. The proposed engineering cost is more than the original budget and if awarded this year would require a budget amendment and activation of reserves.

In addition to the activation of capital reserves for the design, the project cost has not been budgeted and would likely require an SRF Loan or some other funding mechanism. After the engineering design is completed and cost estimates revised, the Commission may need to consider the water rates necessary to pay the debt service for this project. It is anticipated that the engineering design would begin upon approval and that the project could be budgeted in FY17.

Commissioner Ellison asked for the quality and longevity of additional pipes in the area. Engineer Leland explained the condition of pipes in the Baxendale and Broadwater area and pointed out sections that have been recently replaced. He also identified problem areas that will be addressed in the 2<sup>nd</sup> phase of the project. Commissioner Ellison commented on the importance of these transmission lines in providing water to the citizens of Helena and expressed support to move forward with the project as soon as possible.

Commissioner Haque-Hausrath referred to the gravel pit operation in the area and asked if they paid the city damages for the main they hit. Engineer Leland stated no, as the City cannot pinpoint the line locations and there are questions related to the easement location. Manager Alles noted all line locations and easements will be identified moving forward.

Discussion was held on how the estimated cost of the project was reached and how the capital costs would be addressed. Manager Alles indicated the construction costs would be addressed during the budget process and noted an SRF Loan or bonds of some kind would probably be needed to fund the project, all of which will probably require a water rate increase.

Commissioner Elsaesser stated staff and the Commission need to be very mindful of the

importance and costs of CCIP projects when reviewing the budget.

Mayor Smith asked for an estimate of the amount of leakage. Engineer Leland explained staff is not able to quantify the amount of water loss.

Mayor Smith and Commissioners Ellison and Elsaesser recommended staff move forward with the project and requested the Commission be kept updated.

Manager Alles mentioned Blue Cloud Subdivision had expressed interest in hooking into city water, as a main runs very close to their property. To date, he has denied their requests. Manager Alles recommended the Commission look at creating a tiered cost/rate structure for such requests and brief discussion was held on the issue.

***Consensus Direction to the Manager – There was Commission consensus to move forward with hiring Great West Engineering to perform the design and project management for the project.***

**HATS Rebranding** – HATS Superintendent provided reports on the bus rebranding and the route update.

The City Commission recently approved the rebranding of “Helena Area Transit Service” to “Capital Transit”. As part of that recommendation, the current buses will be rebranded with the “Capital T” logo and service name. The recommendation was that the bus body color would also change from white bus with blue stripes to a solid indigo blue bus body color with red accents. In reviewing what other agencies have undertaken in their re-branding efforts, it is not uncommon with a major change such as ours to change the front line units first and then as time and funding allow the remaining vehicles in our fleet.

After visiting with the owners and/or managers of four local auto-body design companies, staff has learned wraps are mostly designed for:

- Business advertising purposes. Active advertising wraps usually have a shorter time line, than that of a transit bus.
- The wraps service life is generally 4 to 5 years.
- Wraps usually are very detailed with vivid colors or pictures, unlike the indigo blue color choice.
- Partial wraps are the usual and complete solid color wraps are rare.
- Wraps work best when applied to a smooth surface.

The difficulty of branding the fixed route buses with wraps would be:

- The retention (life) of the busses is longer than the life of the wrap. The wrap would have to be redone or the bus painted at the end of the wrap’s service life.
- The surfaces of the buses are uneven. HATS busses have door hinges, handles, windows, rain gutters, and the weather-stripping has been sealed down with silicon adhesive.
- Wraps cannot be applied to the rain gutters or hinges and would remain the original white body color, or would have to be painted to match.
- HATS buses travel many streets. There would be a greater chance of the wrap being damaged or torn causing numerous repairs to maintain the dark indigo color.
- Considering the operating life of the bus, the wrap would be on longer than the wrap life and over time the color will fade.

Superintendent Larson stated because of the difficulties associated with the wraps he has given this much thought and explored the option of repainting the busses the indigo blue color and additionally, ordering the new fixed and ADA Para transit buses in indigo blue.

For one large bus the overall cost of a onetime paint job verses possibly several re-wrapping jobs because the wrap is worn out and/or torn over the life of the bus is comparable.

Wrapping:

One provider's estimate is \$4,400.00 per bus to complete a partial wrap at the window level and below. While no formal estimates were solicited, in conversation with the other businesses listed above I believe this to be a fair estimate. To acquire formal estimates would require hours of work for the businesses and staff, and we are at the inquiring phase of the project. Other vendors provided verbal estimates of approximately \$6,000.00 per bus, to completely wrap the whole bus.

Painting:

Staff inquired about the option of repainting the buses due to the conversations from the wrapping vendors. The vendors thought it may be a better option for our needs. I spoke to Mr. Travis Johnston, Owner of the Wreck Room. The Wreck Room is experienced in painting motorhomes. The Wreck Room Facility has a special paint booth large enough to properly paint large vehicles like motorhomes or buses. I received a formal estimate of \$6,995.65 per bus from Mr. Johnston. In his estimate the repainting the roof and jams were excluded.

In light of our research, staff recommends the following:

1. Repaint, not wrap the fixed route buses.
2. Move forward with MDT to order our future new busses with indigo color paint.
3. Have a local agency apply the decals to the buses as normal.
4. Due to the expense and time requirement we recommend re-doing the fixed route buses at this time.

Superintendent Larson stated he would like to start the rebranding project after the April 30th end of Legislative Capital Shuttle and after budget authority has been secured.

Mayor Smith asked where the funding for the rebranding will come from. Superintendent Larson stated HTAC/CTAC will be asking for donations; Deborah Swingley, CEO of the Montana Council on Developmental Disabilities, has committed to funding updates to one bus and ten bus stop signs.

Jessica Peterson, Capital Transit Coalition (CTC), noted the CTC will be performing fundraising for the rebranding, not the HTAC or CTAC. She noted it should be relatively easy to raise the funds needed if there is consensus from the City Commission to move forward with the proposed rebranding.

Mayor Smith asked if the CTC has a timeframe for its fundraising goals. Ms. Peterson stated no, as the CTC is just beginning its efforts. She indicated she was attending today's meeting to listen and report back to the group and then gather the resources available to complete the effort. Mayor Smith stated he is troubled by the rebranding being proposed absent funding.

Commissioner Ellison asked for clarification if the budget approved for submittal for the HATS program's 5311 grant contained funding requests for the rebranding effort. Manager Alles stated it did not, he believes the rebranding is separate from the 5311 request. Commissioner Ellison asked if the Commission has done anything that would've prohibited HATAC from raising funds since they initially made this recommendation to the Commission, approximately one year ago. Manager Alles stated no. Commissioner Ellison expressed concern that funding was not already identified for the rebranding project, yet it is being proposed to the Commission.

Commissioner Haque-Hausrath stated she would support, if funds are raised by CTC, painting two fixed route buses indigo blue.

Commissioner Haladay stated the Commission agrees with and is supportive of the rebranding concept but only if funding for it can be raised.

Mayor Smith commended the rebranding proposal; however, the Commission did not make a financial commitment to the project.

***Consensus Direction to the Manager – There was Commission agreement to paint two of the fixed route buses indigo blue if funding becomes available.***

**Recommended Process/Timetable for New Fixed Bus Routes** - Superintendent Larson reported he has established and ground-trothed the two new proposed fixed routes. Each route runs between 18 to 20 minutes with no stopping. When staff added 20 second stops for each bus stop location on each route, we still had approximately 3 minutes for route recovery time or wheelchair loading. Even though this is less time than needed to load and secure a wheelchair, I believe the timing is adequate because we will not be stopping at each location as we currently do, and our current wheelchair usage on the fixed route is minimal. If these assumptions change due to an increase in wheelchair usage on the fixed routes or significant ridership increases we may be required to modify our schedule and/or routes.

Staff believes the most significant issue with the two new routes is meeting the expectations and requirements of the ADA act. The standard to meet the ADA requirements are found within the ADA document from the "United States Access Board" (USAB). Sec.209-2-3 of the USAB document, On-Street Bus Stops, requires on-street bus stops to comply with Sec.810-2 of the USAB rules to the maximum extent practicable. USAB Sec. 810-2, states a bus boarding and a lighting area must have a firm stable surface and shall provide a clear length of 96 inches minimum, measured perpendicular to the curb or vehicle roadway edge, and a clear width of 60 inches minimum measured parallel to the vehicle roadway. Additionally, USAB requires bus stops boarding areas to be connected to streets, sidewalks, or pedestrian paths by an accessible route complying with USAB Sec. 402. A significant portion of the bus stops on both routes do not meet all of the USAB standards.

In light of the complexity of the requirements of the ADA facility standards, city staff contacted the ADA accessibility company who specializes in reviewing ADA bus stop needs and was recently selected by the City for the general ADA transition plan. Mr. John N. McGovern, JD, President Recreation Accessibility Consultants would not only provide us with documentation of what needs to be done at stop locations, but also what meets ADA compliance at these locations. Mr. McGovern is preparing a cost estimate to undertake the above described task. Mr. McGovern's scope of services and cost estimate should be available the first week in April. Based on preliminary discussions with the consultant, this work would not be completed until the October/November timeframe. The consultant will need to visit and evaluate between 35-40 proposed bus stops not including the East Valley route.

The accompanying next step in the process as recommended by the City Attorney's office is to have the routes reviewed by the various user groups and citizens involved with public transit. These groups include; Helena Area Transportation Advisory Committee (HATAC), Americans with Disabilities committee (ADA), Helena Citizen Council (HCC), city staff and other interested individuals. The City Attorney's office has recommended staff use this inclusive process in the stop location review to fulfill the inclusive planning section of the public transit process and to avoid any future civil rights discrimination complaints. Final acceptance of the new fixed routes and the stop locations will rest with the City Commission.

The regular meeting schedule of the above listed groups is as follows: HATAC meets the third week of each month, the ADA committee meets bi-monthly, third week of the month and the HCC meets monthly, fourth week of each month.

A final proposed plan that best meets the goal of fulfilling the ADA requirements to the maximum extent practicable including a site improvement schedule will be submitted to the City Commission for acceptance and implementation.

It needs to be noted that due to the attorney recommended extensive public process, the Commission goal of having these new fixed routes in operation by July 1, 2015 appears unobtainable. So in light of these factors, staff is requesting Commission direction prior to moving forward.

Superintendent Larson referred to the future name change from HATS to Capital Transit and listed some of the items that will need to be revised to comply with the name change, such as the logo, service name change, signage, office stationary/letterhead, employee uniforms and the website.

Thorough discussion was held on the design of the new route(s), transfer point timing, ADA involvement and review, and the consultant's reports/findings on the routes.

The Commission commended Superintendent Larson on his presentation and work on the new routes.

## **Community Facilities/Parks & Recreation**

**Scope of Service – Parks Maintenance Building** – Manager Alles introduced and gave the background of the agenda item. Community Facilities Director Gery Carpenter gave an overview of the draft Request for Proposals/Scope of Services listed below.

**REQUEST FOR PROPOSALS  
For Professional Services  
For the City of Helena's Community Facilities Department  
To Design & Construct The Parks, Open Space and Golf Maintenance Facility**

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### **SECTION 1 – GENERAL INFORMATION**

#### **1.1 Purpose**

The City of Helena Community Facilities Department is soliciting proposals from qualified Consultants to provide architectural and engineering design services for the following project:

Parks, Open Space and Golf Maintenance Facility - Services would include the development of the final design, cost estimates, and construction oversight and administration for development of the project, which is to be located at Bill Roberts Golf Course in Helena, Montana.

The firm shall provide all services including, but not be limited to, design, mechanical, electrical, structural and civil engineering services to complete the project.

#### **1.2 General Submission Information**

The Community Facilities Department intends to award a single contract for each phase of the project covering architectural and engineering services. The first phase that the Consultants will provide is the Schematic Design. The second phase is the Design Drawings/Plans and Bid process. The third phase is the Construction Administration. Each phase will be contracted individually. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested. It is the intent of the City of Helena to select the general contractor by the General Contractor/Construction Manager (GC/CM) process. This process will take place after the schematic phase is completed by the selected Consultants.

#### **1.3 Questions**

Questions regarding and copies of the entire proposal should be submitted to the following entity:

City of Helena  
Gery Carpenter, Community Facilities Director  
340 Neill Avenue  
Helena, Mt. 59601  
(406) 447-8484

#### **1.4 Preparation Costs**

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-

ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## **SECTION 2 – RULES GOVERNING COMPETITION**

### **2.1 Examination of Proposals**

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

### **2.2 Proposal Acceptance Period**

Award of this proposal is anticipated to be announced within sixty (60) **calendar days**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

### **2.3 Confidentiality**

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

### **2.4 Proposal Format**

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

### **2.5 Signature Requirements**

**All proposals must be signed.** An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

### **2.6 Proposal Submission**

Eight (8) copies of the proposal must be received by the City prior to **5:00 PM on Friday, April 17, 2015**. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

City of Helena  
RE: Parks, Open Space and Golf Maintenance Facility RFP  
340 Neill Avenue  
Helena, Mt 59601

### **2.7 Disposition of Proposals**

All materials submitted in response to this RFP become the property of the City of Helena. One copy shall be retained for the official files of the Community Facilities Department and will become public record after award of the Contract.

### **2.8 Modification/Withdrawal of Proposals**

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after

the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

## **2.9 Oral Change/Interpretation**

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

## **2.10 Late Submissions**

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN SECTION 2.6 OF THIS RFP WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

## **2.11 Rejection of Proposals**

The City of Helena reserves the right to reject any or all proposals if determined to be in the best interest of the City.

## **SECTION 3 – SCOPE OF WORK**

### **3.1 Parks, Open Space and Golf Maintenance Facility Design**

#### **A. Project Scope**

##### Description

The site for the Parks, Open Space and Golf Maintenance Facility is at Bill Roberts Golf Course. The building will include 2,000 square feet of office space, 1,000 square feet of interior space for a meeting room, break rooms and a room for 50 lockers with at least one shower facility. The building will also include 4,000 square feet for shop space and 4,000 square feet for warm storage for equipment. The construction budget is \$1,300,000.00. The facility will include outside storage with asphalt paving and a security fence. The office portion of the building will include two ADA accessible restrooms, as well as, office space for 6 personnel and 3 supervisors. The shop portion of the building will include at least two access garage doors; accommodate the storage of maintenance equipment, area for equipment maintenance including a power lift and an area for cleaning equipment with a power washer including a sump.

##### Project Goals and Objectives

The purpose of the project is to:

- Meet the need for office, break, locker and conference rooms for Parks Maintenance, Golf and Open Lands divisions of the Parks Department.
- Provide warm and cold storage for all divisions needs.
- Maximize functional efficiency of space and operations
- Minimize congestion between traffic flow, employees and the public
- Minimize disturbance of existing golf operations
- Provide exterior design of building and landscaping to enhance curb appeal
- Meet specific operational design standards
- Provide visual barrier between maintenance needs and public golfers

##### Operational Design Standards

- Provide space for chemical handling and storage
- Accommodate irrigation work space
- Accommodate up to 50 lockers
- Provide a shower facility
- Provide office's for 6 employees and 3 supervisors
- Provide a break/conference/training room
- Meets all ADA access criteria



- Provide separate heated work space for: sign-making, welding, fabrication, equipment maintenance & storage, grinding, painting, small tools
- Provide a power lift for equipment
- Provide a wash area with a power washer and sump
- Provide fueling station
- Provide parking for city and private vehicles
- Contain defining landmark feature(s) such as trees and landscaping unique to the property
- Include generous landscaping
- Design traffic ingress/egress to site from Benton Avenue and surrounding streets
- Design site grade, drainage, storm water retention and utilities
- Design to incorporate technology for energy conservation and efficiency
- Provide pedestrian phases at intersections for safe access or egress.

The project will require close coordination with City staff. The consultant will prepare full architectural and engineering plans and specifications for the building and site work and acquisition of all necessary permits. The consultant will also provide contract bidding and construction oversight and administration services.

B. Scope of Professional Service: The scope of professional services required by this RFP may include, but not necessarily be limited to the following:

1. Site work design will include parking, alley access, queuing design for efficient entry and exit, landscaping, utilities and storm water management.
2. Show how the project may affect existing utilities within the project area.
3. Schedule design review meetings with involved City staff.
4. Development of detailed project cost estimates and project schedules.
5. Preparation of final plans, construction documents, and bidding documents.
6. Analyze bid proposals and make recommendations on awarding a construction contract.
7. Schedule and hold a mandatory pre-bid conference and a mandatory pre-construction meeting.
8. Construction administration and architectural/engineering support services, including providing personnel, equipment and supplies.
9. All surveying related to the project and necessary for design, construction layout and control.
10. Provide construction oversight and administrative services in coordination with Community Facilities staff..
11. Inspection services will be required and coordinated with Community Facilities staff.
12. Weekly meetings with City staff will be required for both general review and inspection of the project.
13. Review submittals and prepare work change directives, change order, and monthly progress and pay estimates.
14. Issue notices as required.
15. Prepare record drawings and deliver to the City.
16. Conduct final inspection with the City.
17. Schedule and conduct warranty inspection with the City.

#### **SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed eight (8) pages in length (excluding resumes, title page(s), letter of transmittal, index/table of contents, attachments, or dividers). One page shall be interpreted as one side of single-spaced, typed, 8½" x 11" sheet of paper.

##### **4.1 Title Page**

Show the RFP project or contract being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

##### **4.2 Letter of Transmittal**

- A. Identify the RFP project or contract for which proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.

D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

#### 4.3 Table of Contents

Clearly identify the materials by Section and Page Number.

### **SECTION 5. PROPOSAL NARRATIVE/EVALUATION CRITERIA**

Keep the specific proposal to a maximum of eight (8) pages. A company brochure can supplement the proposal.

#### **A. Firm Experience**

1. Past experience on **maintenance and office facilities architectural design and construction projects** including payment processing, and final project closeout procedures.
2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided. References shall be limited to one City of Helena representative.
3. Identify your firm's performance on similar projects, especially noting City work, City work in the project area, and task work of this type. Provide a point of contact for all City work identified. A current telephone number should also be provided if applicable.

#### **B. Project Architect**

Provide detailed information on the qualifications and relevant experience of the Project Architect as it relates to the required services. Include project reference contact name(s) and current telephone number(s).

#### **C. Key Project Staff and Subconsultants**

Identify the project manager and project engineer as well as other key personnel the firm would use for this Community Facility project. List qualifications of staff to be assigned and their experience. Also list other consulting firms that may be used to provide mechanical, electrical, or other sub consulting.

#### **D. Available Resources and Consultant Location**

1. Business History: Provide information on size, resources, and business history of the firm.
2. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
3. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the Contract.

#### **E. Project Methodology and Approach**

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations, which may be envisioned in scoping, completing, and managing small tasks. Provide detailed information on Project Architect's role in scoping tasks with the City and working with key staff or task leaders.

#### **F. Other items that will be used to evaluate proposals will include:**

1. Current and projected workloads (ability to accomplish work in a timely manner).
2. Capability to meet schedules or deadlines.
3. Capability to complete projects within budget.
4. Willingness to enter into an agreement with remuneration based on a flat rate.
5. Demonstration of an acceptable professional rate/fee structure for accomplishing the work.

A committee of individuals representing the City of Helena will evaluate the proposals. The committee will rank the proposals as submitted.

The City of Helena reserves the right to award Contract(s) solely on the written proposal. **The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses.**

#### **SECTION 6 – CONTRACT NEGOTIATION PROCESS**

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Helena. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest-ranked Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Helena reserves the right to reject any and all proposals submitted.

Manager Alles noted Phase 1 of the project will better define the needs and may change the cost of additional phases. Detailed discussion was held on the advantages of proposing the project in phases, how the proposed budget for the project was identified, and what budget the general fund can actually afford and the location of the proposed maintenance building.

Director Carpenter noted that a dollar figure has to be chosen for the RFP in order for the consultant to have an idea of how large the project will be and the amount of services that will need to be allocated. It does not by any means set or lock the budget of the project.

Commissioner Haque-Hausrath expressed concern for the construction budget amount included in the RFP since the funding will need to come from the General Fund and there is no guarantee it can be afforded. Commissioner Elsaesser concurred with Commissioner Haque-Hausrath's concerns.

Commissioner Ellison stated he would like to get the ball rolling on this project although the lack of a funding source is concerning.

Mayor Smith spoke in support of using the one-time Telecom Settlement funds to finance the construction of the Parks Maintenance Building. Commissioner Ellison concurred with Mayor Smith.

Further discussion was held on the proposal to locate the facility at Bill Roberts Golf Course. Commissioners Haque-Hausrath and Elsaesser expressed concern for the proposed site. Commissioner Haladay asked what would happen to the space at the Civic Center that would be evacuated by the Parks Department. Director Carpenter stated he is unsure what would happen to their current space. It is warm storage that may still be advantageous to the Parks Department. The RFP will better identify the needs of the entire Department.

Commissioner Haladay commented on the need for the Parks Department employees to work in an efficient, comfortable and safe facility.

Director Teegarden explained the reason for the site to be studied at Bill Roberts Golf Course is because all Divisions of the Parks Department can operate out of the Golf Course but the Golf Course cannot operate from alternate sites such as Centennial Park or the Civic Center.

Manager Alles urged the Commission to move forward with Phase 1 of the project in order to better identify costs and funding sources.

***Consensus Direction to the Manager – There was Commission consensus to move forward with Phase 1 of the Parks Maintenance Facility Project.***

#### **6. Committee discussions**

- a) Audit Committee, City-County Board of Health, Civic Center Board, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns – No report given.
- b) Audit Committee, Board of Adjustment, Helena Chamber of Commerce Liaison, Information Technology Committee, Transportation Coordinating Committee — No report given.
- c) Intergovernmental Transit Committee, Non-Motorized Travel Advisory Board, Transportation Coordinating Committee – No report given.

- d) ADA Compliance Committee, Business Improvement District/Helena Parking Commission, City-County Parks Board, Montana Business Assistance Connection – No report given.
  - e) Audit Committee, City-County Administration Building (CCAB), Public Art Committee – No report given.
  - f) Helena Citizens Council – HCC representative Dick Sloan reported Kelly Lynch has been appointed as the new Chair of the HCC. The Council continues its interest in recycling and is ready to participate in discussions on the issue.
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- 7. **Review of agenda for April 6, 2015 City Commission meeting** – No discussion held.
  - 8. **Public Comment** – No public comment received.
  - 9. **Commission discussion and direction to the City Manager** – No discussion held.
  - 10. **Adjourn** – Meeting adjourned at 6:03 p.m.